



**The Corporation of the Township of Malahide
COUNCIL AND COMMITTEE OF THE WHOLE MEETING AGENDA
December 5, 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 November 21, 2024
- (F) Public Meetings & Committee of Adjustment
 - Public Hearing – Minor Variance Application – D13-MV-10-24 - Penner – 51417 Calton Line
- (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:

- FIN-24-28 - 2025 Draft Sewer Budget
 - CLERK-24-09 - Video Surveillance Policy
 - Correspondence Item - Town of Pelham & Corporation of the Township of McGarry – Good Roads Association Establishment of an Ontario Rural Road Safety Program
 - Correspondence Item - The Corporation of the Township of Larder Lake – Redistribution of Land Transfer Tax & GST
- (I) Unfinished Business
 - (J) New Business
 - EM-24-02-Emergency Management Program & Emergency Response Plan By-law

- FIN-24-29-Temporary Borrowing By-law
- FIN-24-30-2025 Interim Tax Levy By-law
- FIN-24-31 -2025 Financial Audit

(K) By-laws

- 24-49- Blatz Rezoning – 3rd reading
- 24-70- Emergency Plan By-law
- 24-68 – 2025 Interim Tax Levy By-law
- 24-67 – 2025 Temporary Borrowing By-law

Committee of the Whole

(L) Business for Consideration

(M) Unfinished Business

(N) 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. Long Point Region Conservation Authority – 2025 Draft Budget
2. Kettle Creek Conservation Authority – 2025 Municipal Apportionment and Budget
3. Kettle Creek Conservation Authority Minutes – October 16, 2024
4. EECC Board 2025 Capital and Operational Budget
5. EECC Draft Minutes – November 11, 2024 & November 27, 2024
6. Elgin OPP Detachment Board Draft Minutes – November 13, 2024
7. Elgin OPP Detachment Board – Request for Contribution to the Elgin OPP Detachment Board During Inaugural Phase
8. Malahide Community Grant Committee Minutes – August 26, 2024
9. Elgin County Council Highlights – November 26, 2024
10. Elgin Area Primary Water Supply System – Agenda
11. Ministry of Natural Resources - Decision on Discussion Paper: Regulating Commercial-Scale Geologic Carbon Storage Projects in Ontario, and Proposal on Enabling the Development of Commercial-Scale Geologic Carbon Storage in Ontario: The Geologic Carbon Storage Act
12. Ministry of Municipal Affairs & Housing – More Homes Built Faster Act 2022 – Additional Residential Units
13. Office of Solicitor General – 2025 OPP Billing

Committee of the Whole Adjourns

(P) Closed Session

- A Labour Relations or Employee Negotiations Matter – Annual Staff Performance Reviews (Section 239 (2)(d)).
- A personal matter about an identifiable individual, including Municipal and Local Board Employees – Development Services (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 December 5, 2024 Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on November 21, 2024 be adopted.
3. THAT the Committee of Adjustment for the Township of Malahide be called to order at ____p.m. and that Mayor Dominique Giguère be appointed Chairperson for the “Committee of Adjustment”
4. THAT Report No. DS-24-61 entitled “Minor Variance Application of Wilhelm Penner”, relating to the property located at Concession 3, Part Lot 23, Concession South of Talbot Road (51417 Calton Line)” be received;

AND THAT the Township of Malahide Committee of Adjustment approve Application No. D13-MV-10-24;

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

1. That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed residential dwelling as illustrated within the application; and,
 2. That the owner completes the required works to relocate the Polgar municipal drain as per the engineer’s report prepared by Spriet Associates Ltd, dated October 14, 2008. The works shall be completed at the sole expense of the owner and to the satisfaction of the Township’s Drainage Superintendent.
5. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at ____p.m.
 6. THAT all items listed under Approval of Business from the November 21, 2024 Council Agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

- a. FIN-24-28 - 2025 Draft Sewer Budget

THAT Report No. FIN-24-28 entitled “2025 Draft Sewer Budget” be received;

AND THAT the 2025 Draft Sewer Budget and sewer system user rates be approved.

- b. CLERK-24-09 - Video Surveillance Policy

THAT Report No. CLERK-24-09 entitled "Video Surveillance Policy" be received;

AND THAT the Video Surveillance Policy be approved.

c. Support for Correspondence Item - Town of Pelham & Corporation of the Township of McGarry – Good Roads Association Establishment of an Ontario Rural Road Safety Program

d. Support for Correspondence Item - The Corporation of the Township of Larder Lake – Redistribution of Land Transfer Tax & GST

7. THAT Report No. EM-24-02 entitled "Emergency Management Program and Emergency Response Plan By-law; and Schedule A: Township of Malahide Emergency Response Plan" be received;

AND THAT Council repeal By-law 23-56 and By-law 23-89;

AND THAT the proposed Emergency Management Program and Emergency Plan By-Law and Schedule A: Township of Malahide Emergency Response Plan be approved as presented.

8. THAT Report No. FIN-24-29 entitled "Temporary Borrowing By-law" be received;

AND THAT By-Law # 24-67 be given a first, second and third reading.

9. THAT Report No. FIN-24-30 entitled "2025 Interim Tax Levy By-law" be received;

AND THAT By-Law # 24-68 be giving a first, second and third reading.

10. THAT Report No. FIN-24-31 entitled "2025 Financial Audit" be received;

AND THAT Council authorize the Mayor to sign the 2025 audit Engagement Letter and Audit Planning Letter from Graham Scott Enns LLP for the 2025 fiscal year.

11. THAT the following by-law be now read a third time and finally passed:

- 24-49 – Blatz Rezoning – 3rd reading

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

- 24-70- Emergency Plan By-law
- 24-68 – 2025 Interim Tax Levy By-law
- 24-67 – 2025 Temporary Borrowing By-law

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

13. RESOLVED that items 1-13 be received and filed:

1. Long Point Region Conservation Authority – 2025 Draft Budget

2. Kettle Creek Conservation Authority – 2025 Municipal Apportionment and Budget
 3. Kettle Creek Conservation Authority Minutes – October 16, 2024
 4. EECC Board 2025 Capital and Operational Budget
 5. EECC Draft Minutes – November 11, 2024 & November 27, 2024
 6. Elgin OPP Detachment Board Draft Minutes – November 13, 2024
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 11. Ministry of Natural Resources - Decision on Discussion Paper: Regulating Commercial-Scale Geologic Carbon Storage Projects in Ontario, and Proposal on Enabling the Development of Commercial-Scale Geologic Carbon Storage in Ontario: The Geologic Carbon Storage Act
 12. Ministry of Municipal Affairs & Housing – More Homes Built Faster Act 2022 – Additional Residential Units
 13. Office of Solicitor General – 2025 OPP Billing
14. RESOLVED THAT we do now move out of Committee of the Whole and reconvene the regular council meeting.
15. THAT Council move into Closed Session at ____p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:
- A Labour Relations or Employee Negotiations Matter regarding annual Staff Performance Reviews (Section 239 (2)(d)).
 - A personal matter about an identifiable individual, including Municipal and Local Board Employees – Development Services (Section 239 (2)(c)).
16. THAT Council move out of Closed Session and reconvene at ____p.m. in order to continue with its deliberations.
17. THAT By-law No.24-69, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
18. RESOLVED THAT we do now adjourn at _____ p.m. to meet again on December 19, 2024 at 7:00p.m.

The Corporation of the Township of Malahide
November 21, 2024 – 7:00p.m.
Virtual Meeting - <https://youtu.be/kATPHKm1Y5o>

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 (via Zoom)

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

CALL TO ORDER:

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

APPROVAL OF AGENDA:

No. 24-400

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT the November 21, 2024 Regular Council Meeting Agenda be approved as presented with the following additions:

- Section N – Unfinished Business Item – Imperial Road Update

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda item K-Report PW-24-39 - Newell Drain Request for Improvement and Encroachment. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

CLOSED SESSION:

No. 24-401

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT Council move into Closed Session at 7:03p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- A Labour Relations or Employee Negotiations Matter regarding a Staff Performance Review – CAO Department. (Section 239 (2)(d)).

Carried

No. 24-402

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT Council move out of Closed Session and reconvene at 7:42p.m. in order to continue with its deliberations;

AND THAT Council provided staff direction on the following items discussed in closed session

Carried

ANNOUNCEMENTS:

Councillor Wilson shared concerns to increase awareness about cuts happening at the Thames Valley School Board, noting that they are affecting programs ranging from music to shop classes. These cuts are occurring both at the board level and within individual schools, and they are not being applied evenly. Rural schools appear to be particularly impacted. Councillor Wilson emphasized that the decisions being made in London are detrimental to the local community.

ADOPTION OF MINUTES:

No. 24-403

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT the minutes of the regular meeting of Council held on November 7, 2024 be adopted.

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

- Public Meeting - Zoning By-law Amendment Application - D14-Z10-24 - Shackelton – 51570 Lyons Line

No. 24-404

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z10-24 of John, Michael & Jennifer Shackelton be called to order at 7:48p.m.

Carried

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

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on November 6th and 13th. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

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

Mayor Giguère asked if anyone in attendance wished to make comment. Agent David Roe was present to address any questions from Council, should there be any.

Mayor Giguère invited comments from Council Members and there were none.

No. 24-405**Moved By: John H. Wilson****Seconded By: Sarah Leitch**

THAT Report No. DS 24-57 entitled “Zoning By-Law Amendment Application of John, Michael, & Jennifer Shackelton (c/o David Roe), relating to the property located at Concession 10, Part Lot 17, Concession Gore STR (51570 Lyons Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z10-24 of John, Michael and Jennifer Shackelton (c/o David Roe, relating to the property located at CON 10 PT LOT 4, Concession Gore STR, and known municipally as 51570 Lyons Line, BE APPROVED for the reasons set out in this Report.

Carried**No. 24-406****Moved By: Rick Cerna****Seconded By: Scott Lewis**

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z10-24 of John, Michael and Jennifer Shackelton be adjourned at 7:55p.m.

Carried

- Public Hearing – Minor Variance Application – D13-MV-08-24 - Dyck – 6501 Springfield Road

No. 24-407**Moved By: Scott Lewis****Seconded By: Rick Cerna**

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:56p.m. and that Mayor Dominique Giguère be appointed Chairperson for the “Committee of Adjustment”

Carried

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

Chair Giguère asked if any additional comments were received and the Clerk advised there were none.

Chair Giguère asked if any person in attendance wished to make any comments and they did not.

Chair Giguère asked if any Committee members wished to make any comments regarding the application. Councillor Wilson asked about the size of the parcel and whether allowing this would set a precedent for other exemption applications. Mr. Steele clarified that each case would be evaluated on its own merits, and all relevant factors would be considered for any applications.

No. 24-408

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Report No. DS-24-56 entitled “Minor Variance Application of Will and Eva Dyck(Authorized Agent: Zelinka Priamo Ltd. c/o Katelyn Crowley) relating to the property located at Concession 3 Part Lot 20, Parts 1 and 2, Concession South of Talbot Road (6501 Springfield Road)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Application No. D13-MV-08-24;

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

- 1)That the minor variance only applies to the retained lot as shown on the submitted Site Plan.

Carried

No. 24-409

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 8:01p.m.

Carried

DELEGATIONS:

No items.

APPROVAL OF BUSINESS (CONSENT AGENDA):

No. 24-410

Moved By: Sarah Leitch

Seconded By: Scott Lewis

THAT all items listed under Approval of Business from the November 7, 2024 Council Agenda, be approved and the recommendations listed in part therein be adopted:

- a. PW-24-38 Recreation Software

Carried

UNFINISHED BUSINESS:

No. 24-411

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT Report No. PW- 24-41 entitled “Commemorative Asset Dedication Policy” be deferred.

Carried

NEW BUSINESS:

- DS-24-55 - Application for Consent to Sever No. E93-24 of David Blatz

No. 24-412

Moved By: John H. Wilson

Seconded By: Mark Widner

THAT Report No. DS-24-55 entitled “Application for Consent to Sever No. E93-24 of David Blatz” be received;

AND THAT the Application for Consent to Sever of David Blatz (c/o Civic Planning Solutions), relating to the property located at Concession North Gore, Part Lots 16 and 17, and known municipally as 9982 Hacienda Road, be supported for the reasons set out in this Report;

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

Carried

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda item K– Report PW-24-39 - Newell Drain Request for Improvement and Encroachment. He retired from the meeting and abstained from all discussions and voting on the matter

- PW-24-39 - Newell Drain Request for Improvement and Encroachment

No. 24-413

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT Report No. PW-24-39 entitled “Newell Drain Request for Improvement and Encroachment” be received;

AND THAT George Vereyken, P. Eng., of Spriet Associates be re-directed to prepare an Engineer’s Report to address a drain encroachment pursuant to Section 78 of the Drainage Act R.S.O. 1990.

Carried

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

BY-LAWS:

No. 24-414

Moved By: John H. Wilson

Seconded By: Scott Lewis

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

- 24-65 – Shackelton Rezoning – 51570 Lyons Line

Carried

COMMITTEE OF THE WHOLE:

No. 24-415

Moved By: Rick Cerna

Seconded By: Sarah Leitch

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

Carried

Business for Consideration

- FIN-24-28 - 2025 Draft Sewer Budget

No. 24-416**Moved By: Mark Widner****Seconded By: Scott Lewis**

THAT Report No. FIN-24-28 entitled "2025 Draft Sewer Budget" be received;

AND THAT the 2025 Draft Sewer Budget and sewer system user rates be approved.

Carried

- CLERK-24-09 - Video Surveillance Policy

No. 24-417**Moved By: Mark Widner****Seconded By: John H. Wilson**

THAT Report No. CLERK-24-09 entitled "Video Surveillance Policy" be received;

AND THAT the Video Surveillance Policy be approved.

CarriedUnfinished Business

- Section N – Unfinished Business Item – Imperial Road Update

Deputy Mayor Widner provided an update on the "No Passing" lanes along Imperial Road. Ongoing concerns about turning lane issues led to a meeting with local residents, OPP, and municipal staff. As a result, Township staff will install larger "No Passing" signs with additional wording to clarify the message, along with pavement markings. The OPP will also increase enforcement in the area. Director Godby noted that while the pavement markings cannot be completed this fall, they will be revisited in the spring. The signs have been ordered and will be installed once they arrive.

New Business

No items.

Correspondence

- Correspondence Items

No. 24-418**Moved By: Mark Widner****Seconded By: Scott Lewis**

RESOLVED that items 3 and 4 be supported and the remaining items be received and filed:

1. Catfish Creek Conservation Authority - 2025 CCCA Preliminary Draft Budget
2. Long Point Region Conservation Authority Minutes – October 2, 2024
3. Town of Pelham & The Corporation of the Township of McGarry – Good Roads Association Establishment of an Ontario Rural Road Safety Program
4. The Corporation of the Township of Larder Lake – Redistribution of Land Transfer Tax & GST

Carried

No. 24-419

Moved By: Rick Cerna

Seconded By: Scott Lewis

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

Carried

CONFIRMATORY BY-LAW:

No. 24-420

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT By-law No.24-66, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 24-421

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 8:37p.m. meet again on December 5, 2024 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. DS-24-61

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: December 5, 2024
SUBJECT: **Minor Variance Application of Wilhelm Penner, relating to the property located at Concession 3, Part Lot 23, Concession South of Talbot Road (51417 Calton Line)**

RECOMMENDATION:

THAT Report No. DS-24-61 entitled “Minor Variance Application of Wilhelm Penner”, relating to the property located at Concession 3, Part Lot 23, Concession South of Talbot Road (51417 Calton Line)” be received;

AND THAT the Township of Malahide Committee of Adjustment approve Application No. D13-MV-10-24;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed residential dwelling as illustrated within the application; and,
- 2) That the owner completes the required works to relocate the Polgar municipal drain as per the engineer’s report prepared by Spriet Associates Ltd, dated October 14, 2008. The works shall be completed at the sole expense of the owner and to the satisfaction of the Township’s Drainage Superintendent.

PURPOSE & BACKGROUND:

The subject Application relates to the property known municipally as 51417 Calton Line. The Application seeks to permit a residential dwelling to be constructed approximately 3.5 metres from a municipal drain, while the Zoning By-law requires a minimum setback of 7.5 metres.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the December 5, 2024 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township’s adopted Zoning By-law, and all

(if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-10-24.

COMMENTS & ANALYSIS:

The subject property is approximately 0.22 hectares (0.56 acres) in area, with approximately 25 metres (82 feet) of frontage along Calton Line, has an average depth of approximately 90 metres (295 feet), and is currently vacant. The Polgar municipal tile drain traverses the property from the north-south, approximately 4.45m from the western property boundary.

The owner is proposing to construct a dwelling on the property. Due to the location of the municipal drain on the property, there is limited area to construct a dwelling outside of the required 7.5 metre setback to the drain. As a result, the owner is proposing a reduced setback of 3.5 metres to the drain. This reduced setback would also require the relocation of the existing municipal drain on the property to a new location 2 metres east of the western property boundary to comply.

County of Elgin Official Plan

The subject property is designated “Tier 3 - Mount Salem” on Schedule ‘A’, Land Use Plan, and is identified as having frontage along a “County Minor Arterial” on Schedule ‘B’, Transportation Plan.

The County Official Plan outlines that Tier 3 settlement areas are the smallest communities in the County, and their boundaries are established in local Official Plans (s. B2.5). Residential intensification is permitted within settlement areas where an appropriate level of services is available (s. C1.3.2).

Malahide Official Plan

The subject property is designated “Hamlet” on Schedule ‘A1’ (Land Use Plan) which permits residential uses, with single detached dwellings as the dominant land use (s. 4.3.1.3). Future growth will be permitted on the basis of infilling (s.4.3.1).

Malahide Zoning By-law No. 18-22

The subject property is zoned “Hamlet Residential (HR)” on Key Map L of Schedule “A” to the Township’s Zoning By-law No. 22-18. The “Hamlet Residential (HR) Zone” zone requires the following provisions:

HR Zone	Required	Proposed
Min. Lot Area	1,850 m ²	2,250 m ²
Min. Lot Frontage	25 m	25 m
Min. Front Yard Depth	6.0 m	24.53m
Min. Side Yard	2.0 m	2.03m

Min. Exterior Yard	6.0 m	n/a
Min. Rear Yard	7.5 m	39.78m
Max. Lot Coverage	30%	9.9%
Max. Height	10.5 m	Less than 10m
Min. Dwelling Floor Area	90 m ²	223.24m ²
Max. Accessory Floor Area	150 m ²	n/a
Min. Landscaped Open Space	30%	Greater than 30%
4.19 Municipal Drains & Natural Watercourses Setback from the centre line of a municipal tile drain	7.5 m	*3.5 m

This minor variance application is required to permit a reduced setback from a municipal drain of **3.5 metres**, whereas the By-law requires a minimum setback of **7.5 metres**.

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

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

The Official Plan does not contain specific policies regulating municipal drains or building setbacks from them. The Official Plan restricts major residential development within the 'Hamlet' designation, while allowing future growth by infilling (s. 4.3.1.1). Further, the Township shall encourage intensification within designated settlement areas (s. 4.1.4.1). As the proposed minor variance allows for development on an infill residential lot, it maintains the general intent and purpose of the Official Plan.

