



The Corporation of the Township of Malahide
REGULAR COUNCIL MEETING AGENDA
March 21, 2024 – 7:30 p.m.*
**Closed session at 6:30p.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**
- (*) Closed Session **RES 2-3**
 - A Labour Relations or Employee Negotiations Matter regarding a Staff Performance Review – CAO Department. (Section 239 (2)(d)).
 - Advice that is subject to solicitor client privilege, including communications necessary for that purpose - Boundary Adjustment Update. (Section 239(2)(f))
- (D) Presentations/Delegations/Petitions
 - Public Meeting – Zoning By-law Amendment Application- Zoning By-law Amendment Application of Benjamin William & Melissa Lockington (Authorized Agent: Eugenio Dimeo), relating to the property located at Part of Lot 81, Concession South of Talbot Road, Township of Malahide, and known municipally as 48887 Brook Line **RES 4-6**
 - Public Meeting –Zoning By-law Amendment Application of K2 Custom Homes Inc (c/o Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, and known municipally as 51237 Ashton Street **RES 7-9**
- (DI) Reports of Departments
 - (i) Director of Fire & Emergency Services
 - (ii) Building/Planning/By-law
 - Elgin County Official Plan Review **RES 10**
 - Application for Consent to Sever No. E19-24 of Peter James Forsythe, Force Installations Ltd **RES 11**

-Application for Consent to Sever No. E20-24 of Peter James Forsythe, Force Installations Ltd **RES 12**

(iii) Director of Public Works

-Request for Improvement–Catfish Creek Drain **RES 13**

-Petition for Drainage–Chalet Line **RES 14**

-Malahide Water Distribution System-2023 Fourth Quarter Operations Report **RES 15**

-Malahide Water Distribution: Drinking Water Quality Trends and Management Review of DWQMS Operational Plan **RES 16**

-Malahide Water Distribution System: 2023 Section 11 Annual Report and Schedule 22 Summary Report **RES 17**

-Malahide Wastewater Collection System: 2023 Performance Report **RES 18**

-Contract Award 2024-2026 Parks and Maintenance **RES 19**

(iv) Director of Corporate Services/Treasurer

-Springfield Special Area Levy **RES 20**

(v) Clerk

(vi) CAO

-Transition to OPP Detachment Board: Community Safety and Policing Act, 2019 **RES 21**

(F) Reports of Committees/Outside Boards

-General Manager 2023 LPRCA Annual Report, 2023 LPRCA Audited Financial Statements, and Minutes of February 7, 2024 **RES 22**

-EECC Board Follow-up-2024 Operating Budget **RES 23**

-EECC Board Follow-up-2024 Capital Budget **RES 24**

(G) Correspondence **RES 25**

1. Association of Municipalities of Ontario - WatchFile – March 7, 2024, and March 14, 2024

2. Elgin St. Thomas Coalition to End Poverty – 2023 Timeline of Success

3. Thames Valley District School Board - Accommodation Plan - 2023/2024

4. Town of Aurora - Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use

5. Catfish Creek Conservation Authority – Notice of approval of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the Conservation Authorities Act by the Province

6. Town of Lincoln – Urgent Need for Increased Funding to Libraries and Museums in Ontario

7. Municipality of Chatham Kent - Request to the Province to Amend Blue Box Regulation for 'Ineligible' Sources
8. Town of Bracebridge - Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework
9. Talbot Trail ATV Club- Designated Highway Extension Request

(H) Other Business

(I) By-laws **RES 26**

- By-law No. 24-12 - Lockington Rezoning
- By-law No. 24-10 – K2 Custom Homes Inc/Henry Klassen

(J) Closed **RES 27-28**

-Advice that is subject to solicitor-client privilege, including communications necessary for that purpose – EECC Governance. (Section 239 (2)(f)).

(K) Confirmatory By-law **RES 29**

(L) Adjournment **RES 30**

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 March 7, 2024 be adopted as printed and circulated.
2. 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 a Staff Performance Review – CAO Department. (Section 239 (2)(d))
 - Advice that is subject to solicitor client privilege, including communications necessary for that purpose relating to Boundary Adjustment Update. (Section 239(2)(f))
3. THAT Council move out of Closed Session and reconvene at _____ p.m. in order to continue with its deliberations.
4. THAT the Public Meeting relating to the Zoning By-law Amendment Application of Benjamin William & Melissa Lockington (Authorized Agent: Eugenio Dimeo), relating to the property located at Part of Lot 81, Concession South of Talbot Road, Township of Malahide, and known municipally as 48887 Brook Line be called to order at 7: __p.m
5. THAT the Public Meeting relating to the Zoning By-law Amendment Application of Benjamin William & Melissa Lockington (Authorized Agent: Eugenio Dimeo), relating to the property located at Part of Lot 81, Concession South of Talbot Road, Township of Malahide, and known municipally as 48887 Brook Line be adjourned at 7: __p.m
6. THAT Report No. DS-24-10 entitled “Zoning By-law Amendment Application of Benjamin William & Melissa Lockington (Authorized Agent: Eugenio Dimeo)” be received; AND THAT the Zoning By-law Amendment Application No. D14-Z02-23 of Benjamin & Melissa Lockington (Authorized Agent: Eugenio Dimeo), relating to the property located at Part of Lot 81, Concession South of Talbot Road, Township of Malahide, and known municipally as 48887 Brook Line, BE APPROVED for the reasons set out in this Report.
7. THAT the Public Meeting relating to Zoning By-law Amendment Application No. D14-Z02-24 of K2 Custom Homes Inc (c/o Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, and known municipally as 51237 Ashton Street be called to order at 7: __p.m
8. THAT the Public Meeting relating to Zoning By-law Amendment Application No. D14-Z02-24 of K2 Custom Homes Inc (c/o Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, and known municipally as 51237 Ashton Street be adjourned at 7: __p.m

9. THAT Report No. DS-24-11 entitled “Zoning By-law Amendment Application of K2 Custom Homes Inc (c/o Henry Klassen)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z02-24 of K2 Custom Homes Inc (c/o Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, and known municipally as 51237 Ashton Street, BE APPROVED for the reasons set out in this Report.

10. THAT Report No. DS-24-12 entitled “Elgin County Official Plan Review” be received;

AND THAT this report be forwarded to the County of Elgin as comments for its consideration in the review and update of the County Official Plan.

11. THAT Report No. DS-24-13 entitled “Application for Consent to Sever No. E19-24 of Peter James Forsythe, Force Installations Ltd” be received;

AND THAT the Application for Consent to Sever of Peter James Forsythe, Force Installations Ltd relating to the property located at Part of Lot 10, Concession 8 S, Township of Malahide, and known municipally as 11241 Imperial Road, be supported for the reasons set out in this Report;

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

12. THAT Report No. DS-24-14 entitled “Application for Consent to Sever No. E20-24 of Peter James Forsythe, Force Installations Ltd” be received;

AND THAT the Application for Consent to Sever of Peter James Forsythe, Force Installations Ltd relating to the property located at Part of Lot 10, Concession 8 S, Township of Malahide, and known municipally as 11229 Imperial Road, be supported for the reasons set out in this Report;

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

13. THAT Report No. PW-24-05 entitled “Request for Improvement – Catfish Creek Drain” be received;

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

14. THAT Report No. PW-24-10 entitled “Petition for Drainage – Chalet Line” be received;

AND THAT George Veryken, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for this petition.

15. THAT Report No. PW-24-06 entitled “Malahide Water Distribution System-2023 Fourth Quarter Operations Report” be received.

16. THAT Report No. PW-24-07 entitled “Malahide Water Distribution: Drinking Water Quality Trends and Management Review of DWQMS Operational Plan” be received.
17. THAT Report No. PW-24-08 entitled “Malahide Water Distribution System: 2023 Section 11 Annual Report and Schedule 22 Summary Report” be received.
18. THAT Report No. PW-24-09 entitled “Malahide Wastewater Collection System: 2023 Performance Report” be received.
19. THAT Report No. PW-24-11 entitled “Contract Award 2024-2026 Parks and Maintenance” be received;

AND THAT the tender be awarded to Doxtator Property Maintenance, of Southwold, Ontario, at a cost of \$1,860.00 plus applicable taxes per week for the grass cutting and general landscape maintenance for scoped Township properties;

AND THAT the Director of Public Works be authorized to enter into an agreement with Doxtator Property Maintenance with respect to the Township Parks and Lawn Maintenance Contract for the 2024, 2025 and 2026 seasons.

20. THAT Report No. FIN-24-10 entitled “Springfield Special Area Levy” be received;

AND THAT the \$165,144 be transferred from the Capital Reserve to the Streetlights & Sidewalks Reserve;

AND THAT Council approve a special area levy in the amount of \$18,300 to fund special service costs relating to streetlights and sidewalks in the Village of Springfield.

21. THAT Report No. CAO-24-03 entitled “Transition to OPP Detachment Board: Community Safety and Policing Act, 2019” be received;

AND THAT Council appoints Dominique Giguere as the Bayham/Malahide appointee to the Elgin OPP Detachment Board until the end of the current term of Council;

AND THAT Council supports the remuneration for the OPP Detachment Board members at \$1,500 per year for members and \$2,000 per year for the Chair;

AND THAT correspondence on this matter be provided to the OPP Detachment Board Lead under the CAO’s signature.

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

- General Manager 2023 LPRCA Annual Report, 2023 LPRCA Audited Financial Statements
- Minutes of February 7, 2024

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

24. THAT the Council of the Township of Malahide approve the 2024 Capital Budget in the total amount of \$738,859.00 (\$369,429.50 per municipal partner).
25. THAT the following correspondence be noted and filed:
 1. Association of Municipalities of Ontario - WatchFile – March 7, 2024, and March 14, 2024
 2. Elgin St. Thomas Coalition to End Poverty – 2023 Timeline of Success
 3. Thames Valley District School Board - Accommodation Plan - 2023/2024
 4. Town of Aurora - Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use
 5. Catfish Creek Conservation Authority – Notice of approval of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the Conservation Authorities Act by the Province
 6. Town of Lincoln – Urgent Need for Increased Funding to Libraries and Museums in Ontario
 7. Municipality of Chatham Kent - Request to the Province to Amend Blue Box Regulation for 'Ineligible' Sources
 8. Town of Bracebridge - Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework
 9. Talbot Trail ATV Club- Designated Highway Extension Request
26. THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:
 - By-law No. 24-12 - Lockington Rezoning
 - By-law No. 24-10 – K2 Custom Homes Inc/Henry Klassen
27. 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:
 - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose – EECC Governance. (Section 239 (2)(f))
28. THAT Council move out of Closed Session and reconvene at _____ p.m. in order to continue with its deliberations.
29. THAT By-law No.24-11, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
30. THAT the Council adjourn its meeting at _____ p.m. to meet again on April 4, 2024, at 7:30 p.m.

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

Virtual Meeting – <https://youtu.be/8OQFpZ6ppAw?si=3CZR-wd-cWGeWHsV>

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 Fire & Emergency Services J. Spoor, and Director of Public Works J. Godby

Also Present: Eric Steele– Monteith Brown

Absent:

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:

MINUTES:

No. 24-073

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT the minutes of the regular meeting of Council held on February 15, 2024 be adopted as printed and circulated.

Carried

PRESENTATIONS/DELEGATIONS/PETITIONS:

- Public Meeting –Zoning By-law Amendment Application– Kenneth Drabick and Ankor Farm Ltd. (Authorized Agent: David Roe c/o Civic Planning Solutions Inc), relating to the property located at Lot 18, Concession 8 South Dorchester, Part 2 of RP 11R10007, former Geographic Township of South Dorchester, Township of Malahide, and known municipally as 48024 and 48028 Wilson Line

No. 24-074**Moved By: John H. Wilson****Seconded By: Sarah Leitch**

THAT the Public Meeting relating to the Zoning By-law Amendment Application of Kenneth Drabick and Ankor Farm Ltd. (Authorized Agent: David Roe c/o Civic Planning Solutions Inc), relating to the property located at Lot 18, Concession 8 South Dorchester, Part 2 of RP 11R10007, former Geographic Township of South Dorchester, Township of Malahide, and known municipally as 48024 and 48028 Wilson Line be called to order at 7:33p.m.

Carried

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

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on February 14th and February 21st. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

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

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

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

Mayor Giguère asked if any Council Members wished to make any comments regarding the application and Deputy Mayor Widner noted the needed addition of this type of business to the community.

No. 24-075**Moved By: Rick Cerna****Seconded By: John H. Wilson**

THAT the Public Meeting relating to the Zoning By-law Amendment Application of Kenneth Drabick and Ankor Farm Ltd. (Authorized Agent: David Roe c/o Civic Planning Solutions Inc), relating to the property located at Lot 18, Concession 8 South Dorchester, Part 2 of RP 11R10007, former Geographic Township of South Dorchester, Township of Malahide, and known municipally as 48024 and 48028 Wilson Line be adjourned at 7:39p.m.

Carried

No. 24-076
Moved By: Mark Widner
Seconded By: John H. Wilson

THAT Report No. DS-24-09 entitled “Zoning By-Law Amendment Application of Kenneth Drabick and Ankor Farm Ltd. (Authorized Agent: David Roe C/O Civic Planning Solutions Inc)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z12-23 of Kenneth Drabick and Ankor Farm Ltd. (Authorized Agent: David Roe c/o Civic Planning Solutions Inc), relating to the property located at Lot 18, Concession 8 South Dorchester, Part 2 of RP 11R10007, former Geographic Township of South Dorchester, Township of Malahide, and known municipally as 48024 and 48028 Wilson Line, BE APPROVED for the reasons set out in this Report.

AND THAT Township Council withhold the final passing of the By-law until the associated Consent application for a lot addition is granted conditional approval by the County of Elgin Land Division Committee.

Carried

REPORTS OF DEPARTMENTS:

Building/Planning/By-law

-2023 By-law Enforcement Activity Report

No. 24-077
Moved By: Sarah Leitch
Seconded By: Scott Lewis

THAT Report No. BL-24-01 entitled “2023 By-law Enforcement Activity Report” be received.

Carried

CORRESPONDENCE:

No. 24-078
Moved By: Scott Lewis
Seconded By: Sarah Leitch

THAT item 7 be supported;

THAT Council direct staff to send a response concerning correspondence item # 3;

AND THAT the remaining items be noted and filed.

- 1. Association of Municipalities of Ontario - WatchFile – February 15, 2024, February 22, 2024, and February 29, 2024**
- 2. Elgin County – Notice of Public Open House & Public Meeting – March 19, 2024**
- 3. Correspondence from Malahide Resident – Community Outdoor Swimming Pool in Aylmer**
- 4. Request for Malahide Township Council Support for Malahide Athletic Centre**
- 5. East Elgin Community Assistance Program – Acknowledgment of Donation**
- 6. City of Hamilton - Support for the Decision of the Ontario Energy Board to End the Gas Pipeline Subsidy**
- 7. County of Renfrew - Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems**
- 8. Ministry of the Environment, Conservation and Parks - Comprehensive Environmental Assessment Projects**
- 9. Township of Lanark Highlands – Conservation Officer Reclassification**

Carried

OTHER BUSINESS:

BY-LAWS:

No. 24-079

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT the following by-law be considered read a first and second time

AND THAT the final passing of the By-law be held until the associated Consent application is granted conditional approval by the Elgin County Land Division Committee:

- By-law No. 24-08 – Drabick Rezoning**

Carried

CLOSED:**No. 24-080****Moved By: Mark Widner****Seconded By: Sarah Leitch**

THAT Council move into Closed Session at 8:03p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- **A proposed or pending acquisition or disposition of land by the municipality or local board – Port Bruce (Section 239 (2)(c)).**
- **Advice that is subject to solicitor-client privilege, including communications necessary for that purpose relating to the Planning Department (Section 239 (2)(f)).**
- **Training and education for the purpose of educating or training of its members (Section 239(3.1)) – Review of Procedural By-law.**

Carried**No. 24-081****Moved By: Scott Lewis****Seconded By: Chester Glinski**

THAT Council move out of Closed Session and reconvene at 10:37p.m. in order to continue with its deliberations.

Carried**No. 24-082****Moved By: Rick Cerna****Seconded By: Sarah Leitch**

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

- **A proposed or pending acquisition or disposition of land by the municipality or local board – Port Bruce (Section 239 (2)(c)).**
- **Advice that is subject to solicitor-client privilege, including communications necessary for that purpose relating to the Planning Department (Section 239 (2)(f))**
- **Training and education for the purpose of educating or training of its members (Section 239(3.1)) – Review of Procedural By-law.**

Carried

CONFIRMATORY:**No. 24-083****Moved By: Rick Cerna****Seconded By: Scott Lewis**

THAT By-law No.24-09, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:**No. 24-084****Moved By: Mark Widner****Seconded By: Rick Cerna**

THAT Council adjourn its meeting at 10:39p.m. to meet again on March 21, 2024, at 7:30p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



Report to Council

REPORT NO.: DS-24-10

DATE: March 21, 2024

ATTACHMENT: Report Photo, Application Sketch, By-law

SUBJECT: **ZONING BY-LAW AMENDMENT APPLICATION OF BENJAMIN WILLIAM & MELISSA LOCKINGTON (AUTHORIZED AGENT: EUGENIO DIMEO)**

LOCATION: Part of Lot 81, Concession South of Talbot Road, Township of Malahide (48887 Brook Line)

Recommendation:

THAT Report No. DS-24-10 entitled “Zoning By-law Amendment Application of Benjamin William & Melissa Lockington (Authorized Agent: Eugenio Dimeo)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z02-23 of Benjamin & Melissa Lockington (Authorized Agent: Eugenio Dimeo), relating to the property located at Part of Lot 81, Concession South of Talbot Road, Township of Malahide, and known municipally as 48887 Brook Line, BE APPROVED for the reasons set out in this Report.

Background:

The subject Zoning By-law Amendment Application (the “Application”) has been submitted by Benjamin & Melissa Lockington (Authorized Agent: Eugenio Dimeo) to implement the necessary zoning provisions required to permit the construction of a new primary dwelling and the conversion of the existing dwelling to a secondary dwelling unit. The Application relates to the property located at Part of Lot 81, Concession South of Talbot Road, Township of Malahide, and known municipally as 48887 Brook Line.

Notice of the Application has been circulated to agencies and registered property owners as prescribed and regulated by the Planning Act, RSO 1990, and the Malahide Official Plan, including posting notice in two recent issues of the Aylmer Express.

Comments/Analysis:

The subject property is approximately 1.03 hectares (2.5 acres) in area and has approximately 28.89 metres (94.78 feet) of frontage along Brook Line. There is an existing single-detached dwelling, detached garage, and two accessory buildings located near the front of the lot along Brook Line. The subject property is bounded by Brook Line to the north and residential uses to the east, south, and west.

The applicants are proposing to convert the existing 135 m² dwelling into a second dwelling. The applicants are proposing to construct a new larger dwelling further to the south on the property that would become their new primary dwelling.

Provincial Policy Statement (PPS)

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

New development taking place in designated growth areas should occur adjacent to the existing built-up area and should have a compact form, mix of uses and densities that allow for the efficient use of land, as well as sufficient infrastructure. Municipalities are to provide for an appropriate range and mix of housing options, as well as encourage redevelopment and residential intensification (s. 1.4.3). Individual on-site private septic and water services may be permitted for infill development provided that site conditions are suitable. The lot area of the subject lands is nearly five times the minimum requirement and would provide a large area to accommodate the proposed uses and private services.

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" on Schedule 'B', "Transportation Plan". The subject property has no noted areas on Schedule 'C', "Aggregate and Petroleum Resources" and on Appendix 1, "Environmental Resource Areas" of the County Official Plan.

It is noted that, while the lands are shown as "Agriculture", the County Official Plan mapping is representative of the boundaries as delineated in local Official Plans and as a result, the local Official Plans should be consulted for accurate settlement boundaries. The subject lands are designated as "Suburban Area" within the Township's Official Plan. The County Official Plan does not speak specifically to second residential units but does encourage promoting efficient use of land and housing types; it directs that the scale and location of new development is appropriate; and that development is compatible with surrounding land uses (Section B2.6, C1.1.1). The application conforms to the policies of the Official Plan.

Malahide Official Plan

The subject property is designated “Suburban Area” on Schedule ‘A1’ (Land Use Plan) and no noted areas on Schedule ‘A2’ (Constraints Plan). The “Suburban Area” designation permits a range of commercial, industrial, and institutional uses, with residential uses permitted where concentrations of residential uses already exist and where they will not create a land use conflict (Section 4.2.1.5). Intensification and infill development are permitted within areas of existing development and efficient land use patterns are encouraged (s. 4.2.1.2). The siting and location of buildings for infill development must be adequately serviced, not result in negative impacts on adjacent properties, and provide adequate access and parking (Section 4.1.4.2). The application conforms to the Official Plan.

Malahide Zoning By-law No. 18-22

The subject property is within the “Rural Residential (RR) Zone” on Key Map 53 of Schedule “A” to the Township’s Zoning By-law No. 18-22. The Rural Residential zone does not currently permit second dwelling units as a permitted use. It is noted that it is the intent of staff to bring forward a proposed housekeeping amendment that would permit second dwelling units on lots zoned “Rural Residential” in the coming months.

The proposal has been reviewed against the requirements for second dwelling units under Section 4.30 of the Zoning By-law. The proposed second dwelling unit would meet all criteria, except for having a minimum floor area of 135 m², whereas the By-law would typically require a maximum floor area of 75 m² and proposes a second dwelling unit to be located closer to a roadway than the primary dwelling. In addition to permitting the use, the proposed Zoning Amendment seeks to permit these site-specific provisions in the “RR-8” zone.

The subject lands consist of a large parcel that is irregular in shape and that narrows to have frontage along Brook Line. Due to the narrow frontage, the new primary dwelling is proposed to be located further to the south away from Brooks Line. Its location would be consistent and in line with another existing dwelling located on the adjacent property to the west. As a result of the new primary dwelling being located towards the rear of the property, the existing dwelling, proposed to become a second dwelling, would technically be located in the front yard as defined under the Zoning By-law. However, it is noted that the existing dwelling is currently situated with a similar setback as other dwellings located along the south side of Brook Line. As a result, the location of the second dwelling unit would be consistent with the character of the surrounding area. Given the irregular location of the lot and the location of the second dwelling would be consistent with the character of other dwellings in the area, the location of an accessory use in the front yard would be appropriate.

Public/Agency Comments Received

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

- The Catfish Creek Conservation Authority (CCCA) has provided comments dated March 13, 2024. The CCCA notes that the proposed development is currently located within the regulated area (120 metre setback from provincially significant

wetland) pursuant to the Conservation Authorities Act and will be subject to Catfish Creek Conservation Authority permit approval process prior to any development occurring.

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

Financial Implications to Budget:

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

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

Approved By:
Nathan Dias Chief Administrative Officer

APPLICATION FOR A ZONING BY-LAW AMENDMENT¹⁸
Owners: BENJAMIN WILLIAM & MELISSA LOCKINGTON
AUTHORIZED AGENT: EUGENIO DIMEO

48887 Brook Line
Part of Lot 81, Concession South of Talbot Road,
Township of Malahide

Township
of Malahide
Figure 1



OFFICIAL PLAN DESIGNATION
Suburban Area

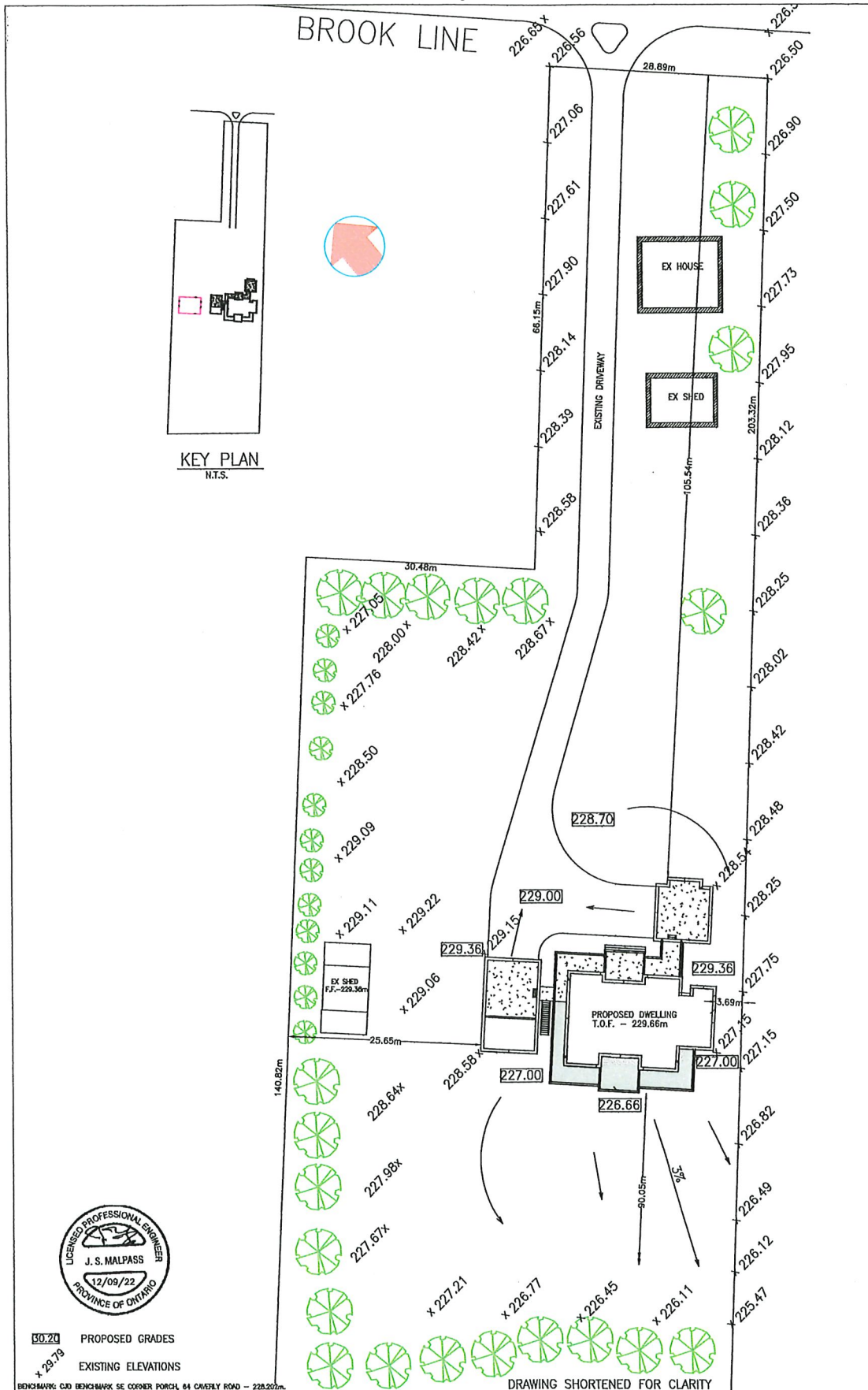


LANDS TO BE REZONED FROM RURAL RESIDENTIAL 'RR' ZONE
TO SITE SPECIFIC RURAL RESIDENTIAL 'RR-8' ZONE

ZONING
RR Rural Residential



REGULATED LANDS

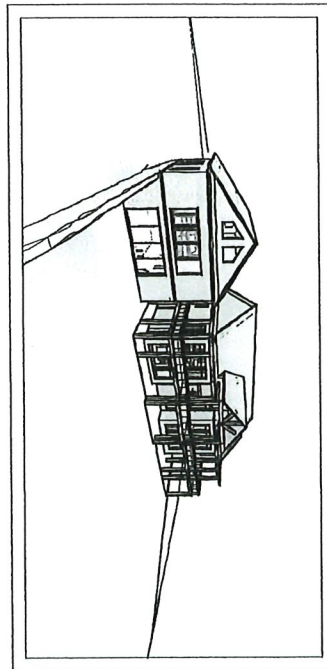
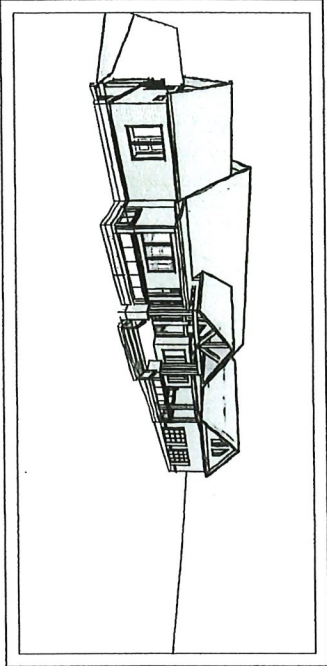
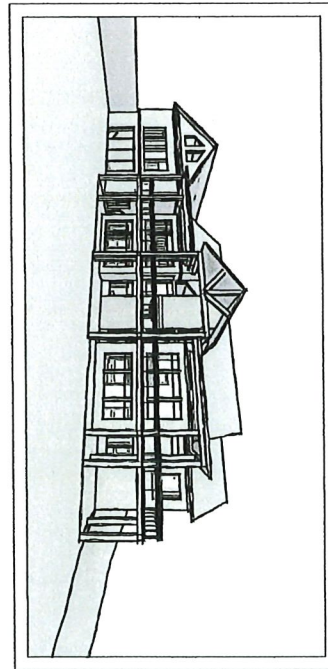
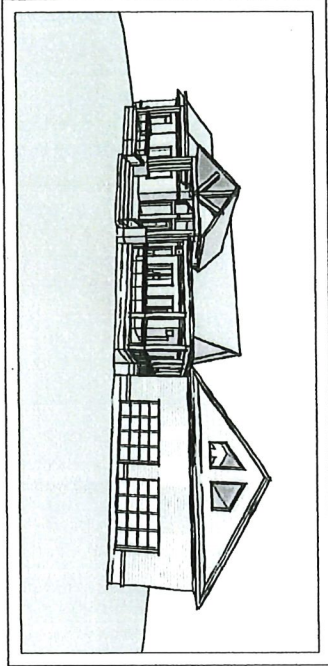


20.21 PROPOSED GRADES
 29.78 EXISTING ELEVATIONS
 BENCHMARK: CAD BENCHMARK SE CORNER PORCH, 64 CAVERLY ROAD - 228.20m

DRAWING SHORTENED FOR CLARITY

SCALE: 1:500 HORIZONTAL				LOCKINGTON RESIDENCE			
				J.S.MALPASS AND ASSOCIATES ENGINEERS AND PLANNERS ST.THOMAS, ONTARIO			
				PROPOSED DWELLING 48887 BROOK LINE TEETERVILLE, ONTARIO			
DESIGN BY: J.S.M.		DRAWN BY: J.S.M.		CHECKED BY:			
No.	REVISION	DATE	BY	PROJECT No.:06-9	FIELD BOOK No.:	DATE: AUG 2022	DRAWING No. 1

LOCKINGTON 48887 BROOK LINE, AYLIMER



ARCHITECTURE
 ARCHITECTURE IS THE ART OF DESIGNING AND CONSTRUCTING BUILDINGS THAT ARE FUNCTIONAL, BEAUTIFUL, AND SUSTAINABLE. ARCHITECTS WORK WITH CLIENTS TO UNDERSTAND THEIR NEEDS AND VISIONS, AND THEN DEVELOP A PLAN THAT MEETS THOSE NEEDS. ARCHITECTS ALSO MANAGE THE CONSTRUCTION PROCESS, FROM OBTAINING PERMITS TO OVERSEEING THE BUILDING OF THE STRUCTURE.

CONSTRUCTION
 CONSTRUCTION IS THE PROCESS OF BUILDING A STRUCTURE FROM THE GROUND UP. THIS CAN INCLUDE FOUNDATION WORK, FRAMING, ROOFING, AND FINISHING. CONSTRUCTION MANAGERS OVERSEE THE ENTIRE PROCESS, FROM OBTAINING PERMITS TO COMPLETING THE PROJECT.

FOUNDATION
 FOUNDATION IS THE PART OF A BUILDING THAT SUPPORTS IT. IT IS CRUCIAL TO THE STABILITY AND DURABILITY OF THE STRUCTURE. FOUNDATION WORK IS ONE OF THE MOST IMPORTANT ASPECTS OF CONSTRUCTION.

PERMITS
 PERMITS ARE REQUIRED FOR MOST CONSTRUCTION PROJECTS. THEY ARE OBTAINED FROM LOCAL GOVERNMENT AGENCIES AND ENSURE THAT THE PROJECT COMPLIES WITH ALL APPLICABLE REGULATIONS AND CODES.

FINISHING
 FINISHING IS THE FINAL STAGE OF CONSTRUCTION, WHERE THE BUILDING IS PREPARED FOR OCCUPANCY. THIS CAN INCLUDE PAINTING, CARPETING, AND INSTALLING FIXTURES.

INSULATION
 INSULATION IS A CRUCIAL COMPONENT OF A BUILDING'S ENVELOPE. IT HELPS TO MAINTAIN A COMFORTABLE INTERIOR TEMPERATURE AND REDUCE ENERGY CONSUMPTION.

ROOFING
 ROOFING IS THE PART OF A BUILDING THAT PROTECTS IT FROM WEATHER. IT IS CRUCIAL TO THE DURABILITY AND LONGEVITY OF THE STRUCTURE.

FRAMING
 FRAMING IS THE SKELETON OF A BUILDING. IT DETERMINES THE STRUCTURE'S STRENGTH AND STABILITY. FRAMING WORK IS ONE OF THE MOST IMPORTANT ASPECTS OF CONSTRUCTION.

FOUNDATION
 FOUNDATION IS THE PART OF A BUILDING THAT SUPPORTS IT. IT IS CRUCIAL TO THE STABILITY AND DURABILITY OF THE STRUCTURE. FOUNDATION WORK IS ONE OF THE MOST IMPORTANT ASPECTS OF CONSTRUCTION.

PERMITS
 PERMITS ARE REQUIRED FOR MOST CONSTRUCTION PROJECTS. THEY ARE OBTAINED FROM LOCAL GOVERNMENT AGENCIES AND ENSURE THAT THE PROJECT COMPLIES WITH ALL APPLICABLE REGULATIONS AND CODES.

FINISHING
 FINISHING IS THE FINAL STAGE OF CONSTRUCTION, WHERE THE BUILDING IS PREPARED FOR OCCUPANCY. THIS CAN INCLUDE PAINTING, CARPETING, AND INSTALLING FIXTURES.

INSULATION
 INSULATION IS A CRUCIAL COMPONENT OF A BUILDING'S ENVELOPE. IT HELPS TO MAINTAIN A COMFORTABLE INTERIOR TEMPERATURE AND REDUCE ENERGY CONSUMPTION.

ROOFING
 ROOFING IS THE PART OF A BUILDING THAT PROTECTS IT FROM WEATHER. IT IS CRUCIAL TO THE DURABILITY AND LONGEVITY OF THE STRUCTURE.

FRAMING
 FRAMING IS THE SKELETON OF A BUILDING. IT DETERMINES THE STRUCTURE'S STRENGTH AND STABILITY. FRAMING WORK IS ONE OF THE MOST IMPORTANT ASPECTS OF CONSTRUCTION.

FROM A VISION TO YOUR HOME
 - DESIGN & CONSTRUCTION SERVICES
 - ARCHITECTURE & INTERIOR DESIGN
 - FOUNDATION PLAN NORTH

48887 BROOK LINE, AYLIMER

PRELIMINARY COVER PAGE

DATE: 11/08

SCALE: 1/4" = 1'-0"

PROJECT NO: A000

PROPERTY OF LOCKINGTON HOMES

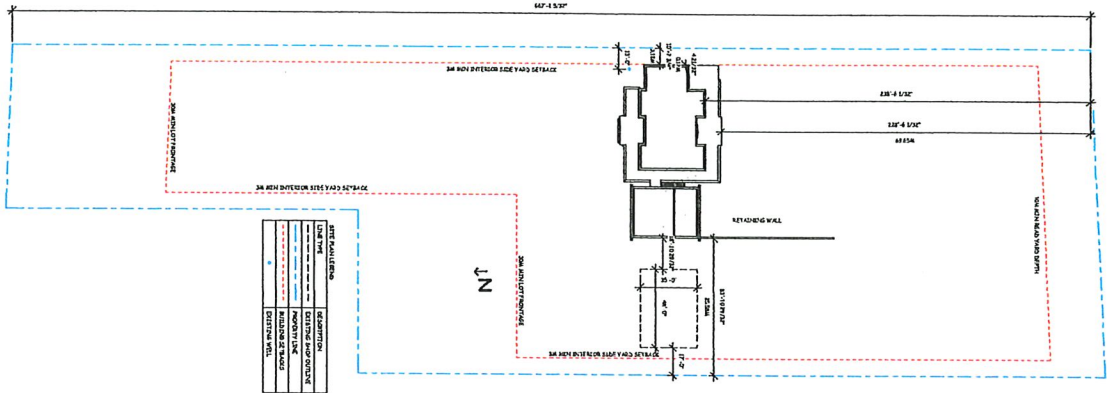
BRI LACKINGTON
 AYLIMER, ON
 3105-1085
 905-888-2333

WALL TO WALL
 905-888-2333

LOCKINGTON HOMES
 905-888-2333

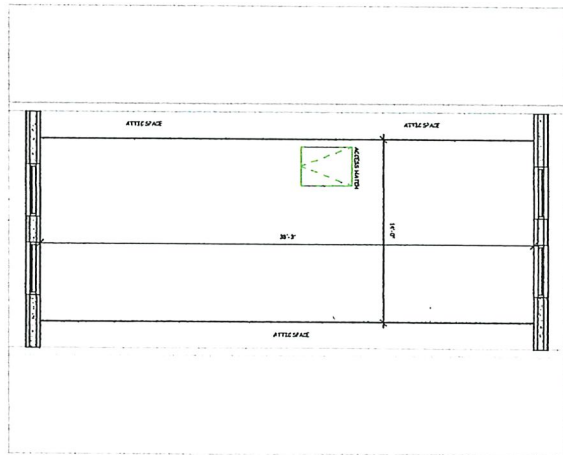
FOUNDATION	2100 SQ FT
1ST FLOOR LIVING SPACE	208 SQ FT
2ND FLOOR LIVING SPACE	208 SQ FT
3RD FLOOR LIVING SPACE	208 SQ FT
4TH FLOOR LIVING SPACE	208 SQ FT
5TH FLOOR LIVING SPACE	208 SQ FT
6TH FLOOR LIVING SPACE	208 SQ FT
7TH FLOOR LIVING SPACE	208 SQ FT
8TH FLOOR LIVING SPACE	208 SQ FT
9TH FLOOR LIVING SPACE	208 SQ FT
10TH FLOOR LIVING SPACE	208 SQ FT
11TH FLOOR LIVING SPACE	208 SQ FT
12TH FLOOR LIVING SPACE	208 SQ FT
13TH FLOOR LIVING SPACE	208 SQ FT
14TH FLOOR LIVING SPACE	208 SQ FT
15TH FLOOR LIVING SPACE	208 SQ FT
16TH FLOOR LIVING SPACE	208 SQ FT
17TH FLOOR LIVING SPACE	208 SQ FT
18TH FLOOR LIVING SPACE	208 SQ FT
19TH FLOOR LIVING SPACE	208 SQ FT
20TH FLOOR LIVING SPACE	208 SQ FT

① SITE PLAN
1/8" = 1'-0"



ITEM NUMBER	DESCRIPTION
1	EXISTING FOOTPRINT
2	PROPOSED FOOTPRINT
3	EXISTING WALL
4	PROPOSED WALL

② ROOMS ROOM FLOOR
1/8" = 1'-0"



1. THESE PLANS AND SPECIFICATIONS ARE PRELIMINARY AND SUBJECT TO CHANGE WITHOUT NOTICE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CONDITIONS OF THE SITE PRIOR TO CONSTRUCTION. ANY CHANGES TO THE PLANS SHALL BE MADE BY A WRITTEN AMENDMENT TO THESE PLANS.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES ON THE SITE.

4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING THE SITE TO ORIGINAL CONDITION OR BETTER AFTER COMPLETION OF CONSTRUCTION.

6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL NECESSARY SAFETY MEASURES DURING CONSTRUCTION.

7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.

8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETING ALL WORK WITHIN THE SPECIFIED TIME FRAME.

9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL NECESSARY MATERIALS AND LABOR.

10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ACCURATE RECORDS OF ALL CONSTRUCTION ACTIVITIES.

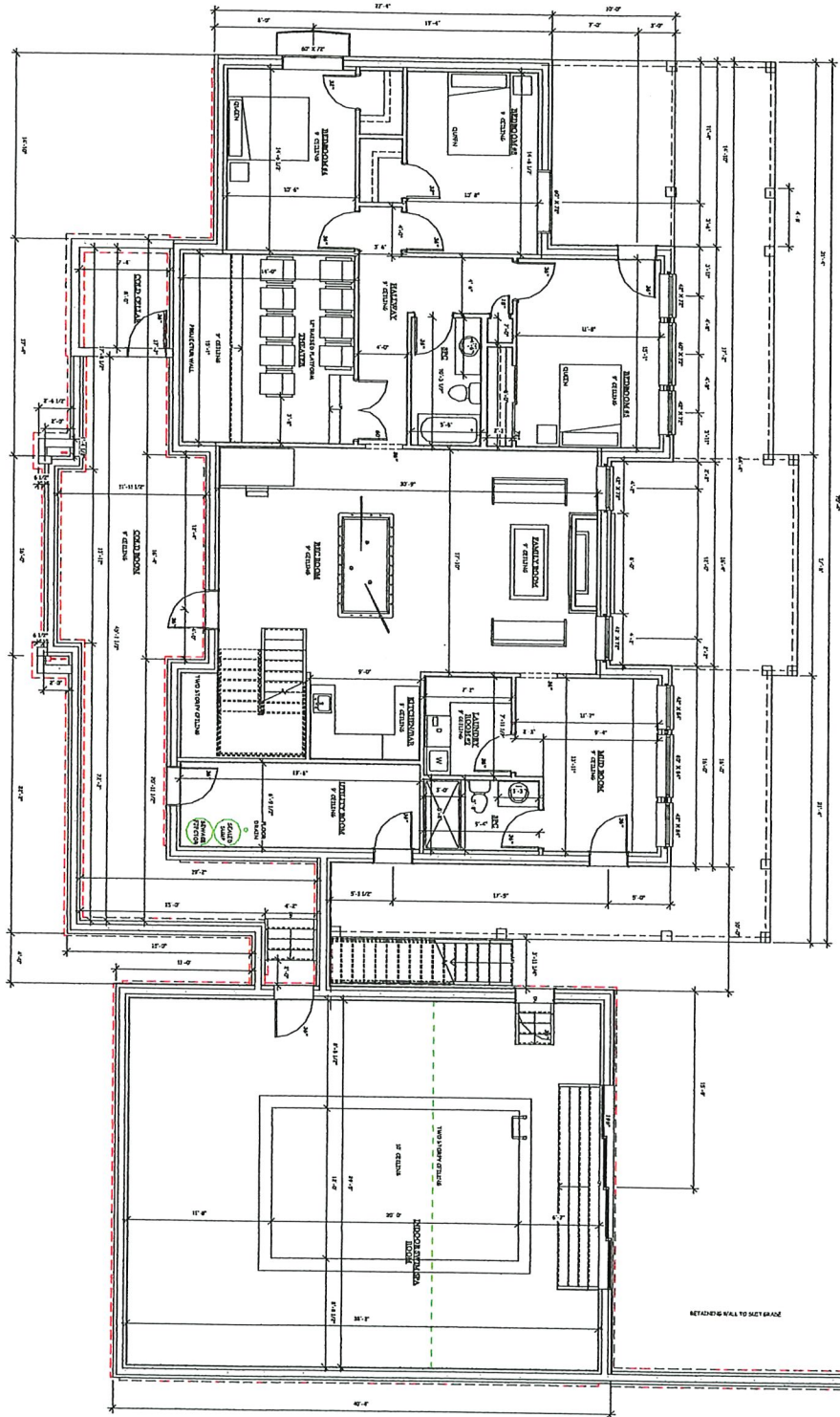
DATE: 10/15/2024
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 PROJECT: 4887 BROOK LINE AVENUE
 SHEET NO: A0

NO.	DESCRIPTION	AMOUNT	UNIT	TOTAL
1	FOUNDATION	120.00	SQFT	120.00
2	FLOOR LIVING	120.00	SQFT	120.00
3	FOUNDATION CHILDREN	81.00	SQFT	81.00
4	2nd ROOM	120.00	SQFT	120.00
5	TOTAL	341.00	SQFT	341.00

PROPERTY OF LOCKINGTON HOMES
 100 LOCKINGTON
 4887 BROOK LINE AVENUE
 WASHINGTON, DC 20007
 (202) 544-1100
 www.lockingtonhomes.com

WALL TO WALL CONSTRUCTION
 1000 WOODRIDGE AVENUE
 WASHINGTON, DC 20007
 (202) 544-1100
 www.walltowallconstruction.com

LOCKINGTON	4887 BROOK LINE AVENUE
PRELIMINARY	SITE PLAN ROOM FLOOR
REVISIONS	NO. 1
DATE	10/15/2024
SHEET NO.	A0



SLAB
1/4" = 1'-0"

• HOLD A WINDOW OPENING AREA
• SUBJECT TO DESIGN/ANALYSIS/DETAILS
• REFER TO SHEET FOR NOTES
FOUNDATION PLAN NOTES

1. ALL FOUNDATION WALLS SHALL BE CONSTRUCTED WITH 12" CMU WITH REINFORCING BARS.
2. ALL FOUNDATION WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD.
3. ALL FOUNDATION WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD.
4. ALL FOUNDATION WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD.
5. ALL FOUNDATION WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD.
6. ALL FOUNDATION WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD.
7. ALL FOUNDATION WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD.
8. ALL FOUNDATION WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD.
9. ALL FOUNDATION WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD.
10. ALL FOUNDATION WALLS SHALL BE FINISHED WITH 1/2" GYPSUM BOARD.

NO.	DESCRIPTION	AMOUNT	UNIT	TOTAL
1	FOUNDATION WALL	1200	LF	1200 LF
2	FOUNDATION WALL	1200	LF	1200 LF
3	FOUNDATION WALL	1200	LF	1200 LF
4	FOUNDATION WALL	1200	LF	1200 LF
5	FOUNDATION WALL	1200	LF	1200 LF
6	FOUNDATION WALL	1200	LF	1200 LF
7	FOUNDATION WALL	1200	LF	1200 LF
8	FOUNDATION WALL	1200	LF	1200 LF
9	FOUNDATION WALL	1200	LF	1200 LF
10	FOUNDATION WALL	1200	LF	1200 LF

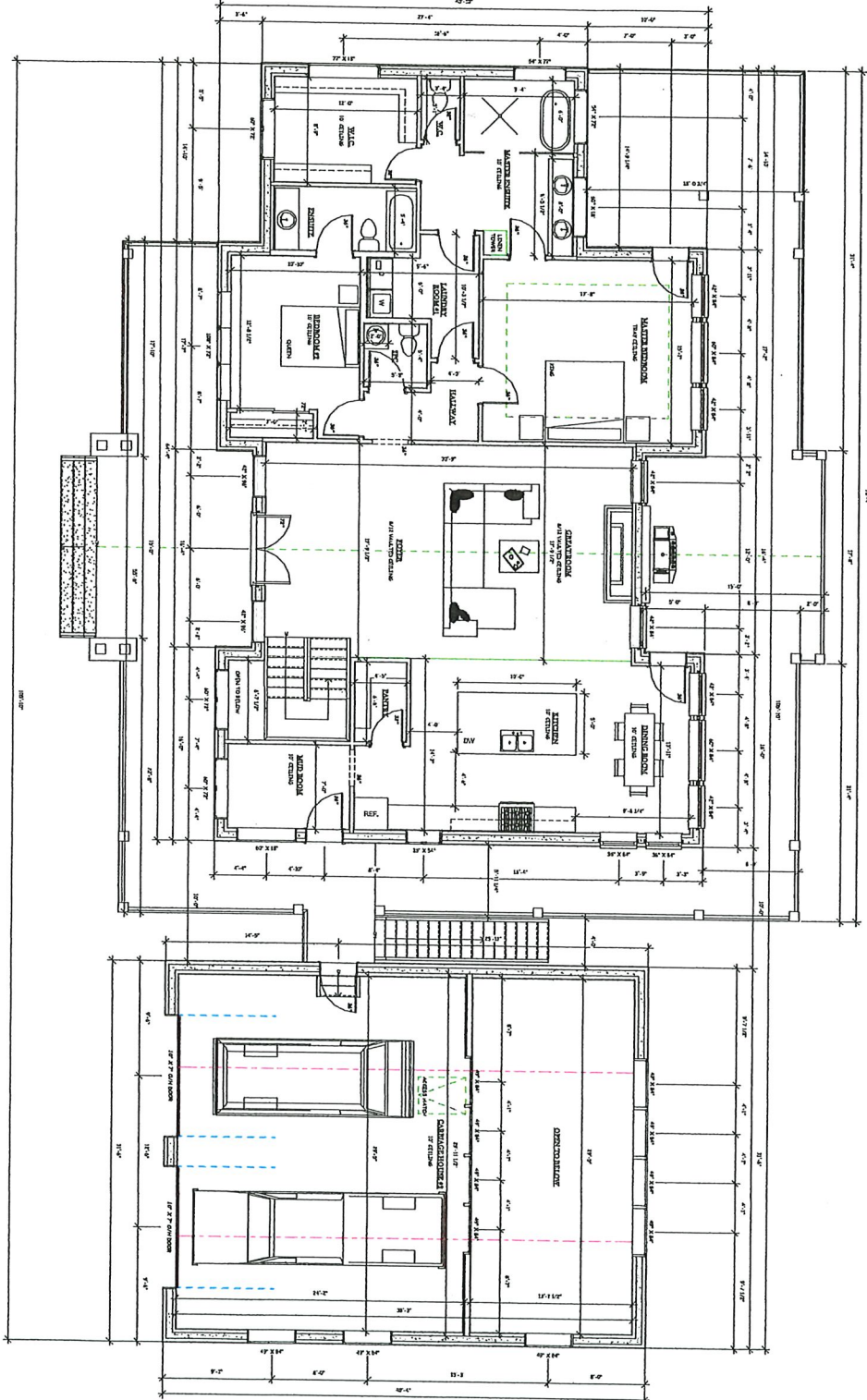
PROPERTY OF LOCKINGTON HOMES

BEN LOCKINGTON
ATLANTA, GA
516.251.4875
ben@lockingtonhomes.com

WALL TO WALL CONSTRUCTION
1100 Peachtree Street, N.E.
Atlanta, GA 30309
404.888.8888

LOCKINGTON
4887 BROOKVIEW AVENUE
PRELIMINARY
FOUNDATION PLAN
DRAWING NO. 206 | SCALE: 1/4" = 1'-0"
ISSUED DATE: 08/11/2020 | 10:49 AM
DATE: 08/11/2020
BY: A1

1 TO SUB FLOOR



PLAN A: MAIN FLOOR PLAN
 SUBJECT TO COMMON SENSE FACTS
 WHICH MAY BE KNOWN BY THE
 OWNER AND WHICH ARE NOT
 FOUNDATION PLAN NOTES

1. ALL DIMENSIONS ARE IN FEET AND INCHES.
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 6. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 7. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 8. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

DATE	2/28/2018
PROJECT	4887 BROOK LINE ALWIER
OWNER	4887 BROOK LINE ALWIER
DESIGNER	BRN LOCKINGTON
SCALE	1/8" = 1'-0"
DATE	2/28/2018
BY	BRN

PROPERTY OF LOCKINGTON HOMES

BRN LOCKINGTON
 ARCHITECTS
 1000 W. 15th St., Suite 100
 Lincoln, NE 68502
 402.441.1111
 brn@brnlockington.com

PROPERTY OF LOCKINGTON HOMES

LOCKINGTON
 4887 BROOK LINE ALWIER
 PRELIMINARY
 MAIN FLOOR PLAN
 DATE: 2/28/2018
 SCALE: 1/8" = 1'-0"
 DRAWN BY: BRN
 CHECKED BY: BRN
 SHEET NO: A2

**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 24-12**

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

**Benjamin William & Melissa Lockington
48887 Brook Line**

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

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

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

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

1. **THAT** the area shown in hatching on the attached map, Schedule "A", and described as Part of Lot 81, Concession STR (Concession South of Talbot Road), in the Township of Malahide, shall remain in the "Rural Residential (RR) Zone" of By-law No. 18-22 and shall be subject to the added provisions of Section 6.7.8 of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "RR-8" on Key Map 53 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 6.7 RURAL RESIDENTIAL (RR) ZONE – 'SITE-SPECIFIC' ZONES, by adding the following new subsection.

"6.7.8 a) Defined Area

RR-8 as shown on Schedule 'A', Map No. 53.

b) Permitted Uses

Second Dwelling Unit
All other uses permitted in RR Zone.

c) Maximum Floor Area

Second Dwelling Unit 135 m²

d) Location

Permitted within a front yard

e)	<u>Minimum Setback to Front Lot Line</u> Second Dwelling Unit	20 m
----	---	------

3. **THAT** this By-law shall come into force:

- a) Where no notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the expiration of the prescribed time; or,
- b) Where notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the approval of the Ontario Land Tribunal.

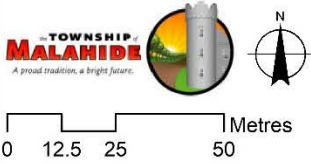
READ a **FIRST** and **SECOND** time this 21st day of March, 2024.

READ a **THIRD** time and **FINALLY PASSED** this 21st day of March, 2024.

Mayor – D. Giguère

Clerk – A. Adams

SCHEDULE A



Township of Malahide
Comprehensive Zoning By-law No. 18-22

SCHEDULE 'A'
Map 53



Report to Council

REPORT NO.: DS-24-11

DATE: March 21, 2024

ATTACHMENT: Report Photo, Submitted Site Plan, By-law, Agency & Public Comments

SUBJECT: **ZONING BY-LAW AMENDMENT APPLICATION OF K2 CUSTOM HOMES INC (AUTHORIZED AGENT: HENRY KLASSEN)**

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

Recommendation:

THAT Report No. DS-24-11 entitled “Zoning By-law Amendment Application of K2 Custom Homes Inc (c/o Henry Klassen)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z02-24 of K2 Custom Homes Inc (c/o Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, and known municipally as 51237 Ashton Street, BE APPROVED for the reasons set out in this Report.

Background:

The subject Zoning By-law Amendment Application (the “Application”) has been submitted by K2 Custom Homes Inc. (c/o Henry Klassen), to implement the necessary zoning provisions required as a condition of Consent Application E3-24, which was conditional approval from the County Land Division Committee on January 24, 2024.

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

Notice of the Application has been circulated to agencies and registered property owners as prescribed and regulated by the Planning Act, RSO 1990, and the Malahide Official Plan, including posting notice in two recent issues of the Aylmer Express.

Comments/Analysis:

The subject lands are approximately 810 m² (0.2 acres) in area, have approximately 20 metres of frontage along Ashton Street, and contain a semi-detached dwelling currently under construction. The subject lands are bounded by residential uses to the west, south, and east, and Ashton Street to the north.

The subject Zoning By-law Amendment has been submitted as a condition of an application for a new residential lot recently granted provisional approval by the County's Land Division Committee (Application E3-24). The application seeks to rezone the proposed severed and retained parcel from "Village Residential One (VR1) Zone" to "Village Residential 1 – Site Specific (VR1-6)". The application seeks to permit a reduced minimum lot area of 404 m², whereas the By-law requires a minimum of 800 m² and permit a reduced lot frontage of 10 metres, whereas the By-law requires a minimum of 20 metres.

Provincial Policy Statement (PPS)

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

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

County of Elgin Official Plan

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

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

regulated area. The proposed reduced lot and frontage of the severed and retained parcels are not anticipated to impact any natural hazard processes.

Malahide Official Plan

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

The Official Plan encourages intensification and redevelopment within designated settlement areas to efficiently utilize lands on available municipal services (Section 4.1.4.1). Section 4.4.2.6 of the Official Plan contains criteria for evaluating development for single-detached and semi-detached development including the lot size is appropriate for the development being proposed and will be compatible with the adjacent lots; natural features are protected; and the provision of adequate services and drainage. While smaller than the existing lots in the area that primarily contain single detached dwellings, the semi-detached use is permitted, and the severance of the units is not anticipated to be incompatible with adjacent land uses. The proposed lots would be serviced by municipal sanitary connections and private wells. Additionally, a lot grading and drainage plan would be required as a condition of approval to ensure no negative impacts on drainage for the subject lands and surrounding properties.

Malahide Zoning By-law No. 18-22

The subject property is within the “Village Residential One (VR1) Zone” on Key Map D3 of Schedule “D” to the Township’s Zoning By-law No. 18-22, and a portion of the subject property is identified as “Regulated Area”.

The ‘VR1’ zone permits a range of residential uses, including semi-detached dwellings. Both the severed and retained lot are proposed to have a minimum lot area of 404 m², whereas the By-law requires a minimum of 800 m², and a minimum lot frontage of 10 metres, whereas the By-law requires a minimum of 20 metres.

The table below identifies the development standards within the Zoning By-law for the lands zoned “Village Residential 1 (VR1)” as they relate to the proposed severed and retained lots:

Table 1. Village Residential 1 (VR1) Zoning Requirements – Severed & Retained

Zoning Provision	Required:	Proposed:
Min. Lot Area	800 m ²	404.6 m ² *
Min. Lot Frontage	20 m	10 m*
Min. Front Yard Depth	6.0 m	6.3
Min. Interior Side Yard Width	2.0 m	2.2**
Min. Rear Yard Depth	7.5 m	17.4
Max. Lot Coverage	30%	28%
Max. Height	10.5 m	7.4 m
Min. Floor Dwelling Floor Area	90 m ²	115.5 m ²
Min. Landscaped Open Space	30%	51%

*Site-specific exception requested.

**Where the lot line is a dividing wall of a semi-detached dwelling, no minimum side yard is required.

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

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

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

Public/Agency Comments Received

Notice of Public Meeting was given in accordance with Planning Act regulations. As of the date of writing this report the following comments have been received by the Township Planner (full copies of all correspondence received is attached) from members of the public:

- No comments were received from circulated agencies.
- Comments were received from four members of the public expressing opposition to the application and raising concerns that the application would set a precedent in the community; whether the semi-detached dwelling contravened the Zoning By-law; that the Township's minimum zoning requirements should not be amended as they are meant to protect the Township's current residents; and that the proposed reduction in lot area and frontage is not minor in nature.

It is noted that each application is evaluated on its own merits and requests for amendments do not create a precedent. As previously noted in this report, a semi-detached dwelling (a dwelling that is divided vertically into two dwelling units that share a common party wall) is permitted to be constructed on the subject lands. There is no requirement that each half of a semi-detached dwelling must be constructed on a separate lot.

Additionally, Section 34 of the Planning Act allows for any landowner to submit applications to amend the Township's Zoning By-law. It is also noted that the test of whether an application is "minor" is applied to minor variance applications under Section 45(1) of the Planning Act. The tests for a Zoning By-law Amendment application conforms to the Official Plan(s) and that the proposed development/land use is compatible and appropriate for the subject lands.

Financial Implications to Budget:

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

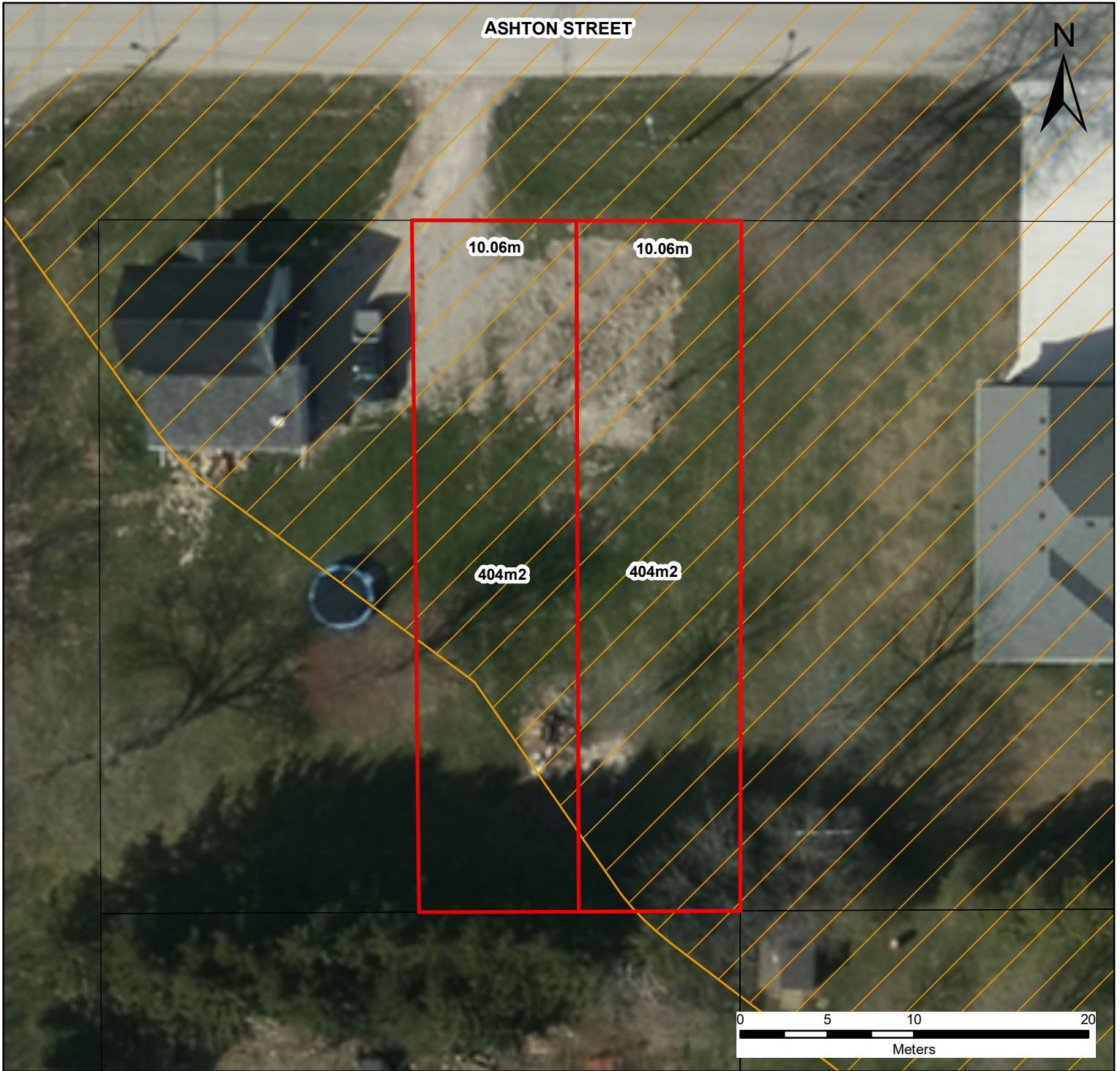
Submitted by:	Reviewed by:
Eric Steele, BES Monteith Brown Planning Consultants Consulting Planner	Jay McGuffin, MCIP, RPP Monteith Brown Planning Consultants Vice President & Principal Planner

Approved By:
Nathan Dias Chief Administrative Officer

32
APPLICATION FOR A ZONING BY-LAW AMENDMENT

Owner: K2 Custom Homes Inc
Authorized Agent: Henry Klassen
51237 Ashton Street
Lot 48 on Registered Plan 71
Township Of Malahide

**Township
of Malahide
Figure 1**



OFFICIAL PLAN DESIGNATION
Residential

ZONING
VR1 Village Residential One



LANDS TO BE REZONED FROM THE VILLAGE RESIDENTIAL ONE 'VR1' ZONE TO THE SITE SPECIFIC VILLAGE RESIDENTIAL ONE 'VR1-6' ZONE

REGULATED AREA

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

SCALE 1:200
METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN
BE CONVERTED TO FEET BY DIVIDING BY 0.3048

CAUTION

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

NOTES

- (1) - PROPERTY DIMENSIONS SHOWN HEREON AS SHOWN ON PLAN OF SURVEY BY KIM HUSTED SURVEYING LTD. DATED SEPTEMBER 26, 2019, PROJECT No. 19-15241
- (2) - PROPOSED BUILDING POSITIONED BY CALCULATIONS, NOT BY ACTUAL SURVEY
- (3) - PROPOSED FINAL GRADES ARE SHOWN (40.75) AND ARE IN METRES
- ADD 200.00m TO PROPOSED ELEVATIONS SHOWN HEREON TO OBTAIN GEODETIC DATUM
- EXISTING GRADES MEASURED SEPTEMBER 27, 2019 ARE SHOWN $\times 240.66$ AND ARE IN METERS.
- (4) - T.F.W. DENOTES TOP OF FOUNDATION WALL.
- (5) - U.S.F. DENOTES UNDERSIDE OF FOOTING
- (6) - SITE BENCHMARK #1 TOP OF FOUNDATION WALL OF DWELLING LOCATED WEST OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION OF 241.38 METRES.
- SITE BENCHMARK #2 TOP OF FOUNDATION WALL OF DWELLING LOCATED EAST OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION OF 241.26 METRES.
- (7) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ELEVATION OF THE UPPER LIMIT OF THE GROUND WATER TABLE, SOIL BEARING CAPACITY AND THE ELEVATION OF THE UNDER SIDE OF FOOTING PRIOR TO EXCAVATION.
- (8) - SEPTIC SYSTEM TO BE DESIGNED BY OTHERS
ELEVATIONS TO BE REVISED WHERE REQUIRED.
- (9) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE SITE BENCH MARK PRIOR TO EXCAVATION
- (10) - AREA OF LOT 47 =
- AREA OF SEMI-DETACHED DWELLING, COVERED PORCH & GARAGE = 231.0 SQUARE METRES
- PROPOSED LOT COVERAGE = 28.4%

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

© COPYRIGHT 2023 KIM HUSTED SURVEYING LTD.
THE REPRODUCTION, ALTERATION, OR USE OF THIS REPORT IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF KIM HUSTED SURVEYING LTD. IS STRICTLY PROHIBITED

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

PROJECT: 19-15241SP REFERENCE: FILE

SITE BENCHMARK #1
TOP OF FOUNDATION WALL
ELEV. = 241.38m

BENCHMARK
TOP OF GRATE
ELEV. = 239.84m

SITE BENCHMARK #2
TOP OF FOUNDATION WALL
ELEV. = 241.26m

NORTH

LOT 46
PART 1
11R-7861

LOT 48

LOT 47

407.18
sqm

407.37
sqm

REGISTERED LOT 28

LOT 29

LOT 30

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



**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 24-10**

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

**K2 Custom Homes Inc/Henry Klassen
51237 Ashton Street**

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

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

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

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

1. **THAT** the area shown in hatching on the attached map, Schedule "A", and described as Lot 48 on Registered Plan 71, in the Township of Malahide, shall remain in the "Village Residential One (VR1) Zone" of By-law No. 18-22 and shall be subject to the added provisions of Section 6.4.6 of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "VR1-6" on Key Map D3 of Schedule "D" to By-law No. 18-22, as amended.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 6.4 VILLAGE RESIDENTIAL ONE (VR1) ZONE – 'SITE-SPECIFIC' ZONES, by adding the following new subsection.

