



The Corporation of the Township of Malahide
COUNCIL AND COMMITTEE OF THE WHOLE MEETING AGENDA
October 3, 2024 – 7:00p.m.

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

- (A) Call to Order
- (B) Approval of the Agenda
- (C) Disclosure of Pecuniary Interest
- (D) Announcements
- (E) Adoption of Minutes of Previous Meeting(s)
 - Council Meeting Minutes of September 19, 2024 and September 26, 2024
- (F) Public Meetings & Committee of Adjustment
 - Court of Revision – Laidlaw Drain
- (G) Delegations
- (H) Approval of Business (Consent Agenda)

Items listed under Approval of Business will be CONSIDERED in one motion, with the exception of those items identified for separate discussion, be approved and the recommendations therein (see draft resolutions) be adopted:

- F-24-06 - Emergency Services Quarterly Activity Report (April – June)
- FIN-24-25 - Expiration of Garbage Bag Tags
- (I) Unfinished Business
- (J) New Business
 - DS-24-48 - Community Sport and Recreation Infrastructure (CSRIF) Fund
 - DS-24-44 - Port Bruce Satisfaction Survey 2024 Results
 - FIN-24-27 - Property Tax Arrears Update
- (K) By-laws

Committee of the Whole

(L) Business for Consideration

- FIN-24-26 - 2025 Draft Water Budget and Financial Plan
- CLERK-24-07 - Integrity Commissioner, Closed Meeting Investigator, Ombudsman Services Extension Agreement
- CLERK-24-08 - 2025 Council Meeting Schedule

(LI) Unfinished Business

(LII) New Business

Council Members may bring new items for consideration but items for this section shall be introduced at the Approval of the Agenda

(O) Correspondence

Items listed under Correspondence are RECEIVED for information in one motion. Council members may request that one or more item(s) be separated for further action.

1. AMO Watchfile–September 19, 2024, and September 26, 2024
2. Elgin County Council Highlights – September 10, 2024
3. Kettle Creek Conservation Authority Minutes – August 22, 2024
4. Elgin Area Primary Water Supply System –Agenda & Meeting Package - October 3, 2024
5. Regional Municipality of Waterloo – Solve the Crisis
6. Town of Tillsonburg – Cellular Coverage Concerns

Committee of the Whole Adjourns

(P) Closed Session

- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Section 239 (2)(f)).
- A personal matter about an identifiable individual, including Municipal and Local Board Employees (Section 239 (2)(c)).

(Q) Confirmatory By-law

(R) Adjournment

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 October 3, 2024 Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on September 19, 2024 and the special meeting held on September 26, 2024 be adopted.
3. THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the Laidlaw Drain:

Mayor Dominique Giguère (Chair)
Councillor Rick Cerna
Councillor John H. Wilson

4. THAT the Court of Revision for the Laidlaw Drain be called to order at 7: p.m.
AND THAT Dominique Giguère be appointed Chair.
5. THAT the Court of Revision members for the Laidlaw Drain do hereby accept the recommendations of Drainage Engineer John M. Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated July 4, 2024.
6. THAT the Court of Revision relating to the Laidlaw Drain be adjourned and the Council Meeting reconvene at 7: __p.m.
7. THAT all items listed under Approval of Business from the September 5, 2024 Council Agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

- a. THAT Report No. F-24-06 entitled "Emergency Services Quarterly Activity Report (April – June)" be received.
- b. THAT Report No. FIN-24-25 entitled "Expiration of Garbage Bag Tags" be received;

AND THAT Council approve the removal of the garbage bag tag expiration dates, effective January 1, 2025, allowing residents to use previously purchased and future garbage bag tags without time constraints.

8. THAT Report No. DS-24-48 entitled "CSRIF Fund" be received;

AND THAT Malahide Council approves the submission of a joint grant application under CSRIF – Stream 1 for the repair and rehabilitation of the East Elgin Community Complex roof, HVAC system, and cooling condenser tower, and authorize staff to continue to work jointly with Aylmer staff to complete the application by the October 29, 2024 deadline.

9. THAT Report No. DS-24-44 entitled "Port Bruce Satisfaction Survey 2024" be received;

AND THAT the Township of Malahide approve the publication of the survey results for distribution through online and electronic channels.

10. THAT Report No. FIN-24-27 entitled "Property Tax Arrears Update" be received.

11. RESOLVED THAT we do now move into Committee of the Whole.

12. THAT Report No. FIN-24-26 entitled "2025 Draft Water Budget and Financial Plan" be received;

AND THAT the 2025 Draft Water Budget and water system user rates be approved;

AND THAT the Township's 2025 to 2030 Water Financial Plan be approved as presented;

AND THAT Municipal staff be authorized to carry out the administrative acts necessary to implement the 2025 Draft Water Budget including the submission of the Township's 2025-2030 Water Financial Plan to the Ministry of Municipal Affairs and Housing for the Municipal Drinking Water Licensing Program renewal.

13. THAT Report No. CLERK-24-07 entitled "2025 Council Meeting Schedule" be received;

AND THAT Council entered into an agreement with Aird & Berlis for a term of two years to provide Integrity Commissioner, Closed Meeting Investigator and Ombudsman Services that expires on December 31, 2024;

AND THAT the Committee of the Whole determines the Ontario Ombudsman services are adequate for the Township of Malahide, and requests Council to remove that scope of work from the Aird & Berlis Agreement;

AND THAT the Committee of the Whole recommends to Council the extension of the agreement with Aird & Berlis for an additional 2.5-year term after the contract expires.

14. THAT Report No. CLERK-24-08 entitled "2025 Council Meeting Schedule" be received;

AND THAT the Committee of the Whole recommend to Council the attached Council Meeting Schedule for the 2025 calendar year.

15. RESOLVED that Items O.1-O.6 be received and filed.

16. RESOLVED THAT we do now move out of Committee of the Whole and reconvene the regular council meeting.

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

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

- A personal matter about an identifiable individual, including Municipal and Local Board Employees (Section 239 (2)(c)).

18. THAT Council move out of Closed Session and reconvene at ____p.m. in order to continue with its deliberations.

19. THAT By-law No.24-57, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

20. RESOLVED THAT we do now adjourn at _____ p.m. to meet again on October 17, 2024 at 7:00p.m.

**The Corporation of the Township of Malahide
September 19, 2024 – 7:00p.m.
Virtual Meeting - <https://youtu.be/ld681GqU57Q>**

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:00p.m. The following were present:

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

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

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 7:00p.m.

APPROVAL OF AGENDA:

No. 24-315

Moved By: Rick Cerna

Seconded By: Mark Widner

THAT the September 19, 2024 Regular Council Meeting Agenda be approved as presented with the following additions:

- Section J – New Business Item – Traffic Concern Update
- Section J – New Business Item – Traffic Complaint

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

No items.

ANNOUNCEMENTS:

Director Godby announced that on Wednesday, September 25th, AORS will be hosting a Provincial Safety Truck Rodeo. The event will showcase 45 of the top municipal equipment operators as they compete in a snow plow obstacle course designed to replicate the daily challenges they encounter while clearing snow in our communities. Pacey Kicksee, a member of Malahide's Public Works Department, has qualified to participate in this event.

ADOPTION OF MINUTES:

No. 24-316**Moved By: John H. Wilson****Seconded By: Sarah Leitch**

THAT the minutes of the regular council meeting of Council held on September 5, 2024 and the special meeting held on September 11, 2024 be adopted.

Carried**PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:**

- Public Meeting - Zoning By-law Amendment Application – D14-Z09-24 (General Housekeeping Amendment)

No. 24-317**Moved By: Rick Cerna****Seconded By: Scott Lewis**

THAT the Public Meeting relating to the Zoning By-Law Amendment - Application of David Blatz relating to the property located at CON N GORE PT 16, Concession Gore STR, known municipally as 9962 Hacienda Rd be called to order at 7:05p.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 September 4th and September 11th. 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 as stated in his report. He stated that comments were received after the submission deadline by a neighbouring property owner, Aylmer Pheasant Club, who had no concerns but wanted to ensure the property owner was aware they were a hunt club who discharged firearms and had a licence to release and hunt game birds.

Mayor Giguère asked Clerk Adams if any additional written comments had been received and she indicated no additional written comments had been received.

Mayor Giguère asked if anyone in attendance had any questions. Agent, David Roe, reiterated some of the items for the application that Mr. Steele had touched upon completing as part of the process. He made note that the applicant was aware of the Pheasant club and had no concerns with that.

Mayor Giguère asked if any Council Members had any comments. Councillor Leitch inquired about the location of the driveway and will it cause any problems with future rail. Agent, David Roe confirmed the location of the driveway was staying the same and CN had no concerns. Councillor Cerna inquired if the rail line was active and Mr. Roe confirmed that it previously wasn't but it is currently open and being maintained. Councillor Glinski inquired what mitigating factors were included in this design. Mr. Roe noted certain construction requirements were required that were consistent with this type of application given the proximity to the rail line

No. 24-318

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT the Public Meeting relating to the Zoning By-Law Amendment - Application of David Blatz relating to the property located at CON N GORE PT 16, Concession Gore STR, known municipally as 9962 Hacienda Rd. be adjourned at 7:15p.m.

Carried

No. 24-319

Moved By: Sarah Leitch

Seconded By: Rick Cerna

THAT Report No. DS-24-42 entitled "Zoning By-Law Amendment Application of David Blatz relating to the property located at CON N GORE PT 16, Concession Gore STR (9962 Hacienda Rd)" be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z07-24 of David Blatz, relating to the property located at CON N GORE PT 16, Concession Gore STR, and known municipally as 9962 Hacienda Rd, BE APPROVED for the reasons set out in this Report.

AND THAT the final passing of the By-law be deferred until the subsequent consent application receives approval from the County Land Division Committee.

Carried

DELEGATIONS:

No items.

APPROVAL OF BUSINESS (CONSENT AGENDA):

No. 24-320

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT all items listed under Approval of Business from the September 5, 2024 Council Agenda, , be approved and the recommendations listed in part a therein be adopted:

- a. THAT FIN-24-24-Community Grants Policy Update be received;

AND THAT the Community Grants Policy be approved as presented.

UNFINISHED BUSINESS:

No items.

NEW BUSINESS:

- DS-24-43 - Application for Consent to Sever No. D10-E71-24 of David Thiessen & Elizabeth Thiessen

No. 24-321

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT Report No. DS-24-43 entitled “Application for Consent to Sever No. D10-E71-24 of David Thiessen & Elizabeth Thiessen” be received;

AND THAT the Application for Consent to Sever of David Thiessen & Elizabeth Thiessen on behalf of David Thiessen & Elizabeth Thiessen, relating to the property located at Lot 34, Concession 3, and known municipally as 53004 Vienna Line, be supported for the reasons set out in this Report;

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

Carried

- DS-24-41 - Application for Consent to Sever No. D10-E11-24 of 181711 Ontario Inc. (B and S Carrel)

No. 24-322

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT Report No. DS-24-41 entitled “Application for Consent to Sever No. D10-E11-24 of 181711 Ontario Inc. (B and S Carrel) (Authorized Agent: Civic Planning Solutions Inc. c/o David Roe)” be received;

AND THAT the Application for Consent to Sever No. D10-E11-24 of 181711 Ontario Inc. (B and S Carrel) (Authorized Agent: Civic Planning Solutions Inc. c/o David Roe) relating to the

property located at Part of Mill Street, Part of James Street, Part of Lots 7 and 8 West of East Street and Part of Lot 8 Mill Street, Township of Malahide be supported for the reasons set out in this Report;

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

Carried

- PW-24-35 - Half Ton Pickup Truck Replacement

No. 24-323

Moved By: Mark Widner

Seconded By: Scott Lewis

THAT Report No. PW-24-35 entitled "Half Ton Pickup Truck Replacement" be received;

AND THAT Staff be authorized to enter into an agreement with Forbes Motors Inc. for the purchase of one (1) Half-Ton Pickup Truck.

Carried

- PW-24-36 - Off-Road Vehicles By-Law – Designated Highways Amendment

No. 24-324

Moved By: Chester Glinski

Seconded By: Rick Cerna

THAT Report No. PW-24-36 entitled "Off-Road Vehicles By-law – Designated Highways Amendment" be received;

AND THAT the Mayor and Clerk be authorized to execute an amending By-law for the purpose of updating the Designated Highways in the Off-Road Vehicles By-law as outlined in this report.

Carried

- New Business Item – Traffic Concern Update – Imperial Road

Deputy Mayor Widner reported that he had been in touch with the County Engineering Department regarding the no-passing lanes on Imperial Rd. near Clovermead. He noted that there was a hit-and-run incident the previous week involving passing in that lane, and the lane's intended purpose is not being followed. The County has agreed to install new signs indicating that it is not a passing lane, which may help address the issue in that area. He expressed his

gratitude to Peter Dutchak and County staff for their efforts in finding this solution, hoping it will make a difference. Councillor Cerna added that he also experienced being passed in that area after the last meeting and shared his hope that this measure amidst other things will help this issue.

- New Business Item – Traffic Complaint Lyons Line

Councillor Wilson indicated that the dump truck issue in the Kingsmill area, mentioned at the last Council meeting, is now happening on Lyons Line. Director Godby will reach out to County staff to address the concerns about increased traffic and speed.

BY-LAWS:

No. 24-325

Moved By: Rick Cerna

Seconded By: John H. Wilson

THAT the following By-laws now read a first, second and third time and finally passed:

- 24-50- Amend Schedule for Off-Road Vehicles By-law
- 24-52-Closed Road Allowance By-law- I & S Peters
- 24-53-Closed Road Allowance By-law- A & J Peters
- 24-54-Closed Road Allowance By-law- Zimmer
- 24-55-Closed Road Allowance By-law-2455892 Ontario Ltd.

AND THAT the following by-laws be now read a first and second time:

- 24-49-Blatz Rezoning By-law

Carried

COMMITTEE OF THE WHOLE:

No. 24-326

Moved By: Sarah Leitch

Seconded By: Scott Lewis

RESOLVED THAT we do now move into Committee of the Whole.

Carried

Business for Consideration

- F-24-06 - Emergency Services Quarterly Activity Report (April – June)

No. 24-326**Moved By: Rick Cerna****Seconded By: Chester Glinski**

THAT Report No. F-24-06 entitled “Emergency Services Quarterly Activity Report (April – June)” be received.

Carried

- FIN-24-25 - Expiration of Garbage Bag Tags

Councillor Leitch inquired if there would be an impact with the contractor. Director Godby, noted that Miller Waste would operate business as usual, if a tag on the bag then it will be picked up, business as usual. Councillor Leitch noted that residents would be happy they no longer have expired tags. Mayor Giguere noted this may be a benefit to the contractor as they won't have to monitor the tag and year and may be more efficient.

Councillor Lewis asked if individuals with extra tags could return them to the Township for others who need more, rather than having to purchase additional ones. Mayor Giguère inquired if this was feasible. Director Boylan pointed out that this request contradicts the proposed policy change being discussed tonight, as removing the expiration date would allow residents to use the tags next year. The concern is that the initial allocation of sixty tags per package at the start of the year is insufficient for some families.

Mayor Giguère acknowledged Councillor Lewis's point about the ability to accumulate more tags now that there is no expiration date. She also mentioned that there is already an informal exchange occurring within the community to help reduce the administrative burden of the program.

Councillor Leitch in relation to people running out of tags mid-year, how is the recycling program being utilized. Director Godby noted he didn't have numbers on this but it's pretty stable as people's habits around recycling don't change a lot. This could be addressed through continued community outreach. The current waste management master plan is set to expire soon, and these items will be reviewed to provide more information during the budget process and the development of the new master plan.

No. 24-327**Moved By: Rick Cerna****Seconded By: Sarah Leitch**

THAT Report No. FIN-24-25 entitled “Expiration of Garbage Bag Tags” be received;

AND THAT the Committee of the Whole recommend to Council the removal of the garbage bag tag expiration dates, effective January 1, 2025, allowing residents to use previously purchased and future garbage bag tags without time constraints.

Carried

Unfinished Business

No items.

New Business

No items.

Correspondence

No. 24-328

Moved By: Scott Lewis

Seconded By: Chester Glinski

RESOLVED that Items O.1-O.6 be received and filed.

Carried

No. 24-329

Moved By: Sarah Leitch

Seconded By: Mark Widner

RESOLVED THAT we do now move out of Committee of the Whole and reconvene the regular council meeting.

Carried

CLOSED SESSION:

No items.

CONFIRMATORY BY-LAW:

No. 24-330

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT By-law No.24-51, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 24-331

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 7:56p.m. meet again on October 3, 2024 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams

**The Corporation of the Township of Malahide
September 26, 2024 – 12:30p.m.**

Virtual Meeting - <https://youtu.be/DcSWmScWquc?si=oFqDIM1AfFur5sqZ>

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 12:30p.m. The following were present:

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

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

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 12:31p.m.

APPROVAL OF AGENDA:

No. 24-332

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT the September 26, 2024 Special Council Meeting Agenda be approved as presented.

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

No items.

CLOSED SESSION:

No. 24-333

Moved By: Scott Lewis

Seconded By: Mark Widner

THAT Council move into Closed Session at 12:32p.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 (Section 239 (2)(f)).

Carried

No. 24-334

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council move out of Closed Session and reconvene at 1:30p.m. in order to continue with its deliberations;

AND THAT Staff were given direction by Council on the matter discussed in the Closed Session.

Carried

CONFIRMATORY BY-LAW:

No. 24-335

Moved By: Sarah Leitch

Seconded By: Scott Lewis

THAT By-law No.24-56, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 24-336

Moved By: Rick Cerna

Seconded By: Mark Widner

THAT Council adjourn its meeting at 1:31p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. DS-24-48

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: October 3, 2024
SUBJECT: **Community Sport and Recreation Infrastructure (CSRIF) Fund**

RECOMMENDATION:

THAT Report No. DS-24-48 entitled “CSRIF Fund” be received;

AND THAT Malahide Council approves the submission of a joint grant application under CSRIF – Stream 1 for the repair and rehabilitation of the East Elgin Community Complex roof, HVAC system, and cooling condenser tower, and authorize staff to continue to work jointly with Aylmer staff to complete the application by the October 29, 2024 deadline.

PURPOSE & BACKGROUND:

A recent Property Condition Assessment (PCA) revealed that essential components such as the roof, HVAC system, and cooling condenser tower have reached the end of their useful life and require immediate attention to ensure the continued functionality and safety of the facility.

The Community Sport and Recreation Infrastructure Fund (CSRIF) is a capital funding program designed to support the repair and rehabilitation of existing sport and recreation facilities across Ontario. The CSRIF program provides a timely funding opportunity to rehabilitate the EECC by focusing on these critical infrastructure elements.

Discussions between Malahide and Aylmer staff have identified this work as municipal priority and highlighted the strategic benefit of a unified submission, enhancing the application’s competitiveness. This report outlines the grant application process, eligibility criteria, and the potential financial impact of this submission.

COMMENTS & ANALYSIS:

Eligible applicants include municipalities, local services boards, Indigenous organizations, and not-for-profit organizations. Joint submissions, such as the proposed Malahide-Aylmer partnership strengthen the favorability of the application because it encourages local partnerships and mitigates liability in repayment considerations by the financier.

The grant is to support those projects that focus on the repair or rehabilitation of community sport and recreation facilities. Eligible projects include critical repairs, such as roof replacements and HVAC upgrades, that extend the facility's lifespan, improve health and safety, and enhance accessibility. CSRIF offers grants covering up to 50% of eligible project costs, with the possibility of up to 70% for municipalities with fewer than 20,000 residents. The program provides funding ranging from \$150,000 to \$1 million, depending on the project size.

The program emphasizes projects that demonstrate broad community support, economic impact, and operational sustainability. The partnership between Malahide and Aylmer strengthens the application, as CSRIF prioritizes collaborative efforts that serve larger community needs. The application deadline for Stream 1 is October 29, 2024, and projects must be completed within 24 months of the grant approval.