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

The intent of setback requirements for a municipal drain is to ensure that the placement of buildings or structures does not damage a municipal drain or impede its function, as well as to ensure sufficient area is available to perform future maintenance. The owner has consulted with the Township's Drainage Superintendent regarding the proposed relocation of the municipal drain and reduced drain setback and Township staff have confirmed that they have no concerns with the proposed relocation and reduced setback. The application maintains the general intent and purpose of the zoning by-law.

3. The application is "minor" in nature.

Whether an application is minor is evaluated based on the impact and scale of the proposed variance. As previously noted, Township staff have confirmed there are no concerns with the proposed relocation of the municipal or drain, and that the proposed reduced setback would not impact the ability for maintenance to be performed.

The impact of the minor variance on adjacent properties is minimal as the proposed residential dwelling maintains all other zoning setback requirements and the proposed location of the dwelling is consistent with the neighbourhood. The impact of the proposed variance is minor in effect on the municipal drain.

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

The subject lands have a width of approximately 25 metres. Due to the location of the municipal drain and the other building setback requirements, the greatest width of any future dwelling could not exceed 11 metres (36 ft). As the proposed variance allows the construction of a dwelling consistent with the neighbourhood context that would not impact drainage in the area, it is a desirable and appropriate use of the subject property.

FINANCIAL IMPLICATIONS:

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

LINK TO STRATEGIC & OPERATIONAL PLANS:

Priorities:	Unlock Responsible Growth
Tangible Results:	Policy Driven Decision Making

CONSULTATION:

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

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

ATTACHMENTS:

1. Report Photo;
2. Application Sketch; and
3. Comments Received to Date (if any)
4. Decision Sheets

Prepared by: E. Steele, MBPC, Consulting Planner for the Township

Reviewed by: J. McGuffin, MBPC, VP & Principal Planner

Approved by: N. Dias, Chief Administrative Officer

APPLICATION FOR MINOR VARIANCE

Owner: Wilhelm Penner

51417 Calton Line
Concession 3 Part Lot 23,
Township of Malahide

**Township
of Malahide
Figure 1**

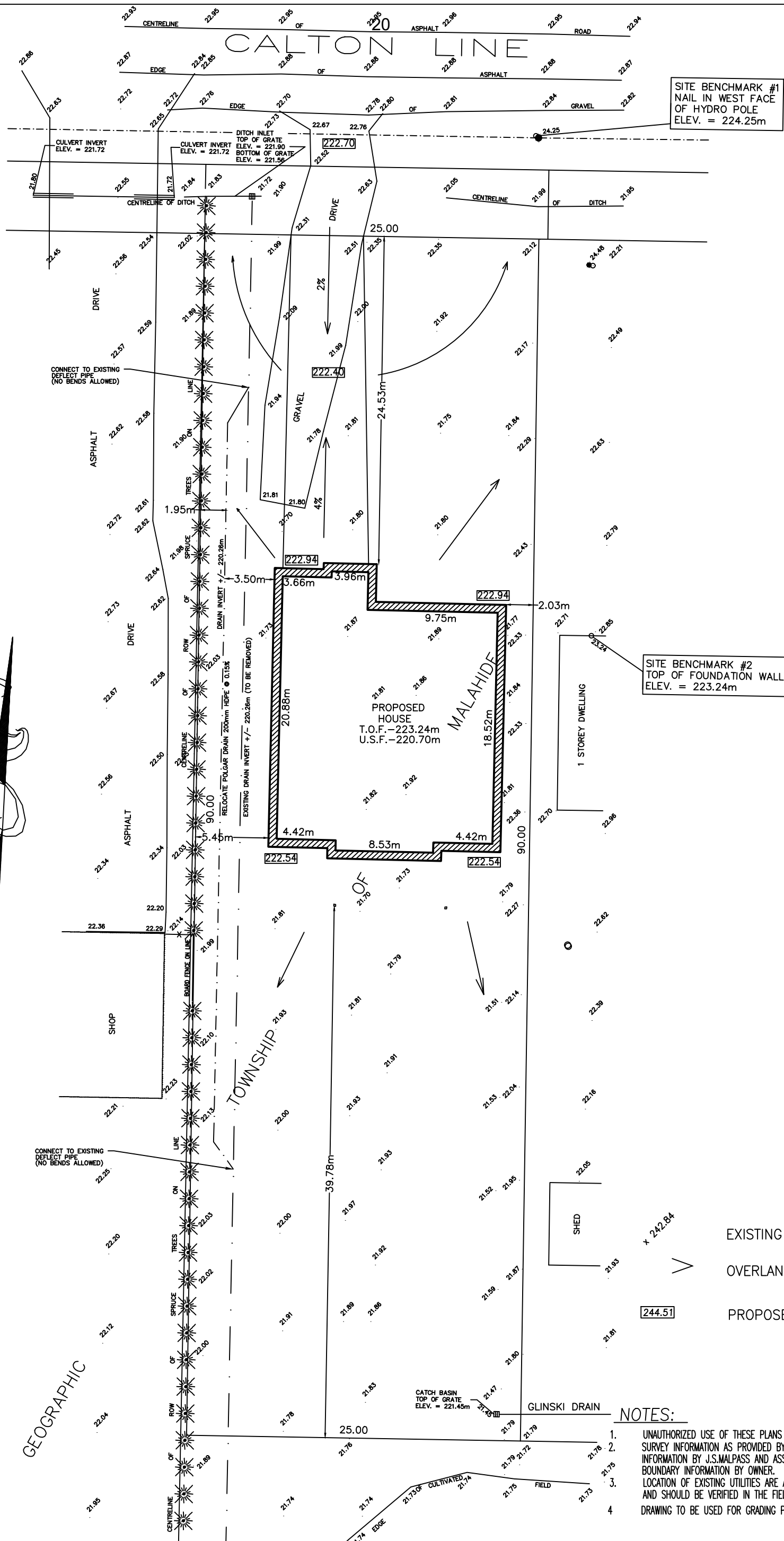


OFFICIAL PLAN DESIGNATION
HAMLET

ZONING
Hamlet Residential (HR)



Property subject to Minor Variance



SITE BENCHMARK #1
NAIL IN WEST FACE
OF HYDRO POLE
ELEV. = 224.25m

SITE BENCHMARK #2
TOP OF FOUNDATION WALL
ELEV. = 223.24m

- NOTES:**
1. UNAUTHORIZED USE OF THESE PLANS IS PROHIBITED.
 2. SURVEY INFORMATION AS PROVIDED BY OWNER. VERTICAL INFORMATION BY J.S.MALPASS AND ASSOCIATES. BOUNDARY INFORMATION BY OWNER.
 3. LOCATION OF EXISTING UTILITIES ARE APPROXIMATE ONLY AND SHOULD BE VERIFIED IN THE FIELD BY THE CONTRACTOR.
 4. DRAWING TO BE USED FOR GRADING PURPOSES ONLY.



SCALE. 1:300 HORIZONTAL

No.	REVISION	DATE	BY
1	RELOCATE POLGAR DRAIN	19/11/24	JSM

WILLY PENNER

J.S.MALPASS AND ASSOCIATES
ENGINEERS AND PLANNERS
ST. THOMAS, ONTARIO

PROPOSED DWELLING
51417 CALTON LINE
MOUNT SALEM, ONTARIO

DESIGN BY: J.S.M.	DRAWN BY: J.S.M.	CHECKED BY:
PROJECT No.: 16010	FIELD BOOK No.:	DATE: SEPT 2024

DRAWING No. 1



REPORT NO. EM-24-02

TO: Mayor & Members of Council
DEPARTMENT: Fire and Emergency Services
MEETING DATE: December 5, 2024
SUBJECT: **By-law 24-70-Emergency Management Program and
 Emergency Response Plan; and Schedule A: Township of
 Malahide Emergency Response Plan**

RECOMMENDATION:

THAT Report No. EM-24-02 entitled “Emergency Management Program and Emergency Response Plan By-law; and Schedule A: Township of Malahide Emergency Response Plan” be received;

AND THAT Council repeal By-law 23-56 and By-law 23-89;

AND THAT the proposed Emergency Management Program and Emergency Plan By-Law and Schedule A: Township of Malahide Emergency Response Plan be approved as presented.

PURPOSE & BACKGROUND:

The Emergency Management and Civil Protection Act (EMCPA) requires municipalities in Ontario to develop and implement an Emergency Management Program that is adopted by by-law and by Council. The Emergency Management Program shall consist of an Emergency Response Plan, training programs and exercises as well as public education and preparedness for emergencies.

Earlier this year, we received feedback from our Emergency Management Ontario (EMO) Field Officer in regard to our 2023 compliance. It was recommended that our Emergency Management Program and Emergency Response Plan By-Law be updated to reflect a number of changes in Emergency Management practices since our previous by-law was enacted.

COMMENTS & ANALYSIS:

This report outlines the updates made to the by-law and ERP as well as the appointment of key roles to enhance the Township’s Emergency Management Program framework.

Key Updates to the By-Law:

1. Appointment of Community Emergency Management Coordinator (CEMC)

The by-law appoints the Director of Fire and Emergency Services as CEMC, responsible for the EMP for the Township of Malahide, including maintenance of the Plan, training, exercises, public education and other duties and responsibilities as outlined in the Act.

The District Fire Chief (Township of Malahide), Fire Administrative Assistant (Township of Malahide), Manager of Emergency Management & Elgin-Middlesex Regional Fire School (County of Elgin) and Emergency Management Program Coordinator (County of Elgin) are appointed as Alternate CEMCs to act in place of the Primary CEMC in his/her absence or where delegated by service agreements.

2. Roles of Municipal Emergency Control Group (MECG)

The updated by-law efficiently reduces the MECG to four (4) key roles:

- Mayor (Head of Council)
- Chief Administrative Officer (CAO)
- Fire of Fire & Emergency Services (CEMC)
- Manager of Legislative Services/Clerk (EIO)

By reducing the size of the MECG, the Township aims to simplify training, improve coordination during exercises and facilitate prompt activation of the ERP and Emergency Operations Centre (EOC) during an emergency. If required, the MECG reserves the authority to invite additional staff or agency representatives into the EOC during an emergency, into training, or into exercises, to provide expertise, support, or resources. This condensed approach enhances the efficiency of emergency management operations.

Key Updates to ERP:

1. Addition of Emergency Evacuation Plan

The ERP includes an Emergency Evacuation Plan (ERP Appendix 16) as first response services alone cannot be expected to facilitate a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal services, industry, and volunteer services as outlined in the Township of Malahide ERP and the Emergency Evacuation Plan.

2. Clear Definition of MECG and Support/Advisory Staff Responsibilities

While the overall responsibilities of the MECG remain unchanged, the individual roles of its members have been restructured to improve operational efficiency. This restructuring ensures clearer role definition and reduces potential overlaps in responsibilities. Staff who were previously included in the MECG have been reassigned to Support and

Advisory Staff, ensuring they remain available resources to provide expertise and assistance as needed to the MECG.

As indicated in the by-law, minor changes to the Plan and its appendices moving forward will now be made possible without having to present them to council each time.

FINANCIAL IMPLICATIONS:

N/A

LINK TO STRATEGIC & OPERATIONAL PLANS:

Values: Being flexible and solution-oriented

Priorities: Establish, document and implement service levels

CONSULTATION:

A thorough review of the current Emergency Management Program and Emergency Response Plan By-Law and Schedule A: Township of Malahide Emergency Response Plan was conducted by:

- Holly Robert (EMO Field Officer);
- Andrea Loughlean (Manager of Emergency Management & Elgin-Middlesex Regional Fire School, County of Elgin); and
- Adam Marshall (Emergency Management Program Coordinator, County of Elgin)

By implementing recommended updates, the by-law and ERP will be compliant with legislation and best practices.

ATTACHMENTS:

1. BY-LAW 24-70-EMERGENCY MANAGEMENT PROGRAM AND EMERGENCY RESPONSE PLAN BY-LAW
2. SCHEDULE A: TOWNSHIP OF MALAHIDE EMERGENCY RESPONSE PLAN
3. ERP APPENDIX 16 – EMERGENCY EVACUATION PLAN

Prepared by: M. Badder, Fire Administrative Assistant

Reviewed by: J. Spoor, Director of Fire & Emergency Services

Approved by: N. Dias, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW 24-70

Being a By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operation centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of The Corporation of the Township of Malahide hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township of Malahide.

Community Emergency Management Coordinator

6. The Director of Fire & Emergency Services is hereby appointed as the primary community emergency management coordinator (the "CEMC"), responsible for the emergency management program for the Township of Malahide including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The District Fire Chief (Township of Malahide), Fire Administrative Assistant (Township of Malahide), Manager of Emergency Management & Elgin-Middlesex Regional Fire School (County of Elgin), and Emergency Management Program Coordinator (County of Elgin) are hereby appointed as alternate CEMCs to act in

place of the primary CEMC in his/her absence or where delegated by service agreements.

Emergency Management Program Committee

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - a. Mayor (Head of Council)
 - b. Deputy Mayor
 - c. Chief Administrative Officer (EOC Manager)
 - d. Director of Fire & Emergency Services (CEMC)
 - e. Manager of Legislative Services / Clerk (EIO)
 - f. Director of Public Works
 - g. Director of Corporate Services / Treasurer
 - h. Human Resources Manager
 - i. Fire Administrative Assistant (Alternate CEMC)
9. The Mayor is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):
 - a. Mayor (Head of Council)
 - b. Chief Administrative Officer (CAO)
 - c. Director of Fire & Emergency Services (CEMC)
 - d. Manager of Legislative Services / Clerk (EIO)

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Manager of Legislative Services / Clerk is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Township of Malahide Administration Office, 87 John St S. during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the The Treasury Board Secretariat via Emergency Management Ontario as identified in the Act.
16. By-law 23-56- Emergency Management Program and Emergency Response Plan is hereby repealed in its entirety.
17. By-law 23-89- Use of County CEMC is hereby repealed in its entirety.

READ a FIRST and SECOND time this 5th day of December, 2024.

READ a THIRD time and **FINALLY PASSED** this 5th day of December, 2024.

Mayor, D. Giguère

Clerk, A. Adams

Township of Malahide Emergency Response Plan

By-law No. 24-70 Schedule A

Revised October 2024

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DEFINITIONS:

Municipal Emergency Control Group (MECG) (ERP Appendix 1G)

A designated group of individuals mandated to address the ongoing, or potentially expanding threat to the broader community; including health, safety and well-being of persons; property and infrastructure; essential services; the environment; and local economy; and to instill a level of confidence to the public.

Council

Means the individuals sworn in as Council Members of The Corporation of the Township of Malahide.

Emergency

“*emergency*” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; (“situation d’urgence”) *Emergency Management and Civil Protection Act, R.S.O. 1990*

Emergency Area

A geographic area within which an emergency has occurred or is about to occur, and which has been identified, delineated, and designated to receive emergency response actions.

Emergency Management Program Committee

A management team appointed by the Council to oversee the development, implementation, and maintenance of the Township of Malahide Emergency Management Program.

Emergency Operations Centre (EOC) (ERP Appendix 4)

A facility where the Community Control Group assembles to manage an emergency.

Evacuation Centre (Shelter) (ERP Appendix 7)

A facility to provide shelter, food, and other services to a group of people who have been evacuated from an emergency area.

Inner Perimeter

A restricted area in the immediate vicinity of the emergency area as established by the On-Site Incident Commander. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in response.

Media Information Centre

A facility or location near the Emergency Operations Centre, but not in, where the media may assemble for media releases and press conferences.

On-Site Incident Commander

A public sector official or designate (usually fire, police, ambulance, or public works) at the emergency area, responsible for coordinating resources and developing actions to resolve the emergency situation.

On-Site Media Centre

A designated facility or location at or near the emergency area where the media may assemble for media releases and press conferences.

On-Site Media Spokesperson

A person appointed by the On-Site Incident Commander to coordinate the expedient and accurate dissemination of information to the media from the On-Site Media Centre.

Outer Perimeter

A designated geographic area within the emergency area located directly adjacent to the inner perimeter and serving as a coordination and assembly point for essential emergency personnel and equipment.

Reception Centre

A reception centre is a facility usually located outside the emergency area and provides a place where evacuees can go to register, receive assistance for basic needs, information, and referral to an evacuation centre if required.

INTRODUCTION:**THE PURPOSE**

The purpose of this plan is to provide elected officials, personnel, and emergency response agencies with an overview of the guidelines to their expected response and responsibilities to an emergency situation within the Township of Malahide. For this plan to be effective, it is imperative that all officials, departments, and agencies be aware of their respective roles and be prepared to carry out their assigned responsibilities.

For the purposes of this plan, “emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. (Emergency Management and Civil Protection Act, R.S.O. 1990)

While many emergencies could occur within the Township of Malahide, the most likely to occur are listed below (refer to ERP Appendix 22):

- Fire or explosion
- Cyber attack
- High wind
- Extreme heat
- Flood

- Lightning
- Water quality emergency
- Structural failure
- Tornado
- Water or waste disruption

THE AUTHORITY

The Province of Ontario has passed the *Emergency Management and Civil Protection Act*, R.S.O. 1990, which provides for the development and implementation of an emergency management program by the Council of the Township of Malahide.

This Act

- makes provision for the Head of Council to declare that an emergency exists in the Township;
- provides the Head of Council with the authority to take such action or deliver such orders as he/she considers necessary, provided such action is not contrary to the laws which implement the emergency plan of the Township;
- provides for the designation of one or more Members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or inability to act.

THE AIM

The focus of this plan is to provide a guideline for the most effective response to an emergency situation in the Township of Malahide, and in so doing safeguard the health, safety, welfare, and property of its populace. This plan will govern the provision for requested services during an emergency.

GENERAL OVERVIEW OF THE TOWNSHIP OF MALAHIDE

POPULATION

The population of the Township is: 9,308 (Statistics Canada Census 2021).
The number of households is estimated at 3,178 (Statistics Canada Census 2021).
The total land area is 395 square kilometres.

EDUCATION

The Township's educational facilities consist of three (3) elementary public schools and approximately six (6) private schools with both elementary and secondary students. The Township also has one (1) post-secondary educational facility (Ontario Police College).

MEDICAL CARE

The Township is serviced by the St. Thomas-Elgin General Hospital, Tillsonburg District Memorial Hospital, and full-time physicians located at the Medical Centre in Aylmer.

The Township's long-term care facilities include: Terrance Lodge located near the Town of Aylmer and Port Bruce Manor located in the Village of Port Bruce.

PROTECTIVE SERVICES

The Township of Malahide Fire Services provides fire protection services.

Ontario Provincial Police is contracted to provide law enforcement services.

PUBLIC UTILITIES

Electricity

Hydro One and Erie Thames Power provide electricity.

Natural Gas

Epcor is the major distributor of natural gas to residents of the Township.

Union Gas distributes gas to a small number of residents in the northernmost areas of the Township.

Municipal Water

The Elgin Area Primary Water System (EAPWS) provides potable water to municipalities within Elgin County, St. Thomas, and London. Secondary systems that have ownership of the Township's water systems include Aylmer Area Secondary Water Supply System (AASWSS) and Port Burwell Area Secondary Water Supply System (PBASWSS).

The Township of Malahide is responsible for maintaining the water distribution systems for the Villages of Port Bruce, and Hamlets of Copenhagen and Orwell.

Other areas of the municipality rely on private wells for potable water resources.

Sewer/Septic

The Township of Malahide operates and maintains a sanitary sewer system for residents in the geographic boundaries of the Village of Springfield.

Other areas/properties rely on private septic systems for sanitary disposal.