"6.4.6 a) Defined Area

VR1-6 as shown on Schedule 'A', Map No. D3.

b) Minimum Lot Area 404 m²

c) Minimum Lot Frontage 10 m

3. **THAT** this By-law shall come into force:

- a) Where no notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the expiration of the prescribed time; or,

- b) Where notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the approval of the Ontario Land Tribunal.

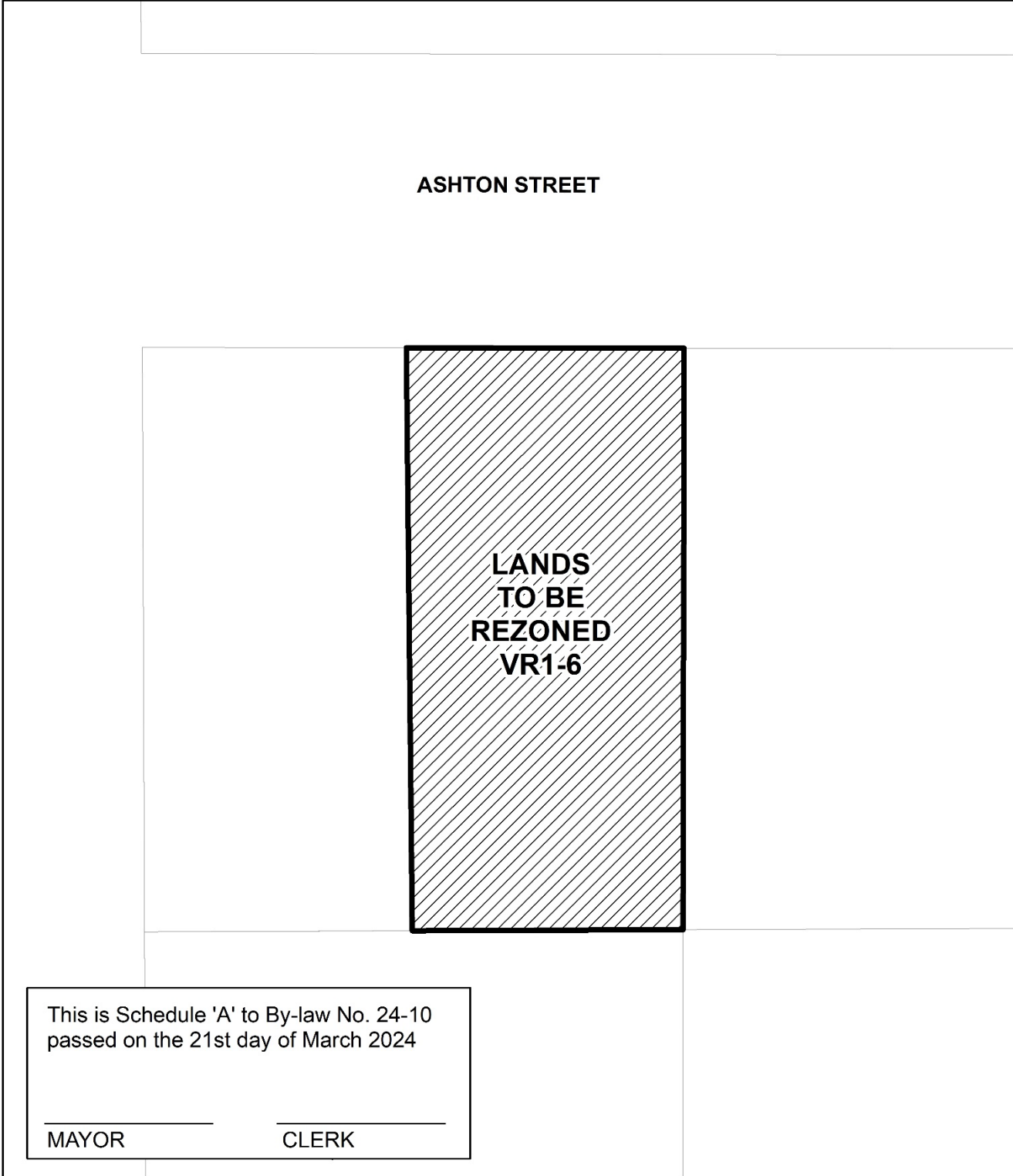
READ a **FIRST** and **SECOND** time this 21st day of March, 2024.

READ a **THIRD** time and **FINALLY PASSED** this 21st day of March, 2024.

Mayor – D. Giguère

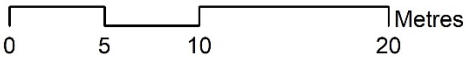
Clerk – A. Adams

SCHEDULE A



Township of Malahide
Comprehensive Zoning By-law No.18-22

SCHEDULE 'D'
Map D3



Christine Strupat

To: Allison Adams
Subject: RE: Zoning amendment for 51237 Ashton street Springfield

From: Bill <bnsmacintyre@hotmail.com>
Sent: Thursday, February 29, 2024 4:10 PM
To: Allison Adams <AAdams@malahide.ca>
Cc: Dominique Giguere <DGiguere@malahide.ca>
Subject: Zoning amendment for 51237 Ashton street Springfield

To council of township of malahide

Any time council deviates from what is the townships requirements they create a precedents. Then the next time an applicant wants to do something similar the council has allowed the next request due to prior precedent already being allowed.

The developer for this location knew or should have known the zoning requirements for this property before buying the property and building a semi detached dwelling. It's looks like they decided to proceed and then ask for forgiveness later.

This request is not minor in nature it is requesting to allow 2 single family dwellings on lots about one-half the size and one-half the frontage of the MINIMUM requirements of the TOWNSHIP OF MALAHIDES zoning bylaw.

What a precedent this would create for all future township residents. The standards as outlined in the zoning bylaw are meant to protect current township residents and allowed controlled future growth.

In summary I would request council to not accept this zoning amendment.

Bill MacIntyre
11748 Springfield Rd
Springfield on
Sent from my iPad

From: Kavin Ostrosser

Subject: Zoning amendment for 51237 Ashton St Springfield

Date: March 6 2024-03-06

T0: aadams@malahide.ca

CC: dgiguere@malahide.ca

To Malahide township council

I noticed in a recent (Feb28 2024) Aylmer paper of the public meeting for the proposed zoning amendment for 51237 Ashton St in Springfield. The request asking for the lot frontage and the lot area, both be cut in half of what the current by law requirement. One would think the developer for this location should have known the zoning requirements for this property before building a semi detached dwelling on the property. One might also ask the question of how was a building permit granted with such a discrepancy to the current bylaw.

I would suggest this request is not minor in nature when the lot frontage and lot size is half of what the minimum current bylaw requires

As noticed in recent Aylmer paper articles where as there have been discussions or comments around what has been allowed previously. If this zoning change is allowed it would create a precedent for Malahide residents who perhaps may have a smaller sized lot next to them. I would suggest that the standards outlined in the current zoning bylaw are meant to protect those such residents

In closing I would request that is zoning amendment not be approved

Kavin Ostrosser / 11961 Omemee St / Springfield

Christine Strupat

To: Allison Adams
Subject: RE: Zoning Amendment: 51237 Ashton Street Springfield D14-Z02-24

From: Tara Monti <tarajmonti@gmail.com>
Sent: Sunday, March 10, 2024 6:10 PM
To: Allison Adams <AAdams@malahide.ca>
Cc: Dominique Giguere <DGiguere@malahide.ca>
Subject: Re: Zoning Amendment: 51237 Ashton Street Springfield D14-Z02-24

To whom it may concern,
Please note I am resending the below letter of concern with respect to 51237 Ashton Street Springfield D14-Z02-24. I had omitted the application # & as such I am resending this letter.
Regards,
Tara Monti

> On Mar 10, 2024, at 1:36 PM, Tara Monti <tarajmonti@gmail.com> wrote:
>
> To whom it may concern,
>
> I recently became aware of a zoning amendment for the property at 51237 Ashton Street Springfield.
> I have several questions and concerns about how this establishment has been constructed and this zoning amendment has come to fruition.
>
> The proposed amendment runs the risk of causing significant detriment of the character of the neighbourhood. Cramming a building, that does not adhere to zoning requirements for this property location, into an established pre-existing neighbourhood, without consideration to neighbouring homes is quite frankly offensive. Springfield is and has always been a small, residential community. While I am supportive of growth and strengthening our existing community I cannot be supportive of developers whom obscenely ignore the municipal by-laws and seek to ask for forgiveness later.
>
> I also question, how a building permit was granted for erection this construction when it so obviously is not permitted by the current bylaw. If this zoning change is allowed this will set a precedent for future developers and home builders. The request asking for the lot frontage and the lot area be both cut in half of what the current law requirement would be irresponsible to approve.
>
> The existing bylaws protect residents of Malahide, who have smaller sized lots next to their homes. If this change is approved I ask what protection do residents then have? It is not the responsibility of Malahide residents to do the homework for outside developers - why should we have to pay the consequences?
>
> Tara Monti
> 51128 Nelson Street Springfield
>
>
>

ATTN: Allison Adams
Manager of Legislative Services/Clerk
Township of Malahide

Re: ZONING AMENDMENT FOR 51237 ASHTON STREET, SPRINGFIELD
Application #: D14-Z02-24

Malahide Council and Staff,

As per the notice we received via mail regarding the above proposed zoning by-law amendment, we wish to express our concern and request for council to reject this proposition.

Ask for forgiveness, rather than permission. This was clearly the developer's tactic in this situation and allowing this project to continue is both irresponsible and disheartening to the community which you serve. If a licensed contractor/developer is unable to adhere to defined rules that govern our communities who's fault is that? I would certainly hope our council agrees it is the developer's fault and not the community members who are left to deal with these changes to their neighborhood.

These types of changes are not without consequences, if allowed the precedence is then set and opens the doors for future developments like this. Is this what the community wants? Absolutely not!

Our last concern, is how did this project get to its level of completion before this issue was addressed? We can only assume there have been numerous "check-points" throughout this build and yet it continued in contravention to current by-laws. Where is the accountability?

Again, we ask council to make the responsible decision and hold the developer accountable. Set the precedent that issues like this will not slip through the cracks in Malahide and that Malahide Council and the community stakeholders are not appreciative of such blatant lack of regard for our community.

Corey and Jenna Van Den Nest
11763 Springfield Road
Springfield, Ontario

From: [Bill](#)
To: [Allison Adams](#)
Cc: [Dominique Giguere](#); [Mark Widner](#); [Chester Glinski](#); [Rick Cerna](#); [Scott Lewis](#); [John H. Wilson](#); [Sarah Leitch](#)
Subject: Re: Zoning Amendment D14-Z02-24 - 51237 Ashton Street - Response to Public Comment
Date: Friday, March 15, 2024 8:21:47 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Good morning
Sent from my iPad

On Mar 13, 2024, at 4:59 PM, Christine Strupat <CStrupat@malahide.ca> wrote:

Good afternoon,

The VR1 zone unfortunately permits TOO wide a range of residential uses. It is not uncommon for municipalities to also have a VR2 zone so that the municipality has better control on development. A control being used by neighbouring municipalities. Your former director of planning/CAO suggested that this additional zone would be most appropriate for Malahide to adopt as well. Perhaps you might bring this suggestion forward in Malahide as well.

In 2 recent rezoning applications council has turned down the rezoning due to application didnot had required side yard to allow an accessory building, and the other didnot meet required front yard set back. The application now to be considered has 2 major deficiencies - lot size is about half size required and frontage is only about 30 feet rather than 60 feet as required.

Malahide township has many 66x132 foot lots and approving this zoning amendment will set a precedent for many more in the future. If council truly believes their zoning guidelines are appropriate then the application before them should be denied.

Bill MacIntyre

The Township has received your comments regarding Zoning By-law Amendment Application D14-Z02-24 for the lands known municipally as 51237 Ashton Street. Staff have reviewed your comments, and they will be provided to Township Council for its consideration. Staff did note you had raised concerns of how the applicant would have been able to construct a semi-detached dwelling on the property and whether this is a case of the applicant seeking "forgiveness" after the fact. Staff wished to address this comment prior to the public meeting and provide clarity on the development process.

51237 Ashton Street, along with nearly all other residential parcels in Springfield, are zoned "Village Residential 1 (VR1)" in the Township of Malahide Zoning By-law. The VR1 zone permits a wide range of residential uses including, but not limited, to single detached dwellings, duplex dwellings, and semi-detached dwellings. As a result, a semi-

detached dwelling (defined as a dwelling that is divided vertically above grade into two separate dwelling units) is permitted to be constructed on the subject lands, which is why a building permit would have been able to be issued. Since the Zoning By-law permits more than one dwelling unit on a property in the VR1 zone, there is no requirement that each half of the semi-detached dwelling must be constructed on separate lots.

The purpose of this Zoning Amendment is to facilitate the severance of the permitted semi-detached dwelling so that each individual unit is separately conveyable. It is not uncommon for severance of a semi-detached to take place after the fact to confirm the location of the shared party wall during the severance process. If in the event that the proposed Zoning Amendment is not approved and the severance of the property does not take place, a semi-detached dwelling would still remain a permitted use and could continue to be located on the property.

Please contact me with any questions,

Christine Strupat, HBA, CPT

Development Services Technician/Assistant Planner

Office: 519.773.5344 x239

Fax: 519.773.5334

Township of Malahide

87 John Street South
Aylmer, ON
N5H 2C3





Report to Council

REPORT NO.: DS-24-12
DATE: March 21, 2024
ATTACHMENT: Public Notice, Elgin County Official Plan – Final Draft
SUBJECT: Elgin County Official Plan Review

Recommendation:

THAT Report No. DS-24-12 entitled “Elgin County Official Plan Review” be received;

AND THAT this report be forwarded to the County of Elgin as comments for its consideration in the review and update of the County Official Plan.

Background:

The County of Elgin initiated an Official Plan Review process in 2021. The Township has received notice as required under the Planning Act that the County has scheduled a Public Meeting on March 26, 2024, to receive comments on the final draft of the County of Elgin Official Plan update.

Planning staff have reviewed the final draft of the County’s Draft Official Plan update and have identified a number of policies that have implications on the Township’s current Official Plan policies and Zoning By-law provided comments that are recommended to be provided to the County of Elgin, and listed policies that are encouraged to be implemented by the County, though not required, that Township Council can consider implementing in the future.

Comments/Analysis:

	County Official Plan Policy	Planning Staff Comments
1	<p>2.0 Growth Management</p> <p>Growth management refers to the way in which Elgin County oversees long-term changes in population and economic activity to ensure the efficient use of land, resources, and public infrastructure investment. This is based on the recognition that the County's long-term prosperity, environmental health, and social well-being depends on wisely managing change and promoting efficient land use and development patterns. To that end, the following objectives have been identified as they relate to growth management:</p> <p>a) Conduct regular monitoring and updating of population and employment projections to ensure that the County has a sufficient land base to accommodate anticipated growth;</p>	<p>In review of the updated population projections conducted by the County prepared by Hemson Consulting Ltd, dated November 15, 2023, it is noted that the projections do not identify that the Township of Malahide has designated "Employment Lands".</p> <p>Employment lands are defined under the Provincial Policy Statement 2020 (PPS) as "those areas designated in an official plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities". In 2022, Official Plan Amendment 20 was approved that designated approximately 29 hectares of "Industrial" designated lands and 8.7 hectares of "Home Based Industrial" lands to the Springfield settlement areas.</p> <p>It is recommended that this information be provided to the County of Elgin to ensure accurate land supply information is being reviewed for long-term growth planning.</p>
2	<p>2.11 Residential Intensification & Redevelopment</p> <p>Intensification and redevelopment of existing residential areas is a key strategy to managing growth in the County and ensuring the efficient use of land and infrastructure. As such, the County will target 16% of all new residential development to be achieved through intensification and redevelopment. To</p>	<p>The Malahide Official Plan currently contains policies that encourage intensification and redevelopment, as well as criteria for evaluating development applications that propose infill development. However, the Malahide Official Plan does not contain a specified target for future intensification growth. As a result, it is noted</p>

	<p>achieve this the County will:</p> <p>a) Require all local official plans to develop policies advising how this target will be achieved in a way that respects the County's urban character;</p> <p>b) Encourage local municipalities to 'up-zone' or 'prezone' sites for residential intensification and redevelopment in their zoning by-laws;</p>	<p>that the Township's Official Plan would be required to be amended to align with the County's target for 16% of new residential development to be through intensification and redevelopment.</p> <p>It is noted that the Township's Zoning By-law currently permits a wide range of residential uses in the Springfield settlement area, including single detached dwellings, second dwelling units, semi-detached dwellings, duplexes, townhouses, and apartment buildings which would provide opportunities for infill and intensification.</p>
	<p>2.12 Phasing of New Development in Designated Growth Areas – Designated growth areas refer to lands within the County's settlement areas that are designated in an official plan for growth, but which have not yet been fully developed (e.g., undeveloped, or vacant lands designated for residential, employment, or commercial uses). As almost all local municipalities have a significant oversupply of residential and employment lands, and to ensure that growth management objectives of this Plan are achieved, local official plans shall be required to incorporate phasing policies for designated growth areas. These policies shall:</p> <p>a) Ensure that new development extends logically from existing built-up areas;</p> <p>b) Ensure the orderly progression of new development and the timely provision of the infrastructure and public service facilities required to accommodate it;</p> <p>c) Where there is fragmented land ownership, ensure the efficient use of land by requiring the consolidation of development parcels, or by requiring the development of a master plan or secondary plan;</p>	<p>The Township reallocated a large amount of land designated for future development to the Springfield settlement area.</p> <p>The Malahide Official Plan currently contains policies on phasing of new development, and prioritizing growth in areas of the Township where municipal services are available. However, the Township may consider additional policies to ensure that future development in Springfield takes place in an orderly and efficient manner.</p>

	<p>d) Identify a local council's priority areas for growth where priority areas exist; and,</p> <p>e) Address circumstances where cost-sharing, front-ending, or other financial contributions are required for the extension or upgrading of infrastructure and servicing.</p>	
3	<p>4.2 Residential Land Supply – The County shall ensure there is an adequate supply of residentially-designated land in the County to accommodate a minimum of 15 years of residential growth (including redevelopment and intensification opportunities, and 'greenfield' land). Further, local municipalities shall be required to maintain, at all times, land with servicing capacity sufficient to provide at least a five-year supply of residential units available through lands suitably zoned and (where available) serviced. The status of the County's inventory of residential lands will be monitored and reported annually to County Council.</p>	<p>The Township does not have a formal process for tracking the current supply of vacant residentially zoned lands within its boundaries. As a result, it is recommended that the Township develop an internal process to track the supply and consumption of developable lands over the long-term.</p>
4	<p>4.4 Additional Dwelling Units – Additional dwelling units are smaller apartments contained within a dwelling or accessory building on the same property and are referred to by various names including secondary suites, accessory apartments, or 'granny flats'. Local municipalities shall permit a minimum of two additional residential units as-of-right within low-density residential zones in settlement areas, subject to appropriate land use, size, and locational criteria, including servicing and access requirements.</p>	<p>Changes under Bill 23 in 2022 permitted up to three residential units on urban, residential-zoned lands with full municipal servicing. However, it is noted that there are no fully serviced settlement areas in the Township.</p> <p>The Malahide Official Plan and Zoning By-law currently permits one additional residential unit (referred to in the Township's By-law as a second dwelling unit) within the "Village Residential 1 (VR1)", "Village Residential 2 (VR2)", and "Hamlet Residential (HR)" zones. These zones are applied to lots within the Springfield, Port Bruce, and the hamlet settlement areas.</p> <p>Subject to further review of the criteria outlined in the County's draft text, the Township may consider permitting two additional residential units in settlement areas where there is</p>

		appropriate servicing that can accommodate such uses (i.e. Springfield) as part of a future Official Plan Amendment.
5	<p>4.6 Affordable Housing Target – Affordable housing is defined by provincial policy and its provision ensures that low-income and moderate-income households can access both appropriately priced rental units and homeownership in the County. Based on the definitions under provincial policy, approximately 55% of the County’s households are considered to be low-or moderate-income households and as such, 55% of all new residential units developed in the County shall be targeted as affordable under provincial policy. To assist in reaching this target the County will:</p> <p>a) Require all local official plans to develop policies advising how the local municipality will work towards achieving this target;</p> <p>b) Advise all applicants with residential development proposals of affordability price thresholds, and require all applications for plans of subdivision or condominium to demonstrate how their proposal works towards achieving Council’s affordable housing target, and if the proposal does not include affordable housing, advising why it is not appropriate to incorporate it;</p> <p>c) Examine opportunities to fund affordable housing community improvement programming; and</p> <p>d) Report annually to County Council on progress in meeting the affordability target.</p>	<p>The PPS defines affordable housing as housing where the accommodation costs do not exceed 30% of gross or annual household income for low and moderate income households or the purchase or rental price is a certain threshold below the average cost of housing in the regional market area.</p> <p>While the Provincial Policy Statement identifies the provision of affordable housing as a priority, the requirement for 55% of all development to be affordable would be an ambitious target and may be challenging to implement, particularly for small-scale or infill development proposals.</p> <p>A review of other upper-tier Official Plans (including the Counties of Middlesex, Oxford, and Norfolk) include requirements for 20-25% of new development.</p> <p>It is recommended that the Township provide comments to the County to further examine its affordable housing targets to ensure that they are able to be effectively implemented.</p> <p>It is noted that an amendment to the Malahide Official Plan will be required to implement this policy if it is approved.</p>
6	<p>5.4 General Development Policies – Development in the Rural Area shall first and foremost protect agricultural land, agricultural operations, resource extraction operations, and rural character. In addition to the other policies of this Plan, the following</p>	<p>The current County Official Plan contains policies for agricultural severances that require a minimum lot area of 40 hectares <u>or</u> as permitted in the local Official Plans. The Township’s</p>

<p>policies will direct development in the County's Rural Area:</p> <p>a) Where permitted, non-agricultural development shall avoid removing lands under active cultivation or pasture;</p> <p>b) Lots shall be sized not just to accommodate required water and sewage service but to protect rural character through minimum lot areas and building setbacks. Specifically, when located in an agricultural designation in a local official plan, new lots will generally be a minimum of 40 ha or larger (for both the severed and retained parcels);</p>	<p>current Official Plan and Zoning allow for some agricultural lots to have a minimum lot area of 20 hectares.</p> <p>While the Provincial Policy Statement does not set out a minimum lot area requirement, a large proportion of municipalities in southwestern Ontario require a minimum lot area of 40 hectares in their Official Plans. The 40 hectare minimum lot area requirement is also supported by OMAFRA.</p> <p>A reasonable planning case may be capable of being made for allowing the creation of farm lots having less than the minimum lot size of 40 ha stipulated in the County of Elgin Official Plan. This flexibility must, however, be considered in the context of the PPS framework, namely, that both the severed and retained lots "are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations....".</p> <p>It is noted that if this policy is implemented, a landowner could submit an application to amend the County Official Plan to permit a lot area less than the required 40 hectares.</p> <p>Amendments to the Malahide Official Plan and Zoning By-law would be required to implement this change.</p> <p>It is recommended that the Township provide comments to the County seeking further justification for the removal of the</p>
--	---

		County's current minimum agricultural lot area policy.
6	<p>5.7 Residential Uses – For many people the Rural Area is, and will continue to be, a desirable place to live. However, the overpopulation of residential uses in the Rural Area can lead to the piecemeal urbanization of the countryside and the loss of rural character. It can also restrict the establishment and expansion of agricultural operations. As such, where a local official plan and zoning by-law permits residential uses in the Rural Area, only the following shall be permitted:</p> <p>a) one single detached dwelling per lot;</p> <p>b) one additional dwelling unit contained on the same lot as the single detached dwelling; and</p> <p>c) farm labour accommodations.</p>	<p>It is noted that the Malahide Official Plan and Zoning By-law already permits a single detached dwelling and farm labour accommodations.</p> <p>Additional dwelling units are also already permitted in the "Agriculture" designation of the Malahide Official Plan. Staff will also be bringing forward an amendment to the Township Zoning By-law to permit an additional dwelling unit as-of-right in the By-law's agricultural zones.</p>
7	<p>6.5 Settlement Areas Adjacent to Municipal Boundaries Notwithstanding Subsection 6.4, there are certain settlement areas in the County that were developed as a result of their proximity to an adjacent municipality's urban area, namely:</p> <p>a) the Central Elgin communities of Lynhurst, Norman Lyndale, and Eastwood abutting the City of St. Thomas</p> <p>b) non-agriculturally designated lands in Malahide abutting the Town of Aylmer; and,</p> <p>c) the Southwold community of North Port Stanley abutting the community of Port Stanley in Central Elgin.</p> <p>These settlement areas exist because of their adjacency to a larger settlement area, and as such, they function differently than other settlement areas in the County. To that end, their character, design, and composition should support the urban structure, function, and planned development pattern of the adjacent municipality's settlement area. The applicant of a proposed development within</p>	<p>While the Malahide Official Plan contains some policies that require the Township's Road system to be compatible with neighbouring municipalities, and the Planning Act and PPS do contain policies on coordinating land use planning matters with adjacent municipalities, there are no specific requirements within the Suburban Area regarding the integration of new development with infrastructure in adjacent municipalities.</p> <p>As a result, it is noted an amendment to the Malahide Official Plan may be required.</p>

	<p>these settlement areas shall be required to demonstrate that their proposal is coordinated and integrated with development and/or infrastructure provision in the adjacent municipality.</p>	
8	<p>6.8 Development in Tier II Settlement Areas – In addition to the protection of urban character, in cases where new development is proposed within a Tier II Settlement Area it shall be demonstrated that new development will:</p> <p>d) retain and integrate mature on-site vegetation into the development, regardless of whether it is part of the Natural System;</p> <p>6.9 Development in Tier III Settlement Areas – In addition to the protection of urban character, in cases where new development is proposed within a Tier III Settlement Area, it shall be demonstrated that the new development will:</p> <p>c) retain and integrate mature on-site vegetation into the development, regardless of whether it is part of the Natural System;</p>	<p>The Provincial Policy Statement and the Malahide Official Plan both require an Environmental Impact Study to be completed where development is proposed within 120 metres of a designated natural heritage feature. This requirement is to ensure that new developments do not negatively impact the natural environment. Additionally, the Official Plan requires tree removal to be subject to the County of Elgin Woodlands Conservation By-law.</p> <p>The proposed County policy does not define what is “mature vegetation” and planning staff have concerns of how this policy will be implemented and regulated through the development approvals process.</p> <p>It is recommended that the Township provide comments that the policy be amended from “shall demonstrate” to “shall encourage”.</p>
9	<p>8.14 Pedestrian & Cycling Routes & Facilities – Local municipalities are encouraged to develop interconnected systems of cycling and walking routes providing access to major activity and employment areas and to future public transit. To plan for, and encourage walking and cycling, local municipalities are encouraged to:</p> <p>a) consider the provision of safe and convenient cycling and walking routes in the review of all development applications;</p> <p>b) require the provision of sidewalks in settlement areas, where appropriate;</p> <p>c) coordinate the installation of sidewalks on</p>	<p>The County Official Plan encourages consideration of certain matters relating to pedestrian and cycling infrastructure.</p> <p>The Township may consider reviewing its current Official Plan policies and infrastructure requirements to identify further opportunities to develop active transportation infrastructure.</p>

	<p>both sides of county roads within settlement areas;</p> <p>d) investigate and provide for cycling lanes wherever possible in the construction or reconstruction of roads and bridges;</p> <p>e) encourage and support measures which will provide for barrier-free design of pedestrian facilities;</p> <p>f) ensure that lands for bicycle/pedestrian paths are included with the land requirements for roads;</p> <p>g) ensure that the rights and privacy of adjacent property owners are factored into the design process for pedestrian and cycling routes; and,</p> <p>h) ensure that all pedestrian and cycling routes are designed to be safe.</p>	
10	<p>8.20 Servicing Policies in Local Official Plans – Local official plans will be required to develop detailed policies with respect to servicing of development in both the Rural Area and Settlement Areas including policies that address, at a minimum:</p> <p>a) overall municipal goals and objectives related to servicing for both Settlement Areas and the Rural Area;</p> <p>b) the long-term planning of water, wastewater, and stormwater management systems including expansions and phasing of municipal and/or private systems; and</p> <p>c) the establishment of monitoring programs for municipal and/or private systems including the monitoring of reserve capacity in municipal systems and monitoring of impacts on groundwater.</p>	<p>It is noted that the Township does not have a formal process for monitoring reserve capacity.</p> <p>It is recommended that the Township establish a process for monitoring the reserve capacity of lands within serviced settlement areas.</p>
11	<p>8.31 Waste Disposal Sites & Local Official Plans – In order to implement these policies, local municipal official plans shall contain policies requiring zoning by-laws to restrict the development of new uses or new/enlarged buildings or structures on lands within the 500-metre assessment area in accordance with this Plan, through the use of a holding symbol or other zoning mechanism.</p>	<p>There are currently no operating landfills within the Township. It is unknown at this time if there are any landfills in adjacent municipalities that are within 500 metres of the Township's municipal boundary. It is noted that an amendment to the Township Official Plan would be</p>

	The lifting of a Holding symbol permitting the development of any new use or new or enlarged buildings or structures within the assessment area shall not occur until Council is satisfied that all of the studies required by the Municipality and County have been completed.	required to include this policy.
13	Schedule A	The County Official Plan currently designates lands identified as "Suburban Areas" in the Malahide Official Plan as "Agriculture". While the "Suburban Area" permits existing agricultural uses, it also permits a industrial, commercial, institutional, and residential uses, as well as contains tracts of land that are too fragmented to be considered viable for agricultural uses. As a result, it is recommended that the Township provide comments to have these areas recognized for non-agricultural development within the County's Official Plan.

Financial Implications to Budget:

Updates to the Malahide Official Plan could be addressed through a housekeeping amendment. The cost associated with any policy changes would depend on the scope of the amendment.

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

Approved By:
Nathan Dias Chief Administrative Officer

NOTICE OF PUBLIC OPEN HOUSE & PUBLIC MEETING ELGIN COUNTY OFFICIAL PLAN REVIEW

TAKE NOTICE THAT the County of Elgin invites you to attend a public open house and a public meeting in consideration of the County's Official Plan Review as follows:

PUBLIC OPEN HOUSE – for anyone who wishes to learn more about the project process and the proposed Official Plan.

Date: March 19, 2024

Time: 5:00 p.m.

Location: Attend online at www.engagelgin.ca/officialplanreview, or attend in person at 450 Sunset Drive, St. Thomas, ON

PUBLIC MEETING – for anyone who wishes to provide comments or submissions on the proposed Official Plan to the County.

Date: March 26, 2024

Time: 5:00 p.m.

Location: Attend online at www.engagelgin.ca/officialplanreview, or attend in person at 450 Sunset Drive, St. Thomas, ON

PURPOSE & EFFECT – The Elgin County Official Plan is the County's statement of land use policy passed under the authority of the Planning Act, and its purpose is to:

- a) Establish a county-wide planning framework for managing growth and land use, and addressing planning issues of county-wide importance and scope until 2044;
- b) Provide direction for the responsible management of the natural environment and natural resources, including the County's agricultural land base;
- c) Ensure that planning in the County occurs in an orderly and logical manner that supports the creation of healthy, liveable, and vibrant communities;
- d) Provide direction to local municipalities in the preparation of their own official plans, zoning by-laws, and other planning documents, as well as local infrastructure decisions; and
- e) Ensure a consistent approach to the review of all applications under the Planning Act at both the County and local levels.

A new official plan is being proposed by the County that will have the effect of replacing the existing Official Plan that was adopted by County Council in 2011. In accordance with the Planning Act, all land use and public works decisions made in the County must conform to the Official Plan in effect.

SUBJECT LANDS – The new official plan will apply to all lands within the corporate boundaries of the County of Elgin, save and except for lands within the corporate boundaries of the City of St. Thomas.

WHERE TO ACCESS MORE INFORMATION – To obtain a copy of the proposed official plan, please visit: www.engageelgin.ca/officialplanreview. Alternatively, you can view a copy of the proposed official plan during normal business hours at the County Administration Offices located at: 450 Sunset Drive, St. Thomas, ON

NOTICE OF DECISION & APPEALS – The Minister of Municipal Affairs and Housing is the approval authority for the County's Official Plan. If you wish to be notified of the decision of the Minister on the proposed official plan, you must make a written request to the County of Elgin at the following address: opreview@elgin.ca. Alternatively, you can mail your request to: 450 Sunset Drive, St. Thomas, ON N5R 5V1 Attn: Paul Clarke, Planning Technician.

If a person or public body would otherwise have an ability to appeal the decision of the Minister of Municipal Affairs and Housing to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Elgin before the proposed official plan is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Elgin before the proposed official plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

FINAL DRAFT ELGIN COUNTY OFFICIAL PLAN

January 2024



Explanatory Note

On *insert date*, County Council passed By-law No. ##-## to adopt a new Official Plan for the County of Elgin (County Official Plan). The new County Official Plan replaces the County's previous Official Plan approved in 2013.

This document, consisting of the following text and schedules constitutes the consolidated version of the Official Plan of the County Elgin approved on *insert date* by the Ministry of Municipal Affairs and Housing.

TABLE OF CONTENTS

1.0	Introduction	1
2.0	Growth Management	7
3.0	Economic Development	15
4.0	Housing	22
5.0	The Rural Area	27
6.0	Settlement Areas	35
7.0	The Natural System	41
8.0	Transportation & Infrastructure Systems	48
9.0	Natural Resource Management Areas	60
10.0	Development Hazards	64
11.0	Cultural Heritage	70
12.0	Review of Development Applications	75
13.0	Implementation & Interpretation	82

Schedule 'A' – County Structure Plan

Schedule 'B' – Transportation & Infrastructure Systems

Schedule 'C' – The Natural System

Schedule 'D' – Development Hazards

Schedule 'E' – Natural Resource Management Areas

1.0 INTRODUCTION

An official plan is a municipality's statement of planning policy, and this document constitutes the Official Plan for the County of Elgin and applies to all lands within the corporate boundaries of the County of Elgin, save and except for the lands within the boundaries of the City of St. Thomas, which is a separate city governed and administered independently. The legislative authority and requirements for an official plan are found in Sections 16 and 17 of the Ontario Planning Act, and its regulations. Under subsection 17(13) of the Act, the County of Elgin is required to prepare and maintain this Plan. Specifically, the County Official Plan is intended to:

- a) Establish a county-wide planning framework for managing growth and land use, and addressing planning issues of county-wide importance and scope until 2044;
- b) Provide direction for the responsible management of the natural environment and natural resources, including the County's agricultural land base;
- c) Ensure that planning in the County occurs in an orderly and logical manner that supports the creation of healthy, liveable, and vibrant communities;
- d) Provide direction to local municipalities in the preparation of their own official plans, zoning by-laws, and other planning documents, as well as local infrastructure decisions; and
- e) Ensure a consistent approach to the review of all applications under the Planning Act at both the County and local levels.

1.1 County Overview – Elgin County is located in Southwestern Ontario along the shore of Lake Erie in the traditional territories of the Wyandot, Anishinaabe, Haudenosaunee, Attiwonderonk, and Mississauga Nations who have occupied these lands for thousands of years. While European explorers began surveying the region in the 17th century, permanent European settlement of what was to become Elgin County only began in earnest in the early 19th century after Treaty 2 (the McKee Purchase Treaty of 1790), and Treaty 3, (the Between the Lakes Purchase Treaty of 1792), were signed between the Crown and the Wyandot, Anishinaabe, and Mississauga Nations. This resulted in extensive clearing of the County for farming and the establishment of towns and villages for settlers. The arrival of the railway in the mid-19th century and Highway 401 in the mid-20th century saw the County’s towns and villages grow extensively along with major manufacturing operations.

Geographically, the County consists of three distinct components. The first being the interface between the land and Lake Erie shoreline, which extends 85 kilometres along the County’s southern border. This shoreline provides extraordinary views and vistas from the County’s unique bluffs that rise 15 to 45 metres above the water. As such, much of the shoreline area remains undeveloped. Secondly, are the many rivers that flow into Lake Erie from the north, west, and east which, over time, have cut into the landscape to create extensive valley systems that are home to significant populations of wildlife and natural areas. These watercourses have also created opportunities for the development of the County’s many ports along the shoreline. These communities have been instrumental in attracting tourism and recreational

living to the County. The third defining element of the County’s geography is the extensive prime agricultural lands which cover most of the County and are considered to be some of the best agricultural lands in the country.

The County’s economic base remains heavily focused on both agriculture and manufacturing, supplemented with continued growth of the tourism sector. The County is home to several large agricultural operations, as well as many smaller family-owned farms. It is also home to significant industrial operations, including food processing plants, manufacturing, and warehousing and logistics operations, while its natural beauty and quaint, historical towns and villages regularly attract visitors from across the broader region, particularly to established tourist destinations like Port Stanley, Sparta, and Port Burwell.

“There is a particular pride in the County’s agricultural traditions, and the small-town and rural lifestyles it offers.”

The social composition of the County is becoming increasingly diverse and is characterized by a strong sense of community and history. There is a particular pride in the County’s agricultural traditions, and the small-town and rural lifestyles it offers. In recent years, central areas of the County have seen significant population growth due to their proximity to the Cities of St. Thomas and London, and major transportation facilities

and corridors including Highway 401, while peripheral areas of the County have experienced lower rates of population growth. Like most regions of Ontario, declining birth rates mean that the County will become increasingly reliant on immigration in the future.

Overall, Elgin County is a vibrant and diverse place that is rich in history, culture, natural beauty, and economic opportunity. Its central location, excellent access to large markets, and inter-regional transportation infrastructure position it well for future growth.

1.2 This Plan and Ontario’s Planning System – This Plan is one component of a larger planning system in Ontario composed primarily of three levels:

- a) **Provincial Level** – The Province of Ontario establishes the planning system used throughout the entire province. This system is composed primarily of: the Planning Act, which establishes the legislative basis for planning in the province; the Provincial Policy Statement (or PPS), which establishes the policy basis for planning in Ontario; provincial plans including regional growth plans (where applicable); and various ministerial guidelines, implementation policies, and regulations that implement the policies found in the PPS and provincial plans. All planning decisions in Ontario must ‘be consistent’ with the direction of the PPS and must conform to the provisions of the Planning Act. The Province is the approval authority of the County Official Plan, and any amendments to it.
- b) **County Level** – The County of Elgin is mandated by the Province to maintain a county-wide official plan, and to

act as approval authority for local official plans and official plan amendments, as well as all forms of land division. The County’s planning system is composed primarily of: the County Official Plan and the County’s authority to permit land division (severances, plans of subdivision / condominium, etc.). All planning decisions made in the County of Elgin must conform to the County Official Plan, and all other applicable by-laws.

- c) **Local Level** – Local municipalities in the County are responsible for all other aspects of the planning system. Local planning frameworks in Elgin are primarily composed of: a local official plan that provides detailed / neighbourhood level planning policies; zoning by-laws to implement both the local and county official plans; and site plan control by-laws. In some cases, the local framework may also include: community improvement plans, secondary plans, development charge by-laws, and parkland dedication by-laws. All decisions made in Elgin must conform to the local official plan, local zoning by-law, and all other applicable local by-laws.

Prior to proceeding with any development application, a development proponent should ensure they familiarize themselves with Ontario’s overall planning framework or retain a qualified professional in the field of urban and regional planning to assist with understanding and addressing the relevant components of the overall planning system.

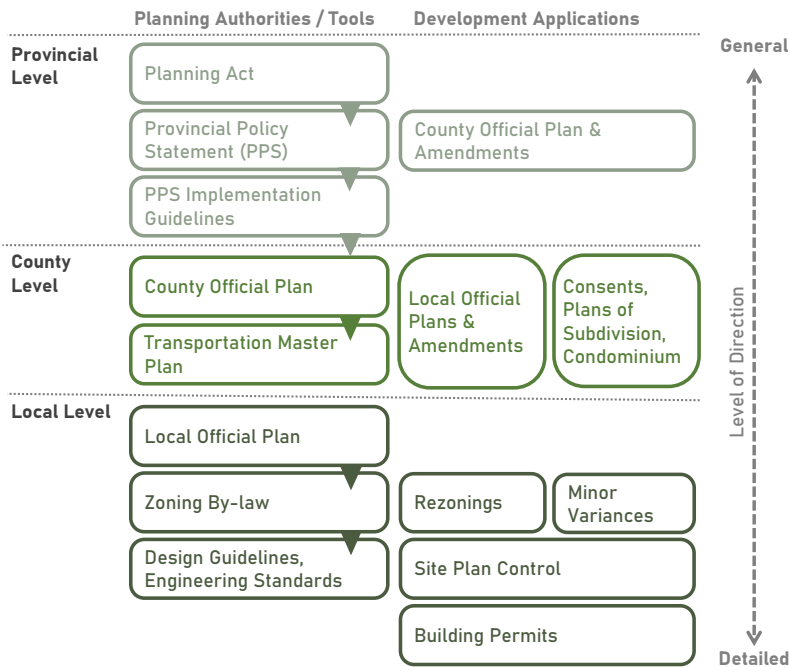


Figure 1: Ontario's Planning System

1.3 Focus of County Official Plan – As a county official plan (sometimes referred to as an ‘upper-tier’ official plan), the primary focus of this document is on matters and issues of county-wide or regional importance and on matters that are cross-jurisdictional in nature such as: protection of the natural environment; the county’s agricultural system; intra-regional transportation; growth management; natural resource management; regional economic development; the review and evaluation of Planning Act applications for which the County is approval authority; and the protection of provincial interests as mandated by the Planning Act. Local official plans (sometimes referred to as a ‘lower-tier’ official plan) are intended to

complement the County Official Plan by addressing issues that are local in nature such as: detailed planning of urban areas; local infrastructure and servicing; local transportation; and urban design.

1.4 Plan Structure – This official plan is composed of three interrelated parts:

- a) **Strategic Directions** – These are high level policy directions that have been identified as being of importance to planning and development in the County. In some cases, the Province of Ontario has mandated the County to implement the Province’s own strategic directions (known in the Planning Act as ‘provincial interests’). Each strategic direction outlined in this Plan forms a chapter of the Plan and contains associated objectives to be achieved over the duration of its implementation. The strategic directions for this Plan address the following matters:
 - Growth Management
 - Economic Development
 - Housing
 - The Rural Area
 - Settlement Areas
 - The Natural System
 - Transportation & Infrastructure Systems
 - Natural Resource Management Areas
 - Natural & Human-made Hazards
 - Cultural Heritage
- b) **Policies & Designations** – To implement the Plan’s strategic directions and associated objectives, are a series of policies that are detailed in each chapter. In

some cases there may also be a map (also called a 'land use schedule') associated with each chapter. These maps designate lands throughout the County for various land uses and purposes. They also identify and designate features which impact, or are impacted by land uses, including: natural environmental features; major infrastructure facilities; hazardous lands and sites; and the transportation network. The beginning of each chapter will tell the reader if they also need to review an associated map.

- c) **Implementation Policies & Processes** – This part describes how this Plan is to be implemented, primarily through the development review process of Planning Act applications and the development and approval of local official plans. It also addresses how certain authorities granted to the County under the Planning Act are to be used, as well as how this Plan should be interpreted, reviewed, and updated.

1.5 How to Read this Plan – Each chapter of this Plan is structured around the strategic directions and their associated objectives, followed by implementing policies and maps. After assessing each applicable designation, map, and policy, the reader should refer to the Plan's implementing policies and processes to understand how the Plan will be implemented and applications reviewed. This Plan is intended to be read in its entirety and the relevant parts are to be applied to each situation. In most cases, multiple components of this Plan will be relevant to a given situation, and as such, they will need to be considered jointly. There is no implied priority in the organisation of this Plan.

1.6 Required Conformity – As per the requirements of the Planning Act, County Council and the local councils shall not undertake any public work or pass any by-law that does not conform to the intent and policies of this Official Plan.

2.0 GROWTH MANAGEMENT

Growth management refers to the way in which Elgin County oversees long-term changes in population and economic activity to ensure the efficient use of land, resources, and public infrastructure investment. This is based on the recognition that the County's long-term prosperity, environmental health, and social well-being depends on wisely managing change and promoting efficient land use and development patterns. To that end, the following objectives have been identified as they relate to growth management:

- a) Conduct regular monitoring and updating of population and employment projections to ensure that the County has a sufficient land base to accommodate anticipated growth;
- b) Direct most new growth and development to settlement areas that can accommodate it with sufficient levels of servicing and infrastructure;
- c) In settlement areas, establish minimum density and intensification targets, and require appropriate justifications to support the expansions of urban boundaries to avoid urban sprawl and ensure the efficient use of public infrastructure; and,
- d) Restrict non-agricultural and non-resource extraction development outside of settlement areas to prevent the *ad hoc* fragmentation of the land, and urbanisation of the countryside.

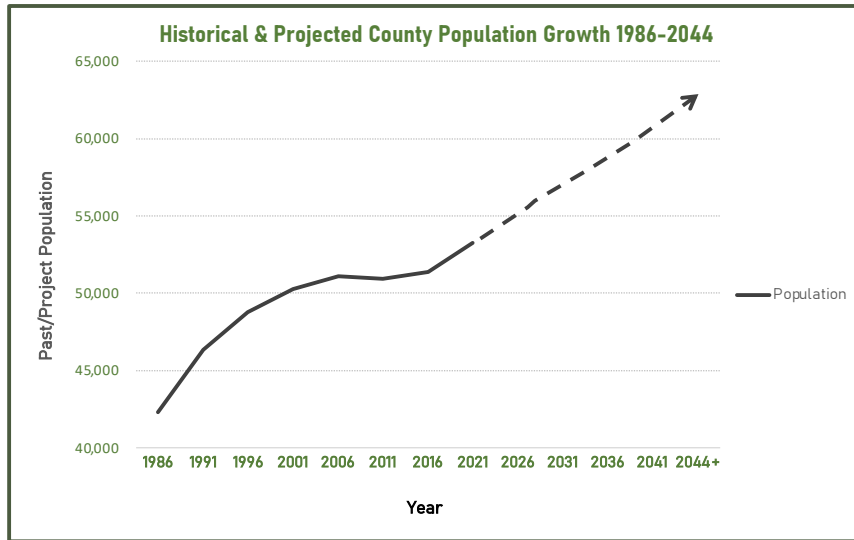


Figure 1: Historical & Projected County Population Growth 1986-2044

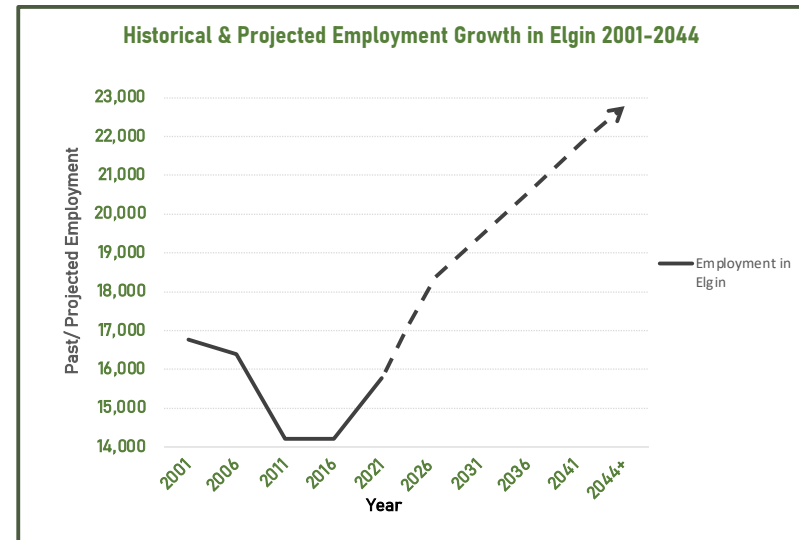


Figure 2: Historical & Projected Employment Growth in Elgin 2001-2044

Local Municipality	Gross Developable Land Needs (ha)	Surplus or Deficit of Land Supply
Aylmer	58.3	-20.8
Bayham	29.6	93.2
Central Elgin	105.9	36.7
Dutton Dunwich	20.6	47.5
Malahide	58.1	29.4
Southwold	33.0	75.8
West Elgin	19.5	81.3
Elgin County	324.9	343.3

Table 1: Residential Land Surplus / Deficit as of 2024 by Municipality

In addition to the other policies of this Plan, the following policies apply to growth management in the County:

2.1 General Policy – It is recognized by this Plan that growth management is a key strategy to ensuring the efficient use of land and infrastructure in the County and is foundational to the creation of complete liveable communities. It is also key to preserving the County's Natural System, agricultural land base, and protecting agricultural operations from the encroachment of conflicting land uses. To that end, it is the policy of this Plan to direct the majority of population growth to the County's Settlement Areas, particularly those Settlement Areas on full municipal services, with adequate levels of commercial, employment, and institutional uses needed to serve this growth.

“Growth Management is foundational to the creation of complete livable communities.”

2.2 County Structure Plan – Schedule ‘A’ of this Plan constitutes the County Structure Plan and illustrates the urban boundaries of the County's settlement areas where population and employment growth are planned to be accommodated in the County until 2044. Due to historical planning approvals, the lands contained within these urban boundaries have the capacity to accommodate more population and employment growth than the County is projected to need by 2044, with the exception of the Town of Aylmer where there is a deficit of lands.

2.3 Hierarchy of Settlement Areas – Within the County Structure Plan, a hierarchy of settlement areas and their associated urban boundaries have been established based on the scale, function, and the level of services that exist. This hierarchy is comprised of three tiers of settlement areas, as detailed below:

- a) **Tier I Settlements** – generally have the largest populations in the County, full municipal services (municipal water and sewage services), and the highest levels of amenities and employment opportunities. The boundaries of these settlement areas are shown on the County Structure Plan. Given the level of infrastructure provided in these settlement areas and their ability to accommodate growth, this Plan directs most new growth to these settlements.
- b) **Tier II Settlements** – includes those settlement areas which are generally smaller in population than Tier I Settlements. Tier II Settlements have limited municipal services, amenity levels, and employment opportunities. Limited development is permitted in these settlement areas given the absence of full municipal services and the lower levels of amenity and employment.
- c) **Tier III Settlements** – are generally composed of the smallest communities in the County. They are predominately residential in function, and do not have any municipal services (i.e. services are provided by individual on-site water and sewage services).. Development in these settlements is limited to minor infilling and rounding out of the existing built area given the absence of full municipal services and limited urban amenities and employment opportunities.

Every local official plan shall contain policies addressing the scale and phasing of new development in settlement areas based on servicing levels and general amenity available in each tier of settlement within the municipality.

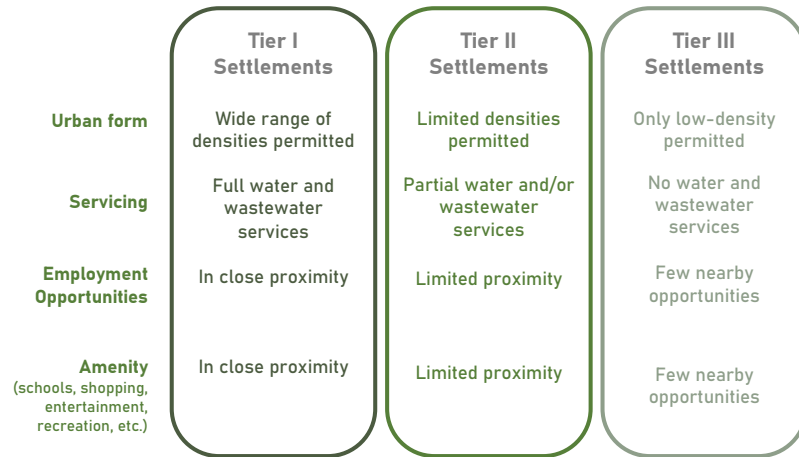


Figure 3: Settlement Area Tiers

2.4 Redesignation of the Rural Area – To protect against the ad hoc urbanisation of the countryside, lands in the Rural Area designated as agricultural in a local official plan may only be redesignated for the purposes of expanding a settlement area boundary in accordance with provincial policy, the policies of this Plan, and the relevant local official plan.

2.5 Settlement Area Expansions & Establishing New Settlement Areas – The County's long-term prosperity, environmental health and social well-being depends on wisely managing change and promoting efficient land use and development patterns. To help ensure the efficient use of the

County's existing urban land base, the establishment of new settlement areas is not permitted and no expansions of Tier II or III settlement areas shall be permitted until full municipal services are available to service that settlement area. Proposals to expand a Tier I settlement area boundary may be initiated by a local municipality or a development proponent but must satisfy the requirements of Subsections 2.6, 2.7, and 2.8 as well as any other requirements contained in a local official plan.

2.6 Comprehensive Review Requirement – Settlement area expansions should not be considered on a piecemeal basis, but through a comprehensive analysis of a local municipality's land needs. To that end, settlement area expansions may only be considered through a comprehensive review study which:

- a) is based on a review of population and employment projections and which reflect projections and allocations by the County and provincial plans, where applicable;
- b) considers alternative directions for growth or development and determines how best to accommodate the development while protecting provincial and county interests;
- c) utilizes opportunities to accommodate projected growth or development through intensification and redevelopment, and considers physical constraints to accommodating the proposed development within existing settlement area boundaries;
- d) is integrated with planning for infrastructure and public service facilities, and considers financial viability over

- the life cycle of these assets, which may be demonstrated through asset management planning;
- e) confirms sufficient water quality, quantity, and assimilative capacity of receiving water are available to accommodate the proposed development;
 - f) confirms that sewage and water services can be provided in accordance with the policies of this Plan; and,
 - g) considers cross-jurisdictional issues.

In undertaking a comprehensive review, the level of detail of the assessment should correspond with the complexity and scale of the proposed expansion.

2.7 Justification of Settlement Area Expansions – Where a comprehensive review study has been undertaken in support of a settlement area expansion it must demonstrate that:

- a) sufficient opportunities to accommodate growth and to satisfy market demand are not available through intensification, redevelopment, and existing designated growth areas to accommodate the County’s projected needs over the identified planning horizon;
- b) the timing of the expansion and the phasing of the development within the expansion area will not adversely affect the achievement of, nor undermine, the intensification targets in this Plan;
- c) the infrastructure and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;

- d) the long-term financial impact on local municipalities and the County resulting from the expansion will be minimized;
- e) the settlement area to which lands would be added is serviced by municipal water and sewage service, and there is sufficient reserve capacity in both systems to service the lands;
- f) the lands subject to the expansion do not comprise speciality crop areas, as defined by provincial policy;
- g) there are no reasonable alternatives which avoid prime agricultural areas or lower priority agricultural lands;
- h) the expanding settlement area complies with the minimum distance separation formulae (see Subsection 5.6 for more information);
- i) impacts from the expanding settlement area on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible; and,
- j) potential impacts on the Natural System as a result of the expansion have been thoroughly assessed and can be appropriately mitigated.

2.8 Locational Criteria for Settlement Area Expansions –

Where a settlement area expansion has been justified, the expansion must:

- a) serve as a logical extension to the existing built-up area and should not be separated from existing development by undevelopable lands, unless such lands form part of the Natural System;
- b) provide for the integration of new development within the fabric of the existing built-up area from a

neighbourhood, transportation, and open space perspective;

- c) be easily accessed by, and connected to, the existing transportation network; and,
- d) be located so that it can benefit from existing community facilities or alternatively, be serviced by new community facilities that are developed in a timely manner.

2.9 Settlement Area Boundary Adjustments –

Notwithstanding the requirements of Subsections 2.5, 2.6, and 2.7, adjustments of a settlement area boundary outside a comprehensive review study may be permitted subject to demonstrating:

- a) there would be no net increase in land within the local municipality's settlement areas;
- b) the adjustment would support the ability to meet the County's intensification and redevelopment target;
- c) the lands subject to the adjustment do not comprise specialty crop areas;
- d) the proposed adjustment complies with the minimum distance separation formulae (see Subsection 5.6 for more information);
- e) impacts on agricultural operations which are adjacent or close to the proposed adjustment are mitigated to the extent feasible; and,
- f) the locational criteria established in Subsection 2.8 are met.

2.10 Settlement Area Expansions, When an Amendment is Required – An amendment to this Plan will be required for a settlement area expansion. Notwithstanding this, an

amendment to this Plan may not be required for an amendment to a local official plan that provides for a minor settlement area boundary adjustment that does not result in new uses being brought into or established in a settlement area.

2.11 Residential Intensification & Redevelopment –

Intensification and redevelopment of existing residential areas is a key strategy to managing growth in the County and ensuring the efficient use of land and infrastructure. As such, the County will target 16% of all new residential development to be achieved through intensification and redevelopment. To achieve this the County will:

- a) Require all local official plans to develop policies advising how this target will be achieved in a way that respects the County's urban character;
- b) Encourage local municipalities to 'up-zone' or 'pre-zone' sites for residential intensification and redevelopment in their zoning by-laws;
- c) Examine opportunities to fund redevelopment and intensification projects through community improvement programming; and
- d) Report annually to County Council on the progress in meeting the intensification and redevelopment target.

2.12 Phasing of New Development in Designated Growth Areas –

Designated growth areas refers to lands within the County's settlement areas that are designated in an official plan for growth, but which have not yet been fully developed (e.g., undeveloped, or vacant lands designated for residential, employment, or commercial uses). As almost all local municipalities have a significant oversupply of residential and

employment lands, and to ensure that growth management objectives of this Plan are achieved, local official plans shall be required to incorporate phasing policies for designated growth areas. These policies shall:

- a) Ensure that new development extends logically from existing built-up areas;
- b) Ensure the orderly progression of new development and the timely provision of the infrastructure and public service facilities required to accommodate it;
- c) Where there is fragmented land ownership, ensure the efficient use of land by requiring the consolidation

of development parcels, or by requiring the development of a master plan or secondary plan;

- d) Identify a local council's priority areas for growth where priority areas exist; and,
- e) Address circumstances where cost-sharing, front-ending, or other financial contributions are required for the extension or upgrading of infrastructure and servicing.

3.0 ECONOMIC DEVELOPMENT

Economic development refers to the County's efforts to attract and retain business and industry in the County, provide high quality employment opportunities to residents, and expand the County's tax assessment base. Ensuring a healthy regional economy also means protecting important facilities and corridors that are critical to business and industry. To that end, the following objectives have been identified as they relate to economic development in the County:

- a) Identify and protect regionally significant employment areas, transportation corridors, and infrastructure facilities;
- b) Ensure that the County has an ample supply of industrial lands to accommodate all forms and scales of industrial uses;
- c) Encourage a strong and vibrant agricultural industry by protecting both agricultural operations and associated facilities and corridors needed for their operation;
- d) Reinforce the function of the County's main streets, downtowns, and waterfront areas as cultural, administrative, entertainment, retail, and social focal points; and,
- e) Preserve and enhance historic, unique, and scenic routes, buildings, and communities that are defining features of the County and important to attracting tourism.

In addition to the other policies of this Plan, the following policies apply to economic development in the County:

3.1 General Policy – It is the general policy of this Plan to support the retention, expansion, and establishment of new employment uses, agricultural operations and industry, and tourism, as key drivers of the County’s economy, subject of the policies of this Plan and the local official plan. To that end, the County will prioritize these uses by protecting them from conflicting land uses and coordinating and implementing economic development programming.

3.2 Employment Land Supply – The County shall ensure there is an adequate supply of designated and serviced employment lands in the County to accommodate a minimum of 25 years of employment growth. To that end, the status of the County’s inventory of employment lands will be monitored and reported annually to County Council.

3.3 Strategic Employment Areas – It is recognized that industries such as manufacturing, processing, the trades, research and development, and distribution and logistics, will continue to be major drivers of economic growth in the County. It is also recognized that certain major employment areas in the County are of importance not just to the local municipality’s economy, but to the broader regional and/or the provincial economy. As such, it is imperative that these strategic employment areas be identified and protected from conversion and incompatible development. Strategic employment areas are employment areas that are:

- a) large in scale and designed to accommodate large industrial users and/or operations with significant employment requirements;
- b) located in close proximity to major transportation corridors or routes, including highways, railways, airports, and marine ports; and
- c) ideally serviced by both municipal water and sanitary sewer service.