The EECC project addresses a critical need. The EECC project qualifies for funding as it includes critical infrastructure repairs, such as roof replacement, HVAC upgrades, and cooling condenser tower repairs, which extend the facility's lifespan, improve health and safety standards, and enhance accessibility. The PCA highlighted that without these repairs, the EECC's continued functionality is at risk, making this project a priority for both municipalities. The Board has received condition assessment and inspection reports that could be used to support the application. Replacing aging infrastructure will result in long-term operational savings and improved energy efficiency, aligning with CSRIF's environmental objectives

FINANCIAL IMPLICATIONS:

Based on the PCA, the estimated cost for roof, HVAC, and cooling condenser repairs is approximately \$1.2 million over the next five years. If successful, the CSRIF grant could, covering a significant portion of the expenses and reducing the financial burden on both municipalities. The population of Aylmer and Malahide combined does not exceed 20,000 people, and as such 70% of eligible project costs (\$840,000) would leave 30% of \$1.2 million (\$360,000) to be split evenly between the municipalities (\$180,000).

Staff would recommend applying for the maximum allowable grant under the CSRIF to fully capitalize on this opportunity. If Council decides to proceed with the submission as recommended, the staff would continue to review and refine the project details to ensure it aligns with the CSRIF's criteria to maximize the financial benefit of the grant program and prioritize those project components that are critical to support operations at the EECC.

LINK TO STRATEGIC & OPERATIONAL PLANS:

- Unlock responsible growth.
- Maximize the utilization of all assets: people, facilities, and technology
- Optimized use of all facilities, upgrades or changes to align with needs
- Township participation in regional economic development initiatives

CONSULTATION:

- Town of Aylmer

ATTACHMENTS:

N/A

Prepared by: S. Tripp, Community Relations & Economic Development Manager

Approved by: N. Dias, Chief Administrative Officer



REPORT NO. DS-24-44

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: October 3, 2024
SUBJECT: **Port Bruce Satisfaction Survey 2024**

RECOMMENDATION:

THAT Report No. DS-24-44 entitled “ Port Bruce Satisfaction Survey 2024Results” be received;

AND THAT the Township of Malahide approve the publication of the survey results for distribution through online and electronic channels.

PURPOSE & BACKGROUND:

Port Bruce is a charming community in Malahide, Ontario, known for its picturesque setting on Lake Erie. During the summer months, it attracts a significant number of travellers and tourists due to its beaches, parks, and recreational activities. The area is known for its beachfront access, quaint living style, and that it offers a more peaceful and tranquil environment when compared to other nearby ports.

There were a number of informal comments made to the Township regarding the conditions of the Port Bruce area managed by the Township. The Public Works department suggested to collect this information in the form of a survey. In collaboration with the Development Services Department, the Township sought to understand how the general public viewed the delivery of services provided to them.

The survey was structured in a way to recognize the demographics of visitors coming to the area and understand not only the reason why they decided to visit but also how they evaluate the management of the area with regard to accessibility and overall quality of services.

Beyond collecting demographics, access and information related to services, respondents were also afforded an opportunity to an open-ended comment section to generally provide feedback in how the municipality could improve upon meeting the needs of Port Bruce residents and visitors.

The data collection period would take place over the course of 5 weeks, from July 16th to August 18th, during some of the peak time for visitors and residents exploring Port Bruce. The survey would be available online for completion (on a computer or mobile device) as well as in-person for anyone wanting to complete the assessment on paper,

rather than digitally. One day was also dedicated to collecting responses at the site of Port Bruce, at the pavilion where residents were given an opportunity to voice their opinions on the matter directly to a member of staff. Those taking the survey were asked to evaluate access and quality of services on a scale from very dissatisfied, dissatisfied, neutral, satisfied and very satisfied.

COMMENTS & ANALYSIS:

There was a wide variety of respondents that opted to complete the Port Bruce survey with the Township of Malahide. In total, 66 surveys were completed. Of those 66 surveys, 20 were day visitors (visiting for the day), 5 were short term vacationers (visiting for two days to a week), 19 were seasonal visitors (visiting for more than a week to four months), and 22 were full time residents. Port Bruce continues to be an attraction for family friendly activities and more than 28 of those completing the survey brought children or teenagers for their visit(s). The reasons for visiting varied greatly as well, with most coming to visit the beach, boating, fishing, and visiting food vendors.

The survey consisted of three sections: evaluating satisfaction of access, evaluating of quality of services and lastly an open-ended comment portion.

Overall, the results of the survey were positive when evaluating the accessibility related to parking, beach mat access, availability of seating, public boat dockage and access to boat ramps and fuel. There was also a positive evaluation regarding the quality of services delivered by the Township in the Port Bruce vicinity including garbage services, grass cutting, maintenance, quality of seating, and overall cleanliness. 80% of all access and service-related matters were rated neutral or better. The highest satisfaction scores were related to access to parking at the beach (76), overall cleanliness (71), and quality of grass cutting and maintenance (71). The lowest satisfaction scores were related to availability of public boat dockage (58), access to boat ramps and fuel (63), and quality of garbage services (64).

Some items are coordinated in synch with The Ministry of the Environment, Conservation and Parks (MEPC) and the Township. For example: the beach mat is at the Provincial Park, but the Township installs and maintains it for the season. Driftwood is left on the Provincial Park Beach at the direction of Provincial staff. Lastly, one set of washrooms are in the Provincial Park and the other is operated by the Township and neither are constructed for year-round use. The report has been shared with the MEPC as it continues to maintain its harmonious relationship and collaboration.

Please evaluate the Following	Percentage Rated Neutral or Better
Access to Beach (Parking)	95%
Adequacy of Access to Beach via beach mats	95%
Availability of seating (within the park area, on and around the pier, and within the pavilion).	89%
Availability of Public boat dockage	90%
Access to boat ramps and fuel	96%
Quality of Garbage Services	80%
Quality of grass cutting and landscaping maintenance	87%
Quality of seating (within the park area, on and around the pier and within the pavilion).	89%
Overall Cleanliness	89%

The most common occurring themes in the comments included:

- More speed enforcement
- Better signage around the area for nearby attractions with a kinder tone
- Keep Port Bruce authentic, maintain its natural charm and beauty
- Address safety concerns related to swimming and biking
- Bring back beach volleyball
- Invest in more landscaping and gardening
- Encourage more visitors and vendors
- Explore different travel options for those commuting within Port Bruce
- Reduce driftwood on beach
- Washrooms should be available year-round

LINK TO STRATEGIC & OPERATIONAL PLANS:

Priorities:	Engage the community
Tangible Results:	Feedback on the quality of access and services regarding the portion of Port Bruce managed by the Township for review.

CONSULTATION:

- Public Works Department
- MECP

ATTACHMENTS:

1. Port Bruce Satisfaction Survey 2024

Prepared by: S. Tripp, Community Relations & Economic Development Manager

Approved by: N. Dias, Chief Administrative Officer



PORT BRUCE SATISFACTION SURVEY

*We want your feedback
to help us improve services
in Port Bruce.*

Background

Port Bruce is a charming community in Malahide, Ontario, known for its picturesque setting on Lake Erie. During the summer months, it attracts a significant number of travelers and tourists due to its beaches, parks, and recreational activities. The area is known for its beachfront access, quaint living style, and offers a more peaceful and tranquil environment when compared to other nearby ports.

In the summer of 2024, the Township of Malahide sought public feedback in order to improve its delivery of services and access in the area of its most popular tourist summer destination, Port Bruce.

The survey was structured in a way to recognize the demographics of visitors coming to the area and understand not only the reason for why they decided to visit, but how they evaluate the management of the area with regards to accessibility and overall quality of services. Beyond collecting demographics, access and information related to services, respondents were also afforded an opportunity to an open-ended comment section to generally provide feedback in how the municipality could improve upon meeting the needs of Port Bruce residents and visitors.

Demographics

There was a wide variety of respondents that opted to complete the Port Bruce survey with the Township of Malahide. In total, 66 surveys were completed. Of those 66 surveys, 20 were day visitors (visiting for the day), 5 were short term vacationers (visiting for two days to a week), 19 were seasonal visitors (visiting for more than a week to four months), and 22 were full time residents. Port Bruce continues to be an attraction for family friendly activities and more than 28 of those completing the survey brought children or teenagers for their visit(s).

Their reasons for visiting varied greatly as well, with most coming to visit the beach, boating, fishing, and visiting food vendors.

Summary

Overall, the results of the survey were positive when evaluating the accessibility related to parking, beach mat access, availability of seating, public boat dockage and access to boat ramps and fuel. There was also a positive evaluation regarding quality of services delivered by the Township in the Port Bruce vicinity including: garbage services, grass cutting, maintenance, quality of seating, and overall cleanliness. 80% of all access and service related matters were rated neutral or better. The highest satisfaction scores were related to access to parking at the beach (76), overall cleanliness (71), and quality of grass cutting and maintenance (71). The lowest satisfaction scores were related to availability of public boat dockage (58), access to boat ramps and fuel (63), and quality of garbage services (64).

Some items are coordinated in synch with The Ministry of the Environment, Conservation and Parks (MEPC) and the Township. For example: the beach mat is at the Provincial Park, but the Township installs and maintains it for the season. Driftwood is left on the Provincial Park Beach at the direction of Provincial staff. Lastly, one set of washrooms are in the Provincial Park and the other is operated by the

Township and neither are constructed for year-round use. The report has been shared with the MEPC as it continues to maintain its harmonious relationship and collaboration.

Please evaluate the Following	Percentage Rated Neutral or Better
Access to Beach (Parking)	95%
Adequacy of Access to Beach via beach mats	95%
Availability of seating (within the park area, on and around the pier, and within the pavilion).	89%
Availability of Public boat dockage	90%
Access to boat ramps and fuel	96%
Quality of Garbage Services	80%
Quality of grass cutting and landscaping maintenance	87%
Quality of seating (within the park area, on and around the pier and within the pavilion).	89%
Overall Cleanliness	89%

The most common occurring themes in the comments included in the open-ended suggestion box included the following:
1. More speed enforcement
2. Better signage around the area for nearby attractions with a kinder tone
3. Keep Port Bruce authentic, maintain its natural charm and beauty
4. Address safety concerns related to swimming and biking
5. Bring back beach volleyball
6. Invest in more landscaping and gardening
7. Encourage more visitors and vendors
8. Explore different travel options for those commuting within Port Bruce
9. Reduce driftwood on beach
10. Washrooms should be available year-round

Definitions

Satisfaction Index: The index is calculated to summarize the proportional representation of answers in the categories ranging from “Very Satisfied,” “Satisfied,” “Neutral,” “Dissatisfied,” and “Very Dissatisfied.” The satisfaction index covers a range from 0% to 100%. A 100% satisfaction index result is only possible if 100% of responses are in the “Very Satisfied” category. The satisfaction index summarizes responses from the entire range of positive and negative responses, and allows the comparison of customer satisfaction scores between each survey question.

Responses	Count	Satisfaction Index
Very satisfied	100%	100%
Satisfied	0%	“Very satisfied” (81% to 100%)
Neutral	0%	
Dissatisfied	0%	
Very dissatisfied	0%	

Responses	Count	Satisfaction Index
Very satisfied	0%	75%
Satisfied	100%	“Satisfied” (61% to 80%)
Neutral	0%	
Dissatisfied	0%	
Very dissatisfied	0%	

Responses	Count	Satisfaction Index
Very satisfied	0%	50%
Satisfied	0%	“Neutral” (41% to 60%)
Neutral	100%	
Dissatisfied	0%	
Very dissatisfied	0%	

Responses	Count	Satisfaction Index
Very satisfied	0%	25%
Satisfied	0%	“Dissatisfied” (21% to 40%)
Neutral	0%	
Dissatisfied	100%	

Very dissatisfied	0%
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Responses	Count
Very satisfied	0%
Satisfied	0%
Neutral	0%
Dissatisfied	0%
Very dissatisfied	100%

Satisfaction Index
0%
“Very dissatisfied” (0% to 20%)

Responses	Count
Very satisfied	20%
Satisfied	20%
Neutral	20%
Dissatisfied	20%
Very dissatisfied	20%

Satisfaction Index
50%
“Neutral” (41% to 60%)

% Neutral or Better: The appeasement portion is calculated as the sum of the total representation of responses falling within the “Very Satisfied,” “Satisfied”, and “Neutral” answer categories.

E.g.

Responses	Count
Very satisfied	20%
Satisfied	20%
Neutral	20%
Dissatisfied	20%
Very dissatisfied	20%

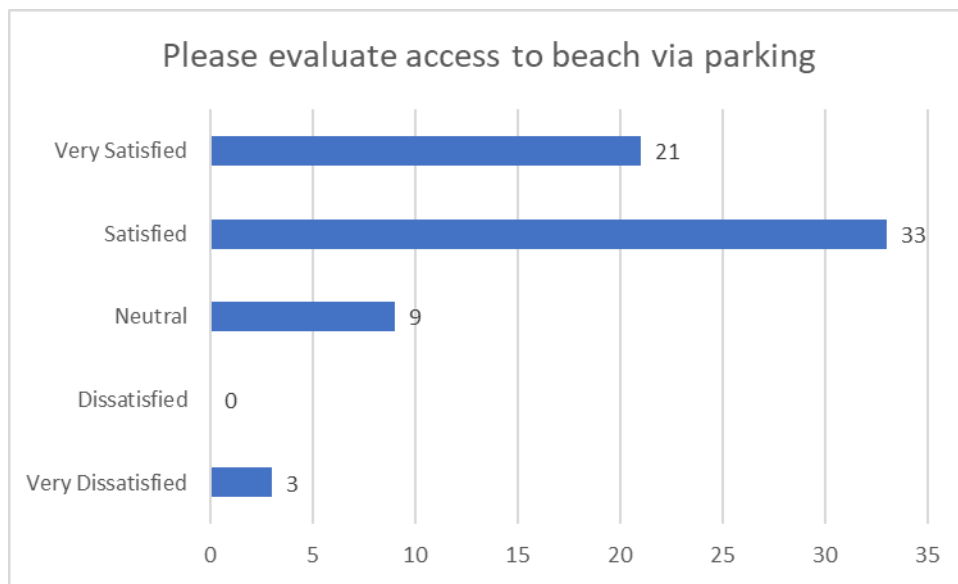
Satisfaction Index	% Neutral or Better
50%	60%

Results

1. Access- with regards to access please evaluate the following:

Access to the Beach (Parking)	Count	Percentage
Very Dissatisfied	3	5%
Dissatisfied	0	0%
Neutral	9	13%
Satisfied	33	50%
Very Satisfied	21	32%
Total	66	100%

Satisfaction Index	% Neutral or Better
76	95



With a satisfaction index of 76, respondents have an overall positive view on the Township’s beach access via parking. The survey found 95% of respondents identified their satisfaction as neutral or better.

What is the Township doing right?

- Easy to park
- Plenty of free parking/always available
- People with disabilities are accommodated

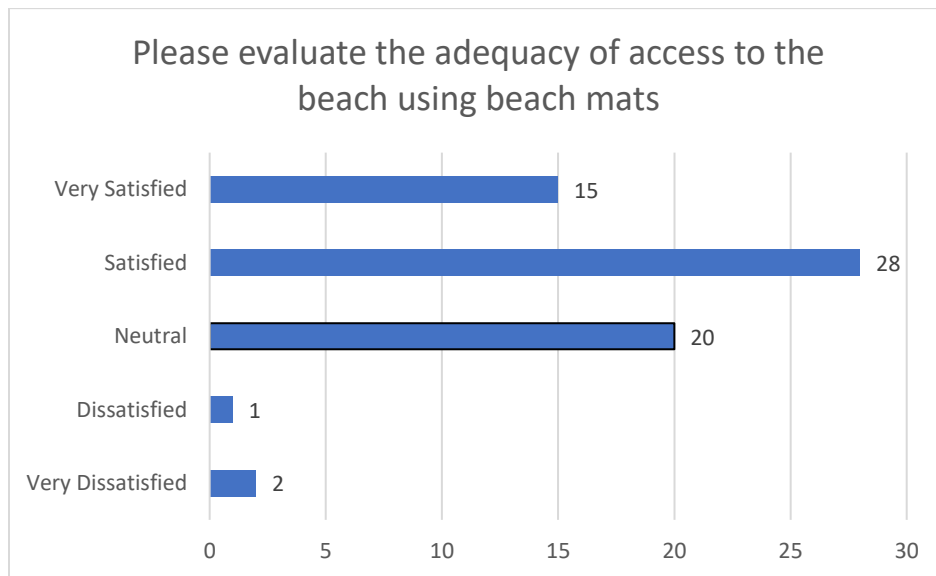
What are areas for improvement?

- Rocky debris
- The volume of parking at the area near the pavilion is significantly impacted by people who park facing the south on the edge of the park, resulting in more walking
- Could make parking near the pier more accessible for wheelchairs/people with disabilities

2. Access- with regards to access please evaluate the following:

Adequacy of access to the beach via beach mats	Count	Percentage
Very Dissatisfied	2	3
Dissatisfied	1	2
Neutral	20	30
Satisfied	28	42
Very Satisfied	15	23
Total	66	100%

Satisfaction Index	% Neutral or Better
70	95%



With a satisfaction index of 70, respondents have an overall positive view on the Township's adequacy of accessing the beach using beach mats. The survey found 95% of respondents identified their satisfaction as neutral or better.

What is the Township doing right?

- Beach mats work well
- So great to see the beach mat for people needing access
- I have no issue walking with my cane

What are areas for improvement?

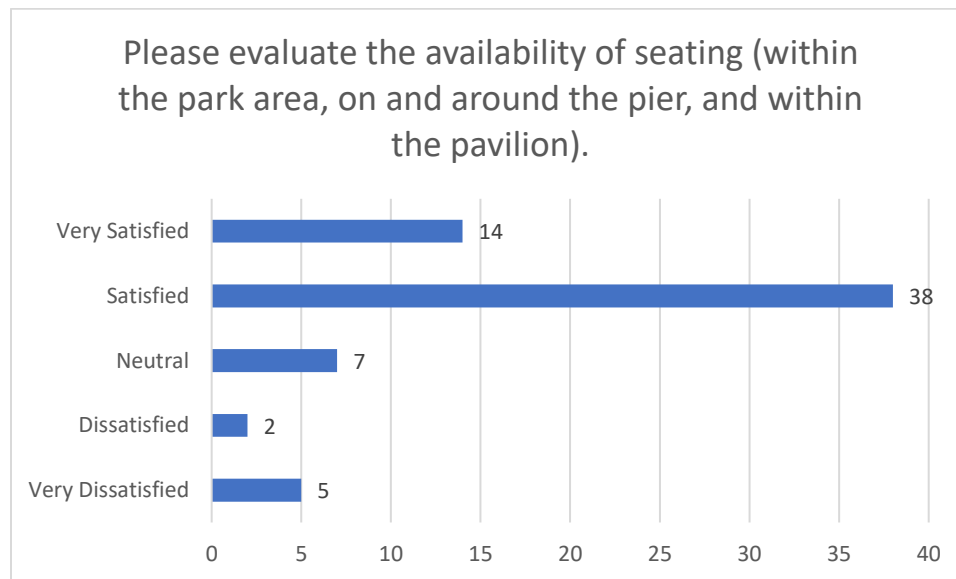
- Too much driftwood on beach mats
- Good placement but in a wheelchair cannot reach the water

- Not quite full access to the beach

3. Access- with regards to access please evaluate the following:

Availability of seating (within the park area, on and around the pier, and within the pavilion).	Count	Percentage
Very Dissatisfied	5	8
Dissatisfied	2	3
Neutral	7	11
Satisfied	38	57
Very Satisfied	14	21
Total	66	100%

Satisfaction Index	% Neutral or Better
70	89%



With a satisfaction index of 70, respondents have an overall positive view on the Township's availability of seating within the park, pier and pavilion. The survey found 89% of respondents identified their satisfaction as neutral or better.

What is the Township doing right?