COMMUNICATIONS

Primarily Eastlink, Bell Canada and Uplink provide telephone and Internet service.

Primarily wireless phone service is provided by Rogers Communications, Bell Mobility, and Telus.

CONSERVATION AUTHORITY

Catfish Creek Conservation Authority has jurisdiction over the majority of the waterways throughout the municipality.

A small portion of the Township falls within the watershed area under the responsibility of the Long Point Region and Kettle Creek Conservation Authorities.

EMERGENCY MEDICAL SERVICES

Emergency medical services and patient transportation services are provided primarily by Medavie EMS Elgin – Medavie Health Services (St. Thomas & Aylmer) and supplemented by both Oxford County Paramedic Services (Tillsonburg) and Norfolk County Paramedic Services when necessary.

DECLARATION OF AN EMERGENCY

ACTION PRIOR TO DECLARATION

When an emergency exists, but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be necessary to protect the lives and property of the inhabitants of the Township of Malahide.

MUNICIPAL EMERGENCY

The Head of Council of the Township of Malahide is responsible for declaring that a municipal emergency exists within the geographic boundaries of the Township. This decision is made in consultation with other members of the Township of Malahide Municipal Emergency Control Group (MECG).

Upon such declaration, the Head of Council, or designate shall notify (ERP Appendix 2):

- Township of Malahide Council Members
- Treasury Board Secretariat (TBS), through Emergency Management Ontario
- County Warden, County CAO, and County CEMC
- Members of the public and media, and (as needed)
- Neighboring municipal officials (as needed).

The Head of Council may request assistance from the County of Elgin, without activating the County of Elgin Emergency Response Plan, by contacting the County Warden, County CAO, or County Community Emergency Management Coordinator (CEMC).

When a local emergency has been declared and Township resources are deemed insufficient to control the emergency, the Head of Council may request the County Warden, County CAO, County CEMC, or their alternates to activate the County of Elgin Emergency Response Plan.

For coordination, if the emergency affects more than one Elgin County municipality, or one or more municipality(s) and the City of St. Thomas, the County Emergency Response Plan will be activated.

The designated Staff of the Township of Malahide will form the Township of Malahide MECG and provide support to the Head of Council or the designated Senior Municipal Official, and carry out the roles and responsibilities of the Township of Malahide MECG/Emergency Operations Centre (EOC). In the event that a listed member of the Township's MECG is unavailable, their pre-determined alternates will fulfill their roles and responsibilities until otherwise determined by Head of Council.

All decisions by the Township of Malahide MECG (as appropriate) affecting the lives and property of the inhabitants within the Township of Malahide shall be made in consultation with the Head of Council of the Township.

TERMINATION OF EMERGENCY

A Township emergency may be declared terminated at any time by the:

- Head of Council,
- Municipal Council, or
- Premier of Ontario.

Upon termination of a Township emergency, the Head of Council shall notify (ERP Appendix 2) the:

- Township of Malahide Council Members
- Treasury Board Secretariat (TBS), through Emergency Management Ontario
- County Warden,
- Members of the public and media, and
- Neighboring municipal officials.

REQUEST FOR PROVINCIAL/FEDERAL ASSISTANCE

The Township may request additional resources from the Province if local resources, including resources available from bordering municipalities and/or the County of Elgin, are insufficient to meet emergency requirements.

The Treasury Board Secretariat, through Emergency Management Ontario (EMO), is the focal point for provincial assistance during an emergency. It **should** be notified if the threat of an emergency exists and **must** be notified when an emergency has been declared. While it will not take over and manage the emergency, it can provide liaison and coordination, and a central point for contact with other provincial ministries and the federal government if required.

All requests for Provincial and Federal assistance should be directed through Emergency Management Ontario, Provincial Emergency Operations Centre (PEOC) at 1-866-314-0472 or 416-314-0472).

MUNICIPAL EMERGENCY CONTROL GROUP (MECG) OPERATIONS

EMERGENCY OPERATIONS CENTRE (EOC)

The Township shall identify primary and alternate locations (ERP Appendix 4) to establish an EOC for the MECG to assemble in the event of an emergency.

The MECG will assemble at an EOC as designated by the Head of Council and Chief Administrative Officer, or designates.

MECG Members shall assemble at the designated EOC when notified and determine if the site is an appropriate location for the MECG to conduct business appropriate for the type and location of the emergency area. If this site is not appropriate, the MECG will choose an alternate location to conduct EOC business.

COMMUNICATIONS ROOM

A separate communications room shall be established in close proximity to the designated EOC.

MECG members should designate one or more persons as communicators, depending on the nature and scope of the emergency, to facilitate in-coming and out-going communications to assist MECG members, as required.

Communicators will be responsible for operating telephones and radios within the communications room and relaying information between their respective representatives on the MECG.

OPERATING CYCLE

The MECG shall meet regularly to share information and make decisions related to the emergency and continuity of municipal business and services.

The Chief Administrative Officer will be responsible for establishing the frequency of EOC meetings and agenda items. Meetings will be kept as brief as possible to allow MECG members to carry out their individual responsibilities.

Each meeting of the MECG should include the following:

- An assessment and prognosis of the emergency situation,
- The establishment of priorities,
- The setting of objectives,
- The determination of an action plan,
- Timelines for the implementation of assigned tasks, and
- Monitoring and reporting.

When a meeting ends, each member of the MECG will carry out their assigned tasks/objectives and gather information for the next scheduled meeting.

It is important for all MECG members to function as a team to establish the most effective response to the emergency situation. To enhance effectiveness, MECG members should be relieved of their duties at regular intervals.

MUNICIPAL EMERGENCY CONTROL GROUP (MECG) NOTIFICATION SYSTEM

Upon notification of an emergency incident, the following may activate the Emergency Notification Protocol as established by the Township (ERP Appendix 16):

- Mayor (Head of Council)
- Chief Administrative Officer (EOC Manager)
- Director of Fire and Emergency Services (CEMC)

MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

The following municipal officials will make up the Township of Malahide MECG (ERP Appendix 1):

- Mayor (Head of Council)
- Chief Administrative Officer (EOC Manager)
- Director of Fire and Emergency Services (CEMC)
- Manager of Legislative Services/Clerk (EIO)

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all persons listed as members of the MECG, all members of the MECG must be notified.

The MECG may request assistance from one or more agencies/organizations and include representatives in EOC operations (ERP Appendix 1).

MUNICIPAL EMERGENCY CONTROL GROUP (MECG) RESPONSIBILITIES

Some or all of the following actions/decisions should be considered and dealt with by the MECG:

- Determining the status of the emergency situation by acquiring and assessing information;
- Advising the Head of Council as to whether the declaration of an emergency is recommended;
- Mobilizing emergency services, personnel, and equipment;
- Appointing an On-Site Incident Commander;
- Coordinating and providing emergency and municipal services and ensuring any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Coordinating and/or overseeing the evacuation of inhabitants considered to be in danger and establishing a Registration and Inquiry System to handle requests regarding evacuees;
- Arranging for services and equipment from local agencies not under Township control (i.e. private contractors, volunteer agencies, services clubs);

- Notifying and requesting assistance from various levels of government and any public or private agencies not under Township control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transportation is required for evacuation or transport of persons and/or supplies;
- Ensuring pertinent information regarding the emergency is promptly forwarded for dissemination to the media and public;
- Determining the need to establish advisory group(s) and/or sub-committees;
- Authorizing expenditure of funds required to deal with the emergency for the preservation of life and health;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Arranging for emergency accommodation and/or welfare services for residents temporarily evacuated from their homes;
- Establishing a Reporting and Inquiry System to handle individual requests concerning any aspect of the emergency;
- Ensuring all emergency personnel are advised of the termination of the declared emergency;
- Ensuring Critical Incident Stress Management resources are available to emergency responders;
- Ensuring the emergency is reviewed and a recovery plan, if required, is in place before the local emergency is terminated;
- Participating in the debriefing following the emergency; and
- Addressing the emotional trauma to the Community by providing residents access to additional resources as required.

COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP

MAYOR (HEAD OF COUNCIL)

The Head of Council will be responsible for the following duties:

- Implementing the Emergency Response Plan (ERP) in response to a request for assistance from a member of the MECG, or emergency response agency;
- Declaring an emergency to exist;
- Declaring the emergency has terminated;
- Notifying the Treasury Board Secretariat via Emergency Management Ontario, of the declaration of an emergency, and termination of the emergency;
- Requesting assistance from senior levels of government and from other municipalities not involved with the emergency, when required;
- Ensure all Members of Council are kept apprised of the emergency and the Township's response to the emergency;
- Chairing the meetings of the MECG; and
- Maintaining a personal log of all actions taken.

CHIEF ADMINISTRATIVE OFFICER (EOC MANAGER)

The CAO will be responsible for the following duties:

- Ensuring all required members are present when the MECG is assembled;
- Organizing and supervising the EOC during the emergency, including arrangements for feeding and relief of Centre personnel;
- Coordinating all operations within the EOC, including the scheduling of regular meetings;
- Making decisions, determining priorities, and issuing direction to the Heads of Departments;
- Approving and making news releases and public announcements in conjunction with the Emergency Information Officer (EIO);
- Ensuring all members of the MECG are kept apprised of developments as soon as possible;
- Arranging for effective communications to and from the emergency site;
- Providing identification cards to MECG members and Support Staff;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Coordinating the maintenance and operation of feeding, sleeping, and meeting areas of the MECG, as required;
- Providing advice to the MECG on legal matters;
- Acting as principal staff officer to the Head of Council;
- Coordinating and processing requests for human resources;
- Under the direction of the MECG, coordinating offers of and appeals for volunteers;
- Selecting the most appropriate sites for the registration of human resources;
- Ensuring records of human resources and administrative details are completed;
- When volunteers are involved, ensuring Volunteer Registration Forms are completed and a copy of the form retained for Municipal records;
- Arranging for transportation of human resources to and from sites;
- Obtaining assistance, if necessary, from other government departments, public and private agencies, and volunteer groups;
- Compiling reports for Council;
- Organizing any required debriefing sessions;
- Requesting mutual assistance as appropriate; and
- Maintaining a personal log of all actions taken.

DIRECTOR OF FIRE & EMERGENCY SERVICES (CEMC):

The Director of Fire & Emergency Services (CEMC) will be responsible for the following duties:

- Providing security and ensuring it is in place for the EOC and registration of MECG members;
- Regularly reviewing the contents of the ERP to ensure the plan is up to date and in conformity with Provincial procedures;
- Organizing and coordinating training and participation in drills and exercises;
- Assisting in activating/setting up and arranging the EOC;
- Ensuring MECG members have necessary ERP, resources, supplies, maps and equipment;

- Providing advice and clarifications about the implementation details of the ERP;
- Ensuring liaison with community support agencies;
- Ensuring the operating cycle is met by the MECG and related documentation is maintained and kept for future use;
- Addressing any action items resulting from the activation of the ERP and keeping MECG informed of implementation needs;
- Ensuring records and logs are maintained by MECG members for the purpose of debriefing and post emergency reporting; and
- Providing advice on fire fighting and rescue matters to the MECG;
- Confirming local fire fighting, rescue and lifesaving resources are sufficient for the operational situation, and arranging for further assistance as required;
- Providing advice to Township departments to bring into play other equipment and skills needed to cope with the emergency;
- Coordinating assistance from the Mutual Aid Fire System and Office of the Fire Marshal of Ontario as required;
- Ensuring Switchboards (Dispatch) for Emergency Services are advised of emergency accordingly
- Maintaining liaison with flood control, conservation and environmental authorities and preparing for relief or preventative measures;
- Determining if special equipment or supplies, not available can be located elsewhere and advising the MECG;
- Coordinating assistance of fire equipment and personnel with other departments and agencies in large scale non-firefighting operations (rescue, first aid, casualty collection);
- Liaising with the Ministry of the Environment on fires involving potentially dangerous materials;
- Liaising with the Ministry of Natural Resources on forest fires;
- Designating an On-Site Incident Commander if required;
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment; and
- Maintaining a personal log of all actions taken.

MANAGER OF LEGISLATIVE SERVICES/CLERK (EIO)

The Clerk, will be responsible for the following duties:

- Acting in the capacity of the Emergency Information Officer (EIO);
- Recording minutes of EOC/MECG business meetings;
- Providing assistance/advice to Head of Council, CAO and Department Heads as required;
- Processing documentation as required, e.g. Declaration of Emergency;
- Establishing, as necessary, communications infrastructure for the MECG, On-Site Incident Commander, and as directed by the MECG.
- Liaising with government agencies/officials, as directed;
- Setting up EOC upon activation of MECG;
- Maintaining a record of actions taken by the MECG in dealing with the emergency;
- Maintaining an event board/log during EOC meetings;
- Coordinating additional Support Staff for MECG members and EOC, as required;
- Establishing a Public Inquiry System/Program;

- Liaising with local communications groups (e.g. EARS);
- Providing the CAO with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
- Providing assistance to the designated communicators in relation to communications equipment problems, where possible and practical;
- Coordinating and prioritizing the flow of messages between the Communications Room and the MECG members and other desired groups or locations;
- Maintaining a chronological log of significant communications and events;
- Maintaining a situation or status board;
- Maintaining a map(s) containing vital information related to the emergency;
- When possible, establishing and ensuring telephone communication needs are provided to the EOC, emergency site, and anywhere else required;
- Establishing a communications link with the On-Site Media Spokesperson, the Citizen Inquiry Representative, and any other Media Coordinator(s) (i.e. Provincial, Federal, private industry, etc.) involved in the incident;
- Liaising with 211 Ontario to connect residents to local community programs and social services;
- The dissemination of information, and planning for news releases at appointed times;
- Ensuring all information released to the media and public is consistent and accurate;
- Appointing an assistant to attend the On-Site Media Information Centre, and appointing any other personnel required;
- Designating and coordinating a Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- Briefing the MECG on how the Media Information Centre will be set up;
- Liaising regularly with the MECG to obtain the appropriate information for media releases, coordinate individual interviews, and organize press conferences;
- Establishing telephone numbers for media inquiries and ensuring that the following are advised accordingly:
 - o Media
 - o MECG
 - o On-Site Media Spokesperson
 - o Township Citizen Inquiry Representatives
 - o Any other appropriate persons, agencies, or businesses;
- Providing direction and regular updates to the Citizen Inquiry Representative to ensure the most accurate and up-to-date information is disseminated to the public;
- Ensuring all information released to the media and public is first approved by the CAO/EOC Manager;
- Monitoring news coverage and correcting any erroneous information;
- Coordinating the release of information with the On-site Media Spokesperson in conjunction with the On-Site Incident Commander; and
- Maintaining a personal log of all actions taken.

SUPPORT & ADVISORY STAFF

Staff from the following Support and Advisory Services may be required to provide support, logistics and advice to the MCEG:

DIRECTOR OF PUBLIC WORKS

The Director of Public Works will be responsible for the following duties:

- Providing the MCEG with information and advice on engineering and public works matters;
- Advising the MCEG on issues related to zoning, planning, mapping, etc.;
- Providing advice on water/wastewater related issues;
- Liaising with appropriate Provincial Agencies as required;
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment;
- Providing advice or liaising with consultants to provide the MCEG with advice on engineering matters;
- Arranging for dispatch of Roads Staff and equipment to assist in responding to the emergency situation if required;
- Arranging for the clearing of emergency road routes and the marking of obstacles if required;
- Arranging for engineering materials and equipment from the County and Provincial resources, from neighboring municipalities, and from private contractors when necessary;
- Assisting firefighting authorities in dealing with special hazards such as chemical spills, explosions or noxious fumes;
- Re-establishing essential road services at the end of the emergency period;
- Ensuring roads are maintained and accessible during an emergency;
- Providing an On-Site Incident Commander, if required;
- Coordinating the acquisition, distribution and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required, by members of the MCEG and the Support and Advisory staff;
- Ensuring a record is maintained of drivers and operators involved in the emergency;
- Liaising with Ontario Works Representative for the operation of reception centers;
- Liaising with local Boards and Agencies for access to facilities for evacuation and reception centers, as necessary;
- Constructs, maintains and repairs Township buildings;
- Arranging for assistance and equipment as necessary;
- Maintaining the emergency communications and private sector communications equipment and facilities within the Township, which could in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency; and
- Maintaining a personal log of all actions taken.

HUMAN RESOURCES MANAGER

The Human Resources Manager will be responsible for:

- Coordinating and processing requests for human resources;
- Coordinating efforts of, and appeals for, volunteers with the support of the MECG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Township records;
- Ensuring identification cards are issued to volunteers and temporary employees, where applicable;
- Facilitating access to Reception/Evacuation Centres for Canadian Red Cross (mobilized by St. Thomas-Elgin Social Services)
- Assisting Canadian Red Cross in set up of Reception/Evacuation Centres
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from other government departments, public and private agencies and volunteer groups; and
- Maintaining a personal log of all actions taken.

DIRECTOR OF FINANCE

The Director of Finance & Corporate Services, will be responsible for the following duties:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighboring municipalities;
- Providing advice to the MECG on financial matters;
- Acting as purchasing agent, responsible for providing and securing equipment and supplies not owned by the Township
- Authorizing expenditures and the acquisition of equipment and personnel when necessary;
- Liaising with purchasing agents from other municipalities;
- Compiling records of costs incurred as a result of emergency action;
- Ensuring records of expenses are maintained for future claim purposes;
- Reviewing the Ontario Disaster Relief Assistance Program directives on a regular basis;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Initiating the necessary action to ensure the telephone system at the Township Office functions as effectively as possible, as the situation dictates; and
- Maintaining a personal log of all actions taken;

ONTARIO PROVINCIAL POLICE (OPP)

The Police Representative will be responsible for the following duties:

Providing advice on police (law enforcement) matters to the MECG;

- Arranging for assistance to local authorities in implementing traffic control to permit rapid movement of emergency equipment;

- Coordinating police operations and responses with Municipal Departments and with neighbouring police authorities;
- Establishing security around the emergency area to control access and protect property;
- Sealing off the area of concern, controlling and, if necessary, dispersing crowds within the emergency area;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Liaising with the St. Thomas-Elgin Social Services Representative regarding the establishment and operation of Reception/Evacuation Centres;
- Providing law enforcement services in Reception/Evacuation Centres, morgues, and other facilities, as required;
- Liaising with other Municipal, Provincial or Federal police agencies as required;
- Informing the MECG on the actions taken by the Police;
- Providing an On-Site Incident Commander if required; and
- Maintaining a personal log of all actions taken.

PUBLIC UTILITIES REPRESENTATIVE(S)

The Public Utilities Representative will be responsible for the following duties:

- Providing the MECG with advice on utility (hydro, natural gas, telephone, etc.) matters;
- Arranging for the dispatch of staff and equipment to assist in containing the emergency situation if required;
- Maintaining liaison with public and private utility companies (hydro, gas, telephone, etc.) and making recommendations for discontinuation of any utilities, public or private, when necessary in the interest of public safety; and
- Maintaining a personal log of all actions taken.

MEDAVIE EMS ELGIN ONTARIO (AMBULANCE) REPRESENTATIVE

The EMS Representative will be responsible for the following duties:

- Providing information on the movement of casualties from the emergency area;
- Advising MECG on requirements for additional casualty transportation means, beyond ambulance resources;
- Providing additional medical resources as needed for casualty management at the emergency site, in consultation with the Medical On-Site Coordinators, and initiating requests for such with medical authorities;
- Authorizing additional Ministry of Health resources required by any facility, which operates under the direction of the Ministry of Health in accordance with Ministry procedures;
- Maintaining a personal log of all actions taken.