Strategic employment areas are designated with a symbol on Schedule ‘A’ of this Plan. The actual extent of the strategic employment shall be delineated in each local official plan.

3.4 Protecting Strategic Employment Areas – As noted above, it is the intent of this Plan that strategic employment areas be protected from conversion and incompatible development. To that end, the County will not permit the conversion of lands in strategic employment areas to other uses except where it is demonstrated that:

- a) the proposed conversion is minor and located on the periphery of the employment area;
- b) there is an immediate need and identified user for the conversion;
- c) the land is not required for employment purposes over the long term;
- d) the proposed use will not adversely affect the overall viability of the employment area; and
- e) existing or planned infrastructure and public service facilities are available to accommodate the proposed development.

An amendment to this Plan will be required to permit the conversion of a strategic employment area to a non-employment designation.

3.5 Uses Not Permitted in Strategic Employment Areas –

The following uses are not considered appropriate in strategic employment areas and will not be permitted:

- a) Residential uses and/or any other sensitive land use;
- b) Large-format retail commercial uses including as ‘power centres’ or ‘big-box retail’; and,
- c) Large-format office uses, such as office complexes.

Nothing in the above is intended to prohibit accessory office or retail uses that form part of a larger employment operation such as administrative offices, showrooms, or factory outlets or the establishment of limited retail uses that directly serve industrial users.

3.6 Protecting Strategic Transportation Corridors &

Facilities – Direct or immediate access to regional, provincial, and national/international transportation corridors and facilities is a major locational consideration for large industrial users.

For the County these corridors and facilities are composed of a combination of:

- a) The county road system;
- b) The provincial highway system (including proposed highways);
- c) Multiple railways;
- d) Multiple marine ports; and
- e) The St. Thomas Municipal Airport.

Due to the importance of these corridors and facilities to the County’s economy they will be protected from development that may negatively impact their functioning or the operation of industry. Development that could preclude or negatively affect the use of the corridor for the purposes for which it was identified and designed shall not be permitted.

3.7 Compatibility, Strategic Employment Areas &

Corridors – New development proposed on lands adjacent to strategic transportation corridors and facilities should be compatible with, and supportive of, the long-term purposes of the corridor and should be designed to avoid, mitigate, or minimize negative impacts on the corridor and transportation facilities.

3.8 High Quality Design in Strategic Employment Areas –

As economic gateways to the County, the County encourages local municipalities to develop and implement high standards of urban design, architecture, and landscape architecture in strategic employment areas, reflective of their importance, to attract high quality employment opportunities.

3.9 Protection of Other Employment Areas –

It is the intent of this Plan to ensure that the County and local municipalities have an adequate supply of employment land for a wide variety of employment uses. Recognizing the importance of all employment lands, proposals to convert lands within an employment designation that have not been identified as strategic to another type of land use will be generally discouraged and only permitted in accordance with provincial policy. An amendment to this Plan will not be required to implement a non-strategic employment area conversion.

3.10 Agricultural Operations & Land Base – Being located amongst the rich agricultural soils of Southwestern Ontario, the County’s agricultural sector has been foundational to the development of the County and its economy. The regional, provincial, and national importance of the County’s agricultural operations to food security, and associated industries such as food processing, mean that protection of the County’s agricultural land base and operations are of strategic importance to the County. To that end, agricultural operations and the agricultural land base shall be protected over the long term.



Figure 4: Conceptual Agricultural System – The system’s approach recognises the inter-connected nature of a thriving agricultural sector.

3.11 Protecting the Agricultural System – The agricultural system is comprised of inter-connected elements that collectively create a viable, thriving agricultural sector and includes agricultural lands, farming operations, agriculturally-related uses, agri-tourism operations, supporting infrastructure, as well as employment uses that are related to, or rely on, agriculture (such as food processing). Due to the importance of the agricultural system to the County’s economy, it will be protected from development that may negatively impact its operations and its individual components. New development shall be compatible with, support, and protect the County’s agricultural system and its individual components and should be designed to avoid, mitigate, or minimize negative impacts on the system or specific elements and operations in the system.

3.12 Protecting Against the Conversion of Agricultural Land – The conversion of lands designated agricultural to other uses shall not be permitted, except for the expansion of a settlement area boundary in accordance with provincial policy and the policies of this Plan.

3.13 Tourism – Tourism is a significant contributor to the County’s economy due in part to its proximity to Lake Erie and major population centres. As such, the growth of the tourism industry is a strategic priority for the County and tourism uses shall generally be supported subject to the policies of this Plan and the local official plan.

3.14 Scenic Routes – To enhance the scenic qualities of the County, and to encourage tourism and the establishment of tourism operations, scenic routes are identified on Schedule

‘B’ of this Plan to connect Lake Erie ports and other tourism destinations with the high volumes of travellers along Highway 401. It is the policy of this Plan that:

- a) when undertaking public works along County Roads, the County shall, in consultation with the relevant local municipality, consider enhancements to the right-of-way including landscaping and wayfinding signage to improve the scenic qualities of these routes; and
- b) the scenic nature of these routes be protected and/or enhanced by new development and include high quality site design, architecture, and landscape architecture that reflects the County’s rural and urban character.

“A key attraction to the County for visitors is its collection of quaint and picturesque downtowns, main streets, and waterfronts.”

3.15 Supporting Downtowns, Main Streets, & Waterfronts

– A key attraction to the County for visitors is its collection of quaint and picturesque downtowns, main streets, and waterfronts, many of which have a general historic value. As such, it is the policy of this Plan to:

- a) support ongoing efforts to revitalize, improve, and restore these areas with the aim of supporting local business and attracting tourism to the County,

particularly through the development of urban design guidelines and/or master plans for these areas; and

- b) require market justification and/or market impact studies when new commercially designated areas are proposed that have the potential to negatively impact the role and function of downtowns, main streets, and waterfronts from a tourism or growth management perspective.

3.16 Supporting Placemaking Initiatives – Placemaking is an approach to planning, design, and the management of public spaces that seeks to capitalize on a local community's physical assets and identity to create public spaces that encourages private sector investment, builds civic pride, and improves community well-being. Placemaking can include such initiatives as public art installations, development of programmed public spaces, and the improvement and beautification of infrastructure. While it is recognized that good placemaking is primarily community-driven and anticipated to occur at the local level, the County supports placemaking initiatives with the aim of attracting visitors to the County, stimulating local business, and creating a sense of civic pride within Elgin’s local municipalities. To that end, the County will seek to identify opportunities to support local placemaking initiatives where there is an evident county-wide economic development or tourism benefit. Such initiatives may include: gateway signage and wayfinding, the creation of landmark public spaces, and public art installations.

3.17 Attracting the Creative Economy – The creative economy is composed of knowledge-based economic activities and includes sectors such as advertising,

architecture, design, culinary arts, visual and performing arts, media, publishing, research & development, software, and computer gaming. Creative industries are among the most dynamic sectors in the world economy and attract a highly talented labour force. The County's proximity to major markets and economic centres has the potential to attract both businesses and talent who are seeking the lifestyle and quality of life advantages that Elgin's communities offer. To position the County has a destination of choice for businesses and individuals in the creative economy the County will:

- a) Protect and enhance the County's rural and urban character through the development process (see Subsections 5.3 and 6.4 for more information) ;
- b) Encourage the development of placemaking initiatives and events, festivals, and the promotion of the County's natural and cultural heritage; and,
- c) Encourage the creation of local policies and regulations, that seek to support and facilitate creative industries, business incubation, studio and workshop spaces, and the creation of creative hubs.

3.18 Community Improvement Planning – The community improvement powers under Section 28 of the Planning Act provide a wide range of powerful tools for local municipalities, including the ability to provide financial incentives that would be otherwise prohibited by the Municipal Act. To support general physical improvement in the County and economic development, the County may consider the creation of a Community Improvement Plan (CIP) or multiple CIP that address the County's strategic economic development priorities including:

- a) Affordable housing development;
- b) Rural economic development;
- c) Downtown, main street, and waterfront revitalization;
- d) Cultural heritage tourism;
- e) Beautification on identified scenic routes;
- f) Placemaking initiatives;
- g) Attraction of creative industries; and
- h) Improvements to strategic employment areas.

Notwithstanding the above, County Council may identify additional community improvement strategic priorities not listed.

4.0 HOUSING

Housing is a fundamental human requirement that encompasses a wide range of forms from emergency shelters, transitional housing, assisted living, supportive housing, community housing, affordable housing, and market-rate housing. Ensuring an appropriate supply and wide range of housing types and tenures is key to the County's overall vitality and wellbeing, both socially and economically. To that end, the following objectives have been identified as they relate to housing and housing development in the County:

- a) Ensure a healthy supply of residentially designated lands, including redevelopment lands, for new housing opportunities;
- b) Ensure an adequate mix of housing types and tenures to address the current and future needs of households in the County;
- c) Ensure the development of housing that is affordable for most County households, including the protection of rental housing supply;
- d) Support and encourage the development of special needs and supportive housing types; and,
- e) Identify public real estate assets and funding opportunities from higher levels of government that could assist in the development of affordable housing.

In addition to the other policies of this Plan, the following policies apply to housing in the County:

4.1 General Policy – The County of Elgin recognizes the importance of housing to the social and physical health and well-being of residents, as well as the economic success of the County. To that end, the County will seek to ensure an appropriate and adequate supply of housing for residents regardless of their socio-economic condition, health, age, or ability.

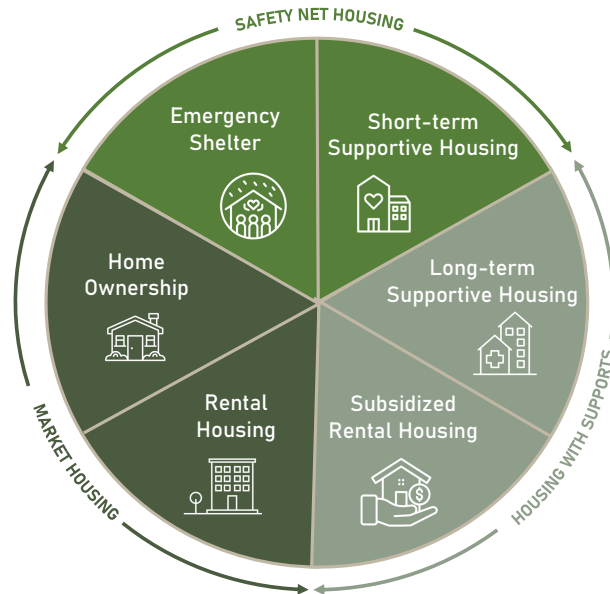


Figure 5: The “Housing Wheelhouse” – The conceptual “Wheelhouse” model of housing provision recognizes that our housing stock must to reflect the diverse needs of the County’s residents, and that residents may move around the wheelhouse throughout their lives depending on personal, health, and/or economic circumstances.

4.2 Residential Land Supply – The County shall ensure there is an adequate supply of residentially-designated land in the County to accommodate a minimum of 15 years of residential growth (including redevelopment and intensification opportunities, and ‘greenfield’ land). Further, local municipalities shall be required to maintain, at all times, land with servicing capacity sufficient to provide at least a five-year supply of residential units available through lands suitably zoned and (where available) serviced. The status of the County’s inventory of residential lands will be monitored and reported annually to County Council.

4.3 Requiring a Mix of Housing – Providing for a range of housing typologies promotes affordability and ensures that the County maintains options for households at all stages of their lifecycle. In settlement areas where full municipal services are available, a range of housing typologies shall be provided. Where new residential development proposes single detached dwellings, they shall generally not comprise more than 70% of the dwelling mix. This requirement may be waived if:

- the proposed development constitutes infilling or intensification;
- the development is located on lands that are the subject of a local municipality’s secondary plan that identifies an alternative housing mix for the area;
- a local municipality’s official plan contains an alternative housing mix requirement; or,
- due to the scale of the development or servicing or engineering constraints, the provision of a mix of housing types is not feasible.

Where the feasibility of incorporating a mix of housing types is in question, it shall be incumbent on the applicant to

demonstrate that the provision of a mix of housing types is not feasible.

4.4 Additional Dwelling Units – Additional dwelling units are smaller apartments contained within a dwelling or accessory building on the same property and are referred to by various names including secondary suites, accessory apartments, or ‘granny flats’. Local municipalities shall permit a minimum of two additional residential units as-of-right within low-density residential zones in settlement areas, subject to appropriate land use, size, and locational criteria, including servicing and access requirements.

“The County of Elgin recognizes the importance of housing to the social and physical health and well-being of residents, as well as the economic success of the County.”

4.5 Conversion of Rental Units – As rental units are a key supply of affordable housing in the County, the County shall not permit the demolition or conversion of rental housing to ownership tenure, except where:

- a) it has been determined through a market impact study that the rental unit(s) are not required to satisfy housing need in the municipality;

- b) the conversion to ownership housing would result in the creation of affordable housing; or
- c) the demolition or conversion is needed to address existing health and safety issues through retrofits and renovations.

4.6 Affordable Housing Target – Affordable housing is defined by provincial policy and its provision ensures that low- and moderate-income households can access both appropriately priced rental units and homeownership in the County. Based on the definitions under provincial policy, approximately 55% of the County’s households are considered to be low- or moderate-income households and as such, 55% of all new residential units developed in the County shall be targeted as affordable under provincial policy. To assist in reaching this target the County will:

- a) Require all local official plans to develop policies advising how the local municipality will work towards achieving this target;
- b) Advise all applicants with residential development proposals of affordability price thresholds, and require all applications for plans of subdivision or condominium to demonstrate how their proposal works towards achieving Council’s affordable housing target, and if the proposal does not include affordable housing, advising why it is not appropriate to incorporate it;
- c) Examine opportunities to fund affordable housing community improvement programming; and
- d) Report annually to County Council on progress in meeting the affordability target.

4.7 Public Assets for Affordable Housing – Prior to the disposal of surplus lands and facilities, the County shall review:

- a) Whether the land or facility would be suitable for affordable housing development; and,
- b) Whether a public or private body engaged in the provision of affordable housing has an interest in the land or facility.

Further, the County will consult with local municipalities, school boards, and federal and provincial agencies to identify surplus government lands and/or buildings that may be suitable for affordable housing development, including brown- and grey-field sites outside employment areas.

4.8 Emergency Housing & Transitional Housing –

Emergency housing offers short-term crisis support to those who are experiencing homelessness and includes homeless shelters and shelters for those escaping domestic violence and intimate partner violence. Transitional housing includes group homes and other forms of temporary housing that aims to bridge the gap from homelessness to permanent housing and is normally used as a form of supportive housing for treatment, and mental health. Local official plans shall contain policies permitting emergency shelters and transitional housing in, at a minimum, all residential and institutional designations in settlement areas and describing the criteria or circumstances for their approval.

4.9 Community Housing – Community housing (sometimes called social or subsidized housing), is housing that is offered

at below market rates to occupants and includes purpose-built low-income housing developments, subsidized units in market-rate buildings, or market-rate apartments paid for in part by provincial rent supplements. The County is supportive of efforts by community housing providers to develop more community housing across the County’s settlement areas and will use best efforts to expedite approvals for proposed community housing developments subject to the other policies of this Plan.

4.10 Location of Community Housing – When proposed, community housing should be:

- a) located in settlement areas with full municipal services and adequate urban amenities for residents;
- b) near existing or planned transit (if available), including and active transportation facilities; and
- c) near public service facilities.

4.11 Coordination with Higher Levels of Government –

Coordination with provincial and federal governments and agencies, including the Canada Mortgage and Housing Corporation, will be undertaken to advocate for sustained provincial and federal funding that:

- a) promotes the development of residential intensification, brownfield redevelopment and affordable housing options, including community housing and purpose-built rental units; and
- b) supports energy efficiency and sustainable housing design for new and existing residential units.

5.0 THE RURAL AREA

The Rural Area is a foundational characteristic and defining feature of Elgin County, both spatially and culturally. With some of the best soils in Canada and an extensive network of farming operations, processing facilities, and supporting industry, Rural Area's agricultural industry is one of Elgin County's most important economic engines. The long-term viability and resiliency of the County's agricultural land base and operations also has provincial and national implications. To that end, the following objectives have been identified as they relate to the Rural Area in the County:

- a) Preserve the agricultural and rural character of the County;
- b) Identify and protect the County's agricultural land base and protect agricultural operations from conflicting land uses;
- c) Ensure that lots are sized appropriately for servicing and sufficiently large enough to protect rural character and maintain flexibility for the agricultural industry;
- d) Ensure a vibrant Rural Area by permitting appropriate and compatible on-farm diversified uses and agriculturally-related uses; and,
- e) Encourage the use of environmental best practices for development and redevelopment.

In addition to the other policies of this Plan, the following policies apply to the Rural Area as described herein and designated on Schedule 'A' of this Plan:

5.1 Composition of the Rural Area – The Rural Area is composed of all lands outside of designated settlement areas and is made up of:

- a) The Agricultural Area, which constitutes the County's prime agricultural area under provincial policy; and
- b) Existing areas of non-agriculturally designated lands in local official plans.

5.2 Permitted Uses – Within the County's Rural Area the primary use of land shall be for agriculture. Secondary uses within the County's Rural Area are limited to: agriculturally-related uses, limited residential uses, home-based businesses and industries, agri-tourism operations, temporary outdoor special events, and lands that have been previously designated for non-agricultural uses in a local official plan.

5.3 Protecting Rural Character – Elgin County's rural character is defined by land uses and development patterns where farmlands, natural landscapes, and open spaces dominate. These patterns of land use and development support farming operations, agrarian and rural lifestyles, and rural- and resource-based economic activities. They also influence architectural styles that often reflect traditional farm vernacular, nature, and/or landscapes, and are sited in ways that reinforce the pastoral nature of the Rural Area with expansive setbacks from neighbouring properties and roadways. The rural character in the County will be protected by:

- a) Directing urban uses, and uses that do not rely on a rural location to Settlement Areas;
- b) Protecting agricultural and resource-based uses from encroachments that may negatively impact their operations;
- c) Avoiding urban land use densities for non-agricultural and non-resource extraction development; and
- d) Encouraging the use of design concepts that reference or reflect the traditional architectural styles and/or the landscape of the Rural Area.

Development in Elgin County's Rural Area will protect and enhance this character and will prevent the urbanisation or suburbanisation of the countryside. Protection of rural character is not intended to require historic reproduction or to impede the efficiency of agricultural and resource-extraction operations, and to that end, innovative architectural styles and site layouts that protect the County's rural character, while facilitating efficient operations, are encouraged.

5.4 General Development Policies – Development in the Rural Area shall first and foremost protect agricultural land, agricultural operations, resource extraction operations, and rural character. In addition to the other policies of this Plan, the following policies will direct development in the County's Rural Area:

- a) Where permitted, non-agricultural development shall avoid removing lands under active cultivation or pasture;
- b) Lots shall be sized not just to accommodate required water and sewage service but to protect rural character through minimum lot areas and building setbacks.

Specifically, when located in an agricultural designation in a local official plan, new lots will generally be a minimum of 40 ha or larger (for both the severed and retained parcels);

- c) Where development proposes to permit other uses in addition to agricultural uses, the proponent shall be required to demonstrate that there is a sufficient supply of drinking water available, prior to the granting of any approval.
- d) Where development proposes to permit other uses in addition to agricultural uses, the proponent shall be required to conduct a soils analysis to determine the appropriate type of on-site sewage system.
- e) Development shall front onto, and will be directly accessed, by a public road that is maintained year-round by a public authority;
- f) Development will conform to the access policies of the relevant road authority;
- g) New development is encouraged to be planned and designed to mitigate and adapt to the impacts of climate change through incorporating sustainable construction materials or practices, green infrastructure, energy conservation standards, water efficient technologies, and low impact development. For large development proposals, applicants may be required to demonstrate how this will be achieved.

5.5 Agricultural Uses – Agricultural uses include the widest range of activities that involve the growing of crops and/or raising of animals of varying sizes and intensities, with or without buildings, and with or without a residence. Given the importance of agriculture to the County’s economic base, and

its strategic provincial and national importance, it is the policy of this Plan that the widest possible permissions be given to agricultural operations across the County.

5.6 Minimum Distance Separation (MDS) Formulae – MDS formulae are provincial planning formulae used to determine appropriate setback distances between livestock barns, manure storages, or anaerobic digesters and surrounding land uses, to minimize land use conflicts and nuisance complaints related to odour. Where livestock operations exist or are proposed, demonstrating that an MDS setback can be achieved may be required before a planning approval may be given. Development in the Rural Area shall generally comply with MDS Formulae I and II, and local municipalities shall be required to incorporate the Formulae into their zoning by-laws.

5.7 Residential Uses – For many people the Rural Area is, and will continue to be, a desirable place to live. However, the overpopulation of residential uses in the Rural Area can lead to the piecemeal urbanization of the countryside and the loss of rural character. It can also restrict the establishment and expansion of agricultural operations. As such, where a local official plan and zoning by-law permits residential uses in the Rural Area, only the following shall be permitted:

- a) one single detached dwelling per lot;
- b) one additional dwelling unit contained on the same lot as the single detached dwelling; and
- c) farm labour accommodations.

5.8 New Residential Lots in Agricultural Area – For the same reasons noted in the previous sub-section, no new residential building lots are permitted in an agricultural

designation in a local official plan with the exception of a lot containing an existing dwelling that has become surplus to a farming operation because of a farm consolidation.

Notwithstanding any other policies to the contrary, such a residence may be severed from the farm subject to:

- a) The lot containing the dwelling being limited in size to the area needed to accommodate the dwelling and on-site servicing only; and,
- b) All residential uses being prohibited on the remnant farm parcel by way of official plan amendment and / or zoning by-law amendment.

5.9 Additional Dwelling Units – Additional dwelling units are smaller apartments contained within a dwelling or accessory building on the same property and are referred to by various names including secondary suites, accessory apartments, or ‘granny flats’. An additional dwelling unit shall be permitted in any Rural Area designation in a local official plan where a single detached dwelling is permitted, subject to ensuring that the accessory dwelling does not constitute a second principle dwelling on the property, and subject to local policies and regulations related to size, servicing, and access. In no case shall the County support the severance of an additional dwelling unit from the principle dwelling unit in an agricultural designation.

5.10 Farm Labour Accommodations – Certain types of farming operations require outside farm labour to function. As such, the establishment of accommodation for farm labour is permitted in the Rural Area provided it can be demonstrated:

- a) that the size and nature of the farm operation requires additional employment;

- b) that it is not practical or feasible to locate the accommodations within a settlement area;
- c) that the visual impacts on rural character are addressed through architecture, massing, and landscaping; and
- d) that adequate amenity space is incorporated into the development for the occupant(s).

To ensure orderly development and the protection of rural character, local municipalities are encouraged to apply site plan control to the development of farm labour accommodations.

5.11 Agriculturally-related Uses – Agriculturally-related uses are defined by provincial policy and are composed of farm-related commercial and industrial operations that support the County’s agricultural sector, provide products and services directly to farming operations, and benefit from being near the farming operations they serve. These uses include warehousing and distribution associated with local farming operations, farm produce stands, grain dryers, agricultural research centres, wineries and cideries, abattoirs, flour mills, stock yards, farm equipment repair, agricultural auction establishments, and feed, seed, and fertilizer suppliers. These uses will be permitted across the Rural Area subject to the other policies of this Plan and the following:

- a) when located in an agricultural designation in a local official plan, the total area of the use should generally be less than 1 ha in size, including all buildings, driveways, parking, and outdoor areas. Where a larger operation is proposed, the proponent will be required to

demonstrate that there will be no negative impacts on farming operations or the rural character of the area;

- b) the use serves agricultural operations in the area;
- c) any buildings housing the agriculturally-related use are generally located within the existing farm-building cluster, if located on a farm property;
- d) there is no noise, lighting, dust, traffic, or odour from the business or industry that will have an adverse impact on adjacent properties or agricultural operations; and
- e) that rural character is maintained or enhanced through the development's architecture, massing, and landscaping.

Development will protect and enhance rural character and will prevent the urbanisation or suburbanisation of the countryside.

5.12 Home-based Businesses & Industries – Home businesses and industries are classified as on-farm diversified uses under provincial policy and include a wide range of small-scale enterprises that can operate discretely out of a residence, or other building, by the resident of the property and include a range of professional services and the operations of tradespeople but do not include manufacturing, retail, or wholesale operations. Home-based businesses and

industries will be permitted across the Rural Area subject to the other policies of this Plan and the following:

- a) the operator of the home-based business or industry permanently resides on the property;
- b) the building housing the home-based business or industry is generally located within the existing farm-building cluster, if located on a farm property;
- c) the floor area of the business or industry complements the size of the property, on-site buildings, and neighbouring properties and buildings, does not physically dominate the property, and is clearly a secondary use of the property;
- d) there is no noise, lighting, dust, traffic, or odour from the business or industry that will have an adverse impact on adjacent properties or agricultural operations;
- e) all machinery and equipment, with the exception of motor vehicles, are located within enclosed buildings;
- f) any open storage areas are hidden from the road or screened from view; and
- g) the number of employees is limited.

5.13 Core Agri-tourism Operations – Agri-tourism operations are classified as on-farm diversified uses under provincial policy and include a wide-range of leisure-related uses or activities related to farming and agriculture. Uses that are directly related to a farming operation such as 'pick-your-own' produce establishments, tasting rooms for a winery or cidery, sugar-shacks, petting zoos, tourist ranches, and produce markets shall be permitted across the Rural Area subject to the following:

- a) when located in an agricultural designation in a local official plan, the total area of the agri-tourism operation should generally be less than 1 ha in size, including all buildings, driveways, parking, and outdoor areas. Where a larger operation is proposed, the proponent will be required to demonstrate that there will be no negative impacts on farming operations or the rural character of the area;
- b) the operation will not negatively impact surrounding agricultural operations and does not undermine the agricultural nature of the area;
- c) the building housing the agri-tourism operation is generally located within the existing farm-building cluster, if located on a farm property;
- d) there is no noise, lighting, dust, traffic, or odour from the business or industry that will have an adverse impact on adjacent properties or agricultural operations; and
- e) that rural character is maintained or enhanced through the development's architecture, massing, and landscaping.

5.14 Other Agri-tourism Operations – In some cases, agri-tourism operations may not have a direct relationship to a farm operation or agriculture but may still be complementary to farming or rural character. These uses include farmers markets, antique markets, bed and breakfasts, and outfitters for hunting, fishing, and camping. They may also include spas, retreats, outdoor recreational uses, and special event venues whose programming is based around rural character and/or rural activities. These uses may be permitted on a case-by-case basis in the Rural Area subject to:

- a) The criteria established in Subsection 5.13;
- b) Completion of an agricultural impact assessment to evaluate potential impacts on agricultural operations and the agricultural system; and,
- c) At a minimum a zoning by-law amendment to ensure compatibility and appropriateness of the proposed use.

In undertaking any required agricultural impact assessment, the level of detail of the assessment should correspond with the scale and intensity of the proposed use.

5.15 Temporary Outdoor Special Events – Because of its expansive open spaces, the Rural Area lends itself to hosting large-scale temporary outdoor events such as fairs, festivals, concerts, ploughing matches, historical re-enactments, weddings, swap meets. Nothing in this Plan is intended to prohibit the hosting of one-time, seasonal, or annual events in the Rural Area so long as:

- a) there are appropriate agreements in place between the host and the local municipality to see the lands restored or improved after the close of the event; and,
- b) all requirements of the public health authority having jurisdiction are satisfied.

5.16 Adaptive Reuse of Non-agricultural Uses – Historical development in the County has resulted in many instances of non-agricultural uses scattered across the Rural Area. These uses include schools, churches, municipal garages, gas stations, general stores, motels, and road-side diners. While some of these uses are still operational, some no longer serve their original function, or have been

abandoned altogether. This Plan recognizes the value and utility these legacy developments have in supporting intended or alternative uses, and in reducing embodied carbon emissions from new construction. As such, the County will generally support the adaptative reuse of these buildings subject to the other policies of this Plan, and the policies of the local official plan, and may permit limited expansion of these developments that support their adaptative reuse. Specific consideration shall be given to evaluating the impacts on rural character and agricultural operations when reviewing development applications for adaptative reuse of non-agricultural uses.

5.17 Existing Designated Areas of Non-agricultural Uses

– Almost all local official plans in the County contain non-agricultural and non-resource extraction land use designations in the Rural Area, that are often the result of historic planning approvals. While these designations are not identified on the schedules of this Plan, there is nothing in this Plan that is intended to prohibit their existence, and a local municipality may continue to recognize these uses in their own official plan and zoning by-law. Notwithstanding anything in this section to the contrary, existing non-agricultural designations in a local official plan shall be deemed as conforming designations by this Plan. Development proposals within these areas shall be evaluated based on the policies of this Section and the other relevant policies of this Plan.

6.0 SETTLEMENT AREAS

Settlement areas are composed of the County's towns, villages, and hamlets. These areas are centres for residential, commercial, industrial, and institutional development and provide important economic and social functions for the County's residents and businesses. To that end, the following objectives have been identified as they relate to settlement areas in the County:

- a) Protect the unique small-town character of the County's settlement areas;
- b) Facilitate the creation of compact, complete, and pedestrian-friendly communities that provide equitable access to a range of local economic and social opportunities, centred around a vibrant main street or commercial core;
- c) Ensure that development and redevelopment utilizes land efficiently, as servicing will permit;
- d) Ensure that development is appropriately located, safely accessed, and adequately serviced; and,
- e) Encourage the use of environmental best practices for development and redevelopment.

In addition to the other policies of this Plan, the following policies apply to the Settlement Areas as described herein and designated on Schedule 'A' of this Plan:

6.1 Composition of Settlement Areas – Settlement Areas are composed of all lands designated as such in this Plan and are made up of the County's towns, villages, and hamlets.

6.2 General Policy – It is the general policy of this Plan to support the creation of compact and complete communities that provide equitable access to a range of local economic and social opportunities centred around a vibrant main street or commercial core. It is recognized however that achieving this objective is largely anticipated to occur at the local level through the development of detailed policies in local official plans, the preparation of local zoning by-laws, implementation of site plan control, and through community improvement planning. To that end, the County's primary focus with respect to development within settlement areas shall be the protection of county and provincial interests as established in this Plan and through provincial policy. Otherwise, the County will generally defer to the vision, goals, and objectives of a local official plan with respect to the detailed organization and composition of individual settlement areas when appropriate.

6.3 Permitted Uses – Within the County's Settlement Areas the primary use of land shall be for the widest possible range of urban uses. Secondary uses within the County's Settlement Areas include existing or interim Rural Area uses, and existing or interim Natural Resource uses. To that end, it will be at the discretion of local municipalities to establish the scope of land uses permitted in settlement areas within their local official

plans and zoning by-laws, subject to the other policies of this Plan.

6.4 Protecting Urban Character – Elgin County's urban character is defined by small, human scale communities centred on a crossroads, main street, or small commercial core composed of concentrations of pedestrian-friendly (often older) built form, with a variety of retail, employment, residential, and civic uses. The land use patterns of Elgin's settlement areas have created largely walkable communities that encourage social interaction, the patronage of local businesses, and community-centric lifestyles. Development in Elgin County's Settlement Areas will protect and enhance this character and will prevent suburbanization of the County's urban areas. To that end, urban character will be protected by:

- a) Creating or enhancing the pedestrian-friendly nature of the settlement area;
- b) Reinforcing and enhancing the sense of community through connectivity and integration with existing built areas, and the provision of community spaces and facilities;
- c) Using massing, scale, and architectural elements to reinforce the small-town appearance and character of the settlement;
- d) Respecting the role and primacy of the settlement area's main street or commercial core; and
- e) Using design concepts that reference or reflect the historic character of the settlement area.

Protection of urban character is not intended to require historic reproduction or to limit intensification or higher density

housing, rather innovative architectural styles and urban forms that protect the County’s urban character and assist in sensitively integrating higher density housing are encouraged. Where a local municipality has defined a settlement area or neighbourhood’s character in a local official plan or secondary plan, it will prevail in the case of conflict with this policy.

6.5 Settlement Areas Adjacent to Municipal Boundaries –

Notwithstanding Subsection 6.4, there are certain settlement areas in the County that were developed as a result of their proximity to an adjacent municipality’s urban area, namely:

- a) the Central Elgin communities of Lynhurst, Norman Lyndale, and Eastwood abutting the City of St. Thomas
- b) non-agriculturally designated lands in Malahide abutting the Town of Aylmer; and,
- c) the Southwold community of North Port Stanley abutting the community of Port Stanley in Central Elgin.

These settlement areas exist because of their adjacency to a larger settlement area, and as such, they function differently than other settlement areas in the County. To that end, their character, design, and composition should support the urban structure, function, and planned development pattern of the adjacent municipality’s settlement area. The applicant of a proposed development within these settlement areas shall be required to demonstrate that their proposal is coordinated and integrated with development and/or infrastructure provision in the adjacent municipality.

6.6 Settlement Areas in Local Official Plans – It is the intent of this Plan to provide general policies related to the use, layout, and design of the County’s settlement areas. To

that end, local official plans shall contain policies that further detail the types of uses, layout, and design to reflect both local context, character, and needs of each local community.

“Elgin County’s urban character is defined by small, human scale communities.”

6.7 Development in Tier I Settlement Areas – In addition to the protection of urban character, in cases where new development is proposed within a Tier I Settlement Area, it shall be demonstrated that the new development will:

- a) comprehensively develop the land in question, serve as a logical extension to the existing built-up area, be compact, and minimize the consumption of land and infrastructure;
- b) confirm that there is sufficient reserve capacity in both the municipal water and sanitary sewage systems to accommodate the development, and be connected to those systems, except in cases of minor infilling in existing developed areas where other servicing options may be considered;
- c) retain and integrate mature on-site vegetation into the development, regardless of whether it is part of the Natural System;
- d) achieve a minimum net density of 20 units/net hectare where residential development is proposed however, should the County or a local municipality be satisfied that this is not appropriate in certain circumstances due

to geography, topography, or other similar factors, this requirement may be waived;

- e) front onto, and be directly accessed, by a public road that is maintained year-round by a public authority;
- f) conform to the access policies of the relevant road authority; and,
- g) make any required improvements to public roads, including any required road dedications, needed to facilitate safe ingress and egress and to meet the standards and requirements of the appropriate road authority.

6.8 Development in Tier II Settlement Areas – In addition to the protection of urban character, in cases where new development is proposed within a Tier II Settlement Area it shall be demonstrated that new development will:

- a) comprehensively develop the land in question, serve as a logical extension to the existing built-up area and minimize the consumption of land to the extent possible;
- b) confirm that there is sufficient reserve capacity in the municipal water and sanitary sewage systems, to accommodate the development, if a connection to either system is proposed;
- c) be sized appropriately to accommodate either an on-site drinking water system or sanitary sewage system, as the case may be, if proposed;
- d) retain and integrate mature on-site vegetation into the development, regardless of whether it is part of the Natural System;
- e) front onto, and be directly accessed, by a public road that is maintained year-round by a public authority;

- f) conform to the access policies of the relevant road authority; and,
- g) make any required improvements to public roads, including any required road dedications, needed to facilitate safe ingress and egress and to meet the standards and requirements of the appropriate road authority.

6.9 Development in Tier III Settlement Areas – In addition to the protection of urban character, in cases where new development is proposed within a Tier III Settlement Area, it shall be demonstrated that the new development will:

- a) comprehensively develop the land in question, serve as a logical extension to the existing built-up area and minimize the consumption of land to the extent possible;
- b) be sized appropriately to accommodate both an on-site drinking water system and sanitary sewage system as the case may be;
- c) retain and integrate mature on-site vegetation into the development, regardless of whether it is part of the Natural System;
- d) front onto, and will be directly accessed, by a public road that is maintained year-round by a public authority;
- e) conform to the access policies of the relevant road authority; and,
- f) make any required improvements to public roads, including any required road dedications, needed to facilitate safe ingress and egress and to meet the standards and requirements of the appropriate road authority.

6.10 Addressing Climate Change – New development in all Settlement Areas is encouraged to be planned and designed to mitigate and adapt to the impacts of climate change through incorporating sustainable construction materials or practices,

green infrastructure, energy conservation standards, water efficient technologies, and low impact development. For large development proposals, applicants may be required to demonstrate how this will be achieved.

7.0 THE NATURAL SYSTEM

The Natural System is composed of the County's natural environment, including: wetlands, woodlands, species and fish habitat, and water. The ecological features and functions of the County's Natural System supports overall environmental health and resiliency and underpins the overall sustainability of the County. To that end, the following objectives have been identified as they relate to the County's Natural System:

- a) Identify, protect, restore, and enhance, where possible, the Natural System including its ecological features and functions;
- b) Require development proposals within, or adjacent to, the Natural System to demonstrate that there will be no negative impact on the Natural System, in some cases prohibiting development outright;
- c) Minimize negative changes to the quality and hydrological/hydrogeological functions of watercourses, lakes, aquifers, and wetlands; and
- d) Recognize that watersheds are the ecologically meaningful scale for planning and use it as the foundation for considering cumulative impacts of development.

In addition to the policies of this Plan, the following policies apply to the Natural System in the County as described herein and as may be designated on Schedule 'C' of this Plan:

7.1 Composition of the Natural System – The Natural System is composed of:

- a) Significant Wetlands;
- b) Significant Coastal Wetlands;
- c) Significant Woodlands;
- d) Significant Valleylands;
- e) Areas of Natural and Scientific Interest (ANSI);
- f) Significant Wildlife habitat;
- g) Fish habitat;
- h) Habitat of threatened or endangered species;
- i) Surface water; and,
- j) Ground water.

7.2 General Policy – The County of Elgin recognizes the importance of the Natural System to the overall health of the County and the negative social, environmental, and economic impacts that environmental degradation can have, particularly when coupled with the impacts of climate change. As such the County will prioritize the protection, enhancement, and rehabilitation of the Natural System.

7.3 Identification of the Natural System – It is recognized that the mapping of the Natural System in this Plan is approximate, and the policies of this section apply to all Natural System components regardless of whether they are identified on the schedules of this Plan. Changes to the limit or the significance classification of individual components of the Natural System may be considered through the findings of

a sub-watershed study or environmental impact statement completed to the satisfaction of the County or local municipality. If a change to the limit or classification of a component of the Natural System has been demonstrated to be appropriate the revised limit or classification shall prevail, and no amendment to this Plan shall be required.

7.4 Watershed Planning – It is recognized the watershed is the ecologically meaningful scale for integrated and long-term planning and is a foundation for considering cumulative impacts of development. The basis for conducting planning at the watershed scale is through the preparation of a sub-watershed study, a technical report which provides comprehensive analysis of how surface water, groundwater, terrestrial, and aquatic ecosystems function in a sub-watershed, and recommends how land use can take place in a manner that protects and enhances the environmental health of the sub-watershed. To that end, the County may undertake a programme of preparing or updating sub-watershed studies for all sub-watersheds in the County to develop a more detailed understanding and approach to planning within each sub-watershed. Where these studies exist, they shall form the basis for planning in the Natural System. Further, where an environmental impact statement is prepared in support of a development application it shall consider the sub-watershed implications of the proposed development.

7.5 Significance & the Natural System – Designating certain components of the Natural System as 'significant' affords these features greater protection under provincial policy. In the absence of a sub-watershed study or environmental impact statement, all lands identified as being

part of the County's Natural System on Schedule 'C' are assumed to be significant under provincial policy until their significance is confirmed through either a sub-watershed study or environmental impact statement. If the significance of a part of the Natural System is called into question, it is the sole responsibility of the development proponent to demonstrate otherwise. For development applications for which the County is approval authority, the ultimate determination of significance will rest with the County. For development applications for which a local municipality is approval authority, the ultimate determination of significance will rest with the local municipality.

7.6 Permitted Uses – Areas designated Natural System are to be maintained in their natural and undisturbed state and development and site alteration shall only be permitted subject to the other policies of this Plan. Notwithstanding the above the following uses shall be permitted in the Natural System:

- a) Forestry uses;
- b) Conservation uses;
- c) Passive recreational uses (such as recreational trails);
- d) Animal sanctuaries;
- e) Angling and hunting operations;
- f) Environmental research and education uses; and
- g) Agricultural uses, without buildings or structures.

Other uses may be permitted on a site-by-site basis, subject to policies below and the other policies and land use designations of this Plan.

7.7 Development In & Adjacent to Wetlands – Development and site alteration in significant wetlands and

coastal wetlands is prohibited and is regulated by conservation authorities under the Conservation Authorities Act, with specific regard to interference with their hydrogeological function. Development proposed within 120 metres of a significant wetland or coastal wetland is also regulated by conservation authorities and shall only be permitted subject to demonstrating, through an environmental impact statement, that there will be no negative impacts on the wetland's ecological features and functions, and a demonstration that the permitting requirements of the conservation authority having jurisdiction can be met.

7.8 Development In & Adjacent to Other Natural System Features – Development and site alteration in significant woodlands, significant valleylands, ANSI, and significant wildlife habitat, shall be prohibited unless it can be demonstrated that:

- a) There is an appropriate rationale demonstrating why development should be located within the feature; or
- b) There is no feasible way to avoid development within the feature; and
- c) The proposed development will have no negative impacts on the site's ecological features and functions.

Development proposed within 120 metres of a noted Natural System feature shall only be permitted subject to demonstrating, through an environmental impact statement, that there will be no negative impacts on the Natural System's ecological features and functions.

7.9 Destruction & Alteration of the Natural System – Destruction and/or alteration of the Natural System through the

development process is generally prohibited and only permitted in accordance with:

- a) a Planning Act approval;
- b) a permit issued under the County’s Tree Conservation By-law;
- c) a permit issued under the Conservation Authorities Act; or
- d) another relevant provincial or federal approval.

Where destruction of a component of the Natural System will occur as a result of an approval or permit issued by a planning authority, or has occurred without a required permission, development proponents will be required, through the conditions of a Planning Act approval, to restore the feature or provide compensatory restoration of equal or greater ecological value within the same sub-watershed.

7.10 Development in Fish Habitat & the Habitat of Threatened or Endangered Species – Development and site alteration within fish habitat or the habitat of threatened or endangered species will only be permitted in accordance with provincial and/or federal requirements. No planning approvals will be granted in either habitat until the County or a local municipality:

- a) has reasonable confirmation that development can proceed in accordance with provincial and/or federal requirements; and
- b) that any required development and mitigation measures can be adequately conditioned as part of an approval (i.e. through either the conditions of a decision, legal agreement, etc.).

7.11 Agricultural Uses in the Natural System – While agricultural uses in the Natural System are permitted, the incorporation of best practices as they relate to agriculture in natural systems is strongly encouraged where a planning approval is required to permit the use.

“The County will prioritize the protection, enhancement, and rehabilitation of the Natural System.”

7.12 Development & Surface Water Features – Surface water features refer to water-related features on the earth’s surface, including headwaters, rivers, stream channels, inland lakes, seepage areas, recharge/discharge areas, springs, wetlands, and associated riparian lands that can be defined by their soil moisture, soil type, vegetation, or topographic characteristics. While not necessarily mapped in this Plan, surface water features in the County are considered environmentally significant as they provide important drainage functions, species habitat, and have a direct impact on the overall environmental health of the County. As such, it is the intent of this Plan to protect all sensitive surface water features from incompatible development. To that end:

- a) Development and site alteration shall be restricted on or near sensitive surface water features as recommended in any relevant sub-watershed study, environmental impact statement, or as detailed in the relevant source water protection plan (see Subsection

8.20 for further information), such that these features and their related hydrologic functions will be protected, improved, or restored; and

- b) Mitigative measures and/or alternative development approaches may be required to protect, improve, or restore sensitive surface water features, and their hydrologic functions and shall be implemented through the development approvals process.

7.13 Development & Ground Water Features – Ground water features refer to water-related features below the earth’s surface, including recharge/discharge areas, water tables, aquifers, and unsaturated zones that can be defined by surface and subsurface hydrogeologic investigations. Ground water features in the County are considered environmentally significant, and will be protected, as they provide drinking water, important drainage functions, and have a direct impact on the overall environmental health of the County. Additionally certain groundwater features are considered sensitive, such as highly vulnerable aquifers and significant groundwater recharge areas as illustrated on Schedule ‘C’. These features shall be protected from incompatible development, and to that end:

- a) Development and site alteration shall be restricted in or near sensitive ground water features as recommended in any relevant sub-watershed study, hydrogeological assessment, or as detailed in the relevant source water protection plan (see Subsection 8.20 for further information), such that these features and their related hydrologic functions will be protected, improved, or restored;

- b) Development that proposes to use ground water as a drinking water source may be required to demonstrate, through a hydrogeological assessment and cumulative groundwater impact assessment, prior to any approval, that there will be no negative impacts to ground water quality and quantity for other uses that draw their drinking water from the same ground water source;
- c) Development that proposes to use on-site septic systems for sewage treatment may be required to demonstrate, through a geotechnical assessment, prior to any approval, that the proposed system(s) will not negatively impact ground water quality for other uses that draw their drinking water from the same ground water source; and,
- d) Mitigative measures and/or alternative development approaches may be required to protect, improve, or restore sensitive ground water features, and their hydrologic functions and shall be implemented through the development approvals process.

7.14 Natural System Policies & Local Official Plan – This Plan represents the minimum standards for the identification and protection of the Natural System. A local municipality may include additional criteria or higher standards related to the identification and protection of the system. In such cases, the County will defer to the standards and policies that afford the greatest protection to the Natural System.

7.15 Increasing Forest Coverage – The County recognizes the critical role that woodlands play in maintaining ecological balance, mitigating the impacts climate change, and sustaining biodiversity within the County’s watersheds. As such, it is

policy of this Plan to target an increase in forest coverage in the County to 30% of its land base by 2043. The County will work towards achieving this target through:

- a) The protection, enhancement, and/or restoration of existing woodlands during the development review process, by requiring development proponents to demonstrate how their development proposal will assist in achieving this goal;
- b) Working with local municipalities, Indigenous nations, public/private organizations and intuitions, and industry to encourage and supporting tree planting on public and private lands; and,
- c) Monitoring and reporting to County Council annually on progress towards achieving this goal.

7.16 Expanding the County’s Protected Land Base – The County recognizes that there are many mechanisms available to protect, enhance, and/or restore the Natural System across the County. To that end, the County will support the establishment of land trusts, conservation areas, and the use of mechanisms such as conservation and stewardship easements that protect or expand protections for the Natural System.

7.17 Land Division & the Natural System – It is recognized that the protection and management of the Natural System is more effectively accomplished when natural features and areas are managed and/or owned contiguously. Despite this, historical land division in the County, dating back to the original township surveys, has often had little regard for the protection and management of the Natural System. As such, applications for all forms of land division shall demonstrate regard for the effective management and stewardship of the Natural System and will minimize subdivision of the Natural System to the furthest extent feasible, balancing the need for the orderly and efficient development of land. Applications for land division to facilitate the protection of the Natural System by a public body, conservation organization, or land trust will be permitted and generally supported, subject to the other policies of this Plan.

7.18 Monitoring Health of the Natural System – To ensure that the County’s Natural System is protected and enhanced over the lifecycle of this Plan, the County will develop metrics to monitor the overall health of the Natural System, to be reported annually to County Council.

8.0 TRANSPORTATION & INFRASTRUCTURE SYSTEMS

The County's transportation system is composed of trails, local and county roads, provincial highways, railways, marine ports, and an airport. These corridors and facilities are critical to the County's economy, public health and safety, and the day-to-day needs of residents and visitors. Infrastructure systems primarily relate to water, wastewater, and stormwater management systems, but also include waste management, and power generation facilities. These systems comprise the backbone of both urban and rural development in the County. To that end, the following objectives have been identified as they relate to the County's transportation and infrastructure systems:

- a) Establish an integrated transportation system that safely and efficiently accommodates various modes of transportation including automobiles, trucks, public transit, cycling, and walking;
- b) Ensure that the construction of all infrastructure, or expansions to existing infrastructure, occurs in a manner that is compatible with adjacent land uses and with a minimum of social and environmental impact;
- c) Encourage the development of public facilities in appropriate locations at the right time to meet the needs of present and future residents; and,
- d) Ensure the safe and effective operation of the County's transportation and infrastructure systems, by respecting the standards, requirements, and guidelines of the authorities that operate and/or regulate these systems.

In addition to the other policies of this Plan, the following policies apply to transportation and infrastructure systems as described herein and as may be designated on Schedule 'B' of this Plan:

8.1 Composition of the Transportation & Infrastructure System – The Transportation and Infrastructure System is composed of:

- a) Provincial Highways;
- b) County Roads;
- c) Local Roads;
- d) Pedestrian and Cycling Trails;
- e) Municipal Drinking Water Systems;
- f) Municipal Sanitary Sewage Systems;
- g) Stormwater Management & Drainage Systems;
- h) Sourcewater Protection Areas;
- i) St. Thomas Municipal Airport;
- j) Railways;
- k) Marine Ports;
- l) Waste Management Operations;
- m) Telecommunications Facilities;
- n) Energy Generation Facilities; and,
- o) Linear Infrastructure Corridors (e.g. pipelines, electricity transmission corridors, etc.).

8.2 Transportation & Infrastructure Permitted – Public service facilities, transportation infrastructure, and all other forms of infrastructure are permitted in all land use designations, with the general exception of areas designated as hazardous or Natural System, and subject to any regulatory requirements such as the provisions of the Endangered Species Act, etc.

8.3 Right-of-Way Widths – New roads and re-constructed roads under the County’s jurisdiction shall be developed to comply with the classification, function and general design standards and requirements outlined in Tables 2 and 3 of this Plan and land dedications for roads and/or road widening purposes shall be dedicated to the County at no expense. Where ranges of a standard are provided, it shall be at the sole discretion of the County to determine the appropriate standard. Deviations from these standards and requirements may be considered when:

- a) the location of an identified cultural heritage resource limits design options; and / or
- b) the presence of a natural system feature or mature trees limits design options.

The right-of-way width for any public road may allow for the placement of travel lanes, turning lanes, utilities, infrastructure, high occupancy vehicle lanes, sidewalks, paths, bicycle lanes, medians, streetscaping and landscaped boulevards, where appropriate.

8.4 Right-of-Way Widths, Daylighting Triangles – In addition to the road right-of-way widths set out in Tables 2 and 3, the County may, without the need for an amendment to this Plan, require the dedication of lands to be used for ‘daylight triangles’, to provide sufficient sight distances and turning lanes to provide safe and appropriate access where major traffic generators intersect. Where additional land is required for intersection improvements, such land shall be dedicated to the County at no expense.

8.5 Right-of-Way Widths, Exceptions – Notwithstanding Subsection 8.3, the County recognizes that the reconstruction of roads to approved minimum standards in some existing developed areas may not be appropriate from a community design perspective or may not be economically or physically feasible. Any attempt to reconstruct such roads to minimize deficiencies shall only be undertaken after a study to determine a right-of-way which will result in a streetscape which minimizes impacts on abutting properties and is appropriate to the character of the area, while serving anticipated traffic volumes. No amendment to the Plan shall be required to implement such a modification to the right-of-way.

8.6 Dedication for Road Widening – As a condition of a development approval, land for road widenings shall be conveyed at no expense to the County in accordance with the provisions of the Planning Act. As a general principle, required road widenings will be taken equally from both sides of the right-of-way. Unequal road widenings may be considered by the County where the area is affected by a topographic feature which is difficult to overcome or costly to develop for road purposes.

8.7 County Road Environmental Assessments – It is the policy of this Plan that an Environmental Assessment (EA) for any county road widening or extension project shall address whether there are other transportation alternatives, and how the project would implement the transportation goals, objectives, and policies of this Plan.

8.8 Road Design Standards – The ‘Elgin County Transportation Master Plan’, as amended, will serve as the

basis for the construction and design of county roads, including policies limiting direct access to county roads where access is available by a local road. County Council may consider alternative design standards to provide for the more efficient use of land in newly developing areas of the County. Changes to standards and design criteria for such roads and facilities may be permitted without an amendment to this Plan.

The County’s transportation and infrastructure systems comprise the backbone of both urban and rural development in the County.

8.9 Public Transportation – This Plan recognizes the importance of local and regional public transportation in reducing carbon emissions and ensuring equitable access to transportation for residents, visitors, and workers and as a general policy, the County will support the exploration, establishment, and / or expansion of the feasibility of public transportation in the County. This includes the establishment or expansion of conventional public transportation services (local and regional), as well as on-demand microtransit, car / bike share programmes, and other innovative forms of public transportation service delivery.

8.10 Road Closure – County Council may stop-up and close existing county roads and/or road related facilities, subject to

the provisions of the Municipal Act, without the need to amend this Plan.

8.11 Traffic Calming – The County may investigate traffic calming measures to be implemented in certain locations within the County and/or as a requirement of a development approval to promote pedestrian safety and mitigate negative effects of automobile traffic. Traffic calming features may be permitted subject to an evaluation by the County of functional, operational, servicing, and financial issues associated with

their use and will be installed at the sole discretion of County Council.

8.12 Private Roads – Private roads are lanes, driveways, roads, or rights-of-way maintained by private individuals or bodies. It is the policy of this Plan to limit new development on private roads. The creation of a new lot for any purpose on a private road outside of a plan of condominium is not permitted, unless specifically permitted in a local official plan.

Table 2 – Road Characteristics by Functional Road Classification: Rural Roads

Characteristic	Rural Major Arterial	Rural Minor Arterial	Rural Collector	Rural Local
Strategic Value/Connectivity				
Service Function	Traffic movement primary consideration	Traffic movement major consideration	Traffic movement and land access of equal importance	Traffic movement secondary consideration
Desirable Connections	Provincial highways, arterials, collectors	Provincial highways, arterials, collectors	Provincial arterial roads, arterials, collectors, locals	Collectors, locals
Access	Private driveways discouraged	Private driveways permitted, subject to design controls	Private driveways permitted, subject to design controls	Private driveways permitted
Road Segment Characteristics				
Right-of-Way Width	36.5 m	30-36.5 m	20-30 m	20 m
Typical Lane Width	3.5-3.7 m	3.5-3.7 m	3.5-3.7 m	3-3.7 m
No. Through Lanes	2-4	2	2	2
Parking Restrictions	Few restrictions	Few restrictions	Few restrictions	Few restrictions
Other Road Users				
Typical Cycling Facilities, where Provided	Buffered paved shoulders or separate path	Buffered paved shoulders or separate path	Paved shoulders or separate path	Shared operating space
Pedestrian Facilities, where Provided	None (low pedestrian volumes)	None (low pedestrian volumes)	None (low pedestrian volumes)	None (low pedestrian volumes)
Transit Services	Permitted	Permitted	Permitted	Generally avoided

Table 3 – Road Characteristics by Functional Road Classification: Urban Roads

Characteristic	Urban Major Arterial	Urban Minor Arterial	Urban Collector	Urban Local
Strategic Value/Connectivity				
Service Function	Traffic movement primary consideration	Traffic movement major consideration	Traffic movement and land access of equal importance	Traffic movement secondary to land access
Desirable Connections	Provincial highways, arterials, collectors	Provincial highways, arterials, collectors	Provincial arterial roads, arterials, collectors, locals	Locals, collectors
Access	Private driveways discouraged	Private driveways generally discouraged	Private driveways permitted, subject to design controls	Private driveways permitted
Road Segment Characteristics				
Right-of-Way Width	20 (retrofit) - 36.5 m	20 (retrofit only) - 36.5 m	20-30 m	20 m
Typical Lane Width	3.5-3.7 m	3.3-3.7 m	3.3-3.7 m	3-3.5 m
No. Through Lanes	2-4	2	2	2
Parking Restrictions	Prohibited (or peak period restrictions)	Peak period restrictions	Few restrictions except peak period	No restrictions or restrictions on one side only
Other Road Users				
Typical Cycling Facilities, where Provided	Physically separated bikeway	Designated operating space, e.g. bike lanes	Designated operating space, e.g. bike lanes	Shared or designated operating space
Pedestrian Facilities, Where Provided by Local Municipality	Sidewalks separated from traffic lanes	Sidewalks separated from traffic lanes	Sidewalks on one or both sides	Sidewalks on one or both sides
Transit Services	Permitted	Permitted	Permitted	Generally avoided

8.13 Provincial Highways – In addition to all the applicable municipal requirements, all proposed development located adjacent to and in the vicinity of a provincial highway within Ministry of Transportation’s (MTO) Permit Control Area under the Provincial Transportation and Highway Improvement Act are subject to MTO approval. Any new areas in the County identified for future development that are located adjacent to, or in the vicinity of, a provincial highway or interchange /

intersection within MTO’s Permit Control Area will be subject to MTO policies, standards, and requirements. Direct access to a provincial highway is normally discouraged or prohibited and is only permitted at the sole discretion of the MTO. While provincial highways are delineated in this Plan, the reader should refer to the MTO’s Corridor Management Office to determine the extent of the MTO’s permit control area and to

assess any restrictions, or requirements for development within the permit control area.

8.14 Pedestrian & Cycling Routes & Facilities – Local municipalities are encouraged to develop interconnected systems of cycling and walking routes providing access to major activity and employment areas and to future public transit. To plan for, and encourage walking and cycling, local municipalities are encouraged to:

- a) consider the provision of safe and convenient cycling and walking routes in the review of all development applications;
- b) require the provision of sidewalks in settlement areas, where appropriate;
- c) coordinate the installation of sidewalks on both sides of county roads within settlement areas;
- d) investigate and provide for cycling lanes wherever possible in the construction or reconstruction of roads and bridges;
- e) encourage and support measures which will provide for barrier-free design of pedestrian facilities;
- f) ensure that lands for bicycle/pedestrian paths are included with the land requirements for roads;
- g) ensure that the rights and privacy of adjacent property owners are factored into the design process for pedestrian and cycling routes; and,
- h) ensure that all pedestrian and cycling routes are designed to be safe.

8.15 Waster & Sewage Servicing Hierarchy – Provincial policy establishes a hierarchy of water and wastewater servicing, and new development in the County shall be

evaluated based on this hierarchy as detailed below in order of preference:

- a) **Full municipal services** – development connected to both a municipal water service and municipal sewage service;
- b) **Communal services** – development connected to a private communal water system and private communal sewage system;
- c) **Individual services** – development connected to a private individual on-site water system and private individual on-site sewage disposal system;
- d) **Partial services** – development connected to a municipal water service and private sewage system, or connected to a municipal sewage service and private water system.

8.16 Servicing in Settlement Areas & the Rural Area – In accordance with the provincial water and wastewater servicing hierarchy established in Subsection 8.15, new development in the County will be serviced as follows:

- a) **In Tier I settlement areas** – all new development shall proceed on the basis of full municipal services, except in cases of minor infilling of existing developed areas where private or partial servicing may be considered.
- b) **In Tier II and Tier III settlement areas** – all new development shall proceed on the basis of the servicing hierarchy established in Subsection 8.15.
- c) **In the Rural Area** – development is anticipated to proceed on the basis of private communal or private individual on-site servicing.

8.17 Justifying Proposed Servicing – Where development in any settlement area is not proposed to be connected to full municipal services, a servicing options study or brief containing a servicing options analysis based on the hierarchy of servicing established in Subsection 8.14 is generally required. The study or brief shall examine all forms of servicing and recommend a preferred servicing option that is suitable for the long-term provision of the service or services, and complies with the other policies of this Plan, particularly the policies of Subsections 7.13 and 8.21. In undertaking any required servicing options study or brief, the level of detail should correspond with the scale and intensity of the proposed use. It shall be at the general discretion of the local municipality, in consultation with the County, to determine the need for the study or brief, its scope, and the preferred servicing option based on the policies of this Plan and the local official plan.

8.18 Confirmation of Servicing Capacity – For new development proposed to be connected to municipal water and/or sanitary sewage services, no approval by the County shall be granted until the local municipality has confirmed that there is sufficient uncommitted reserve capacity in the system to accommodate the proposed development. In cases where development is proposed in response to the planned establishment or expansion of municipal servicing, no approval by the County shall be granted until the County has reasonable assurances, and a commitment from the local municipality, that the establishment or expansion of servicing infrastructure will commence imminently, and the proposed development will be coordinated with the installation of servicing.

8.19 Stormwater Management & Drainage Systems – Stormwater management and drainage systems includes a local municipality’s network of storm sewers, drainage swales, municipal drains, retention ponds, and erosion control measures. These components work together to mitigate flood risks, protect water quality, enhance resilience, and are important components to the creation of sustainable and resilient development. Stormwater management and drainage systems in the County shall:

- a) be integrated with planning for sewage and water services and ensure that systems are optimized, feasible, and financially viable over the long term;
- b) minimize, or, where possible, prevent increases in contaminant loads;
- c) minimize erosion and changes in water balance, and prepare for the impacts of climate change through the effective management of stormwater, including the use of green infrastructure;
- d) mitigate risks to human health, safety, property, and the environment; and
- e) maximize the extent and function of vegetative and pervious surfaces.

Local municipalities are encouraged to incorporate policies in their official plans that promote stormwater management best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development.

8.20 Servicing Policies in Local Official Plans – Local official plans will be required to develop detailed policies with respect to servicing of development in both the Rural Area and

Settlement Areas including policies that address, at a minimum:

- a) overall municipal goals and objectives related to servicing for both Settlement Areas and the Rural Area;
- b) the long-term planning of water, wastewater, and stormwater management systems including expansions and phasing of municipal and/or private systems; and
- c) the establishment of monitoring programmes for municipal and/or private systems including the monitoring of reserve capacity in municipal systems and monitoring of impacts on groundwater.

8.21 Source Water Protection – The Ontario Drinking Water Act mandates the creation and maintenance of regional source water protection plans. These plans are administered by conservation authorities and are intended to ensure the protection of municipal drinking water sources, whether they originate from groundwater or from Lake Erie, through a multipronged approach including education and training, public awareness, and the regulation and permitting of development. While source water protection areas are delineated on Schedule ‘B’ of this Plan, the reader should refer to the applicable source water protection plan, the local municipality’s official plan, and local zoning by-law to assess any restrictions, or requirements for development. In no case shall the County grant any approval in contravention of an applicable source water protection plan, or implementing policies or regulations contained within a local official plan or zoning by-law.

8.22 St. Thomas Municipal Airport & Land Use

Compatibility – The St. Thomas Municipal Airport is a public airport located within the Municipality of Central Elgin and identified on Schedule ‘B’ of this Plan, along with the Airport’s associated Noise Exposure Forecast / Noise Exposure Projection (NEF/NEP) contours, which are established by Transport Canada. The Airport is planned to be a fully equipped, certified airport facility that accommodates charter passenger and air cargo facilities and services, business charter services, flight training, recreational flying and aviation related industrial/commercial business facilities. Airports must be appropriately designed, buffered and/or separated to prevent adverse effects from noise, odour, and other contaminants. To protect the St. Thomas Municipal Airport from incompatible development, the following policies shall apply:

- a) New residential development and other sensitive land uses will not be permitted in areas above 30 NEF;
- b) Redevelopment of existing residential uses and other sensitive land uses may be considered above 30 NEF/NEP, if it has been demonstrated that there will be no negative impacts on the long-term function of the airport;
- c) New development in areas below 30 NEF/NEP, but near the St. Thomas Municipal Airport lands, may be required to address the noise and vibration and/or land use compatibility. This may include a review and update of the NEF/NEP contours in accordance with the standards prescribed by Transport Canada; and,
- d) New development permitted within the airport lands and other areas above the 30 NEF/NEP may be subject to a noise analysis to identify noise reduction

features and other mitigation measures in accordance with the policies and guidelines of Transport Canada Aviation.