- There is definitely plenty of seating available and the option to sit in a space where there is shade is extremely popular
- Love the benches along the creek north of the pier
- Always available
- Appreciate picnic tables with wheelchair seating

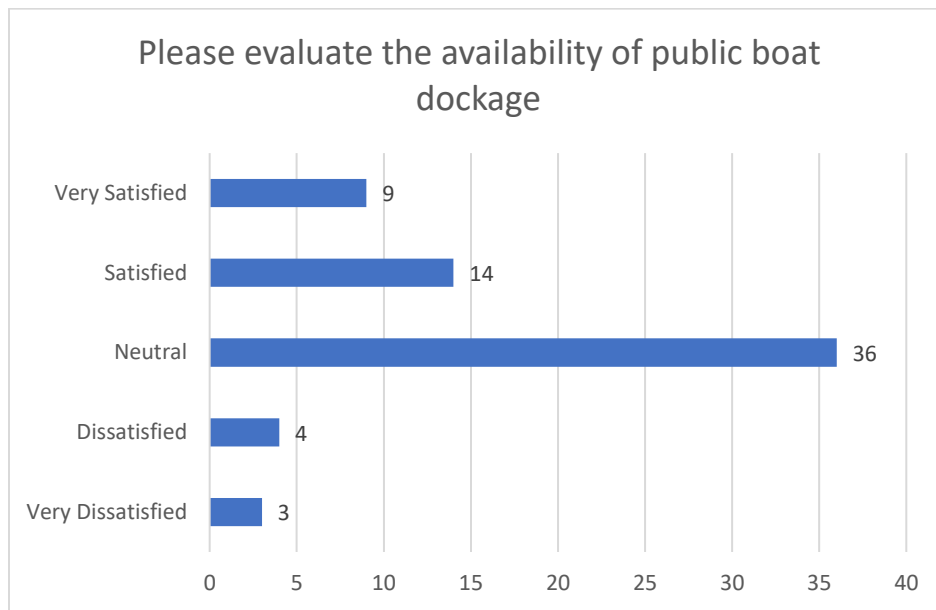
What are areas for improvement?

- There are not enough adequate picnic tables closer to the beach
- The seating that is available is not in great condition or clean.
- Not enough tables at times.

4. Access- with regards to access please evaluate the following:

Availability of public boat dockage	Count	Percentage
Very Dissatisfied	3	5
Dissatisfied	4	6
Neutral	36	54
Satisfied	14	21
Very Satisfied	9	14
Total	66	100%

Satisfaction Index	% Neutral or Better
58	90%



With a satisfaction index of 58, respondents had a mostly neutral view on the availability of public boat dockage in the area managed by the Township. The survey found 90% of respondents identified their satisfaction as neutral or better.

What is the Township doing right?

- There is adequate accessible public boat dockage
- It would be nice to have a better spot for kayaks and canoes to launch for free.

What are areas for improvement?

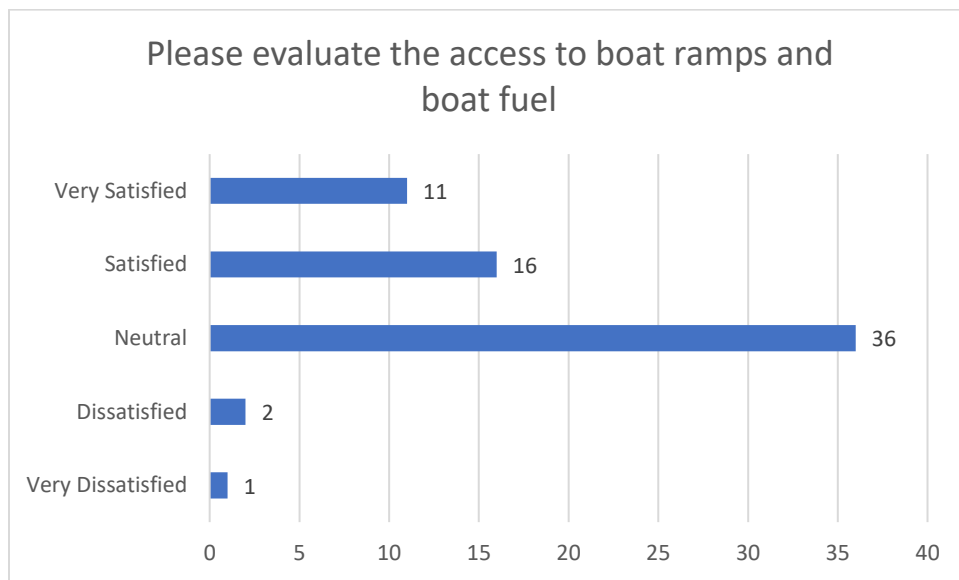
- A bit tricky to get a canoe or kayak onto catfish creek- only at bridge - often very busy or crowded.

- Lack of cleats along the pier for tying up vessels
- Kayak or paddle board launch would be great.

5. Access- with regards to access please evaluate the following:

Access to boat ramps and boat fuel	Count	Percentage
Very Dissatisfied	3	5
Dissatisfied	4	6
Neutral	36	54
Satisfied	14	21
Very Satisfied	9	14
Total	66	100%

Satisfaction Index	% Neutral or Better
63	96%



With a satisfaction index of 63, respondents had a mostly neutral view on the access to boat ramps and boat fuel in Port Bruce. The survey found 96% of respondents identified their satisfaction as neutral or better.

What is the Township doing right?

- Accessible fuel & ramps operated by friendly helpful and knowledgeable people
- Great for our day boaters with 2 marinas to launch from (1 with premium fuel) with a bonus of having free parking for the boat trailers and vehicles
- [REDACTED] is great for gas, and the docks are well maintained

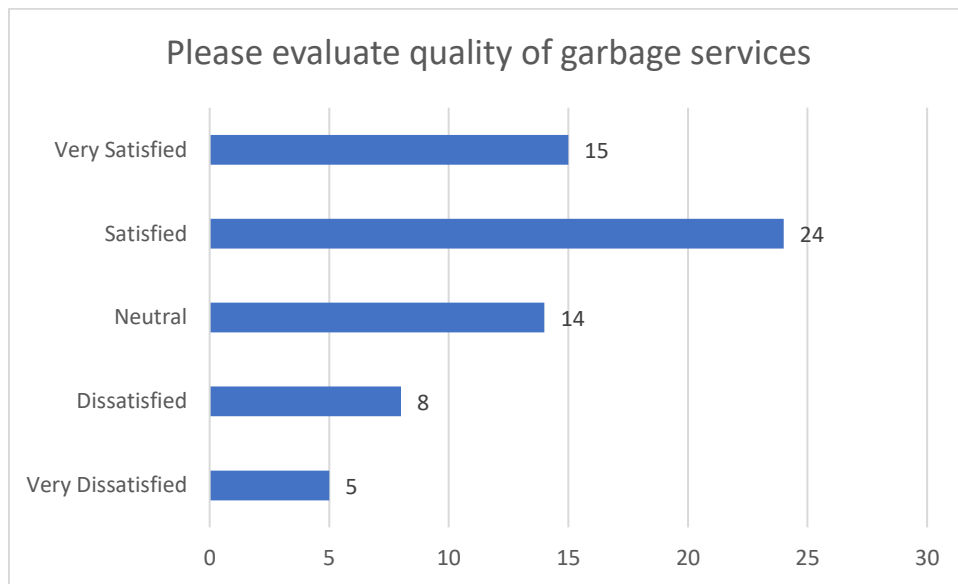
What are areas for improvement?

- Needs to be more than 1, the docks were handy when marina is backed up
- We do not require this service

6. With regards to QUALITY OF SERVICES please evaluate the following.

Quality of Garbage Services	Count	Percentage
Very Dissatisfied	5	8
Dissatisfied	8	12
Neutral	14	21
Satisfied	24	36
Very Satisfied	15	23
Total	66	100%

Satisfaction Index	% Neutral or Better
64	80%



With a satisfaction index of 64, respondents had a mostly positive view on quality of garbage services in Port Bruce. The survey found 80% of respondents identified their satisfaction as neutral or better.

What is the Township doing right?

- Love the same day pick
- [REDACTED] staff is exceptional, consistent day pickup
- Garbage left on the beach is a human error, rather than lack of services

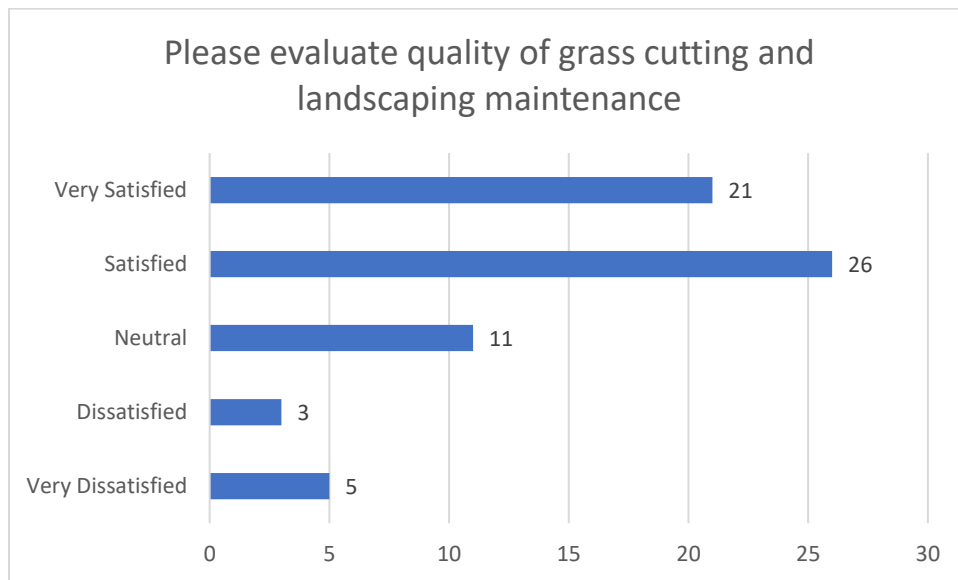
What are areas for improvement?

- One garbage can near the pier is not enough
- The receptacles are taken away after Labour Day, the park is visited year-round
- There should be more garbage containers on the beach, visitors tend to just leave trash on the beach

7. With regards to QUALITY OF SERVICES please evaluate the following.

Quality of grass cutting and landscaping maintenance	Count	Percentage
Very Dissatisfied	5	8
Dissatisfied	3	5
Neutral	11	17
Satisfied	26	38
Very Satisfied	21	32
Total	66	100%

Satisfaction Index	% Neutral or Better
71	87%



With a satisfaction index of 71, respondents had a mostly positive view on the quality of grass cutting and landscaping maintenance in Port Bruce. The survey found 87% of respondents identified their satisfaction as neutral or better.

What is the Township doing right?

- Port Bruce is well maintained and attractive. I would like to see the area on the side of imperial road, going up the hill, cut more often and kept very short for pedestrians to utilize
- Grass was neatly cut and gardens looked nice
- Workers are courteous and always do a good job

What are areas for improvement?

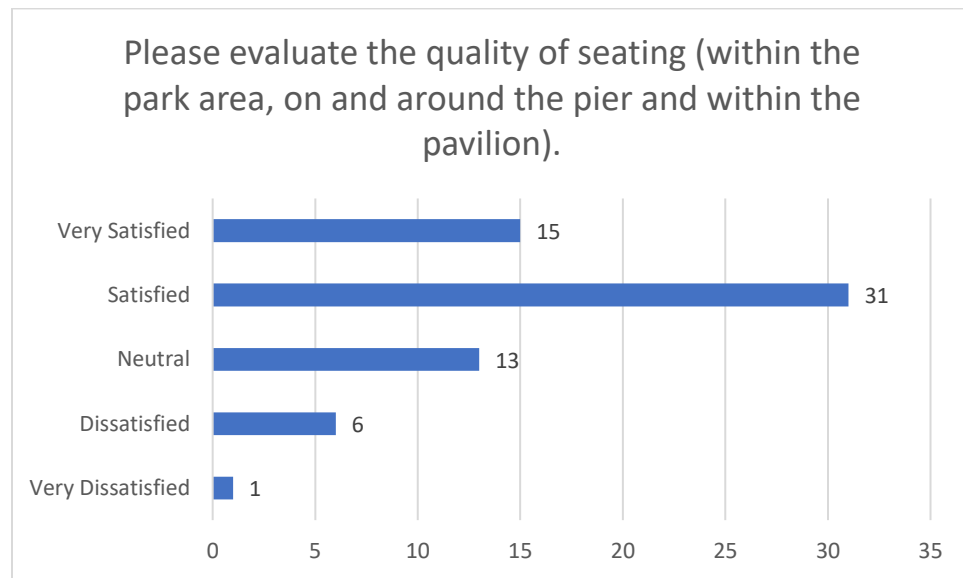
- Need to blow grass away from pavilion and sidewalks

- Grass always looks nice but there is way too much driftwood on the beach, can't even lie on the beach anymore
- There has been no money invested for nice landscaping around the pier or touristy area. There is no flowers, good grass, shrubs or trees. It's broken concrete with no statues or fountains or anything to draw people to

8. With regards to QUALITY OF SERVICES please evaluate the following.

Quality of seating (within the park area, on and around the pier and within the pavilion).	Count	Percentage
Very Dissatisfied	1	2
Dissatisfied	6	9
Neutral	13	20
Satisfied	31	46
Very Satisfied	15	23
Total	66	100%

Satisfaction Index	% Neutral or Better
71	89%



With a satisfaction index of 71, respondents had a mostly positive view on the quality of seating within the park area, on and around the pier and within the pavilion in Port Bruce. The survey found 89% of respondents identified their satisfaction as neutral or better.

What is the Township doing right?

- I've never had a problem finding a place to sit
- Seating is comfortable, tables can be moved to accommodate for bigger groups
- We are very fortunate to have such a nice pavilion and tables under it

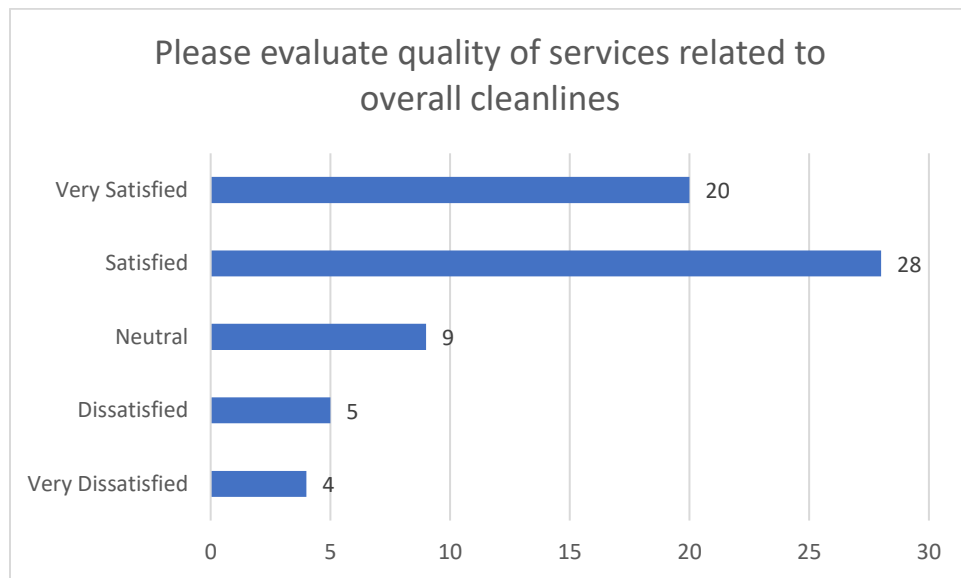
What are areas for improvement?

- More seats near the pier as it gets busy
- More tables and barbecues are required
- A few benches are looking worn and older, the seating could be more comfortable

9. With regards to QUALITY OF SERVICES please evaluate the following.

Overall Cleanliness	Count	Percentage
Very Dissatisfied	4	6
Dissatisfied	5	8
Neutral	9	14
Satisfied	28	42
Very Satisfied	20	30
Total	66	100%

Satisfaction Index	% Neutral or Better
71	89%



With a satisfaction index of 71, respondents had a mostly positive view on the overall cleanliness in Port Bruce. The survey found 89% of respondents identified their satisfaction as neutral or better.

What is the Township doing right?

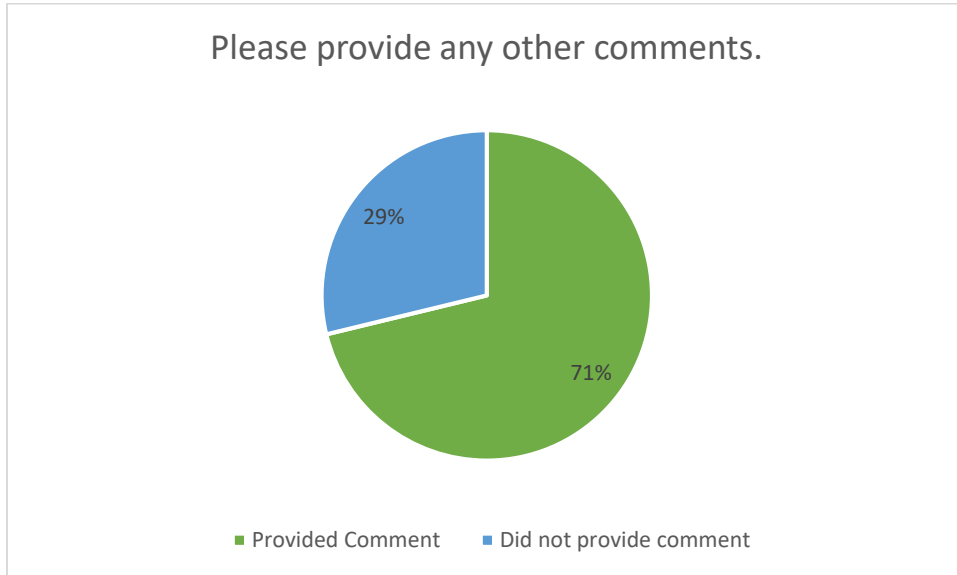
- The staff that clean the bathrooms do a great job, people looking after cleaning up the beach do a great job and even look for smoldering fires that could cause injury
- Pride of ownership is very evident
- Bathrooms and pavilion are usually very clean

What are areas for improvement?

- People often leave dog poop and dirty diapers around; the beach also has a lot of debris caught up in the driftwood
- The volume of cigarette butts and trash is steadily increasing; garbage on the beach and overflowing garbage the last three times I have visited
- Need more public garbage receptacles; as a business owner, people leave their garbage, and use my restrooms without purchasing any from our menu as they claim that the public washrooms are a mess

10. Please provide any other comments that may assist the municipality in ensuring the needs of Port Bruce residents and visitors are being met.

Residents and visitors were given a chance to respond to an open-ended question that allowed them to specify any specific needs that may assist the municipality is ensuring the needs of Port Bruce are being met.



The most common occurring themes in the comments included
<i>-More speed enforcement</i>
<i>-Better signage around the area for nearby attractions with a kinder tone</i>
<i>-Keep Port Bruce authentic, maintain its natural charm and beauty</i>
<i>-Address safety concerns related to swimming and biking</i>
<i>-Bring back beach volleyball</i>
<i>-Invest in more landscaping and gardening</i>
<i>-Encourage more visitors and vendors</i>
<i>-Explore different travel options for those commuting within Port Bruce</i>
<i>-Reduce driftwood on beach</i>
<i>-Washrooms should be available year-round</i>



REPORT NO. FIN-24-27
TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: October 3, 2024
SUBJECT: Property Tax Arrears Update

RECOMMENDATION:

THAT Report No. FIN-24-27 entitled “Property Tax Arrears Update” be received.

PURPOSE & BACKGROUND:

The Township of Malahide is responsible for the collection of property taxes, which serve as the primary source of revenue to fund local services. Property taxes are due on specific dates annually, and any unpaid taxes are subject to interest and penalty charges. Property owners are expected to remit their taxes on time, and any arrears may result in further actions by the Township to ensure compliance.