SOUTHWESTERN PUBLIC HEALTH

The Health Representative will be responsible for the following duties:

- Providing advice to the MECG on health matters;
- Keeping Public Health Staff informed;

- Providing Staff at each Reception/Evacuation Centre to assist the Manager of each Reception/Evacuation Centre in Public Health matters, and in assisting evacuees;
- Providing a 24-hour Nurse at each Reception/Evacuation Centre housing more than 50 evacuees;
- Arranging for mass immunization where needed;
- Arranging for precautions in regard to water supplies when warranted;
- Notifying other agencies and senior levels of government about health-related matters in the emergency;
- Ensuring the safety of food supplies and the safe disposal of sewage and waste;
- Ensuring adequate general sanitation and personal hygiene at emergency Reception/Evacuation Centre(s);
- Ensuring proper burial of the dead;
- Coordinating the response of Public Health Staff, services, and facilities;
- Liaising with the local hospital representative to implement their respective Hospital Disaster Plan, if required;
- Liaising with the Health and Ambulance Representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Liaising with the Ministry of Health, as appropriate; and
- Maintaining a log of all actions taken.

CONSERVATION AUTHORITY

The Conservation Authority will be responsible for:

- Providing advice on the abatement of flood emergencies; and
- Assisting in acquiring resources to assist in flood emergencies.

THE SOLICITOR

The Solicitor for the Municipality will be responsible for:

- Providing advice to any member of the MECG on matters of a legal nature as they may apply to the actions of the Municipality in its response to the emergency, as required.

PROVINCIAL MINISTRY

Provincial Ministry Representatives will be responsible for:

- Providing advice on matters of Provincial concern to members of the MECG;
- Assisting in the garnering of resources; and
- Coordination of Provincial response agencies (EMO responsibility).

OTHER OFFICIALS, EXPERTS, OR REPRESENTATIVES

Other Officials, Experts, or Representatives will be responsible for:

- Any special advice or expertise necessary to abate the emergency situation as required by the MECG.

ST. THOMAS-ELGIN SOCIAL SERVICES

The St. Thomas-Elgin Social Services Representative will be responsible for the following duties:

- Providing advice to the MECG on Ontario Works matters;

- According to the nature of the emergency, in consultation with the Canadian Red Cross, Salvation Army, and St. John Ambulance, be prepared to assist municipalities in their efforts to support their residents whose lives have been impacted by the emergency with the provision of:
 - o Emergency clothing to provide adequate protection from the elements,
 - o Emergency lodging to provide adequate temporary accommodation for the homeless,
 - o Registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons,
 - o Emergency feeding to sustain those without food or adequate food preparation facilities,
 - o Liaising with the Health Representative on areas of mutual concern required during operations in Reception/Evacuation Centres, and
 - o Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults;
- In consultation with the Health Representative, establish an 'outreach program' for victims of the emergency;
- Providing staff to operate Citizen Inquiry Service;
- Liaising with public and private nursing care homes as, required;
- Notifying the Police of the number and locations of the Emergency Reception/Evacuation Centres;
- Contacting and providing direction to volunteer agencies able to assist in welfare functions, such as Red Cross, Women's Institutes, etc.; and
- Notifying senior levels of government of Ontario Works matters in the emergency.

CANADIAN RED CROSS

The Canadian Red Cross will receive requests for support from the St. Thomas-Elgin Social Services Representative. The responsibilities of the Canadian Red Cross Representative during an emergency are to:

- Activate the Canadian Red Cross emergency alert system;
- Co-ordinate the Canadian Red Cross response in co-operation with the St. Thomas-Elgin Social Services Representative, if an evacuation is required;
- Provide registration and inquiry services to meet the following objectives:
 - o Collect accurate and reliable information and answer inquiries as to the condition and whereabouts of disaster victims in co-operation with local hospitals and Reception/Evacuation Centres; and
 - o Assist in reuniting separated family members as quickly as conditions permit;
- Operate an inquiry bureau to deal with national and international requests as directed by the Canadian Red Cross National Office;
- Set up and operate Reception/Evacuation Centre(s), upon the request of the St. Thomas-Elgin Social Services;
- Assist with first aid established at Reception/Evacuation Centre(s), if required; and
- Ensure volunteers are properly registered so that Workplace Safety Insurance Board coverage is provided during an emergency.

ELGIN AMATEUR RADIO SOCIETY (E.A.R.S.)

The Elgin Amateur Radio Society Representative will be responsible for:

- Providing additional communication requirements to supplement the Municipality and emergency communications systems, as required;
- Contacting other communications experts, as required.

ST. JOHN AMBULANCE

The St. John Ambulance will receive requests for support from the St. Thomas-Elgin Social Services Representative or Ambulance Representative during an emergency to:

- Activate the Division's emergency alert system;
- Co-ordinate the Division's response in co-operation with the Health Representative;
- Provide first aid;
- Establish first aid posts at Reception/Evacuation Centre(s), as required; and
- Ensure volunteers are properly registered so Workplace Safety Insurance Board coverage is provided during an emergency.

SALVATION ARMY REPRESENTATIVE:

The Salvation Army will receive requests from the St. Thomas-Elgin Social Services Representative. The responsibilities of the Divisional Commander or alternate of the Salvation Army during an emergency are to:

- Activate the Division's emergency alert system;
- Coordinate the Division's response in cooperation with the St. Thomas-Elgin Social Services Representative, if an evacuation is required;
- Coordinate and feeding of personnel at the disaster site and reception centre(s);
- Provide bedding and clothing, in cooperation with St. Thomas-Elgin Social Services;
- Provide and coordinate clergy assistance; and
- Ensure volunteers are properly registered so Workplace Safety Insurance Board coverage is provided during an emergency.

ON-SITE INCIDENT COMMANDER

The On-Site Incident Commander's task is to coordinate resources and develop a strategy and action plan to resolve the emergency situation at the emergency area. Once appointed by the Director of Fire & Emergency Services (CEMC), the On-Site Incident Commander should be relieved of all other duties, and will remain in control of the scene unless the MCEG deems it necessary to appoint a replacement.

Some of the duties of an On-Site Incident Commander include:

- Setting up a command post, and establishing regular communications with the other agencies on the site, and with the EOC;
- Establishing authority and supervising all operations within the outer perimeters of the site;
- In consultation with all emergency response agencies at the emergency area, develop a response strategy and action plan to facilitate the efficient and effective response of emergency personnel and equipment to mitigate the impact to life and property in the emergency area;

- Organizing a management team and arranging a management cycle;
- Determining the inner and outer perimeters, and ensuring they are set up;
- Organizing the layout of the site;
- Conferring with the heads of the other agencies at the site, to ascertain what is happening and what is needed;
- Providing updated status reports and requests for resources to the EOC, and passing direction and information from the EOC to others at the site;
- Directing and coordinating the activities of the response agencies at the site;
- Determining what resources are necessary, and asking the EOC to provide them;
- Arranging a system of relief, rest areas, food, etc., for site workers;
- Ensuring worker and volunteer safety;
- Coordinating an appropriate location for the On-Site Media Information Centre with the EIO;
- Designating an On-Site Media Spokesperson;
- Planning ahead for site activities and the resources to support them; and
- Maintaining a log of all actions.

MEDIA AND PUBLIC RELATIONS

It is important to coordinate the release of accurate information or instructions to the news media, the public and individual requests for information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions may be established:

- On-Site Media Spokesperson
- Citizen Inquiry Representative

Depending on the scope of the emergency, there may be a need for an On-Site Media Centre near the emergency site, and a Media Information Centre near, but not in, the EOC. In some cases, a joint Emergency Information Centre may be more desirable.

ON-SITE MEDIA SPOKESPERSON

If necessary an On-Site Media Spokesperson shall be appointed by the On-Site Incident Commander and is responsible for:

- Establishing a communication link and regular liaison with the Emergency Information Officer (EIO) at the EOC;
- Responding to inquiries from the media pertaining to the scene only, and only after clearance by the EIO;
- Redirecting all inquiries regarding decisions made by the MCEG and the emergency as a whole to the Citizen Inquiry Representative;
- Establishing and coordinating an on-site media information centre in a safe, appropriate location, at or near the site, for the media to assemble;
- Advising the following persons and agencies of the location and telephone number(s), as available, of the On-Site Media Information Center:
 - o Media

- MECCG
- Switchboard (Dispatch) for Emergency Services
- Township Citizen Inquiry Representatives
- Any other appropriate persons, agencies, or businesses;
- Ensuring media personnel arriving at the site are directed to the site information centre;
- Where necessary and appropriate, coordinating media photograph sessions at the scene; and
- Coordinating on-scene interviews between emergency services personnel and the media.

THE CITIZEN INQUIRY REPRESENTATIVE

The Citizen Inquiry Representative will be provided for by the St. Thomas-Elgin Social Services Representative and shall be responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the EIO of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Advertising public information phone numbers through the media as quickly as possible, and advising 9-1-1 is not to be used as an inquiry line;
- Apprising the affected emergency services and the MECCG of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Liaising with the EIO to obtain current information on the emergency;
- Responding to, and redirecting inquiries and reports from the public based upon information from the EIO;
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries, or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in Reception/Evacuation Centre(s) to the registration and inquiry telephone number(s); and
- Procuring staff to assist as required.

PUBLIC INFORMATION & INQUIRY

Depending on availability, information concerning an emergency situation will be communicated to the public through a number of means. These include newspaper, radio, television, public addressing system, telephone, newsletter, and individual visitation.

The MECCG will conduct public meetings, as necessary, to provide information regarding an emergency situation, to members of the public.

EVACUATION PLANNING

In an emergency, it may be necessary for residents to be temporarily evacuated. When such an evacuation is deemed necessary, one or more emergency Reception/Evacuation

Centre(s) may need to be opened in a safe area (ERP Appendix 8). The County of Elgin also has an agreement with the Thames Valley District School Board, which guarantees their institutions may be used as temporary reception centres in the event of an emergency. Refer to ERP Appendix 16 for The Township of Malahide's detailed Emergency Evacuation Plan.

RECOVERY PLANNING

This plan assigns responsibilities and outlines activities that may be required to bring the municipality back to its pre-emergency state. The plan will be activated (in whole or part) at the direction of the MCEG. This will be determined by the nature of the emergency and its aftermath, but will normally occur once the immediate response to the emergency has been completed.

PLAN REVIEW, TESTING, and MAINTENANCE

This plan shall be reviewed annually and, where necessary, shall be revised by the Emergency Management Program Committee.

Each time the plan is revised, it must be forwarded to Council for approval; however, revisions to an appendix or minor administrative changes can be made without Council approval.

The Township of Malahide Emergency Management Program Committee will determine when exercises will be conducted to test the overall effectiveness of the plan and to provide training to the members of the Community Control Group.

**MALAHIDE EMERGENCY RESPONSE PLAN
SCHEDULE OF APPENDICES**

Appendix No.	Title	Last Edited
1	EM Program Contacts	October 23, 2024
2	Declaration of Emergency Notification Contact List	October 3, 2023
3	Additional Resources Contact List	October 23, 2024
4	EOC Locations	October 3, 2023
5	EOC Communications when County of Elgin Plan in place	July, 2018
6	Setting up the EOC	July, 2018
7	Evacuation Centre (Shelter) Locations	October 4, 2023
8	Road Closure Contact List	October 4, 2023
9	Amateur Radio Emergency Service Agreement	(Not Dated)
10	<i>Emergency Management and Civil Protection Act</i>	October 4, 2023
11	Provincial Emergency Operation Centre	October 23, 2024
12	Elgin County Fire Mutual Aid Agreement	August 31, 2011
13	Emergency Notification Protocol	October 23, 2024
14	Declaration of an Emergency (Template and Checklist)	November 2021
15	Termination of an Emergency (Template)	November 2021
16	Emergency Evacuation Plan	October 10, 2024
17	Malahide Website Update Instructions	November 2021
18	One Call Now Instructions	October 12, 2023
19	MFS Station Door Codes	October 24, 2024
20	MECG Meeting Protocol & Emergency Considerations	October 4, 2023
21	Mutual Assistance Agreement	2010

Annex 1 Malahide Flood Response Plan
 Annex 2 County of Elgin Emergency Response Plan
 Annex 3 Provincial Emergency Response Plan

Township of Malahide Emergency Evacuation Plan

Introduction

There are two types of evacuations:

- *Precautionary Evacuation* occurs when it is recommended to evacuate within a certain perimeter, usually a building or a block until the initial situation is contained.
- *Mandatory Evacuation* takes place when it is determined by the Emergency Control Group that there is an absolute need to evacuate an area, usually on a large-scale, possibly for a long period of time (i.e., for more than 24 hours).

For the purpose of this Evacuation Plan, the definition that shall set the plan, or part of this plan, in motion shall be Mandatory Evacuation.

Evacuation may result in a tremendous psychological effect on those persons directly affected. Adequate communication with the people involved is essential and shall include explaining that an evacuation is pending, what they shall be required to do and when they shall be required to react if an evacuation is issued. The economic effect of closing down industry for even a short period of time is enormous and can be measured in the millions of dollars in lost revenue. A decision to evacuate should only be made when absolutely necessary.

First response services alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal services, industry, and volunteer services as outlined in the Township of Malahide Emergency Response Plan and this Evacuation Plan.

Potential Community Hazards which may Necessitate Evacuation

The following events are considered potential community hazards within the Township of Malahide and surrounding areas which may require mandatory evacuation:

1. Fire or explosion;
2. Cyber attack;
3. High wind;
4. Extreme heat;
5. Flood; and
6. Lightning.

Objective

The objective of the Evacuation Plan is to provide insight through which a timely and effective evacuation and reception of people can be achieved.

Steps for Activation of the Township of Malahide Evacuation Plan

1. Incident Occurs
2. Emergency Services Respond
3. Situation Assessed
4. Precautionary Evacuation Ordered by Emergency Services
5. Emergency Plan Activation Required
 - a. No
 - Follow Internal Procedures
 - Request Aid from Support Groups as required
 - Situation Escalates?
 - If yes, return to question 5
 - b. Yes
 - Municipal Emergency Control Group (MECG) Convened
 - Assess Need for Mandatory Evacuation
 - Activate Township of Malahide Evacuation Plan as Required

Evacuation Operations – MECG Responsibilities

Once the decision has been made to evacuate an area of the Township of Malahide, the Emergency Control Group shall determine the following:

- Boundaries of area to be evacuated;
- Main evacuation route(s) to be used, and identify necessary traffic control points;
- Assembly areas to be used;
- Location of facilities within the evacuation area to be notified, and how notification will be carried out;
- Time of the evacuation start, and if necessary, who will be evacuated first (stages of evacuation).

And shall proceed with the following:

- Alert of the evacuation order to all concerned including the Province of Ontario through Emergency Management Ontario;
- Preparation of media release of immediate broadcast to the public;
- Activate fan-out notification system for affected residents;
- If necessary, appointment of an On-Site Incident Commander to direct the evacuation and relocation.

Evacuee Registration and Temporary Shelters

If the evacuation of any residents of the Township of Malahide is necessary, the County of Elgin has an agreement with the Thames Valley District School Board, which allows municipalities to utilize the facilities within the Districts jurisdiction.

Essential Services

Designated essential municipal, and in some cases, industrial facilities cannot be fully evacuated, and minimal staff must remain on the job. If there are other essential services within the community that cannot be left unattended, these positions will be rotated as often as feasible and will be abandoned only under immediate life-threatening circumstances. Essential positions would be those associated with traffic, hydro, telephone, and emergency services

Request for Assistance from the Province

When an emergency evacuation order is in effect, the Township of Malahide, with the advice of the MCEG, may request assistance from the Provincial Government through Emergency Management Ontario by calling its 24/7 line: 1-866-314-0472

Testing the Evacuation Plan

This plan shall be the object of occasional testing in order to verify its overall effectiveness and provide training to the MCEG and Support Groups. The test can take the form of a simple paper exercise or a more elaborate functional exercise. Revisions to this plan should incorporate recommendations stemming from all such exercises.

Public Education and Awareness of Evacuation Procedures

Since public awareness of evacuation procedures will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this evacuation plan shall be posted on the Township of Malahide website to allow the public to have unlimited access to it, and printed information shall be provided to residents.

During an emergency evacuation, residents are to be advised to refer to the Township's website or listen to the local radio station for information and instructions. Residents are to be requested to refrain from nonessential telephone use during an emergency

evacuation in order to keep telephone communication services available and open for emergency purposes.

Collective Responsibilities of the MCEG

The MCEG is collectively responsible for the following with regard to the Evacuation Plan:

- Advising the Mayor as to whether the declaration of an emergency and a mandatory evacuation is recommended;
- Appointing an Evacuation Site Manager as and when deemed necessary;
- Identifying the main evacuation routes;
- Arranging for services and equipment from neighbouring municipalities, private contractors, volunteer agencies and service clubs – including Support Groups listed in the Emergency Response Plan;
- Arranging for police or other personnel at assembly areas and reception centres as required and when possible;
- Deciding to evacuate the buildings or sections within an emergency area which are themselves considered to be in danger from some other source;
- During the emergency/evacuation, authorizing extraordinary municipal expenditures as required;
- Arranging for accommodation and well-being, on a temporary basis, of any residents that are in need of assistance due to displacement as a result of the emergency;
- Determining if additional transportation is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding emergency evacuation is forwarded to the Emergency Information Officer for dissemination to the media and to the public;
- Advising the Mayor of when and why to terminate an emergency/evacuation order;
- Plan for orderly return of population after the need for evacuation has ended.

Individual Responsibilities of the MCEG

Members of Council

It is the responsibility of every member of Council to become thoroughly familiar with the Township of Malahide Emergency Plan and the Evacuation Plan in order to be ready to act as designate to the Mayor or Deputy Mayor or to assist as requested by the MCEG.

Mayor (Head of Council)

The Mayor or his/her designate will perform the duties and responsibilities described in the Emergency Response Plan and, in particular, with regard to the Evacuation Plan:

- On the advice of the MCEG, officially declaring mandatory evacuation;
- Declaring that an emergency/evacuation order is in existence in accordance with the By-Law and announcing it via the Emergency Information Officer (see the Township of Malahide Emergency Response Plan for details);
- Confirming the release of information to the news media and the general public on evacuation procedures;
- Terminating the emergency/evacuation order at the appropriate time and ensuring all agencies/services/departments concerned have been notified;
- Acting as spokesperson for the Township of Malahide during the duration of the emergency/evacuation;
- Execute other actions as outlined by the Township of Malahide Emergency Response Plan.

Director of Fire & Emergency Services (CEMC)

The CEMC or designate will perform the duties and responsibilities described in the Township of Malahide Emergency Response Plan and in particular with regard to the Evacuation Plan:

- Assume the lead in evacuation planning within the Emergency Operations Centre (EOC);
- Enlist the assistance of other agencies and/or volunteers to assist in the evacuation process;
- Determine where police or other personnel are needed and where barricades can be used prior to and during evacuation;
- Liaise with the EIO to ensure appropriate information is being released to the public;
- Arranging for the clearing of emergency routes and the marking of obstacles, if required, in consultation with the Police Representative in order to facilitate the evacuation;
- Establishing radio communications, if required, and calling on the services of the Elgin Amateur Radio Society (E.A.R.S.) to communicate information regarding the evacuation
- Identifying the main evacuation routes;
- Execute other actions as outlined by the Township of Malahide Emergency Response Plan.