8.23 Marine Ports – The County will continue to promote and support the viability of the many ports along Lake Erie as important economic resources and locations for tourism and recreation. This Plan recognizes the potential of the various ports as gateways to the County and important components of a broader transportation system. The County encourages the pursuit of appropriate opportunities for the expansion of port facilities and the establishment of supporting commercial and industrial uses and marine transportation infrastructure, subject to the other policies of this Plan.

8.24 Railway Operations & Land Use Compatibility – The railways that traverse the County are recognized as important economic and transportation corridors and land use controls will be used to protect these corridors. Where the County is approval authority, the County will consult with railway authorities when sensitive land uses are proposed in proximity to active rail corridors. To protect these corridors from incompatible uses, and to ensure new development is designed in a manner that protects safety and mitigates potential nuisance from rail operations. Development proposed within the County shall be generally required to conform to the national guidelines for new development in proximity to railway operations. Alternative approaches / guidance may be considered in certain circumstances dependant on:

- a) The use(s) being proposed;

- b) Completion of relevant studies and analyses that demonstrate alternative approaches are appropriate; and,
- c) Implementation of appropriate alternative safety measures.

All of which shall be to the satisfaction of the County, in consultation with the local municipality and relevant railway operator.

8.25 Railway Setbacks & Influence Areas – Minimum recommended building setbacks for new sensitive land uses in proximity to railway operations, based on national guidelines, shall be incorporated in local zoning by-laws to ensure that the entirety of the County’s railway rights-of-way are protected for potential rail expansion. Where sensitive land uses are proposed within 75 metres of an active railway the County will require a vibration study to be completed. Additionally, noise studies shall be required for development within:

- a) 1,000 metres of a freight rail yard;
- b) 300 metres of a principal main railway line;
- c) 250 metres of a secondary main railway line;
- d) 150 metres of a principal branch line; and
- e) 75 metres of a secondary branch line or spur line.

Such studies shall be prepared to the satisfaction of the County, in consultation with the appropriate railway operator, and recommended measures from said studies shall be implemented through development approvals.

8.26 Individual Railway Operator Requirements – It is recognized that there are multiple railway operators with

facilities and operations in Elgin County, each with their own respective requirements. To that end, it is the general policy of the County to generally defer to, and implement, the requirements of each rail authority with respect to matters such as:

- a) the construction and maintenance of safety berms and fencing and other mitigation measures; and
- b) requirements for notices on title, warning clauses, and/or environmental easements.

In some cases, a railway operator may request grade separation between the rail corridor and a local or county road, or provincial highway as a condition of a development approval for which the County is approval authority. The need for grade separation as a condition of approval shall be determined by the relevant road authority in consultation with the County, local municipality, the relevant railway operator, and Transport Canada as the case may be.

8.27 Linear Infrastructure Corridors – Linear infrastructure corridors include major above or below grade corridors for the provision, generation, transmission, distribution and storage of electricity, fuel, or accommodation of communication facilities / infrastructure. Such corridors may be associated with gas, oil, or electric power, as well as broadcast, telecast, fiberoptic, or optical wireless mediums essential to the energy and telecommunication needs of the County, Province, and Country. To that end, new or existing corridors shall be protected from incompatible development by consulting with the relevant corridor authority during the development review process and incorporating appropriate setbacks and development standards into development proposals.

8.28 Telecommunications Facilities – Where companies subject to federal or provincial control propose new utility installations, it is the policy of this Plan to encourage where feasible and appropriate:

- a) the screening of antennas and towers from view from roads or scenic vistas through landscaping, fencing or other architectural screening;
- b) the use of innovative design measures such as the integration of such uses with existing buildings and/or streetscape features such as gateways, lamp posts and signs;
- c) the co-location clustering of different utilities to minimize impacts;
- d) the use of existing infrastructure where possible such as water towers or utility poles; and,
- e) the siting of utilities away from sensitive land uses.

8.29 Alternative & Renewable Energy Systems – As a source of clean and independent energy, alternative and renewable energy systems can significantly reduce carbon emissions and improve the resiliency of the County’s energy supply. As such, the County encourages the use of wind, water, biomass, methane, solar, and geothermal energy. New or expanded alternative or renewable energy systems should be designed and constructed to minimize impacts on adjacent land uses to prevent adverse impacts from odours, noise and other contaminants and minimize risk to public health and safety. Sites for large-scale alternative or renewable energy systems should have sufficient area to provide appropriate setbacks from sensitive residential and institutional land uses to provide safety and/or minimize other potential impacts in accordance with all applicable legislation.

8.30 Waste Management Operations – Waste management operations include, landfills, transfer stations, composting facilities, recycling facilities, septage haulage and disposal sites, and waste materials haulage and disposal. These facilities may only be operated, expanded, or closed in accordance with the policies of this Plan, the applicable local official plan, and provincial requirements. New or expanding waste management operations may be permitted, subject to the policies of the applicable local official plan, and the following:

- a) the proposed operation shall be located in either the Rural Area, excluding agriculturally-designated lands in a local official plan, or in an employment designation;
- b) any required approval under the Environmental Protection Act and Environmental Assessment Act shall be received prior to any local or county approval being given;
- c) the proposal shall be supported by appropriate environmental studies in accordance with provincial guidelines and requirements, to ensure negative impacts on surrounding lands are mitigated and/or eliminated to the satisfaction of the County and the local municipality;
- d) New operations shall be located where they are compatible with adjacent land uses (existing and designated);

- e) Site development shall provide for progressive rehabilitation and reuse of the site;
- f) New or expanding waste disposal sites, shall generally be located a minimum of 500 metres from a settlement area boundary, and any sensitive land uses, as per provincial guidelines;
- g) Where a sensitive land use is proposed within 500 metres of an existing waste disposal site, land use compatibility shall be evaluated as per provincial guidelines.

Notwithstanding the above, small scale recycling facilities, composting facilities, or transfer stations do not require an amendment to this Plan to establish, subject to conformity with the applicable local official plan and zoning by-law.

8.31 Waste Disposal Sites & Local Official Plans – In order to implement these policies, local municipal official plans shall contain policies requiring zoning by-laws to restrict the development of new uses or new/ enlarged buildings or structures on lands within the 500-metre assessment area in accordance with this Plan, through the use of a holding symbol or other zoning mechanism. The lifting of a Holding symbol permitting the development of any new use or new or enlarged buildings or structures within the assessment area shall not occur until Council is satisfied that all of the studies required by the Municipality and County have been completed.

9.0 NATURAL RESOURCE MANAGEMENT AREAS

Natural resources management means the responsible extraction of mineral, petroleum, mineral aggregate, and salt resources in the County. These resources exist in varying degrees across the County and are important to the County and Province's economic prosperity. Natural resource extraction operations also have many complex locational and operational requirements that necessitate careful consideration and planning, both at the beginning and end of their lifecycle. To that end, the following objectives have been identified as they relate to the County's Natural Resource Management Areas:

- a) Identify and protect, where possible, natural resource deposits, areas where potential deposits exist, and extraction operations throughout the County;
- b) Encourage sustainable extraction practices and incorporate responsible rehabilitation of natural resource extraction operations into county planning approvals where possible; and,
- c) Ensure that extractive activities are carried out in a manner that minimizes environmental and social impacts.

In addition to the policies of the subject land use designation, the following policies apply to Natural Resource Management Areas in the County as described herein and as may be designated on Schedule 'E' of this Plan:

9.1 Composition of the Natural Resource Management

Area – The Natural Resource Management Area is composed of:

- a) Areas of potential aggregate resource;
- b) Areas of potential mineral resource;
- c) Areas of potential petroleum resource; and,
- d) Natural resource extraction operations.

9.2 General Policy – It is the general policy of this Plan to ensure that known natural resource deposits, and extraction operations are identified and protected in the long term, and to direct incompatible development away from known deposits and extraction operations. Local municipalities will be required to develop more detailed policies and regulations regarding natural resources and extraction operations in their official plans and zoning by-laws to further address the protection of these uses, and natural resource extraction development and the rehabilitation of former extraction operations.

9.3 Permitted Uses – In areas designated as an area of aggregate resource; area of mineral resource; and / or area of petroleum resource, the primary use of land shall be for natural resource extraction operations, and those uses permitted in the land use designations identified in Schedule 'A', of this Plan. Notwithstanding the above, uses which would preclude or hinder the establishment, expansion, or continued use of mineral aggregate operations or access to mineral

aggregate resources shall not be permitted. The following uses shall be permitted as accessory uses for natural resource extraction operations:

- a) Accessory office uses;
- b) Aggregate processing operations; and
- c) Recycling of aggregate.

9.4 Identification of Natural Resources – It is recognized that the mapping of potential natural resource areas in this Plan is approximate and known resources deposits are not mapped. The policies of this section apply to all natural resource areas and deposits, regardless of whether they are identified in this Plan.

9.5 Development & Known Resource Deposits – Non-resource extraction development in, or within 300 metres, of known aggregate, mineral, and petroleum deposits, which would preclude or hinder the establishment of new operations or access to these resources shall only be permitted if:

- a) resource use would not be feasible; or
- b) the proposed land use or development serves a greater long-term public interest; and
- c) issues of public health, public safety, and environmental impact are addressed.

9.6 Extraction Operations – The development of new extraction operations is subject to the policies of the applicable local official plan and may require an amendment to permit the use. Petroleum exploration and production under the Oil, Gas and Salt Resources Act is not permitted in Settlement Areas.

9.7 Extraction Operations in the Agricultural Area – On lands designated Agricultural in this Plan, natural resource extraction is permitted as an interim use provided rehabilitation of the site will be carried out whereby substantially the same areas and same average soil quality for agriculture are restored. On these lands, complete agricultural rehabilitation is not required if:

- a) there is a substantial quantity of mineral aggregates below the water table warranting extraction; or
- b) the depth of planned extraction in a quarry makes restoration of pre-extraction agricultural capability unfeasible; and,
- c) other alternatives, including resources in areas of Canada Land Inventory Class 4 to 7 soils and resources on prime agricultural lands where rehabilitation is feasible, have been considered by the applicant and found unsuitable; and,
- d) agricultural rehabilitation in remaining areas will be maximized.

9.8 Development & Extraction Operations – Extraction operations shall be protected from incompatible development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety, or environmental impact. Existing extraction operations shall be permitted to continue without the

need for an amendment to this Plan or a local official plan or zoning by-law. Non-resource extraction development proposed within 300 metres of an existing mineral or aggregate extraction operation shall demonstrate through an aggregate impact assessment that:

- a) the proposed development will not preclude or hinder the existing extraction operation or the establishment of new operations;
- b) impacts such as noise, dust, vibration can be mitigated through design; and,
- c) where residential and other sensitive land uses are proposed adjacent to an extraction operation, the applicant shall demonstrate that the quality and quantity of groundwater is suitable for the proposed development considering the adjacent extraction operation.

Development proposed adjacent to existing petroleum extraction operations (wells) shall be set back 75 metres or as required under the Oil, Gas and Salt Resources Act.

9.9 Wayside Pits and Quarries – Wayside pits and quarries, portable asphalt plants and portable concrete plants for public road works shall be permitted in all areas, except areas where such a use is not permitted in accordance with Provincial regulations and guidelines.

10.0 DEVELOPMENT HAZARDS

Natural and human-made hazards have the potential to impact public health and safety and create risks to private property and public infrastructure. Hazards can include floodplains, shoreline erosion, unstable slopes and soils, contaminated sites, former natural resource extraction operations, and former landfills. To that end, the following objectives have been identified as they relate to development hazards in the County:

- a) Direct development to areas outside hazardous lands regulated by conservation authorities;
- b) Prohibit development on, or adjacent to, contaminated sites, former landfills, and abandoned petroleum wells except in accordance with provincial guidelines and regulations;
- c) Respect the guidelines and regulations of conservation authorities and the Province as it related to both natural and human-made hazards; and,
- d) Consider and prepare for increase the risk associated with natural hazards due to climate change.

In addition to the policies of the subject land use designation, the following policies apply to development hazards in the County as described herein and as may be designated on Schedule 'D' of this Plan:

10.1 Composition of Development Hazards – Development hazards are composed of:

- a) Hazardous lands, including floodplains, dynamic beach hazards, and erosion hazards;
- b) Hazardous sites;
- c) Former waste disposal sites;
- d) Contaminated and potentially contaminated sites; and,
- e) Abandoned petroleum wells.

10.2 General Policy – Hazardous lands are lands that could be unsafe for development due to naturally occurring processes. Along the shoreline of Lake Erie, this means the land, including land covered by water and the furthest landward limit of the flooding hazard, erosion hazard, or dynamic beach hazard limits. Along river, stream, or small inland lake systems, this means the land, including land covered by water, to the furthest landward limit of the flooding hazard or erosion hazard limits. Hazardous sites include lands that could be unsafe for development due to naturally occurring hazards such as unstable soils including sensitive marine clays (leda) or organic soils, or unstable bedrock (karst topography). As such, it is the general policy of this Plan that development and site alteration be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

10.3 Role of Conservation Authorities – It is the policy of this Plan to recognize and respect the role that conservation authorities play, through their legislated mandate and authority in regulating development within natural hazards. This is often referred to as a 'regulation area or limit', being the area subject to a Development, Interference with Wetlands and Alterations to Shorelines and Watercourse Regulation under the Conservation Authorities Act. As such, it is the policy of the County to generally defer to, and implement, the requirements of the conservation authority having jurisdiction with respect to development and site alteration in hazardous lands and sites.

10.4 Identification of Hazardous Lands & Sites – It is recognized that the mapping of hazardous lands and sites in this Plan is approximate. The policies of this section apply to all hazardous lands and sites regardless of whether they are identified in this Plan. Changes to the limit of hazardous lands and sites may be considered through the findings of a geotechnical report, hydrogeological report, or slope stability study completed to the satisfaction of the County and the conservation authority having jurisdiction. If a change to the limit of hazardous lands and sites has been demonstrated to be appropriate, the revised limit shall prevail, and no amendment to this Plan shall be required.

10.5 Permitted Uses – In areas designated as hazardous lands on Schedule 'D' of this Plan, hazardous sites, former waste disposal site, or identified as a contaminated or potentially contaminated site, the use of land shall be those uses permitted in the land use designations identified in Schedule 'A', of this Plan, subject to the policies of this section.

10.6 Hazardous Lands & Sites – Development in hazardous lands and sites is only permitted where the following are demonstrated and achieved:

- a) development and site alteration is carried out in accordance with erosion and floodproofing standards, protection works standards, and access standards of the conservation authority having jurisdiction;
- b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion, and other emergencies;
- c) new hazards are not created, and existing hazards are not aggravated; and
- d) no adverse environmental impacts will result.

Notwithstanding the above, institutional uses; essential emergency services; and / or uses associated with the disposal, manufacture, treatment, or storage of hazardous substances shall be prohibited from locating in hazardous lands and sites.

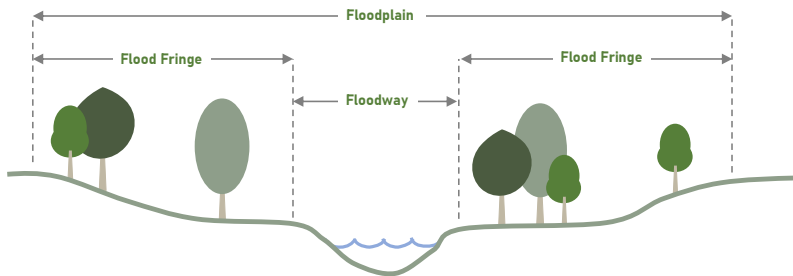


Figure 6: Composition of Floodplain

10.7 Floodplains – It is the intent of this Plan that no development or site alteration be permitted within the floodplain of a river or stream system to minimize and

eliminate any risks to life and property resulting from flooding, in accordance with relevant conservation authority regulations except within a flood fringe where a two-zone floodplain management concept has been approved or where authorization has been obtained from the relevant conservation authority. Buildings and structures are not permitted within the floodplain, except where authorization has been obtained from the appropriate conservation authority. In no case shall development be permitted in a floodway.

10.8 Dynamic Beach Hazards – Dynamic beach hazards are composed of inherently unstable accumulations of shoreline sediments along Lake Erie, as identified by provincial standards. The dynamic beach hazard limit consists of the flooding hazard limit plus a dynamic beach allowance. No development or site alteration shall be permitted in a dynamic beach hazard.

10.9 Erosion Hazards – Erosion hazards are areas of land that are subject to land regression or retreat from a combination of geologic, seismic, hydrologic, or humanmade factors, and as such they pose a potential threat to safety, property, and infrastructure. To that end, development shall be directed to an area outside of the erosion hazard limit of a riverine valley slope. The use of stabilization works to adjust the erosion hazard limit or development setbacks for the purposes of increasing the potential development envelope or permitting new development and/or site alterations within the limit shall not be permitted.

10.10 Determining the Erosion Hazard Limit – The erosion hazard limit will be determined by the conservation authority having jurisdiction on a site-by-site basis in consultation with

the County and the relevant local municipality. Provincial guidelines related to natural hazards will be used as a basis for determining the limit.

10.11 Lake Erie Shoreline Erosion Hazard Limit – The high bluff reaches of the shoreline of Lake Erie in the County experience severe rates of erosion. Notwithstanding Subsection 10.10, the Lake Erie erosion hazard limit shall be determined by the conservation authority having jurisdiction on a site-by-site basis in consultation with the County and the relevant local municipality using considerations that include the 100-year erosion rate (the average annual rate of recession extended over a 100-year time span), an allowance for slope stability, and an erosion/erosion access allowance. New development shall not be permitted within the Lake Erie shoreline erosion hazard limit. Replacement and/or relocation of existing buildings or structures located within the Lake Erie shoreline erosion hazard may be permitted subject to the approval of the relevant conservation authority.

10.12 Hazardous Lands & Climate Change – Severe weather associated with climate change is anticipated to cause increased instances of flooding, erosion, and stormwater runoff as it adversely impacts precipitation levels. As such, the County, local municipalities, and conservation authorities must adapt to protect safety, property, and infrastructure from increased risks of flooding and erosion. To that end, the County, in consultation with the relevant conservation authority, will:

- a) Encourage the use of vulnerability or risk assessments, when appropriate, to consider potential increased erosion rates, water levels, and extreme weather events and their potential impact on development;

- b) Encourage the incorporation of adaption strategies for new development that account for changing erosion patterns, flooding, and related climate impacts;
- c) Encourage the protection and restoration of natural buffers such as riparian vegetation which can mitigate erosion hazards and enhance resilience;
- d) Ensure that when infrastructure must be located on hazardous lands, it is designed to withstand increased erosion, flooding, and extreme weather events; and
- e) Participate in monitoring programmes and the development of climate change adaptation strategies with conservation authorities.

10.13 Development Subject to a Planning Act Approval – Where development is subject to a Planning Act approval, it may be exempted from the regulatory process of a conservation authority under provincial legislation. If this is the case, the County shall be satisfied that all planning, development, and site alteration considerations regarding any proposed development or site alteration of hazardous lands and sites shall be incorporated into the conditions of approval or through a development agreement, in consultation with the conservation authority having jurisdiction prior to the granting of any approval for which the County is approval authority.

10.14 Development & Former Waste Disposal Sites – Former (closed) waste disposal sites are shown with a symbol on Schedule 'D'. The development of new uses or new/enlarged buildings or structures within 500 metres from the fill area of the former waste disposal site may be permitted, provided an assessment in accordance with provincial guidelines, is completed to determine:

- a) whether the proposed use will be adversely affected by ground and surface water contamination by leachate migrating from the former waste disposal site; and,
- b) the impact of leachate migration from the landfill site on the proposed use.

To implement these policies, local municipal zoning by-laws shall restrict the development of new uses on lands within the 500-metre assessment area in accordance with this Plan, which may include the use of a holding symbol. Any amendment to permit the development of any new use within the assessment area shall not occur until the appropriate council is satisfied that all studies required by the local municipality and County have been completed.

10.15 Development & Contaminated or Potentially Contaminated Sites – Contaminated or potentially contaminated sites are composed of any site where future use is affected by real or perceived environmental contamination from a current or previous use of the site for commercial, industrial, or institutional use. These sites are often called ‘brownfields’ and are not mapped in this Plan. If the site of a proposed development is, in the opinion of the County, a local municipality, or other authority known or suspected to be a contaminated site, prior to permitting development on the site, the proponent shall complete the following to the satisfaction of the County and or local municipality:

- a) Environmental Site Assessment (ESA) in accordance with provincial guidelines; and,
- b) site restoration in accordance with a remedial plan, where the need for remediation is identified.

Where an ESA has determined that contamination exists, no development shall be permitted until such time as the completion of any required decommissioning and/or remediation of the site, and a Record of Site Condition (RSC) has been prepared by a qualified person confirming that site soil conditions meet provincial criteria for the proposed use.

10.16 Abandoned Petroleum Wells – Associated with the County’s petroleum reservoirs and past extraction operations, there are numerous abandoned petroleum wells located throughout Elgin County, particularly in the western portions of the County. Where these wells are known to exist, they shall be identified in a local official plan. Further, as a condition of development, the County will require that improperly plugged (abandoned) wells that are known or discovered during development will be properly plugged, capped, or otherwise made safe in accordance with provincial requirements. Building locations should be examined for the presence of possible well sites using established standards and procedures, and areas where wells are located should be avoided when siting buildings, unless it can be demonstrated that development can safely occur.

11.0 CULTURAL HERITAGE

Cultural heritage is a broad concept that includes built cultural heritage, such as buildings, structures, and monuments, as well as cultural heritage landscapes and districts such as parks, historic trading or transportation routes, main streets, residential neighbourhoods, and archaeological sites. Cultural heritage helps to tell our collective histories and stories, builds civic pride, and is a key component of developing unique communities that people desire to visit and live in. It is also an important component of reconciliation with Indigenous communities. To that end, the following objectives have been identified as they relate to cultural heritage in the County:

- a) Encourage the identification of cultural heritage resources and protect, conserve, and enhance them;
- b) Ensure that all new development occur in a manner that respects the County's rich cultural heritage;
- c) Support the identification of archaeological resources and areas of archaeological potential; and,
- d) Ensure that Indigenous communities have access to their own cultural heritage resources.

In addition to the other policies of this Plan, the following policies apply to cultural heritage in the County:

11.1 Composition of the Cultural Heritage Resources –

Cultural heritage resources are composed of:

- a) built heritage resources;
- b) cultural heritage landscapes; and,
- c) archaeological resources.

11.2 General Policy – It is the intent of this Plan that the County’s built heritage resources, cultural landscapes, and archaeological resources be identified, conserved, and enhanced, and that all new development occur in a manner that respects the County’s rich cultural heritage. This is largely anticipated to occur at the local level through the development of detailed policies in local official plans, and through the municipal heritage designation process under the Ontario Heritage Act. Given the potential cross-jurisdictional nature of archeological sites and resources and the County’s role in land division, the County’s primary focus with respect to cultural heritage shall be the identification and protection of archaeological resources.

11.3 Cultural Heritage Resources & Local Official Plans –

As noted above, while it is the intent of this Plan to require the conservation and protection of cultural heritage resources, it is recognized that this role largely rests with local municipalities. To that end, local official plans shall include policies to protect and conserve cultural heritage resources, including requirements for cultural heritage impact assessments or heritage conservation plans prior to developing lands on or adjacent to cultural heritage resources.

11.4 Development in Areas of Archaeological Potential –

Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved or the land has been investigated and cleared or mitigated following clearance from the Province. Unexcavated archaeological sites and archaeological resources shall be protected against disturbance until all required archaeological assessments and requirements from the Province have been completed.

“The County shall engage with Indigenous communities and consider their interests when identifying, protecting, and managing cultural heritage resources and archaeological resources.”

11.5 Marine Archeological Resources – If there is potential for the presence of partially or fully submerged marine features such as ships, boats, vessels, artifacts from the contents of boats, old piers, docks, wharfs, fords, fishing traps, dwellings, aircraft or other items of cultural heritage value, a marine archaeological assessment shall be conducted by a licensed archaeologist pursuant to the Ontario Heritage Act.

11.6 Determining Areas of Archaeological Potential – In the absence of comprehensive mapping, to determine if a site is part of an area of archaeological potential, a development proponent shall conduct and submit an evaluation using the Province’s Criteria for Evaluating Archaeological Potential and/or Criteria for Evaluating Marine Archaeological Potential for review and concurrence by the County prior to making application for development. Where one or more provincial criteria have been met the applicant shall be required to prepare an archaeological assessment.

11.7 Preparation of Archaeological Assessments – When an archaeological assessment is required, the assessment will follow the applicable guidelines and processes as dictated by the Province. An acknowledgement letter from the Province verifying this shall be required prior to any final approvals.

11.8 Engaging with Indigenous Communities – The County shall engage with Indigenous communities and consider their interests when identifying, protecting, and managing cultural heritage resources and archaeological resources. To that end the County will establish, together with Indigenous communities, protocols for sharing archaeological information received through the completion of an archaeological assessment or heritage impact assessment.

11.9 Indigenous Community Interests – Where a completed archaeological assessment identifies sites and archaeological resources of Indigenous interest, they shall be provided to the community of closest cultural affiliation to the site and/or resources, subject to any legislative requirements. To that end, the County shall:

- a) direct proponents to the appropriate Indigenous community and facilitate communication with the relevant community;
- b) require proponents to engage with Indigenous communities at the earliest opportunity and consider their interests when identifying, protecting, and managing cultural heritage resources and archaeological resources;
- c) require documentation that the proponent has provided a copy of any completed archaeological assessment report to those communities with the closest cultural affiliation to the identified archaeological resources and in whose traditional territories the archaeological resources were found; and
- d) notify, in advance, of on-site archaeological assessment work completed as part of County public works projects, Indigenous communities with the closest cultural affiliation to the project area and/or archaeological resources and in whose traditional territories the archaeological resources were located.

11.10 Unexpected Archaeological Discoveries – The County shall develop emergency protocols to address the unexpected discovery of archaeological resources during the development process and include standard clauses addressing emergency protocols in all draft plan approvals for which the County is approval authority.

11.11 Role of Local Municipalities – Local municipalities are encouraged to support conservation of archaeological resources by reviewing public works projects, regardless of whether they are subject to the Environmental Assessment Act, to determine impacts upon potential archaeological

resources conducting an archeological assessment if the lands are located within an area of archaeological potential, or where an archaeological site has been previously registered on the property.

11.12 Archaeological Management Plan – To develop a consistent and comprehensive approach to the identification and management of archaeological resources, the County may prepare and maintain a county-wide archaeological management plan to:

- a) Reduce the risk of unforeseen discoveries during development (such as disturbing a burial site);
- b) Increase public awareness of archaeological resources;
- c) Advise current and prospective property owners where archaeological investigations will be required in order to develop or redevelop a site;
- d) Give the public greater insight into their collective histories and the opportunity to appreciate its heritage more fully; and
- e) Allow for the identification and interpretation of greater numbers of cultural heritage resources, which may offer opportunities for increased tourism.

12.0 REVIEW OF DEVELOPMENT APPLICATIONS

Under the Planning Act, Elgin County is the approval authority for all forms of land division within County limits including plans of subdivision, condominium, and land severances (also called ‘consents’). The County is also approval authority for all local official plans and amendments to local official plans. The authority to approve all other Planning Act applications is held by the County’s local municipalities, and in that respect, the County acts as commenting body. To that end, the following objectives have been identified as they relate to the review of development applications in the County:

- a) Foster efficient and timely development approvals without compromising the integrity of the planning process and development review;
- b) Develop clear and consistent processes and criteria for the review of Planning Act applications for which the County is approval authority;
- c) Ensure that applications are accompanied by sufficient, high-quality information, prepared by qualified professionals, where appropriate, to assist county staff and County Council in making informed recommendations and decisions; and,
- d) Ensure that the public and Indigenous communities are appropriately consulted on decisions that impact them.

The following policies apply to the processing and review of Planning Act applications in the County:

12.1 General Policy – The County of Elgin recognizes the important role that Planning Act applications play in facilitating development, while protecting the public interest. To that end, the County will seek to ensure the implementation of efficient planning processes that provide timely decisions to applicants while protecting the public interest and meeting the objectives of this Plan by:

- a) investigating and implementing measures to eliminate duplication, consolidate responses, and reduce unnecessary time delays;
- b) enforcing reasonable timelines for feedback, input, and comment by outside agencies and the public;
- c) encourage and/or mandate development proponents to pre-consult with county and municipality staff prior to submitting Planning Act applications; and,
- d) monitoring approval processes and setting time-frame targets for processing applications.

12.2 Land Division Applications – All applications for land division shall be evaluated based on the following general criteria:

- a) Compliance with the requirements of the Planning Act, and any other applicable piece of legislation;
- b) Demonstrated consistency with the Provincial Policy Statement, as amended;
- c) Demonstrated conformity with the policies and land use designations of this Plan and of the applicable local official plan;

- d) Demonstrated conformity with a local zoning by-law, or a demonstration that conformity will be achieved, prior to final approval;
- e) The ability of the application to address and satisfy the comments and input received by commenting agencies and bodies;
- f) Demonstration that any input from the public has been reviewed and considered; and
- g) Demonstration that the application is in the public interest.

12.3 Plan of Subdivision vs Consent – Land division in fee simple normally proceeds by way of either plan of subdivision or severance (also known as a ‘consent’). Under the provisions of the Planning Act, all land division must proceed by way of plan of subdivision, unless it is determined that a plan of subdivision is not necessary for the orderly and efficient development of the land. To that end, lot creation by plan of subdivision is generally required if:

- a) the extension of existing infrastructure (i.e. servicing or roads) or the development of new infrastructure is required;
- b) the area that is proposed to be developed is not considered to be infilling;
- c) more than five lots including the retained lands are being created; and/or
- d) the owner is retaining sufficient lands for the development of additional lots in accordance with the land use designation in the local official plan.

12.4 Technical Consents, No New Lot Created – In some cases the division of land is required to address a technical matter such as the adjustment of a lot boundary, the creation

of an easement, to register a lease of over 21-years, or to register or discharge a mortgage on a part of a parcel of land. In these cases, the consent does not result in the creation of a new lot. Applications for a consent for a technical reason may be granted subject to the County being satisfied that the consent will not negatively affect the planned use and function of the subject properties.

“The County will seek to ensure the implementation of efficient planning processes that provide timely decisions to applicants while protecting the public interest.”

12.5 Technical Consents, New Lot Created – In some cases the division of land is required to address situations where two or more lots have merged on title. Such new lots may be permitted, provided the County is satisfied that:

- a) the merging of the lots was unintentional and was not merged as a requirement of a previous planning approval;
- b) the new lot is generally of the same shape and size as the lot which once existed as a separate conveyable lot;
- c) the new lot can be appropriately serviced;
- d) the new lot fronts on, and will be directly accessed, by a public road that is maintained year-round by a public authority;

- e) the new lot will conform to the access policies of the relevant road authority; and
- f) there is no public interest served by maintaining the property as a single conveyable parcel.

12.6 Exempted Plans of Condominium – Under the Condominium Act, an application for approval of a condominium follows the same planning approval process as a plan of subdivision. Notwithstanding this, the Condominium Act permits the County to ‘exempt’ applications from going through the draft plan approval process and proceed directly to final approval. The County will consider applications for eligibility under the exempted condominium process subject to the following:

- a) The proposed condominium has obtained site plan approval undergone a review/approval by the local municipality;
- b) The Plan conforms to the County and the relevant local official plan;
- c) The Plan conforms to, and complies with, the Zoning By-law;
- d) A development agreement has been entered into between the local municipality and the applicant, and it is registered against title to the lands;
- e) There are no outstanding municipal or agency matters that are required to be addressed before final approval is given;
- f) All matters under the Planning Act have been addressed; and,
- g) There are no provincial, municipal, County or agency concerns requiring conditions of draft approval.

12.7 Exemption from Part Lot Control – The part lot control provisions of the Planning Act have the effect of preventing the division of land in a registered plan, other than that allowed for in the approved plan of subdivision (without further approvals). Notwithstanding this, the Act permits the County to provide site-specific exemptions to this prohibition. An exemption from part lot control is appropriate when several land transactions are involved, but the resulting changes will not affect the nature or character of the proposed subdivision. As such, the County will consider exempting the following types of applications from part-lot control:

- a) the creation of lots for dwellings with common walls (e.g. semi-detached, town, or row houses) within an approved plan of subdivision;
- b) minor lot realignments within a plan of subdivision;
- c) technical severances, such as additions to lots, easements, or land dedications within a plan of subdivision; and,
- d) the creation of lots within blocks in a plan of subdivision that were clearly indicated and intended to be further subdivided at the time the application was considered by a local council.

The creation of additional lots in a plan of subdivision through part lot control exemption, due to changes to market conditions may be considered, provided that a local council and the County is satisfied the resulting changes will not affect the nature or character of the proposed subdivision, and the changes do not require further technical review of the plan of subdivision.

12.8 Local Official Plans & Amendments – All local official plans and applications for official plan amendments shall be evaluated based on the following general criteria:

- a) Compliance with the requirements of the Planning Act, and any other applicable piece of legislation;
- b) Demonstrated consistency with the Provincial Policy Statement, as amended;
- c) Demonstrated conformity with the policies and land use designations of this Plan;
- d) Demonstrated conformity with the overall intent, goals, and objectives of local official plan;
- e) The ability of the application to address and satisfy the comments and input received by commenting agencies and bodies;
- f) Demonstration that input from the public has been reviewed and considered; and
- g) Demonstration that the plan or amendment is in the public interest.

12.9 Applicant Pre-consultation – It is the policy of the County to require pre-consultation for all Planning Act applications for which the County is approval authority. Prior to the submission of an application under the Planning Act for which the County is approval authority, applicants are required to meet jointly with the County, the local municipality, and relevant agencies to:

- a) determine what studies, plans, and materials are required to support an application in accordance with this section of the Plan; and,
- b) Provide preliminary comments and feedback to the applicant regarding their proposal.

12.10 Complete Application Requirements – To ensure that both local and County Councils can make an informed decision on any Planning Act application, and to ensure that the public understands the implications of an application, studies, reports, and/or plans are required to be submitted as part of what is referred to under the Planning Act as a ‘complete application’. In addition to the application requirements of the Act, and the supporting studies, reports, or plans that may be detailed as required within this Plan, the following may be required to support any application for which the County is approval authority:

- a) Aggregate Resource Assessment;
- b) Aggregate Impact Assessment;
- c) Agricultural Impact Assessment;
- d) Archaeological Assessment;
- e) Comprehensive Review Study;
- f) Concept or Demonstration Plan;
- g) Cumulative Groundwater Impact Assessment;
- h) Draft Plan of Subdivision or Condominium;
- i) Energy & Emissions Strategy;
- j) Environmental Impact Study;
- k) Environmental Site Assessment;
- l) Financial Impact Assessment;
- m) Functional Servicing Report;
- n) Geotechnical Assessment;
- o) Heritage Impact Statement;
- p) Heritage Conservation Plan;
- q) Hydrogeological Assessment;
- r) Land Use Compatibility Assessment;
- s) Market Impact Study;
- t) Market Justification Study;
- u) Master Servicing Study;
- v) Noise & Vibration Study;

- w) Odour Assessment;
- x) Planning Rationale;
- y) Parking Assessment;
- z) Reference Plan or Real Property Survey;
- aa) Servicing Options Study;
- bb) Stormwater Management Plan;
- cc) Sub Watershed Study;
- dd) Sun & Shadow Study;
- ee) Sustainability Strategy;
- ff) Topographic Survey;
- gg) Traffic Impact Assessment;
- hh) Urban Design Brief.

It is at the sole discretion of the County to determine what studies, reports, or plans are required to form a complete application for which the County is approval authority.

12.11 Qualified Professionals – All studies, reports, and plans required by the County shall be carried out by qualified professionals retained by, and at the sole expense of, the applicant. To that end, a qualified professional means an individual who has a provincially recognized degree, certification, licence, registration, or other requirements that apply to the areas in which the individual is providing their professional opinion or services. The County shall determine, at its sole discretion, who constitutes a qualified professional.

12.12 Review of Studies, Reports, and Plans – The acceptance of a complete application by the County does not constitute concurrence with the contents of the application. To that end, the County may require independent peer reviews of studies, reports, and plans by an appropriate public agency or by a professional consultant retained by the County at the

proponent's sole expense. Alternatively, studies may be carried out by a qualified professional retained by the County at the expense of the proponent.

12.13 Public Participation & Consultation – It is a policy of this Plan that public participation should be an integral component of any planning process. On this basis, before making any planning decision, County Council shall be satisfied that:

- a) adequate public notice has been given in accordance with the Planning Act;
- b) enough information to enable the public to reasonably understand the nature of the proposal and its impacts is available prior to any public meeting;
- c) all public and agency comments have been reviewed and analysed; and,
- d) their decision will appropriately balance the overall public interest against the private interests expressed in the application.

Proponents shall be encouraged to pre-consult with neighbouring landowners and residents to obtain their views before a formal application is submitted.

12.14 Indigenous Consultation – The County will explore opportunities for collaboration on common objectives and build relationships with Indigenous communities to advance reconciliation and other joint interests. To that end, the County will:

- a) create, in collaboration area Indigenous communities and local municipalities, an engagement protocol to be applied when engaging and coordinating with Indigenous communities on planning matters;
- b) have regard for the consultation protocols of Indigenous communities that have traditional territory in the County when engaging on planning matters or public works projects; and
- c) engage with Indigenous communities and consider their interests when identifying, protecting, and managing cultural heritage resources and archaeological resources, planning for sustainability and climate change, and the Natural System.

13.0 IMPLEMENTATION & ADMINISTRATION

This section of the Plan contains policies pertaining to the administration and implementation this Plan. Specifically, this section addresses how the Plan is to be interpreted, reviewed, updated, and monitored. To that end, the following objectives have been identified as they relate to the implementation and administration of this Official Plan:

- a) Clarify how the policies and land use designations of this Plan, as well as references to the legislation, policies, regulations, and guidelines of other authorities and levels of government are to be interpreted;
- b) Identify a framework for the regular review and updating of this Plan to ensure it continues to respond to the needs of the County and issues of importance to County Council; and,
- c) Identify a framework for monitoring progress on achieving the goals and objectives of this Plan and the implementation of its policies.

The following policies apply to the implementation and administration of this Plan:

13.1 Minimum Policies & Standards – Nothing in this Plan shall prevent the local municipalities from adopting more restrictive policies or standards than those outlined in this Plan, provided such policies are consistent with the general intent of this Plan.

13.2 County Official Plan Amendments – It is the intent of this Plan to serve as the basis for managing change in the County until 2043. Any amendment proposed to this Plan shall conform to the Plan’s overall intent as set out in the objectives of this Plan. The Plan may be altered to correct errors in the text or schedules without an amendment, provided the alterations do not change the effect of the objectives and policies of the Plan. Following the adoption of this Plan, County Council shall determine the need to revise the Official Plan in whole or in part in consultation with prescribed public bodies and hold a special meeting of Council that is open to the public, at intervals of not more than every five years. In considering the need for revisions, the County shall also consider Section 26 of the Planning Act which requires that the Official Plan:

- a) conforms to any provincial plans;
- b) has regard to the matters of provincial interest listed in the Planning Act; and,
- c) is consistent with policy statements issued under the Act.

13.3 Local Official Plans & Amendments – Local official plans shall conform to this Plan. However, it is recognized, that some time may pass between the adoption of this Plan

and the conformance exercise of a local official plan or a statutory review. In the event of a conflict between the provisions of a local official plan and the provisions of this Plan in the interim period, the provisions of this Plan shall prevail.

13.4 Local Zoning By-laws – When this Plan or any part thereof takes effect, every local zoning by-law shall be updated by the local municipalities to conform with this Plan. Any amendments to zoning by-laws should occur after the local official plan has been amended to conform to this Plan. Notwithstanding the above, this Plan is not intended to prevent the continuation, expansion, or enlargement of legally existing uses which do not conform to the designations and provisions of this Plan. At their sole discretion, the council of a local municipality may zone to permit the continuation, expansion, or enlargement of legally existing uses, or variations to similar uses, provided that such uses:

- a) have no adverse effect on present uses of surrounding lands or the implementation of the provisions of this Plan; and
- b) are subject to any conditions that may be contained in a local official plan.

13.5 Planning Advisory Committee – The Planning Act mandates that the County of Elgin establish a planning advisory committee. To that end, the mandate of the committee shall be to provide County Council with advice regarding key planning matters in the County. Members will provide input on issues that impact the long-term vision for development the County. This mandate will be fulfilled by considering and providing input on matters such as:

- a) Proposed new or revised plans, legislation and initiatives from provincial ministries, federal

departments, and other agencies that affect planning issues in the County;

- b) Updates and amendments to the County Official Plan;
- c) Monitoring the implementation of this Plan; and
- d) Other studies warranting additional consideration, as referred by County Council.

13.6 Monitoring Plan Implementation – The purpose of monitoring is to evaluate the effectiveness and relevance of the Plan in meeting the County’s goals and objectives. The County will develop indicators to assist with regular monitoring of this Plan and undertake annual reporting to Council on implementation. At minimum annual monitoring to County Council will include details on:

- a) Ensuring an overall 20-year supply of urban lands across the County;
- b) Progress towards meeting the Plan’s residential infilling and intensification target;
- c) Ensuring a minimum supply of residentially-designated lands, and the minimum supply of vacant, zoned, and serviced residential lands;
- d) Progress towards meeting the Plan’s affordable housing target;
- e) Ensuring a minimum 25-year employment lands supply;
- f) Metrics to ensure that the County’s Natural System is protected and enhanced including progress towards meeting the Plan’s forest coverage target;
- g) Investments leveraged by any community improvement funding committed to by County Council;
- h) Targets and performance for processing applications; and,

- i) Any other metrics that County Council has identified as being relevant to the monitoring of this Plan.

To assist with monitoring and plan review, the County, in cooperation with local municipalities, will maintain an information system to allow for appropriate analysis of the changes in the social, economic, environmental, and technological conditions in the County.

13.7 Interpretation, General – This Plan is the County of Elgin’s statement of land use policy. As a statement of policy, some general flexibility in interpretation may be required from time-to-time to address site-specific or unforeseen circumstances. Where flexibility is warranted it may be considered at the sole discretion of County Council provided that the intent of the policies and objectives of this Plan are maintained.

13.8 Interpretation, Defined Terms – Where a word or term in is not defined or described in the body of this Plan, the reader shall refer to the Planning Act, Provincial Policy Statement, or the appropriate county or provincial implementation guideline for its definition. Where there is no definition found, the common definition of the word or term shall be used.

13.9 Interpretation, Land Use Designations – The boundaries between land uses designated on the schedules to this Plan are considered approximate except where they meet with roads, railway lines, rivers, transmission lines, lot lines or another clearly defined physical feature. Where the general intent of the document is maintained, minor adjustments to boundaries will not require an amendment to this Plan.

13.10 Interpretation, Settlement Area Boundaries – The boundaries of the settlement areas identified on the schedule of this Plan are representative of the boundaries as delineated in the local official plans. As such, local official plans should be consulted for accurate settlement area boundaries. Where a settlement area boundary in a local official plan is determined to be a conceptual boundary, it may be refined so long as the total existing area of the settlement is not increased. In such cases, no official plan amendment shall be required.

13.11 Interpretation, Natural System Boundaries– It is recognized that the boundaries of the Natural System, are approximate or may not reflect the current boundary of the system or feature due to the dynamic nature of the system or feature. Interpreting the limits of Natural System shall be in accordance with Subsection 7.3 of this Plan.

13.12 Interpretation, Hazardous Sites & Lands – Like the Natural System, the limits of hazardous sites and lands are approximate or may not reflect the current boundary of the site or lands due to the dynamic nature of these hazards. Interpretation of the limits of hazardous lands and sites shall be in accordance with Subsection 10.4 of this Plan.

13.13 Interpretation, Features Not Mapped – In some cases, some features noted in this Plan may not be mapped due to lack of complete data, such as natural system features, aggregate resource areas, and contaminated / potentially contaminated sites. Additionally, a feature may not be

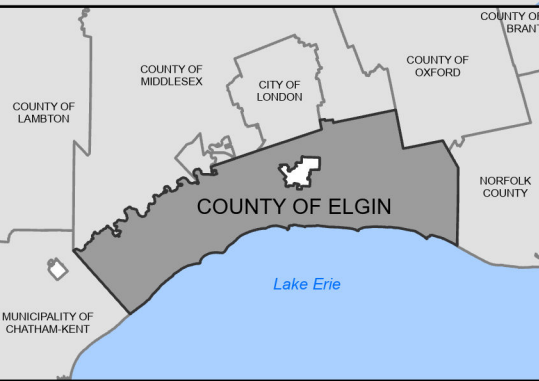
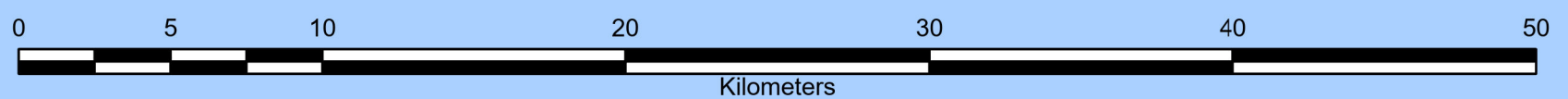
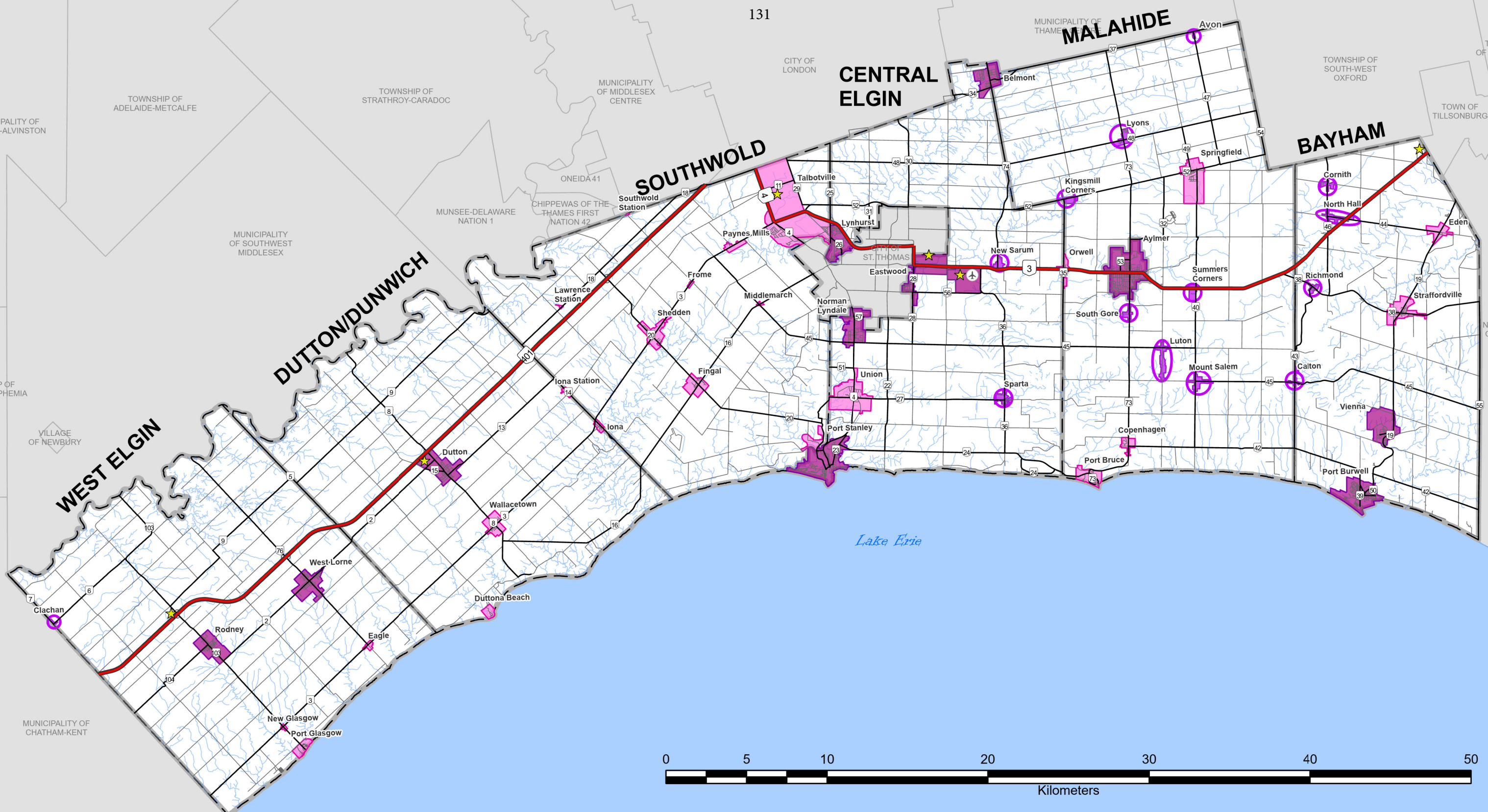
mapped due to sensitivity of a feature such as the habitat of threatened or endangered species. The policies of this Plan apply to the relevant features regardless of whether they are mapped on the schedules of this Plan and no official plan amendment shall be required to identify these features.

13.14 Interpretation, Road Locations – The location of the roads as illustrated on the schedules of this Plan shall be considered as approximate. Amendments to this Plan will not be required to make minor adjustments or deviations to the locations of roads provided that the general intent of the Plan is maintained.

13.15 References to Legislation, Policies, & Guidelines – Where this Plan makes reference to any act, regulation, policy, or guideline of any planning authority, such reference shall be deemed to include any subsequent amendments or successor document.

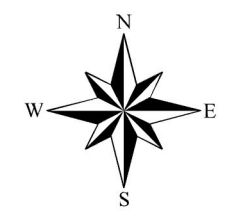
13.16 Accessory Uses – Whenever a use is permitted in a land use designation, it is intended that uses, buildings or structures normally incidental, and accessory to that use are also permitted.

13.17 Discrepancies in the Plan – If there is a discrepancy between policies of any section of this Plan or a local official plan, the more stringent policy, standard, or criteria shall prevail. Alternatively, the matter may be referred to County Council for clarification.



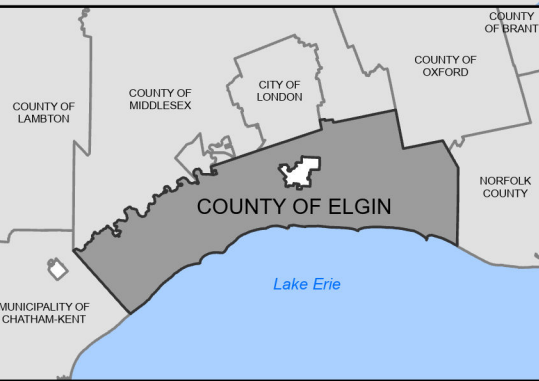
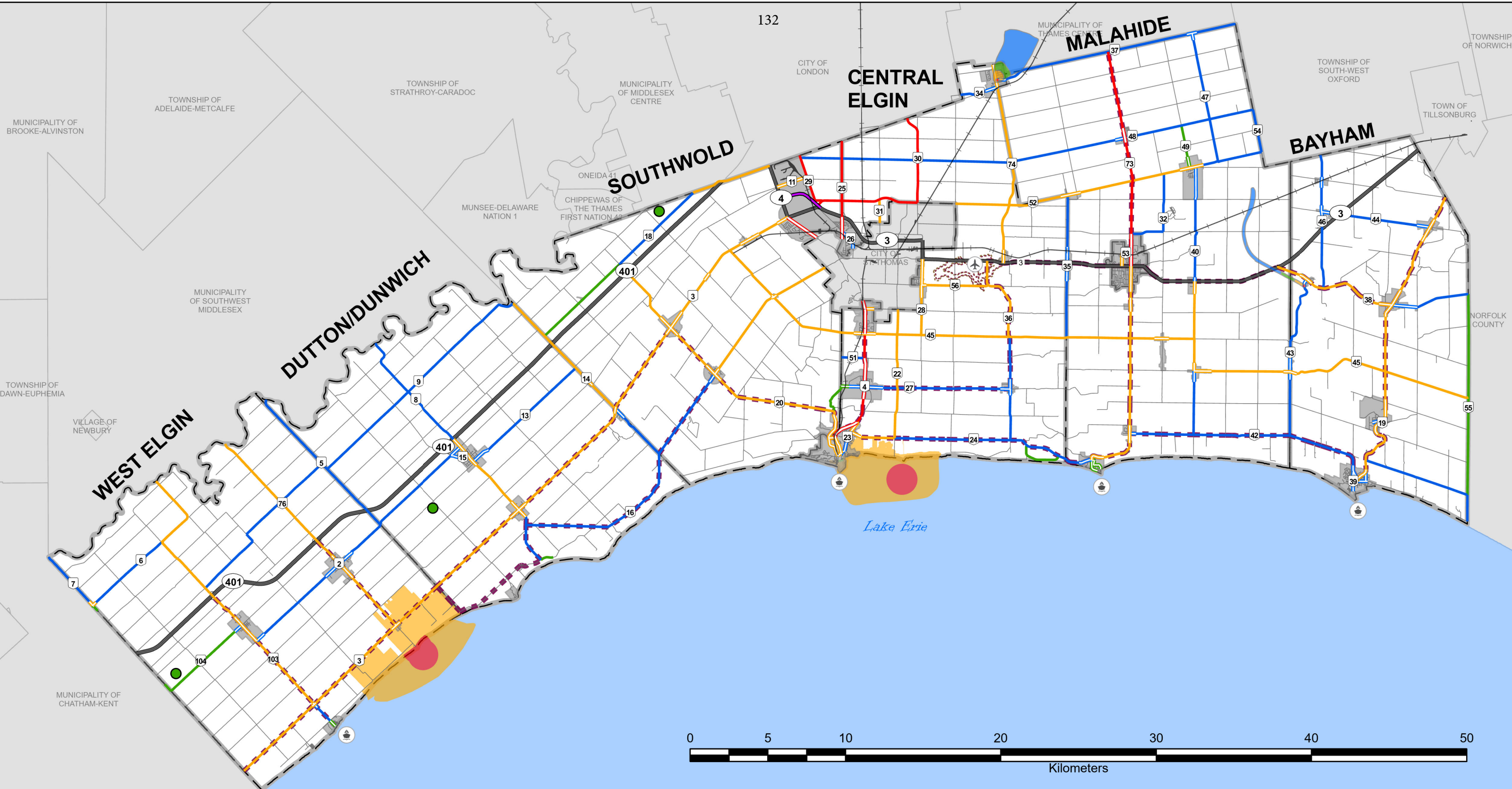
Land Use Designations

- | | | |
|-------------------------|----------------------------|------------------------------|
| Settlement Areas | Agricultural | St. Thomas Municipal Airport |
| Tier 1 | Strategic Employment Areas | Provincial Highway |
| Tier 2 | | County Highway |
| Tier 3 | | Local Road |



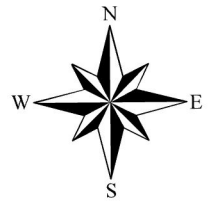
County of Elgin Official Plan
Elgin County
 Schedule 'A'
 County Structure Map
 Date Printed: December 20, 2022
 Projection: NAD 83 Zone 17N

Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warranty that the information contained in the map is accurate on the date of publication. All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.



Transportation & Infrastructure System

- | | | | | | |
|--------------|-----------------------------|--|------------------------------|--|-------------------------------------|
| Roads | | | | | |
| | Urban Major Arterial | | Rural Major Arterial | | Scenic Routes |
| | Urban Minor Arterial | | Rural Minor Arterial | | Proposed Transportation Corridor |
| | Urban Residential Collector | | Rural Collector | | Active Rail Line |
| | Urban Local | | Rural Local | | Sourcewater Protection Intake Areas |
| | Provincial Roads | | Municipal Roads | | NEF / NEP Contours |
| | | | Active Landfills | | Marine Ports |
| | | | St. Thomas Municipal Airport | | Settlement Boundaries |

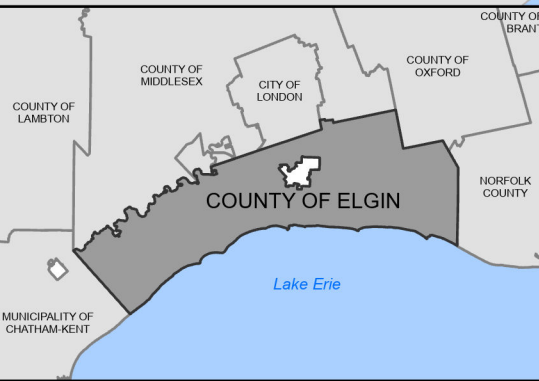
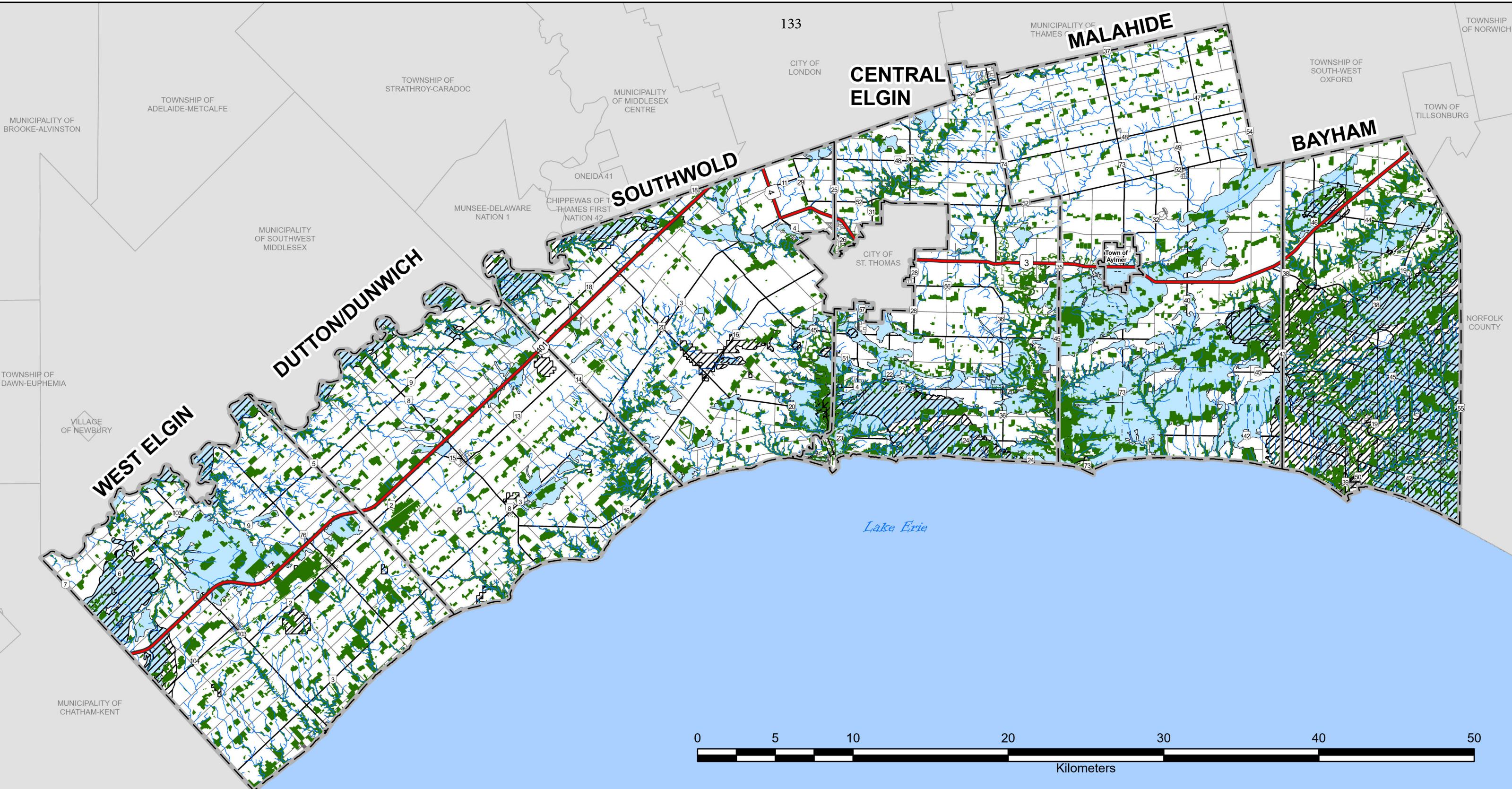


County of Elgin Official Plan

Schedule 'B'
Transportation & Infrastructure System

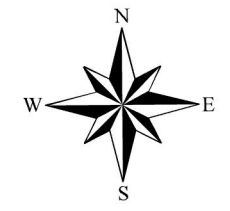
Date Printed: December 20, 2022
 Projection: NAD 83 Zone 17N

Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warranty that the information contained in the map is accurate on the date of publication. All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.