Over time, some property owners accumulate tax arrears, necessitating more stringent collection measures. As part of its regular review process, the Township identifies properties with arrears exceeding two years, which may lead to tax registration. Tax registration is a formal legal process that can, if unresolved, result in the sale of the property to recover outstanding taxes.

This report provides Council with an update on the status of property tax arrears and outlines the efforts being made to reduce arrears through various collection methods. It further provides notice that the Township will be proceeding with tax registration on a number of properties in 2024, in compliance with provincial legislation.

COMMENTS & ANALYSIS:

The Township’s property tax arrears fluctuate due to various factors, including economic conditions such as recessions, job losses, or reduced household income, which can limit property owners’ ability to pay taxes on time. Changes in property ownership, such as sales or transfers, may also cause delays in tax payments if responsibilities are not properly transferred. Additionally, administrative policies, such as the Township’s tax collection policy, can contribute to fluctuations. Most notably, the Township’s tax collection policy requires registration to be considered as a last resort, instead encouraging staff to work with property owners to establish mutually agreed-upon

payment plans. This approach can delay formal enforcement actions, resulting in temporary increases in arrears while efforts are made to reach an agreement with property owners.

A summary of the history of the Township's property tax arrears is provided in the table below:

Year	Total Arrears	Arrears as Percentage of Levied Taxes
2016	\$1,834,796	12.4%
2017	\$1,556,668	10.6%
2018	\$1,209,768	7.9%
2019	\$2,315,860	14.6%
2020	\$1,671,268	9.6%
2021	\$1,705,687	9.4%
2022	\$1,183,548	6.7%
2023	\$1,620,027	8.9%

At the end of 2023, the Township held \$1,620,027 in tax arrears relating to Township, County and Education property taxes. As taxes levied for the County of Elgin and the Province of Ontario are required to be remitted to those entities regardless of whether collection has occurred, the impact of tax arrears can significantly impact the Township's financial resources, namely its cash flow and investment returns.

Property taxes receivable are reported annually to the Province through the Financial Information Return (FIR). Based on the Province's standards, outstanding taxes between 10 -15% of levied taxes are seen as a moderate risk indicator of financial health. Based on the Township's 2023 financials, the Township's tax receivables indicator was 8.9%, an increase of 2.2% from the prior year. Although the Township's financial risk in this area is still considered low, staff have identified several properties whose arrears continues to grow and where collection efforts to date have failed.

Ongoing Collection Efforts

Properties in arrears are notified after each property tax installment due date has passed. These properties are informed that their outstanding balances are subject to monthly interest charges at the rate of 1.25% per month or 15% per annum in accordance with the Municipal Act. In addition to arrears notices, the Township's property tax bills, which are mailed out to all properties owners twice each year, state any overdue balances. Lastly, an additional year end notice of arrears is mailed out in December each year.

Staff's 2024 review of the Township's tax arrears show 24 properties owing a combined \$637,765 are currently eligible for tax registration. The Township had discontinued tax

registration since the beginning of the pandemic leading to this unusually high number of properties falling into significant arrears.

To address this issue, each of these properties were issued a personalized letter urging them to contact the Township to set up a payment plan and warning them that they are now eligible to be registered for tax sale. Through this process, staff were able to set up payment plans with 17 properties owners owing a total of \$484,279.15. A remaining 7 properties totalling \$153,485.98 have failed to contact the Township and will be registered for tax sale.

Registering a property for unpaid taxes is essential for the Township to enforce tax collection and recover revenue needed to fund its services. It serves as a legal claim on the property, ensuring the Township's interest is secured, and often acts as a strong incentive for property owners to settle their arrears before further legal action, such as a tax sale, is initiated. Staff have observed that most properties on a payment plan or otherwise registered for tax sale do successfully pay down their accounts before their property is sold.

To proceed with registration, the Township opts to use an external service for tax registration to leverage specialized expertise in property law and tax sale processes, ensuring compliance with complex legal requirements. They also enhance efficiency by handling the time-consuming administrative tasks involved in registering properties and managing tax sales, allowing staff to focus on their core responsibilities. Additionally, this strategy minimizes the risk of errors and legal disputes, reducing the Township's exposure to potential liabilities. A summary of the steps involved in the tax registration process is appended to this report.

FINANCIAL IMPLICATIONS:

All fees associated with the tax sale process are recoverable by adding them to the cancellation price. Also, pending further analysis, it is possible that less penalty and interest revenue may be generated in future years as property owners make payments against arrears sooner to avoid the tax sale. It is also likely that, under the new process, the Township will see a smaller portion of property tax accounts in arrears which would result in better cash flow and improve the Township's financial health by putting less funds at risk of non-collection.

ATTACHMENTS:

Schedule A) Explanation of Tax Sale Process

Prepared by: T. Hoover, Tax Collector/Assistant Treasurer

Reviewed by: A. Boylan, Director of Corporate Services/Treasurer

Approved by: N. Dias, Chief Administrative Officer

Schedule A) Explanation of Tax Registration Process

1. Notification of Tax Arrears

The process begins when a property owner has failed to pay their property taxes. In Ontario, municipalities usually allow a grace period (often two or three years) before starting the tax registration process. During this time, notices of overdue taxes are sent to the property owner, often accompanied by penalties and interest charges. These notifications serve as formal reminders and attempts to encourage the property owner to settle the outstanding amount.

2. Final Notice Before Registration

Before registering the property, the municipality will send a **Final Notice** or **Demand for Payment**. This notice typically provides a last chance for the property owner to pay the outstanding taxes within a set period (e.g., 30 days). The municipality may warn that failure to pay will result in the commencement of the tax sale process.

3. Tax Arrears Certificate Registration

If the tax arrears remain unpaid after the Final Notice period, the municipality may then proceed to register a **Tax Arrears Certificate** on the property title. This registration is done through the Land Registry Office and acts as a legal claim against the property for unpaid taxes.

Once the certificate is registered, the property owner has **one year** to pay the outstanding taxes, interest, and penalties in full to avoid further action. This period is known as the **redemption period**.

4. Notice of Tax Arrears Certificate Registration

After registering the Tax Arrears Certificate, the municipality must send written notice to the property owner and any other interested parties (e.g., mortgage holders, lienholders). This notice informs them of the registration and the amount of arrears, along with instructions on how to redeem the property by making full payment.

5. Redemption Period (One Year)

During the redemption period, the property owner has the opportunity to pay the taxes, penalties, and interest in full to discharge the Tax Arrears Certificate and prevent the property from being sold. No partial payments are accepted at this stage; the full amount must be paid to stop the process.

6. Commencement of Tax Sale Process

If the arrears are not paid within the one-year redemption period, the municipality may begin the tax sale process. The property is typically sold by public auction or through a sealed tender process. The proceeds from the sale are used to cover the outstanding taxes, penalties, interest, and legal fees.

7. Notice of Public Sale

Before the property is sold, the municipality must provide public notice of the sale. This notice is usually published in a local newspaper and may also be posted on the municipality's website. The notice will include details of the property, the tax sale process, and the date of the auction or tender.

8. Sale of the Property

The property is sold to the highest bidder at a public auction or sealed tender process. If the property sells for more than the amount owed, the excess funds are held in trust and can be claimed by the property owner or other interested parties. If the sale proceeds are insufficient to cover the tax debt, the municipality may apply the sale proceeds to the arrears and write off any remaining balance.

9. Discharge of Tax Arrears Certificate

Once the property is sold, the Tax Arrears Certificate is discharged, and the new owner takes possession of the property free of any tax-related claims. The municipality uses the sale proceeds to cover the outstanding taxes, penalties, and costs incurred during the tax sale process.



REPORT NO. FIN-24-26

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: October 3, 2024
SUBJECT: **2025 Draft Water Budget & Financial Plan**

RECOMMENDATION:

THAT Report No. FIN-24-26 entitled “2025 Draft Water Budget and Financial Plan” be received;

AND THAT the 2025 Draft Water Budget and water system user rates be approved

AND THAT the Township’s 2025 to 2030 Water Financial Plan be approved as presented

AND THAT Municipal staff be authorized to carry out the administrative acts necessary to implement the 2025 Draft Water Budget including the submission of the Township’s 2025-2030 Water Financial Plan to the Ministry of Municipal Affairs and Housing for water drinking licence renewal.

PURPOSE & BACKGROUND:

At the end of each year, the Township approves its Water Budget and the related user fees for the upcoming calendar year. The Township’s potable water service operates on a self-funded, full-cost recovery basis, meaning user fees are designed to cover all expenses without any reliance on property tax collections or reserves funded by property taxes. At its December 15, 2022 meeting, Council received and accepted in principle the Township’s 2023 Water and Wastewater Rate Study, which was prepared and presented by Watson & Associates Economists Ltd. Based on the best available information at the time, it was recommended that water rates increase by 5% annually from 2023 to 2032 to meet the system’s financial needs. As part of the annual budget development process, staff assess whether adjustments to this recommendation are necessary based on updated information.

In addition to the annual water budget, the Township is required to approve a five-year financial plan to renew its drinking water license, as mandated by provincial regulations. The upcoming financial plan, starting in 2025, ensures compliance with these

requirements and addresses the long-term financial sustainability of the Township’s water system. The Township’s 2025 -2030 Draft Financial Plan is attached to this report and is recommended to considered for approval concurrently with this year’s water budget.

COMMENTS & ANALYSIS:

Recommended Water Rates:

Water rates are imposed on users of the system to recover costs to operate and maintain the distribution system. The Township’s rate structure utilizes a quarterly base charge as well as a volumetric charge on a per cubic metre basis. Based on staff’s review of the 2025 Draft Water Budget (attached), it is recommended the Township increase its water user fees by **5%** as presented in the 2023 Rate Study. If approved, the average household, based on an annual consumption of 200 cubic metres, will pay an additional **\$69 per year**, or 5.77 every month. A comparison of user fees and their impact on users is provided below.

Water Rate Comparison		
	2025 (Draft)	2024
Quarterly Base Charge	90.76	86.44
Volumetric Rate	5.43/m ³	5.17/m ³
Average Household Cost	\$1,449	\$1,380

2025 Budget Summary:

The 2025 Draft Water Budget does not contemplate any changes to service levels, resources or significant capital investments this year. Purchases of treated water from various supply systems and future replacement of infrastructure account for 76% of the Township’s water rates. The system is managed by a mix of internal (staff) and external (Ontario Clean Water Agency) resources accounting for 17% annual costs. System repairs and other costs, such as software necessary to monitor the water system, account for the remaining 7%.

Annual lifecycle funding of \$268,300 will fund \$120,500 in capital projects with the remainder of \$147,800 being contributed to reserves for future infrastructure replacement. The Township’s Water Reserve is forecasted at \$465,161 by the end of 2025. A summarized version of the Township’s Water Operating Budget is subsequently provided for review.

Budget Summary			
	2024 Budget	2025 Budget	Change
Annual Expenses			
Purchase of Water	\$589,400	\$612,200	22,800

OCWA Contract	93,000	98,300	5,300
Staffing	87,924	90,600	2,676
Repairs & Maintenance	50,000	50,000	0
Facilities	15,000	14,000	(1,000)
Other	19,200	18,400	(800)
Total	\$854,525	\$883,500	\$28,975
Annual Revenue			
User Fees	1,052,981	1,122,400	69,419
Investment Income	0	22,200	22,200
Other	7,200	7,200	0
Total	\$1,060,181	\$1,151,800	\$91,619
Lifecycle Funding	\$205,656	\$268,300	\$62,644

Budget Details:

Billing Revenue

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

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Connections	650	652	653	654
Basic Charge Rate	78.40	82.32	86.44	90.76
Basic Charge Revenue	203,840	214,691	225,781	237,400
Consumption (per m ³)	159,140	159,839	160,000	162,980
Volumetric Charge Rate	4.69	4.92	5.17	5.43
Consumption Revenue	746,400	786,400	827,200	885,000
Billing Revenue	\$950,240	\$1,001,100	\$1,052,981	\$1,122,400

Water Purchases

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

Treated Water Supply Costs			
Category	Source	Users	Est. Rate Increase
Primary	Elgin Area Primary Water Supply System (EAPWSS)	Secondary water systems	3.5%
Secondary/ Intermediary	Port Burwell Secondary Water Supply System (PBSWSS)	Malahide tertiary system along the lake	5.0%
	Aylmer Area Secondary Water Supply System (AASWSS)	Users west of Aylmer	3.5%
	Town of Aylmer	Users east of Aylmer	6.0%
Tertiary	Malahide Water Distribution System	Malahide residents	5.0%

Ontario Clean Water Agency (OCWA) Contract

The Township entered into a contract with OCWA in 2022 to operate its water distribution system. The contract allows OCWA to charge the Township of Malahide a base price plus cumulative inflationary increases each year. An estimated increase for this contract provision is included in the 2025 Water Budget.

Staffing

Malahide assigns labour costs based on the actual hours worked in each functional area. This can cause differences between actuals and budgets in years where a particular functional area requires a higher than expected amount of staff's time.

System Repairs & Maintenance

An average of \$35,500 in repairs costs have been incurred between 2021 to 2023. The existing 2024 budget of \$50,000 is not recommended to increase for the 2025 budget year. It is important to note that a single watermain break or other significant repair event has the potential to exceed this entire budget allocation so it is important to retain some funding in reserves for such cases.

Facilities

Facility operating costs pertain to the water system's Booster Station at 5020 Imperial Road. The Township's pay for hydro and phone service that this facility for a combined cost of \$14,000 per year.

Capital & Reserves

The Township's multi-year capital water budget for the current year is shaped by recommendations from OCWA's 2025 report, which suggests an average annual capital investment of \$51,300 from 2025 to 2030. With annual reserve contributions expected to average \$346,000 over this period, the Township is not only able to meet these capital investment requirements but also build reserves for future infrastructure needs. By 2030, the Township anticipates having nearly \$2.1 million earmarked for water infrastructure replacement, a significant improvement from 2023 when reserves were nearly depleted. These recommendations are based on the Township's 2024 Asset Management Plan, as approved by Council.

This current year budget plays a crucial role in the Township's long-term financial strategy for water infrastructure, as outlined in Schedule B of the budget document. Schedule B provides a summarized long-term financial model that guides the Township's approach to water infrastructure funding. The adoption of a 100% reserve funding model aligns with this strategy, ensuring that future capital needs can be met without resorting to external borrowing or excessive rate increases. By increasing annual reserve transfers and generating income through investments, the Township can maintain flexibility while keeping average annual fixed user fee rate increases at approximately 5%, in accordance with the 2022 Rate Study Report. This comprehensive approach, reinforced by the financial projections in Schedule B, ensures the long-term sustainability of the Township's water distribution system without overburdening residents.

Future Outlook:

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

Most of the system's watermains were built between the late 1980's and early 2000's. As of 2024, the system is comprised entirely of PVC mains which are expected to last 100 years. Over the past service lives of these assets, the Township should have dedicated a greater proportion of its water rate to contributing to its Water Reserve for future infrastructure replacement. In 2023, the Township's Water Reserve was completely depleted. Rather than having built up sufficient reserves over the years to cover the long-term costs of maintaining and replacing watermain infrastructure, unforeseen expenses, a lack of proactive financial planning and an understandable desire to maintain a low cost of living left the reserve with nearly no balance. As a result, the Township has been in a vulnerable position, without the necessary funds to address future infrastructure needs, forcing the Township to urgently develop a plan to rebuild the reserve and make up for lost ground.

The Township of Malahide is now facing a critical need to make up ground in its water reserves due to a historical underfunding of these reserves. Without sufficient funds proportionate to the replacement cost of the Township's watermain assets, the long-term sustainability of our water infrastructure is at risk. Addressing this gap is essential to ensure the Township can meet future asset replacement and repair demands without imposing undue financial strain on ratepayers or compromising service quality.

Much like a pension plan, a well-funded reserve not only prepares for future repair and replacement costs but also generates investment income, allowing the Township to grow its funds over time. This reduces reliance on borrowing and mitigates the need for sudden rate increases. By gradually building reserves and earning investment returns, the Township can evenly distribute costs across current and future users, ensuring fairness and preventing rate shocks while adhering to best practices in municipal finance.

Contributions to the Township's water reserves are expected to be \$268,300 for 2025. Based on long-term financial modelling, as presented in the Township's 2024 Asset Management Plan and 2023 Water Rate Study, annual rate increases of approximately 5% are recommended over the next decade to continue to build the Township's Water Reserve. Although the Township is currently behind on funding its future water infrastructure replacements, these steps can help the Township regain financial stability and ensure the long-term sustainability of its water infrastructure. The planned contributions for 2025, along with the recommended rate increases, will steadily grow the water reserve, allowing the Township to gradually close its funding gap. While the reserve shortfall poses an immediate challenge, these proactive measures will ensure that the Township is better positioned to meet future infrastructure needs and prevent financial strain on future ratepayers. By adhering to the outlined strategy, the Township can secure sufficient funds for ongoing watermain maintenance and replacement, avoiding the risks associated with deferred investments in critical infrastructure.