Chief Administrative Officer (EOC Manager)

The CAO or his/her designate will perform the duties and responsibilities described in the Township of Malahide Emergency Response Plan and in particular with regards to the evacuation plan:

ERP Appendix 16 – Emergency Evacuation Plan

- Liaising with the surrounding municipal elected officials in the event that the emergency will have an effect on surrounding municipalities;
- Shall coordinate the ongoing public awareness and education program regarding emergency evacuation;
- Execute other actions as outlined by the Township of Malahide Emergency Response Plan.

Manager of Legislative Services/Clerk (EIO)

The EIO or his/her designate shall perform duties and responsibilities described in the Township of Malahide Emergency Response Plan, and in particular, with regard to the evacuation plan:

- Advise the On-Site Media Spokesperson on the location of evacuation reception centres and assembly areas;
- Establishing a Media Information Centre to handle requests for information concerning any aspect of the emergency evacuation;
- Execute other actions as outlined in the Township of Malahide Emergency Response Plan

Individual Responsibilities of Support Staff**Police**

The Police representative shall perform the duties and responsibilities described in the Township of Malahide Emergency Response Plan, and in particular, with regard to the Evacuation Plan:

- Assist in the evacuation of buildings as required and when possible;
- Assist in evacuation of buildings where special equipment available to the OPP is required;
- Provide security for evacuated areas and guard against unauthorized re-entry;
- Execute other actions as outlined by the Township of Malahide Emergency Response Plan.

Director of Public Works

The Director of Public Works or his/her designate shall perform duties and responsibilities described in the Township of Malahide Emergency Response Plan, and in particular, with regard to the Evacuation Plan:

- Provide barricades and flashers at the request of Malahide Fire Services or the Police;
- Liaise with the Police to assist in regulating traffic flows by providing road signs, clearing emergency routes, etc.;

ERP Appendix 16 – Emergency Evacuation Plan

- Advise on alternate traffic routes and establish detours during emergency/evacuation;
- Arrange for other personnel and equipment requested by the MCEG in support of evacuation and relocation;
- Arrange for transportation (i.e., buses, vans, trucks, etc.) as required and when possible;
- Execute other actions as outlined by the Township of Malahide Emergency Response Plan.



REPORT NO. FIN-24-29

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: December 5, 2024
SUBJECT: **Temporary Borrowing By-law**

RECOMMENDATION:

THAT Report No. FIN-24-29 entitled “Temporary Borrowing By-law” be received;
 AND THAT By-Law # 24-67 be given a first, second and third reading.

PURPOSE & BACKGROUND:

Section 407 of the *Municipal Act, 2001*, as amended, provides authority for a Council by by-law to authorize the Head of Council or the Treasurer (or both) to borrow from time to time, such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the expenses of the municipality for the year.

The lender(s) from whom amounts may be borrowed under the authority of the Temporary Borrowing By-law shall be Royal Bank of Canada and such other lender(s) as may be determined from time to time by the by-law of Council.

FINANCIAL IMPLICATIONS:

The Township typically maintain cash flow levels which are sufficient to fund its operating activities, and therefore, no financial implications of approving this by-law are expected. In the event of an emergency where additional funds are required, approval of an interim by-law allows the Treasurer to obtain temporary financing for such activities as opposed to calling a special meeting of Council to obtain approval.

ATTACHMENTS:

1. By-Law 24-67

Prepared by: A. Boylan, Director of Corporate Services/Treasurer
Approved by: N. Dias, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 24-67**

Being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2025.

WHEREAS Section 407 of the *Municipal Act, 2001*, as amended, provides authority for a Council by by-law to authorize the Head of Council or the Treasurer or both of them to borrow from time to time, such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the expenses of the municipality for the year, whether or not they are expenses for the year, that the municipality requires in the year;

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the *Municipal Act, 2001*;

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

1. The Head of Council or the Treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year), until the taxes are collected and other revenues are received, such sums as may be necessary to meet the expenses of the municipality for the year and of the amounts, whether or not they are expenses for the year, that the municipality requires in the year for:
 - a. reserve, sinking and retirement funds;
 - b. principal and interest due on any debt of the municipality;
 - c. school purposes;
 - d. other purposes the municipality is required by law to provide for; and
 - e. the amount of principal and interest payable by a person or municipality primarily liable for a debt, if the municipality has guaranteed the debt and the debt is in default.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Royal Bank of Canada** and such other lender(s) as may be determined from time to time by by-law of Council.
3. Except with the approval of the Local Planning Appeal Tribunal, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed

and accrued interest shall not exceed:

- a. from January 1 to September 30 of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and
 - b. from October 1 to December 31 of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year,
4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the *Municipal Act* that have not been repaid.
 5. If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitations as set out in Section 3 of this by-law, shall be calculated for the time being upon the estimated revenues of the Municipality as set forth in the estimates adopted for the next preceding year, less all revenues received for and on account of the current year.
 6. If the budget for the current year has been not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the current year and the nature and amount of the revenues received for and on account of the current year.
 7. For purposes of this by-law the estimated revenues referred to in section 3,4, and 5 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
 8. The Treasurer be and is hereby authorized and directed to apply in payment of all or, any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.
 9. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the head of the council or conform to the treasurer or both of them.

10. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.
11. This by-law shall take effect on the day of passing and may be cited as the “2025 Temporary Borrowing By-law”.

READ a FIRST and SECOND time this 5th day of December, 2024

READ a THIRD time and **FINALLY PASSED** this 5th day of December, 2024.

Mayor - D. Giguère

Clerk – A. Adams



REPORT NO. FIN-24-30

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: December 5, 2024
SUBJECT: **2025 Interim Tax Levy By-law**

RECOMMENDATION:

THAT Report No. FIN-24-30 entitled “2025 Interim Tax Levy By-law” be received;
 AND THAT By-Law # 24-68 be giving a first, second and third reading.

PURPOSE & BACKGROUND:

Section 317 of the *Municipal Act, 2001*, allows a local municipality to levy on all taxable properties an interim tax levy prior to the adoption of final budgets for each tax year. The maximum allowable interim levy is fifty (50) percent of the prior year’s annualized taxes. The 2025 interim tax levy will be payable in equal instalments. Instalment dates will be March 15 and June 15, 2025.

The *Municipal Act, 2001*, requires that an interim tax levy by-law be passed in the year to which it applies or in November or December of the previous year, provided that the by-law does not come into effect until a specified day in the applicable year.

FINANCIAL IMPLICATIONS:

The interim levy by-law is required to generate cash flow for the Township to operate prior to the approval of the final tax rates approved through the budget.

ATTACHMENTS:

1. By-Law 24-68

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

Approved by: N. Dias, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 24-68**

Being a By-law to provide for an interim tax levy for the year 2025 for all property classes.

WHEREAS Section 317(1) of the *Municipal Act, S.O. 2001, c. 25* as amended, requires that the Council of a local municipality, before the adoption of the estimates for the year under section 290, may pass a By-law levying amounts on the assessment of property in the local municipality rate-able for local municipality purposes;

AND WHEREAS Section 317(2) of the *Municipal Act, S.O. 2001, c. 25* as amended, requires that a By-law under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to provide for such interim levy on the assessment of property in this municipality;

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

1. THAT the amounts levied shall be as follows:
 - a. the percentage prescribed by the Minister under section 317(3) of the *Municipal Act, 2001*; or
 - b. 50% if no percentage is prescribed,

Of the total taxes for municipal and school purposes levied on the property in the year 2024.

2. THAT for the purposes of calculating the total amount of taxes for the year 2025 under Paragraph 1, if any taxes for municipal and school purposes were levied on a property for only a part of 2024 because assessment was added to the collector's roll during 2024, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. THAT the said interim tax levy for all property classes shall become due and payable in two installments as follows:
 - a. 50% of the interim levy shall become due and payable on the 15th day of March, 2025; and

- b. The balance of the interim levy shall become due and payable on the 15th day of June, 2025.
4. THAT non-payment of the amount on the dates stated in accordance with this section shall constitute default.
5. THAT there shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out above. The penalty shall be one and one-quarter percent (1.25%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues, but not after the end of 2025.
6. THAT on all other taxes in default on January 1, 2025, interest shall be added at the rate of one and one-quarter percent (1.25%) per month or fraction thereof.
7. THAT penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
8. THAT a failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
9. THAT the Treasurer of the Township of Malahide may accept part payment on account of any taxes due, but such acceptance shall not affect interest or penalty imposed and collected under section 4 of this By-law in respect of non-payment or late payment of any taxes or any installment of taxes.
10. THAT the Treasurer may mail or e-mail or cause the same to be mailed or e-mailed to the person or to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable. The notice shall contain the particulars provided for in this By-law and the information required to be entered in the Collector's Roll under Section 340 of the *Municipal Act, 2001*.
11. THAT taxes are payable at the Township of Malahide Municipal Office located at 87 John Street South, Aylmer, Ontario; at most financial institutions; by telephone banking; or by internet banking, by the person charged with such payment or their authorized designate.
12. THAT the subsequent levy for the year 2025 to be made under the *Municipal Act, 2001*, shall be reduced by the amount to be raised by the levy imposed by this By-law.
13. THAT nothing in this By-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statute and by-laws governing the collection of taxes.

14. THAT any By-law or By-laws, or parts of any By-law or By-laws, that are inconsistent with this By-law are hereby deemed repealed.

15. THAT this By-law comes into force and takes effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 5th day of December, 2024.

READ a **THIRD** time and **FINALLY PASSED** this 5th day of December, 2024.

Mayor - D. Giguère

Clerk, A. Adams



REPORT NO. **FIN-24-31**

TO: Mayor & Members of Council

DEPARTMENT: Corporate & Financial Services

MEETING DATE: December 5, 2024

SUBJECT: **2025 Financial Audit**

RECOMMENDATION:

THAT Report No. FIN-24-31 entitled “2025 Financial Audit” be received;

AND THAT Council authorize the Mayor to sign the 2025 Audit Engagement Letter and Audit Planning Letter from Graham Scott Enns LLP for the 2025 fiscal year.

PURPOSE & BACKGROUND:

In accordance with Section 296 of the Municipal Act, 2001, all Ontario municipalities are required to appoint an external auditor licensed under the Public Accounting Act, 2004. The auditor’s role includes auditing the accounts and financial transactions of the municipality and its local boards and expressing an opinion on the municipality’s financial statements based on the audit. This ensures accountability and transparency in municipal financial practices. To comply with this legislative obligation, the Township issued a Request for Proposal (RFP) in 2021 to select an external auditor for a five-year term. Following an evaluation process, Graham Scott Enns LLP was awarded the contract.

For the 2025 fiscal year, Graham Scott Enns LLP has outlined the necessary steps to begin the audit process. The Township must sign an Engagement Letter, which formalizes the agreement between the auditor and the Township. This letter specifies the respective roles and responsibilities of the auditor and the Township, as well as the scope and objectives of the audit. They have also provided an Audit Planning Memorandum to inform Council about the methodology and focus areas of the audit as well as highlights any issues that could affect the scope of the work.

ATTACHMENTS:

1. 2025 Engagement Letter & Audit Planning Letter

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

Approved by: N. Dias, Chief Administrative Officer



GRAHAM SCOTT ENNS LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

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November 21, 2024

Corporation of The Township of Malahide
87 John Street South
Aylmer, Ontario, N5H 2C3

Dear Members of Council:

Re: Audit Planning

We are writing this letter in connection with our audit of the consolidated financial statements for the period ending December 31, 2024.

Our purpose in writing is to ensure effective two-way communication between us in our role as auditors and yourselves with the role of overseeing the financial reporting process. In this letter we will:

- a) Address our responsibilities as independent auditors and provide information about the planned scope and timing of our audit.
- b) Request a response to some audit questions and any additional information you may have that could be relevant to our audit.

Current Developments in the Profession

Over the past number of years there have been developments in the area of financial reporting, corporate governance and auditing. The upcoming changes for financial reporting as it relates to public sector accounting standards are described below:

Adoption of New Public Sector Accounting Standards

PS 3400 – Revenue

This standard will apply for fiscal years beginning on or after April 1, 2023, which would be the year end December 31, 2024. This standard will impact the timing of the revenue reported by the organization. Examination and audit of the types of revenue will determine the impact of this standard.

PS 1202 – Financial Statement Presentation

This standard will apply for fiscal years beginning on or after April 1, 2026, which would be the year end December 31, 2027. This standard may impact the presentation on the financial statements with more distinction between financial assets and financial liabilities.

We as auditors are not responsible for ensuring that the organization is prepared for the introduction of these standards and these standards will only be considered in so far as it affects our audit responsibilities under Canadian Auditing Standards. Management and those charged with governance are responsible for analyzing the impact on the organization, developing plans to mitigate the effects, and the preparation of the financial statements under these new or updated Canadian public sector accounting standards.

Auditor Responsibilities

As stated in the engagement letter dated November 21, 2024, our responsibility as auditors of your organization is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the organization in accordance with Canadian public sector accounting standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- a) Assessing the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole; and
- b) Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

As part of our audit, we will obtain a sufficient understanding of the business and the internal control structure of Corporation of The Township of Malahide to plan the audit. This will include management's assessment of:

- a) The risk that the financial statements may be materially misstated as a result of fraud and error; and,
- b) The internal controls put in place by management to address such risks.

Planned Scope and Timing of Our Audit

In developing our audit plan, we worked with management to understand the nature of the entity Corporation of The Township of Malahide and to identify and assess the risks of material misstatement in the consolidated financial statements, whether due to fraud or error. Our audit plan has been designed to focus on the identified areas of risk.

Materiality

Overall materiality will be used to:

- a) plan and perform the audit; and,
- b) evaluate the effects of identified and uncorrected misstatements on the audit procedures performed as well as on the consolidated financial statements.

The materiality amount will be reassessed at period end to ensure it remains appropriate.

Internal Control

To help identify and assess the risks of material misstatement in the consolidated financial statements, we obtain an understanding of internal control relevant to the audit. This understanding is used in the

design of appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control. Should we identify any significant deficiencies in the internal control and accounting systems, we will communicate them to you in our audit findings letter.

Significant Risks

In planning our audit, we identify significant financial reporting risks that, by their nature, require special audit consideration. The significant risks we have identified and our proposed audit response is outlined below:

Significant Risks	Proposed Audit Response
Revenue recognition and completeness	Analytical procedures Substantive testing of revenues, including the consistent application of accounting policies Review of cut-off procedures
Management override	Inquiries of management Review of journal entries Review of related-party transactions
Valuation of estimates related to property tax vacancies, rebates	Review analysis and discuss with management. Compare estimates with prior periods for consistency in methods and techniques for determining these estimates
Accounts payable - existence and completeness	Analytical Substantive testing and tests of controls
Litigation and legal estimates	Discussions with council and management Confirmations sent to legal council

If there are specific areas that warrant our particular attention during the audit or where you would like us to undertake some additional procedures, please let us know.

Uncorrected Misstatements

Where we identify uncorrected misstatements during our audit, we will communicate them to management and request that they be corrected. If not corrected by management, we will then request that you correct them. If not corrected by you, we will also communicate the effect that they may have individually, or in aggregate, on our audit opinion.

Audit Findings

At the conclusion of our audit, we will prepare an audit findings letter to assist you with your review of the consolidated financial statements. This letter will include our views and comments on matters such as:

- a) significant matters, if any, arising from the audit that were discussed with management;
- b) significant difficulties, if any, encountered during the audit;
- c) qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures;
- d) uncorrected misstatements; and
- e) any other audit matters of governance interest.

Audit Questions and Requests

Fraud

To help us in identifying and responding to the risks of fraud within the entity, we would appreciate your responses to the following questions:

- a) What oversight, if any, do you provide over management's processes for identifying and responding to fraud risks? Management's processes could include policies, procedures, programs or controls that serve to prevent, detect and deter fraud.
- b) Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the consolidated financial statements, affecting the entity? If so, please provide details and how the fraud or allegations of fraud were addressed.

Other Matters

Would you please bring to our attention any significant matters or financial reporting risks, of which you are aware, that may not have been specifically addressed in our proposed audit plan. This could include such matters as future plans, contingencies (including any liability for contaminated sites), events, decisions, non-compliance with laws and regulations, potential litigation, specific transactions (such as with related parties or outside of the normal course of business) and any additional sources of audit evidence that might be available.

We recognize your significant role in the oversight of the audit and would welcome any observations on our audit plan.

This letter was prepared for the sole use of those charged with governance of Corporation of The Township of Malahide to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Sincerely,

GRAHAM SCOTT ENNS LLP

Chartered Professional Accountants



Robert B. Foster, CPA, CA

Partner

Per: Corporation of The Township of Malahide

Signed: _____ Date: _____

Print Name: _____



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25 John Street South, Aylmer, ON N5H 2C1

www.grahamscottens.com

November 21, 2024

Corporation of The Township of Malahide
87 John Street South
Aylmer, Ontario, N5H 2C3

Dear Members of Council:

The Objective and Scope of the Audit

You have requested that we audit the consolidated financial statements of Corporation of The Township of Malahide, which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus, changes in net assets, remeasurement gains and losses, and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the consolidated financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the consolidated financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the consolidated financial statements (including the disclosures) and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

The Responsibilities of Management

Our audit will be conducted on the basis that management and those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for public sector entities
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.
- c. To provide us with timely:
 - i. Access to all information of which management is aware that is relevant to the preparation of the consolidated financial statements (such as records, documentation and other matters);
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of noncompliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Corporation of The Township of Malahide from whom we determine it necessary to obtain audit evidence.

As part of our audit process:

- a. We will make inquiries of management about the representations contained in the consolidated financial statements. At the conclusion of the audit, we will request from management and those charged with governance written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the form contained below.

INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants, and Ratepayers of Corporation of The Township of Malahide:

Opinion

We have audited the consolidated financial statements of Corporation of The Township of Malahide, which comprise the balance sheet as at December 31, 2024, and the statement of operations and accumulated surplus, statement of changes in financial assets, statement of , and statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the organization's consolidated financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for public sector entities.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for public sector entities, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

INDEPENDENT AUDITORS' REPORT (CONTINUED)**Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (Continued)**

As part of an audit in accordance with Canadian auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. Thomas, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

If we conclude that a modification to our opinion on the consolidated financial statements is necessary, we will discuss the reasons with you in advance.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly authorized by law or by the Code of Professional Conduct/Code of Ethics; or
- c. The information requested is (or enters into) public domain.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits). If you do not consent to our use of electronic communications, please notify us in writing.

We offer you the opportunity to communicate by a secure online portal, however if you choose to communicate by email you understand that transmitting information poses the risks noted above. You should not agree to communicate with the firm via email without understanding and accepting these risks.

Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of our Report

The examination of the consolidated financial statements and the issuance of our audit opinion are solely for the use of Corporation of The Township of Malahide and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these consolidated financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Corporation of The Township of Malahide.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Corporation of The Township of Malahide) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the consolidated financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized consolidated financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any damage or loss incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our Firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and Firm's standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, the audit engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement.

Other Services

In addition to the audit services referred to above, we will, as allowed by the Code of Professional Conduct/Code of Ethics, prepare your federal and provincial income tax returns and other special reports as required. Management will provide the information necessary to complete these returns/reports and will file them with the appropriate authorities on a timely basis.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Ontario. The Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that:

- a. Any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation; and
- b. You will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement.