Natural System

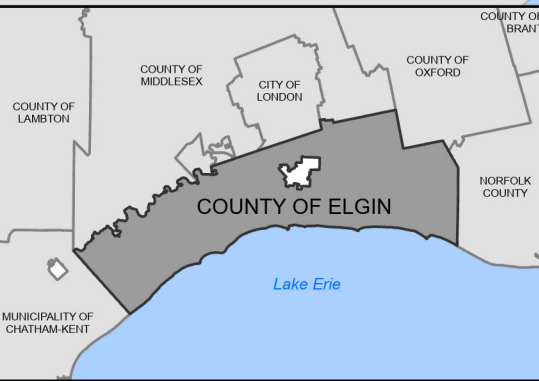
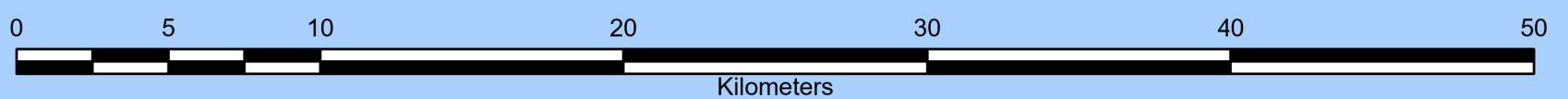
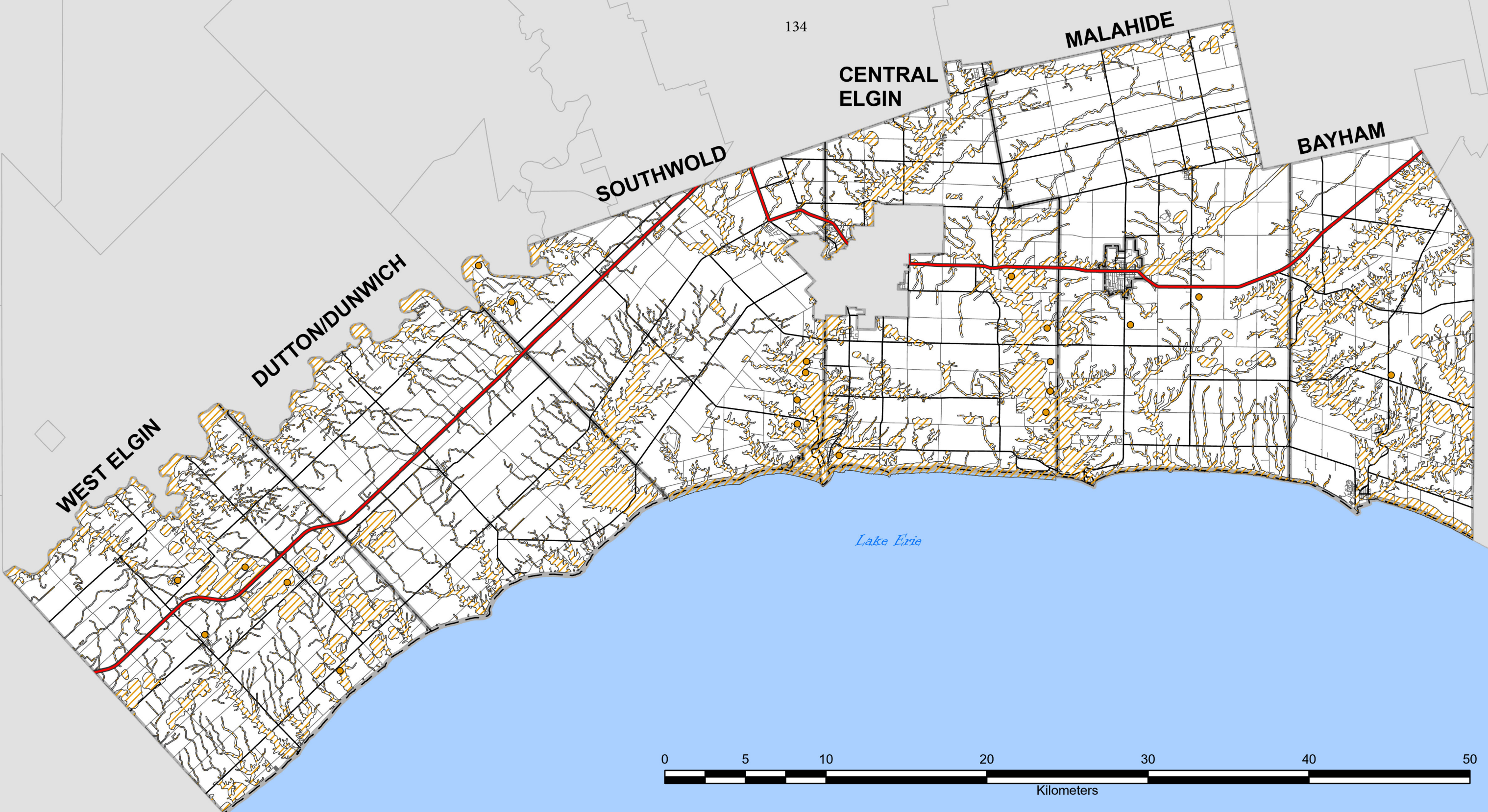
- Natural Heritage
- Watercourse
- Highly Vulnerable Aquifer
- Significant Groundwater Recharge Area
- Provincial Highway
- County Roads
- Local Roads



County of Elgin Official Plan

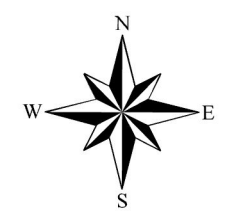
Schedule 'C'
Natural System
 Date Printed: October 23, 2023
 Projection: NAD 83 Zone 17N

Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warranty that the information contained in the map is accurate on the date of publication. All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.



Development Hazards

-  Conservation Authority Regulated Areas
-  Former Landfill Sites
-  Provencal Roads
-  County Roads
-  Local Roads

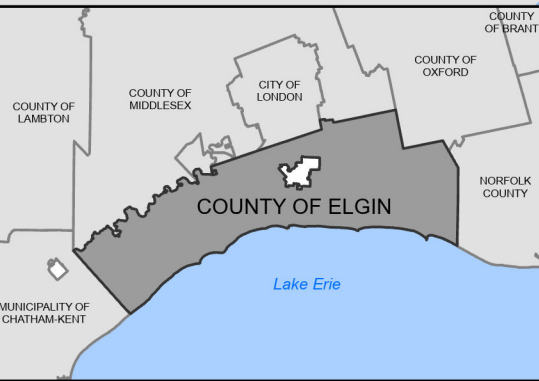
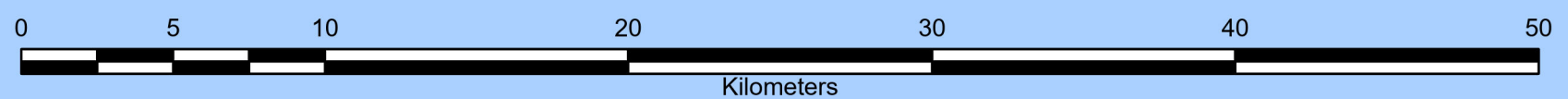
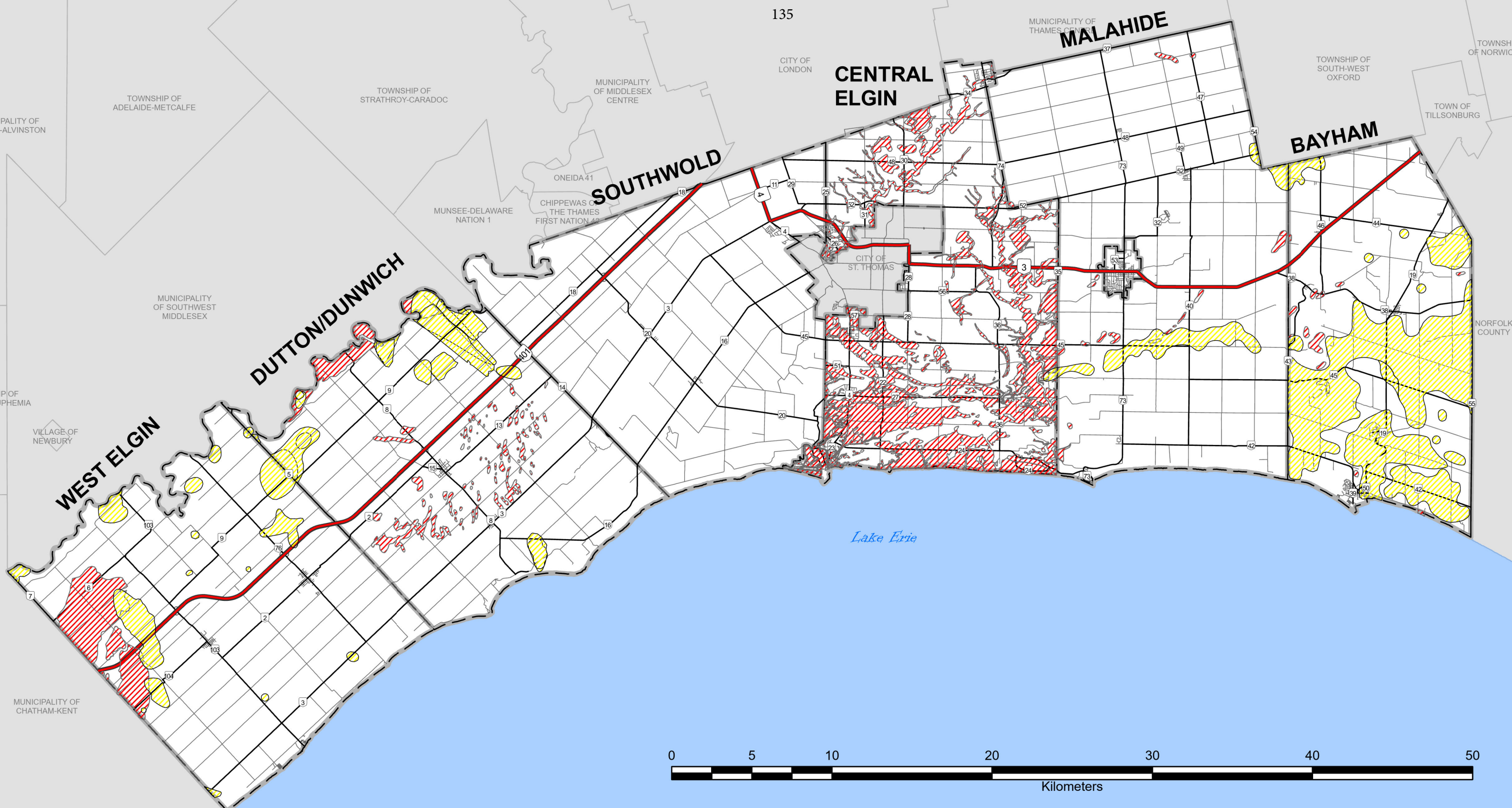


County of Elgin Official Plan

 Schedule 'D'
 Development Hazards

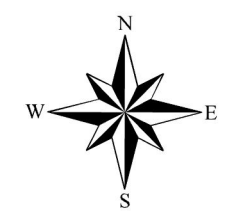
Date Printed: December 20, 2022
 Projection: NAD 83 Zone 17N

Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warranty that the information contained in the map is accurate on the date of publication. All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.



Natural Resource Management Areas

- Areas of Aggregate Resource
- Areas of Petroleum Resource
- Provincial Roads
- County Roads
- Local Roads



County of Elgin Official Plan
Elgin County
 Schedule 'E'
 Natural Resource Management Areas

Date Printed: December 20, 2022
 Projection: NAD 83 Zone 17N

Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warranty that the information contained in the map is accurate on the date of publication. All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.



Report to Council

REPORT NO.: DS-24-13

DATE: March 21, 2024

ATTACHMENT: Report Photo, Severance Sketch, Recommended Conditions

SUBJECT: **Application for Consent to Sever No. E19-24 of Peter James Forsythe, Force Installations Ltd**

LOCATION: Part of Lot 10, Concession 8 S, Township of Malahide
(11241 Imperial Road)

Recommendation:

THAT Report No. DS-24-13 entitled “Application for Consent to Sever No. E19-24 of Peter James Forsythe, Force Installations Ltd” be received;

AND THAT the Application for Consent to Sever of Peter James Forsythe, Force Installations Ltd relating to the property located at Part of Lot 10, Concession 8 S, Township of Malahide, and known municipally as 11241 Imperial Road, be supported for the reasons set out in this Report;

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

Background:

The subject application for Consent to Sever (the “Application”) has been submitted by Peter James Forsythe, Force Installations Ltd. in order to permit a lot addition to convey land from the subject lands to the adjacent parcel to the north, also under the applicant’s ownership.

The Application relates to the property located at Part of Lot 10, Concession 8 S and known municipally as 11241 Imperial Road.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on March 27, 2024.

Comments/Analysis:

The subject property is approximately 1,619.9 square metres (0.40 acres) in area, has approximately 18.3 metres (60.0 feet) of frontage along Imperial Road, and contains an existing dwelling.

The applicant is proposing to convey a portion of the subject lands with an area of approximately 106.2 m² and 1.2 metres of frontage on Imperial Road to the adjacent parcel to the north, which is also under the applicant's ownership. The proposed retained parcel would have an area of 1513 m², 17.1 metres of frontage along Imperial Road, and contain an existing dwelling. The purpose of the lot additions is to facilitate the development of a potential future commercial use on the subject lands.

Staff note that any future development on the subject lands would require additional Zoning Amendment and Site Plan Control approvals, and the applicant has been made aware of these requirements.

County of Elgin Official Plan

The subject property is designated "Agriculture Area" on Schedule 'A', Land Use Plan, "Woodland" on Appendix 1, Environmental Resource Areas, and has frontage along a "County Minor Arterial and Tourism Corridor" on Schedule 'B', "Transportation Plan".

It is noted that, while the lands are shown as "Agriculture", the County Official Plan mapping is representative of the boundaries as delineated in local Official Plans and as a result the local Official Plans should be consulted for accurate settlement boundaries. The subject lands are designated as "Suburban Area" within the Township's Official Plan.

The County Official Plan permits boundary adjustments provided that no new building lot is created, the proposed adjustment will not affect the viability of the properties from continuing to be used for permitted uses (Section E1.2.3.2). No new building lot is proposed to be created and the retained parcel and the lands receiving the lot addition would continue to be used for their current uses as permitted under the Township Zoning By-law.

The County of Elgin Official Plan permits lot additions and boundary adjustments in all land use designations where the creation of a new lot is not proposed. While the subject lands are within 120 metres of a designated woodland, the said feature is not proposed to be fragmented nor is "development" (i.e. the creation of a new lot) being proposed.

Malahide Official Plan

The subject property is designated "Suburban Area" on Schedule 'A1' (Land Use Plan). The "Suburban Area" designation permits a range of commercial, industrial, and institutional uses, with residential uses permitted where concentrations of residential uses already exist and where they will not create a land use conflict (Section 4.2.1.5). Lot adjustments, lot additions and minor boundary changes are permitted in any land use designation in accordance with Section 8.7.1.7, provided they comply with the applicable requirements of the Official Plan and the Zoning By-law. The subject lands would continue to be used for uses permitted under the Official Plan and the existing private septic and well would be located within the boundaries of the proposed retained parcel. It is noted that the proposed retained parcel would have a frontage and area that would not meet

the minimum requirements of the Zoning By-law. As a result, it is recommended that a minor variance application be required as a condition of consent approval.

Malahide Zoning By-law No. 18-22

The subject property is within the “Small Lot Agricultural (A4) Zone” on Key Map 35 of Schedule “A” to the Township’s Zoning By-law No. 18-22. The subject lands are currently an undersized lot with an existing lot area of 1,619.9 m² and 18.3 metres of frontage along Imperial Road. The subject lands also have an existing interior side yard setback to the north property line of 4 metres. Section 4.10 of the Zoning By-law allows existing lots with less than the minimum lot area and frontage to continue to be used for permitted uses.

The proposed retained lot would have an area of 1,513.8 m², whereas the By-law requires a minimum lot area of 2000 m², and a lot frontage of 17.1 metres, whereas the By-law requires a minimum lot frontage of 30 metres. Additionally, the interior side yard setback is proposed to be reduced from 4 metres to 2.8 metres. As noted above, it is recommended that a minor variance application be required as a condition of any approval to permit these reductions.

The proposed retained lands meet all other requirements of the Zoning By-law.

General Comments

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

- No additional comments from Township staff.

Financial Implications to Budget:

The full cost of the consent is at the expense of the Applicant and has no implications for the Township’s Operating Budget.

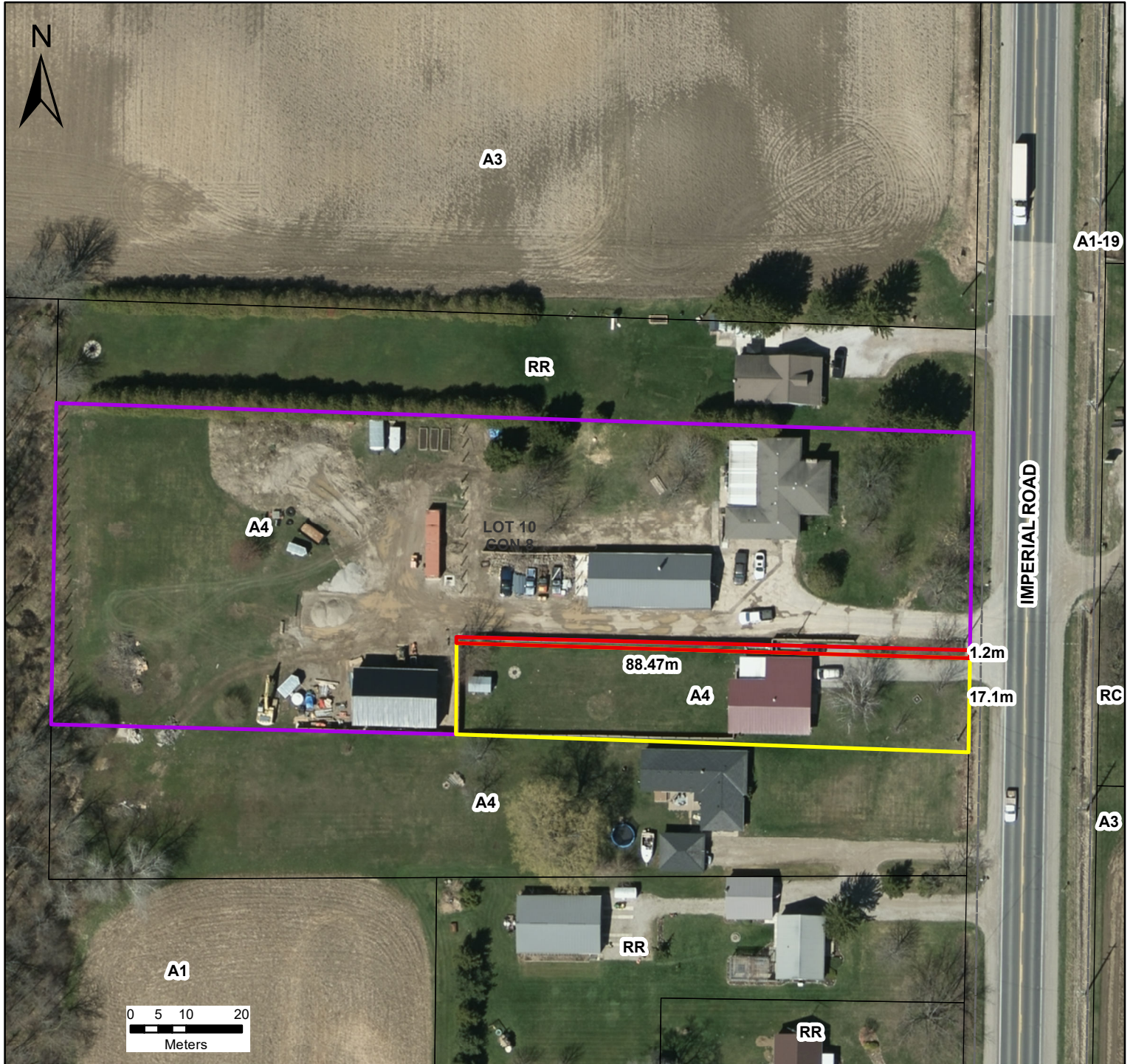
Submitted by:	Reviewed by:
Eric Steele, BES Monteith Brown Planning Consultants Ltd., Consulting Planner for the Township	Jay McGuffin, MCIP, RPP Vice President, Principal Planner Monteith Brown Planning Consultants Ltd.

Approved by:
Nathan Dias, Chief Administrative Officer

APPLICATION FOR A CONSENT TO SEVER 139
PETER JAMES FORSYTH, FORCE INSTALLATIONS LTD

Part of Lot 10, Concession 8 S,
Township of Malahide
11241 Imperial Road

Township
of Malahide
Figure 1



OFFICIAL PLAN DESIGNATION
Suburban Area

ZONING
A4 Small Lot Agricultural



Severed

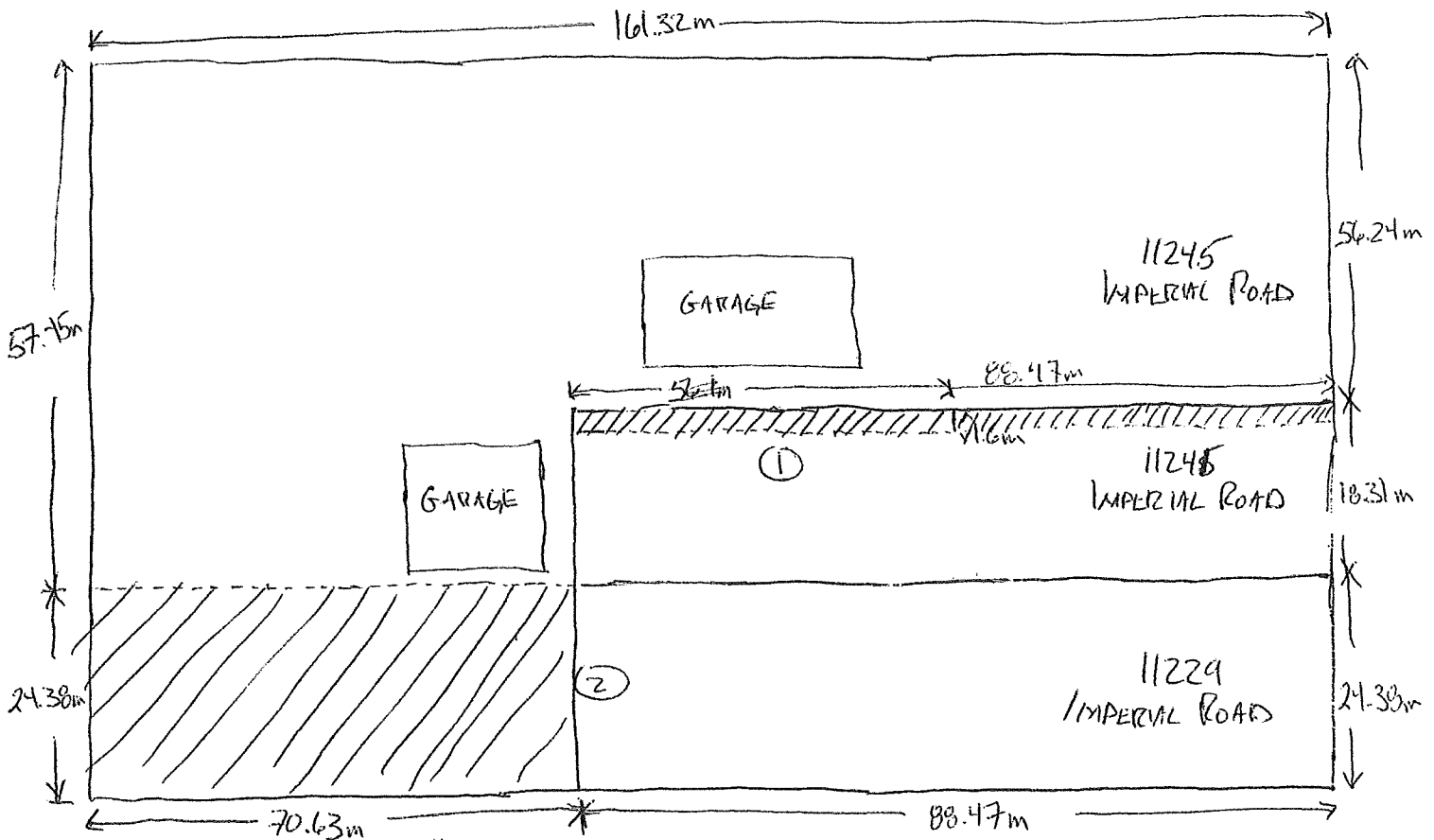


Retained



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

PLAN SPECIFIC



- ① Sever 1.6m x ^{88.47}56.71m section and add to 11245 IMPERIAL ROAD.
- ② Sever 24.38m x 70.63m section and add to 11245 IMPERIAL ROAD.



March 22, 2024

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

Dear Committee Members:

RE: Land Severance Application E19-24 of Peter James Forsythe, Force Installations Ltd for Part of Lot 10, Concession 8 S, Township of Malahide (11241 Imperial Road)

The Malahide Township Council passed the following Resolutions on March 21, 2024:

THAT the Malahide Township Council has no objection to the Land Severance No. E19-24 of Peter James Forsythe, Force Installations Ltd, relating to the property located Part of Lot 10, Concession 8 S, Township of Malahide (11241 Imperial Road), 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. In order to facilitate the approval process for the severance, the applicant is required to furnish a grading plan for both the severed and retained parcels. This plan should be prepared by a qualified professional, such as an engineer or surveyor, who will assess and confirm that sufficient lot drainage is adequate for both properties. This confirmation will ensure that the separation of one property does not lead to drainage issues on the other. If, due to existing site conditions, the certification cannot be provided, the applicant is obligated to engage a qualified professional to create a grading plan. Subsequently, the necessary site alterations and grading works must be completed before final approval of the severance is granted. This requirement aims to guarantee responsible land development practices and prevent potential future drainage complications between the severed and retained parcels.

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 Minor Variance 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 the 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.
6. That the necessary deeds, transfers, and charges for certificates and/or instruments necessary for registration be submitted prior to certification all of which are to be fully executed.
7. That all applicable property taxes, municipal fees and charges be paid to the Township prior to the stamping of the deeds.
8. That an electronic version of the reference plan be submitted to the satisfaction of the Township.

We enclose Municipal Appraisal together with Municipal Report DS-24-13 for your records.

Yours very truly,

TOWNSHIP OF MALAHIDE

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

Copy – Dave Jenkins
Peter James Forsythe



Report to Council

REPORT NO.: DS-24-14

DATE: March 21, 2024

ATTACHMENT: Report Photo, Severance Sketch, Recommended Conditions

SUBJECT: **Application for Consent to Sever No. E20-24 of Peter James Forsythe, Force Installations Ltd**

LOCATION: Part of Lot 10, Concession 8 S, Township of Malahide
(11229 Imperial Road)

Recommendation:

THAT Report No. DS-24-14 entitled “Application for Consent to Sever No. E20-24 of Peter James Forsythe, Force Installations Ltd” be received;

AND THAT the Application for Consent to Sever of Peter James Forsythe, Force Installations Ltd relating to the property located at Part of Lot 10, Concession 8 S, Township of Malahide, and known municipally as 11229 Imperial Road, be supported for the reasons set out in this Report;

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

Background:

The subject application for Consent to Sever (the “Application”) has been submitted by Peter James Forsythe, Force Installations Ltd. in order to permit a lot addition to convey land from the subject lands to the adjacent parcel to the north, also under the applicant’s ownership.

The Application relates to the property located at Part of Lot 10, Concession 8 S and known municipally as 11229 Imperial Road.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on March 27, 2024.

Comments/Analysis:

The subject property is approximately 3,941.7 square metres (0.97 acres) in area, has approximately 24.3 metres (686.2 feet) of frontage along Imperial Road, and contains an existing dwelling and accessory building.

The applicant is proposing to convey a portion of the subject lands with an area of approximately 1,786.3 m² from the rear of the parcel to the adjacent parcel to the north, which is also under the applicant's ownership. The proposed retained parcel would have an area of 2,155.4 m², have 24.3 metres of frontage along Imperial Road, and contain an existing dwelling and accessory structure. The purpose of the lot additions is to facilitate the development of a potential future commercial use on the subject lands.

Staff note that any future development on the subject lands would require additional Zoning Amendment and Site Plan Control approvals, and the applicant has been made aware of these requirements.

County of Elgin Official Plan

The subject property is designated "Agriculture Area" on Schedule 'A', Land Use Plan, "Woodland" on Appendix 1, Environmental Resource Areas, and has frontage along a "County Minor Arterial and Tourism Corridor" on Schedule 'B', "Transportation Plan".

It is noted that, while the lands are shown as "Agriculture", the County Official Plan mapping is representative of the boundaries as delineated in local Official Plans and as a result the local Official Plans should be consulted for accurate settlement boundaries. The subject lands are designated as "Suburban Area" within the Township's Official Plan.

The County Official Plan permits boundary adjustments provided that no new building lot is created, the proposed adjustment will not affect the viability of the properties from continuing to be used for permitted uses (Section E1.2.3.2). No new building lot is proposed to be created and the retained parcel and the lands receiving the lot addition would continue to be used for their current uses as permitted under the Township Zoning By-law.

The County of Elgin Official Plan permits lot additions and boundary adjustments in all land use designations where the creation of a new lot is not proposed. While the subject lands are within 120 metres of a designated woodland, the said feature is not proposed to be fragmented nor is "development" (i.e. the creation of a new lot) being proposed.

Malahide Official Plan

The subject property is designated "Suburban Area" on Schedule 'A1' (Land Use Plan). The "Suburban Area" designation permits a range of commercial, industrial, and institutional uses, with residential uses permitted where concentrations of residential uses already exist and where they will not create a land use conflict (Section 4.2.1.5). Lot adjustments, lot additions and minor boundary changes are permitted in any land use designation in accordance with Section 8.7.1.7, provided they comply with the applicable requirements of the Official Plan and the Zoning By-law. The subject lands would continue to be used for uses permitted under the Official Plan and the existing private septic would

be located within the boundaries of the proposed retained parcel. It is noted that the proposed retained parcel would have a frontage and area that would not meet the minimum requirements of the Zoning By-law. As a result, it is recommended that a minor variance application be required as a condition of consent approval.

Malahide Zoning By-law No. 18-22

The subject property is within the “Small Lot Agricultural (A4) Zone” on Key Map 35 of Schedule “A” to the Township’s Zoning By-law No. 18-22. The subject lands are currently an undersized frontage of 24.3 metres along Imperial Road. Section 4.10 of the Zoning By-law allows existing lots with less than the minimum lot frontage to continue to be used for permitted uses. The proposed retained lot would have an area of 2,155.4 m² and would meet all other requirements of the Zoning By-law.

General Comments

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

- No additional comments from Township staff.

Financial Implications to Budget:

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

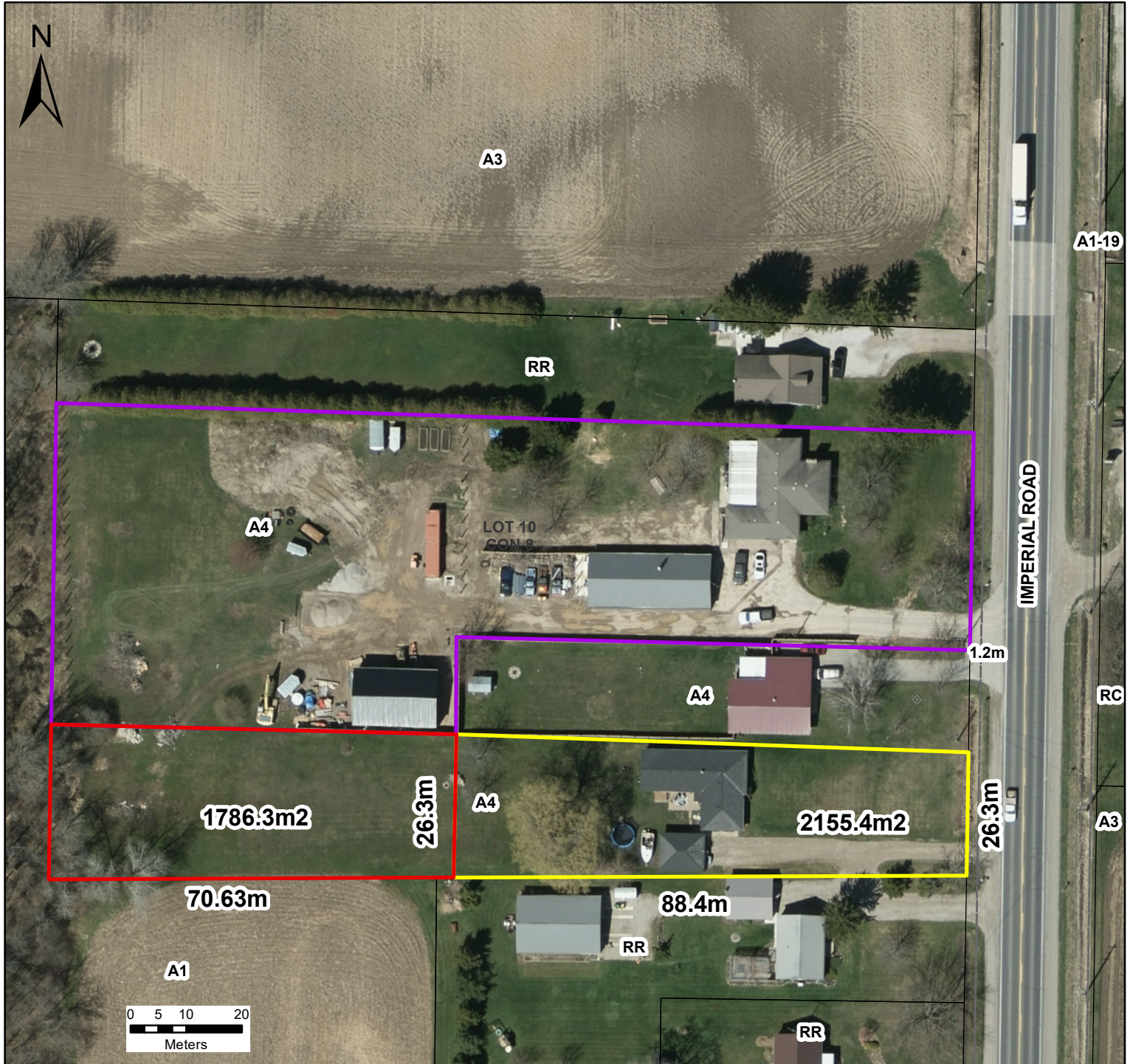
Submitted by:	Reviewed by:
Eric Steele, BES Monteith Brown Planning Consultants Ltd., Consulting Planner for the Township	Jay McGuffin, MCIP, RPP Vice President, Principal Planner Monteith Brown Planning Consultants Ltd.

Approved by:
Nathan Dias, Chief Administrative Officer

APPLICATION FOR A CONSENT TO SEVER 147
PETER JAMES FORSYTH, FORCE INSTALLATIONS LTD

Part of Lot 10, Concession 8 S,
 Township of Malahide
 11229 Imperial Road

Township
 of Malahide
 Figure 1



OFFICIAL PLAN DESIGNATION
 Suburban Area

ZONING
 A4 Small Lot Agricultural



Severed

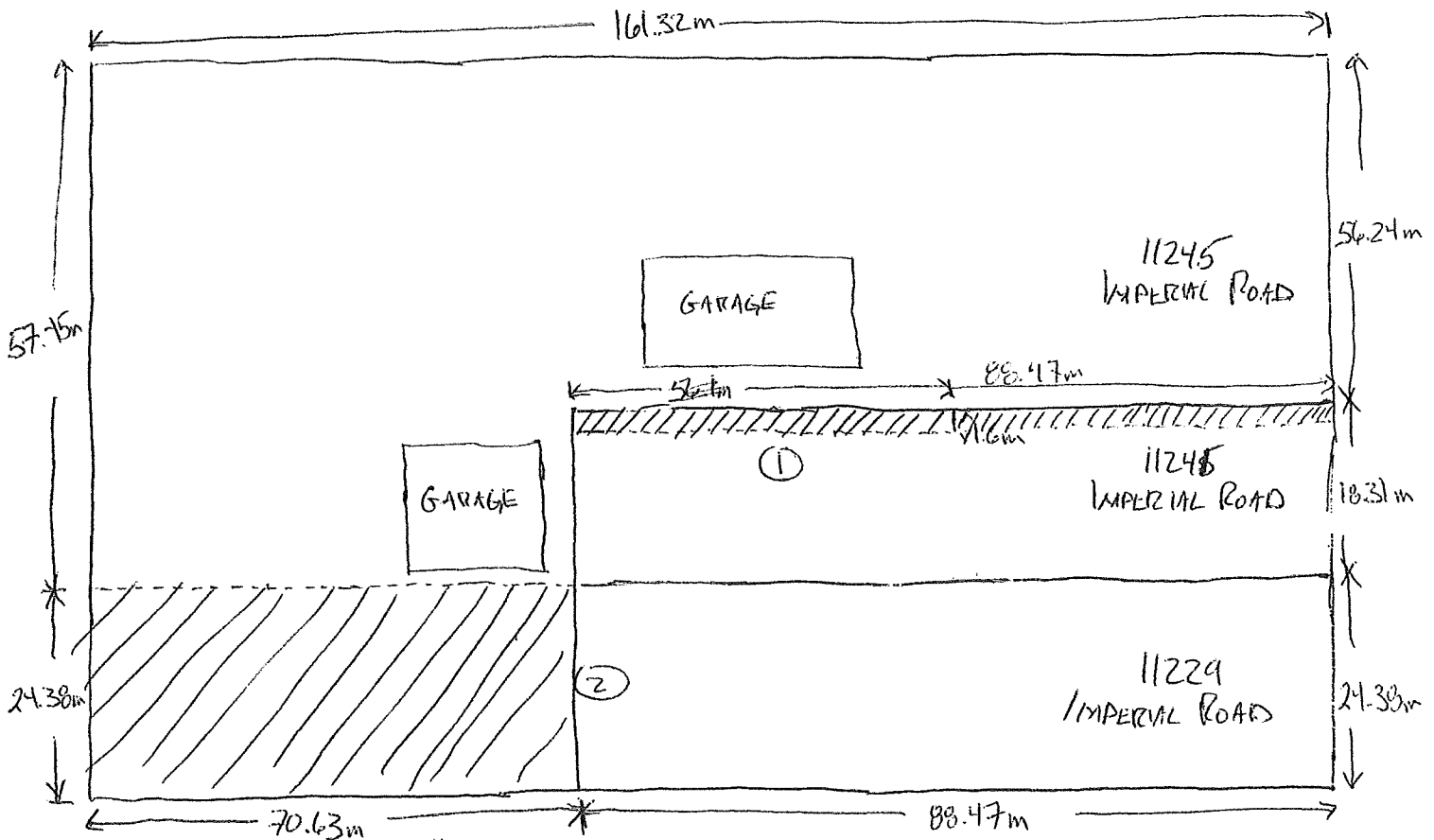


Retained



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

PLAN SPECIFIC



- ① Sever 1.6m x ^{88.47}56.71m section and add to 11245 IMPERIAL ROAD.
- ② Sever 24.38m x 70.63m section and add to 11245 IMPERIAL ROAD.



March 22, 2024

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

Dear Committee Members:

RE: Land Severance Application E20-24 of Peter James Forsyth, Force Installations Ltd for Part of Lot 10, Concession 8 S, Township of Malahide (11229 Imperial Road)

The Malahide Township Council passed the following Resolutions on March 21, 2024:

THAT the Malahide Township Council has no objection to the Land Severance No. E20-24 of Peter James Forsyth, Force Installations Ltd, relating to the property located Part of Lot 10, Concession 8 S, Township of Malahide (11229 Imperial Road), 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. In order to facilitate the approval process for the severance, the applicant is required to furnish a grading plan for both the severed and retained parcels, to the satisfaction of the Township. This plan should be prepared by a qualified professional, such as an engineer or surveyor, who will assess and confirm that sufficient lot drainage is adequate for both properties. This confirmation will ensure that the separation of one property does not lead to drainage issues on the other. If, due to existing site conditions, the certification cannot be provided, the applicant is obligated to engage a qualified professional to create a grading plan. Subsequently, the necessary site alterations and grading works must be completed before final approval of the severance is granted. This requirement aims to guarantee responsible land development practices and prevent potential future drainage complications between the severed and retained parcels.

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. 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.
5. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted prior to certification all of which are to be fully executed.
6. That all applicable property taxes, municipal fees and charges be paid to the Township prior to the stamping of the deeds.
7. That an electronic version of the reference plan be submitted to the satisfaction of the Township.

We enclose Municipal Appraisal together with Municipal Report DS-24-14 for your records.

Yours very truly,

TOWNSHIP OF MALAHIDE

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

Copy – Dave Jenkins
Peter James Forsythe



Report to Council

REPORT NO.: PW-24-05
DATE: March 21, 2024
ATTACHMENT: Request for Improvement Form, 1999 Catfish Creek Drain Drawing
SUBJECT: **REQUEST FOR IMPROVEMENT – CATFISH CREEK DRAIN**

Recommendation:

THAT Report No. PW-24-05 entitled “Request for Improvement – Catfish Creek Drain” be received;

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

Background:

The Township of Malahide has received a Request for Improvement for the Catfish Creek Drain that services properties in both Malahide and Southwest Oxford Townships. John Dow, the landowner at 53056 Pressey Line, has requested the existing drain be evaluated and possibly reconstructed to alleviate drainage issues he is having on his property and in the surrounding area (see drain drawing attached).

Comments/Analysis:

The Catfish Creek Drain was originally constructed in 1878 and consists of open ditch construction from the easterly boundary of the Town of Aylmer through to Lot 16, Concession 11 in the Township of Southwest Oxford. There have been several engineers’ reports done since 1878 as well as numerous cleanouts and drain repairs.

The Catfish Creek Drain was last re-constructed pursuant to a report completed by Spriet Associates, dated November 30, 1999. At that time landowners in the upper section of the drain were experiencing severe flooding from Carter Road to Culloden Road. Landowners in that area are again experiencing widespread flooding during times of high-intensity rainfall and rapid snow melt.

Staff have inspected large portions of this drain and found no obvious deficiencies or obstructions. However, Staff feel a more in-depth inspection along with an updated profile is warranted to try to determine how much sedimentation has occurred and what appropriate course of action is needed to alleviate the flooding issues upstream.

As per *Sections 6 and 7 of the Drainage Act R.S.O. 1990*, once Council has initiated the drain improvement, notice will be sent out to local municipalities, local conservation authorities and the Ontario Ministry of Agriculture, Food and Rural Affairs. These agencies have the right to request an environmental appraisal or a cost-benefit analysis at their own expense.

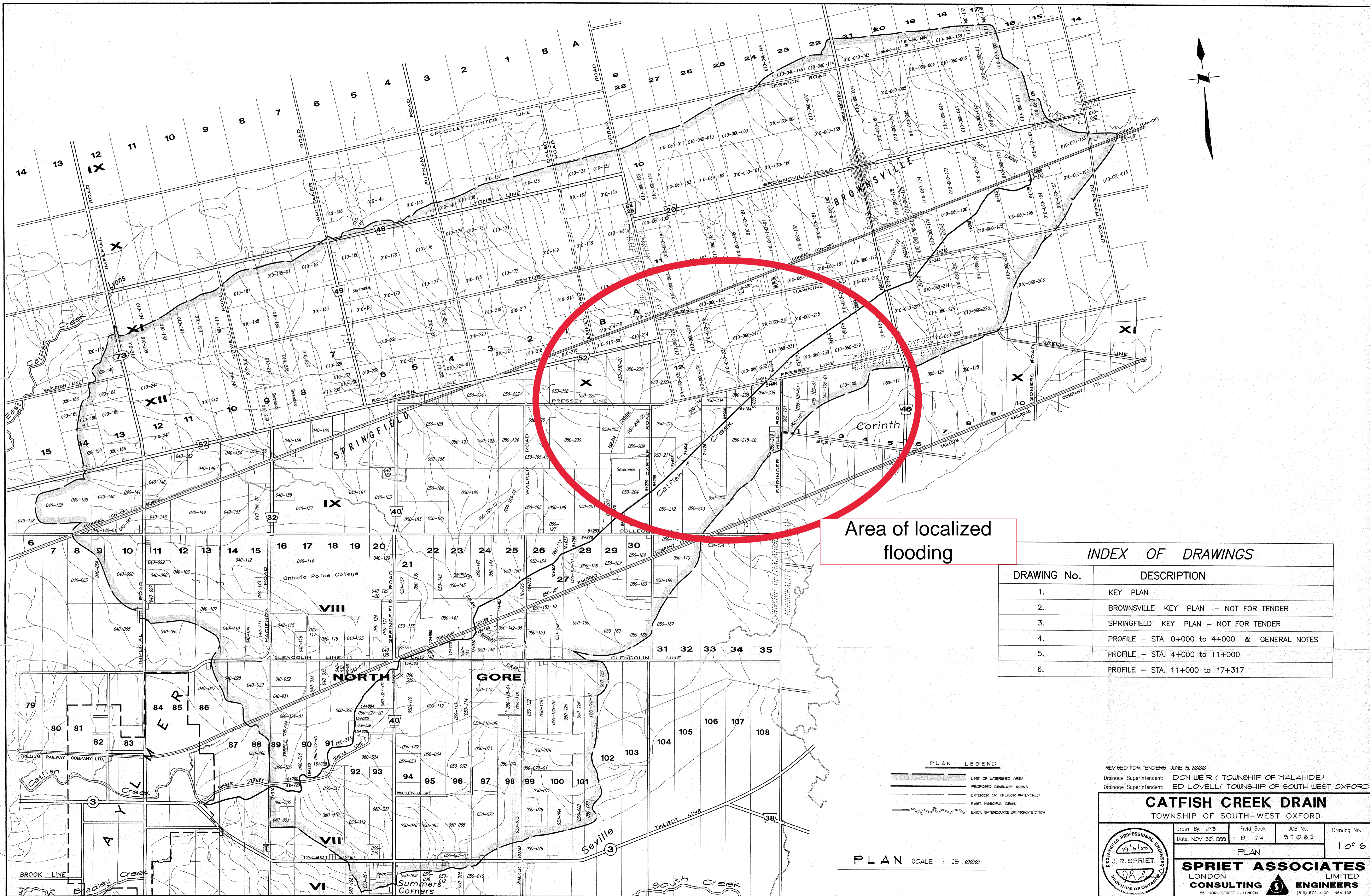
Staff have examined the drain and area in question and are recommending that Council accept the landowner's Request for Improvement and proceed with the provisions as outlined in *Section 78 of the Drainage Act R.S.O. 1990*.

The estimated construction date for this project is projected to be sometime in 2026.

Financial Implications to Budget:

The Township has lands which contribute to the drainage area, and thus, will likely be a party to the Report.

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



Area of localized flooding

INDEX OF DRAWINGS	
DRAWING No.	DESCRIPTION
1.	KEY PLAN
2.	BROWNSVILLE KEY PLAN - NOT FOR TENDER
3.	SPRINGFIELD KEY PLAN - NOT FOR TENDER
4.	PROFILE - STA. 0+000 to 4+000 & GENERAL NOTES
5.	PROFILE - STA. 4+000 to 11+000
6.	PROFILE - STA. 11+000 to 17+317

PLAN LEGEND	
	LIMIT OF WATERSHED AREA
	PROPOSED DRAINAGE WORKS
	EXTERIOR OR INTERIOR WATERSHED
	EXIST. MUNICIPAL DRAIN
	EXIST. WATERCOURSE OR PRIVATE DITCH

PLAN SCALE 1: 25,000

REVISED FOR TENDERS: JUNE 19, 2000
 Drainage Superintendent: DON WEIR (TOWNSHIP OF MALAHIDE)
 Drainage Superintendent: ED LOVELL (TOWNSHIP OF SOUTH WEST OXFORD)

CATFISH CREEK DRAIN
 TOWNSHIP OF SOUTH-WEST OXFORD

Drawn By: JRS	Field Book: B-124	JOB No.: 97002	Drawing No.: 1 of 6
Date: NOV. 30, 1999	PLAN		



SPRIET ASSOCIATES
 LONDON CONSULTING ENGINEERS LIMITED
 155 YORK STREET - LONDON (519) 872-4100 - N6A 1A8

Notice of Request for Drain Improvement*Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)*To: The Council of the Corporation of the Township of MalahideRe: Catfish Creek Drain
(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- Changing the course of the drainage works;
- Making a new outlet for the whole or any part of the drainage works;
- Constructing a tile drain under the bed of the whole or any part of the drainage works;
- Constructing, reconstructing or extending bridges or culverts;
- Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- Otherwise improving, extending to an outlet or altering the drainage works;
- Covering all or part of the drainage works; and/or
- Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

Due to a lack of maintainance of the drain (has not been serviced since 2001) there is excessive flooding, erosion and property damage at the north end of the Catfish Creek whenever a significant rainfall occurs.

Property Owners:

- 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.

Property Description

Concession 10 N pt lot 33

Ward or Geographic Township

Malahide Township

Parcel Roll Number

34-08-000-050-23400-0000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.


Select Ownership Type

Enter the mailing address and primary contact information of property owner below:

Last Name Dow		First Name John	Middle Initial C
Mailing Address			
Unit Number	Street/Road Number 53056	Street/Road Name Pressey Line	PO Box
City/Town Brownsville		Province ON	Postal Code N0L 1C0
Telephone Number (519) 859-0222	Cell Phone Number (Optional)	Email Address (Optional) p.j.dow@hotmail.com	

To be completed by recipient municipality:

Notice filed this 31 day of January 20 24

Name of Clerk (Last Name, First Name) ADAMS, ALLISON	Signature of Clerk 
--	--



Report to Council

REPORT NO.: PW-24-10
DATE: March 21, 2024
ATTACHMENT: Petition for Drainage, Map
SUBJECT: **Petition for Drainage – Chalet Line**

Recommendation:

THAT Report No. PW-24-10 entitled “Petition for Drainage – Chalet Line” be received;

AND THAT George Veryken, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for this petition.

Background:

The purpose of this report is to advise the Council of the need for a municipal drain(s) along Chalet Line that will require the Township of Malahide to petition for drainage.

As the Council is aware, the Township of Malahide has plans to reconstruct Chalet Line east of Carter Road. The Township of Malahide will require a municipal drain(s) for the legal outlet of its surface and subsurface water from the roadway.

Currently, the Township relies on an existing private drain for roadside drainage in the area shown on the map. There are existing catch basins which are undersized and in poor condition and the condition and capacity of the existing pipes under the roadway are unknown. There are no municipal drains available for a legal outlet to ensure proper drainage of the roadway and ditches along this particular stretch of Chalet Line. The Roads Department intends to replace the existing pipe and catch basins during the reconstruction of the roadway, with this new infrastructure to be incorporated into the municipal drain works at a later date.

Comments/Analysis:

As the Council is aware, the Drainage Act R.S.O 1990, (Drainage Act) provides a procedure whereby a municipality may petition for a legal outlet for surface and subsurface waters. In accordance with Section 4(1) (a) to 4(1) (c) of the Drainage Act, a

petition for drainage works may be filed with the Clerk of the local municipality in which the area is situated by:

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

Typically in the past, when required, the Township has added their name to ongoing petitions for small additions to drainage works such as catch basins or drain connections where a new drain is being designed to be in close proximity to road or ditch areas. However, in the case of Chalet Line, a new drain(s) may be required in order to facilitate proper drainage in this road section.

Summary:

The Staff are recommending that George Veryken, P. Eng., of Spriet Associates London Ltd., be appointed by the Council to prepare the required Engineer’s Report. The anticipated construction date for Chalet Line is the summer of 2024, with the remaining drain work scheduled to be finished at a later date following the adoption of the engineer’s report.

Financial Implications to Budget:

The costs associated with replacing the existing infrastructure in the roadway are included in the 2024 Capital Budget for this project.

There will be additional costs associated with the drain incorporation and possible replacement of the existing outlet pipe which runs across private property. These costs will be determined once the scope of the drainage work required is identified through an Engineer’s Report(s), as prescribed under the *Drainage Act*. The cost of the additional drain work will be budgeted for within the annual drainage project allowance.

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



Map Produced by:
Township of Malahide

Projection: NAD 83
UTM ZONE 17

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



0 25 50 100
Meters



Ministry of Agriculture,
Food and Rural Affairs

Petition for Drainage Works by Road Authority – Form 2

Drainage Act, R.S.O. 1990, c. D.17, subs. 4(1)(c)

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

Re: Road name and road location (provide description of road or section of road that requires drainage)

Chalet Line, east of Carter Road

See map attached to report

I, Godby, Jason, as an individual having jurisdiction over
(Last, first name)

the above road system for the Township of Malahide

declare that the road described above requires drainage and hereby petition under subsection 4(1)(c) of the *Drainage Act* that this area be drained by means of a drainage works.

Organization

Corporation of the Township of Malahide

Position Title

Director of Public Works

Signature

Date (yyyy/mm/dd)

2024/03/13

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 road authority is responsible 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 road authority is responsible for the costs. *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.



Report to Council

REPORT NO.: PW-24-06
DATE: March 21, 2024
ATTACHMENT: OCWA Fourth Quarter Operations Report 2023
SUBJECT: **Malahide Water Distribution System - Fourth Quarter 2023 Operations Report**

Recommendation:

THAT Report No. PW-24-06 entitled “Malahide Water Distribution System-2023 Fourth Quarter Operations Report” be received.

Background:

The Ontario Clean Water Agency (OCWA) and Township Staff, meet on a quarterly basis to review the operations and maintenance of the Malahide Water System. OCWA and Township Staff discuss recommended lifecycle/capital work, bacteriological/chemical sample results, regulatory compliance, and possible emerging issues. OCWA provides detailed operations reports and performance assessment reports at these meetings.

Comments/Analysis:

This report is a summary of the operations and maintenance for the fourth quarter of 2023, as well as a condensed summary of the overall operations for the year. This report is submitted to Council to satisfy specific requirements of the QEMS Operational Plan for the water system. Additionally, this approach ensures that the Owners are kept informed on the operational performance of the water system on a continual basis by the Township Staff.

Township Staff formally met with the OCWA on February 5th, 2024, to review system operations for the third and fourth quarters of the previous year. Some of the specific items that were discussed during these meetings are outlined below.

Compliance Summary:

There were no compliance issues during the third and fourth quarters of 2023. Furthermore, there were no compliance or exceedance issues in 2023.

Inspections:

The MECP inspection was completed on September 14th, 2023 during the third quarter. The final inspection report was received on October 4th, 2023. The system received an inspection rating of 100% for the inspection period.

QEMS Update:

An Internal audit was conducted by OCWA on January 4, 2023. There were no non-conformances and eight (8) Opportunities for Improvement (OFI). The Audit findings and other standing agenda items were addressed during the Management Review on February 6th.

The Management Review and Risk Assessment were conducted on February 6th, 2023. Several action items were identified in the minutes. Most of the action items have been addressed by OCWA.

The S1 External audit was conducted on March 23rd, 2023 by SAI Global. There were no non-conformances and no OFIs identified during the audit.

On December 6, 2023, the Facility Emergency Plan testing was completed to fulfill the requirements of OP-18. Two (2) contingency plans were reviewed and tested.

Performance Assessment:

In 2023, the average daily flow at the Copenhagen Booster Station was 102.09 m³/d. This is an 11.7% increase when compared to 2022 (90.17 m³/d).

There were no adverse sample results during the third and fourth quarters of 2023. Overall, there were no adverse sample results in 2023. Weekly microbiological sample results were tested for E.coli, Total coliforms and HPC. Samples are shipped to SGS laboratories which is an accredited laboratory.

OCWA tested for free chlorine residuals throughout the distribution system two times per week. Quarterly samples were collected for Trihalomethanes (THMs) and Halo Acetic Acids (HAAs) in accordance with regulatory requirements. All sample results tested were well below the Maximum Allowable Concentrations (MAC) set forth in O.Reg. 170/03. OCWA continues to meet or exceed the Provincial Regulations pertaining to microbiological sampling requirements.

Occupational Health & Safety:

OCWA completed the annual health and safety inspection on November 3rd, 2023. There were no issues identified during the inspection.

General Maintenance:

OCWA conducted various maintenance activities in 2023. Activities include but are not limited to, the annual inspection and pumping of all chambers including air release chambers, and monthly alarm testing. Annual flow meter calibrations were completed. OCWA also completed 5-year fire flow testing and painting of all hydrants in the spring of 2023. Fall hydrant flushing and winterization of hydrants were also completed. Further information regarding maintenance completed in 2023 can be found in the attached report.

Alarms:

There were some alarms reported in the third and fourth quarters. Most of these alarms were minor in nature. The SCADA system allows Staff to effectively monitor and respond to alarms on a continuous basis. As the Operating Authority, OCWA responded to alarms as required, the details of which are outlined in the attached report.

Complaints & Concerns:

There were four (4) complaints from the general public that required a response from the Township and OCWA in 2023, as outlined in the attached report.

Summary:

Quarterly meetings with OCWA are an effective tool used to keep the Township Staff well informed as to the operations and maintenance of the drinking water system. The information provided by OCWA is used to help make well-thought-out decisions in an effort to provide a continual safe supply of potable water.

Submitted by:	Approved by:	Approved for Council:
Sam Gustavson Water/Wastewater Operations Manager	Jason Godby Director of Public Works	Nathan Dias Chief Administrative Officer



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Malahide Distribution System
Operations Report
Fourth Quarter 2023

Ontario Clean Water Agency, Southwest Region
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster
Date: February 5, 2024

Facility Description

Facility Name:	Malahide Distribution System
Regional Manager:	Dale LeBritton - (519) 476-5898
Sr. Operations Manager:	Vitaliy Talashok - (226-378-8986)
Business Development Manager:	Robin Trepanier - (519) 791-2922
Facility Type:	Municipal
Classification:	Class 1 Water Distribution
Drinking Water System Category:	Large Municipal Residential
Title Holder:	Municipality
Operation Status:	OCWA

Service Information

Area(s) Served:	Customers adjacent to Hwy 3, customers adjacent to Dexter Line in Elgin County
Population Served:	1349 Malahide customers
Connections:	519 direct connections

Operational Description

Malahide Distribution System receives water from the following Water Systems:

- The Aylmer Area Secondary Water Supply System: 53 Malahide direct connections, estimated 138 Malahide customers
- The Port Burwell Area Secondary Water Supply System: 204 Malahide direct connections, estimated 530 Malahide customers
- The Aylmer Distribution System

The Malahide Distribution System consists of watermains in the following areas:

- Waneeta Beach
- Rush Creek Line
- Port Bruce
- Imperial Road
- Jamestown Line
- Dixie Estates
- Nova Scotia Line West
- Rogers Road
- Norton Street
- Church Street
- Hacienda Road
- Dingle Street
- Talbot Street East

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Malahide Distribution
ORG#: 5807

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance issues to report during the first quarter.

SECOND QUARTER:

There were no compliance issues to report during the second quarter.

THIRD QUARTER:

There were no compliance issues to report during the third quarter.

FOURTH QUARTER:

There were no compliance issues to report during the fourth quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections conducted this quarter.

SECOND QUARTER:

There were no inspections by the Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labor (MOL) this quarter.

THIRD QUARTER:

On September 14th Angela Stroyberg of the MECP conducted an inspection of the Malahide DS. We have received our initial inspection report but are waiting for the inspection rating report.

FOURTH QUARTER:

On October 4th we received the inspection rating report for the inspection on September 14th. We received an IRR of 100%.

SECTION 3: QEMS UPDATE

FIRST QUARTER:

January 4th an internal audit was completed by the QEMS REP, Matt Belding. There were no non-conformances and 8 OFI's identified. The OFI's will be addressed at the management review February 6th.

The Management Review was completed on February 6th, 2023. There were several action items identified in the minutes, most of which have been addressed. The annual risk assessment review was also conducted on February 6th, 2023. Minor changes were made.

March 23rd Malahide’s S1 audit was performed by SAI Global. There were no non-conformances and no opportunities for improvement identified.

SECOND QUARTER:

There was no QEMS updates to report during the second quarter.

THIRD QUARTER:

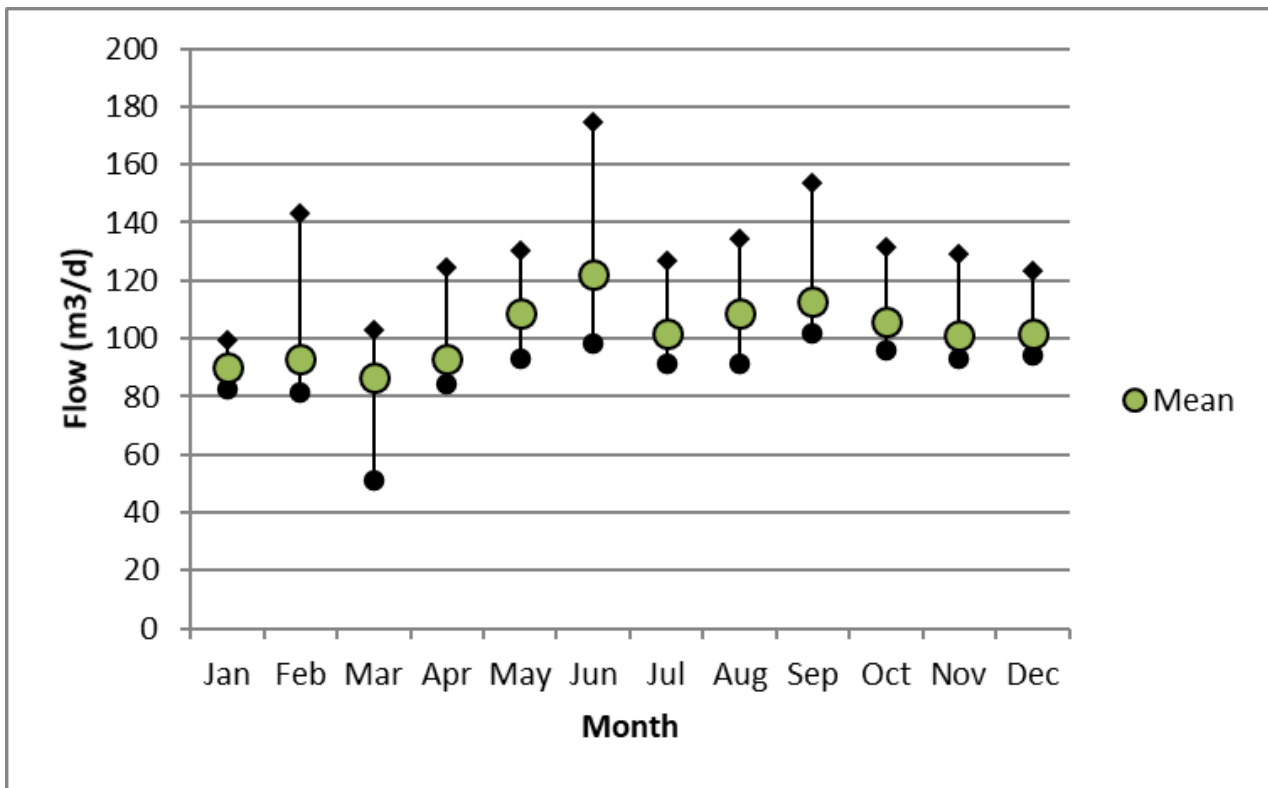
There was no QEMS updates to report during the third quarter.

FOURTH QUARTER:

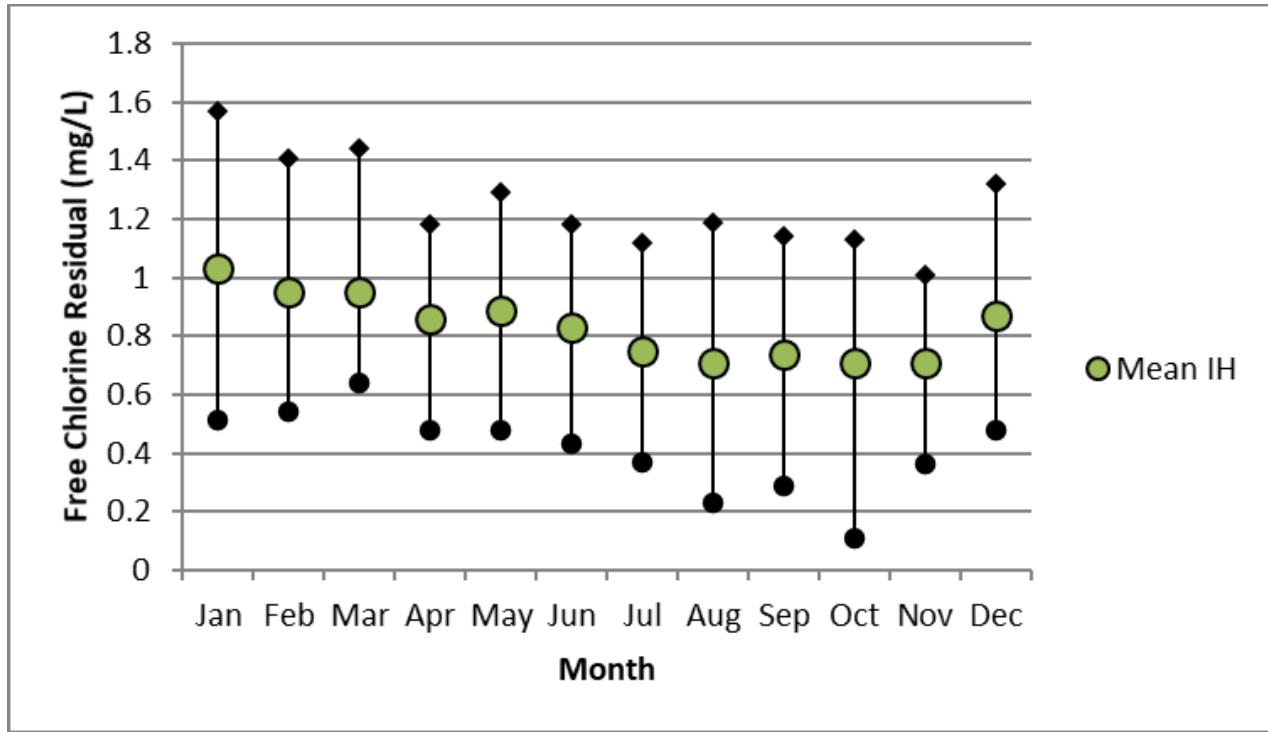
On December 6th Facility Emergency Plan testing was conducted to satisfy the requirements of OP-18. Two contingency plans were reviewed and tested.