ATTACHMENTS:

1. Schedule A: 2025 Draft Water Budget
2. Schedule B: Long-term Asset Management Strategy
3. Schedule C: 2025 Water User Fees
4. Schedule D: 2025-2030 Water Financial Plan

Prepared by: A. Boylan, Director of Corporate Services/Treasurer

Approved by: N. Dias, Chief Administrative Officer

Water | Operating Budget

Schedule A) 2025 Draft Water Budget

	2022		2023		2024		2025	
	Budget	Actuals	Budget	Actual	Budget	Forecast	Budget	Change
Expenses								
<u>Administrative</u>								
Wages & Benefits	\$105,358	\$104,640	\$110,700	\$108,709	\$87,925	\$76,400	\$90,600	\$2,675
Training & Conferences	\$2,000	\$1,308	\$2,100	\$1,471	\$2,100	\$1,500	\$2,100	\$0
Dues & Memberships	\$200	\$728	\$200	\$934	\$800	\$1,000	\$1,000	\$200
Neptune Software	\$2,900	\$2,877	\$3,500	\$3,358	\$3,500	\$3,500	\$3,500	\$0
Vehicle Expenses	\$2,355	\$5,773	\$2,500	\$5,633	\$4,200	\$4,100	\$4,200	\$0
Miscellaenous	\$250	\$2,844	\$300	\$0	\$0	\$60	\$0	\$0
	\$113,063	\$118,169	\$119,300	\$120,105	\$98,525	\$86,560	\$101,400	\$2,875
<u>Facilities</u>								
Utilities	\$9,600	\$10,090	\$10,100	\$12,771	\$12,200	\$12,000	\$12,200	\$0
Phone & Internet	\$2,165	\$1,891	\$2,300	\$2,221	\$2,300	\$1,500	\$1,800	-\$500
Grounds Maintenance	\$500	\$0	\$500	\$0	\$500	\$0	\$0	-\$500
	\$12,265	\$11,981	\$12,900	\$14,992	\$15,000	\$13,500	\$14,000	-\$1,000
<u>System Operations</u>								
Repairs & Maintenance	\$27,750	\$54,804	\$47,300	\$26,478	\$50,000	\$10,200	\$50,000	\$0
SCADA Network Costs	\$4,000	\$2,813	\$8,250	\$4,357	\$8,600	\$4,500	\$7,600	-\$1,000
OCWA Contract	\$79,646	\$79,956	\$84,546	\$87,962	\$93,000	\$89,300	\$98,300	\$5,300
Purchase of Water	\$510,250	\$578,390	\$505,280	\$548,807	\$589,400	\$557,300	\$612,200	\$22,800
	\$621,646	\$715,962	\$645,376	\$667,603	\$741,000	\$661,300	\$768,100	\$27,100
Total Expenses	\$746,974	\$846,112	\$777,576	\$802,701	\$854,525	\$761,360	\$883,500	\$28,975

Water | Operating Budget Forecast

Schedule A) 2025 Draft Water Budget

	2025	2026	2027	2028	2029	2030
Expenses						
<u>Administrative</u>						
Wages & Benefits	\$90,600	\$93,200	\$95,800	\$98,500	\$101,200	\$104,000
Training & Conferences	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
Dues & Memberships	\$1,000	\$1,020	\$1,040	\$1,060	\$1,080	\$1,100
Computer Software - Neptune	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
Vehicle Expenses	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200
	\$101,400	\$104,020	\$106,640	\$109,360	\$112,080	\$114,900
<u>Facilities</u>						
Utilities	\$12,200	\$12,400	\$12,600	\$12,900	\$13,200	\$13,500
Phone & Internet	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
	\$14,000	\$14,200	\$14,400	\$14,700	\$15,000	\$15,300
<u>System Operations</u>						
Repairs & Maintenance	\$50,000	\$51,500	\$52,500	\$53,600	\$54,700	\$55,800
SCADA Network Costs	\$7,600	\$7,800	\$7,900	\$8,000	\$8,100	\$8,200
OCWA Contract	\$98,300	\$101,200	\$103,200	\$105,200	\$107,300	\$109,400
Purchase of Water	\$612,200	\$647,000	\$681,100	\$719,000	\$759,600	\$799,800
	\$768,100	\$807,500	\$844,700	\$885,800	\$929,700	\$973,200
Total Expenses	\$883,500	\$925,720	\$965,740	\$1,009,860	\$1,056,780	\$1,103,400

Water | Capital Budget Forecast

Schedule A) 2025 Draft Water Budget

	2025	2026	2027	2028	2029	2030
Capital Projects						
<u>Copenhagen Booster Station</u>						
Pumps (3)	\$11,500	\$0	\$11,500	\$0	\$13,500	\$0
3 PRVs Replace	\$0	\$0	\$0	\$0	\$7,000	\$0
Generator Install Standby	\$70,000	\$0	\$0	\$0	\$0	\$0
	\$81,500	\$0	\$11,500	\$0	\$20,500	\$0
<u>Other Projects</u>						
Water Meter Replacement	\$17,000	\$17,500	\$18,300	\$18,900	\$19,500	\$20,000
Hydrant Rehabilitation	\$2,000	\$0	\$0	\$0	\$11,000	\$11,000
SCADA Server Upgrade	\$0	\$15,000	\$0	\$0	\$0	\$0
PRV Refurbishment	\$20,000	\$0	\$0	\$0	\$20,000	\$0
Hydrant & Sample Station Painting	\$0	\$0	\$0	\$4,000	\$0	\$0
	\$39,000	\$32,500	\$18,300	\$22,900	\$50,500	\$31,000
Total Capital Costs	\$120,500	\$32,500	\$29,800	\$22,900	\$71,000	\$31,000
Capital Financing						
Water Reserve	\$120,500	\$32,500	\$29,800	\$22,900	\$71,000	\$31,000
Total Capital Financing	\$120,500	\$32,500	\$29,800	\$22,900	\$71,000	\$31,000
Water Reserve Forecast						
Beginning Reserve Balance	\$317,361	\$465,161	\$722,841	\$1,017,701	\$1,354,041	\$1,679,061
Add: Contributions to Reserves	\$268,300	\$290,180	\$324,660	\$359,240	\$396,020	\$438,000
Less: Draws From Reserves (Projects)	-\$120,500	-\$32,500	-\$29,800	-\$22,900	-\$71,000	-\$31,000
Ending Reserve Balance	\$465,161	\$722,841	\$1,017,701	\$1,354,041	\$1,679,061	\$2,086,061

DRINKING WATER SYSTEM

FUNDING STRATEGY

STRATEGY:

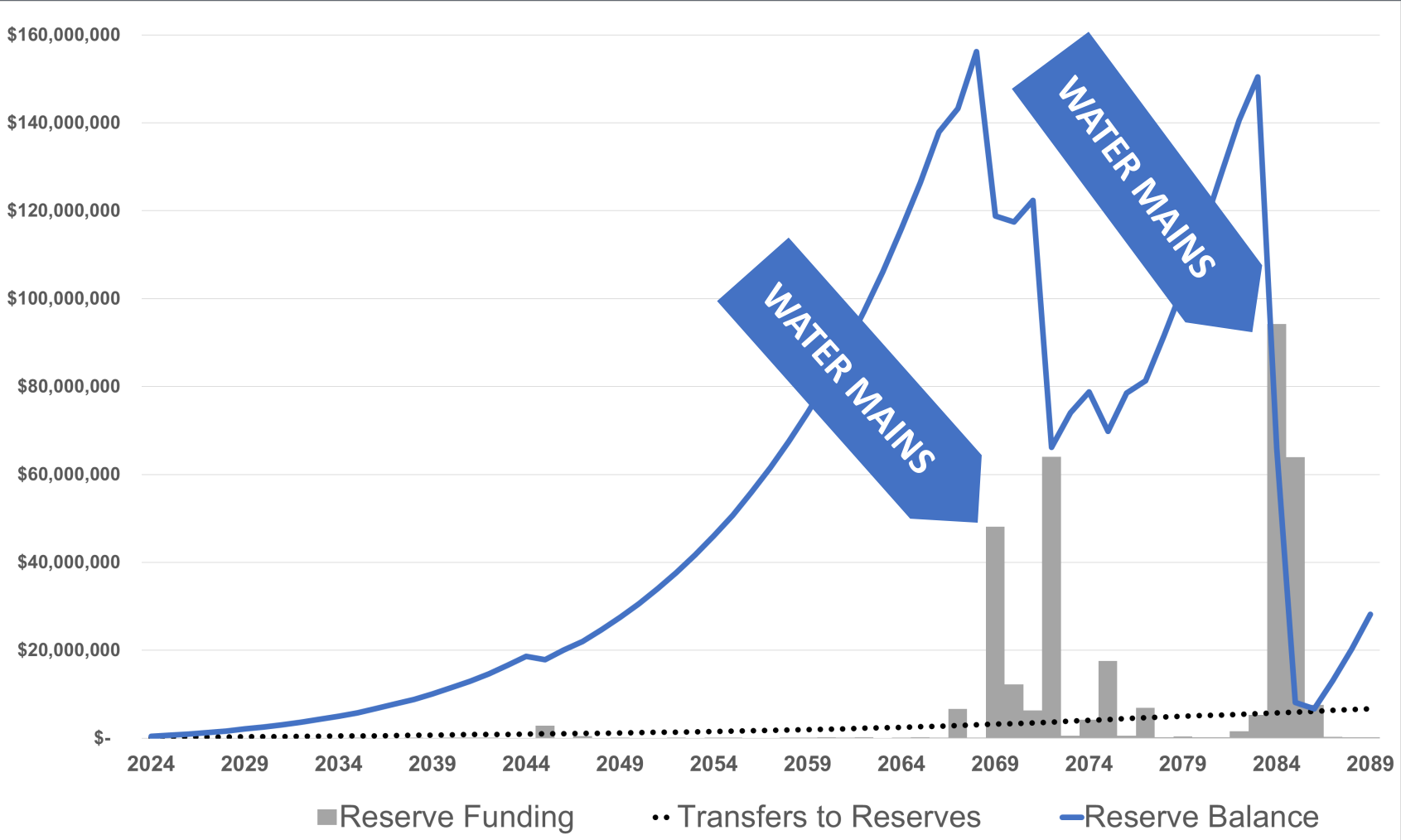
100% RESERVE FUNDING

TOOLS:

- 1. TRANSFER TO RESERVES
- 2. INVESTMENTS

IMPACT:

5% ANNUAL INCREASE TO USER FEE RATES



Schedule C: 2025 Water User Fees

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

Water Rates

ITEM		2023	2024	2025
Base Charge	Quarterly	\$82.32	\$86.44	\$90.76
	Annual	\$329.28	\$345.76	\$363.04
Consumption Charge	Per Cubic Metre	4.92	5.17	5.43

Water Impost Fees

ITEM	2023	2024	2025
New Connection on existing Water main	\$7,216.48 plus the cost of the service connection to the water main.	\$7,500.00 plus the cost of the service connection to the water main.	\$7,750.00 plus the cost of the service connection to the water main.

Other Water related Service Fees

ITEM	2023	2024	2025
Hydrant Connection Permit (Bulk Use) The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal staff time and associated costs. The cost of the water purchased is an additional cost, see above. (s.94, s.110(e))	\$80.00 daily fee plus a deposit of \$350.00.	\$80.00 daily fee plus a deposit of \$350.00.	\$100.00 daily fee plus a deposit of \$350.00.
Water Meter Assembly (3/4") and inspection (s.108, s.110)	\$651.00 plus HST for meters under 3/4" & Full Cost Recovery for meters larger than 3/4"	\$719.00 plus HST for meters under 3/4" & Full Cost Recovery for meters larger than 3/4"	\$755.00 plus HST for meters under 3/4" & Full Cost Recovery for meters larger than 3/4"

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Schedule C: 2025 Water User Fees

ITEM	2023	2024	2025
New Water connection to inspect from curb stop to house	\$300.00	\$300.00	\$325.00
Water Frost Plates	\$15.00 plus HST	\$15.00 plus HST	\$35.00 plus HST
Connection to waterline where a line tap is required. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs. (s.31).	\$300.00 plus Deposit of \$3,000.00.	\$300.00 fee plus deposit based on approved contractor quote	\$350.00 fee plus deposit based on approved contractor quote
Water Meter Testing – when no problem discovered. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$150.00 plus a deposit of \$100.00.	\$150.00 plus a deposit of \$100.00.	\$150.00 plus a deposit of \$100.00.
Voluntary Shut Off/On exceeding 1 per year There is one free voluntary shut off/on per year. Each request thereafter is \$150.00.	\$75.00	\$75.00	\$150.00
Water Service Reconnection includes reconnection after shut off for non-compliance and/or non-payment (s.83, s.91, s.138)	\$75.00	\$75.00	\$150.00
Water Disconnection and Inspection The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs (s.84, s.85, s.86, s.90)	\$100.00 plus a deposit of \$1,000.00.	\$100.00 plus a deposit of \$1,000.00.	\$200.00 plus a deposit of \$1,000.00.
Water Meter Maintenance <i>or Replacement</i> The Township will be responsible for normal testing and repairs to maintain water meters in good operating condition. The cost to repair water meters damaged by freezing, vandalism or wilful neglect will be the responsibility of the property owner (s.120)	Full Cost Recovery	Full Cost Recovery	Full Cost Recovery
Repair to replace curb stop and drain valve (<i>when damaged by abutting property resident</i>)	Full Cost Recovery	Full Cost Recovery	Full Cost Recovery
Service Calls when no issue is discovered Any additional reads other than the regular meter reading for quarterly or final billing purposes (s.129)	\$75.00	\$75.00	\$100.00

Schedule C: 2025 Water User Fees

Administration Fees

ITEM	2023	2024	2025
Transfer to Taxes: Administration Fee for all water accounts left unpaid after the second consecutive billing, and transferred to the corresponding tax account. (s.135)	\$30.00	\$30.00	\$30.00
Penalty – Utilities Imposed on first day of default (s.133)	5%	5%	5%

WATER FINANCIAL PLAN

2025 – 2030

Licence #051-101

The **TOWNSHIP** *of*
MALAHIDE



A proud tradition, a bright future.

October, 2024
www.malahide.ca

OVERVIEW

To obtain a municipal drinking water licence, the Safe Drinking Water Act, 2002, requires the Township to develop a 6-year financial plan which provides a forecast of the financial needs of its drinking water system. Ontario regulation 453/07 requires the financial plan be approved through a resolution of council, submitted to the Ministry of Municipal Affairs and Housing six months prior to licence expiration and be made available to the public on the Township's website.

Ontario regulation 453/07 further prescribes the format and details contained within water financial plans. The Township's 2025 – 2030 Water Financial Plan conforms with these requirements as well as Canadian Institute of Chartered Accountants Public Sector Accounting Standards. The financial information contained within this plan is organized in a way that demonstrates compliance with the Township's legislative requirements.

Financial Plan Contents		O.Reg. 453/07 s.3
Section 1	Details of the proposed financial position of the drinking water system itemized by: <ul style="list-style-type: none"> i) total financial assets ii) total liabilities iii) net assets/debt iv) non-financial assets including changes in tangible capital assets 	
Section 2	Details of the proposed financial operations of the drinking water system itemized by: <ul style="list-style-type: none"> i) total revenues, further itemized by water rates, user charges and other revenues ii) total expenses, further itemized by amortization expenses, interest expenses and other expenses iii) annual surplus or deficit iv) accumulated surplus or deficit 	
Section 3	Details of the drinking water system's proposed gross cash requirements and gross cash payments itemized by: <ul style="list-style-type: none"> i) Operating ii) Capital iii) Investing iv) Financing v) Net changes in cash and cash equivalents vi) Cash and cash equivalents at the beginning and end of the year 	

Note: This financial plan is not an audited document and contains various estimates. All financial information contained herein is for financial planning purposes only.

SECTION 1: STATEMENT OF FINANCIAL POSITION

Purpose: provides information that describes how the Township's water system assets, liabilities, and accumulated surplus are expected to change over the forecast period.

Table 1 - Statement of Financial Position

	Note	2025	2026	2027	2028	2029	2030
Net Financial Assets	(1)						
Cash		38,820	99,097	167,663	246,325	321,949	417,534
Investments		116,461	297,292	502,989	738,974	965,846	1,252,603
Accounts Receivable		328,267	345,574	366,936	389,424	412,775	438,293
Less: Trade Payables		(18,387)	(19,122)	(19,887)	(20,682)	(21,509)	(22,369)
		465,161	722,841	1,017,701	1,354,041	1,679,061	2,086,061
Non-Financial Assets	(2)						
Tangible Capital Assets		4,445,477	4,404,191	4,363,878	4,327,535	4,319,332	4,290,165
		4,445,477	4,404,191	4,363,878	4,327,535	4,319,332	4,290,165
Accumulated Surplus/(Deficit)		4,910,638	5,127,032	5,393,079	5,693,076	6,030,393	6,408,226

(1) Net Financial Assets

Net financial assets is defined as the difference between financial assets and liabilities. A net financial asset position is where financial assets are greater than liabilities. A net financial asset position implies that the system currently has the resources to finance its operations. Table 1 indicates the Township's water system will be in a net financial asset position that is expected to grow from \$465,161 to nearly \$2.1 million by 2030. Table 1.1 below further details the Township's expected change in net assets. The Township is expected to generate revenues in excess of annual operating costs and amortization, the estimated degradation of existing assets, as a mean to build reserves for future infrastructure replacement. The Township's water system is currently in good condition and no asset acquisitions are expected over the forecast period.

Table 1.1 - Net Financial Assets/Debt

	2025	2026	2027	2028	2029	2030
Net Financial Assets, Opening	317,361	465,161	718,841	1,009,201	1,340,341	1,659,861
Change in Net Financial Assets						
Annual Surplus/(Deficit)	196,931	212,394	261,547	294,797	331,817	370,032
Less: Asset Acquisitions	(120,500)	(32,500)	(29,800)	(22,900)	(71,000)	(31,000)
Add: Amortization of Assets	71,369	73,786	58,613	59,243	58,703	60,168
Net Change in Financial Assets	147,800	253,680	290,360	331,140	319,520	399,200
Net Financial Assets, Closing	465,161	718,841	1,009,201	1,340,341	1,659,861	2,059,061

(2) Non-Financial Assets

Under Public Sector Accounting Board (PSAB) standards, tangible capital assets are considered to be physical assets that are used in the production or supply of goods and services, have a useful life extending beyond a single reporting period, and are not intended for sale in the ordinary course of operations. Unlike the Township's asset management plan which measures assets in terms of future replacement cost, tangible capital assets under PSAB rules are measured at their historical purchase price or construction cost.

The Township's water system utilizes tangible capital assets in the following categories:

- I. Watermains
- II. Hydrants
- III. Booster Stations
- IV. Sample Stations
- V. SCADA and PLC Equipment
- VI. Meters

Tangible capital assets are measured by their net book value, that being the historical cost of an asset less any accumulated amortization over its useful life. Amortization reflects the consumption of an asset's economic benefits over its useful life. The Township calculates amortization based on the straight-line approach with half-year amortization applied in the year of acquisition or construction and in the last year of the asset's useful life.

Table 1.2 below shows tangible capital assets are expected to decline by approximately \$162,000 over the 5-year forecast period. This indicates that the Township's capital investments over the forecast period are exceeded by the estimated degradation of existing infrastructure.

The balance of tangible capital assets is summarized as follows:

Table 1.2 - Tangible Capital Assets						
	2025	2026	2027	2028	2029	2030
<u>Historical Cost</u>						
Opening Balance	5,332,735	5,453,235	5,485,735	5,515,535	5,538,435	5,609,435
Acquisitions/(Disposals)	120,500	32,500	29,800	22,900	71,000	31,000
Closing Balance	5,453,235	5,485,735	5,515,535	5,538,435	5,609,435	5,640,435
<u>Accumulated Amortization</u>						
Opening Balance	936,389.00	1,007,758	1,081,544	1,140,157	1,199,400	1,258,103
Amortization Expense	71,369	73,786	58,613	59,243	58,703	60,168
Closing Balance	1,007,758	1,081,544	1,140,157	1,199,400	1,258,103	1,318,271
Net Book Value	4,445,477	4,404,191	4,375,378	4,339,035	4,351,332	4,322,164

SECTION 2: STATEMENT OF OPERATIONS

Purpose: the Statement of Operations summarizes the revenues and expenses generated by the water system for a given period.

Table 2: Statement of Operations

	Note	2025	2026	2027	2028	2029	2030
Revenue							
Base Charges	(3)	237,400	250,100	263,000	276,500	290,800	305,800
Volumetric Rate	(3)	885,000	931,300	979,800	1,029,700	1,082,300	1,137,800
Investment Income		22,200	27,300	40,400	55,700	72,500	90,800
Other Revenue		7,200	7,200	7,200	7,200	7,200	7,200
		1,151,800	1,215,900	1,290,400	1,369,100	1,452,800	1,541,400
Expenses							
Operating Costs	(4)	883,500	925,720	965,740	1,009,860	1,056,780	1,103,400
Amortization	(2)	71,369	73,786	58,613	59,243	58,703	60,168
		954,869	999,506	1,024,353	1,069,103	1,115,483	1,163,568
Annual Surplus/(Deficit)	(5)	196,931	216,394	266,047	299,997	337,317	377,832
Accumulated Surplus/(Deficit)							
Reserves	(6)	465,161	722,841	1,017,701	1,354,041	1,679,061	2,086,061
Tangible Capital Assets		4,445,477	4,404,191	4,375,378	4,339,035	4,351,332	4,322,165
Total Acc. Surplus/(Deficit)		4,910,638	5,127,032	5,393,079	5,693,076	6,030,393	6,408,226

(3) Base Charges & Volumetric Rate Revenues

The Township's rate structure includes a quarterly base charge and a constant volume rate. It is expected that the Township's water rate base growth stagnate over the forecast period increasing from 653 to 660 customers. Based on operating cost estimates and the Township's water system asset management plan, annual 5% rate increases are estimated over the forecast period.

Table 2.1 Water Revenues

	2025	2026	2027	2028	2029	2030
Base Charges						
Estimated Connections	654	656	657	658	659	660
Base Charge Rate (Quarterly)	90.76	95.30	100.07	105.07	110.32	115.84
Base Charge Revenue	237,400	250,100	263,000	276,500	290,800	305,800
Volumetric Rate						
Consumption (m ³)	162,980	163,380	163,580	163,700	163,980	164,153
Charge Rate (per m ³)	5.43	5.70	5.99	6.29	6.60	6.93
Volumetric Revenue	885,000	931,300	979,800	1,029,700	1,082,300	1,138,600

(4) Operating Costs

The Township does not predict any changes to service levels, resources or significant capital investments over the forecast period which would impact annual operating costs. Purchases of treated water from various supply systems account for approximately 70% of operating costs. The system is managed by a mix of internal (staff) and external (Ontario Clean Water Agency) resources accounting for 21% annual costs. System repairs and other costs, such as software necessary to monitor the water system, account for the remaining 9%. A full breakdown by each year in the forecast period is provided in table 2.2 below.