Indemnity

Corporation of The Township of Malahide hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our Firm, and its partners, agents or employees, from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- a. The breach by Corporation of The Township of Malahide, or its directors, officers, agents, or employees, of any of the covenants made by Corporation of The Township of Malahide herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the consolidated financial statements in reference to which the engagement report is issued, or any other work product made available to you by our Firm.
- b. A misrepresentation by a member of your management or board of directors.

Time Frames

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by Corporation of The Township of Malahide of its obligations.

Fees***Fees at Regular Billing Rates***

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable HST, and are due when rendered. Fees for any additional services will be established separately.

Fees will be rendered as work progresses and are payable on presentation.

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.0% per month. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST/HST) incurred.

Termination

If we elect to terminate our services for nonpayment, or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all of our out-of-pocket costs through to the date of termination.

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party. If early termination takes place, shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

Conclusion

This engagement letter includes the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your organization.

Sincerely,

GRAHAM SCOTT ENNS LLP

CHARTERED PROFESSIONAL ACCOUNTANTS



Robert B. Foster, CPA, CA
Partner

Acknowledged and agreed on behalf of Corporation of The Township of Malahide by:

Members of Council
Corporation of The Township of Malahide

**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 24-49**

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

**David Blatz
9962 Hacienda Rd**

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

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

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

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

1. **THAT** the area shown in hatching on the attached map, Schedule "A", and described as CON N GORE PT 16 (Concession Gore STR), in the Township of Malahide, shall be removed from the "Institutional (I)" and "Open Space (OS)" zones of By-law No. 18-22 and placed in the "Rural Residential (RR)" zone of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "RR-8" on Key Map 46 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 6.7 RURAL RESIDENTIAL (RR) ZONE – 'SITE-SPECIFIC' ZONES, by adding the following new subsection.

"6.7.8 a) Defined Area

RR-8 as shown on Schedule 'A', Map No. 46.

b) Minimum Railway Setback

Dwelling	48 metres
Accessory Structures	19 metres

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

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

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

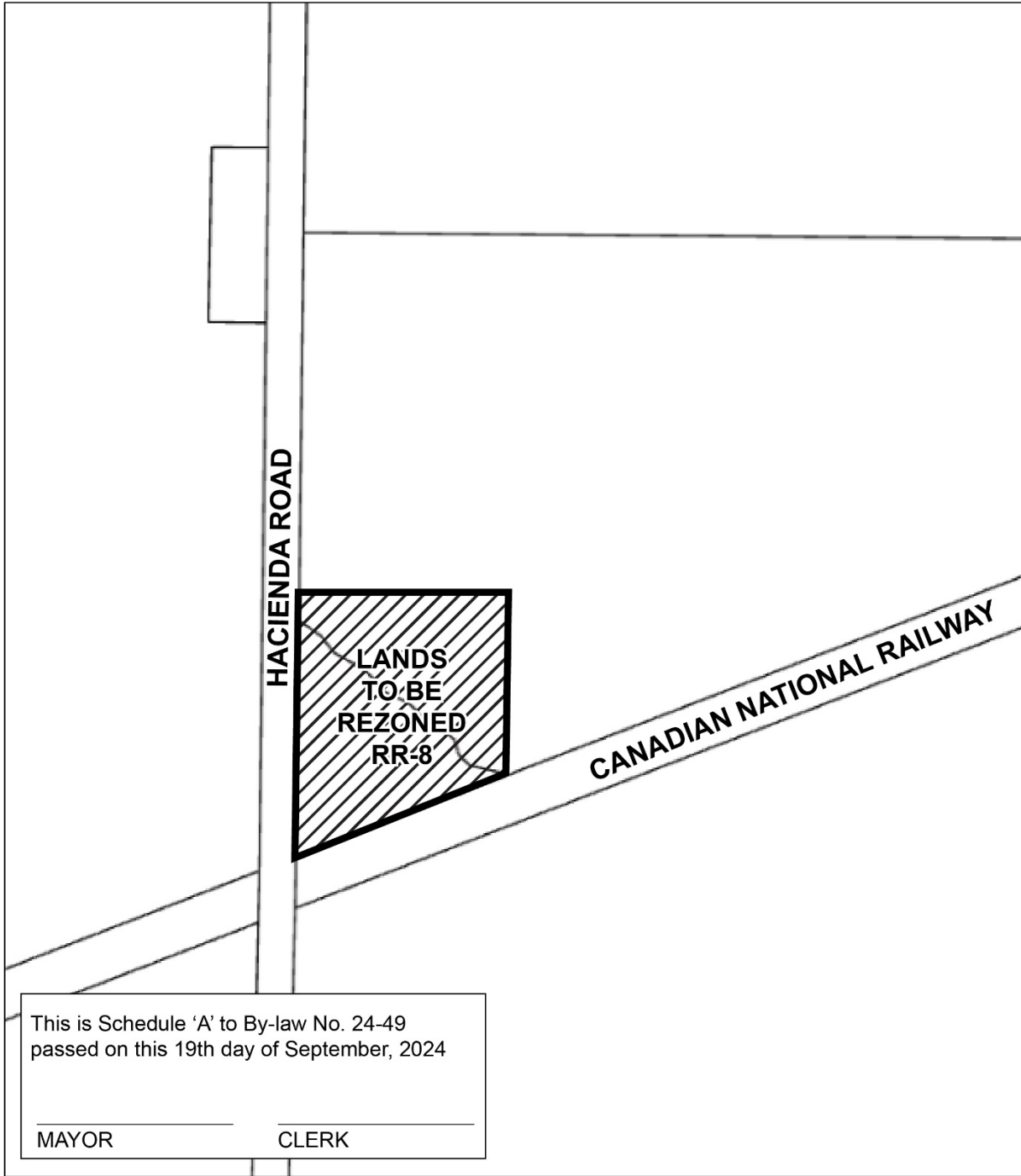
READ a **FIRST** and **SECOND** time this 19th day of September, 2024.



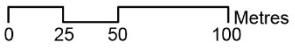
READ a **THIRD** time and **FINALLY PASSED** this 5th day of December, 2024.

Mayor – D. Giguère

Clerk – A. Adams

SCHEDULE A



Township of Malahide
Comprehensive Zoning-Bylaw No.18-22

SCHEDULE 'A'
Map No. 46

**Sent Via Email**

November 15, 2024

File: 1.4.5.1

Nathan Dias, CAO
ndias@malahide.ca**Re: 30-Day Notice to Affected Municipalities – 2025 Draft LPRCA Budget**

Dear Mr. Dias,

The Board of Directors budget meeting was held on Wednesday, November 13, 2024. The Draft 2025 LPRCA Operating and Capital Budgets were recommended to be circulated to member municipalities for review and comment. The proposed overall increase for the municipal levy is \$60,278 or 2.58% versus last year's increase of 3.80%.

The overall municipal support requested for the 2025 operating budget of \$6,082,265 is \$2,237,681 representing an increase in the general levy of 4.27% or \$91,718. The overall municipal support requested for the 2025 capital budget of \$808,864 is \$157,500 representing a decrease in the general levy of -16.64% or \$31,440. The municipal levy is calculated using the Modified Current Value Assessment provided by the Ministry of Natural Resources as outlined in Ontario Regulation 402/22. Specific municipal levy allocation can be found in appendix 4.

Ontario Regulation 402/22 calls for a 30-day notice to affected municipal partners in order for them to consider and provide comment regarding the draft budget. The Regulation also requires that the notice be accompanied by the financial information used to determine that levy. As such, please find attached the following information on LPRCA's budgets for its member municipalities:

1. 2025 Draft Consolidated Budget Summary
2. 2025 Draft Consolidated Operating Budget
3. LPRCA 2025 Municipal Levy – Consolidated - Draft
4. Five Year Summary by Municipality of Levy Apportioned by CVA %

LPRCA is requesting any comments regarding the Draft 2025 Budget to be forwarded to this office no later than 4 p.m., Monday, December 16th, 2024.

The weighted vote for the Final 2025 LPRCA Budget will take place the evening of Wednesday, January 8th, 2025 as part of the regular meeting of the LPRCA Board of Directors.

If your officials request a presentation of the Draft 2025 Budget, we would be pleased to present at your Councils earliest convenience on behalf of the LPRCA Board of Directors. If you have any questions or need further information, please contact Aaron LeDuc, Manager of Corporate Services at aleduc@lprca.on.ca or 519-842-4242, ext. 224.

Sincerely,

*Judy Maxwell*Judy Maxwell
General Managercc. Adam Boylan, Director of Corporate Services
Allison Adams, Manager of Legislative Services/Clerk

Encl. (4)

**Long Point Region Conservation Authority
2025 DRAFT Consolidated Budget Summary**

	2022 Actual	2023 Actual	2024 Sept 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget		% of Approved Budget
	\$	\$	\$	\$	\$	\$	%	
Total Operating Expenditures	4,699,432	5,706,284	4,222,191	5,868,270	6,082,265	213,996	3.6%	88.3%
Total Capital Expenditures *	349,326	349,326	170,336	696,340	808,864	112,524	16.2%	11.7%
Total Expenditures	5,048,758	6,055,610	4,392,527	6,564,610	6,891,129	326,520	4.97%	100.0%

SOURCES OF REVENUE

Municipal Levy - Operating	1,724,259	2,164,617	1,609,472	2,145,963	2,237,681	91,718	4.27%	32.5%
Municipal Levy - Capital	349,326	349,326	368,550	188,940	157,500	(31,440)	-16.64%	2.3%
Municipal Levy - Total	2,073,585	2,513,943	1,978,022	2,334,903	2,395,181	60,278	2.58%	34.76%
Municipal Levy - Special Norfolk	-	-	-	60,000	100,000	40,000	66.67%	1.5%
Total Municipal Levy	2,073,585	2,513,943	1,978,022	2,394,903	2,495,181	100,278	4.19%	36.21%
Provincial Funding	11,924	73,440	11,605	19,000	4,500	(14,500)	(76.3%)	0.1%
MNR Grant	35,229	35,229	35,229	35,229	35,229	-	0.0%	0.5%
MNR WECl & Municipal Funding	116,433	56,387	-	75,000	147,500	72,500	0.0%	2.1%
Federal Funding	30,416	42,758	-	3,994	10,585	6,591	165.0%	0.2%
User Fees	2,991,521	3,306,904	3,234,988	3,249,872	3,369,136	119,264	3.7%	48.9%
Community Support	434,312	797,313	550,708	618,345	642,544	24,198	3.9%	9.3%
Interest on Investments	24,144	23,813	-	-	-	-	0.0%	0.0%
Land Donation	-	-	-	-	-	-	0.0%	0.0%
Gain on Sale of Assets	13,339	11,271	-	-	-	-	0.0%	0.0%
Contribution from(to) Reserves	(682,144)	(805,450)	-	168,266	186,455	18,189	10.8%	2.7%
TOTAL REVENUE	5,048,758	6,055,610	5,810,552	6,564,610	6,891,129	326,520	4.97%	100.0%

* The Capital Expenditures in the 2025 Draft Budget are proposed to be funded by Municipal Levy of \$157,500.

**Special Levy of \$100,000 to Norfolk County.

Long Point Region Conservation Authority
2025 DRAFT Consolidated Operating Budget

Program:	2022	2023	2024	2024	2025	2025 Change from		Contribution (to) from Reserves \$	Increase to Levy \$
	Actual	Actual	Sept 30 YTD	Budget	Draft Budget	2024 Budget			
	\$	\$	\$	\$		\$	%		
Watershed Planning and Technical Services	441,714	473,215	294,458	439,146	506,160	67,014	15.3%	-	93,514
Watershed Flood Control Services	92,558	373,087	162,747	320,079	368,890	48,811	15.2%	-	48,811
Healthy Watershed Services	243,281	273,472	243,576	167,227	229,726	62,499	37.4%	-	(12,319)
Conservation Authority Lands	347,207	418,652	346,739	670,310	738,447	68,137	10.2%	5,346	54,519
Communication and Marketing Services	101,495	68,768	69,162	136,299	122,411	(13,888)	(10.2%)	-	(12,638)
Backus Heritage and Education Services	190,924	317,138	191,963	307,756	334,746	26,990	8.8%	-	(1,637)
Conservation Parks Management Services	1,362,999	1,625,798	1,398,457	1,667,787	1,713,973	46,186	2.8%	-	No levy
Public Forest Land Management Services	271,042	344,037	252,553	297,532	319,295	21,763	7.3%	-	No levy
Private Forest Land Management Services	150,013	116,074	77,766	188,427	147,394	(41,034)	(21.8%)	-	No levy
Maintenance Operations Services	398,765	454,620	272,726	433,307	407,898	(25,409)	(5.9%)	-	(65,842)
Corporate Services	1,099,434	1,241,423	912,044	1,240,400	1,193,325	(47,075)	(3.8%)	-	(12,691)
Total Program Expenditures	4,699,432	5,706,284	4,222,191	5,868,270	6,082,265	213,996	3.6%	5,346	91,718
Objects of Expenses:									
Staff Expenses	2,716,453	3,086,063	2,580,283	3,803,085	3,898,139	95,053	2.5%		
Staff Related Expenses	30,460	41,698	35,872	52,305	49,775	(2,530)	(4.8%)		
Materials and Supplies	353,400	330,194	258,294	333,009	360,888	27,879	8.4%		
Purchased Services	1,252,652	1,855,278	1,245,259	1,557,355	1,647,616	90,261	5.8%		
Equipment	40,625	43,680	45,016	53,725	55,725	2,000	3.7%		
Other	55,650	66,652	55,444	68,790	70,122	1,332	1.9%		
Amortization	250,192	282,719	-	-	-	-	0.0%		
Total Expenditures	4,699,432	5,706,284	4,220,168	5,868,270	6,082,265	213,996	3.6%		
Sources of Revenue:									
Municipal Levy - Operating	1,724,259	2,164,617	1,609,472	2,145,963	2,237,681	91,718	4.27%		
Provincial Funding	11,924	73,440	11,605	19,000	4,500	(14,500)	(76.3%)		
MNR Grant	35,229	35,229	35,229	35,229	35,229	-	0.0%		
MNR WECL & Municipal Funding	116,433	56,387	-	-	-	-	0.0%		
Federal Funding	30,416	42,758	-	3,994	10,585	6,591	165.0%		
User Fees	2,991,521	3,306,904	3,234,988	3,249,872	3,369,136	119,264	3.7%		
Community Support	434,312	797,313	550,708	618,345	642,544	24,198	3.9%		
Interest on Investments	24,144	23,813	-	-	-	-	0.0%		
Land Donation	-	-	-	-	-	-	0.0%		
Gain on Sale of Assets	13,339	11,271	-	-	-	-	0.0%		
Contribution from (to) Reserves	(682,144)	(805,450)	-	17,816	5,346	(12,470)	(70.0%)		
Transfer from/(to) Current Year Surplus	-	-	-	-	0	0	0.0%		
Total Revenue	4,699,432	5,706,284	5,442,002	6,090,220	6,305,020	214,801	3.5%		
Surplus - current year	-	-	1,221,834	221,950	222,755	805	0.4%		

LPRCA 2025 MUNICIPAL LEVY - CONSOLIDATED - DRAFT					
MUNICIPALITY	LEVY AMOUNTS			PER CAPITA (Watershed)	PER CAPITA (Municipality)
	OPERATING	CAPITAL	TOTAL		
Haldimand County	\$324,627	\$22,849	\$347,476	\$23.38	\$8.18
Norfolk County	\$1,136,959	\$80,025	\$1,216,984	\$23.68	\$22.49
Norwich Twp.	\$157,568	\$11,091	\$168,659	\$26.96	\$19.95
South-West Oxford Twp.	\$46,020	\$3,239	\$49,259	\$28.47	\$8.54
Tillsonburg	\$293,983	\$20,692	\$314,675	\$22.34	\$22.34
Total Oxford County	\$497,571	\$35,022	\$532,593		
Brant County	\$162,960	\$11,470	\$174,429	\$31.60	\$5.40
Bayham Municipality	\$99,651	\$7,014	\$106,665	\$19.87	\$19.87
Malahide Township	\$15,913	\$1,120	\$17,033	\$25.80	\$2.58
	\$2,237,681	\$157,500	\$2,395,181	\$23.98	\$14.16
Increase over 2024	\$91,718.15	(\$31,440)	\$60,278		
Per Capita Increase over 2024	\$0.92	(\$0.31)	\$0.60		