SECTION 4: PERFORMANCE ASSESSMENT REPORT

The flow at the Copenhagen Booster Station is monitored by SCADA. The average daily flow in 2023 was 102.09m³/d. Compared to the average daily flow in 2022 (90.17 m³/d), the flow for 2023 has increase by 11.7%. The chart below shows the minimum, maximum and average daily flow for each month in 2023.



Chlorine residuals are obtained throughout the distribution system two times per week, with 4 residuals taken on sample days (usually Mondays) and three residuals taken at least 48 hours after the first set (usually on Fridays) to meet the regulatory requirements. The chart below depicts the minimum, maximum and average chlorine residuals taken in the distribution in 2023. The concentration of free chlorine varies depending on the location of sample taken.



Samples are obtained once per week at three locations in the distribution system. The following table summarizes the results of the microbiological sampling.

Month	# Samples	E. coli Range (cfu/100mL)	Total Coliform Range (cfu/100mL)	# Samples	Heterotrophic Plate Count Range (cfu/mL)
January	15	0 – 0	0 – 0	10	<10 - <10
February	12	0 – 0	0 – 0	8	<10 - <10
March	12	0 – 0	0 – 0	8	<10 - <10
April	12	0 – 0	0 – 0	8	<10 - <10
May	15	0 – 0	0 – 0	10	<10 - <560
June	13	0 – 0	0 – 0	9	<10 - <10
July	15	0 – 0	0 – 0	10	<10 - <10
August	12	0 – 0	0 – 0	6	<10 - <110
September	12	0 – 0	0 – 0	8	<10 - <10
October	15	0 – 0	0 – 0	10	<10 - <20
November	16	0 – 0	0 – 0	12	<10 - <10
December	12	0 – 0	0 – 0	8	<10 - <10

Trihalomethanes (THMs) are sampled on a quarterly basis. The current running average is 40.50µg/L. This is a 16.5% increase from the 2022 average (36.2µg/L). The results are well below the limit of 100 µg/L.

	Limit (µg/L)	THM Result (µg/L)
January 2023	-	39
April 2023	-	34
July 2023	-	36
October 2023	-	53
Running Average	100	40.50

Haloacetic Acids (HAAs) are required to be sampled on a quarterly basis. The current running average is 12.98µg/L. This is a 26.3% decrease from the 2022 average (18.1µg/L). The results are well below the limit of 80µg/L.

	Limit (µg/L)	HAA Result (µg/L)
January 2023	-	18.7
April 2023	-	18.1
July 2023	-	9.8
October 2023	-	5.3
Running Average	80	12.98

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year, which OCWA completes in February and July. The Malahide Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only in every third year. The following table shows the results for 2023. Lead is required in 2023. Results indicated that levels were well below the Maximum Allowable Concentration (MAC) of 10 µg/l.

	# Samples	February Results	July Results
pH	2	6.63 – 6.86	7.32 – 7.58
Alkalinity (mg/L)	2	98 – 100	96 - 113
Lead (mg/L)	2	0.07 – 0.36	0.13 – 0.26

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There were no Health & Safety issues identified during the first quarter.

SECOND QUARTER:

There were no Health & Safety issues identified during the second quarter.

THIRD QUARTER:

There were no Health & Safety issues identified during the third quarter.

FOURTH QUARTER:

On November 3rd the annual occupational health and safety inspection was completed. There were no issues identified. There were no other issues in the fourth quarter.

SECTION 6: GENERAL MAINTENANCE**FIRST QUARTER:****JANUARY**

- 11: Tested flood alarm
- 17: Tested critical alarm via SCADA
- 23: Farmington Mechanical removed and replaced access cover to curb stop for sample station 79

FEBRUARY

- 08: Tested flood alarm
- 14: Tested critical alarm via SCADA

MARCH

- 12: Received call from Execulink regarding communication issues with Copenhagen booster station. Logged onto SCADA to find no communication to site. Arrived on site and discovered no power to UPS or router. Reset GFI on power outlet which restored power. Full communication restored to booster station.
- 15: Tested flood alarm
- 17: Tested critical alarm via SCADA

SECOND QUARTER:**APRIL**

- 04: Aqua Fix on site to raise hydrant at Rogers Road
 Aqua Fix Replaced seal ring on the operating rod of SS#70 due to leak. Now working as intended.
 Sample station #75 inspected by Aqua Fix.
 Small crack underground on copper sample line most likely the cause for Sample Station leak.
 Sample Station will need to be replaced and dug up.
 SS#71 on Jamestown line inspected by Aqua Fix.
 Not able to replace the seal on end of operating rod due too corrosion not allowing it too fully seat.
 Sample Station will need to be dug up and replaced.
- 11: Completed replacement of flow meter at PB02 49425 Dexter Line. All replacement parts disinfected before installation. Flushed through location of repair. Returned everything back too normal operation, and left both feed lines into Port Bruce open for pressure testing.
- 12: Tested flood alarm
- 20: Tested critical alarm

MAY

- 02: Hydrant repaired at 49989 Dingle Street, Aqua Fix on site to complete the repair.
- 04: 50088 Dingle line complaint for low pressure. Received from WWOM of Township. Service line was kinked and 5/8". Should be 1". Homeowner informed. No further action required.
- 10: Tested flood alarm
- 20: Tested critical alarm

JUNE

- 01: Farmington Mechanical and Koolen Electric on site at Copenhagen Booster Station to replace pump #2 and rebuild pump #1
- 11: Tested flood alarm at Copenhagen Booster Station
- 15: Leak detected on pump #1 at Copenhagen. Pump isolated up and downstream
- 29: On site with WWOM Sam Gustavson, Koolen Electric and Farmington Mechanical to rebuild pump 1 seals. Discovered that motor bearings are also bad, replaced the motor as well. While system was isolated, also

removed the 1.25" air relief and replaced the seals and gaskets on it. Upon returning the pump to service the seal blew again. Pump 1 was removed for a second time to reseal the seal. This attempt was successful. Both pumps now running in auto. Contacted on call operator to ensure system was functioning via SCADA, all appeared normal. Both pumps now running in auto as intended.

THIRD QUARTER:

JULY

18: Copenhagen booster station - Tested low pressure alarm via SCADA.

19: Copenhagen booster station - Tested flood alarm.

AUGUST

03: Copenhagen booster station - Farmington Mechanical on site to rebuild PRV.

09: Copenhagen booster station - Tested flood alarm.

31: Copenhagen booster station - Tested low pressure alarm via SCADA.

SEPTEMBER

14: Copenhagen booster station - SPCT onsite for annual routine MECP inspection with WWOM, Sam Gustavson, SOM Mark Harris, and PO Angela Stroyberg.

15: Community complaint - High pressure water complaint received from 3163 Lindley Street. Sam Gustavson on site. Pressure at hydrant 3561 Imperial was 70psi. 49501 Dexter hydrant was 84psi. Township will coordinate to reduce PRV down 5psi. Customer was recommended to install PRV on private plumbing. Complaint logged in opex.

20: Copenhagen booster station - Tested flood alarm.

27: Copenhagen - Unusual noises coming from pump 1. Notified OIC and WWOM of township. ORO notified by email. WWOM of township set pump 1 in manual and switched duty pump setting to pump 2 via SCADA.

28: Malahide DS - Farmington Mechanical on site to replace PRV in chamber at Imperial Road and Dexter Line.

FOURTH QUARTER:

OCTOBER

03: Malahide DS - On site for commissioning of the new 55mm temporary water main service at 49720 Talbot St. east. VanBree drainage and Josh from CJD. Completed both swabs through temporary water main, now clean. Starting super chlorination of water main. Obtained a residual of 95mg/L on new 2" temporary water main. Isolated line and will leave for a 24hr period before testing chlorine again.

Updates given to ORO and operator that will be on site tomorrow. Refer to water main commissioning form for details. Starting to send the first of two swabs through the temporary 2" watermain to Clean out any debris.

04: Malahide DS - After 24hrs waiting period, tested Cl reading of 84mg/L on new 2" temporary Watermain at 12:10. Initial reading yesterday was 95mg/L at 11:58. Confirmed meets max allowable decay standards. See Watermain commissioning form for more details. Laid out dechlor pucks. Flushed 2" temporary Watermain with distribution system water and tested free Cl of 0.58mg/L. Will return tomorrow morning to take samples. Brian with Van Bree found the backflow preventer was leaking from the bottom. He notified Sam with Malahide who will send one of his licensed operators to come and repair unit. Notified PCT.

05: Malahide DS - Onsite for Talbot St East temporary Watermain commissioning sampling. Waiting for Brian from Van Bree. Collected first sample. Tested 0.75mg/L for free Cl and 0.86mg/L for total Cl. Will collect 2nd sample 15min later. Collected 2nd sample. Tested 0.51mg/L for free Cl, and 0.69 for total Cl. Will drive samples in to lab. Brian from Van Bree asked for me to return next Thursday morning for the tie in. Notified ORO.

- 11: Malahide DS - Sam G from Malahide shut off water at valve upstream of 49720 Talbot St East temporary Watermain work area. Onsite for tie in at 49720 Talbot St East. Van Bree onsite and has excavated the west section of Watermain work area and is starting to drain line. Van Bree cut and then installed cap on end of watermain, on west end of work area, with a 2" pipe coming up from cap with valve on end of 2". All connecting piping was kept clean and disinfected with 12% hypo. Sam G with Malahide turned on water slowly to fill line. Slowly opened 2" valve to let air out and fill line. Tested free Cl residual. Shut off water at 2" valve. Farmington onsite to install backflow preventer to discharge end of 2" valve. Farmington completed installation of backflow preventer on West side of temporary Watermain on end of 2" line. He performed testing on it and said it has passed. Tested free Cl out of newly installed BFP. Outlet valve is closed for now. Van Bree mostly backfilled west side excavation and started excavating East side work area. Van Bree connected West end of temporary Watermain to the outlet of new BFP on west side of work area and is now connected to the main. Outlet valve is still closed. Piping was kept clean and disinfected pipe and fittings with 12% hypo. Van Bree cut and then installed cap on end of watermain, on east end of work area, with a 2" pipe coming up from cap with valve on end of 2". All connecting piping was kept clean and disinfected with 12% hypo. Temp Watermain not connected to this 2" pipe yet. Van Bree starting to backfill. Van Bree connected east end of temporary Watermain to the outlet of 2" pipe valve on east side of work area and is now connected to the main with valve closed. Air was bled out. Piping was kept clean and disinfected pipe and fittings with 12% hypo. Will flush hydrant downstream out front of Bethel United Church. Opened up inlet valve to temp watermain and hydrant out front of Bethel United Church to start flushing. Tested free Cl from hydrant out front of Bethel United Church. Shut off and closed up hydrant. Watermain is now in service. Notified Sam G.
:Copenhagen B.S. – Tested flood alarm
- 12: Community complaint - Received community complaint that dead end on Shalom Drive was leaking. Tightened valve and waited 10 minutes to ensure flow had stopped. Also at the advice of the WWOM of the township isolated dead end via the curb stop
- 17: Malahide DS - Arrived on site after receiving call from township of Malahide about VanBree Excavation hitting a 3/4inch service line at 49675 Talbot St East. Upon arrival the town of Aylmer had already slowed down the flow to site of repair. VanBree already disinfecting 1" curb stop valve to put in place for stopping leak for repair. VanBree Excavation had put a 1inch curb stop to the 3/4inch copper pipe that was hit by the hand dig to stop the leak and make repair. Service line replaced with 1" PVC pipe that was disinfected and flushed. Residual obtained through site of repair. Everything appears normal and service line was put back into service. Refer to service repair and water main tapping form for details.
- 23: Copenhagen B.S. - Completed monthly testing of critical alarm via SCADA. Tested by altering alarm set point. Operation confirmed with alert from call service. Ensured set point returned to initial settings upon completion
- 25: Malahide DS - Received call from ORO about a possible main break on Talbot Street East where Van Bree excavation is replacing watermain. Arrived on site at 49530 Talbot Street East to find (Van Bree) contractor had hit existing water main while drilling new water service. Area of repair to water main was already excavated upon arrival and air gap maintained and flow was throttled down by the town of Aylmer for repair by contractor. 6.6x7.4" Hymax disinfected by 12% sodium Hypochlorite. Repair clamp (Hymax) now put into place for repair all while maintaining positive pressure. Town of Aylmer now has the isolation valve fully open, no sign of leaks at site of repair. Flushed through site of repair using hydrant at 49720 Talbot Street East. Completed flushing of hydrant at 49720 Talbot Street East. Obtained a chlorine residual. Shut down hydrant. Everything appears normal.

NOVEMBER

- 06: Malahide DS - On site at 575 Talbot street east for filling new 8-inch with water. Van Bree Drainage and Bulldozing LTD on site for start. Started filling new 8inch water main after VanBree found the right fittings for bleeding off air and filling water main from Hydrant at 575 Talbot Street East. Water main filled with

water by Van Bree drainage.

Will send more water through tomorrow around 10am in preparation for swabbing.

VanBree now off site and hydrant shut down until tomorrow.

- 07: Malahide DS - Arrived on site for swabbing of new 8-inch watermain on Talbot Street East. Farmington mechanical on site recertifying the RP2 backflow preventer at swab launch located across from 240 Elk Street. Van Bree Drainage on site as well in preparation for swab launch. First 10-inch swab through launch point at corner of Elk Street and Talbot St East. Second and third swab sent through launch point. Swab 1 still has not exited out point at 575 Talbot Street East. Second swab 5 feet apart before send through. First swab now out of exit point at 575 Talbot Street East. Second swab came out, third swab out. Fourth swab sent through 8-inch water main. Fourth swab now exited port at 575 Talbot Street East. Heading off site after inspecting area, will send fifth swab through watermain between 7:30-8:30 tomorrow morning before pressure test.
- 08: Malahide DS - Arrived on site at 575 Talbot Street East to continue water main commissioning. Preparing fifth swab to go down new 8-inch water main. Fifth swab being sent through new 8-inch watermain. Fifth swab now out of exit point at 575 Talbot Street. East and visually inspected. After checking all hydrant valves are open and operational, burping air, leak was found on secondary valve to hydrant connected to new 8-inch water main. VanBree will be making the necessary repairs to valve and pressure testing will be delayed until fixed. Repair made to secondary valve seal as required by VanBree. Sent another swab through for another clean at the launch which will be swab number six. Swab six out at 575 Talbot Street East. Clean and no concerns. Starting pressure testing for new 8-inch water main, but pressure will not increase. Pressure testing will be halted until all valves are rechecked. Leak detected by Van Bree on one the T connections which is causing the pressure loss. Pressure testing will need to halt until the repair is made tomorrow morning at 9am.
: Copenhagen B.S. - Tested critical alarm via SCADA by altering set point. Operation confirmed with alert from call service. Set point returned to initial setting upon completion. Flood alarm tested.
- 09: Malahide DS - Arrived onsite at Corner of Elk Street and Talbot Street East to prepare for sending two more swabs down launch point. Sent the seventh and eighth swab down new 8-inch water main 5 feet apart. Started first pressure test setting it at 150psi. Pressure test failed first attempt dropping to about 130 psi. Van Bree Drainage and operator will recheck all valve an excavation site for leaks. Attempted second pressure test after checking all curb stop valves and hydrants but failed within the first 2 min. Van Bree Drainage is putting off another pressure test until they can find the area that is causing the pressure test to fail. Van Bree will Excavating areas tomorrow morning to see if the find the problem. Informed PCT and SOM that commissioning with be delayed until situation is resolved and no sampling will be required this weekend by on call operator.
- 15: Malahide DS - Arrived on site at corner of Elk Street and Talbot Street East for sending the ninth swab through 8-inch water main before pressure test. Ninth retrieved at end point of water main. Clean and no concerns. Started first pressure test sitting at 151psi. Pressure after test took place now sitting at 148psi. Restarted pressure test. Starting at 151psi. Pressure now at 138psi, restarting test. Finished up pressure test for two hours, usage of water more than 8.68L/sec after pumping from 46psi back up too 152psi. VanBree Drainage will be inspecting all these equipment including pressure gauges and ensure they are all in proper working order. Will be meeting them back on site at 8:30 to see if we can try another pressure test. Informed ORO of situation.
- 16: Malahide DS - Arrived on site for pressure test at corner of Elk Street and Talbot Street East for new water main. VanBree Drainage on site as well as town of Malahide. VanBree are not ready for pressure test and are still checking all connections for possible leak. They will be contacting me when ready for procedure. VanBree Drainage will be waiting until tomorrow morning before redoing a pressure test. Leak detection will be taking place early tomorrow to rule out any other possible leaks.
- 17: Malahide DS - On site for pressure test on new watermain. Van Bree on site. Started pressure test on new watermain on Talbot Street East. Starting at 150psi. Pressure test starting at 150psi now dropped too 144 psi, pressure pump started and pumped back up too 150psi and allowable water loss will be included in final evaluation at the end of the two hours. Pressure test successful and passed. For details refer to water

main commissioning form. Preparing for super chlorination of watermain. Completed super chlorination of new watermain. Watermain will sit for twenty-four hours before dechlorination tomorrow and samples are obtained.

- 18: Malahide DS - On site to complete watermain commissioning chlorine tests and bacti samples. All three sample points checked for chlorine residual to ensure they didn't drop by 40%, all met disinfection requirements. Refer to Water main commissioning for details. Van Bree Drainage and Bulldozing Ltd, as well as Town of Aylmer on site. Started flushing of water main at 1:50 for the dechlorination process. First bacti sample obtained after dechlorination of new water-main. Sodium thiosulfate used for dechlorination at flushing site located at 579 Talbot Street East. Ensured all curb stops and service lines were flushed out during dechlorination process. Heading off site after obtaining all three bacti samples and ensuring everything is closed and returned to normal. Informed on call operator on site when they can obtain the second set of bacti sample tomorrow. Updated ORO and VanBree on next process of water main commissioning.
- 19: Malahide DS - Took residual at first sample site, received a high residual. Began flushing sample site to clear out highly chlorinated water. Residual returned to normal range. Preparing to take sample. Took first commissioning bacti sample at 579 Talbot Street East. Took second commissioning bacti sample at 49669 Talbot Street East. Took final commissioning bacti sample at corner of Elk Street and Talbot Street East.
- 23: Malahide DS - On site for water main commissioning. Elk Street now connected to new water main. Please see forms for details.
- 24: Malahide DS - Sam G from Malahide closed the new WM valve out front of Alymer Tire for upcoming tie in. Onsite at 49720 Talbot Street East for watermain commissioning. Van Bree onsite and excavating area around new and old hydrants in front of 49720 Talbot Street East. Van Bree to tie in new watermain to old watermain running further East. Sam G from Malahide on site. Van Bree complete tie in of new WM to old WM running east and started to backfill gravel. Old hydrant was removed. Sanitary construction practices were followed during connection. All pipes, valves, appurtenances were disinfected with minimum 1% sodium hypo solution. Will open hydrant down old WM out front of Bethel United Church to purge air, flush and test free Cl residual. Slowly started opening new WM valve out front of Alymer Tire. Air was purged from hydrant out front of Bethel United. Tested free Cl of 0.90mg/L. Closed hydrant and pumped out. Notified ORO, PCT, and Sam G with Malahide.
- 27: Malahide DS - On site with VanBree drainage and Town of Aylmer for tie in to newly commissioned water main. Connection is to be from the old 6-inch watermain on Talbot Street to Elk Street connection. Water was shut off at 0847 from the Talbot Street East line by the Town of Aylmer, and Elk Street valve is still open providing water to the residents. VanBree excavated the area for tie in and discovered its very shallow, 4-inches, and cast iron so it is not the 6-inch watermain located by the town of Aylmer. VanBree very certain they have found the 6-inch watermain a bit deeper and about two feet north of the 4-inch old gas line they originally thought was the watermain by hand digging. Watermain commissioning will be rescheduled for tomorrow in a.m.
- 29: Malahide DS - on site for the tie in from Talbot Street East old 6-inch water main, to the 8-inch watermain at corner of Elk Street and Talbot Street East. Town of Aylmer and Malahide on site. All parts being assembled and cut by Van Bree drainage. Due to the old 6-inch watermain on Talbot Street East being further under the road than expected during excavation, the tie in will be a total length of 8.1M. All parts disinfected with 12% Sodium hypochlorite by manually swabbing the main and connections, which included 1 - 6" 45, 6-8" reducer, 1-6" Hymax and PVC pipe. Tie in to new 8-inch now installed by VanBree Drainage. Setting up Hydrant at 49823 Talbot Street East for removing any air before valves in open to allow flow through new tie in. Valve now being opened to allow flow through tie in at Elk Street and Talbot Street East. Flushing hydrant at 49823 Talbot Street. Small amount of air pockets noted, will continue flushing and obtained a chlorine residual. Obtained a chlorine residual from hydrant at 49823 Talbot Street East. Shutting down Hydrant. Finished obtaining two bacti samples down stream of the new tie in. First sample obtained at Sample station #711, and second one from hydrant located at 579 Talbot Street East at 1431. Second set of bacti samples will be obtained tomorrow. Closed isolation valve located at corner of Elk Street and Talbot Street East and reopen tomorrow for second set of samples.

30: Malahide DS - Reopened isolation valve in order to obtain second set of bacti samples down stream of tie in and corner of Elk Street and Talbot Street East. Obtained first bacti sample at SS#711. Obtained secondary bacti sample at 579 Talbot Street East. Reclosed isolation valve at corner of Elk Street and Talbot Street East until results come back from bacti samples.

DECEMBER

04: Malahide DS - Opened up isolation valve at corner of Elk Street And Talbot Street East after receiving bacti sample results all clear of total Coliform.

06: Copenhagen B.S. - Tested flood alarm.

19: Copenhagen B.S. - On site with Farmington mechanical and Koolen electric to investigate issues with pump two. Found that a fuse for pump two was blown and the electrical connection on the side of pump two was melted (possibly due to a loose connection). Electrical connection restored and fuse replaced. Turned off pump one and tested pump two in hand. Pump now functioning. Turned off pump two and returned pump one to auto on panel. In contact with on call operator. Had pump two returned to auto and return pumps to auto rotation. Returned switch for pump two to auto and turned off pump one manually to ensure rotation. Pump two now functioning normally. Returned pump one to auto on panel.

21: Copenhagen - Tested critical alarm via SCADA by altering set point. Operation confirmed with alert from call service. Set point returned to initial settings upon completion.

SECTION 7: ALARMS

FIRST QUARTER:

JANUARY

22: Completed emergency locate at 49820 Dingle Street.

24: Service main break at 49676 Talbot Street East PBR Construction, CC Dance and Town of Aylmer on site to facilitate repairs.

FEBRUARY

No alarms reported this month.

MARCH

No alarms reported this month.

SECOND QUARTER:

No alarms received in the second quarter.

THIRD QUARTER:

JULY

20: Received communication fault alarm for Dexter Re-Chlor (17:54). Logged onto SCADA to acknowledge alarm. Communication alarms active for all sites. Contacted WWOM of township to see if there could be an issue with the server. Instructed to contact summa. Contacted Summa and inquired if they could remote connect to the system. Summa confirmed their connection and that it must be a network issue. In contact with ORO who contacted OIC to assist. Was later contacted by OIC who was in contact with WWOM who informed communication was restored. Reviewed trending on SCADA. Communication was restored between 20:44 and 20:45 to all sites.

AUGUST

No alarms reported this month.

SEPTEMBER

No alarms reported this month.

FOURTH QUARTER:OCTOBER

19: Copenhagen B.S. - Received notification from call service for PLC communication alarms. Logged onto SCADA. Alarms now inactive. Acknowledged alarms. Event lasted approximately six minutes. Possible issue with server. WWOM of township to be notified.

NOVEMBER

No alarms reported this month.

DECEMBER

No alarms reported this month.

SECTION 8: COMPLAINTS & CONCERNS**FIRST QUARTER:**

There were no complaints or concerns identified in the first quarter.

SECOND QUARTER:

On May 4, 2023 a resident complained of low water pressure. It was found that the line into the house had a kink, was 5/8" line that reduced to 1/2" at the meter. Advised to scale up when replacing the damaged line.

On April 4th a resident complained of low water pressure. It was found that the 1" line into the house was reduced to 1/2" with several bends and an in-line filter. There was galvanized pieces found in the system and the customer was informed they would need to be replaced.

THIRD QUARTER:

On September 15th, a customer on Lindley Street. complained of high pressure. The PRV was slightly reduced. Customer was advised to install a PRV on their private plumbing.

FOURTH QUARTER:

On October 12th, a customer complained that a dead end on Shalom Drive was leaking. The valve was tightened and at the advice of the WWOM the curb stop was shut off.



Report to Council

REPORT NO.: PW-24-07

DATE: March 21, 2024

ATTACHMENT: Drinking Water Quality Trends Report 2023, Annual Management Review Meeting Minutes

SUBJECT: **Malahide Water Distribution: Drinking Water Quality Trends and Management Review of DWQMS Operational Plan**

Recommendation:

THAT Report No. PW-24-07 entitled “Malahide Water Distribution: Drinking Water Quality Trends and Management Review of DWQMS Operational Plan” be received.

Background:

On an annual basis, the Operating Authority the Ontario Clean Water Agency (OCWA), is required to submit to the owner, a drinking water quality trends report for the Malahide Water Distribution System. This report is subsequently reviewed with the owner which is a requirement of Element 20: Management Review of the DWQMS Operational Plan.

Comments/Analysis:

On January 19th, 2024, the Ontario Clean Water Agency (OCWA) provided the drinking water quality trends report to the Staff of the Township of Malahide. The report is a detailed summary of drinking water quality parameters that are monitored by the operators which include chlorine residuals, microbiological testing, and Trihalomethanes. Haloacetic acids (HAAs) have also been included in sampling as a new requirement which began in 2017. The attached report charts the minimum and maximum results for these parameters over the last ten years against the operational guidelines and adverse water quality limits set by O. Reg. 170/03.

On February 6th, 2023 Township Staff met with OCWA to conduct the annual Management Review meeting for the Malahide Water Distribution System. The minutes from the Management Review are attached to this report for Council’s information. The purpose of the review is to evaluate the continuing suitability, adequacy and effectiveness of OCWA’s Quality & Environmental Management System (QEMS).

Summary:

The information provided to the Staff by OCWA is used to make certain that Staff and Council are aware of drinking water quality trends in the Malahide Distribution System. The report also helps Council make decisions in an effort to provide a continual safe supply of potable water for the residents connected to municipal water in Malahide Township.

Submitted by:	Approved by:	Approved for Council:
Sam Gustavson Water & Wastewater Operations Manager	Jason Godby Director of Public Works	Nathan Dias Chief Administrative Officer



Management Review Minutes

Malahide Distribution System

Revision Date: 2024-01-19
Pages: 1 of 10

Reviewed by: QEMS Representative

Approved by: Operations Management

Drinking Water System Name:

Malahide Distribution System

Owner and Location:

The Corporation of the Township of Malahide

Review Period: *February 5th, 2023 to January 18th, 2024*

Meeting Information/Introduction

Date/Time: February 6th, 2023 at 10:30am

Location: *87 John St. South Aylmer*

Attendees: Top Management: Maegan Garber, SPC Manager; Vitaliy Talashok, Senior Operations Manager
QEMS Representative: Matthew Belding, PCT
Owner Representative: Sam Gustavson, Water/Wastewater Operations Manager, Jason Godby, Director of Public Works
Operations Personnel: Josh Manneke, Capital Works Manager
System Operations Team Lead: Mike O'Rourke

Regrets: None

Distribution: *All attendees
Dale LeBritton, RHM,*

Minutes Taken By: Matthew Belding

Introduction:

The purpose and objectives of the Management Review was reviewed as follows:

Purpose:

To evaluate the continuing suitability, adequacy and effectiveness of OCWA's QEMS.

Objectives:

The Management Review participants will review/discuss the standing agenda items and the data presented, identify deficiencies, make recommendations and/or initiate action plans to address identified deficiencies as appropriate.



Management Review Minutes

Malahide Distribution System

Revision Date: 2024-01-19
Pages: 2 of 10

Reviewed by: QEMS Representative

Approved by: Operations Management

The Management Review includes a review of the DWQMS operational plan, SAI audit report(s), OCWA internal audit report(s) and other related operational documents/records as detailed in the meeting minutes. The information reviewed during the Management Review was provided/made available to attendees

This meeting covers all standing agenda items for the DWS noted above. Details of the discussion, any deficiencies identified, decisions made and applicable action items related to each standing agenda item are described under the appropriate item number within the following table. Additional comments/discussion items are described under section 2.

The minutes from the previous Management Review in February, 2023 were also reviewed. Any follow up on actions and/or additional actions required are detailed under item i.

Meeting Minutes				
Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
1 [a]	Incidents of regulatory non-compliance: The last inspection was an announced inspection that was conducted on September 5 th , 2023 by Angela Stroyberg of the Ministry of the Environment, Conservation and Parks (MECP). There were no non-compliances found. As such the Final Inspection Rating was 100%.	n/a	n/a	n/a
[b]	Incidents of adverse drinking water tests: There have been no adverse drinking water tests since the last Management Review.	n/a	n/a	n/a
[c]	Deviations from Critical Control Point limits and response actions: There are no CCPs identified for the system therefore, there are no limits reached and no associated response actions.	n/a	n/a	n/a



Management Review Minutes

Malahide Distribution System

Revision Date: 2024-01-19
Pages: 3 of 10

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
[d]	<p>Effectiveness of the risk assessment process: OP-08A annual review was last conducted on 2023-02-05. The 36 month risk assessment was last conducted January 19th, 2021. The annual risk assessment review and 36 month risk assessment will be completed as part of this meeting.</p> <p>As per the previous annual review the following was changed: Cybersecurity was included where appropriate, changed MOECC to MECP.</p>	n/a	n/a	n/a
[e]	<p>Internal and third-party Audit results: A systems audit (S1) was conducted on March 23rd, 2023 by Ryan Bourne of SAI Global. There were no non-conformances and no Opportunities for Improvements (OFIs).</p> <p>The Internal Audit was conducted by Maegan Garber on January 3rd, 2024. There were no non-conformances and 14 OFIs identified in the report.</p> <p>The next external audit has been scheduled for March, 2024.</p>	Refer to Summary Table of Action for the Internal audit action items.	Refer to Summary Table of Action for the Internal audit action items.	Refer to Summary Table of Action for the Internal audit action items.
[f]	<p>Results of emergency response testing: CP-01 Spill Response and CP-02 Critical Injury were reviewed and tested on December 6th, 2023. The scenario was a spill at the Talbotville WWTP (actual event) and a slip on ice at the filter building rendering the operator unconscious.</p>			



Management Review Minutes

Malahide Distribution System

Revision Date: 2024-01-19
Pages: 4 of 10

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	Action item: FEP binder updates required .	FEP Binder updates are required based on updates to the contact list.	QEMS Representative	2024-04-30
[g]	<p>Operational performance:</p> <p>The Malahide Distribution System has operated well over the last year. There have been no compliance issues and distribution system residuals have been maintained.</p>	n/a	n/a	n/a
[h]	<p>Raw water supply and drinking water quality trends:</p> <p>The Raw water is treated at the Elgin Area Primary Water Supply System. The systems annual report for 2023 has not been issued as of yet. The 2022 Annual Report was reviewed.</p> <p>The Malahide Distribution System Drinking Water Quality trends report for 2023 was reviewed. This report trends the last ten years of sampling.</p> <p>Routine flushing has also been conducted in the system with the locations rotating on a Summer and Winter schedule.</p>	n/a	n/a	n/a



Management Review Minutes

Malahide Distribution System

Revision Date: 2024-01-19
Pages: 5 of 10

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
[i]	<p>Follow-up on action items from previous Management Reviews:</p> <p>There were no outstanding items from the last Management Review.</p> <p>A review was completed of the Summary Table of Action Items.</p>	n/a	n/a	n/a
[j]	<p>Status of management action items identified between reviews:</p> <p>No action items have been identified between reviews.</p>	n/a	n/a	n/a
[k]	<p>Changes that could affect the QEMS:</p> <ol style="list-style-type: none"> 1. New OCWA QEMS Policy in 2024 2. New operator career path and position titles 3. Changes to OP-19 <p>Re-endorsement will be required.</p>	n/a	n/a	n/a
[l]	<p>Consumer feedback:</p> <p>There were three community complaints received in the system during the Management Review period.</p> <ol style="list-style-type: none"> 1. 2023-04-04: low water pressure. Line to house was kinked. 2. 2023-05-04: low water pressure. Line to the house was kinked. 3. 2023-09-15: high pressure. PRV adjusted. 	n/a	n/a	n/a



Management Review Minutes
Malahide Distribution System

Revision Date: 2024-01-19
Pages: 6 of 10

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	<p>4. 2023-10-12: Dead end leaking. Curb stop turned off.</p> <p>The incidents have been resolved and recorded in OPEX.</p>			
[m]	<p>Resources needed to maintain the QEMS: There are sufficient resources to maintain the QEMS.</p>	n/a	n/a	n/a
[n]	<p>Results of the infrastructure review:</p> <p>2023 Capital List:</p> <ul style="list-style-type: none"> - Copenhagen Booster Station: rebuild or replace 1 ¼ PRV/service (<i>rebuilt in 2023-complete</i>) - Copenhagen Booster Station: rebuild/service 4 inch PRV (<i>rebuilt in 2023-complete</i>) - Hydrant maintenance and repair (<i>9186 Rogers Road was raised and rebuilt & 49989 Dingle St. was rebuilt, all work is as required.</i>) - Sample station maintenance and repair/rebuild kits (<i>was completed as required</i>) - Copenhagen Booster Station Pump 1 (west pump) and motor replacement (<i>replaced, brand new spare onsite</i>) 	n/a	n/a	n/a



Management Review Minutes

Malahide Distribution System

Revision Date: 2024-01-19
Pages: 7 of 10

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	<ul style="list-style-type: none"> - Generator purchase and install for Copenhagen Booster (<i>load test required, electrical design completed, on hold until 2025</i>) - Fire Hydrant painting (<i>completed in 2023, due in 2028</i>) - Sample station painting (<i>all completed</i>) - Copenhagen Booster Station Pump 2 (eat pump) and motor replacement (<i>replaced in 2023</i>) <p>2024 Capital:</p> <ul style="list-style-type: none"> - Hydrant maintenance and repair - Sample station maintenance and repair/rebuild kits - Sample station replacement (<i>two planned for this year, #70 and #75</i>) - Generator purchase and install for Copenhagen Booster (<i>see note above for 2023</i>) - Copenhagen Booster: connector flange for in the chamber bypass pumping using water tanker - Copenhagen Booster Pump impeller replacement - Summa SCADA Service Support Agreement 			



Management Review Minutes

Malahide Distribution System

Revision Date: 2024-01-19
Pages: 8 of 10

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	<p>- Spare PLC (<i>been purchased, onsite at the Municipal office</i>)</p> <p><i>*Financial Plan update: discussed as part of the MDWL renewal. WWOM is aware of requirements and will ensure all required documentation is provided in advance of the application due for OCWA to submit.</i></p>			
[o]	<p>Operational Plan currency, content and updates: The Operational Plan was last revised in 2023 with some procedures being updated. The Operational Plan will be revised with the action items identified in the Summary Table of Action Items.</p> <p>The Operational Plan was recently re-endorsed as signatures for both OCWAs Top Management as well as the Owner were no longer valid. The Operational Plan will require re-endorsement in 2024 due to changes to templates and the QEMS Policy.</p>	n/a	n/a	n/a
[p]	<p>Staff suggestions: There have been no action items from staff.</p>	n/a	n/a	n/a
[q]	<p>Review/consideration of any applicable Best Management Practices (BMPs): The MECP inspection report did not provide any recommendations for the system.</p>	n/a	n/a	n/a



Management Review Minutes

Malahide Distribution System

Revision Date: 2024-01-19
Pages: 9 of 10

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	-Sampling and monitoring training modules have been completed and delivered to staff			
2.	<p>Roundtable/Other:</p> <p>The Malahide DS Annual Risk assessment review took place following the meeting.</p> <p>MDWL renewal is due November 12th, 2024.</p> <p>Contractual obligations: language added to hydrant flushing and valve flushing.</p>	<p>Revise SOP's for valve turning, hydrant flushing to include requirements: metal detector required by the operators who are conducting valve exercising, locates, etc.</p> <ul style="list-style-type: none"> - added that operators are to hand dig up to 2ft to locate appurtenances - operators to use maps to identify valves that have been completed, missed etc. - utilizing the valve trailer when necessary <p>Hydrant flushing SOP updates:</p> <ul style="list-style-type: none"> -remove operating lock and grease the operating nuts -grease the caps, grease the storts -check the gaskets -secondary valves to be operated: locations provided by WWOM 	QEMS Representative	Update SOPs and Review at next staff meeting



Management Review Minutes
Malahide Distribution System

Revision Date: 2024-01-19
Pages: 10 of 10

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	<p>WWOM requested meter reads from Copenhagen Booster on a weekly basis to confirm usage for the beginning of the year.</p> <p>At the next staff meeting, discuss the importance of meter reads and the accuracy of the numbers. Ensure they are reviewing the numbers each month so that they make sense and if not, they need to discuss immediately with the SOM.</p>	<p>- all secondary valves that cannot be located need to be identified and a list provided to WWOM</p> <p>QEMS Representative to review logbook and provide meter reads via email to the WWOM.</p> <p>QEMS Representative/SPCM to discuss at the next staff meeting.</p>	<p>QEMS Representative</p> <p>QEMS Representative</p>	<p>2024-04-30</p> <p>Next staff meeting</p>

Details of next Management Review meeting:

Next Meeting:

The next Management Review meeting will occur in 2025, unless it is warranted to do so earlier.



189

Malahide Distribution System Drinking Water Quality Trends Report 2023

Issued: 2024-01-16
Rev.#: 0
Pages: 1 of 5

Reviewed by: SPC Manager

Approved by: Operations Management

Overview

As part of the DWQMS Element 20: Management Review it is required to review the drinking water quality trends for the facility. This report details the drinking water quality parameters that are monitored for the Malahide Distribution System. These parameters are:

- Distribution Free Chlorine Residuals
- Distribution Water E.coli, Total Coliform and Heterotrophic Plate Count
- Distribution Water Trihalomethanes and Haloacetic Acids

Free Chlorine

Each week seven residuals are taken on the system according to the regulations. The annual minimum and maximum chlorine residuals for the last ten years were:

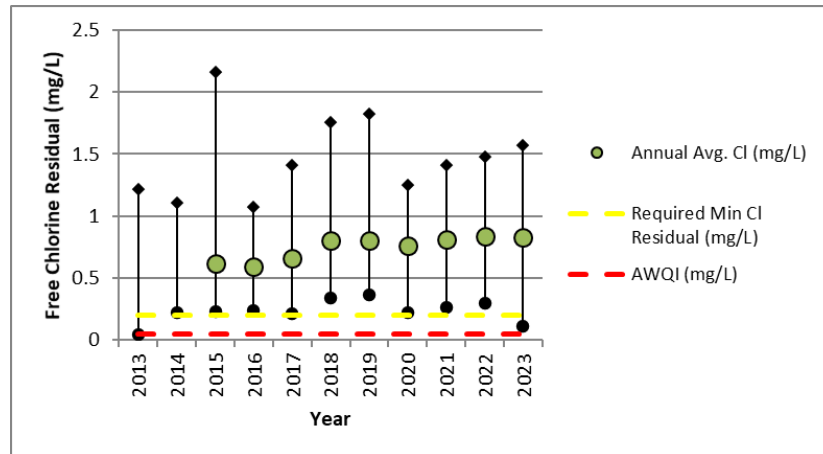
Year	Minimum Free Chlorine Residual (mg/L)	Maximum Free Chlorine Residual (mg/L)
2013	0.04	1.22
2014	0.22	1.11
2015	0.23	2.16
2016	0.24	1.07
2017	0.21	1.41
2018	0.34	1.76
2019	0.36	1.82
2020	0.22	1.25
2021	0.26	1.41
2022	0.30	1.48
2023	0.11	1.57
Operational Guideline	0.20	4.00
AWQI Limit	0.05	n/a

The chart below depicts the minimum and maximum free chlorine residuals taken as grab samples in the Malahide Distribution System, comparing the last ten years (2013-2023) against the operational guideline and adverse water quality limits set by O. Reg. 170/03. The required minimum is 0.20mg/L, which is a guideline from the MECP for the drinking water system to achieve in all parts of the distribution system. If a residual is found below this requirement, action is required to increase this residual. The usual means of increasing the residual is by flushing in the area. An Adverse Drinking Water Quality Indicator (AWQI) occurs when the free chlorine residual taken as a grab sample is below 0.05mg/L, this residual is to be reported the MECP Spills Action Centre (SAC) and the local Medical Officer of Health. Immediate action is required to bring the residual above 0.2mg/L in the affected area and take any further action as directed by the Medical Officer of Health. An AWQI was reported in 2013 for a grab sample in August which was below 0.05mg/L (Chart 1).

In 2023, the average free chlorine residual taken as a grab sample in the distribution system was 0.83mg/L. This is a 1.2% decrease when compared to the 2022 (0.84mg/L) average free chlorine residual. Refer to Chart 1.

Low chlorine residuals have been occurring at two locations in particular, the problem areas that have been identified are Jamestown Line/Rush Creek and Imperial Rd/Calton Line. These areas require frequent monitoring and flushing, especially in the warmer months. Since the installation of the re-chlorination facility on Dexter Line, frequency of flushing has decreased.

Chart 1. Minimum and maximum free chlorine residuals throughout the distribution system compared against the required minimum and the AWQI limit. Note: average chlorine residual data collection began in 2015.



Microbiological Samples

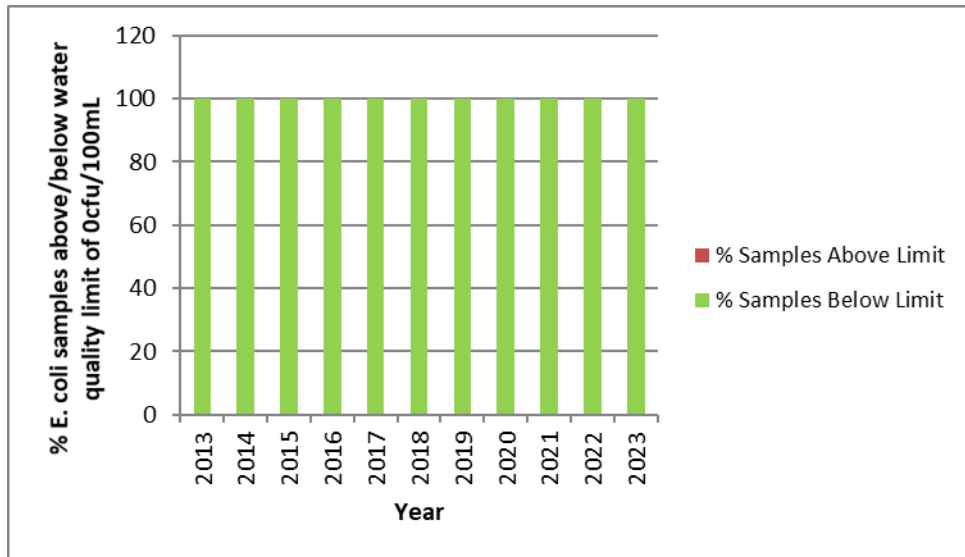
The distribution water in the Malahide Distribution System is sampled weekly for E.coli, Total Coliform and Heterotrophic Plate Count (HPC), following O.Reg.170/03. Each week three samples are tested for E. coli and Total Coliform and one sample is tested for HPC. The Ontario Drinking Water Quality Standard for E.coli and Total Coliform is not detectable for both. Heterotrophic Plate Count is used as an operational tool to determine if there is an issue.

There were no samples that had detectable E.coli or Total Coliform in 2023. Therefore, no adverse test results were reported to the MECPC due to microbiological sampling in 2023. The table below shows the sample results compared for the last ten years (2013-2023).

Year	# TC & EC Samples	E. coli Range (cfu/100mL)	Total Coliform Range (cfu/100mL)	# HPC Samples	Heterotrophic Plate Count Range (cfu/mL)
2013	169	0 – 0	0 – 0	115	<10 - >2000
2014	162	0 – 0	0 – 0	110	<10 - >2000
2015	160	0 – 0	0 – 0	109	0 - >2000
2016	161	0 – 0	0 – 0	109	0 – 30
2017	154	0 – 0	0 – 0	103	<10 – 70
2018	156	0 – 0	0 – 0	104	<10 – 500
2019	159	0 – 0	0 – 0	106	<10 - 530
2020	157	0 – 0	0 – 0	98	<10-60
2021	159	0 – 0	0 – 0	107	<10-20
2022	159	0 – 0	0 – 0	106	<10-<40
2023	161	0 – 0	0 – 0	107	<10 - 590

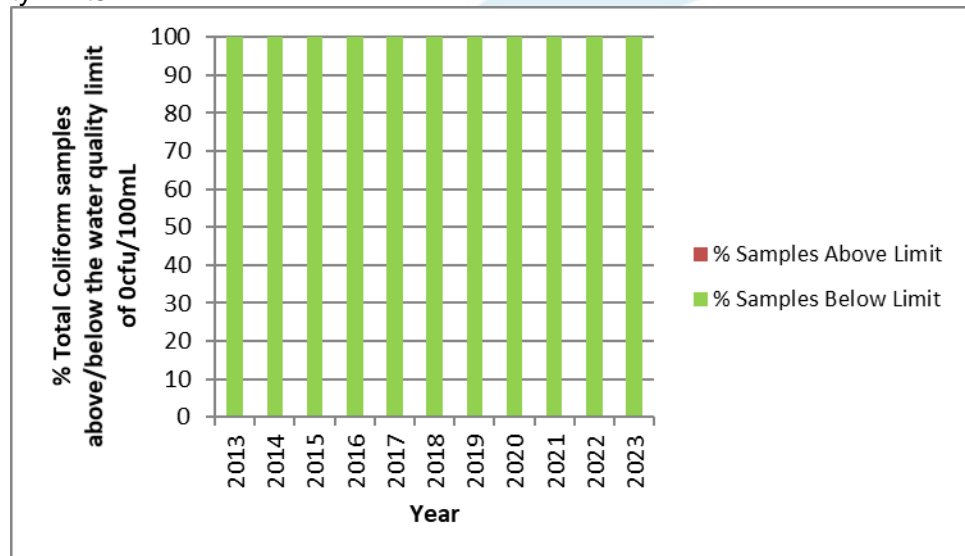
There have been no issues with E. coli in the last ten years, refer to Chart 2.

Chart 2. E. coli results from 2013 to 2023 as a percentage of samples below drinking water quality limits.



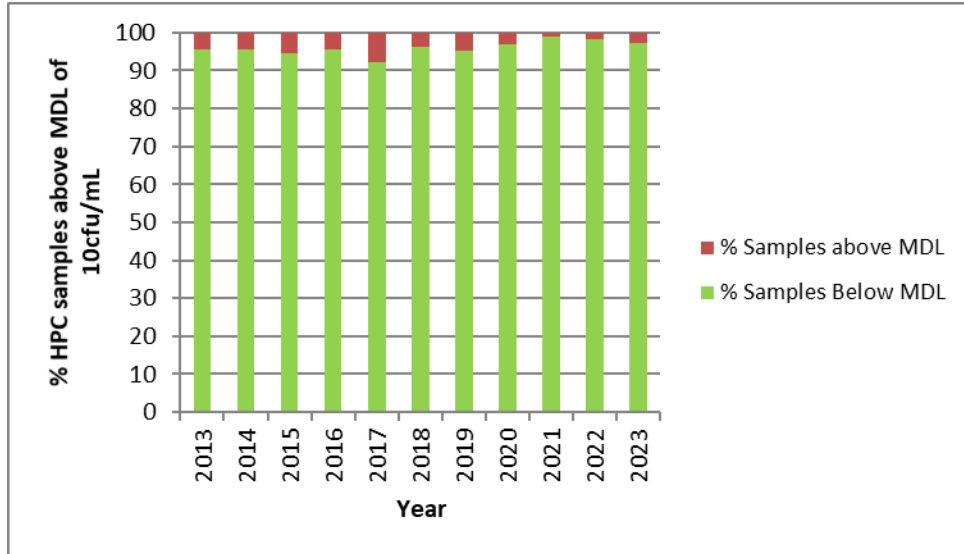
There have been no AWQI's for Total Coliforms since 2012, refer to Chart 3. AWQIs are reported to the MECP and MOH.

Chart 3. Total coliform results from 2013 to 2023 as a percentage of samples below drinking water quality limits.



HPC results fluctuate, however, the majority of results show no issues (less than Method Detection Limit (MDL)), refer to chart 4 below. There is only a concern with high HPC results if they stay consistently high as this could indicate biofilm formation in the water mains.

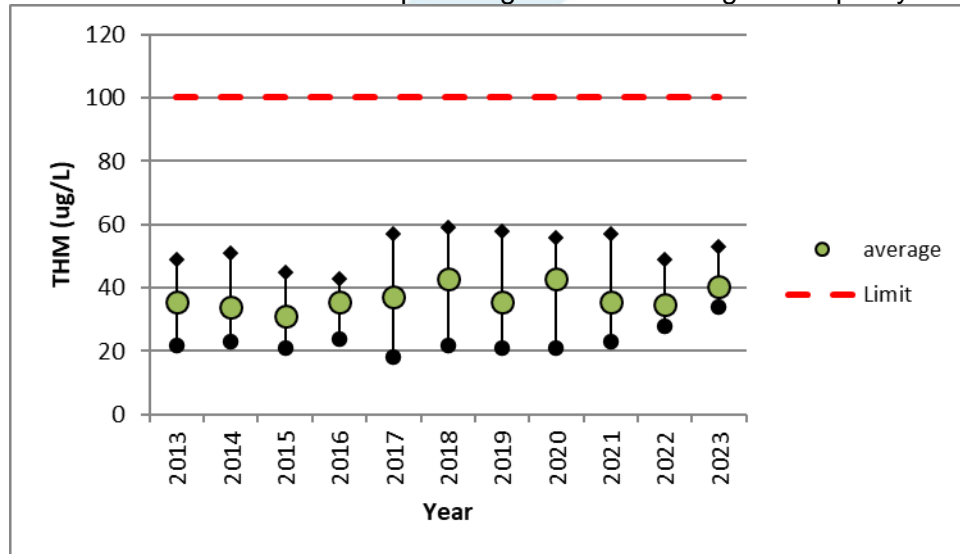
Chart 4. HPC results from 2013 to 2023 depicted as % below method detection limit (MDL) and % above MDL.



Trihalomethanes

The distribution system is sampled for Total Trihalomethanes (THMs) on a quarterly basis, as per O. Reg. 170/03. The Ontario Drinking Water Quality Standard for THM is 100µg/L. The range of THM results for the Malahide Distribution System in 2023 was 34 to 53µg/L. Refer to the chart below for the THM results compared for the last ten years. Overall, the running average of 40.5µg/L has increased by 16.5% in 2023 compared to 2022, and is still well below the maximum allowable concentration.

Chart 5. THM results for 2013-2023 compared against the drinking water quality limit.

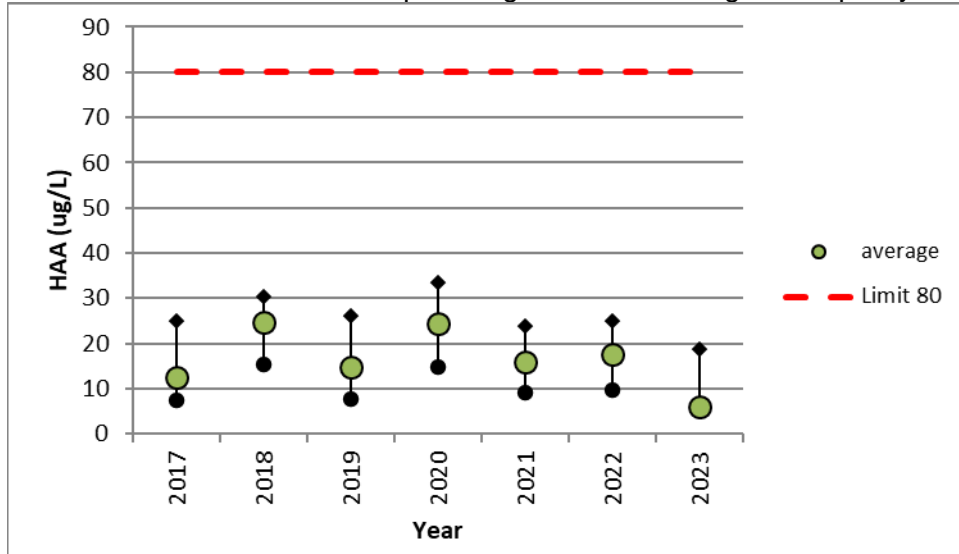


Haloacetic Acids

The distribution system is sampled for Total Haloacetic Acids (HAAs) on a quarterly basis, as per O. Reg. 170/03. This requirement began in 2017. The Ontario Drinking Water Quality Standard for HAA is 80µg/L. The range of HAA results for the Malahide Distribution System in

2023 was 5.3 to 18.7µg/L. Refer to the chart below for the HAA results over the last seven years. Overall, the running average of 13.0µg/L has decreased by 26.1% in 2023 compared to 2022.

Chart 6. HAA results for 2017-2023 compared against the drinking water quality limit.



Discussion

Overall the Malahide Distribution System provides quality water meeting all regulatory requirements. There were no AWQI's for the system in 2023. An ongoing problem is low chlorine at three dead end locations in particular (Jamestown/Rushcreek, Imperial/Calton Line and Talbot St. E). Routine flushing at these locations is completed in order to remain in compliance. The Dexter Line Chlorination facility has shown to be effective in increasing the residuals in the Malahide Distribution System and at these two areas of concern.

Revision History

Date	Revision #	Reason for Revision	Revision By
2024-01-16	0	Create Report for 2023	Matthew Belding



Report to Council

REPORT NO.: PW-24-08
DATE: March 21, 2024
ATTACHMENT: 2023 Section 11 and Schedule 22 Reports
SUBJECT: **Malahide Water Distribution System: 2023 Section 11 Annual Report and Schedule 22 Summary Report**

Recommendation:

THAT Report No. PW-24-08 entitled "Malahide Water Distribution System: 2023 Section 11 Annual Report and Schedule 22 Summary Report" be received.

Background:

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

The purpose of the two reports that are submitted by OCWA is to advise the Council on the operation of the system, the quality of the water, and the quantity of water used throughout the system for the previous year. In 2024, these reports have been combined into one individual staff report which satisfies the regulatory requirements for Section 11 and Schedule 22.

Comments/Analysis:

OCWA has prepared and submitted the 2023 Ministry of the Environment, Conservation and Parks (MECP) Annual Summary Report for the Malahide Water Distribution System. The Operating Authority is required to complete the Section 11 Annual Report by February 28th of each calendar year. The Mayor and Members of Council are to receive copies of Schedule 22 report by March 31st of each calendar year. Copies of the combined report were provided to Council Members before the required dates by email. Reports are also submitted by the Elgin Area Primary Water Supply System - Joint Board of Management for the Elgin Area Water Treatment Plant and are available to Council if requested.

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

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

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

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

Attached is a copy of the combined Section 11 and Schedule 22 reports.

Availability of Reports:

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

Summary:

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

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

Submitted by:	Approved by:	Approved for Council:
Sam Gustavson Water/Wastewater Operations Manager	Jason Godby Director of Public Works	Nathan Dias Chief Administrative Officer



February 22nd, 2024

Jason Godby
Director of Public Works
87 John Street South
Aylmer, ON N5H 2C3

Re: Safe Drinking Water Act, O. Reg. 170/03 Section 11 and Schedule 22 Summary Report

Dear Mr. Godby,

Attached is the 2023 Summary Report for the Malahide Distribution System. This report is completed in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act.

This Summary Report is to be provided to the members of the municipal council by March 31, 2024.

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

Please feel free to contact me should you require any additional information regarding these reports. I can be reached at 519-870-7841.

Sincerely,

Matthew Belding
Process and Compliance Technician

c.c. Dale LeBritton, OCWA's Regional Hub Manager
Vitaliy Talashok, OCWA's Senior Operations Manager
Sam Gustavson, Malahide's Water/Wastewater Operations Manager
Maegan Garber, Safety, Process and Compliance Manager

Malahide Distribution System

Waterworks # 260004774
System Category – Large Municipal Residential

Annual Water Report

Prepared For: The Township of Malahide

Reporting Period of January 1st – December 31st 2023

Issued: February 22nd, 2024

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22

Table of Contents

Revision History	1
Report Availability	1
Compliance Report Card	1
System Process Description	1
Distribution	1
Summary of Non-Compliance	1
Adverse Water Quality Incidents.....	2
Non-Compliance	2
Non-Compliance Identified in a Ministry Inspection:	2
Flows	2
Table 1: Copenhagen Booster Station Flows	3
Table 2: Total Flow Supplied to the Malahide Distribution System	3
Regulatory Sample Results Summary	4
Microbiological Testing	4
Operational Testing	4
Summary of Lead Testing	4
Schedule 15 Sampling:	4
Organic Parameters	4
Additional Legislated Samples.....	4
Major Maintenance Summary	5
Distribution Maintenance	5

Revision History

Date	Revision #	Revision Notes
2024-02-22	0	Report issued

Report Availability

This system does not serve more than 10,000 residence and the annual reports will be available to residents at the Township of Malahide Municipal Office as well as on the Township of Malahide’s Municipal website. Notification will be at the Municipal Office and copies provided free of charge if requested. The Township of Malahide is located at, 87 John Street South, Aylmer ON.

Compliance Report Card

Compliance Event	Date	# of Events
Ministry of Environment Inspections	September 14 th , 2023	1
Ministry of Labour Inspections	N/A	0
QEMS External Audit	March 22 nd , 2023	1
AWQI’s/BWA	N/A	0
Non-Compliance	N/A	0
Community Complaints	May 4 th , 2023 April 4 th , 2023 September 15 th , 2023 October 12 th , 2023	4
Spills	N/A	0
Watermain Breaks	N/A	0

System Process Description

Distribution:

The Malahide Distribution System receives water from the following systems:

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

The source of these three systems is the Elgin Area Primary Water Supply System whose raw water is taken from Lake Erie. Raw water is treated at the Elgin Area Primary plant before it enters the respective secondary systems and the Aylmer distribution system which supplies water the Malahide water distribution system. The Malahide Distribution System supplies water to the Ontario Police College Water System.

The Malahide Distribution System services Waneeta Beach, Port Bruce, Copenhagen, Granger Road, Norton & Church St. (Orwell), Dixie Estates, Pede Road, Imperial Road (Hwy 73), Jamestown Line, Dingle Street, Hacienda Road, and east from Aylmer on Talbot Line to 49823 Talbot Line. There are various size mains and construction material. There are 49 fire hydrants and five chambers in the system. The chambers (two at Copenhagen Booster, PB-01, PB-02 and PB-03) are for air relief, pressure control, and/or metering. Note: PB-01 and PB-02 are owned by the Port Burwell Area Secondary Water Supply System with the pressure regulating valves owned by Malahide. Sample stations are located throughout the distribution system for water quality monitoring purposes.

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

Summary of Non-Compliance

Adverse Water Quality Incidents:

Date	AWQI #	Parameter	Result	Details	Legislation	Corrective Action Taken	Corrective Action Date
There were no adverse water quality incidents reported during the reporting period.							

Non-Compliance:

Legislation	Requirement(s) System Failed to meet	Duration of the Failure (i.e. date(s))	Corrective Action	Status
There was no non-compliance issues reported during the reporting period.				

Non-Compliance Identified in a Ministry Inspection:

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There was no non-compliances identified in the inspection report.				

Flows

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

Table 1. below is a summary of flows including total and average daily flows for the reporting period at the

Copenhagen Booster Pumping Station. The Copenhagen Booster Pumping Station daily average flow for the reporting period was 102.2m³/day, which is a 12.9% increase from 2022.

Table 1: Copenhagen Booster Station Flows

Month	2023 Total Flow (m ³)	2022 Total Flow (m ³)	2023 Average Day Flow (m ³ /day)	2022 Average Day Flow (m ³ /day)	Difference between 2023 and 2022 (%)
January	2,789	2,610	90.0	84.2	6.9
February	2,605	2,349	93.0	83.9	10.8
March	2,711	2,597	87.5	83.8	4.4
April	2,796	2,690	93.2	89.7	3.9
May	3,376	3,065	108.9	98.9	10.1
June	3,657	3,205	121.9	106.8	14.1
July	3,148	3,258	101.5	105.1	-3.4
August	3,365	2,683	108.5	86.5	25.4
September	3,378	2,564	112.6	85.5	31.7
October	3,277	2,493	105.7	80.4	31.5
November	3,041	2,487	101.4	82.9	22.3
December	3,159	3,022	101.9	97.5	4.5
Total Flow	37,301	33,023.8	-	-	-
Average	3,108	2,752.0	102.2	90.5	13.5
Maximum	3,657	3,258.3	121.9	106.8	-

Table 2. below is a summary of the remaining flow readings for the Malahide Distribution System. The total flow supplied to the system was 138,467m³, which corresponds to a 1.0% decrease from 2022.

Table 2: Total Flow Supplied to the Malahide Distribution System

Location	2023 Total Flow (m ³)	2022 Total Flow (m ³)	2023 Average Day Flow (m ³ /d)	2022 Average Day Flow (m ³ /d)	Difference between 2023 and 2022 Flows (%)
Talbot Street East	4,345	3,505	11.9	9.6	24.0
Dingle Street	65,463	64,424	179.4	176.5	1.6
Talbot Street West	6,321	6,229	17.3	17.1	1.5
PB01 (Rush Creek)	3,798	3,288	10.4	9.0	15.5
PB02 (Port Bruce)	3,093	3,980	8.5	10.9	-22.3
Dexter and Imperial	11,281	19,240	30.9	52.7	-41.4
Waneeta Beach	1,027	1,273	2.8	3.5	-19.3
Rogers	3,701	2,855	10.1	7.8	29.6
Norton/ Church	2,137	2,090	5.9	5.7	2.2

Regulatory Sample Results Summary

Microbiological Testing:

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		Range of HPC Results	
		Min	Max	Min	Max	Min	Max
Distribution Water	161	0	0	0	0	<10	<590

Operational Testing:

	No. of Grab Samples Collected	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, DW Field (mg/L)	364	0.11	1.57

Summary of Lead Testing:

Schedule 15 Sampling:

The Schedule 15 Sampling is required under O.Reg 170/03. This system is under reduced sampling requiring a lead samples to be collected every 3rd year in the winter and summer period. Lead samples were collected during the reporting period and will be required again in 2026.

Distribution System	Number of Samples	Range of Results		MAC	Number of Exceedances
		Minimum	Maximum		
Alkalinity (mg/L)	4	96	113	n/a	n/a
pH	4	6.63	7.58	n/a	n/a
Lead (ug/l)	4	0.07	0.36	10 ug/L	0

Organic Parameters:

These parameters are tested quarterly as a requirement under O.Reg 170/03.