Table 2.2 Operating Costs

	2025	2026	2027	2028	2029	2030
Treated Water Purchases	612,200	647,000	681,100	719,000	759,600	799,800
Operating Contract (OCWA)	98,300	101,200	103,200	105,200	107,300	109,400
System Repairs & Maintenance	57,600	59,300	60,400	61,600	62,800	64,000
Facility Expenses	14,000	14,200	14,400	14,700	15,000	15,300
Administrative	101,400	104,020	106,640	109,360	112,080	114,900
Total	883,500	925,720	965,740	1,009,860	1,056,780	1,103,400

(5) Annual Surplus/(Deficit)

The annual surplus/deficit measures whether the revenues generated were sufficient to cover the expenses incurred and in turn, whether net financial assets have been maintained or depleted. As indicated in Table 2, an annual surplus position is forecasted for each year, ultimately reaching an annual surplus of \$378,000 by the end of the forecast period. It is important to note that an annual surplus is beneficial to ensure funding is available for non-expense costs such as tangible capital asset acquisitions, reserve/reserve fund transfers and debt principal payments.

(6) Accumulated Surplus/(Deficit)

An accumulated surplus indicates that the available net resources are sufficient to provide future water services. An accumulated deficit indicates that resources are insufficient to provide future services and that borrowing or rate increases are required to finance annual deficits. Table 2, the financial plan proposes to add approximately \$1.5 million over the forecast period. This accumulated surplus is comprised of reserve funding for future infrastructure replacement as well as historical investments in tangible capital assets.

SECTION 3: STATEMENT OF CASH FLOW

The Statement of Cash Flow summarizes how the Township's water system is expected to generate and use cash resources during the forecast period. The transactions that provide/use cash are classified as operating, capital, investing, and financing activities as shown in Table 3 below. This statement focuses on the cash aspect of these transactions and thus is the link between cash and accrual-based reporting. Table 3 indicates that annual net positive cash flow from operations will be used to acquire investments and finance capital investments. This aligns with the Township's strategy to build its reserves and generate investment income on those reserves over time to mitigate the financial impact of infrastructure replacement on ratepayers. The table also indicates capital acquisitions over the forecast period will be financed through operating cash flows as opposed to external financing.

Table 3: Statement of Cash Flows

	2025	2026	2027	2028	2029	2030
Opening Cash Balance	8,222	38,820	99,097	167,663	246,325	321,949
Operating						
Annual Surplus/(Deficit)	196,931	216,394	266,047	299,998	337,316	377,832
Add: Amortization of Assets	71,369	73,786	58,613	59,243	58,703	60,168
Change in Accounts Receivable	(26,115)	(17,308)	(21,362)	(22,488)	(23,351)	(25,518)
Change in Accounts Payable	707	735	765	795	827	860
Net Operating Cash Flow	242,892	273,608	304,063	337,548	373,495	413,342
Capital						
Asset Acquisitions	(120,500)	(32,500)	(29,800)	(22,900)	(71,000)	(31,000)
Net Capital Cash Flow	(120,500)	(32,500)	(29,800)	(22,900)	(71,000)	(31,000)
Investments						
Investment Acquisitions	(91,793)	(180,831)	(205,697)	(235,985)	(226,872)	(286,757)
Net Investment Cash Flow	(91,793)	(180,831)	(205,697)	(235,985)	(226,872)	(286,757)
Financing						
Add: Debt Issuance Proceeds	0	0	0	0	0	0
Less: Debt Repayment	0	0	0	0	0	0
Net Financing Cash Flows	0	0	0	0	0	0
Net Change in Cash Flow	30,599	60,277	68,566	78,663	75,623	95,585
Closing Cash Balance	38,821	99,097	167,663	246,326	321,948	417,534



REPORT NO. CLERK-24-07

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: October 3, 2024
SUBJECT: Integrity Commissioner, Closed Meeting Investigator, Ombudsman Services Extension Agreement

RECOMMENDATION:

THAT Report No. CLERK-24-07 entitled "Integrity Commissioner, Closed Meeting Investigator, Ombudsman Services Extension Agreement" be received;

AND THAT Council entered into an agreement with Aird & Berlis for a term of two years to provide Integrity Commissioner, Closed Meeting Investigator and Ombudsman Services that expires on December 31, 2024;

AND THAT the Committee of the Whole determines the Ontario Ombudsman services are adequate for the Township of Malahide, and requests Council to remove that scope of work from the Aird & Berlis Agreement;

AND THAT the Committee of the Whole recommends to Council the extension of the agreement with Aird & Berlis for an additional 2.5-year term after the contract expires.

PURPOSE & BACKGROUND:

The Municipal Act, 2001, authorizes a municipality to appoint an Integrity Commissioner under Section 223.3, an Ombudsman under Section 223.13, and Closed Meeting Investigator under Section 239.2.

The Township entered into an agreement for these services with Aird & Berlis, on October 20, 2022, for a term of two years ending December 31, 2024, with the option to extend for an additional two-year term upon the mutual agreement of both parties.

COMMENTS & ANALYSIS:

Since the commencement of their services, there has been two advice inquiries regarding Code of Conduct. There have been zero investigations to date.

The Township has not received any complaints or inquiries to the Ombudsman, but engaging Aird & Berlis for an inquiry or investigation would incur costs. The expenses for investigating and preparing a report for Council can start in the low \$10,000s. In contrast, the Ontario Ombudsman provides a free service specifically for ombudsman

complaints, and the Township of Malahide is already recognized as a municipality under this service.

It would be fiscally responsible to remove this service from, and amend the Aird & Berlis service agreement. John Mascarin, Aird & Berlis, is willing to continue to provide ombudsman services should Council wish to continue that direction.

The proposed renewed agreement will be extended for 2.5 years, set to expire in May 2027, instead of the initial two-year term. This extension allows it to remain in effect past the next municipal election, providing adequate time for the next council term to begin without the need to make an immediate decision on how to proceed.

FINANCIAL IMPLICATIONS:

Notwithstanding the increase in the hourly rate, these professional fees will remain fixed until May 31, 2027, and are included in the annual Operational Budget approved by Council.

Lawyer, Title, Year of Call	Current Hourly Rate	New Hourly Rate	Increase (%)
John Mascarin, Partner, 1989	795	920	16%
Meghan Cowan, Partner, 2013	550	765	39%
Paula Boutis, Counsel, 2001	495	n/a	n/a
Laura Dean, Associate, 2015	495	725	46%
Meaghan Barret, Associate, 2016	475	695	46%
Daria Peregoudova, Associate, 2017	450	575	28%
John Pappas, Associate, 2020	365	560	53%
Jonathan Marun Batista, Associate, 2024	n/a	425	n/a
Average Increase			38%

ATTACHMENTS:

1. By-law-22-80 with Agreement- Appoint Aird & Berlis LLP as the Integrity Commissioner, Closed Meeting Investigator and Ombudsman for the Township of Malahide

Prepared by: A. Adams, Manager of Legislative Services/Clerk

Approved by: N. Dias, Chief Administrative Officer

**THE CORPORATION OF
THE TOWNSHIP OF MALAHIDE**

BY-LAW NO. 22-80

Being a By-law to Appoint Aird & Berlis LLP as the Integrity Commissioner, Closed Meeting Investigator and Ombudsman for the Township of Malahide

WHEREAS Section 223.3 of the Municipal Act, 2001, as amended, authorizes a municipal council to appoint an Integrity Commissioner who is responsible for performing in an independent manner functions related to the Code of Conduct of members of council and local boards;

WHEREAS Section 223.13 of the Municipal Act, 2001 as amended, authorizes a municipality to appoint an Ombudsman who reports to council and whose function is to investigate in an independent manner any decision or recommendation made, or act done or omitted in the course of the administration; and

AND WHEREAS Section 239.2 of the Municipal Act, 2001 as amended, authorizes a municipality to appoint a Closed Meeting Investigator who has the function to investigate in an independent manner, a complaint made to him or her by any person, whether the municipality or a local board has complied with section 239 or a procedure by-law under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation;

AND WHEREAS such services shall be undertaken by an Integrity Commissioner, Closed Meeting Investigator and Ombudsman appointed by the Municipality, pursuant to Sections 8, 9, 10, 11, 223.3, 239.2 of the Act;

AND WHEREAS the Municipality deems it advisable to appoint Aird & Berlis LLP as Integrity Commissioner, Closed Meeting Investigator and Ombudsman to perform these services for a two-year term commencing on October 1, 2022 with the option to renew for two additional years;

AND WHEREAS Aird & Berlis LLP has expressed interest in providing services to the Municipality acting as Integrity Commissioner, Closed Meeting Investigator and Ombudsman on the terms and conditions as agreed from time to time and under written agreement in the form and of the content attached as Schedule "A" hereto;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Malahide hereby enacts as follows:

1. THAT, subject to execution of the agreement attached as Schedule "A" hereto, Aird & Berlis LLP is hereby appointed as Integrity Commissioner, Closed Meeting Investigator and Ombudsman for the Township of Malahide to perform those functions set forth in Sections 223.3 through 223.6, 223.13 through 223.17 and 239.2 (1-11) of the Municipal Act, 2001 (Ontario) including but unlimited to:

- a. Advice as to the application of the Code of Conduct, the Municipal Conflict of Interest Act, and any related procedures, rules, and policies governing the ethical behavior of members of council and local boards;
 - b. Conducting inquiries in respect of any requests alleging contravention of the Code of Conduct, the Municipal Conflict of Interest Act and/or any other procedures, rule or policy governing the ethical behavior of members of council and local boards;
 - c. Conducting inquiries in respect to the municipality or local boards' compliance with section 239 in respect of a meeting or part of a meeting that was closed to the public and in respect to any decision or recommendation made, or act done or omitted in the course of the administration;
 - d. Reporting to council for the Corporation of the Township of Malahide as to activities as Integrity Commissioner, Closed Meeting Investigator and Ombudsman including but not limited to reports as to the results of any inquiry into alleged contravention and/or an annual report of activities as Integrity Commissioner/Investigator/Ombudsman; and,
 - e. Educating members of council, members of local boards, the municipality and the public about the municipality's code of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act.
2. **THAT** this By-law shall come into force and take effect on the final passing thereof.
 3. **THAT** By-law No. 19-21 be repealed in its entirety on October 20, 2022.

READ a FIRST and SECOND time this 20th day of October, 2022.

READ a THIRD time and **FINALLY PASSED** this 20th day of October, 2022.



Mayor, D. Mennill



Clerk, A. Adams



John Mascarin
Direct: 416.865.7721
E-mail: jmascarin@airdberlis.com

October 26, 2022

Ms. Allison Adams
Manager, Legislative Services / Clerk
The Corporation of the Township of Malahide
87 John Street South
Almyer, ON N5H 2C3

Dear Ms. Adams:

Re: Integrity Commissioner, Closed Meeting Investigator and Ombudsman Services

This is to acknowledge that The Corporation of the Township of Malahide ("Township") has appointed Aird & Berlis LLP to provide services as its Integrity Commissioner, Closed Meeting Investigator and Ombudsman ("Accountability Officers") to the Township commencing on October 20, 2022 and ending on December 31, 2024.

I will be your primary point of contact for these services. I will also be primarily responsible for providing advice to Council and staff, for providing education and training, and for undertaking or supervising all applications under the *Municipal Conflict of Interest Act*. My partner Megan Cowan will be the lead investigator for all Code of Conduct complaints. My Associate John Pappas will be the lead investigator for all Closed Meeting investigations. We will utilize other lawyers in our firm to assist with these matters as required. Our fees will be based upon time spent in relation to a matter and the hourly rate of the person performing the service. Our professional rates are set out in Schedule A and will remain fixed for the initial two-year term. We will bill regularly, usually monthly. Our hourly rates are reviewed every January 1st, and may be adjusted at that time. We will make every reasonable effort to ensure that the services provided by the firm are performed by persons whose hourly rates are commensurate with the skill and experience required by the particular task.

The Township acknowledges that each of the foregoing Accountability Officers are statutory officers under the *Municipal Act, 2001* and is entitled to immunity when acting in good faith pursuant section 448. In addition, with respect to the Integrity Commissioner, the Township also agrees to indemnify and save harmless Aird & Berlis LLP in any defence or response to any report or investigation in a judicial or other investigation, proceeding or hearing, and from any and all costs, claims, demands, suits, actions or judgments brought or recovered against the firm in relation to the provision of services by the firm, including any costs, claims, demands, suits, actions or judgment brought or recovered against the firm by any person including a member of Council in his or her personal capacity or in their capacity as a member of the Council provided that:

- (i) we have acted honestly and in good faith in the performance of the services;
- (ii) we have reasonable grounds to believe we acted in accordance with the scope of our authority under this agreement and the *Municipal Act, 2001*; and
- (iii) we have reasonable grounds to believe our conduct was lawful.

As well, both Aird & Berlis LLP and the Township recognize that the services provided by Aird & Berlis LLP shall be subject to a strict statutory duty of confidentiality under the *Municipal Act, 2001*. We agree to submit detailed invoices for our services, however, such invoices may disclose confidential information to the Township relating to the services provided. Such invoices will be provided in strict confidence and the Township agrees not to disclose the contents thereof except to the Clerk, all other information remaining strictly confidential and not subject to disclosure.

Aird & Berlis LLP also relies on the provisions of section 10 of *Municipal Freedom of Information and Protection of Privacy Act* and identifies all matters contained in its invoices relating to rates, personnel, work approach and methodology as strictly confidential third party commercial and technical proprietary information which has been expressly supplied to the Township in confidence. Both Aird & Berlis LLP and the Township acknowledge that the total amount of legal fees and disbursements in any individual invoice or the total global amount charged in legal fees and disbursements may be publicly disclosed.

This retainer letter further incorporates our standard service terms, which are attached. The following terms will be modified:

Standard Term 19 – will be deleted in its entirety and replaced by the following:

19. Our fees are generally based on the time spent by lawyers and others on a matter, and are charged at hourly rates. Time is charged in increments of one-tenth of an hour (minimum of one-tenth of an hour). At your request, the responsible partner will provide you with more specific information about our rates. Our hourly rate information is confidential information of the Firm, disclosed to you solely for the purposes of the engagement to provide you with legal services. You will not:

- (a) use the information for any other purpose, or
- (b) disclose the information to any third party without the Firm's prior written consent, unless compelled to do so by law or order of a competent authority having jurisdiction. Where a legal process or proceeding has been initiated, including an access request pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, you will notify the Firm of such request and permit the Firm to make representations or participate in the process to the extent permitted by law.

Standard Terms 21 and 22 – will be deleted in their entirety.

Standard Term 34 - will be deleted in its entirety and replaced by the following:

34. Recognizing that your RFP was evaluated based, in part, on the experience and skills of the team presented, you may terminate an engagement or our retainer to provide the services in the event that John Mascarin and Meghan Cowan depart the Firm or otherwise no longer provide Integrity Commissioner, Closed Meeting Investigator and/or Municipal Ombudsman services on behalf of the Firm. On termination, all unpaid legal fees and disbursements become immediately due and payable, whether or not an invoice for them has been issued. Unpaid legal fees and disbursements may give rise to a solicitor's lien, entitling us to retain documents of yours until we are paid. At our request, you will sign an acknowledgment that our legal representation of you is terminated.

October 26, 2022
Page 3


Should any matter arise in which are firm has been or is involved for which we are required to investigate or to provide advice to a member, we will recuse ourselves from investigating or advising on the matter and will delegate the matter to another person qualified to provide Accountability Officer services in accordance with the authority under subsection 223.3(3) of the *Municipal Act, 2001*. We agree to consult with the Township prior to making such delegation.

To formally evidence our retainer, we would ask that you sign a duplicate of this letter indicating your acceptance of these terms, and return it at your earliest convenience. We are not requesting a monetary retainer or a standby monthly retainer for our services.

If you have any questions or comments or wish to supplement our instructions in any way or otherwise confer with us, please do not hesitate to call me. Otherwise, please sign and return the enclosed copy of this letter. Again, thank you for retaining Aird & Berlis LLP.

Yours truly,


AIRD & BERLIS LLP


John Mascarin

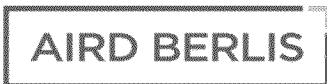
AGREED this 26th day of October, 2022

THE CORPORATION OF THE TOWNSHIP OF
MALAHIDE


Allison Adams
Manager, Legislative Services / Clerk


Dave Mennill
Mayor

We have authority to bind the corporation.



SCHEDULE "A"**Professional Rates:**

Lawyer, Title, Year of Call	Hourly Rate
John Mascarin, Partner, 1989	\$795.00
Meghan Cowan, Partner, 2013	\$550.00
Paula Boutis, Counsel, 2001	\$495.00
Laura Dean, Associate, 2015	\$495.00
Meaghan Barrett, Associate, 2016	\$475.00
Daria Peregoudova, Associate, 2017	\$450.00
John Pappas, Associate, 2020	\$365.00

Notes:

1. The foregoing rates do not include taxes or disbursements.

Disbursements: Photocopies/Printing: \$0.10/page
 Mileage: \$0.58/km

Filing, courier, parking charges, accommodation, meals and other such costs will be included in Aird & Berlis' detailed invoice at the actual amount paid to a third party.

SCHEDULE “B” - Aird & Berlis LLP Standard Terms for All Client Matters

1. These standard terms apply to any matter for which Aird & Berlis LLP (Aird & Berlis or the Firm) is engaged to provide legal services, subject to any other terms that may be agreed in writing in an engagement letter. They apply whether the client is an individual or an organization. Where these standard terms conflict with the terms of an engagement letter, those latter terms will prevail.

Your Aird & Berlis Team

2. One or more Aird & Berlis partners will have primary responsibility for supervising all legal work we undertake for you. A matter is normally assigned to one or two lawyers of the Firm, who may request others to assist from time to time. The partner with primary responsibility will also determine the appropriate additional staffing for each matter and whether it is appropriate to consult with other Firm lawyers and other legal professionals in highly specialized areas of law. Lawyers and other professionals will be assigned to assist on the basis of their experience and expertise, the nature and scope of the issues, and the applicable time constraints. We will make every effort to assign professionals at the appropriate level of skill and hourly rate. We would be pleased to discuss the staffing of any matter with you.

Scope of our Engagement

3. Our professionals are qualified to provide advice only on Canadian law and cannot give advice on foreign law. Where necessary, and with your consent, we may retain local counsel in other jurisdictions. We cannot accept instructions which are in conflict with legal professionals' duties to the court, other lawyers or the public, as set out in the *Rules of Professional Conduct* of the Law Society of Ontario. Any issues in this regard will be reviewed with you as necessary by the partner primarily responsible for your matter.
4. We will express opinions concerning your matter and various potential courses of action as well as the results that may be anticipated. The Firm does not, however, make any promises or give any guarantees as to the disposition of any particular matter. The opinions expressed by our professionals are opinions as lawyers and not an assurance of any particular outcome.
5. While we will provide legal services with a view to helping you achieve your financial and business objectives, you should rely on your internal experts or other advisors for financial and business advice.
6. We will not advise you in respect of the tax aspects of a matter unless it is specifically agreed in writing that such tax advice will be included in the matter.
7. We rely on you to provide full disclosure of all facts and circumstances relevant to your matter, respond fairly to all questions and provide reasonable and prompt instructions when requested. As information changes, or requires clarification, or unforeseen events arise, consequential changes to your legal team, our advice, our fees and timelines for completion of your matter may be required.

8. Where our client is an organization, we will accept instructions from anyone within the organization who has apparent authority in connection with a particular matter, unless otherwise instructed. Where our client is an individual, we will accept instructions from that individual only, unless otherwise instructed.
9. In acting for you, we are not acting for, or taking on any responsibilities, obligations or duties, to any other persons or entities (such as company shareholders, directors or officers, parent, subsidiaries, affiliates, partners, joint venturers or fellow members of a trade association or other organization), and no lawyer-client or other relationship exists or will exist between Aird & Berlis and any such related persons or entities by reason of our acting for you.