5 Year Summary by Municipality of Levy Apportioned by CVA %

LPRCA

Draft Budget Operating Levy
\$ 2,237,681

89

Draft Budget Capital Levy
\$157,500

Draft Budget Total Levy
\$2,395,181

Municipality	Year	Municipal Levy - Operating				Municipal Levy - Capital				Municipal Levy - Combined			
		Amount of Levy Share	% of Total Levy*	\$ Increase Year over Year	% Increase Year over Year	Amount of Levy Share	% of Total Levy*	\$ Increase Year over Year	% Increase Year over Year	Amount of Levy Share	% of Total Levy*	\$ Increase Year over Year	% Increase Year over Year
Haldimand County	2021	\$240,090	14.23%	\$7,489	3.22%	\$53,371	14.23%	(\$1,260)	-2.31%	\$293,461	14.23%	\$6,230	2.17%
	2022	\$245,330	14.23%	\$5,239	2.25%	\$54,309	14.23%	\$938	1.72%	\$299,638	14.23%	\$6,177	2.15%
	2023	\$302,661	14.42%	\$57,331	23.37%	\$21,624	14.42%	(\$32,685)	-60.18%	\$324,284	14.42%	\$24,646	8.23%
	2024	\$308,299	14.37%	\$5,638	1.86%	\$27,144	14.37%	\$5,520	25.53%	\$335,443	14.37%	\$11,159	3.44%
	2025	\$324,627	14.51%	\$16,328	5.30%	\$22,849	14.51%	(\$4,295)	-15.82%	\$347,476	14.51%	\$12,034	3.59%
Norfolk County	2021	\$882,185	52.29%	\$16,214	1.87%	\$196,106	52.29%	(\$7,284)	-3.58%	\$1,078,290	52.29%	\$8,930	0.84%
	2022	\$901,067	52.26%	\$18,883	2.18%	\$199,470	52.26%	\$3,364	1.65%	\$1,100,537	52.26%	\$22,247	2.08%
	2023	\$1,088,124	51.83%	\$187,057	20.76%	\$77,741	51.83%	(\$121,729)	-61.03%	\$1,165,865	51.83%	\$65,328	5.94%
	2024	\$1,102,753	51.39%	\$14,629	1.34%	\$97,091	51.39%	\$19,350	24.89%	\$1,199,844	51.39%	\$33,978	2.91%
	2025	\$1,136,959	50.81%	\$34,206	3.10%	\$80,025	50.81%	(\$17,066)	-17.58%	\$1,216,984	50.81%	\$17,140	1.43%
Oxford County*	2021	\$360,609	21.38%	\$10,848	3.10%	\$80,162	21.38%	(\$1,986)	-2.42%	\$440,771	21.38%	\$8,862	2.05%
	2022	\$368,308	21.36%	\$7,699	2.20%	\$81,533	21.36%	\$1,371	1.67%	\$449,841	21.36%	\$9,070	2.10%
	2023	\$451,909	21.52%	\$83,601	22.70%	\$32,287	21.52%	(\$49,246)	-60.40%	\$484,196	21.52%	\$34,355	7.64%
	2024	\$469,365	21.87%	\$17,456	3.86%	\$41,325	21.87%	\$9,038	27.99%	\$510,690	21.87%	\$26,494	5.47%
	2025	\$497,571	22.24%	\$28,207	6.01%	\$35,022	22.24%	(\$6,303)	-15.25%	\$532,593	22.24%	\$21,904	4.29%
Brant County	2021	\$114,930	6.81%	\$4,959	4.51%	\$25,548	6.81%	(\$280)	-1.09%	\$140,478	6.81%	\$4,679	3.45%
	2022	\$119,089	6.91%	\$4,159	3.78%	\$26,363	6.91%	\$814	3.15%	\$145,452	6.91%	\$4,974	3.66%
	2023	\$147,095	7.01%	\$28,006	23.52%	\$10,509	7.01%	(\$15,854)	-60.14%	\$157,605	7.01%	\$12,153	8.36%
	2024	\$152,855	7.12%	\$5,760	3.92%	\$13,458	7.12%	\$2,949	28.06%	\$166,313	7.12%	\$8,709	5.53%
	2025	\$162,960	7.28%	\$10,104	6.61%	\$11,470	7.28%	(\$1,988)	-14.77%	\$174,429	7.28%	\$8,116	4.88%
Bayham Municipality	2021	\$76,671	4.54%	\$1,879	2.51%	\$17,044	4.54%	(\$523)	-2.98%	\$93,715	4.54%	\$1,356	1.47%
	2022	\$77,927	4.52%	\$1,256	1.68%	\$17,251	4.52%	\$207	1.18%	\$95,177	4.52%	\$1,463	1.58%
	2023	\$94,466	4.50%	\$16,539	21.22%	\$6,749	4.50%	(\$10,502)	-59.78%	\$101,215	4.50%	\$6,038	6.34%
	2024	\$97,190	4.53%	\$2,724	2.88%	\$8,557	4.53%	\$1,808	10.61%	\$105,747	4.53%	\$4,532	4.48%
	2025	\$99,651	4.45%	\$2,461	2.53%	\$7,014	4.45%	(\$1,543)	-8.94%	\$106,665	4.45%	\$918	0.87%
Malahide Township	2021	\$12,459	0.74%	\$594	5.00%	\$2,770	0.74%	(\$17)	-0.62%	\$15,229	0.74%	\$576	3.93%
	2022	\$12,538	0.73%	\$79	0.66%	\$2,775	0.73%	\$6	0.21%	\$15,313	0.73%	\$84	0.58%
	2023	\$15,255	0.73%	\$2,717	21.67%	\$1,090	0.73%	(\$1,686)	-60.73%	\$16,345	0.73%	\$1,032	7.04%
	2024	\$15,502	0.72%	\$247	1.62%	\$1,365	0.72%	\$275	25.23%	\$16,867	0.72%	\$522	3.43%
	2025	\$15,913	0.71%	\$411	2.65%	\$1,120	0.71%	(\$245)	-17.94%	\$17,033	0.71%	\$167	1.09%
	2025	<u>\$2,237,681</u>		<u>\$91,718</u>	4.27%	<u>\$157,500</u>		<u>(\$31,440)</u>	-16.64%	<u>\$2,395,181</u>		<u>\$60,278</u>	2.58%

<u>Operating</u>		<u>Capital</u>		<u>Combined</u>				
2021	\$ 1,686,943		\$ 375,000		\$ 2,061,943			
2022	\$ 1,724,258	\$ 37,315	\$ 381,700	\$ 6,700	\$ 2,105,959	\$ 44,015	2.13%	
2023	\$ 2,099,510	\$ 375,251	21.76% \$ 150,000	\$ (231,700)	\$ 2,249,510	\$ 143,551	6.82%	
2024	\$ 2,145,963	\$ 46,453	2.21% \$ 188,940	\$ 38,940	\$ 2,334,903	\$ 85,393	3.80%	
2025	\$ 2,237,681	\$ 91,718	4.27% \$ 157,500	\$ (31,440)	\$ 2,395,181	\$ 60,278	2.58%	
Total	\$ 9,894,355		\$ 1,253,140		\$ 11,147,495			

<u>Notes: Operating</u>			<u>Notes: Capital</u>			<u>Notes: Combined</u>		
2021	\$17.22	per capita	2021	\$3.83	per capita	2021	\$21.63	per capita
2022	\$17.71	per capita	2022	\$3.92	per capita	2022	\$22.94	per capita
2023	\$21.41	per capita	2023	\$1.53	per capita	2023	\$22.94	per capita
2024	\$21.65	per capita	2024	\$1.91	per capita	2024	\$23.56	per capita
2025	\$22.40	per capita	2025	\$1.58	per capita	2025	\$23.98	per capita
<u>Oxford County Apportionment:</u>			<u>Oxford County Apportionment:</u>			<u>Oxford County Apportionment:</u>		
Norwich Twp.	\$ 157,568		Norwich Twp.	\$ 11,091		Norwich Twp.	\$ 168,659	
South-West Oxford	\$ 46,020		South-West Oxford	\$ 3,239		South-West Oxford	\$ 49,259	
Tillsonburg	\$ 293,983		Tillsonburg	\$ 20,692		Tillsonburg	\$ 314,675	
	\$ 497,571			\$ 35,022			\$ 532,593	

**LONG POINT REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS**

2025

DRAFT BUDGET PACKAGE

November 13, 2024



About

LPRCA is one of 36 Conservation Authorities in Ontario and was formed in 1971 as a result of the amalgamation of Big Creek Region (1948-1970) and Otter Creek Conservation Authorities (1954-1970). For more than 75 years, LPRCA has been working together with its member municipalities, landowners, the federal and provincial governments, community groups and other agencies to deliver excellent services and experiences, to protect, advance and rejuvenate the watershed, and to optimize the health and well-being of the watershed through education and best practices.

Under the Conservation Authorities Act, the purpose of Conservation Authorities is to ensure the conservation, restoration and management of natural resources in watersheds in Ontario. LPRCA has eight (8) member municipalities and is governed by an 11-member Board of Directors who are municipally-elected officials appointed by and from the member municipalities. Approximately 4,450ha (11,000ac) of land is owned by the Authority. The land supports LPRCA's programs and services, including water control infrastructure, outdoor recreation, environmental education and natural areas.

The Long Point Region watershed is in southwestern Ontario and is home to approximately 100,000 people. The watershed encompasses the entire Municipality of Bayham and the Town of Tillsonburg, most of Norfolk County, portions of Haldimand County, the County of Brant, the Township of Malahide, the Township of Norwich and the Township of South-West Oxford. Land uses in the Long Point Region watershed area are characterized by a few small urban commercial, industrial and residential centres, surrounded by less-populated rural land used for agricultural production.

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Introduction

The Audit and Finance Committee met on August 16th, 2024 and budget direction was provided to prepare the Draft 2025 Budget with a maximum upside target increase to the municipal levy of 5.0%.

The draft 2025 operating budget in the amount of \$6,082,265 requiring \$2,237,681 of general levy representing an increase in the general levy of 4.27% or \$91,718. The proposed 2025 capital budget of \$808,864 requiring \$157,500 of general levy representing a decrease in the general capital levy of -16.64% or \$31,440. The combined total general municipal levy of \$2,395,181 requiring an increase of 2.58% or \$60,278 overall compared to 2024.

The 2025 budget includes a special levy of \$100,000 for Norfolk County. The 2025 operating budget includes a surplus of \$222,755 that will fund the capital acquisition of motor pool equipment & vehicles and investment in campground infrastructure. The Draft Operating Budget of \$6,082,265 delivers the support to continue the programs and services provided throughout the watershed. The 2025 Draft Capital Budget represents an investment of \$808,864 into capital infrastructure, technology improvements and studies to provide programs and services. The 2025 draft budget provides the organization with the resources necessary to provide quality services and experience to visitors and residents of the watershed and value to our municipal partners and stakeholders.

Long Point Region Conservation Authority
2025 DRAFT Consolidated Operating Budget

	2022	2023	2024	2024	2025	2025 Change from		Contribution (to) from Reserves \$	Increase to Levy \$
	Actual	Actual	Sept 30 YTD	Budget	Draft Budget	2024 Budget	%		
	\$	\$	\$	\$		\$	%		
Program:									
Watershed Planning and Technical Services	441,714	473,215	294,458	439,146	506,160	67,014	15.3%	-	93,514
Watershed Flood Control Services	92,558	373,087	162,747	320,079	368,890	48,811	15.2%	-	48,811
Healthy Watershed Services	243,281	273,472	243,576	167,227	229,726	62,499	37.4%	-	(12,319)
Conservation Authority Lands	347,207	418,652	346,739	670,310	738,447	68,137	10.2%	5,346	54,519
Communication and Marketing Services	101,495	68,768	69,162	136,299	122,411	(13,888)	(10.2%)	-	(12,638)
Backus Heritage and Education Services	190,924	317,138	191,963	307,756	334,746	26,990	8.8%	-	(1,637)
Conservation Parks Management Services	1,362,999	1,625,798	1,398,457	1,667,787	1,713,973	46,186	2.8%	-	No levy
Public Forest Land Management Services	271,042	344,037	252,553	297,532	319,295	21,763	7.3%	-	No levy
Private Forest Land Management Services	150,013	116,074	77,766	188,427	147,394	(41,034)	(21.8%)	-	No levy
Maintenance Operations Services	398,765	454,620	272,726	433,307	407,898	(25,409)	(5.9%)	-	(65,842)
Corporate Services	1,099,434	1,241,423	912,044	1,240,400	1,193,325	(47,075)	(3.8%)	-	(12,691)
Total Program Expenditures	4,699,432	5,706,284	4,222,191	5,868,270	6,082,265	213,996	3.6%	5,346	91,718
Objects of Expenses:									
Staff Expenses	2,716,453	3,086,063	2,580,283	3,803,085	3,898,139	95,053	2.5%		
Staff Related Expenses	30,460	41,698	35,872	52,305	49,775	(2,530)	(4.8%)		
Materials and Supplies	353,400	330,194	258,294	333,009	360,888	27,879	8.4%		
Purchased Services	1,252,652	1,855,278	1,245,259	1,557,355	1,647,616	90,261	5.8%		
Equipment	40,625	43,680	45,016	53,725	55,725	2,000	3.7%		
Other	55,650	66,652	55,444	68,790	70,122	1,332	1.9%		
Amortization	250,192	282,719	-	-	-	-	0.0%		
Total Expenditures	4,699,432	5,706,284	4,220,168	5,868,270	6,082,265	213,996	3.6%		
Sources of Revenue:									
Municipal Levy - Operating	1,724,259	2,164,617	1,609,472	2,145,963	2,237,681	91,718	4.27%		
Provincial Funding	11,924	73,440	11,605	19,000	4,500	(14,500)	(76.3%)		
MNR Grant	35,229	35,229	35,229	35,229	35,229	-	0.0%		
MNR WECl & Municipal Funding	116,433	56,387	-	-	-	-	0.0%		
Federal Funding	30,416	42,758	-	3,994	10,585	6,591	165.0%		
User Fees	2,991,521	3,306,904	3,234,988	3,249,872	3,369,136	119,264	3.7%		
Community Support	434,312	797,313	550,708	618,345	642,544	24,198	3.9%		
Interest on Investments	24,144	23,813	-	-	-	-	0.0%		
Land Donation	-	-	-	-	-	-	0.0%		
Gain on Sale of Assets	13,339	11,271	-	-	-	-	0.0%		
Contribution from (to) Reserves	(682,144)	(805,450)	-	17,816	5,346	(12,470)	(70.0%)		
Transfer from/(to) Current Year Surplus	-	-	-	-	0	0	0.0%		
Total Revenue	4,699,432	5,706,284	5,442,002	6,090,220	6,305,020	214,801	3.5%		
Surplus - current year	-	-	1,221,834	221,950	222,755	805	0.4%		

**Long Point Region Conservation Authority
2025 DRAFT Consolidated Budget Summary**

	2022	2023	2024	2024	2025	2025 Change from		% of Approved Budget
	Actual	Actual	Sept 30 YTD	Budget	Budget	2024 Budget	%	
	\$	\$	\$	\$	\$	\$		
Total Operating Expenditures	4,699,432	5,706,284	4,222,191	5,868,270	6,082,265	213,996	3.6%	88.3%
Total Capital Expenditures *	349,326	349,326	170,336	696,340	808,864	112,524	16.2%	11.7%
Total Expenditures	5,048,758	6,055,610	4,392,527	6,564,610	6,891,129	326,520	4.97%	100.0%
<u>SOURCES OF REVENUE</u>								
Municipal Levy - Operating	1,724,259	2,164,617	1,609,472	2,145,963	2,237,681	91,718	4.27%	32.5%
Municipal Levy - Capital	349,326	349,326	368,550	188,940	157,500	(31,440)	-16.64%	2.3%
Municipal Levy - Total	2,073,585	2,513,943	1,978,022	2,334,903	2,395,181	60,278	2.58%	34.76%
Municipal Levy - Special Norfolk	-	-	-	60,000	100,000	40,000	66.67%	1.5%
Total Municipal Levy	2,073,585	2,513,943	1,978,022	2,394,903	2,495,181	100,278	4.19%	36.21%
Provincial Funding	11,924	73,440	11,605	19,000	4,500	(14,500)	(76.3%)	0.1%
MNR Grant	35,229	35,229	35,229	35,229	35,229	-	0.0%	0.5%
MNR WECl & Municipal Funding	116,433	56,387	-	75,000	147,500	72,500	0.0%	2.1%
Federal Funding	30,416	42,758	-	3,994	10,585	6,591	165.0%	0.2%
User Fees	2,991,521	3,306,904	3,234,988	3,249,872	3,369,136	119,264	3.7%	48.9%
Community Support	434,312	797,313	550,708	618,345	642,544	24,198	3.9%	9.3%
Interest on Investments	24,144	23,813	-	-	-	-	0.0%	0.0%
Land Donation	-	-	-	-	-	-	0.0%	0.0%
Gain on Sale of Assets	13,339	11,271	-	-	-	-	0.0%	0.0%
Contribution from(to) Reserves	(682,144)	(805,450)	-	168,266	186,455	18,189	10.8%	2.7%
TOTAL REVENUE	5,048,758	6,055,610	5,810,552	6,564,610	6,891,129	326,520	4.97%	100.0%

* The Capital Expenditures in the 2025 Draft Budget are proposed to be funded by Municipal Levy of \$157,500.

**Special Levy of \$100,000 to Norfolk County.

LPRCA 2025 MUNICIPAL LEVY - CONSOLIDATED - DRAFT

MUNICIPALITY	LEVY AMOUNTS			PER CAPITA (Watershed)	PER CAPITA (Municipality)
	OPERATING	CAPITAL	TOTAL		
Haldimand County	\$324,627	\$22,849	\$347,476	\$23.38	\$8.18
Norfolk County	\$1,136,959	\$80,025	\$1,216,984	\$23.68	\$22.49
Norwich Twp.	\$157,568	\$11,091	\$168,659	\$26.96	\$19.95
South-West Oxford Twp.	\$46,020	\$3,239	\$49,259	\$28.47	\$8.54
Tillsonburg	\$293,983	\$20,692	\$314,675	\$22.34	\$22.34
Total Oxford County	\$497,571	\$35,022	\$532,593		
Brant County	\$162,960	\$11,470	\$174,429	\$31.60	\$5.40
Bayham Municipality	\$99,651	\$7,014	\$106,665	\$19.87	\$19.87
Malahide Township	\$15,913	\$1,120	\$17,033	\$25.80	\$2.58
	\$2,237,681	\$157,500	\$2,395,181	\$23.98	\$14.16
Increase over 2024	\$91,718.15	(\$31,440)	\$60,278		
Per Capita Increase over 2024	\$0.92	(\$0.31)	\$0.60		

2025 Draft Capital Levy By Municipality Apportioned by CVA %
LPRCA

Project	Haldimand County	Norfolk County	Norwich Township	South-West Oxford Twp.	Tillsonburg	Brant County	Bayham Municipality	Malahide Township	Total
Watershed Services	\$ 8,510	\$ 29,805	\$ 4,131	\$ 1,206	\$ 7,707	\$ 4,272	\$ 2,612	\$ 417	\$ 58,660
Conservation Authority Lands	\$ 9,140	\$ 32,010	\$ 4,436	\$ 1,296	\$ 8,277	\$ 4,588	\$ 2,806	\$ 448	\$ 63,000
Conservation Parks Management Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Backus Heritage and Education Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Operations Services	\$ 3,459	\$ 12,113	\$ 1,679	\$ 490	\$ 3,132	\$ 1,736	\$ 1,062	\$ 170	\$ 23,840
Communication and Marketing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Corporate Services	\$ 1,741	\$ 6,097	\$ 845	\$ 247	\$ 1,577	\$ 874	\$ 534	\$ 85	\$ 12,000
TOTAL	\$ 22,849	\$ 80,025	\$ 11,091	\$ 3,239	\$ 20,692	\$ 11,470	\$ 7,014	\$ 1,120	\$ 157,500

**Long Point Region Conservation Authority
Levy Apportionment Data for 2025 (CVA)**

Municipality	% in CA	Municipal Population	Municipal Population in CA Jurisdiction	2024 Tax Year Current Value Assessment (CVA) (Modified)	2024 Tax Year CVA (Modified) in CA Jurisdiction	CVA Based Apportionment Percentage
County of Brant	17	32285	5,521	7,956,819,370	1,360,616,112	7.2825%
Bayham M	100	5369	5,369	832,025,540	832,025,540	4.4533%
Malahide Tp	10	6603	660	1,328,662,599	132,866,260	0.7111%
Haldimand County	35	42461	14,861	7,744,135,997	2,710,447,599	14.5073%
Norfolk County	95	54106	51,401	9,992,562,732	9,492,934,595	50.8097%
Norwich Tp	74	8453	6,255	1,777,843,570	1,315,604,242	7.0416%
South-West Oxford Tp	30	5768	1,730	1,280,797,330	384,239,199	2.0566%
Tillsonburg T	100	14087	14,087	2,454,585,053	2,454,585,053	13.1378%
		169,132	99,885		18,683,318,600	100.00%

**Long Point Region Conservation Authority
Levy Apportionment Data for 2025 (CVA)**

Year over Year Analysis

Municipality	% in CA	Municipal Population	Municipal Population in CA Jurisdiction	2023 Tax Year Current Value Assessment (CVA) (Modified)	2023 Tax Year CVA (Modified) in CA Jurisdiction	CVA Based Apportionment Percentage
County of Brant	-	359	61	305,210,154	52,190,936	0.1596%
Bayham M	-	53	53	92,295	92,295	-0.0756%
Malahide Tp	-	-62	-6	1,724,414	172,441	-0.0112%
Haldimand County	-	565	198	204,113,440	71,439,704	0.1409%
Norfolk County	-	159	151	56,297,295	53,482,431	-0.5776%
Norwich Tp	-	25	19	23,995,100	17,756,374	-0.0237%
South-West Oxford Tp	-	41	12	6,487,905	1,946,372	-0.0246%
Tillsonburg T	-	299	299	117,010,955	117,010,955	0.4124%
TOTAL CHANGE		1439	787	714,931,559	314,091,508	0.00%