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Distribution Water					
Trihalomethane: Total (ug/L) Annual Average - DW	2023	40.50	100	0	0
Haloacetic Acids: Total (ug/L) Annual Average- DW	2023	12.98	80	0	0

MAC = Maximum Allowable Concentration as per O.Reg 169/03

Additional Legislated Samples:

There was no additional sampling required.

Major Maintenance Summary

Distribution Maintenance:

Details
<ul style="list-style-type: none">- Replaced access cover to curb stop at SS#79- Flow mete replaced at PB02- Hydrant repairs on Dingle and Rogers- Pump#1 and #2 and motors replaced at Copenhagen booster station- Replaced seal and gasket on west pump at Copenhagen booster station- Rebuilt PRV at Copenhagen booster station- Replaced PRV in chamber at Imperial and Dexter line- Temporary watermain commissioning/ watermain commissioning on Talbot St. East (Hwy #3)- Electrical design for standby generator at Copenhagen booster station- PLC replacement at Copenhagen booster station- Painted all sample stations and fire hydrants- SCADA maintenance



Report to Council

REPORT NO.: PW-24-09

DATE: March 21, 2024

ATTACHMENT: Springfield Wastewater Collection System Operations Report: Fourth Quarter 2023 Report, OPC Sewage Pump Station: Fourth Quarter 2023 Operations Report, Zone 2- Sewer Flushing Map

SUBJECT: **Malahide Wastewater Collection System: 2023 Performance Report**

Recommendation:

THAT Report No. PW-24-09 entitled “Malahide Wastewater Collection System: 2023 Performance Report” be received.

Background:

The Springfield wastewater collection system consists of approximately 6,026.4 meters of sanitary sewer pipe, approximately 80 maintenance access holes, and the main pumping station on Springfield Road. There is also an approximately 3.6km long, 6-inch sewer force main (with 4 air relief chambers) which pumps the wastewater from the pumping station to the Ontario Police College (OPC). Wastewater from the OPC and Springfield collection system flows to the OPC pumping station where wastewater is then pumped to the Aylmer Lagoons for treatment. The collection system services approximately 289 connections consisting of mostly residential but does include some institutional and commercial properties.

In October of 2020, the newly constructed OPC sewage pumping station became operational. The ownership transfer of the pumping station from Infrastructure Ontario to the Township of Malahide was completed at the time substantial completion was achieved. The new station was constructed to replace the former pumping station which had more than exceeded its useful life and had become extremely unreliable. Flow from both Springfield and the Ontario Police College is collected and pumped by the OPC pump station through an 8-in forcemain to the Aylmer Lagoons for treatment. This forcemain is owned by Infrastructure Ontario and managed by OCWA through a separate agreement with OCWA and the Town of Aylmer. It should also be noted that the

wastewater from the Ontario Police College is metered and invoiced to Infrastructure Ontario by the Town of Aylmer.

Within the current agreement the Ontario Clean Water Agency (OCWA), under contract with the Township, is responsible for the day-to-day operations and maintenance of the Springfield sewage pumping station, and the forcemain to the OPC. Township Staff are responsible for overseeing the operation and maintenance of the gravity sewers and manhole structures, as they are not covered in the maintenance agreement.

Comments/Analysis:

Operational Performance:

In 2023, the total flow through the Springfield collection system and pump station was 96,932 cubic meters (m³). The average daily flow in 2023 was 265.69 m³/d, which is a 19.3% increase compared to 2022 (There was a 17.3% decrease in the previous year). The average daily flow in 2022 was 222.77 m³/d. There were no wastewater backups reported by the public in 2023. No recorded by-pass events from the wet well at the Springfield SPS in 2023.

In 2023, the Average Daily total flow through the OPC pump station which includes both OPC and Springfield flow was 477.76 m³/d. This is a 15.1% increase when compared to 2022. The average daily flow in 2022 was 415.2 m³/d

There were no MECP or MOL inspections of either SPS in 2023.

A variety of general maintenance was performed in 2023. Further information regarding maintenance activities in 2023 are outlined in the attached OCWA report.

Sewer Cleaning:

An RFQ for sewer flushing and CCTV inspection of Zone 2 (see attached map) of the Springfield Collection System was sent out to four qualified contractors in September of 2023. CC Dance Sewer Cleaning was the successful bidder for this project. In November of 2023, sewer flushing and CCTV inspection of approximately 2,400 metres of pipe was completed. As part of the project wet well cleaning was also completed at the Springfield and OPC sewage pumping station.

The CCTV inspection results were reviewed by Staff. No infiltration issues were identified. Infiltration from groundwater leaks entering the collection system can lead to increased operational costs for treatment and pumping and reduce system capacity.

Inspection results were positive. The collection system is in excellent condition. This type of maintenance is integral to maintaining the overall performance of the collection system and allows deficiencies to be identified and corrected through the inspection process.

Alarms:

OCWA responded to various alarms in 2023. Alarm responses were related to power failures, communication loss, high levels, and level transmitter and pump faults. The SCADA system was effective in providing early notifications to Operators when issues occurred and response was required.

Submitted by:	Approved by:	Approved for Council by:
Sam Gustavson Water/Wastewater Operations Manager	Jason Godby Director of Public Works	Nathan Dias Chief Administrative Officer



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Springfield Wastewater Collection System Operations Report Fourth Quarter 2023

Ontario Clean Water Agency, Southwest Region
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster
Date: February 5, 2024

Facility Description

Facility Name: Springfield Wastewater Collection System
Regional Manager: Dale LeBritton - (519) 476-5898
Senior Operations Manager: Vitaliy Talashok - (226-378-8986)
Business Development Manager: Robin Trepanier - (519) 791-2922
Facility Type: Municipal
Classification: Class 2 Wastewater Collection
Title Holder: Municipality
Operation Status: OCWA

Service Information

Area(s) Serviced: Community of Springfield
Population Serviced: 751.4
Connections: 289

Operational Description

Sanitary sewers connected to one pumping station for the community of Springfield in the Township of Malahide. The Springfield Pump Station pumps wastewater to the Ontario Police College Pump Station and then it is pumped to the Aylmer Lagoons.

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Springfield P.S
ORG#: 6644

SECTION 1: COMPLIANCE SUMMARY**FIRST QUARTER:**

There were no compliance issues to report during the first quarter.

SECOND QUARTER:

There were no compliance issues to report during the second quarter.

THIRD QUARTER:

There were no compliance issue to report during the third quarter.

FOURTH QUARTER:

There were no compliance issue to report during the fourth quarter.

SECTION 2: INSPECTIONS**FIRST QUARTER:**

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections conducted during this quarter.

SECOND QUARTER:

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections conducted during this quarter.

THIRD QUARTER:

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections conducted during this quarter.

FOURTH QUARTER:

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections conducted during this quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily flow in 2023 so far is 265.69m³/d, which is up 19.3% compared to the average daily flow in 2022. The average daily flow in 2022 was 222.77m³/d. Refer to Chart 1 for a comparison of the minimum, maximum and average daily flows so far for 2023. As depicted in Chart 1 flow rates vary in the winter (due to melt) and spring (precipitation) however, during the dryer summer months they are relatively constant. The peak flow in 2023 was 1245.1m³/d. Chart 2 below shows the monthly average daily flows for 2023 compared against 2022.

Chart 1. Springfield minimum, maximum and average daily flow for 2023.

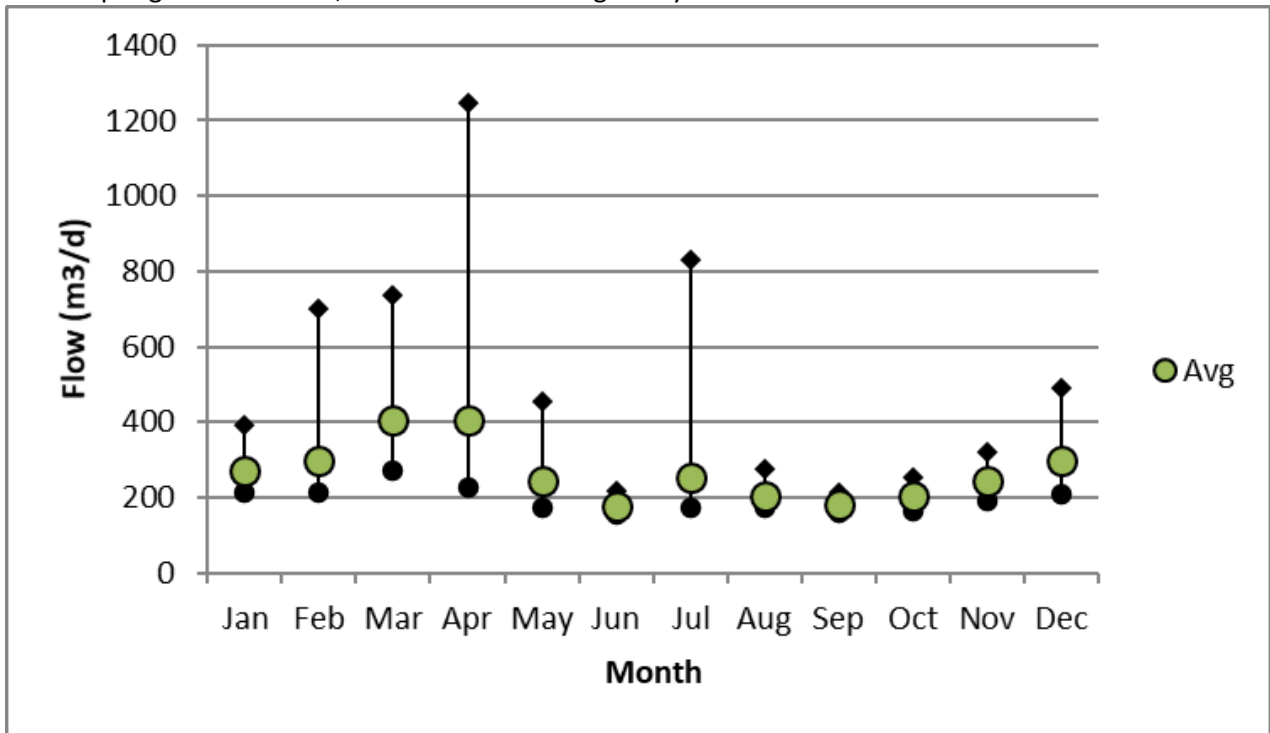
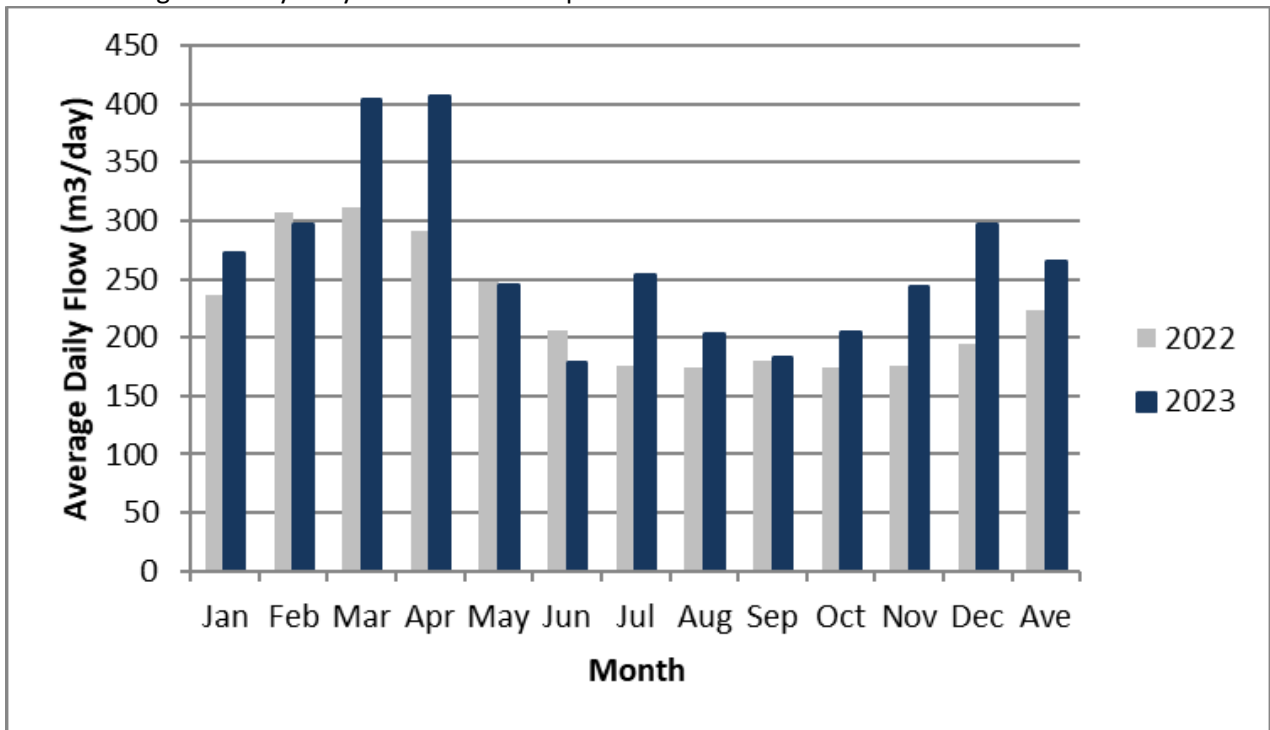


Chart 2. Average monthly daily flow in 2023 compared to 2022.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There were no Health & Safety issues identified during the first quarter.

SECOND QUARTER:

There were no Health & Safety issues identified during the second quarter.

THIRD QUARTER:

On October 25th the Annual Health and Safety Inspection was completed. There were no Health and Safety concerns identified.

FOURTH QUARTER:

There were no Health & Safety issues identified during the fourth quarter.

SECTION 5: GENERAL MAINTENANCE**FIRST QUARTER:**JANUARY

10: Power failure and high level alarms tested
Generator test completed

FEBRUARY

28: Power failure and high level alarms tested

MARCH

06: SCG Flowmetrix completed yearly calibrations of flowmeter and pressure transmitter
07: Summa on site replacing PLC inside cabinet
14: CC Dance on site cleaning out wet well
20: Power failure and high level alarms tested
Generator test completed
Sump pump operation test completed
31: Koolen Electric on site completing some electrical work

SECOND QUARTER:APRIL

01: CC Dance and Badger Daylighting on site hauling sludge
04: SCG Flowmetrix verifying rain gauge
14: Tested high level alarm
Tested Sump Pump operation
20: Completed monthly Generator testing

MAY

08: Completed monthly Generator testing
Tested high level alarm
Confirmed check valve operation
Completed gate valve inspection
29: UPS system tested

JUNE

14: Tested flood alarm in basement
Tested high level alarm
15: Completed monthly generator testing

:CC Dance on site cleaning out wet well

THIRD QUARTER:

JULY

- 12: Completed OSHA inspection
 - : Completed monthly sump pump inspection
 - : Completed monthly UPS testing
- 21: Tested high level alarm
 - : Completed monthly generator test
 - : Completed Louvre inspection
- 28: HydroOne on site to turn off power to facility
 - : Koolen Electric on site to re-wire main breaker and install a surge protection unit

AUGUST

- 09: Completed inspection on sump pump operations
- 16: Tested high level alarm
- 21: Completed monthly UPS testing
- 23: Koolen Electric on site for replacement of the level transmitter conduit pipe.
 - : Gencare on site for yearly generator inspection/maintenance

SEPTEMBER

- 20: Completed monthly UPS testing
 - : Completed OSHA inspection
 - : Tested high level alarm
 - : Confirmed sump pump operations
- 28: Completed monthly generator testing

FOURTH QUARTER:

OCTOBER

- 04: Arrived on site to find generator running due to a power failure; however, no alarms were received. It was noted that a fuse had blown at the power pole in front of the station. HydroOne was contacted to come restore the power. It was also noted that the generator was showing an alarm on the screen. "oil low pressure". Gencare was contacted and a mechanic advised that it could be the sending unit that was going bad as the numbers were fluctuating, but generator was fine to be run for the time being. Summa was contacted by WWOM Sam Gustavson regarding the alarm notification issue.
- 26: Tested sump pump operations.
 - : Completed monthly OSHA inspection.
- 30: Completed monthly UPS test
 - : Tested high level alarm.
 - : Completed monthly generator testing.
 - : Completed air relief chamber checks between Springfield and OPC.

NOVEMBER

- 06: Cycled power to the cellular failover unit as per WWOM of Malahide. Notified Sam on completion. Email was sent to Execulink to verify connectivity.
- 08: Tested sump pump operations.
 - : Completed monthly OSHA inspection.
 - : Completed UPS testing.
- 15: Tested high level alarm.

: Completed monthly generator testing.

DECEMBER

04: CC Dance on site for wet well clean out.

: Tested high level alarm during well cleaning.

21: Completed monthly generator testing.

22: Completed monthly OSHA inspection.

: Completed monthly UPS inspection.

: Completed monthly sump pump inspection.

SECTION 6: ALARMS

FIRST QUARTER:

No alarms to report for the first quarter.

SECOND QUARTER:

APRIL

01: High level and high pressure alarms due to heavy rain event. 2 operators on site as multi stations receiving alarms. CC Dance and Badger were called in as levels continued to rise. CC Dance hauled out 10 loads.

Badger hauled out 7 loads, before things returned to normal operation.

05: High level alarm, due to heavy rains. Operator inspected wet well and insured all pumps were running as intended. Observed levels as they started dropping steadily. Levels were monitored via SCADA until wet well was no longer in high alarm.

MAY

No alarms reported this month.

JUNE

10: Power failure alarm, operator acknowledged alarm and confirmed that they were inactive, logged on to SCADA to find all appeared normal. Likely caused by a power flicker

General alarm for both pumps, operator observed both pumps in operation as per set points, all appeared normal, likely also caused by the power flicker

THIRD QUARTER:

JULY

20: Received communication fault alarm. Operator arrived on site to find there was utility power to site.

Inspected wet well, all appeared normal, levels were as they should be. Reset the PLC and tested both pumps in hand. Everything operating as intended. Communication loss was due to a network wide issue. Communications were later restore by SUMMA.

29: Received high level alarm at 0922. Operator logged on to SCADA to confirm high levels. Wet well level was at 1.99m and rising due to heavy rains. Operator arrived on site to ensure power to facility and pumps operating as intended. Levels rose to 2.85m and flat lined there for several hours. CC Dance was contacted to be on stand by in case levels continued to rise. Levels remained steady for several hours, slowly beginning to drop until out of high level at 1747.

30: Received power failure alarm. Operator arrived on site to find everything operating as intended under generator power. Was unable to contact HydroOne, but logged onto their website to find the area being affected due to a pole fire. Power was restored before operator left the facility.

AUGUST

No alarms reported this month.

SEPTEMBER

No alarms reported this month.

FOURTH QUARTER:OCTOBER

01: power failure alarm, operator confirmed via SCADA, then headed to site to check on the operations. Upon arrival, site was back on utility power. All appeared normal, well level was at 1.14 M. inspected well, no visible concerns. Watched pump down cycle before leaving to ensure all was operating as intended.

19: PLC communications alarm, operator logged on to SCADA where alarms were already inactive. The event lasted approx. 6 minutes. Possibly an issue with the server. Operator to contact WWOM of the township in the morning.

NOVEMBER

No alarms reported this month.

DECEMBER

No alarms reported this month.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS**FIRST QUARTER:**

There were no community complaints or concerns received during the first quarter.

SECOND QUARTER:

There were no community complaints or concerns received during the second quarter.

THIRD QUARTER:

There were no community complaints or concerns received during the third quarter.

FOURTH QUARTER:

There were no community complaints or concerns received during the fourth quarter.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Aylmer OPC Pump Station
Operations Report
Fourth Quarter 2023

Ontario Clean Water Agency, Southwest Region
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster
Date: February 5, 2024

Facility Description

Facility Name: Aylmer OPC Pumping Station
 Regional Manager: Dale LeBritton - (519) 476-5898
 Sr. Operations Manager: Vitaliy Talashok - (226-378-8986)
 Business Development Manager: Robin Trepanier - (519) 791-2922
 Facility Type: Municipal
 Classification: Class 2 Wastewater Collection
 Title Holder: Municipality

Service Information

Area(s) Serviced: Ontario Police College and Community of Springfield (Malahide Township)
 Population Serviced: 1,000

Capacity Information

Total Annual Flow (2020 Data): 161,906.9m³
 Average Day Flow (2020 Data): 442.4m³/d
 Maximum Day Flow (2020 Data): 956.2m³/d

Operational Description

AYLMER OPC PUMP STATION: This system collects wastewater from the Springfield Pump Station and the Ontario Police College. The pump station pumps directly to the Aylmer Lagoon System, where it is metered.

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Ontario Police College Pump Station
ORG#: 6643

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

On March 24th the MECP was notified verbally of a wastewater force main break that occurred between the OPC pump station and the Aylmer lagoon. Written notice was given on March 28th.

SECOND QUARTER:

There were no compliance issue to report during the second quarter.

THIRD QUARTER:

There were no compliance issue to report during the third quarter.

FOURTH QUARTER:

There were no compliance issue to report during the fourth quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no inspections by the Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labor (MOL) this quarter.

SECOND QUARTER:

There were no inspections by the Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labor (MOL) this quarter.

THIRD QUARTER:

There were no inspections by the Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labor (MOL) this quarter.

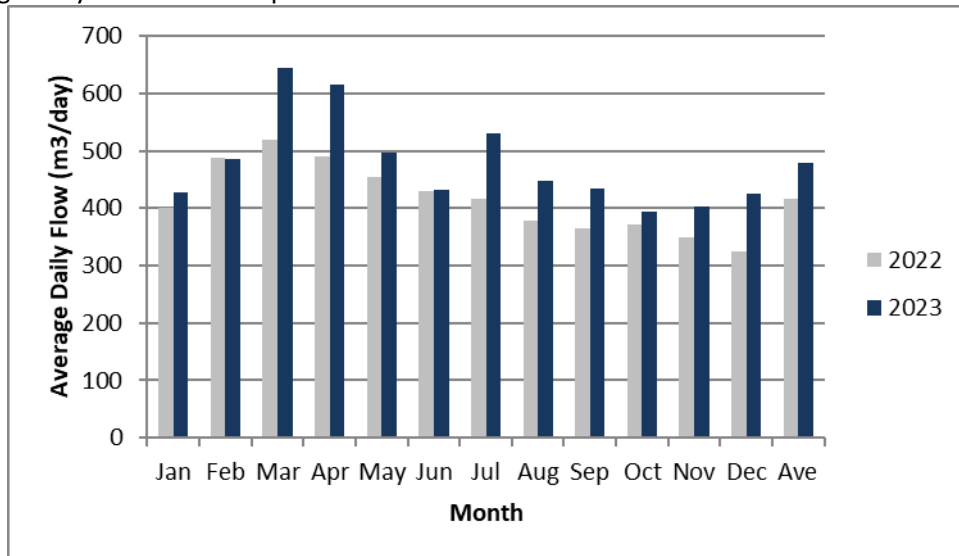
FOURTH QUARTER:

There were no inspections by the Ministry of the Environment, Conservation and Parks (MECP) or Ministry of Labor (MOL) this quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily flow in 2023 for the OPC PS was 477.76m³/day which is up by 15.1% when compared to the average daily flow in 2022. Refer to the chart below for average daily flows for 2023 compared to 2022.

Chart 1. Average daily flow 2023 compared to 2022.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There were no Health & Safety issues identified during the first quarter.

SECOND QUARTER:

There were no Health & Safety issues identified during the second quarter.

THIRD QUARTER:

On October 25th the Annual Health and Safety Inspection was completed. There were no Health and Safety concerns reported.

FOURTH QUARTER:

There were no Health & Safety issues identified during the fourth quarter.

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

Completed monthly work orders, generator operation and maintenance.

17: Power failure and high float alarm tested

Generator test completed

FEBRUARY

Completed monthly work orders, generator operation and maintenance.

09: Tested high float alarm

24: Generator test completed

MARCH

Completed monthly work orders, generator operation and maintenance.

06: SCG flow Metrix on site for calibration of the pressure transmitter and flow meter.

08: Power failure and high float alarm tested

Generator test completed

WWOM, Sam Gustavson on site, inspected and closed damaged dry well safety gate

14: CC Dance on site for wet well cleaning

24: CC Dance and Farmington Mechanical on site, force main break

SECOND QUARTER:

APRIL

Completed monthly work orders, generator operation and maintenance.

14: Tested high level alarm

21: Completed monthly generator testing

MAY

Completed monthly work orders, generator operation and maintenance.

08: Farmington Mechanical on site to repair wet well vent fan

Completed monthly generator testing

10: Tested high level alarm

Chamber 3 gate valve inspection

Chamber 3 air relief inspection

Chamber 3 isolation valve exercised

JUNE

Completed monthly work orders, generator operation and maintenance.

14: Tested high level alarm

15: CC Dance on site cleaning out the wet well

Completed monthly generator testing

Koolen Electric on site to replace blown fuse

THIRD QUARTER:

JULY

17: Completed monthly generator testing (blew a fuse on return to utility power)

: Koolen Electric on site to replace blown fuse

20: Koolen electric on site to change fuse

21: Tested high level alarm

AUGUST

16: Tested high level alarm

23: Gencare on site to complete yearly generator inspection/maintenance

: Completed monthly generator testing

: Koolen Electric on site to replace blown fuse due to generator testing

SEPTEMBER

20: Tested high level alarm

: Completed OHSA inspection

28: Completed monthly generator testing

FOURTH QUARTER:

OCTOBER

03: CC Dance on site to clean out wet well. Large amounts of grease and solids removed.

10: Larry Miles Electric on site to obtain information on the generator transfer switch.

25: Power failure alarm received. Operator arrived on site to find the site running under emergency power.

Contacted HydroOne who advised crews were already dispatched. Noted a blown fuse at the Hacienda Rd intersection as HydroOne arrived on site. Fuse issues were due to worn out parts. HydroOne replaced parts

and power was restored shortly thereafter. Operator returned to site to ensure everything was operational under utility power again.

26: Completed monthly OHSA inspection.

30: Tested high level alarm.

NOVEMBER

08: Completed monthly OHSA inspection.

15: Tested high level alarm.

: Completed monthly generator testing.

22: Tested sump pump operations.

: Inspected harmonic filters.

27: Completed yearly panel breaker inspection.

: Completed yearly UPS system inspection.

: Completed yearly panel breaker 1 inspection.

: Completed pump 2 disconnect switch inspection.

: Completed pump 1 disconnect switch inspection.

: Completed panel breaker service inspection.

DECEMBER

04: CC Dance on site for wet well clean out. Large amounts of grease and solids removed.

06: Tested high level alarm.

: Completed pressure relief valve work order. Initiated pumping cycles and then audibly verified the relief valve functioning.

20: Completed monthly OHSA inspection.

: Completed monthly generator testing .

SECTION 6: ALARMS

FIRST QUARTER:

JANUARY

No alarms this month.

FEBRUARY

No alarms this month.

MARCH

24: Received high flow alarm, force main break

SECOND QUARTER:

No alarms reported for the second quarter.

THIRD QUARTER:

JULY

20: Received Communication loss alarm. Operator arrived on site to ensure site was running on utility power and not the generator. Observed pump down cycles, all appeared normal and function as intended.

AUGUST

No alarms.

SEPTEMBER

29: Received high level alarm now normal. Operator logged on to SCADA laptop and observed the well levels fluctuating up and down, likely cause would be grease build up, causing the pumps to start abnormally and signalling a high level. Operator changed set points temporarily to avoid further call outs until well could be cleaned.

FOURTH QUARTER:OCTOBER

19: PLC communications alarm, operator logged on to SCADA where alarms were already inactive. The event lasted approx. 6 minutes. Possibly an issue with the server. Operator to contact WWOM of the township in the morning.

NOVEMBER

No alarms this month.

DECEMBER

27: high level alarm, operator logged on to the Scada iPad to observe the level to be normal. Arrived on site to verify that it was a false alarm. Reviewed trended to see that it was a spike in the level increase due to a false reading by the transducer, possibly caused by the build up of grease and solids inside the well. There was also no physical evidence on the well walls suggesting that there was a true high level at some point. Later that morning another high level alarm was received. At this point it was decided to try and change some set points in an attempt to rectify the false readings. After changing set points, high pressure alarms were received. The decision then was made to go back to the original settings until the well could possibly be cleaned out.

: Received alert from call service for discharge pressure transmitter. Acknowledged alarm and logged onto SCADA. Alarm was active for 16 seconds. Level: 1.29 m, pressure: 132.2 kPa. Contacted ORO, and was advised to monitor site for further fluctuations and to proceed to site if issue persists. Approximately 20 minutes later, observed level jump from 1.60m (start set point) to 2.48 m, causing both pumps to run simultaneously resulting in a pressure of 632.6 kPa. Received a second alert from call service at 21:21. Proceeded to site. Arrived on site at 22:02. Opened wet well and observed the station complete two pump cycles. Attempted breaking up sludge layer on the surface of the wet well with hot water, with no success. Contacted ORO and relayed findings. Was instructed to place a pump in manual for the night, until issue can be looked into further. Pump two was placed into manual mode via SCADA. Observed another pump cycle to ensure pump operation. All normal. Secured site at 22:51.

SECTION 7: COMPLAINTS & CONCERNS**FIRST QUARTER:**

There were no complaints or concerns during the quarter.

SECOND QUARTER:

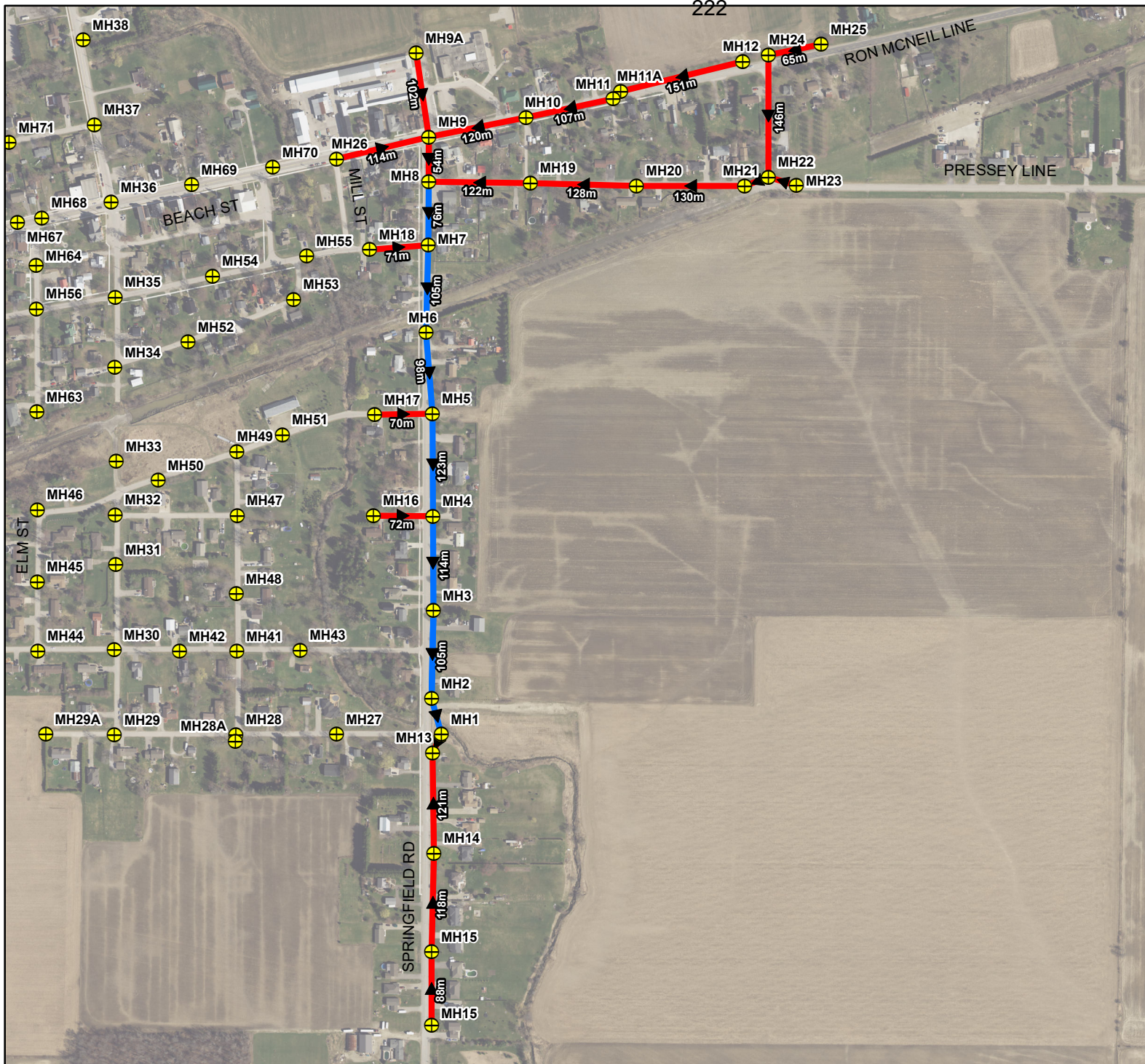
There were no complaints or concerns during the second quarter.

THIRD QUARTER:

There were no complaints or concerns during the third quarter.

FOURTH QUARTER:

There were no complaints or concerns during the fourth quarter.



Springfield Sewer Cleaning
Work Area
Zone 2

Sewers to be cleaned

 200mm

 250mm

 Manhole

 Flow Direction

Notes:



0 60 120 240

Meters

Created: March 2, 2021



Report to Council

REPORT NO.: PW-24-11
DATE: March 21, 2024
ATTACHMENT:
SUBJECT: Contract Award 2024-2026 Parks and Lawn Maintenance

Recommendation:

THAT Report No. PW-24-11 entitled “Contract Award 2024-2026 Parks and Maintenance” be received;

AND THAT the tender be awarded to Doxtator Property Maintenance, of Southwold, Ontario, at a cost of \$1,860.00 plus applicable taxes per week for the grass cutting and general landscape maintenance for scoped Township properties;

AND THAT the Director of Public Works be authorized to enter into an agreement with Doxtator Property Maintenance with respect to the Township Parks and Lawn Maintenance Contract for the 2024, 2025 and 2026 seasons.

Background:

Tender PW-24-05 was issued in February 2024 for the 2024-2026 Township Parks and Lawn Maintenance Contract. The scope of this contract is for the supply of all labour and equipment required to complete works at the following Township properties:

Grass Cutting and General Landscape Maintenance:

- South Dorchester Community Hall (SDCH) & Fire Hall #4 – 49431 Lyons Line
- Malahide Community Place (MCP) & Ball Diamonds – 12105 Whittaker Rd
- Cenotaph Park – 51137 Ron McNeil Line
- Copenhagen Storm Pond – Mervis Drive
- South Fire Station – 7355 Imperial Rd
- Wonnacott Park Port Bruce – 3174 Collin St

Grass Cutting:

- Stewart Cemetery – 1001 Avon Drive
- North Work Yards – 13272 Imperial Road
- Pioneer Cemetery – 12040 Whittaker Rd
- Fire Station #3 – 51219 Ron McNeil Line
- Mill St Park – 51261 Ron McNeil Line
- Tracey St Park – 11781 Tracey St
- Springfield Pump Station – 1690 Springfield Rd
- OPC Pump Station – 10594 Hacienda
- Jaffa Cemetery – 6880 Springwater Rd
- MTO Property Port Bruce – 48430 Rush Creek Line
- Bank St Bridge Abutment Grass Port Bruce – Bank St
- Rogers Cemetery – 48180 Talbot Line
- South Works Yard – 49458 John Wise Line
- Trinity Cemetery – 51996 Glencolin Line
- Quaker Cemetery – 8944 Walker Rd
- Grovesend Cemetery – 51342 Nova Scotia Line
- Water Tower – 52320 Nova Scotia Line
- Lakesview Cemetery – 52975 Nova Scotia Line
- Berean Cemetery – 5550 Carter Rd
- Burdick Cemetery – 50971 Talbot Line
- Port Bruce Provincial Park – 3360 Imperial Rd (provisional based on agreement with the Province)

Service Level Standards:

- Grass areas to be mowed weekly to a height of no less than 80 mm (3") finished cut surface
- Paper, bags, garbage, litter, broken bottles, etc. in excess of 5 cm (2 inches) in any one dimension shall be picked up prior to mowing operations and disposed of offsite
- Grass trimming and removing large weeds in and around all shrubs, flower beds for the 'General Landscape Maintenance' locations
- Sidewalks and roadways are to be blown, swept or vacuumed free of grass clippings and debris
- Quality of work will be monitored by Malahide staff
- Contractor shall be responsible for total costs of repair/restoration caused by their work
- Work to begin the week of April 22 2024, unless directed otherwise

Comments/Analysis:

The Township of Malahide received eighteen (18) bids for this contract.

One (1) bid was disqualified in accordance with the Township's Procurement By-Law.

The contractors were also required to provide an hourly rate for additional work that may be required for items not included in the contract. They were also required to provide proof of insurance, a list of references, and an equipment list for the Township's review and approval.

A summary of the compliant bids is shown below:

Company Name	Weekly Cost (\$)	Estimated Yearly Cost (\$)
Doxtator Property Maintenance Southwold, ON	1,860.00	52,080.00
Janzen Lawn Care Aylmer, ON	2,085.00	58,380.00
D&D Commercial Property Maintenance Beachville, ON	2,250.00	63,000.00
Durite Landscaping Waterloo, ON	2,310.00	64,680.00
Verdant Ingersoll, ON	2,395.00	67,060.00
Turvey Seasonal Maintenance St. Thomas, ON	2,610.00	73,080.00
S&K Property Maintenance St. Thomas	2,808.75	78,645.00
2628047 Ontario Limited / McLellan Group Contracting Brantford, ON	3,233.00	90,524.00
TNL Property Maintenance Burford, ON	3,990.00	111,720.00
Citi Land Express Mississauga, ON	4,050.00	113,400.00
4M Services London, ON	4,245.00	118,860.00
Forest Ridge Landscaping Inc Mount Albert, ON	6,116.12	171,251.36
Keats Lawncare St. Thomas, ON	7,380.00	206,640.00
Tony's Property Services Inc. Bowmanville, ON	7,950.00	222,600.00
Jaro's Property Maintenance Cambridge, ON	8,650.00	242,200.00
Snow Wrangler North York, ON	9,512.00	266,336.00
MCL Construction Milton, ON	16,610.00	465,080.00

The lowest compliant bidder is Doxtator Property Maintenance with a weekly cost of \$1,860.00 (excluding HST).

Staff recommend awarding the contract to Doxtator Property Maintenance.

Financial Implications to Budget:

The proposed bid falls within the approved 2024 operating budget and should have no negative impact on the overall 2024 Budget as previously adopted by the Council. Staff do note that total annual costs may vary due to weather (more cuts per year in a wet season, fewer cuts per year in a dry season).

Submitted by:	Approved by:	Approved For Council:
Chris Cox Facilities Manager	Jason Godby Director of Public Works	Nathan Dias Chief Administrative Officer



Report to Council

REPORT NO.: FIN-24-10
DATE: March 21, 2024
ATTACHMENT: Springfield Special Area Rate Zone
SUBJECT: Springfield Special Area Levy

Recommendation:

THAT Report No. FIN-24-10 entitled “Springfield Special Area Levy” be received;

AND THAT the \$165,144 be transferred from the Capital Reserve to the Streetlights & Sidewalks Reserve;

AND THAT Council approve a special area levy in the amount of \$18,300 to fund special service costs relating to streetlights and sidewalks in the Village of Springfield.

Background:

Special area rating, permitted under section 326 of the Municipal Act, 2001, is a mechanism used by municipalities to fund specific services that benefit a particular area within the municipality. It allows the municipality to levy additional taxes or charges on properties in that specific area to cover the costs associated with the improvement or service. The Township of Malahide established a special area rate for the Village of Springfield at the time of amalgamation to fund streetlights and a portion of sidewalks. Springfield’s special area levy was reviewed by the Township during its 2024 budget deliberations. Council resolved to maintain the special area levy for 2024 and reconsider it at a later date. The purpose of this report is to inform Council of additional matters relating to the Township’s special area levy that require consideration.

Comments/Analysis:

Item #1: Correction of Special Levy Funded Reserves

Property taxes generated through special levies are to be used for the purposes for which they are generated and can not be used to fund general property tax-funded services or services beyond the geographic boundaries of the special service area. Based on the Township’s limited documentation of its special levy, funding is restricted to the following annual operating costs within Springfield:

- Streetlight Utilities (100%)
- Streetlights Maintenance (100%)
- Sidewalk Maintenance (40%)

Upon review of the Township's historical accounting records, staff estimate Springfield's special area levy has exceeded eligible costs by \$229,490. Section 326 of the Municipal Act allows municipalities to transfer excess special area levy funding to reserves for the future replacement of infrastructure. The Township's restricted Streetlights and Sidewalks Reserve currently holds \$64,376. Therefore, a transfer of \$165,114 from general tax funding to the Streetlights and Sidewalks Reserve is required to adjust reserves to their correct balances.

Item #2: Selection of Eligible Operating Costs

Council should consider whether the methodology currently being used to calculate Springfield's special area levy aligns with its expectations. Past practice has been to fund a portion of streetlight and sidewalk costs. Through approval of a new by-law, the special area levy could be expanded to include currently unfunded eligible annual operating costs up to a total of \$37,426 based on 2024 Budget estimates.

Special Service Operating Costs	Eligible Levy	Current Levy
Streetlight Utilities	\$6,300	\$6,300
Streetlight Maintenance	\$2,500	\$2,500
Sidewalk Maintenance	\$5,000	\$2,000
Sidewalk Winter Maintenance	\$15,000	\$0
LED Debt Payments	\$8,626	\$0
Total	\$37,426	\$10,800

For the purposes of this report, it is assumed the Township will proceed with its pre-existing special levy methodology in order to fund costs totalling \$10,800 for 2024.

Special Levy Funding for Operating	Maximum	Minimum	Selection
	\$37,426	\$0	\$10,800

Item #3: Selection of Eligible Capital Costs

Council must also consider what portion of capital costs relating to streetlights and sidewalks in Springfield should be funded through its special area levy. Despite having collected funds in its Streetlights and Sidewalks Reserve, there is no formal direction for how these funds are to be applied. The Township's by-laws lack direction in this regard. Further, the Township has not yet needed to access its special levy reserve to fund capital costs pertaining to streetlights and sidewalks.

Council may elect to fund anywhere from 100% to 0% of the capital costs pertaining to streetlights and sidewalks in Springfield through the Township's special area levy. As

operating repairs costs for streetlights and sidewalks are funded 100% and 40% respectively, it is recommended this methodology be applied to capital costs as well.

Special Levy Funding for Capital	Maximum	Minimum	Selection
Streetlights	100%	0%	100%
Sidewalks	100%	0%	40%

Item #4: Determine Target Contributions to the Streetlights & Sidewalks Reserve

Assuming the Township's wishes for Springfield property owners to fund the replacement of streetlight and sidewalk infrastructure in the Village, as determined in "Item #3 – Selection of Eligible Capital Costs", sufficient contributions to the Streetlights and Sidewalks Reserve should be made over the life of the assets to fund their eventual replacement.

Based on the Township Asset Management Plan, streetlights and sidewalks replacement are estimated at a combined cost of \$792,700. Of this total, it is assumed that \$392,000 will need to be funded through Streetlights & Sidewalks Reserve which is funded through contributions from the special area levy.

Asset Category	<u>Reserve Balance Target</u>		
	Total Replacement Cost (2023)	Special Levy Funded	Reserve Balance Target
Streetlights	\$124,900	100%	\$124,900
Sidewalks	\$667,800	40%	\$267,100
Total	\$792,700		\$392,000

After correction to the Township's reserves (see Item #1), the Streetlights & Sidewalks Reserve holds \$229,490. Therefore, additional funding of \$162,533 must be raised through the special levy to fund future infrastructure replacement. Based on the estimated condition of assets, annual contributions of \$7,500 to the Streetlights and Sidewalks Reserve would be sufficient to fund future capital costs.

Asset Category	<u>Reserve Contributions Target</u>				
	Reserve Balance Target	Adjusted Reserve Balance	Reserve Balance Shortfall	Average Useful Life Remaining	Annual Lifecycle Contribution
Streetlights	\$267,100	\$73,437	\$51,447	11 years	\$2,800
Sidewalks	\$124,900	\$156,053	\$111,087	40 years	\$4,700
	\$392,000	\$229,490	\$162,533		\$7,500

Item #5: Recalculation of Special Area Levy

Based on staff's recommended methodology for calculating Springfield's special area rate, the Township's 2024 special area levy would be \$18,300, a nearly 60% reduction from 2023. The basis for this calculation is provided on the next page.

Springfield Special Area Levy		Current	Recalculated
<i>Item #2</i>	Operating Expenses		
	Streetlight Utilities	\$6,300	\$6,300
	Streetlight Maintenance	\$2,500	\$2,500
	Sidewalk Maintenance (40%)	\$2,000	\$2,000
	Total	\$10,800	\$10,800
<i>Item #3/4</i>	Contributions to Reserves	\$20,021	\$7,500
Total Special Area Levy		\$30,821	\$18,300

If the recalculated special levy is approved, an average Springfield residential property will pay \$44 less per year. The Township's general property taxes will not be impacted.

Item #6: Restructuring of By-Law

The Township currently passes a special levy by-law which adopts special area tax rates each year. Much of the issues with the administration of the Township's current by-law stems from a lack of documentation in regards to how its special levy is calculated and how funds should be applied against eligible costs. It is recommended that Council request a new by-law which contains the elements desired under section 326 of the Municipal Act. These elements include:

- (a) identification of the special service;
- (b) determine which of the costs, including capital costs, debenture charges, charges for depreciation or a reserve fund, of the municipality are related to that special service;
- (c) designate the area of the municipality in which the residents and property owners receive or will receive an additional benefit from the special service that is not received or will not be received in other areas of the municipality;
- (d) determine the portion and set out the method of determining the portion of the costs determined in clause (b) which represent the additional costs to the municipality of providing the additional benefit in the area designated in clause (c);
- (e) determine whether all or a specified portion of the additional costs determined in clause (d) shall be raised

Item #7: Future Policy Adoption

It is recommended that the Township consider in what circumstances additional special levies or other user pay strategies, if any, should be employed by the Township. General special service eligibility criteria are provided below for consideration.

Special Service Eligibility

Historically, special area levies in the Province tend to be used to fund costs in one of the following categories as defined in Ontario Regulation 305/02:



- Culture, parks, recreation and heritage systems
- Waste management systems.
- Fire protection and prevention systems.
- Parking systems, except on highways.
- Transportation systems, other than highways.
- Sewage systems.
- Water systems.
- Drainage and flood control systems, including storm sewers.
- Street lighting

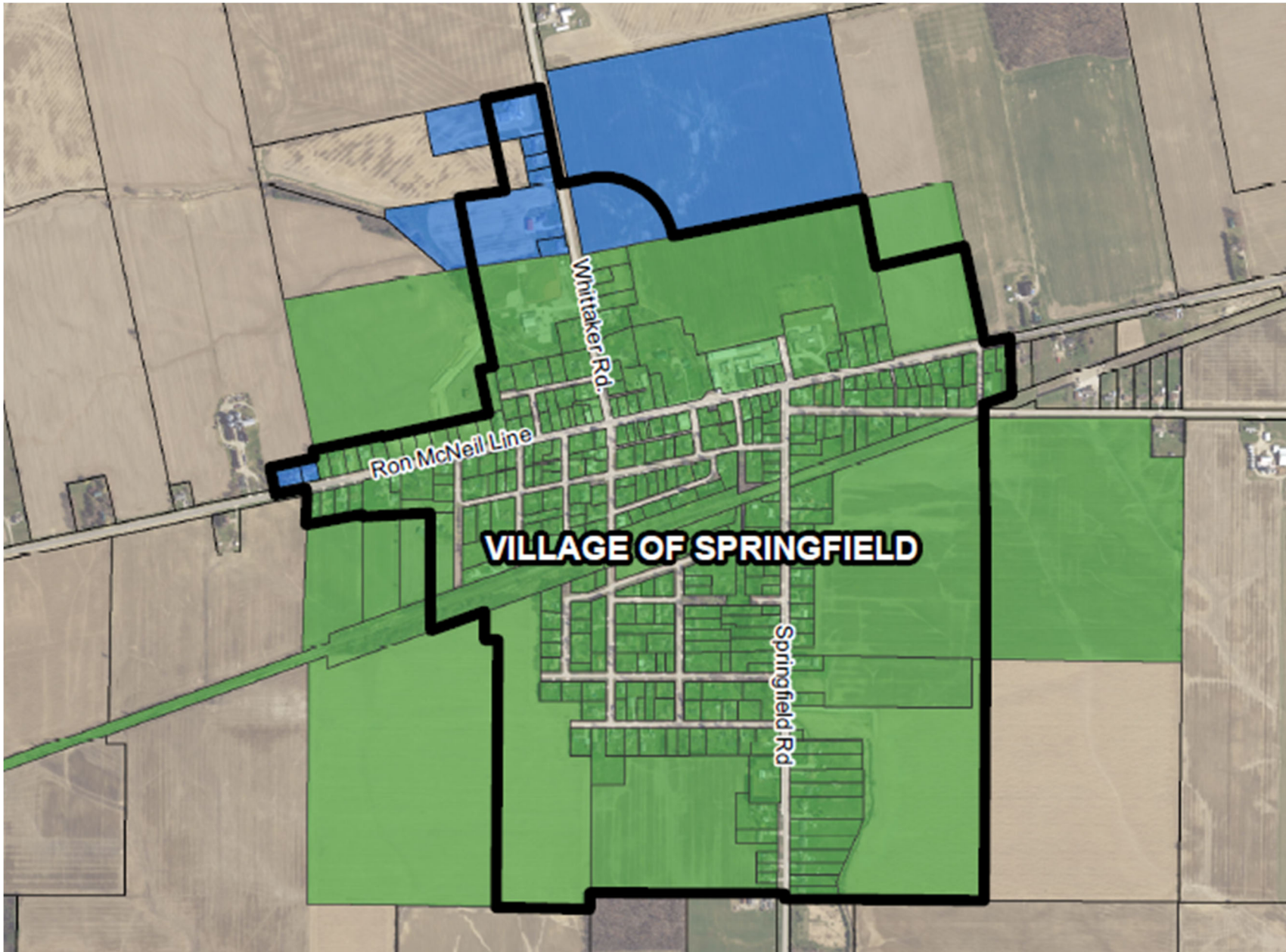
In 2007, the Province repealed 305/02 and further de-restricted the use of special levies through Regulation 585/06 which allows for special levies against any service that doesn't fall under Part II of the Health Protection and Promotion Act, subject to Municipal Act requirements. Ineligible services include:

- Community sanitation, to ensure the maintenance of sanitary conditions and the prevention or elimination of health hazards.
- The provision of safe drinking water by small drinking water systems.
- Control of infectious diseases and diseases of public health significance
- Health promotion, health protection and disease and injury prevention
- Family health services (counselling services, family planning services, etc.)

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

Springfield Special Area Rate Zone

Original	
Expansion (2018)	





Report to Council

REPORT NO.: CAO-24-03
DATE: March 21, 2024
ATTACHMENTS: N/A
SUBJECT: TRANSITION TO OPP DETACHMENT BOARD: COMMUNITY SAFETY AND POLICING ACT, 2019

Recommendations:

THAT Report No. CAO-24-03 entitled “Transition to OPP Detachment Board: Community Safety and Policing Act, 2019” be received;

AND THAT Council appoints Dominique Giguere as the Bayham/Malahide appointee to the Elgin OPP Detachment Board until the end of the current term of Council;

AND THAT Council supports the remuneration for the OPP Detachment Board members at \$1,500 per year for members and \$2,000 per year for the Chair;

AND THAT correspondence on this matter be provided to the OPP Detachment Board Lead under the CAO’s signature.

Background:

On April 1, 2024, the new Community Safety and Policing Act, 2019, (CSPA), comes into force and effect along with its regulations. In January 2024, affected communities were notified that the Ministry of the Solicitor General released the description of the regulation that will set out Ontario Provincial Police (OPP) Detachment Board compositions and other related matters.

Under Section 67(1), the CSPA requires the creation of one or more than one O.P.P. detachment board for an O.P.P. detachment, in accordance with regulations. In Spring 2021, the Ministry asked all OPP-policed municipalities to work together to submit a proposal indicating the composition of a board that meets the needs of the communities being served by the OPP.

Locally-identified detachment leads played a key role in actively engaging with municipalities and First Nations to develop and submit the detachment board proposals, including allocation of seats and overall composition, which were then received and reviewed by the Ministry of the Solicitor General.

Comments/Analysis:

The proposed composition of the Elgin OPP Detachment is attached hereto, and is an excerpt of the thirty-page appendix posted by the Ministry, identifying the proposed composition for all OPP Detachment Boards in Ontario.

The proposed Elgin OPP Detachment Board is as follows:

- 5 Board member seats, including:
 - 2 Provincial appointees
 - 2 Council appointees
 - 1 from Bayham/Malahide
 - 1 from Central Elgin
 - 1 Community appointee from Southwold/Dutton-Dunwich/West Elgin

Council's role in this matter is two-fold: (1) to appoint a member from Bayham and Malahide, combined, to the new OPP Detachment Board under the CSPA; and, (2) to approve the remuneration for Board members.

Mayor Dominique Giguere is currently appointed to the Elgin Area Police Services Board. She is the Bayham/Malahide representative until the end of the electoral term, or until the new CSPA comes into force and effect. In addition, remuneration for Board members is \$1,500/year, with the Chair receiving \$2,000/year.

In both instances and for consistency over the balance of the 2022-2026 Council term, staff recommend the appointment and remuneration remain consistent with the soon-to-be-defunct Elgin Area Police Services Board.

The recommendation below outlines the direction required to be provided before the end of March 2024.

Financial Implications to Budget:

Remuneration for Board Members and the Chair will remain at status quo levels of \$1,500 per annum for each Member, and \$2,000 per annum for the Chair.

Submitted and Approved by:

Nathan Dias, Chief Administrative Officer
--



Long Point Region Conservation Authority

Long Point Region Conservation Authority
4 Elm Street, Tillsonburg, Ontario N4G 4Y7

Phone: 519-842-4242
Fax: 519-842-7123
Toll free: 1-888-231-5408
www.lprca.on.ca

March 11, 2024

Nathan Dias, CAO
Township of Malahide
87 John St. S.
Aylmer ON N5H 2C3
Email: ndias@malahide.ca

Attention: Mr. Dias

Dear Members of Council, Residents, and Ratepayers,

I am pleased to report that the Long Point Region Conservation Authority had a successful year in 2023.

The Annual Report highlights the annual activities of the Authority for the year 2023. The Authority issued 245 planning permits, consulted on 117 municipal applications, and participated in 32 pre-consultations. We surveyed four of our forest tracts (590 acres) to identify species at risk, and invasive control was completed on 211 acres of wetland. We funded two erosion control projects and 1,280 acres of cover crops on landowners' properties, and planted 29,150 trees throughout the watershed.

Safety fencing was installed at Lehman and Vittoria Dams, and three projects commenced, Vittoria Dam Class Environmental Assessment, The Big Otter Creek Floodplain Mapping, and The Riverine Flood Hydrology Watershed Model Study. Our Flood Forecasting & Warning team issued eight flood messages over four events in partnership with our municipal emergency management teams.

Financially, the Authority ended 2023 in a positive financial position. The 2023 LPRCA financial statements, audited by MNP LLP of London, and a copy of our 2023 Annual Report highlighting the programs, services, and accomplishments the Authority achieved in 2023 are attached.

On behalf of the Long Point Region Conservation Authority Board of Directors, I would like to thank you for your continued support of the Authority.

Yours truly,

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager/Secretary-Treasurer

CC. Allison Adams, Manager of Legislative Services/Clerk

Attachment 1: 2023 Annual Report
Attachment 2: 2023 LPRCA financial statements

Hard copy sent by mail



236

Long Point Region
Conservation Authority

Annual Report 2023



Contents

3	Messages from the Chair & General Manager
5	Protecting Life & Property
9	Enhancing Watershed Health
13	Connecting People to Nature
17	LPRCA Staff
18	Board of Directors
19	Facts & Figures

2023 was a year of challenges, growth, transition and opportunities. While the legislative and regulatory environment around us is shifting, what has remained constant for LPRCA is our focus on fulfilling our responsibilities under the *Conservation Authorities Act*, promoting the well-being of our watershed and delivering exceptional services and experiences.

Over the past year as an organization, we have made considerable advancements towards delivering on our organizational objectives and in preparing for the new regulatory environment. I would like to recognize LPRCA's management team for their continued commitment and effort to the organization, in moving us forward through these changes and opportunities. LPRCA's management team and staff has shown that the Authority will remain committed to fulfilling our core objectives and continuing to deliver the value-added programs and services many of the residents in our watershed rely on.

As I announced my retirement in 2023, I would like to thank the past and present Board of Directors with whom I have had the opportunity to serve alongside; it has sincerely been a pleasure. With the combined efforts and dedication of the Board and our outstanding staff, the Authority has facilitated work that has made substantial impacts on our watershed that will live on for years to come.

I know the Authority is in good hands under the current Board and the leadership of Judy Maxwell, General Manager. The Authority has a promising future ahead.

John Scholten | Chair, LPRCA Board of Directors

Message from the General Manager

Reflecting on 2023, it was a year of significant accomplishments and changes within the watershed. Our committed staff worked together to deliver exceptional programs and services that enhanced the watershed and brought about many positive outcomes.

In 2023 many exciting projects commenced including, the Vittoria Dam Class Environmental Assessment, the Big Otter Creek Floodplain Mapping, the Riverine Flood Hydrology Watershed Model Study, and the completion of safety fencing at Lehman and Vittoria Dams.

Our planning staff issued 245 permits and the Flood Forecasting and Warning team issued 8 messages over 4 events. Within the watershed 29,150 trees were planted and 1,280 acres of cover crops were planted on private land. Two erosion control projects were funded and the control of invasive species was completed on 211 acres of wetland. The Authority participated in a province wide pilot project to monitor for potential infestation of Hemlock Woolly Adelgid. Over 1,500 acres of land was surveyed and/or treated for invasive species across 19 forest tracts. Conservation Area campgrounds were busy with 451 seasonal campers and over 7,400 overnight stays.

I would like to express my sincere appreciation to the Board and staff for all of their efforts that led to achieving so many positive results in 2023. I hope you enjoy this annual report, where we highlight the above work and more that our LPRCA team accomplished.

Judy Maxwell | General Manager, LPRCA

Memorial Forest Dedication Service²³⁹

Annually, a Memorial Forest Dedication Service is held at Backus Heritage Conservation Area where donors and families are invited to honour and remember loved ones by planting trees in their memory. This year we honoured 212 loved ones. In 2023, Vice Chair Michael Columbus took the podium to deliver a speech to attendees followed by musical performances from Brenda Atkinson and Becky Hollingsworth and a service from Rev. Dr. Richard Hollingsworth. The Memorial Forest is a living and growing forest planted at the entrance of Backus Heritage Conservation Area and is generously supported by memorial donations made to celebrate loved ones in a unique and everlasting way.



In Memoriam

Roger Geysens



It is with sadness that the Long Point Region Conservation Authority notes the passing of former Board of Directors member and Norfolk County Councillor, Roger Geysens. Roger sat on the Board for 17 years, three of which he served as Chair. Roger passed away peacefully in November of 2023 surrounded by his loved ones. Roger was a man of dedication who contributed his time and effort to the betterment of the community. He will be greatly missed.

Protecting Life & Property

Flood Forecasting

	2023	2022
Watershed Conditions Statements	5	6
Flood Watches	2	4
Flood Warnings	1	3

A significant mandate that LPRCA works to accomplish is protecting people and property from natural hazards. The Flood Forecasting and Warning program plays a vital role in doing so. LPRCA's Flood Forecasting and Warning team works on rotation 24/7/365, monitoring both lake and riverine conditions across the watershed to ensure flood-related messages are issued when necessary. If flood conditions are present, the team coordinates with municipal staff and notifies the public. In 2023, a total of eight flood-related messages were issued. Along with flood monitoring, LPRCA has a low-water response team that monitors groundwater levels. There were no advisories issued in 2023.

After four years of high static water levels in Lake Erie with all-time highs in 2019 and 2020, the lake levels have decreased significantly but still remain slightly above historical average levels. Lower lake levels decrease the frequency and likelihood of storm surge flooding, but ultimately does not eliminate the risk of flooding. High sustained winds will still cause flooding in coastal areas.



Vienna, April 2023

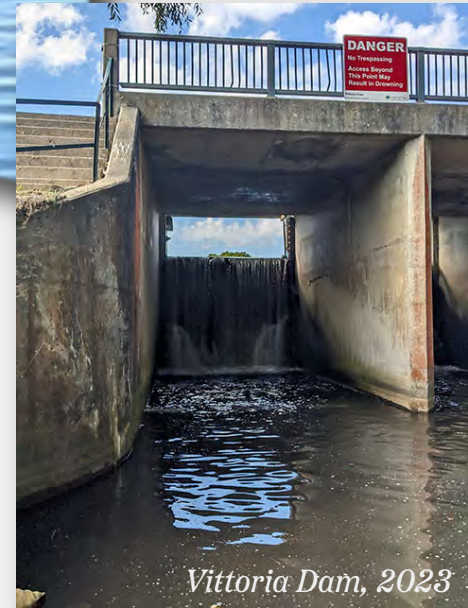
Source Water Protection

The *Clean Water Act* of 2006 designates Conservation Authorities as Source Protection Authorities to work with multi-stakeholders and Source Protection Committees to develop watershed-based plans for the protection of drinking water sources. Locally, the Lake Erie Source Protection Region includes the Long Point Region CA, Grand River CA, Catfish Creek CA and Kettle Creek CA watersheds. Each of these Conservation Authorities has its own source protection plan. The Long Point Region plan update will be submitted to the Ministry by December 15, 2024.

Vittoria Dam - Conservation Ontario²⁴¹ Class Environmental Assessment

The Vittoria Dam was first constructed between 1805 and 1810 on Young's Creek near the town of Vittoria, Norfolk County, to power grist and sawmills. The dam was rebuilt several times over its history, most recently in 1965 by the Big Creek Region Conservation Authority. A Dam Safety Review completed in 2015 for LPRCA by engineering company, AECOM, identified the dam as a High Hazard Dam based on capacity and structural issues that could affect public safety and the sensitive cold-water environment.

A Conservation Ontario Class Environmental Assessment is currently being conducted by Matrix Solutions Inc. to evaluate options for repair, replacement or decommissioning, to address the capacity and structural issues. The ongoing assessment will be completed in 2024.



Lehman Dam and Vittoria Dam Fencing Projects

Safety fencing was installed at the Lehman and Vittoria Dams in 2023 with matched funding provided through the Ministry of Natural Resources and Forestry Water and Erosion Control Infrastructure (WECI) Fund.