Your Confidential Information

10. As lawyers, we are governed by the rules of the Law Society of Ontario, legislation and the common law regarding client confidentiality and privilege. We will maintain your privilege and the confidentiality of your information in accordance with our professional obligations.
11. We may retain your file documents and other information in electronic format only, unless otherwise required by law or instructed by you in writing.
12. We use computer programs to offer our clients effective and efficient service. These programs are third-party programs, and hosted either onsite at Aird & Berlis or remotely by a third party or in a cloud environment. We use industry-standard protection and contractual measures with these third parties to protect the information collected, stored or processed through their programs. No environment (online or offline) is 100% secure and third-party intrusions, unauthorized access and data breaches (collectively, unauthorized access) can happen. The limit of our aggregate liability to you for any claim arising out of any and all unauthorized access involving the computer systems and programs that we use is \$10,000.
13. Where a material matter is concluded, you agree to allow us to disclose that we represented you and to post summary public information about the matter on our website, in social media and other Firm publications and promotional material, and to provide this information to rankings services and legal publications.
14. The provision of legal services usually results in the creation and use of specific documents. Subject to the obligations imposed by solicitor-client privilege, we retain the copyright and any other intellectual property rights in all documents prepared or used in the conduct of any matter on your behalf which are authored, in whole or part, by the lawyers, law students, law clerks or other employees of the Firm.

How We Manage Conflicts

15. It is possible that an adverse relationship may exist, or may develop in the future, between you and another of our clients.

16. In retaining us, you agree that we may represent other clients (some of which may be engaged in business activities which compete with yours) on matters that may be considered adverse to you or your interests, so long as we have not been engaged by you on the specific matter for which the other client seeks representation. Where we are permitted to do so, we will advise you of such issues when they arise. You will not assert our representation of you as grounds for disqualifying us from representing another client in any such matter.
17. We have policies and procedures in place for the creation and maintenance of “ethical walls”, when required, between Aird & Berlis lawyers representing clients whose matters may be adverse in interest. The intent of these policies and procedures is to ensure that your confidential information will not be disclosed to or used for the benefit of any other client without your consent. We may ask for your consent if you and another party retain us jointly on a matter.
18. You should feel free to obtain independent legal advice as to the implications of your agreement to these terms.

Fees, Disbursements and Transfers

19. Our fees are generally based on the time spent by lawyers and others on a matter, and are charged at hourly rates. Time is charged in increments of one-tenth of an hour (minimum of one-tenth of an hour). Hourly rates are adjusted periodically (typically in January) to reflect the experience, capability and seniority of our professionals and staff, as well as general economic factors. At your request, the responsible partner will provide you with more specific information about our rates. Our hourly rate information is confidential information of the Firm, disclosed to you solely for the purposes of the engagement to provide you with legal services. You will not:
 - (c) use the information for any other purpose, or
 - (d) disclose the information to any third party without the Firm’s prior written consent.
20. Although the time spent on a matter is a significant factor in determining our fees, other factors may affect the total, including:
 - (a) the amount at issue in the matter,
 - (b) particularly favourable results obtained
 - (c) time limitations imposed by you or by the circumstances of the matter, and
 - (d) whether working on the matter will preclude or limit us from rendering services to other clients.

Our fees are for the services provided and will not be affected by the fact that a particular transaction is not completed.

21. We require clients to pay a monetary retainer on account of fees and disbursements. This money is kept in a trust account, and is used for disbursements as they are incurred and applied to payment of fees when the final account is rendered. The amount of the retainer will vary with the nature and complexity of the matter. Additional retainers may be required from time to time as the matter progresses, in order to cover the fees and disbursements for the next phase of the legal services to be rendered.
22. In some circumstances, we may require the principals or shareholders of an organization or an individual to provide a personal guarantee to ensure that our account is paid.
23. We expect that all invoices will be paid within 30 days. After that time, interest will be charged at the applicable rate disclosed in the invoice. Any matter which has an invoice outstanding for more than 90 days will be rendered inactive, and no more work can be done on any matter for which you are responsible for payment until all invoices are current. We will notify you if your account is not kept current. Where your account is delinquent, we will be entitled to terminate our engagement and pursue collection, in which case you agree to pay the costs of collection, including court costs and reasonable legal fees. Where our withdrawal from our engagement requires the approval of a court, you will consent to the Firm's application for approval to withdraw.
24. In addition to our professional fees, our invoices will include applicable disbursements and taxes incurred on your behalf. It may be necessary to invoice you for such costs after we have rendered an account for the substantial work on your matter. For larger disbursements, we may request funds in advance or forward invoices to you for direct payment.
25. You will be responsible for payment of the fees and disbursements of:
 - (a) any other law firms retained by us on your behalf to provide advice on the laws of other jurisdictions, and
 - (b) experts, consultants or other third-party service providers retained by us on your behalf.
26. We will charge you our applicable rates to hold or maintain corporate, real estate, estate or similar registers, records or regulatory materials in relation to our retainer or an engagement. We will return such records to you at your request, provided all outstanding fees and disbursements have been paid.
27. Where you instruct us to bill a third party for its services, you will be responsible for any amount of our invoice which is not paid by the third party.
28. Accounts for legal services in Canada are subject to Harmonized Sales Tax.
29. You are strongly encouraged to make payments and other transfers of funds by wire transfer, as electronic funds transfers (ETFs), bank drafts and certified cheques may be recalled or cancelled. Where funds are transferred by ETF, bank draft or certified cheque, you will indemnify us in the event that the payment instrument is recalled or cancelled.

Privacy

30. In the course of acting for you, you may disclose to us (and we may collect, use and disclose) personal information that is subject to applicable privacy laws. Our handling of personal information is set out in our privacy policy, which can be found at airdberlis.com, or by contacting a member of your legal service team. We will collect, use or disclose that personal information for the sole purpose of providing our services to you, enforcing your or our rights or otherwise as required or permitted by law.

Electronic Communications

31. We will communicate with you and provide documents through various forms of electronic communications, including unencrypted e-mail. You may also correspond or provide documents to us through electronic means. Those electronic communications may contain information or documents that are confidential or privileged, unless you instruct us in writing not to send such information or documents electronically.

Our invoices may be sent to you in electronic or paper format; if electronic, we will e-mail them to you at the address you have provided, unless otherwise instructed in writing.

32. As noted, electronic communication is not 100% secure. There is a risk that any electronic communications may be intercepted or interfered with by third parties or may contain computer viruses. We also employ filtering techniques (e.g., anti-spam software) which might interfere with the timely delivery of electronic communications. We will not be responsible to you for any claims, damages, expenses or legal costs (collectively, claims) arising directly or indirectly from or related to computer viruses or any interception or interference, delay or non-delivery, of an electronic communication, including claims caused by the acts or omissions of third parties.
33. You will promptly report to us any concerns about the authenticity or timing of any electronic communication purportedly sent by us.

Termination

34. You may terminate an engagement or our retainer to provide legal services for any reason on written notice to us. On termination, all unpaid legal fees and disbursements become immediately due and payable, whether or not an invoice for them has been issued. Unpaid legal fees and disbursements may give rise to a solicitor's lien, entitling us to retain documents of yours until we are paid. At our request, you will sign an acknowledgment that our legal representation of you is terminated.
35. We may stop performing legal services and terminate our legal representation of you for any reason permitted by the rules of the Law Society of Ontario, including unanticipated conflicts of interest or unpaid legal fees and disbursements.

36. Unless previously terminated, our engagement by you on a matter will cease on issuance of our final invoice for services on the matter. If, on the termination or completion of a matter, you wish to have any documentation returned, please advise us in writing. Otherwise, any documentation that you have provided to us and our work product relating to the engagement will be dealt with in accordance with our records retention policies. We generally retain closed files for ten years, unless there is a specific reason for a longer retention period based on the nature of the matter or the client's requests.
37. Following termination or on completing a matter, changes may occur in applicable laws or regulations or their interpretation that could affect your current or future rights, obligations and liabilities. We have no continuing obligation to advise you with respect to such future legal developments, unless we are specifically engaged in writing to do so.

Governing Law

38. The terms of our engagement by you, including these standard terms, will be governed by the laws of Ontario.

For More Information

39. We may amend these standard terms from time to time to reflect changes in the law, in particular the Law Society of Ontario's *Rules of Professional Conduct*, or changes in how we may better deliver services to our clients.
40. Your relationship partners would be pleased to answer any questions or to discuss any concerns you may have about the terms of the engagement or the Firm's services.

November 2019

50732348.1



REPORT NO. **CLERK-24-08**

TO: Mayor & Members of Council

DEPARTMENT: Corporate & Financial Services

MEETING DATE: October 3, 2024

SUBJECT: **2025 Council Meeting Schedule**

RECOMMENDATION:

THAT Report No. CLERK-24-08 entitled “2025 Council Meeting Schedule” be received;

AND THAT the Committee of the Whole recommend to Council the attached Council Meeting Schedule for the 2025 calendar year.

PURPOSE & BACKGROUND:

To ensure transparent and accountable governance, Council will set the meeting dates for planning matters, reports, delegations, and meeting notices for 2025.

Prior to the first meeting of each calendar year, the Council shall establish and publish a schedule of all regular meeting dates for that year. This schedule will include the date, time, and location of each meeting and will be posted on the municipal website.

COMMENTS & ANALYSIS:

According to Procedural By-law 24-35, the following applies to regular meetings:

5.3.1 - Regular Meetings of Council shall be held on the first and third Thursday of each month commencing at 7: 00 p. m., unless such a day is a Statutory Holiday, or on such other day and time as may be determined from time to time by resolution of Council.

5.3.2 - Notwithstanding Section 5. 3(1) of this by- law, in January, July and August, a Regular Meeting of Council shall only be held on one scheduled Thursday, as set by Council commencing at 7: 00 p. m., unless such a day is a Statutory Holiday, or on such other day.

The proposed schedule, attached for your review and consideration, does not require any adjustments to accommodate statutory holidays or conferences. However, staff are recommending moving the first meeting of February to January 30th, while maintaining the third meeting in February as scheduled. This change is aimed at enhancing staff availability and ensuring smooth operations.

FINANCIAL IMPLICATIONS:

N/A

LINK TO STRATEGIC & OPERATIONAL PLANS:

By proactively addressing scheduling needs, this requested adjustment embodies the “flexible and solution-oriented” approach outlined in the 2023 strategic plan.

CONSULTATION:

Township CAO and Directors, who also attend these meetings, ensuring that their input and availability were considered.

ATTACHMENTS:

1. 2025 Council Meeting Schedule

Prepared by: A. Adams, Manager of Legislative Services/Clerk

Approved by: N. Dias, Chief Administrative Officer

2025 SCHEDULE OF COUNCIL MEETINGS

MEETING DATE	START TIME
Thursday, January 16, 2025	7:00 P.M.
Thursday, January 30, 2025	7:00 P.M.
Thursday, February 20, 2025	7:00 P.M.
Thursday, March 6, 2025	7:00 P.M.
Thursday, March 20, 2025	7:00 P.M.
Thursday, April 3, 2025	7:00 P.M.
Thursday, April 17, 2025	7:00 P.M.
Thursday, May 1, 2025	7:00 P.M.
Thursday, May 15, 2025	7:00 P.M.
Thursday, June 5, 2025	7:00 P.M.
Thursday, June 19, 2025	7:00 P.M.
Thursday, July 10, 2025	7:00 P.M.
Thursday, August 14, 2025	7:00 P.M.
Thursday, September 4, 2025	7:00 P.M.
Thursday, September 18, 2025	7:00 P.M.
Thursday, October 2, 2025	7:00 P.M.
Thursday, October 16, 2025	7:00 P.M.
Thursday, November 6, 2025	7:00 P.M.
Thursday, November 20, 2025	7:00 P.M.
Thursday, December 4, 2025	7:00 P.M.
Thursday, December 18, 2025	7:00 P.M.



September 19, 2024

In This Issue

- Apply for the Community Emergency Preparedness Grant.
- Call for proposals on gender-based violence.
- Community Sport and Recreation Infrastructure Fund.
- Housing-Enabling Water Systems Fund - webinar.
- Cybersecurity for Municipal Councillors virtual workshop - September 24.
- Managing Communications through Crisis - October virtual workshop.
- Navigating Conflict Relationships as an Elected Official - October workshop.
- Knowledge Exchange on Community and Supportive Housing - October 1-2.
- Foundations in Land Use Planning & Advanced Land Use Planning - October virtual workshops.
- Advanced Councillor Training workshops.
- Understanding Competing Human Rights - September 26 workshop.
- Indigenous Community Awareness training.
- Roads budgets made simple.
- Transitioning to Net Zero Buildings with LAS.
- Policing Board discussion groups.
- Learn about food waste reduction by businesses.
- Blue Box Transition engagement session.
- Careers.

Provincial Matters

Ontario has announced an additional \$5 million through an application-based program to help increase emergency preparedness. Municipalities under 100,000 are eligible to apply. [Applications are due October 31, 2024.](#)

The Ontario government is launching a [call for proposals](#) for new community-based projects that prevent and address gender-based violence. The deadline for proposals is October 11, 2024 at 5pm.

The Ontario government is accepting applications for its new \$200-million [Community Sport and Recreation Infrastructure Fund](#) that will revitalize existing infrastructure and support new construction across the province. Apply now!

Apply for Ontario's new [Housing-Enabling Water Systems Fund](#) intake to help municipalities develop, repair, rehabilitate and expand drinking water, wastewater and stormwater infrastructure to enable housing. [Register](#) for the September 26 webinar.

Education Opportunities

Understand cybersecurity and learn how to make critical decisions related to preventing, preparing for, and responding to cyber security incidents at the [Cybersecurity for Municipal Councillors](#) virtual workshop on September 24.

The [Managing Communications through Crisis](#) workshop in October teaches participants how to manage all aspects of crisis communications during an emergency, providing attendees with techniques to communicate with community and media effectively and proactively.

Transform conflict into collaboration. The [Navigating Conflict Relationships as an Elected Official](#) October workshop teaches skills in building collaborative relationships and negotiating difficult ones in your role as an elected municipal official.

The [AMO Knowledge Exchange Symposium](#) will explore innovation and action on what municipalities

could be doing to find solutions to the housing and homelessness challenges in our communities. Don't miss this opportunity to be a part of the solution.

[Foundations in Land Use Planning](#) familiarizes participants with legislation, processes, and provides real life examples to give a deep understanding and insight into important planning matters. From a strategic perspective, [Advance Land Use Planning](#) analyzes case studies and real life examples through instructor lead instruction and group discussion.

As an elected municipal official, we know the pressure you deal with is real and we are here to support you. AMO has developed [Advanced Councillor Training](#) focused on core elements of leadership. Register for the [September 25 Strategic Thinking, Planning and Leading workshop](#), and the [October 2 Community Engagement Strategic Approaches workshop](#).

AMO and Hicks Morley have developed training to support municipal elected officials and council in understanding their obligations related to human rights and understanding how to manage seemingly competing human rights. Register for this important [Competing Rights September 26 workshop](#).

OFIFC and AMO are offering training to build indigenous cultural competency in municipal government. Through a self-paced learning module and live virtual component, this training will provide knowledge and tools to utilize in moving improved and stronger Indigenous-municipal relations forward in Ontario. [Register today](#) for the October 8 workshop.

LAS

If you're not already using Citylogix Software for your road budgetting, you'll want to check it out. [Contact Tanner](#) to find out how LAS' [Road and Sidewalk Assessment Service](#) can help you easily plan your maintenance activities and maximize your public works dollars.

Many municipalities are considering how to transition their buildings to net zero operations. Whether using [heat pumps](#) or other low carbon technologies, LAS is here to help. Sign up for one of our customized [Low Carbon/Net Zero workshops](#) to learn how to transition effectively. [Contact Christian](#) for more information.

Municipal Wire*

Municipal staff are encouraged to attend the OAPSB's fall discussion groups around the implementation of the *Community Safety and Policing Act*. [Sign up today!](#)

On September 24, join the [Ontario Food Collaborative](#) for a [free webinar](#) to hear how [Circular Innovation Council](#) and [Too Good To Go](#) are helping Canadian businesses reduce food waste.

Circular Materials and Waste to Resource Ontario invite municipal waste staff to meet on the transition. [Register here](#) for the September 26 10am-12pm event at the Toronto Fairmont Royal York.

Careers

[Water Resources Engineer, Natural Hazards - Rideau Valley Conservation Authority](#). Closing date: October 11.

[Municipal Planner - Municipality of Red Lake](#). Closing date: October 12.

[Hearing Officer - City of Vaughan](#). Closing date: September 30.

[Planning and Regulations Supervisor - Kettle Creek Conservation Authority](#). Closing date: October 17.



September 26, 2024

In This Issue

- Apply for the Community Emergency Preparedness Grant.
- Call for proposals on gender-based violence.
- Community Sport and Recreation Infrastructure Fund.
- Housing-Enabling Water Systems Fund - webinar.
- Knowledge Exchange on Community and Supportive Housing - October 1-2.
- Advanced Councillor Training: Community Engagement Strategic Approaches - October 2.
- Indigenous Community Awareness training - October virtual workshop.
- Managing Communications through Crisis - October virtual workshop.
- Navigating Conflict Relationships as an Elected Official - October workshop.
- Foundations in Land Use Planning & Advanced Land Use Planning - October virtual workshops.
- Lighting upgrades for 2025 - we've got you covered!
- From energy treasure hunt to real energy savings!
- What municipal staff need to know about cyber risk.
- Blog: The Countdown to Accessibility has Started, Is Your Website Ready?
- Sewer & Water Line Warranty Program helped Windsor resident save money.
- IESO procurement for municipalities and indigenous communities.
- Careers.

Provincial Matters

Ontario has announced an additional \$5 million through an application-based program to help increase emergency preparedness. Municipalities under 100,000 are eligible to apply. [Applications are due October 31, 2024.](#)

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Apply for Ontario's new [Housing-Enabling Water Systems Fund](#) intake to help municipalities develop, repair, rehabilitate and expand drinking water, wastewater and stormwater infrastructure to enable housing. [Register](#) for the September 26 webinar.

Education Opportunities

The [AMO Knowledge Exchange Symposium](#) is a forum convened by AMO to advance collective collaboration on solutions for Ontario's housing crisis. **Register on-site** at the Delta Hotels Toronto Convention Center on October 1.

The [October 2 Community Engagement Strategic Approaches workshop](#) builds your understanding on the importance of a proactive approach to enhance community understanding and involvement in the important priorities of your council work. Understanding can be the bridge to positive change and growth. Join AMO to enhance your skills in community engagement to vitalize your leadership role and health of your community.

The OFIFC and AMO workshop provides historical and current insight and knowledge into the damage brought to Indigenous communities. This workshop builds your understanding and insight that is critical to building strong, productive and meaningful relationships between municipalities and Indigenous leaders and communities. Through a self-paced learning module and live virtual component, this training will provide knowledge and tools to utilize in moving improved and stronger Indigenous-municipal relations forward in Ontario. [Register today](#) for the October 8 workshop.

Your community elected you to provide sound and confident leadership in the best interest of your community. During a crisis, this approach to leadership is critical. AMO's workshop on [Managing Communications through Crisis](#) provides insight and tools to support in being this leader.

Municipal leadership is often a pin cushion for our culture's broader issues. Conflict and misunderstanding is a big part of many municipal leaders current realities. This workshop provides an opportunity to transform conflict into collaboration. The [Navigating Conflict Relationships as an Elected Official October workshop](#) teaches skills in building collaborative relationships and negotiating difficult ones in your role as an elected municipal official.

[Foundations in Land Use Planning](#) familiarizes participants with legislation, processes, and provides real life examples to give a deep understanding and insight into important planning matters. From a strategic perspective, [Advance Land Use Planning](#) analyzes case studies and real life examples through instructor lead instruction and group discussion.

LAS

The [LAS Facility Lighting Service](#) provides a complete turn-key solution for your lighting upgrades, both indoors and out. [Contact us](#) today for a free budget proposal for your 2025 budget.

The Town of Hanover's staff identified significant energy savings opportunities through an [Energy Workshop and Treasure Hunt](#) at their P&H Centre. They are now putting this into practice by upgrading their lights with the [LAS Facility Lighting Service](#). Want to see these savings at your municipal facility? [Contact Christian](#) for details about our ET workshops.

No cyber risk experience required! Join us for a half-day webinar [Cyber Risk Management for Municipalities](#), on October 23 for a four-module training session designed to support your understanding of cyber risk.

Digital interactions are increasingly becoming the preferred means of communication between residents and their local governments. As reliance on digital solutions becomes more prevalent, the need for accessible websites becomes more crucial. Read more [here](#).

The LAS-endorsed Sewer and Water Line Warranty program, offered by SLWC, came in handy for a City of Windsor homeowner, whose warranty protected against the financial hit of a huge plumbing bill. Read more [here](#).

Municipal Wire*

The Independent Electricity System Operator is [hosting a webinar](#) for municipalities and Indigenous communities on October 10 to discuss details of the upcoming "LT2" procurement that will open this winter.

Careers

[Senior Financial Analyst - Town of Georgina](#). Closing Date: October 20, 2024.

[Director of Finance - District of Parry Sound Social Services Board](#). Closing Date: October 18, 2024.



Council Highlights

**Tuesday,
September 10, 2024**

In This Issue:

Elgin County Libraries Show Strong Performance in Technology, Staffing, and Collections

Elgin County Endorses Proposed Relocation of Rodney Library

Council Expresses Support for Potential West Lorne Library Expansion

Council Supports Planet Youth Model for Youth Substance Use Prevention

Council Approves New Tourism Wayfinding Strategy to Enhance Visitor Experience

New Provincial Planning Statement Paves Way for Growth in Elgin County

County Introduces Centralized Planning Model and Plans to Gather Feedback from Local Municipal Partners

Elgin County to Raise Flag for Welcoming Week in Celebration of Diversity



Elgin County Libraries Show Strong Performance in Technology, Staffing, and Collections

Council received an in-depth analysis from the Director of Community and Cultural Services on the performance of Elgin County Library branches, based on the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) Guidelines for Rural/Urban Public Library Systems. This benchmarking report compared key areas such as facility size, hours of operation, staffing, collections, seating, and technology across the County's ten library branches.

The report found that the libraries performed well in several categories. Nine out of ten branches met or exceeded the guidelines for collections, technology, and staffing. Notably, the system excelled in providing technology access, with all branches surpassing the ARUPLO guidelines in this area.

However, facility size remains a challenge, with only three branches meeting the recommended space requirements. The report identified growth in population and insufficient space for community programs as ongoing concerns. The Director noted that improvements to facility size are largely dependent on local municipal partners, as they own the buildings housing the branches.

Council received the report for information, which will support future planning and advocacy efforts for the library system.

Elgin County Endorses Proposed Relocation of Rodney Library

Elgin County Council has endorsed a recommendation to support the Municipality of West Elgin's efforts to find a new location for the Rodney Library. While the project is still in the early stages, the endorsement aligns with the County's Library Branch Construction Policy and follows a request from West Elgin to move the library as part of a broader renovation project for the Old Town Hall, which has been supported by the Investing in Canada Infrastructure Program.

Council has approved a letter of support to West Elgin and will collaborate with the municipality on key details such as square footage, leasing arrangements, and preparations for the new facility. While the move may result in increased leasing costs for the County, options for financial collaboration are being explored, including an interest-free loan from the County to assist with the project.

This decision reflects the ongoing collaboration between the County and local municipal partners to improve and expand library facilities in line with community needs and library planning guidelines.

Council Expresses Support for Potential West Lorne Library Expansion

Elgin County Council has expressed support in principle for the expansion of the West Lorne Library within the West Lorne Community Complex. The expansion would add up to 1,000 square feet of space to the current library, addressing critical needs such as dedicated program areas, a community meeting room, and quiet study spaces.

The additional space, made available by a vacant office suite adjacent to the current library, would bring the total library size to approximately 2,763 square feet, meeting guidelines set by the library's planning framework. The Municipality of West Elgin will be responsible for preparing the space for library use and integrating it with the existing facility.

Council's support is subject to further details being outlined in a formal "Letter of Intent" from the Municipality of West Elgin, which will include specific square footage, timelines, and lease considerations.



Council Supports Planet Youth Model for Youth Substance Use Prevention

Elgin County Council expressed support for Southwestern Public Health's adoption of the Planet Youth model, a community-driven approach developed in Iceland to reduce youth substance use. The model focuses on creating environments that discourage substance use and foster protective factors through community involvement and data-driven strategies. This initiative aligns with the County's Community Safety and Well-Being Plan, aiming to enhance youth well-being and safety across the region.

Council Approves New Tourism Wayfinding Strategy to Enhance Visitor Experience

Elgin County Council has approved a new Tourism Wayfinding Strategy designed to improve visitor navigation and promote key attractions across the County. The strategy will replace aging signage with a more visually cohesive system, guiding visitors to popular destinations like historic downtowns and beach communities. This strategy will enhance the overall visitor experience while supporting tourism growth throughout Elgin County.



Approximation of the design for the new County gateway signage

New Provincial Planning Statement Paves Way for Growth in Elgin County

Elgin County Council reviewed the new 2024 Provincial Planning Statement (PPS), which provides a streamlined policy framework to support land use planning and housing development across Ontario. The PPS replaces previous provincial planning documents and introduces significant changes, such as removing the need for population and employment growth targets and allowing more flexible settlement area expansions. The new PPS will come into effect on October 20, 2024, and all local planning decisions will need to align with its guidelines.

County Introduces Centralized Planning Model and Plans to Gather Feedback from Local Municipal Partners

Elgin County Council reviewed a proposal to centralize planning services across the County to enhance efficiency and address growth pressures stemming from major developments like the Volkswagen EV battery plant. The proposed model would gradually transition planning responsibilities from individual municipalities to a centralized County service in a phased approach.

Council supported the model in principle and will move forward with gathering input from local municipal partners. The Director of Planning and Development will present the model to local municipal councils to ensure their needs and concerns are fully addressed before implementation.

Elgin County to Raise Flag for Welcoming Week in Celebration of Diversity

Elgin County Council approved a flag raising request from the St. Thomas-Elgin Local Immigration Partnership (STELIP) to mark Welcoming Week 2024. The flag will be raised on September 24, 2024, at the Elgin County Heritage Centre to celebrate the ongoing efforts to create an inclusive and welcoming community for newcomers. The event will reaffirm the County's commitment to supporting diversity and combating racism, xenophobia, and anti-immigrant sentiment.

For the complete **September 10, 2024 Agenda Package**, please visit the following link:
[County Council Agenda Package](#)



Kettle Creek
Conservation Authority

Full Authority Minutes

August 22, 2024

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on August 22, 2024, at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:01 a.m. As some members and guests attended virtually all votes were recorded and are included in the Recorded Vote Registry.

Audio/Video Record Notice

The Audio/Video Recording Notice was posted and made available to the public.

Land Acknowledgement

Kettle Creek Conservation Authority wishes to acknowledge the treaty and traditional lands originally occupied by the Indigenous First Nation peoples of the Anishinabek, Attiwonderonk and Haudenosaunee nations. KCCA strives to build meaningful relationships with Indigenous communities and recognizes the importance of respecting these treaties and lands.

Members Present:

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

Members Absent:

JJ Strybosch	London
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Staff Present:

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

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Hearing Board

There was no Hearing required.

Minutes of Meeting

FA106/2024

Moved by: Sharron McMillan

Seconded: Todd Noble

That the minutes of the August 7, 2024, Executive Committee meeting be approved.

Carried

FA107/2024

Moved by: Frank Berze

Seconded: Todd Noble

That the minutes of the June 19, 2024, Full Authority Meeting be approved.

Carried

Jim Herbert joined the meeting in person at 10:03 a.m.

FA108/2024

Moved by: Todd Noble

Seconded: Jim Herbert

That the minutes of the June 19, 2024, Hearing Board be approved.

Carried

Matters Arising

The Board expressed their gratitude to Marianne for her significant contributions to KCCA. They wished her success in her upcoming endeavours as she concludes her employment with KCCA at the end of August.

FA109/2024

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the staff reports on Matters Arising (a) through (c) be received.

Carried

Correspondence

a) From Conservation Ontario to MMAH Re: Removing Barriers for Additional Residential Units (ERO# 019-8366) May 16, 2024

b) From Ian Thomson Re: Dalewood Conservation Area August 3, 2024

FA110/2024

Moved by: Todd Noble

Seconded: Sharron McMillan

That the correspondence be received.

Carried

Statement of Revenue and Expenses

The Board reviewed and discussed the Statement of Revenue and Expenses dated June 30, 2024.

FA111/2024

Moved by: Todd Noble

Seconded: Jerry Pribil

That the Statement of Revenue and Expenses dated June 30, 2024, be approved.

Carried

New Business

a) CA Act Update – Draft Watershed-based Resource Management Strategy

FA112/2024

Moved by: John Wilson

Seconded: Todd Noble

That the staff report on the draft Watershed-based Resource Management Strategy be received; and further

That the draft Watershed-based Resource Management Strategy be approved for public consultation.

Carried

b) Monthly Planning and Regulations Report (Joe)

The Board expressed their gratitude to Joe for his significant contributions to KCCA. They wished him success in his upcoming endeavours as he concludes his employment with KCCA at the end of August.

FA113/2024**Moved by: Sharron McMillan****Seconded: Frank Berze**

That the July and August 2024 Planning and Regulations Activity Report be received.

Carried

The Full Authority meeting recessed at 10:36 a.m. to conduct the Kettle Creek Source Protection Authority meeting.

FA114/2024**Moved by: Sharron McMillan****Seconded: Frank Berze**

That the Full Authority meeting recess to conduct the August 2024 Kettle Creek Source Protection meeting.

Carried

The Kettle Creek Source Protection Authority adjourned at 10:43 a.m. and members resumed the Full Authority meeting moving immediately into Closed Session.

Closed Session

The Closed Session meeting began at 10:43 a.m.

FA115/2024**Moved by: Lori Baldwin-Sands****Seconded: John Wilson**

That the Full Authority move to Closed Session to discuss legal, personnel or property matters.

Carried**FA116/2024****Moved by: Sam Trosow****Seconded: Todd Noble**

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 11:27 a.m.

- a) August 7, 2024 Closed Session Minutes Executive Committee

FA117/2024**Moved by: Todd Noble****Seconded: John Wilson**

That the minutes of the August 7, 2024 Executive Meeting Closed Session be approved.

Carried

b) June 19, 2024 Closed Session Minutes

FA118/2024

Moved by: Jerry Pribil

Seconded: Jim Herbert

That the minutes of the June 19, 2024 Full Authority Meeting Closed Session be approved as amended.

Carried

- c) Legal Matter – Acquisition of Property
- d) Legal Matter – Acquisition of Property
- e) Personnel Matter

FA119/2024

Moved by: Lori Baldwin-Sands

Seconded: Frank Berze

That staff proceed as directed on the legal, personnel and property matters.

Carried

Upcoming Meetings

Deer Ridge Grand Opening
Full Authority Meeting

September 12, 2024 2:30 p.m.
September 18, 2024 10:00 a.m.

FA120/2024

Moved by: Jim Herbert

Seconded: Lori Baldwin-Sands

That the meeting adjourned at 11:29 a.m.

Carried



Elizabeth VanHooren
General Manager/Secretary Treasurer



Grant Jones
Chair

Recorded Vote Registry FA106/2024 to FA111/2024**A=Absent Y=Yes N=No AB=Abstained**

Board Member	FA106/2024	FA107/2024	FA108/2024	FA109/2024	FA110/2024	FA111/2024
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	A	AB	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	A	A	A	A	A	A
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA112/2024 to FA117/2024**A=Absent Y=Yes N=No AB=Abstained**

Board Member	FA112/2024	FA113/2024	FA114/2024	FA115/2024	FA116/2024	FA117/2024
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	A	A	A	A	A	A
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA118/2024 to FA120/2024

A=Absent Y=Yes N=No AB=Abstained

Board Member	FA118/2024	FA119/2024	FA120/2024
Baldwin-Sands	Y	Y	Y
Berze	Y	Y	Y
Herbert	Y	Y	Y
Jones	Y	Y	Y
McMillan	Y	Y	Y
Noble	Y	Y	Y
Pribil	Y	Y	Y
Strybosch	A	A	A
Trosow	Y	Y	Y
Wilson	Y	Y	Y
Result	Carried	Carried	Carried

Allison Adams

To: Elgin Area Primary Water Supply System
Subject: RE: (Potential survey spam) Posts from Elgin Area Meeting Packages – Lake Huron and Elgin Area Primary Water Supply Systems for 09/23/2024

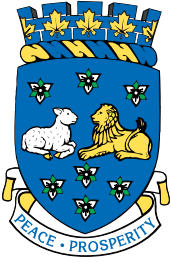
October 3, 2024 Agenda & Meeting Package – EAPWSS has been posted to the water system's website and is available for download at:

<https://www.huronelginwater.ca/october-3-2024-eapwss-board-meeting/>

This email was sent to aadams@malahide.ca

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Lake Huron & Elgin Area Primary Water Supply Systems · 235 North Center Rd · Suite 200 · London, On N5X 4E7 · Canada



OFFICE OF THE REGIONAL CLERK

150 Frederick Street, 2nd Floor
Kitchener ON N2G 4J3 Canada
Telephone: 519-575-4400
TTY: 519-575-4608
Fax: 519-575-4481
www.regionofwaterloo.ca

September 26, 2024

The Right Honourable Justin Trudeau, Prime Minister of Canada

Dear Prime Minister:

Re: Solve the Crisis

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on September 25, 2024, approved the following motion:

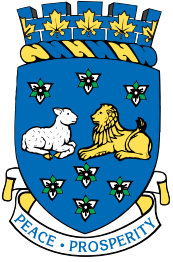
Whereas there is a humanitarian crisis in cities, large and small, urban and rural, across Ontario. We need immediate action at all levels of government, starting with the Province; and

Whereas the homelessness, mental health and addictions crisis continues to grow with 3432 drug related deaths in Ontario in 2023 as well as with an estimated 234,000 Ontarians experiencing homelessness and over 1400 homeless encampments across Ontario communities in 2023; and

Whereas the province has provided additional funding for mental health, addictions and homelessness programs, including the recently announced Homelessness and Addiction Recovery Treatment (HART) Hubs, it does not adequately address the growing crisis and the financial and social impact on municipalities and regions across the province; and

Whereas municipalities and regions are stepping up and working with community partners to put in place community-specific solutions to address this crisis, but municipalities and regions lack the expertise, capacity, or resources to address these increasingly complex health care and housing issues alone; and

Whereas this is primarily a health issue that falls under provincial jurisdiction and municipalities and regions should not be using the property tax base to fund these programs; and



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Whereas there is no provincial Minister focused on this crisis leading to unanswered questions that span over a dozen ministries, and a lack of support to manage the increasing needs of those who are unhoused.

Now Therefore be it resolved that the Region of Waterloo supports the Solve the Crisis Campaign;

And calls on provincial and federal governments to commit to immediate action to solve the Humanitarian Crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health & addictions grows exponentially;

AND that the province officially makes Homelessness a Health Priority;

AND appoints a responsible Minister and Ministry with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;

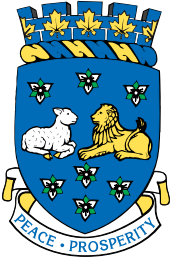
AND request that the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business community and the tourism industry to develop a *Made in Ontario Action Plan*;

AND that this provincial task force reviews current programs developed by municipalities, regions and community partners that have proven successful in our communities, to ensure that solutions can be implemented quickly and effectively to tackle this crisis.

AND provides the adequate, sufficient and sustainable funding to ensure that municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted;

And that this Council calls on the residents across the Region of Waterloo to join us in appealing to the provincial and federal governments for support by visiting SolveTheCrisis.ca and showing your support;

And further that a copy of this motion be sent to:



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- **The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada**
- **The Honourable Doug Ford, Premier of Ontario**
- **The Honourable Sylvia Jones, Deputy Premier and Minister of Health**
- **The Honourable Paul Calandra, Minister of Municipal Affairs and Housing**
- **The Honourable Michael Parsa, Minister of Children, Community and Social Services**
- **The Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions**
- **Local and area MPs, MPPs and Heads of Council**
- **The Association of Municipalities of Ontario, Ontario's Big City Mayors and Mayors and Regional Chairs of Ontario**

Please accept this letter for information purposes only. If you have any questions please contact Regional Councillor Dorothy McCabe Dorothy.McCabe@waterloo.ca

Please forward any written responses to this letter to William Short, Director, Council & Administrative Services/Regional Clerk
regionalclerk@regionofwaterloo.ca

Yours sincerely,

William Short, Director Council and Administrative Services/Regional Clerk

cc: Region of Waterloo Councillor Dorothy McCabe Dorothy.McCabe@waterloo.ca



Town of Tillsonburg
Office of the Clerk

10 Lisgar Avenue, Tillsonburg, ON N4G 5A5

Tel: (519) 688-3009

Fax: (519) 842-9431

September 17, 2024

Hon. Francois-Phillip Champagne, Minister of Innovation, Science and Industry of
Canada, Government of Canada

Hon. Mary Ng, Minister of Export Promotion, International Trade and Economic
Development, Government of Canada

Arpan Khanna, MP

Ernie Hardeman, MPP

To Whom It May Concern:

Please be advised that the Council of the Town of Tillsonburg, at its meeting on
September 9th, 2024 passed the following resolution:

- A. THAT report EDM 24-029 titled “Cellular Coverage Concerns” be received;
- B. THAT Council of the Town of Tillsonburg endorses the following:
 - a. Whereas the residents of our community are not able to have reliability and confidence in our telecommunications infrastructure for our commercial establishments and economic growth, employment, school, virtual medical appointments, mental health, welfare and emergency services;
 - b. Whereas many areas in and around the Town of Tillsonburg are considered “Dead Zones” causing rural and urban communities to incur prohibitive costs which include roaming and overage fees and/or alternative resources in order to gain basic and limited communication functionality;
 - c. Whereas the Innovation, Science and Economic Development Canada (ISED) has committed to have a reliable Network and states that, “*Reliable telecommunications networks have never been more*



crucial. They support not only a wide range of economic and social activities but also other critical infrastructure sectors and government services, and they are crucial for emergency services and public safety. They are fundamental to the safety, prosperity and well-being of Canadians.”

- d. THAT the top priority of the ISED as stated in the Telecommunications Reliability Agenda is, *“Robust Networks and Systems – This means there is robust architecture for telecommunications networks with appropriate redundancy, diversity, and hardening against hazards, with particular care for emergency services. There are systems with controls and monitoring and the telecommunications supply chain including supplier equipment is trusted and secure. Investments are made to support these activities including in rural and remote areas or to address coverage gaps.”*
- C. THAT the Council of the Town of Tillsonburg requests that the Federal Government and ISED make it their priority to push forward with their commitment to provide this crucial infrastructure in a meaningful and time manner and provide action and enforcement on the regulations that mandate timely installation of approved cell tower installations; and
- D. THAT a copy of this resolution be also sent to all Ontario municipalities, SWIFT, local telecommunications providers, the local MP and MPP.

Sincerely,

Laura Pickersgill
Executive Assistant
Town of Tillsonburg

Cc: All Ontario Municipalities, SWIFT, Bell Canada

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 24-57**

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 October 3, 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 3rd day of October, 2024.

READ a **THIRD** time and **FINALLY PASSED** this 3rd day of October, 2024.

Mayor, D. Giguère

Clerk, A. Adams