Lehman Dam, 2023



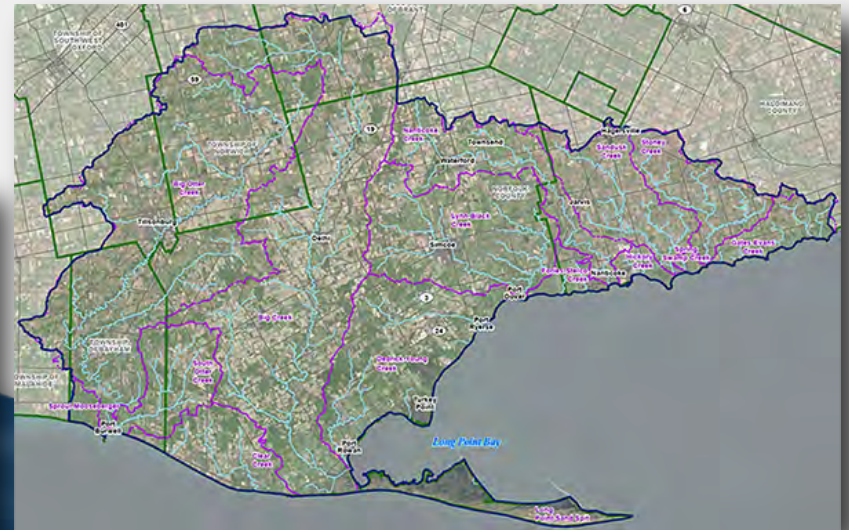
Lehman Dam, 2023



Vittoria Dam, 2023

242 Riverine Flood Hydrology Watershed Model

An upgrade to LPRCA's hydrology model was made possible under the new Federal Flood Hazard Identification and Mapping Program (FHIMP). The hydrology model will be a HEC-HMS hydrologic model and will simulate the complete hydrologic process within the entire 2,782 square kilometer watershed. The new model will provide input to flood hazard mapping and improve flood forecasting and warning and enable future floodplain mapping. The project is set to be completed in 2024.

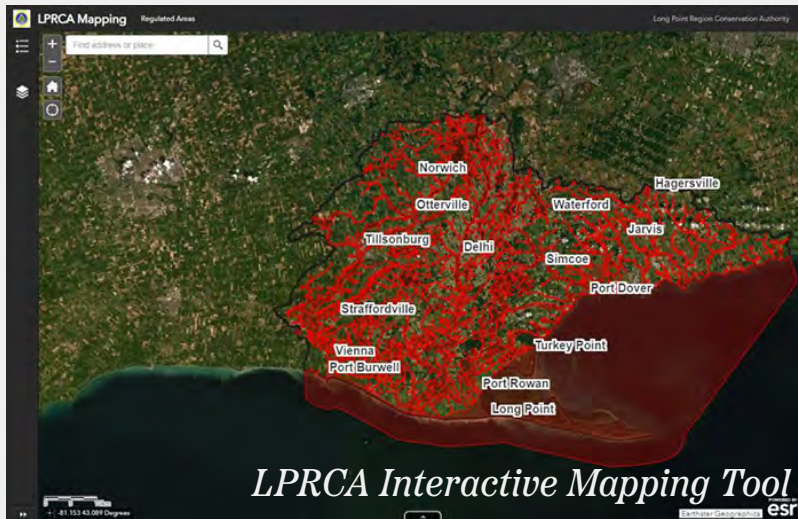


Planning & Regulations

Guided by the *Planning Act*, *Conservation Authorities Act* and *Ontario Regulation 178/06*, LPRCA’s planning team works to regulate development in floodplains and hazardous areas within our watershed and member municipalities to prevent the loss of life and property damage caused by natural hazards such as flooding and erosion.

In 2023, LPRCA issued 245 permits while continuing to decrease average permit turnaround times. The average turnaround time for minor applications was 3 days, compared to 4.2 days in 2022. In 2023, the average turnaround time for major applications was 3.7 days, compared to 4.9 days in 2022.

	2023	2022
Permit Applications Issued	245	278
Municipal Applications Reviewed	117	160
Pre-consultation Meetings	32	56



Big Otter Creek Mapping Project

In partnership with the Ministry of Natural Resources and Forestry (MNR) – Lake Erie Management Unit, LPRCA undertook new floodplain mapping for Big Otter Creek between Tillsonburg and Calton Line in Bayham. The new floodplain mapping will support LPRCA’s flood forecasting and warning for downstream Vienna and Port Burwell while aiding the MNR with fish spawning habitat data.

Enhancing Watershed Health

Stewardship

LPRCA is proud to offer a number of landowner services to residents in the Long Point Region Watershed that help to preserve and enhance the natural environment within it. These services include tree planting, restoration projects, erosion control plans and rural water quality projects that all have numerous benefits for our watershed ranging from limiting nutrient runoff to restoring the watershed’s natural hydrology.

In 2023, LPRCA facilitated the planting of 29,150 trees under Forest Ontario’s 50 Million Program, Ontario Power Generation’s (OPG) Regional Biodiversity Program and the Municipal Trees for Roads Program. With funding from Environment and Climate Change Canada’s Integrated Conservation Action Plan (ECCC/ICAP), (coordinated by Norfolk ALUS), 1,280 acres of cover crops were planted in partnership with 13 agricultural producers. In addition to cover crop funding, ECCC/ICAP helps fund LPRCA’s erosion control program along with Canada-Ontario Agreement (COA) funding from the Ministry of Agriculture, Food, and Rural Affairs (coordinated by Kettle Creek Conservation Authority) and the Elgin Clean Water Program funded by Elgin County. LPRCA staff designed four erosion control projects and two were funded and completed.



Before - erosion control project



After - erosion control project



Lee Brown Waterfowl Management Area



Phragmites australis

In 2023, OPG’s Regional Biodiversity Program funding supported the control of *Phragmites australis*, Common Buckthorn, European Black Alder and other invasive species on 211 acres of land at the Lee Brown Marsh and Dereham Wetlands.

Invasive Species Control

Managing invasive species is crucial to maintaining the health of the native species found within our forest tracts. In the summer of 2023, LPRCA participated in a province wide pilot research program project organized by the Invasive Species Centre, Natural Resources Canada and the Canadian Food Inspection Agency (CFIA) to monitor for potential infestation of Hemlock Woolly Adelgid (HWA). Installation of DNA traps were set up at the Jacques Tract in Haldimand County to look for traces of HWA. LPRCA traps initially came back negative for HWA, but in the fall of 2023 CFIA reported a positive case in Haldimand County on private lands. Forestry staff then identified HWA in the Haldimand Conservation Area. CFIA confirmed it as a positive case. On-going monitoring and treatment plans for infected trees on our lands and on neighbouring properties with infected Hemlocks are in the works for 2024.



Hemlock Woolly Adelgid (HWA)



Invasive Species Spraying Treatment

LPRCA forestry staff continue to survey and treat forest tracts for invasive species with funding from Environment and Climate Change Canada in partnership with the Long Point Basin Land Trust. In 2023, over 1,500 acres of land was surveyed and/or treated for invasive species across 19 LPRCA properties to control/eliminate invasive species. Forestry staff will continue to monitor for new up and coming invasive species that threaten the watershed, such as Oak Wilt.

Forest Management

LPRCA owns over 11,000 acres of land, with a total of 90 forest tracts. Over 7,500 acres are managed forests enrolled in the Managed Forest Tax Incentive Program and 2,500 acres of land are enrolled in the Conservation Lands Tax Incentive Program. LPRCA also has over 1,145 acres of land that are protected and classified as Natural Heritage Woodlands. LPRCA focuses on ecologically sustainable forest management with attention to social, economic and ecological values to ensure the Authority can continue its legacy of well-managed forests using good forestry practices. Long Point Region Conservation Authority achieved Forest Stewardship Council® (FSC®) Forest Management Certification in December 2014 through the Eastern Ontario Model Forest's FSC Group Forest Management Certificate (FSC® C018800). Certified forests follow a set of internationally recognized forest management standards that verify the forest is being managed to conserve biological diversity, benefit local people and industry, and ensure economic viability.

In the 2023 field season, 590 acres on four forest tracts were surveyed by a qualified ecologist to identify Species at Risk and Species of Concern. As per the *Endangered Species Act*, this was done to help protect those species and their habitats during harvesting operations. A total of four properties were tendered for harvesting in 2023, totalling just over 163 acres.



Harvesting Operations



Species at Risk - American Chestnut

Water Quality Monitoring

Since 2002, LPRCA has monitored surface and ground water quality in partnership with the Ministry of the Environment, Conservation and Parks, with partners such as the Provincial (Stream) Water Quality Monitoring Network (PWQMN), Provincial Ground Monitoring Network (PGMN) and Ontario Benthos Bio-monitoring Network (OBBN). In 2023, samples were collected for PWQMN and for PGMN. Surface water samples are collected eight times a year at ten locations found throughout the watershed and are analyzed for various parameters including chloride, nutrients and metals. Ground water samples are collected annually from 11 sampling wells.

LPRCA's stream monitoring program collects samples for the mandatory provincial programs, but also includes data collection for stream temperature monitoring from 14 sites and benthic invertebrate sampling from 12 sites. The data provides input to dam operations, low water response, permitting, drain maintenance, environmental assessments and stream restoration activities.



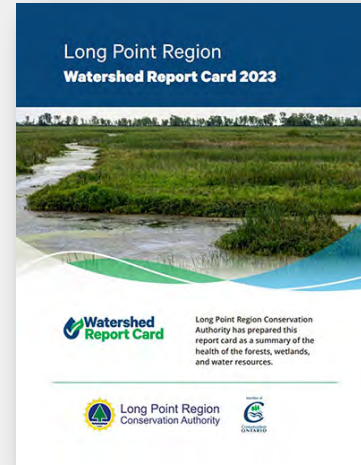
Benthic Invertebrate Samples



Water Sample Collection

²⁴⁷Watershed Report Card

Conservation Authorities produce a Watershed Report Card (WRC) every five years reporting on the health of the forests, wetlands, and water resources within a watershed. Using Conservation Ontario guidelines and standards, LPRCA produced the 2023 Watershed Report Card based on data from 2017-2021, with the exception of groundwater which uses up to 20 years of available data. The WRC identifies grades for a standard set of environmental indicators. LPRCA's full Watershed Report Card can be found on our website, www.lprca.on.ca



With information gathered in the WRC, LPRCA staff can address what the current issues are and what next steps are needed to improve the health of the watershed. The WRC engages the community by translating the science into a tangible format, familiarizes people with LPRCA's role in watershed health and key issues and highlights measures that can be taken by the public to contribute to the watershed's overall health.

Connecting People to Nature

Backhouse Historic Site

2023 saw the Backhouse Historic Site, located in Backus Heritage Conservation Area, reopen with guided tours, period demonstrations and other activities led by interpreters.

Additional upgrades were made to buildings in the Backhouse Historic Site. Notably, the community hall building porch was completely refurbished.

Education Programming

For the first complete year of programming since 2019, over 2,000 students participated in interactive heritage and outdoor education programming at Backus Heritage Conservation Area.



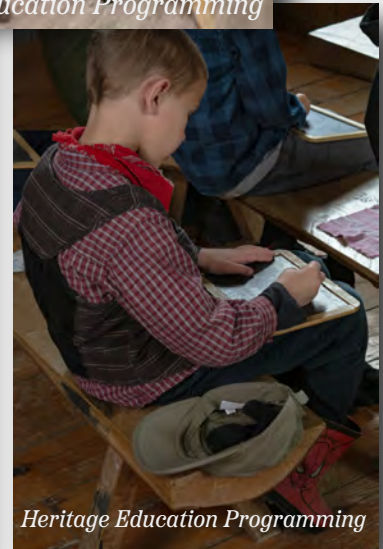
Community Hall Porch Replacement at Backus Heritage CA



Outdoor Education Programming



Heritage Programming



Heritage Education Programming

Conservation Areas & Land Holdings ²⁴⁹



New Trailhead Sign at Backus Heritage CA

2023 brought a busy camping season across LPRCA's five campgrounds, with 451 seasonal campsites booked, compared to 441 in 2022. Along with the seasonal campsites, there were a staggering 7,422 overnight stays throughout the season. LPRCA successfully piloted a self-check-in process with the Authority's camping reservation system, CAMIS.



Children's Fishing Derbies

The annual event that embraces the playfulness of being a child while participating in friendly competition—the 2023 Deer Creek Children's Fishing Derby was a reel-ly fun day for the whole family! There were 98 children in attendance who got to embrace the joy of fishing during the August heat.



LPRCA 2023 Watershed Tour

In the fall of 2023, LPRCA staff and Board members participated in a tour of the watershed. This tour provides an opportunity to view properties, facilities, research stations and campgrounds demonstrating work done by staff. During this tour, attendees visited several sites including, Deer Creek Conservation Area and the Deer Creek Dam, the Port Rowan Lake Erie Gauge, Backus Heritage Conservation Area and the Backus Weather Station, the McMaster University Research Tower at the Wilson Tract, the Gage Tract, Waterford North Conservation Area, Vittoria Dam and sites where erosion control projects and invasive species projects had taken place. At the different locations, LPRCA staff presented information on ongoing projects and touched on the background of each destination.



Leighton & Betty Brown Scholarship

Empowering and educating the youth of today to better our tomorrow is essential to protect, restore and maintain the health of our watershed. The scholarship recognizes graduating high school students who have achieved academic excellence and have distinguished themselves in extracurricular activities, environmental community service and volunteer activities. The Lee Brown Marsh Management Committee was pleased to award two \$1,000 scholarships to Hannah Irvine and Adriaan van Hoeve due to their passion for the environment. The scholarship will support their post-secondary education journey in environmental and conservation education.

251



*2023 Scholarship Recipients
Hannah Irvine and Adriaan van Hoeve*



Wetland Created on Hiebert Farms

Conservation Stewardship Award

LPRCA is pleased to present the annual Conservation Stewardship Award to Kyle Hiebert of Hiebert Farms in Port Rowan, ON. Kyle was nominated by members of ALUS Norfolk and is commended for his passion for conservation education, woodlot management, reforestation and wetland conservation. Kyle is an active advocate in his community as a member of ALUS Norfolk's Partnership Advisory Committee. Kyle has participated in tree planting and wetland construction projects with LPRCA and through other partnerships. With his continued conservation advocacy, efforts and commitments, Kyle is well deserving of the Long Point Region Conservation Stewardship Award.

Meet the Authority

Long Point Region Conservation Authority is one of 36 Conservation Authorities in Ontario that shares a common goal of protecting people and property from natural hazards.

LPRCA is a special-purpose environmental body that works in partnership with our eight-member municipalities, the provincial and federal governments, and the community to protect, restore and manage the natural heritage in the Long Point Watershed.

2023 LPRCA Staff

Judy Maxwell General Manager/Secretary-Treasurer
Ben Hodi Manager of Watershed Services
Aaron Le Duc Manager of Corporate Services

Kim Brown Marsh Manager
Paige Burke Accounting Clerk
Greg Butcher Grounds Maintenance
Jeff Calliauw Carpenter
Bob Dewdney Marsh Operations Labourer
Meagan Doan Resource Planner
Evan Forbes Supervisor Haldimand CA & Parks
 Promotion Associate
Paul Gagnon Lands & Waters Supervisor
Brandon Good Superintendent of Conservation Areas
Brock Hussey Lands & Waters Technician
Isabel Johnson Resource Planner
Amanda Kaye Accounting Clerk
Ryan Kindt Workshop Technician

Leigh-Anne Mauthe Interim Manager of Watershed Services
Lorrie Minshall Project Manager, Watershed Services
Saifur Rahman Manager of Engineering & Infrastructure

Jessica King Marketing & Social Media Associate
Dana McLachlan Executive Assistant
Barry Norman Workshop Operations Labourer
Sarah Pointer Curator
David Proracki Water Resources Analyst
Chris Reinhart Forestry Technician
Darell Rohrer Workshop Operations Labourer
Frank Schram Workshop Supervisor
Jeffery Smithson Workshop Operations Labourer
Nicole Sullivan HR Associate/Receptionist
Debbie Thain Supervisor of Forestry
Sarah Willson Project Support



*Staff Christmas Tree
Decorating 2023*

As well as our many seasonal staff and summer students.

2023 Board of Directors

Chair

John Scholten

Vice Chair

Michael Columbus

Directors

Shelley Ann Bentley	Haldimand County
Dave Beres	Town of Tillsonburg
Doug Brunton	Norfolk County
Robert Chambers	County of Brant
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayahm/ Township of Malahide
Peter Ypma	Township of South-West Oxford

253

Backus Museum Committee

Betty Chanyi, Chair
Daves Beres
Michael Columbus
Dene Elligson
Tom Masschaele
John Scholten
Heather Smith
Julie Stone
Madaline Wilson

Lee Brown Marsh Management Committee

Tom Haskett, Chair
Larry Chanda
Michael Columbus
Lou Kociuk
John Scholten

A Fond Farewell

Since 2014, John Scholten has been on the Board of Directors for Long Point Region Conservation Authority, serving as Chair for two years and as Vice-Chair for five years. During his nine years on the Board, he also sat on a several standing committees and a number of ad hoc committees. John played a significant role in the Authority's successes and committed himself to his various positions. He was appointed to the Board by Oxford County, representing the Township of Norwich. John announced his retirement from the Board alongside his retirement from his position serving as a Norwich Councillor.

The LPRCA Board and staff thank John for his dedicated service and wish him a happy retirement.

Thank you John, enjoy your retirement.



John Scholten

Facts & Figures

Financial Highlights

2023 Revenue

Municipal Levy - Operating	\$ 2,099,510	33%
Municipal Levy - Capital	\$ 150,000	2%
Provincial Funding	\$ 35,229	1%
Fees	\$ 3,522,981	56%
Forestry	\$ 499,788	8%
Gain on Sale of Assets	\$ 11,271	0%
Total	\$ 6,318,779	100%

2023 Expenditures

Planning and Watershed Services	\$ 1,092,552	21%
Backus Heritage CA	\$ 317,138	6%
Maintenance Operations Services	\$ 778,254	15%
Forestry Services	\$ 412,513	7%
Conservation Parks	\$ 1,410,308	26%
Corporate Services	\$ 1,305,091	25%
Total	\$ 5,315,856	100%

Use of 2023 Operating Levy

Corporate Services	\$ 856,977	36%
Planning and Watershed Services	\$ 613,521	29%
Backus Heritage CA	\$ 150,426	5%
Maintenance Operations Services	\$ 628,586	30%
Total	\$ 2,249,510	100%

Share of 2023 Operating Levy

Haldimand County	\$ 324,284	14%
Norfolk County	\$ 1,165,865	52%
Oxford County	\$ 484,196	22%
Brant County	\$ 157,605	7%
Bayham Municipality	\$ 101,215	4%
Malahide Township	\$ 16,345	1%
Total	\$ 2,249,510	100%

Quick Facts

The watershed is **2,782 km²** with **99,098** population in the watershed, **225 km** of Lake Erie Shoreline, **13** water-control structures, **5** campgrounds, **600 +** campsites, **7,500 acres** managed forest tract, **1,145 acres** natural heritage woodland, **800 acres** uplands and marsh & **11,000 acres** of land.



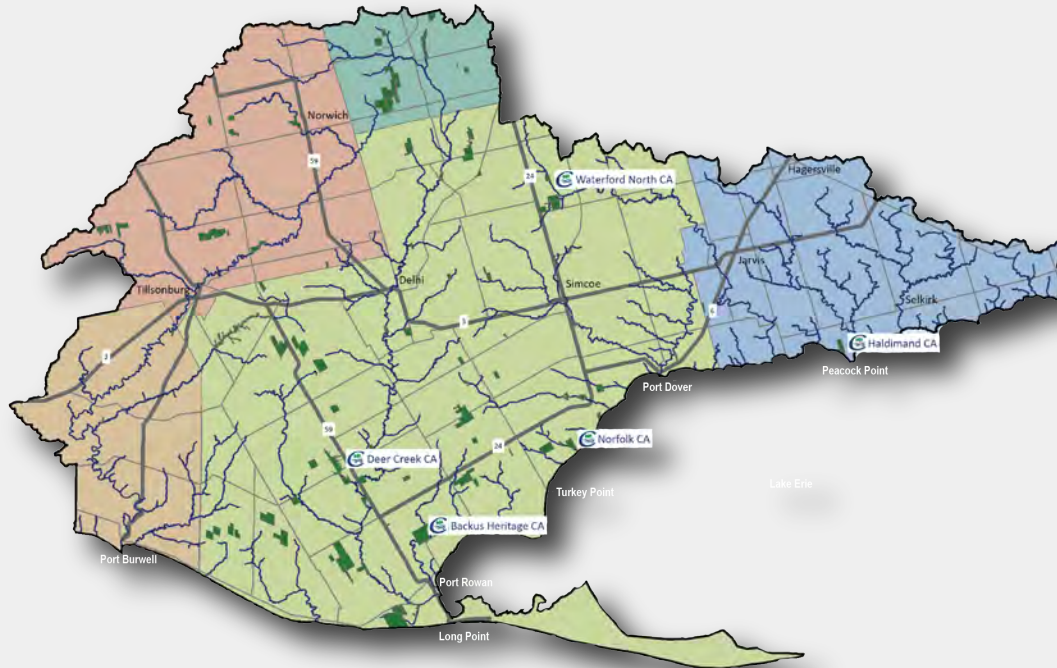
Long Point Region Conservation Authority

4 Elm Street, Tillsonburg, ON N4G 0C4
519-842-4242 | 1-888-231-5408
conservation@lprca.on.ca
www.lprca.on.ca



Member of the
Conservation Ontario Network

-  @lpr_ca
-  @LongPointConservation
-  @longpointca
-  @lprca



Thank you to our municipal partners

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

**LONG POINT REGION CONSERVATION
AUTHORITY**

**Financial Statements
December 31, 2023**

LONG POINT REGION CONSERVATION AUTHORITY**INDEX TO THE FINANCIAL STATEMENTS****DECEMBER 31, 2023**

	Page(s)
Management Report	1
Independent Auditor's Report	2 – 3
Statement of Financial Position	4
Statement of Operations and Change in Accumulated Surplus	5
Statement of Changes in Net Financial Assets	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 – 16
Schedule 1 – Schedule of Deferred Revenue	17
Schedule 2 – Schedule of Tangible Capital Assets	18
Schedule 3 – Schedule of Internally Restricted Reserves	19
Schedule 4 – Schedule of Externally Restricted Reserves	20
Schedule 5 – Schedule of Segmented Reporting	21 – 22

MANAGEMENT REPORT

Management's Responsibility for the Financial Statements

The accompanying financial statements are the responsibility of the management of Long Point Region Conservation Authority and have been prepared by management in accordance with Canadian public sector accounting standards. Management is also responsible for the notes to the financial statements, schedules and the integrity and objectivity of these financial statements. The preparation of financial statements involves the use of estimates based on management's judgment to which management has determined such amounts on a reasonable basis in order to ensure that the financial statements and any other supplementary information presented are consistent with that in the financial statements.

The Authority is also responsible to maintain a system of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable, available on a timely basis, and accurate, and that the transactions are properly authorized and that the Authority's assets are properly accounted for and adequately safeguarded.

The Board of Directors are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board reviews internal financial statements on a quarterly basis with management, as well as with the external auditors to satisfy itself that each party is properly discharging its responsibilities with respect to internal controls and financial reporting. The external auditors MNP LLP have full and free access to financial information and the Board of Directors prior to the approval of the financial statements.

The financial statements have been examined by MNP LLP, the external auditors of the Authority. The responsibility of the external auditors is to conduct an independent examination in accordance with Canadian generally accepted auditing standards, and to express their opinion on whether the financial statements are fairly presented in all material respects in accordance with Canadian public sector accounting standards.

Robert Chambers

Robert Chambers
Chairman of the Board

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager, Secretary/Treasurer

Tillsonburg, Canada
March 1, 2024

Independent Auditor's Report

To the Board of Directors of Long Point Region Conservation Authority:

Opinion

We have audited the financial statements of Long Point Region Conservation Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations and change in accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2023, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

London, Ontario

March 1, 2024

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Financial Assets		
Cash (note 3)	\$ 4,059,009	\$ 4,234,795
Investments (note 4)	8,429,577	7,203,254
Accounts receivable	388,631	202,609
Accrued receivable	13,575	74,737
Other assets	75,824	119,063
	<hr/> 12,966,616	<hr/> 11,834,458
Financial Liabilities		
Accounts payable and accrued liabilities	356,288	216,917
Deferred revenue (schedule 1)	879,128	764,761
	<hr/> 1,235,416	<hr/> 981,678
Net financial assets	11,731,200	10,852,780
Non-Financial Assets		
Tangible capital assets (schedule 2)	8,063,197	7,938,694
	<hr/>	<hr/>
Net assets	<u>\$ 19,794,397</u>	<u>\$ 18,791,474</u>
Commitment (note 6)		
Contingent liabilities (note 8)		
Accumulated Surplus		
Accumulated surplus - internally restricted (schedule 3)	5,743,696	4,873,220
Accumulated surplus - externally restricted (schedule 4)	5,987,504	5,979,560
Accumulated surplus - tangible capital assets	8,063,197	7,938,694
	<hr/>	<hr/>
Total accumulated surplus	<u>\$ 19,794,397</u>	<u>\$ 18,791,474</u>

On behalf of the Board of Directors:

Robert Chambers

Robert Chambers
Chair, Board of Directors

Dave Beres

Dave Beres
Chair, Audit and Finance Committee

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF OPERATIONS AND CHANGE IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget 2023 (note 5)	Actual 2023	Actual 2022
Revenues			
Municipal levies:			
General	\$2,099,510	\$2,099,510	\$1,724,259
Special	150,000	150,000	381,700
Government grants:			
Provincial	35,229	35,229	35,229
Corporate services (note 7)	244,066	372,551	203,719
Planning and watershed services	335,170	532,681	596,905
Forestry services	446,788	499,788	512,506
Backus Heritage conservation area	175,236	213,802	210,656
Conservation parks	1,895,538	2,044,566	1,924,723
Donations	-	-	-
Maintenance operations services	572,015	359,381	199,238
Gain on disposal of tangible capital assets	-	11,271	13,339
Total Revenues	5,953,552	6,318,779	5,802,274
Expenditures			
Corporate services	1,319,123	1,305,091	1,199,132
Planning and watershed services	918,813	1,092,552	770,456
Forestry services	439,515	412,513	408,942
Backus Heritage conservation area	325,662	317,138	192,759
Conservation parks	1,612,933	1,410,308	1,306,541
Maintenance operations services	952,708	778,254	723,313
Total expenditures	5,568,754	5,315,856	4,601,143
Annual Surplus	\$384,798	\$1,002,923	\$1,201,131
Accumulated surplus, beginning of the year	18,791,474	18,791,474	17,590,343
Accumulated surplus, end of the year	\$19,176,272	\$19,794,397	\$18,791,474

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget <u>2023</u> (note 5)	Actual <u>2023</u>	Actual <u>2022</u>
Annual Surplus	\$384,798	\$1,002,923	\$1,201,131
Acquisition of tangible capital assets	(651,955)	(416,841)	(495,024)
Gain on disposal of tangible capital assets	-	(11,271)	(13,339)
Proceeds on disposal of tangible capital assets	-	20,890	42,749
Amortization of tangible capital assets	-	282,719	250,192
Change in net financial assets	(267,157)	878,420	985,709
Net financial assets, beginning of year	10,852,780	10,852,780	9,867,071
Net financial assets, end of year	\$10,585,623	\$11,731,200	\$10,852,780

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
Cash Flows from Operating Activities		
Operating activities:		
Annual Surplus	\$1,002,923	\$1,201,131
Items not affecting cash:		
Amortization of tangible capital assets	282,719	250,192
Gain on disposal of tangible capital assets	(11,271)	(13,339)
	<hr/> 1,274,371	<hr/> 1,437,984
Change in non-cash working capital:		
Accounts receivable	(186,022)	105,047
Accrued receivable	61,162	(54,451)
Other receivables	43,239	(12,521)
Accounts payable and accrued liabilities	139,371	(214,284)
Deferred revenue	114,367	158,172
	<hr/> 1,446,488	<hr/> 1,419,947
Investing activities:		
Acquisition of tangible capital assets	(416,841)	(495,024)
Change in investments	(1,226,323)	(380,828)
Proceeds on disposal of tangible capital assets	20,890	42,749
	<hr/> (1,622,274)	<hr/> (833,103)
Change in cash	(175,786)	586,844
Cash, beginning of year	<hr/> 4,234,795	<hr/> 3,647,951
Cash, end of year	<hr/> \$4,059,009	<hr/> \$4,234,795

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

1. Purpose of the Organization

Long Point Region Conservation Authority (the “Authority”) is a special purpose environmental body established under the Conservation Authorities Act of Ontario and works with member municipalities, other stakeholders, and undertakes programming to protect, restore and manage the natural resources and features in the Long Point Region Watershed.

2. Significant Accounting Policies

The financial statements of Long Point Region Conservation Authority are the representation of management, prepared in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. The policies that are considered to be particularly significant are as follows:

[a] Revenue Recognition

The Authority follows the deferral method of accounting for contributions and government transfers. Restricted contributions and government transfers are deferred and are recognized as revenues in the year in which the related expenses are incurred or services performed. Unrestricted contributions and government transfers are recognized as revenues in the period in which events giving rise to the revenue occur, provided that the transactions are authorized, any eligibility criteria have been met, and a reasonable estimate can be made of the amount to be received.

General grants and levies are recognized in the period they pertain to.

Corporate services, Planning and watershed services, Forestry services, Conservation parks and Maintenance operations services are recognized as the related expenses are incurred and the services are provided.

Interest and investment income is recognized on the accrual basis as it is earned.

[b] Accrual Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

2. Significant Accounting Policies (continued from previous page)

[c] Internal Transactions

All inter-departmental revenues and expenditures have been eliminated for these financial statements.

[d] Investments

All of the investments are carried at amortized cost using the effective interest rate method. The Board of Directors has the intention to hold investments until maturity.

[e] Reserve Fund Balances

Internally restricted reserves are those with restrictions imposed by the Board of Directors in order to ensure funds are available for financial relief in the event of a significant loss of revenues or other financial emergency for which there is no other source of funding available. Internally restricted funds are as follows:

- (i) The Education Centre Maintenance Fund for the maintenance of the Backus Conservation Education Centre.
- (ii) The OPG Forest Corridor Fund for the long-term monitoring of forest areas.
- (iii) The Memorial Woodlot fund for the donations to the Memorial Woodlot Fund and cost to Memorial Woodlot Fund at Backus.
- (iv) The Lee Brown Waterfowl M.A. Capital Replacement Fund for the capital replacements of Lee Brown Waterfowl M.A.
- (v) The Capital Levy fund for capital additions, replacements or improvements within the authority.
- (vi) The Dam Fund is for maintenance and capital upgrades to the Authority owned flood control structures.
- (vii) The Administration Office Fund is for the future acquisition of office space that meets the organization's needs.
- (viii) The Strategic Investments in Operation/Capital Fund is for investment in operations and capital alignment with the organization's strategic plan.
- (ix) The Motor Pool Reserve is for the Operations/Capital replacement of the Authority's Motor Pool fleet and equipment.
- (x) The User Fee Reserve is for the Operations/Capital of the self-sustaining programs and services (Forestry and Parks).

Externally restricted reserves are those with restriction imposed by individuals external to the Board of Directors. Externally restricted funds are as follows:

- (i) Revenues and expenditures related to the Backus Heritage Village are recorded in the Backus Heritage Village Trust Fund.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

2. Significant Accounting Policies (continued from previous page)

- (ii) Revenues and expenditures related to the Leighton and Betty Brown scholarships are recorded in the Leighton and Betty Brown Scholarship Fund.
- (iii) Disposition of Lands Reserve shall use the funds for dam studies and repairs, flood hazard mapping and flood forecasting tools.
- (iv) The Backus Woods Reserve shall be used for conservation educational activities and capital expenditures related to educational activities at the Backus Heritage Conservation Area.

[f] Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual values, of the tangible capital asset, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land improvements	20 years
Buildings and building improvements	20 - 50 years
Machinery & equipment	20 years
Furniture and fixtures	10 years
Computers	5 years
Motor vehicles	10 years
Infrastructure	10 - 50 years

Amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Contributed tangible capital assets are recorded into revenues at their fair market values on the date of a donation.

[g] Donations

Unrestricted donations are recorded as revenue in the year they are received. Externally restricted donations are deferred and recognized as revenue in the year in which the related expenses are recognized. Donated materials and services are recorded as revenue and expenditure when the fair market value of the materials and services donated is verifiable, only to the extent the Authority has issued a charitable donation receipt for those materials and services.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

2. Significant Accounting Policies (continued from previous page)

[h] Use of Estimates

The preparation of the financial statements of the Authority, in conformity with Canadian public sector accounting standards, requires management to make estimates that affect the reported amount of assets and liabilities and the disclosure of contingent liabilities, at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results may differ from these estimates.

[i] Contaminated Sites

Contaminated sites are the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or living organism that exceed an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Authority is directly responsible or accepts responsibility for the liability;
- (iv) future economic benefits will be given up; and
- (v) a reasonable estimate of the liability can be made.

[j] Deferred Revenue

The Authority receives contributions principally from public sector bodies pursuant to legislation, regulations or agreements that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or service is performed.

[k] Financial instruments

- (i) Measurement of financial instruments

The Authority initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Authority subsequently measures its financial assets and financial liabilities at amortized cost.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

2. Significant Accounting Policies (continued from previous page)

Financial assets measured at amortized cost include cash, accounts receivable and accrued receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

(ii) Impairment

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the Statement of Operations and any unrealized gain is adjusted through the Statement of Remeasurement Gains and Losses. When the asset is sold, the unrealized gains and losses previously recognized in the Statement of Remeasurement Gains and Losses are reversed and recognized in the Statement of Operations. The write-down reflects the difference between the carrying amount and the higher of:

- a) the present value of the cash flows expected to be generated by the asset or group of assets;
- b) the amount that could be realized by selling the assets or group of assets;
- c) the net realizable value of any collateral held to secure repayment of the assets of group of assets.

There are no items to be reported on the Statement of Remeasurement Gains and Losses, as a result, this statement has not been presented.

[I] Asset Retirement Obligations

Effective January 1, 2023, the Authority adopted the new accounting standard PS 3280, *Asset Retirement Obligations*, issued by the Canadian Public Sector Accounting Board. This standard provides guidance over the reporting of legal obligations associated with the retirement of capital assets that are either currently in productive use or no longer in productive use and controlled by the entity, and the costs associated with the retirement of these assets.

There was no impact on the financial statements as a result of this change in accounting policy.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

3. Cash

Cash consists of cash on hand and all bank account deposits. The cash balance is comprised of the following:

	2023	2022
General	\$4,009,811	\$4,084,554
Externally restricted:		
Backus Heritage Village	26,664	49,028
Leighton and Betty Brown Scholarship	22,534	101,213
	\$4,059,009	\$4,234,795

General cash includes a bank account earning interest at 5.40% (2022 – 4.65%).

4. Investments

The Authority holds short-term guaranteed investment certificates, money market funds and cash within their investments. The investment balance is comprised of:

	2023	2022
Government and corporate bonds, maturing at various dates between 2024 and 2035, yields varying between 1.4% and 5.0%	\$5,955,000	\$3,700,000
Guaranteed investment certificates maturing at various dates in 2024, yielding between 5.0% and 5.75%	1,505,000	400,000
Principal protected notes – fixed income note, yields varying between 0% and index return multiplied by the participation rate	1,000,000	1,000,000
Principal protected notes – fixed income note, yields varying between 0% and 7.5%	-	2,000,000
Money market funds, no specified maturity or yield	11,342	7,221
Cash	43,397	67,072
	8,514,739	7,174,293
Plus: accrued interest	32,469	19,247
Plus: unamortized purchase premium	(117,631)	9,714
	(85,162)	28,961
	\$8,429,577	\$7,203,254

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

5. Budget Figures

The unaudited budget data presented in these financial statements are based upon the 2023 operating and capital budgets approved by the Board of Directors on January 11, 2023.

6. Commitment

The Authority rents a premise under a long-term operating lease that expires October 2028, with two further 5 year optional renewal periods, with a final term ending October, 2038. The operating lease payments are as follows:

2024	113,086
2025	115,347
2026	117,654
2027	120,007
2028	122,407
Thereafter	1,335,558
	<u>1,924,059</u>

7. Investment Income

Included in corporate services revenue is interest income on investments of \$321,032 (2022 - \$142,770).

8. Contingent Liabilities

From time to time, the Authority is subject to claims and other lawsuits that arise in the course of ordinary business, in which damages have been sought. These matters may give rise to future liabilities for which the Authority maintains insurance coverage to mitigate such risks. The outcome of these actions is not determinable, and accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year in which the related litigation is settled.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

9. Pension Agreements

The Authority makes contributions to the Ontario Municipal Employees Retirement System (“OMERS”) plan, which is a multi-employer plan, on behalf of full-time and qualifying part-time employees. The plan is a defined benefit pension plan, which specifies the amount of the retirement benefit to be received by employees based on the length of service, pension formula and employee earnings. Employees and employers contribute equally to the plan. In 2023, the Authority’s contribution to OMERS was \$193,377 (2022 – \$152,467).

The latest available report for the OMERS plan was December 31, 2022. At that time the plan reported a \$6.7 billion actuarial deficit (2021 - \$3.1 billion deficit), based on actuarial liabilities of \$130.3 billion (2021 - \$120.8 billion) and actuarial assets of \$123.6 billion (2021 - \$117.7 billion). Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

As OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are a joint responsibility of all eligible organizations and their employees. As a result, the Authority does not recognize any share of the OMERS pension actuarial surplus or deficit.

10. Segmented information

The Authority provides a range of services. Distinguishable functional segments have been separately disclosed in the segmented information schedule. The nature of those segments and the activities they encompass are as follows:

Corporate services

Corporate services is comprised of Governance and general administration. These areas include the Board of Directors, Office of the General Manager, Administration, Accounting and Finance, Communications, Information Services and Human Resources.

Planning and Watershed

Planning and watershed provides services related to property development, technical reviews, operation of flood control structures, flood forecasting and warning, restoration programming, source water protection and water quality monitoring.

Forestry services

Forestry is comprised of Stewardship services and Forestry. Stewardship provides tree planting, restoration and establishment programs. Forestry sustainably manages the Authority’s forest tracts resources.

Backus Heritage conservation area

Backus Heritage Conservation Area provides conservation education programming, heritage programming and recreational activities and is home to the Backhouse National Historic Site.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

10. Segmented information (continued from previous page)

Conservation parks

Conservation parks provides recreational and camping activities at: Deer Creek Conservation Area, Backus Conservation Area, Haldimand Conservation Area, Norfolk Conservation Area and Waterford North Conservation Area.

Maintenance operations services

Maintenance Operations Services provides property, plant and equipment maintenance services and includes the Lee Brown Marsh.

11. Financial instruments and risks

Unless otherwise noted, it is management's opinion that the Authority is not exposed to significant risks. There have been no changes in the Authority's risk exposures from the prior year.

Credit risk

The Authority is exposed to credit risk through its cash and accounts receivable. The Authority reduces its exposure to credit risk by creating an allowance for bad debts when applicable. The majority of the Authority's receivables are from government entities. The Authority mitigates its exposure to credit loss by placing its cash with major financial institutions.

Liquidity risk

Liquidity risk is the risk that the Authority will not be able to meet its obligations as they become due. The Authority manages this risk by establishing budgets and funding plans to fund its expenses.

12. Comparative Figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year annual surplus.

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 1 –SCHEDULE OF DEFERRED REVENUE FOR THE YEAR ENDED DECEMBER 31, 2023

	2023	2022
Balance, beginning of year	\$764,761	\$606,589
Externally restricted contributions	408,674	512,080
Interest earned, restricted	121,322	168,986
Contributions used in operations	(415,629)	(522,894)
Balance, end of year	\$879,128	\$764,761

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 2 –SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2023

For the year ended December 31, 2023

	Cost			Accumulated Amortization					
				2023					
	Opening Balance	Additions	Disposals	Balance End of Year	Accumulated Amortization Beginning of Year	Reversals	Amortization	Accumulated Amortization End of Year	Net Carrying Amount End of Year
Land	\$ 4,605,258	\$ -	\$ -	4,605,258	\$ -	\$ -	\$ -	\$ -	\$ 4,605,258
Land improvements	95,604	21,510	-	117,114	18,266	-	5,639	23,905	93,209
Buildings	2,362,314	148,182	12,857	2,497,639	1,202,893	8,856	55,959	1,249,996	1,247,643
Machinery and equipment	661,491	49,484	21,889	689,086	247,857	14,958	31,276	264,175	424,911
Furniture and fixtures	8,595	-	-	8,595	3,143	-	859	4,002	4,593
Computers	201,922	8,328	-	210,250	183,162	-	8,600	191,762	18,488
Motor vehicles	554,540	141,768	36,663	659,645	348,719	37,976	58,364	369,107	290,538
Infrastructure	2,310,400	47,569	-	2,357,969	857,390	-	122,022	979,412	1,378,557
Total	\$ 10,800,124	\$ 416,841	\$ 71,409	\$ 11,145,556	\$ 2,861,430	\$ 61,790	\$ 282,719	\$ 3,082,359	\$ 8,063,197

For the year ended December 31, 2022

	Cost			Accumulated Amortization					
				2022					
	Opening Balance	Additions	Disposals	Balance End of Year	Accumulated Amortization Beginning of Year	Reversals	Amortization	Accumulated Amortization End of Year	Net Carrying Amount End of Year
Land	\$ 4,605,258	\$ -	\$ -	\$ 4,605,258	\$ -	\$ -	\$ -	\$ -	\$ 4,605,258
Land improvements	95,604	-	-	95,604	13,486	-	4,780	18,266	77,338
Buildings	2,189,545	172,769	-	2,362,314	1,157,940	-	44,953	1,202,893	1,159,422
Machinery and equipment	686,262	23,169	47,940	661,491	249,058	30,509	29,308	247,857	413,634
Furniture and fixtures	8,595	-	-	8,595	2,284	-	860	3,143	5,452
Computers	189,229	12,692	-	201,922	175,515	-	7,647	183,162	18,760
Motor vehicles	611,377	-	56,837	554,540	343,996	44,859	49,583	348,719	205,821
Infrastructure	2,024,007	286,394	-	2,310,400	744,329	-	113,061	857,390	1,453,010
Total	\$ 10,409,877	\$ 495,024	\$ 104,778	\$ 10,800,124	\$ 2,686,605	\$ 75,369	\$ 250,192	\$ 2,861,430	\$ 7,938,694

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 3 –SCHEDULE OF INTERNALLY RESTRICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2023

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Education Centre	\$ 50,880	\$ -	\$ 13,242	\$ 37,638
OPG Forest Corridor	36,757	-	6,420	30,337
Memorial Woodlot	19,412	1,490	-	20,902
Lee Brown Waterfowl Capital	19,566	22,583	-	42,149
Dam Reserve	50,000	-	-	50,000
Administration Office	569,567	-	-	569,567
Strategic Investments in operations/capital	210,938	-	-	210,938
Motor Pool Reserve	-	124,334	-	124,334
User Fee Reserve	-	1,070,924	-	1,070,924
Capital Levy	774,497	103,283	187,059	690,721
Unrestricted Reserve	3,141,603	737,730	983,147	2,896,186
	\$ 4,873,220	\$ 2,060,344	\$ 1,189,868	\$5,743,696

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 4 –SCHEDULE OF EXTERNALLY RESTRICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2023

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Backus Heritage Village	\$ 73,834	\$ 3,706	\$ -	\$ 77,540
Leighton & Betty Brown Scholarship	123,186	6,238	2,000	127,424
Backus Woods	4,872,500	-	-	4,872,500
Disposition of Lands Reserve	910,040	-	-	910,040
	\$ 5,979,560	\$ 9,944	\$2,000	\$ 5,987,504

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 5 –SCHEDULE OF SEGMENTED REPORTING FOR THE YEAR ENDED DECEMBER 31, 2023

2023 Schedule of Segmented Reporting

	Corporate services	Planning and watershed services	Forestry services	Backus Heritage	Conservation parks	Maintenance operations services	2023 Total
Revenue:							
Levies	\$856,977	\$613,521	-	\$150,426	-	\$628,586	\$2,249,510
Grants	-	35,229	-	-	-	-	35,229
Fees	372,551	532,681	-	213,802	2,044,566	359,381	3,522,981
Forestry Donations	-	-	499,788	-	-	-	499,788
Gain on disposal of tangible capital assets	11,271	-	-	-	-	-	11,271
Total revenue	1,240,799	1,181,431	499,788	364,228	2,044,566	987,967	6,318,779
Expenditures:							
Compensation	737,030	641,233	290,410	209,018	844,012	370,595	3,092,298
Administration	196,626	12,735	791	19,561	208,553	174,843	613,109
Professional/ contracted services	216,712	300,607	55,934	12,023	125,702	15,208	726,186
Materials and Supplies	15,943	80,313	65,378	15,222	94,371	32,274	303,501
Amortization	10,317	47,800	-	50,803	104,605	69,194	282,719
Repairs and maintenance	128,463	9,864	-	10,511	32,292	42,305	223,435
Motor pool	-	-	-	-	773	73,835	74,608
Total expenditures	1,305,091	1,092,552	412,513	317,138	1,410,308	778,254	5,315,856
Surplus	(\$64,292)	\$88,879	\$87,275	\$47,090	\$634,258	\$209,713	\$1,002,923

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 5 –SCHEDULE OF SEGMENTED REPORTING (continued) FOR THE YEAR ENDED DECEMBER 31, 2023

2022 Schedule of Segmented Reporting

	Corporate services	Planning and watershed services	Forestry services	Backus Heritage	Conservation parks	Maintenance operations services	2022 Total
Revenue:							
Levies	\$622,056	\$493,252	-	\$94,968	-	\$895,683	\$2,105,959
Grants	-	35,229	-	-	-	-	35,229
Fees	203,719	596,905	-	210,656	1,924,723	199,238	3,135,241
Forestry	-	-	512,506	-	-	-	512,506
Donations	-	-	-	-	-	-	-
Gain on disposal of tangible capital assets	13,339	-	-	-	-	-	13,339
Total revenue	839,114	1,125,386	512,506	305,624	1,924,723	1,094,921	5,802,274
Expenditures:							
Compensation	739,626	587,021	238,824	121,167	720,230	315,955	2,722,823
Administration	102,781	9,187	745	20,657	205,311	127,468	466,149
Professional/ contracted services	205,438	56,713	75,223	4,555	150,690	47,865	540,484
Materials and Supplies	21,695	69,113	94,150	3,877	102,117	28,648	319,600
Amortization	9,364	39,030	-	39,902	78,930	82,966	250,192
Repairs and maintenance	120,228	9,392	-	2,601	47,981	35,633	215,835
Motor pool	-	-	-	-	1,282	84,778	86,060
Total expenditures	1,199,132	770,456	408,942	192,759	1,306,541	723,313	4,601,143
Surplus	(\$360,018)	\$354,930	\$103,564	\$112,865	\$618,182	\$371,608	\$1,201,131



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of February 7, 2024
Approved March 1, 2024

Members in attendance:

Robert Chambers, Chair
 Dave Beres, Vice-Chair
 Shelley Ann Bentley
 Doug Brunton
 Michael Columbus
 Tom Masschaele
 Jim Palmer
 Stewart Patterson
 Chris Van Paassen
 Rainey Weisler

County of Brant
 Town of Tillsonburg
 Haldimand County
 Norfolk County
 Norfolk County
 Norfolk County
 Township of Norwich
 Haldimand County
 Norfolk County
 Municipality of Bayham/Township of Malahide

Regrets:

Peter Ypma

Township of South-West Oxford

Staff in attendance:

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

1. Welcome and Call to Order

The meeting was called to order at 6:30 p.m., Wednesday, February 7, 2024.

The Chair welcomed the newest member, Jim Palmer, Norwich Township.

2. Additional Agenda Items

There were no additional agenda items.

3. Declaration of Conflicts of Interest

None were declared.

4. Delegations

a) Long Point Littoral Cell Working Group (Sarah Emons and Peter Zuzek)

Judy Maxwell introduced Ms. Emons, Long Point Biosphere Region (LPBR). P. Zuzek was unavailable to attend the meeting. The LPBR is the lead agency in a collaborative effort to restore and protect coastal areas in the Long Point littoral cell. Ms. Emons provided an overview of the Long Point Littoral Cell Working Group. The group requested support for a funding

FULL AUTHORITY COMMITTEE MEMBERS

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

proposal to Environment and Climate Change Canada in the hopes of securing funding to develop a Resilience Action Plan. The request included a letter of support to submit with the funding application and in-kind staff support. The funding application deadline is February 15, 2024.

A-17/24

Moved by T. Masschaele
Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the Long Point Littoral Cell Working Group presentation as information,

And,

THAT the Long Point Region Conservation Authority hereby supports the Long Point Littoral Cell Working Group,

And,

THAT staff be directed to provide a letter of support for the funding application to Environment and Climate Change signed by the Chair of the Board.

Carried

5. Minutes of the Previous Meeting

a) Board of Directors Meeting Minutes of January 3, 2024

A-18/24

Moved by R. Weisler
Seconded by M. Columbus

THAT the minutes of the LPRCA Board of Directors Meeting held January 3, 2024 be approved as circulated.

Carried

6. Business Arising

No business arising from the previous minutes.

7. Review of Committee Minutes

No committee minutes presented.

8. Correspondence

a) Oxford County Appointment to LPRCA, Norwich Twp.

FULL AUTHORITY COMMITTEE MEMBERS

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

A-19/24

Moved by S. Patterson
 Seconded by T. Masschaele

THAT the correspondence outlined in the Board of Directors agenda of February 7, 2024 be received as information.

Carried

9. Development Applications**a) Section 28 Regulations Approved Permits (L. Mauthe)**

Through the General Manager's delegating authority, 11 applications were approved in the past month. LPRCA-103/23, LPRCA-225/23, LPRCA-2/24, LPRCA-3/24, LPRCA-6/24, LPRCA-8/24, LPRCA-10/24, LPRCA- 15/24, LPRCA-16/24, LPRCA-17/24 (with conditions), and LPRCA-18/24. A summary of the applications was provided in the report.

A-20/24

Moved by C. Van Paassen
 Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated February 7, 2024 as information.

Carried

b) 2023 Permit Application Turnaround Times (L. Mauthe)

The Interim Manager of Watershed Services reviewed the Planning Department's statistics for permit turnaround times from the past year. This is the third year the report has been presented.

In 2023, LPRCA issued 245 permits with an average turnaround time of 3.0 days for minor applications and 3.7 for major applications. An improvement over 2022 where the average turnaround time was 4.2 days for minor applications and 4.9 days for major applications.

Staff will continue to look for efficiencies and evaluate all proposed Bills and regulation updates with respect to the updated *Conservation Authorities Act* and assess the impact to LPRCA.

The report noted the turnaround times were based on the time between an application is deemed complete to the time staff issue the permit. Member Van Paassen asked how long it takes to receive a complete application. L. Mauthe responded that it is variable depending on the scope of the project, if there is a pre-consultation, and the response time by the applicant/agent/contractors to staff requests.

A-21/24

Moved by R. Weisler
 Seconded by D. Brunton

FULL AUTHORITY COMMITTEE MEMBERS

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

THAT the LPRCA Board receives the 2023 Permit Application Turnaround Times Report as information.

Carried

10. New Business

a) 2024 LPRCA Budget and Levy Apportionment Vote (A. LeDuc)

At the January meeting, there were no comments received from the municipal partners regarding the 2024 budget. As directed, a 30-day notice of tonight's budget vote was sent to member municipalities following the January meeting.

A-22/24

Moved by D. Beres

Seconded by M. Columbus

That the LPRCA Board of Directors approves the following recommendations regarding LPRCA's 2024 Operating and Capital budgets;

1. That the 2023 approved Ontario Regulation 178/06 Permit Fees and Planning Act Review Fees be approved as the 2024 Ontario Regulation 178/06 Permit Fees and Planning Act Review Fees as set out in Attachment 1;
2. That the 2024 Operating Budget in the total amount of \$5,868,270 and requiring a Municipal Levy- Operating of \$2,145,963 be approved as set out in Attachment 2;
3. That the 2024 Capital Budget in the total amount of \$696,340 requiring a General Municipal Levy - Capital of \$188,940 and a Municipal Special Levy – Capital of \$60,000 for Norfolk County be approved as set out in Attachment 3;
4. That the proposed 2024 Consolidated Budget in the total amount of \$6,564,610 and requiring a Municipal Levy –Consolidated of \$2,394,903 be approved as set out in Attachment 3.
5. That the proposed 2024 Municipal Levy Apportionment by CVA % be approved as set out in Attachment 4.

<u>Member</u>	<u>Municipality/Group</u>	<u>Weight</u>	<u>Absent</u>	<u>Present</u>	<u>In Favour</u>	<u>Opposed</u>
Rainey Weisler	Municipality of Bayham	5.48		✓	5.48	
Robert Chambers	County of Brant	8.62		✓	8.62	
Shelley Ann Bentley	Haldimand County	8.69		✓	8.69	
Stewart Patterson	Haldimand County	8.69		✓	8.69	

FULL AUTHORITY COMMITTEE MEMBERS

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

Rainey Weisler	Township of Malahide	0.88		✓	0.88	
Doug Brunton	Norfolk County	12.5		✓	12.5	
Michael Columbus	Norfolk County	12.5		✓	12.5	
Tom Masschaele	Norfolk County	12.5		✓	12.5	
Chris Van Paassen	Norfolk County	12.5		✓	12.5	
Jim Palmer	Township of Norwich	8.82		✓	8.82	
Peter Ypma	Township of South-West Oxford	7.50	✓		7.50	
Dave Beres	Town of Tillsonburg	8.82		✓	8.82	
Weighted Vote Result		100%			100%	

Carried**b) 2024 Mileage and Per Diem Report (A. LeDuc)**

The 2024 budget included a 5% increase to director's fees based on CPI.

A-23/24

Moved by M. Columbus

Seconded by J. Palmer

THAT the LPRCA Board of Directors approves increasing the Chair's Honorarium to \$2,783, the Vice-chair's Honorarium to \$1,113, the Member's meeting per diems to \$111, and the mileage rate to \$0.62 per kilometre effective January 1, 2024.

Carried**c) Vittoria Dam EA Presentation by Matrix Solutions Inc. (Scott Robertson)**

Saifur Rahman introduced Scott Robertson, project leader from Matrix Solutions Inc. Mr. Robertson reviewed the Vittoria Dam Class Environmental Assessment process, findings and alternative solutions.

Engagement from the community and stakeholders was completed through two community liaison committee meetings, and a Public Information Centre was held on December 20, 2023. Based on the findings, solution alternatives were finalized and scored. Alternative #5 – Lower outlet/reservoir operating level and naturalize new pond perimeter, scored the highest and is identified as the preferred solution option.

Next steps include a presentation to Norfolk County Council, a complete study analysis, and the completion of a final report.

FULL AUTHORITY COMMITTEE MEMBERS

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

A-24/24

Moved by D. Brunton
Seconded by C. Van Paassen

THAT the LPRCA Board receives the Vittoria Dam EA Presentation by Matrix Solutions Inc. as information.

Carried

d) Vittoria Dam EA Update (S. Rahman)

The Manager of Engineering and Infrastructure confirmed the final project presentations: Norfolk County Council on February 13, 2024 and the LPRCA Board for endorsement on April 3, 2024.

A-25/24

Moved by D. Brunton
Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the Vittoria Environmental Assessment Update as information,

AND

THAT the LPRCA Board of Directors endorses Alternative #5 to be the preferred option as presented by Matrix Solutions Inc.,

AND

THAT the LPRCA Board of Directors supports Matrix Solutions Inc. to present a deputation to Norfolk County at the Council-in-Committee meeting on February 13, 2024.

Carried

e) General Manager's Report

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

The GM notified the Board that the Decoy Museum proposed by Mr. T. Davidson will not proceed due to unforeseen circumstances.

A-26/24

Moved by T. Masschaele
Seconded by J. Palmer

That the LPRCA Board of Directors receives the General Manager's Report for January 2024 as information.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

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

f) Service Recognition Program

Six staff members and three board members reached service milestones in 2023. They will be recognized at the Annual General Meeting on March 1, 2024.

A-27/24

Moved by R. Weisler

Seconded by M. Columbus

That the LPRCA Board of Directors receives the Service Recognition Report as information.

Carried

g) 2024 Tree Order

Long Point Region Conservation Authority purchases a variety of native tree and shrub species for restoration projects annually. Seedlings are purchased based on demand and the quality of stock. The tree planting program is a cost recovery program.

A-28/24

Moved by S. Patterson

Seconded by S. Bentley

THAT the LPRCA Board of Directors approves the 2024 tree order of up to 40,000 trees at an average cost of \$1.40 per tree for the 2024 spring tree planting season at a total cost of up to \$56,000.00 exclusive of HST.

Carried

h) Timber Tender LP-355-24 Proper/Serles/Greathead Tract

Tender packages were sent to various loggers, sawmill operators, and timber buyers for the Proper/Serles/Greathead property. Two bids were received and staff recommended the tender be awarded to the highest bidder.

A-29/24

Moved by C. Van Paassen

Seconded by J. Palmer

THAT the LPRCA Board of Directors accepts the tender submitted by Townsend Lumber Inc. for marked standing timber at the Proper/Serles/Greathead Tract– LP-355-24 for a total tendered price of \$191,227.00.

Carried

The closed session began at 8:07 p.m.

FULL AUTHORITY COMMITTEE MEMBERS

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

11. Closed Meeting

A-30/24

Moved by R. Weisler

Seconded by D. Brunton

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

- Personal matters about an identifiable individual, including employees of the Authority.

Carried

The Board reconvened in open session at 8:13 p.m.

Next meeting: LPRCA Annual General Meeting. The guest speaker is Emily DeCloet, 2009 Leighton and Betty Brown Scholarship winner.

Adjournment

The Chair adjourned the meeting at 8:15 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, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma



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

March 14, 2024

Township of Malahide Council

Re: EECC 2024 Operating Budget

Dear Members of Council,

At their meeting on March 13, 2024, the East Elgin Community Complex Board of Management passed the below resolutions regarding the Township of Malahide letter dated February 24, 2024:

Moved by Member Desrosiers and seconded by Member Barbour

That the correspondence respecting the 2024 Operating Budget and User Fees from the Town of Aylmer and the Township of Malahide be received for information.

The Board provided informal directions to EECC staff to note staff responses provided at the March 13, 2024, meeting in a letter to the Township of Malahide Council. Further, the Board noted the letter should request Malahide again consider the 2024 operating budget considering the new information presented at the March 13, 2024, meeting. With this in mind, please take note of the following:

Regarding the request for the new manager to review the operating budget, staff reported that the Manager of Parks and Recreation has had the opportunity to meet with the Director of Finance, Director of Operations, and the EECC staff to take a comprehensive review of 2024 Operating Budget and offer their analysis and recommendations. While staff greatly appreciate the support of the Board for the new manager, the manager does not believe further review is warranted currently with their existing level of institutional knowledge. As reported to the Board by the Director of Operations, it would be prudent for the Board to allow the new manager time to better understand operations and the potential impact prior to making any further recommendations.

Regarding the complaint letter by the AMHA, staff provided the Board with report Rec 01-24 addressing each issue raised by the AMHA. Staff would further note to the Board that the proposed budget represents a conservative approach to spending which builds off of a successful 2023, where both member municipalities saw a surplus. From staff's experience, this is unique to arena operations and the Board should be proud of this

accomplishment. Staff are continuing to meet with individual user groups to learn what is working well and what are the areas of concern. To give this undertaking the diligence it deserves, staff expect the process to take a several months over multiple meetings. The groups staff have met with thus far seem willing to take the time to meet to get this right. Staff think the Board will be in a better position to align the operational budgets with service standards in the 2025 budget and that completing this task prior to approving the 2024 operational budget may be too ambitious.

Regarding the request for a review of revenues, staff reported that this work is currently well underway. The Board has received numerous reports on the various sponsorship programs and user fee changes (including public skating and event sponsorship, lobby banner, rink boards, ice resurfacing sponsorship, summer ice rental rates). Staff reported that the reports and work may have gone under the radar because of all the other items that were on the agendas at the same time. Staff are moving slowly/cautiously, addressing key revenue opportunities. At the same time, staff have been working on a comprehensive sponsorship report and will continue this work in 2024; this work will be ongoing, and staff do not believe the incomplete status of the work warrants a delay of the 2024 budget.

Regarding ensuring that the utilization of the facilities is maximized and aligned with community needs, while not directly mentioned at the March 13, 2024, meeting, staff note that the Board approved the new user rates, a new ice allocation policy, and Monday Tuesday daytime closures in the last year. These changes will continue to be monitored and staff will continue to provide analysis which seeks to improve utilization and align it with community needs. Collaboration with key user groups, noted earlier in this letter, is additionally anticipated to support matching arena services with the needs of the community.

Regarding the request for information to be shared with both municipal partners equally, while not mentioned at the March 13 EECC meeting, Aylmer staff share draft projections of the draft budget amounts with Malahide staff as soon as they are available. In the case of the 2024 budget, Aylmer staff shared budget projections as early as October 16, 2023, with full confirmation provided November 9th, 2023. Formal deliberations on the EECC budget did not take place until the meeting of EECC Board on January 31, 2024. Draft budget numbers from all Boards (conservation authorities, PSB, water boards, etc.) are necessary for informed municipal Council decision making on their own budget. The Town of Aylmer pursues an early budgeting process for improved financial planning purposes, informed early year expenditures, and better tendering results; it is the hope of Aylmer staff that with the new EECC Board meeting schedule, these benefits can be shared with the Township through an earlier EECC budgeting process.

As noted in the EECC Board letter to Malahide and Aylmer Council EECC Board letter dated February 5, 2024, Township of Malahide endorsement of the 2024 EECC operating budget is requested. The following template resolution is offered:

Resolution No. -24

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

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



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

March 14, 2024

Town of Aylmer Council
Town of Malahide Council

Re: EECC 2024 Capital Budget

Dear Members of Council,

At their meeting on March 13, 2024, the East Elgin Community Complex Board of Management passed the below resolutions:

Moved by Member Desrosiers and seconded by Member Vanraes:

**That Report CAO 16-24 EECC Capital Budget, be received for information; and
That the EECC Board approve the 2024 Capital Budget in the total amount of
\$738,859.00 (\$369,429.50 per municipal partner); and,**

**That the Board's approval be sent onto member municipalities for
endorsement.**

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
Capital Budget in the total amount of \$738,859.00 (\$369,429.50 per municipal
partner).**

Items included in the 2024 Capital Budget include:

- EECC Comm / Security - Fire Alarm Panel in the amount of \$51125.00.
- EECC Exterior Walls - Sealants in the amount of \$40900.00.
- EECC Exterior Enclosure - Exterior doors in the amount of \$2761.00.
- EECC Roadways - Asphalt Paving (Parking lot) in the amount of \$216003.00.
- EECC Concrete - Curbs, Planters, pads in the amount of \$89469.00.
- EECC Concrete - Pedestrian Walkways in the amount of \$10000.00.
- EECC Sound System in the amount of \$15000.00.
- EECC HVAC - RTU - 5 to 7.5 t in the amount of \$132925.00.
- EECC HVAC - Ammonia Cooling Tower - Condenser in the amount of \$150000.00.
- EECC Roof Coverings - Standing seam in the amount of \$30676.00.

Additionally, please note that the Board deferred its decision on the EECC Roof Coverings - Low slope roof C/D & Eavestroughs to a future meeting to accommodate additional review.

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

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 24-11**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

WHEREAS Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

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

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on March 21, 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 21st day of March, 2024.

READ a **THIRD** time and **FINALLY PASSED** this 21st day of March, 2024.

Mayor, D. Giguère

Clerk, A. Adams