Levy Apportionment Data for 2024 (CVA)

Municipality	% in CA	Municipal Population	Municipal Population in CA Jurisdiction	2023 Tax Year Current Value Assessment (CVA) (Modified)	2023 Tax Year CVA (Modified) in CA Jurisdiction	CVA Based Apportionment Percentage
County of Brant	17	31,926	5,459	7,651,609,216	1,308,425,176	7.1229%
Bayham M	100	5,316	5,316	831,933,245	831,933,245	4.5290%
Malahide Tp	10	6,665	667	1,326,938,185	132,693,818	0.7224%
Haldimand County	35	41,896	14,664	7,540,022,556	2,639,007,895	14.3665%
Norfolk County	95	53,947	51,250	9,936,265,436	9,439,452,164	51.3873%
Norwich Tp	74	8,428	6,237	1,753,848,470	1,297,847,868	7.0653%
South-West Oxford Tp	30	5,727	1,718	1,274,309,425	382,292,828	2.0812%
Tillsonburg T	100	13,788	13,788	2,337,574,098	2,337,574,098	12.7255%
		167,693	99,098		18,369,227,092	100.00%

5 Year Summary by Municipality of Levy Apportioned by CVA %

LPRCA

Draft Budget Operating Levy
\$ 2,237,681

Draft Budget Capital Levy
\$157,500

Draft Budget Total Levy
\$2,395,181

Municipality	Year	Municipal Levy - Operating				Municipal Levy - Capital				Municipal Levy - Combined			
		Amount of Levy Share	% of Total Levy*	\$ Increase Year over Year	% Increase Year over Year	Amount of Levy Share	% of Total Levy*	\$ Increase Year over Year	% Increase Year over Year	Amount of Levy Share	% of Total Levy*	\$ Increase Year over Year	% Increase Year over Year
Haldimand County	2021	\$240,090	14.23%	\$7,489	3.22%	\$53,371	14.23%	(\$1,260)	-2.31%	\$293,461	14.23%	\$6,230	2.17%
	2022	\$245,330	14.23%	\$5,239	2.25%	\$54,309	14.23%	\$938	1.72%	\$299,638	14.23%	\$6,177	2.15%
	2023	\$302,661	14.42%	\$57,331	23.37%	\$21,624	14.42%	(\$32,685)	-60.18%	\$324,284	14.42%	\$24,646	8.23%
	2024	\$308,299	14.37%	\$5,638	1.86%	\$27,144	14.37%	\$5,520	25.53%	\$335,443	14.37%	\$11,159	3.44%
	2025	\$324,627	14.51%	\$16,328	5.30%	\$22,849	14.51%	(\$4,295)	-15.82%	\$347,476	14.51%	\$12,034	3.59%
Norfolk County	2021	\$882,185	52.29%	\$16,214	1.87%	\$196,106	52.29%	(\$7,284)	-3.58%	\$1,078,290	52.29%	\$8,930	0.84%
	2022	\$901,067	52.26%	\$18,883	2.18%	\$199,470	52.26%	\$3,364	1.65%	\$1,100,537	52.26%	\$22,247	2.08%
	2023	\$1,088,124	51.83%	\$187,057	20.76%	\$77,741	51.83%	(\$121,729)	-61.03%	\$1,165,865	51.83%	\$65,328	5.94%
	2024	\$1,102,753	51.39%	\$14,629	1.34%	\$97,091	51.39%	\$19,350	24.89%	\$1,199,844	51.39%	\$33,978	2.91%
	2025	\$1,136,959	50.81%	\$34,206	3.10%	\$80,025	50.81%	(\$17,066)	-17.58%	\$1,216,984	50.81%	\$17,140	1.43%
Oxford County*	2021	\$360,609	21.38%	\$10,848	3.10%	\$80,162	21.38%	(\$1,986)	-2.42%	\$440,771	21.38%	\$8,862	2.05%
	2022	\$368,308	21.36%	\$7,699	2.20%	\$81,533	21.36%	\$1,371	1.67%	\$449,841	21.36%	\$9,070	2.10%
	2023	\$451,909	21.52%	\$83,601	22.70%	\$32,287	21.52%	(\$49,246)	-60.40%	\$484,196	21.52%	\$34,355	7.64%
	2024	\$469,365	21.87%	\$17,456	3.86%	\$41,325	21.87%	\$9,038	27.99%	\$510,690	21.87%	\$26,494	5.47%
	2025	\$497,571	22.24%	\$28,207	6.01%	\$35,022	22.24%	(\$6,303)	-15.25%	\$532,593	22.24%	\$21,904	4.29%
Brant County	2021	\$114,930	6.81%	\$4,959	4.51%	\$25,548	6.81%	(\$280)	-1.09%	\$140,478	6.81%	\$4,679	3.45%
	2022	\$119,089	6.91%	\$4,159	3.78%	\$26,363	6.91%	\$814	3.15%	\$145,452	6.91%	\$4,974	3.66%
	2023	\$147,095	7.01%	\$28,006	23.52%	\$10,509	7.01%	(\$15,854)	-60.14%	\$157,605	7.01%	\$12,153	8.36%
	2024	\$152,855	7.12%	\$5,760	3.92%	\$13,458	7.12%	\$2,949	28.06%	\$166,313	7.12%	\$8,709	5.53%
	2025	\$162,960	7.28%	\$10,104	6.61%	\$11,470	7.28%	(\$1,988)	-14.77%	\$174,429	7.28%	\$8,116	4.88%
Bayham Municipality	2021	\$76,671	4.54%	\$1,879	2.51%	\$17,044	4.54%	(\$523)	-2.98%	\$93,715	4.54%	\$1,356	1.47%
	2022	\$77,927	4.52%	\$1,256	1.68%	\$17,251	4.52%	\$207	1.18%	\$95,177	4.52%	\$1,463	1.58%
	2023	\$94,466	4.50%	\$16,539	21.22%	\$6,749	4.50%	(\$10,502)	-59.78%	\$101,215	4.50%	\$6,038	6.34%
	2024	\$97,190	4.53%	\$2,724	2.88%	\$8,557	4.53%	\$1,808	10.61%	\$105,747	4.53%	\$4,532	4.48%
	2025	\$99,651	4.45%	\$2,461	2.53%	\$7,014	4.45%	(\$1,543)	-8.94%	\$106,665	4.45%	\$918	0.87%
Malahide Township	2021	\$12,459	0.74%	\$594	5.00%	\$2,770	0.74%	(\$17)	-0.62%	\$15,229	0.74%	\$576	3.93%
	2022	\$12,538	0.73%	\$79	0.66%	\$2,775	0.73%	\$6	0.21%	\$15,313	0.73%	\$84	0.58%
	2023	\$15,255	0.73%	\$2,717	21.67%	\$1,090	0.73%	(\$1,686)	-60.73%	\$16,345	0.73%	\$1,032	7.04%
	2024	\$15,502	0.72%	\$247	1.62%	\$1,365	0.72%	\$275	25.23%	\$16,867	0.72%	\$522	3.43%
	2025	\$15,913	0.71%	\$411	2.65%	\$1,120	0.71%	(\$245)	-17.94%	\$17,033	0.71%	\$167	1.09%
	2025	<u>\$2,237,681</u>		<u>\$91,718</u>	4.27%	<u>\$157,500</u>		<u>(\$31,440)</u>	-16.64%	<u>\$2,395,181</u>		<u>\$60,278</u>	2.58%

<u>Operating</u>		<u>Capital</u>		<u>Combined</u>			
2021	\$ 1,686,943	\$	375,000	\$	2,061,943		
2022	\$ 1,724,258	\$ 37,315	2.21% \$ 381,700	\$ 6,700	1.79% \$ 2,105,959	\$ 44,015	2.13%
2023	\$ 2,099,510	\$ 375,251	21.76% \$ 150,000	\$ (231,700)	-60.70% \$ 2,249,510	\$ 143,551	6.82%
2024	\$ 2,145,963	\$ 46,453	2.21% \$ 188,940	\$ 38,940	25.96% \$ 2,334,903	\$ 85,393	3.80%
2025	\$ 2,237,681	\$ 91,718	4.27% \$ 157,500	\$ (31,440)	-16.64% \$ 2,395,181	\$ 60,278	2.58%
Total	\$ 9,894,355		\$ 1,253,140		\$ 11,147,495		

<u>Notes: Operating</u>			<u>Notes: Capital</u>			<u>Notes: Combined</u>		
2021	\$17.22	per capita	2021	\$3.83	per capita	2021	\$21.63	per capita
2022	\$17.71	per capita	2022	\$3.92	per capita	2022	\$22.94	per capita
2023	\$21.41	per capita	2023	\$1.53	per capita	2023	\$22.94	per capita
2024	\$21.65	per capita	2024	\$1.91	per capita	2024	\$23.56	per capita
2025	\$22.40	per capita	2025	\$1.58	per capita	2025	\$23.98	per capita
<u>Oxford County Apportionment:</u>			<u>Oxford County Apportionment:</u>			<u>Oxford County Apportionment:</u>		
Norwich Twp.	\$ 157,568		Norwich Twp.	\$ 11,091		Norwich Twp.	\$ 168,659	
South-West Oxford	\$ 46,020		South-West Oxford	\$ 3,239		South-West Oxford	\$ 49,259	
Tillsonburg	\$ 293,983		Tillsonburg	\$ 20,692		Tillsonburg	\$ 314,675	
	\$ 497,571			\$ 35,022			\$ 532,593	

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
WATERSHED PLANNING AND TECHNICAL SERVICES**

PROGRAM NAME	LINKS TO STRATEGIC PLAN
WATERSHED PLANNING AND TECHNICAL SERVICES	Strategic Directions #1 Protect People & Property From Flooding & Natural Hazards #2 Deliver Exceptional Services & Experiences
PROGRAM MANAGER	Action Plan
Leigh-Anne Mauthe	Complete O.Reg 41/24 mapping and publish externally. Complete permit application turnaround times report consistent with O. Reg 42/24. FHIMP funded projects - Nanticoke Creek Flood Hazard Mapping.

2022 Actual	2023 Actual	2024 Sep 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget	
\$	\$	\$	\$	\$	\$	%

ACTIVITIES

Technical and Planning Services	\$ 245,658	\$ 224,634	\$ 204,607	\$ 261,084	\$ 266,731	\$ 5,647	2%
Technical Study Services	47,800	32,555	6,283	28,751	96,724	67,973	236%
Administration and Enforcement	109,227	168,226	83,569	149,310	142,705	(6,606)	0%
Amortization	39,030	47,800	-	-	-	-	0%
TOTAL	\$ 441,714	\$ 473,215	\$ 294,458	\$ 439,146	\$ 506,160	\$ 67,014	15.26%

OBJECTS OF EXPENSES

Staff Expenses - Note 1	\$ 386,288	\$ 383,978	\$ 278,180	\$ 389,546	\$ 464,060	\$ 74,514	19%
Staff Related Expenses - Note 2	2,514	6,022	4,971	7,400	6,400	(1,000)	-14%
Materials and Supplies	635	112	655	4,700	4,700	-	0%
Purchased Services - Note 3	11,326	32,528	8,729	31,000	27,500	(3,500)	-11%
Equipment	1,923	2,775	1,923	6,500	3,500	(3,000)	0%
Amortization	39,030	47,800	-	-	-	-	0%
TOTAL EXPENDITURES	\$ 441,714	\$ 473,215	\$ 294,458	\$ 439,146	\$ 506,160	\$ 67,014	15.26%

SOURCES OF REVENUE

Municipal Levy	\$ 203,117	\$ 168,100	\$ 131,504	\$ 175,338	\$ 268,852	\$ 93,514	53.33%
Provincial Funding	-	9,088	-	-	-	-	0%
MNRF Transfer Payment	8,807	8,807	8,807	8,807	8,807	-	0%
User Fees - Pre-Consultation	12,596	5,400	4,750	10,000	7,500	(2,500)	-25%
User Fees - Lawyer Inquiries	27,451	27,905	16,205	25,000	21,000	(4,000)	-16%
Planning Act Review Fees	125,232	100,294	49,592	100,000	80,000	(20,000)	0%
User Fees - Planning/Technical Service Fees	146,930	112,497	90,560	120,000	120,000	-	0%
Contribution from/(to) Reserves	(82,418)	41,125	-	-	-	-	0%
TOTAL REVENUE	\$ 441,714	\$ 473,215	\$ 301,418	\$ 439,146	\$ 506,160	\$ 67,014	15.26%

NOTES

- COLA increase, 1 employee moving in the pay grid steps.
- Courses and professional memberships for 3 staff members.
- Planning legal fees, motor pool and credit card fees..

STAFFING LEVELS (FTE)

2025	2024
4.13	3.35

CHANGES IN SERVICES & ACTIVITY LEVELS

Project Consultant 0.30 FTE added to lead FHIMP projects (Hydrology study).
Engineer Special Projects added to work on FHIMP projects (contract).

Staffing	TOTAL	DEPARTMENT FTE	2025	2024	2023
Manager of Watershed Services	1.00	90%	0.90	0.90	0.70
Manager of Engineering & Infrastructure	0.00	25%	0.25	0.25	0.00
Lands & Waters Supervisor	0.00	8%	0.08	0.05	0.00
Engineer Special Projects	1.00	50%	0.50	0.00	0.00
Project Consultant	1.00	30%	0.30	0.05	0.14
Resource Planner	2.00	200%	2.00	2.00	2.00
Development Technician	0.00	0%	0.00	0.00	0.75
Water Resources Analyst	0.00	10%	0.10	0.10	0.10
	<u>5.00</u>		<u>4.13</u>	<u>3.35</u>	<u>3.69</u>

Technical and Planning Service User Fees

Program Cost Recovery Goal

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

The 2025 budget user fees represent 56%, MNR Grant 2% and municipal levy of 42% cost-share.

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

2024 Revenue

Planning User fees are down approximately 17% from this time last year and projected to come in approximately 20% below the 2024 budget target.

Proposed 2025 Technical and Planning Service User Fees

In the 2023 budget staff proposed planning users fees increase of 3% and prior to the fee schedule taking effect, the Minister of Natural Resources and Forestry by a Minister's Direction prohibited Conservation Authorities to make any changes to the fee amount charged associated with planning, development and permitting fees effective from January 1, 2023, to December 31, 2023. The 2024 draft budget included a 5% average increase to to planning fees and the Minister continued the freeze initiated in 2023 into 2024. The freeze was applied to all 36 Conservation Authorities. As a result, LPRCA fees relating to planning, development and permitting have been frozen at the 2022 levels.

Staff are proposing the fees for 2025 to increase on average 5%. The 2025 user fee revenue budget has been decreased by 10.4% from the 2024 projection of \$255,000 to \$228,500 taking into consideration the trend analysis of the previous three years.

Ontario Regulation 41/24 Permit Fees			
Application Type	2024 Fees	Proposed 2025 Fees	% Change
<p>Very minor development <u>Development with very low risk of impact on natural hazards or natural features.</u> Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Non-habitable accessory structures less than 23 m² (247 ft²), e.g. decks, fences, above-ground pools, barns, sheds <input type="checkbox"/> Fill placement removal and/or grading (landscaping, driveway top-dressing) <input type="checkbox"/> Off-line pond maintenance 	\$ 200	\$ 210	5%
<p>Minor development, interference and alteration <u>Development/work with low risk of impact on natural hazards or natural features. No technical reports are required.</u> Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Raising building or additions not requiring engineered drawings <input type="checkbox"/> Repairs/renovations to existing building <input type="checkbox"/> Non-habitable accessory structures less than 100 m² (1076ft²) <input type="checkbox"/> Septic system <input type="checkbox"/> Fill placement, removal/or grading (not requiring engineered plans) <input type="checkbox"/> Minor development (as listed above) more than 30 metres from a wetlands <input type="checkbox"/> New or replacement residential structures more than 30 metres from a wetland <input type="checkbox"/> Minor utilities (directional bore) <input type="checkbox"/> New offline ponds (grading plan required) <input type="checkbox"/> Docks, boathouses <input type="checkbox"/> Routine/maintenance dredging <input type="checkbox"/> Minor repairs to existing shoreline structures <input type="checkbox"/> Maintenance, repair or replacement of access crossings <input type="checkbox"/> Other applications not deemed by staff to be "Major" in nature 	\$ 405	\$ 425	5%
<p>Major development, interference and alteration <u>Development/work with moderate risk of impact on natural hazards or natural features. Detailed report and/or plans are required.</u> Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Raising building or additions requiring engineered plans <input type="checkbox"/> Non-habitable accessory structures greater than 100 m² (1076ft²) <input type="checkbox"/> New or replacement structures in a natural hazard area <input type="checkbox"/> Fill placement, removal and/or grading (requiring engineered plans) <input type="checkbox"/> Development (including minor development as listed above) less than 30 metres from a wetland <input type="checkbox"/> Major development greater than 30 m from a wetland <input type="checkbox"/> New offline pond with overflow or channel connection <input type="checkbox"/> Maintenance/repairs to existing shoreline structures <input type="checkbox"/> Water crossing, bridge repair <input type="checkbox"/> Stormwater management outlet structure <input type="checkbox"/> Other applications deemed by staff to be "Major" in nature 	\$ 695	\$ 730	5%

Ontario Regulation 41/24 Permit Fees			
Application Type	2024 Fees	Proposed 2025 Fees	% Change
<p><u>Complex development, interference and alteration</u> <u>Development/work with a high risk and/or potential impact to natural hazards or natural features. One or more studies are required, e.g. an environmental impact study, hydraulic analysis, storm water management report or slope stability study. Examples:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Large fill placement, removal, grading (greater than 1000 m3) <input type="checkbox"/> Golf courses <input type="checkbox"/> New watercourse bank stabilization <input type="checkbox"/> New Lake Erie shoreline protection structure <input type="checkbox"/> Bridge replacement <input type="checkbox"/> Channel realignment 	\$ 1,380	\$ 1,450	5%
<u>General</u>			
On Site Technical Advice Fee <i>(Will be applied to permit application if submitted within 12 months from inspection)</i>	\$ 248.60 HST included	\$ 260.00 HST included	5%
Wetland Boundary Delineation <i>(Review of MNRF Wetland boundary in the field by LPRCA ecologist, on property owner request)</i>	\$ 360.00 HST included	\$ 375.00 HST included	4%
Title Clearance <i>(solicitor, realtor, other requests for detailed property information)</i>	\$ 248.60 HST included	\$ 260.00 HST included	5%
Violations/Application where work has proceeded without authorization	2 x Fee	2 x Fee	
Permit Revisions <i>(Must be minor in nature and permit must still be valid.)</i>	\$ 95	\$ 100	5%
Minister's Zoning Order (MZO) <i>(Permit associated with a Minister's Zoning Order)</i>	Cost recovery	Cost recovery	

General Notes for all Application Fees

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

Planning Act Review Fees			
Application Type	2024 Fees	Proposed 2025 Fees	% Change
Preconsultation Fee			
Review, comment, or participation in preconsultation process	\$ 300	\$ 315	5%
Subdivision and Vacant Land Condominium			
	\$1,380 + \$100/lot (Total Maximum \$15,000.00 +HST)	\$1,450 + \$105/lot (Total Maximum \$15,000.00 +HST)	5%
To draft plan approval including associated OPA and ZBA	\$ 455	\$ 475	4%
Red-line revision (applicant initiated)	\$ 720	\$ 755	5%
Technical plans and reports (SWM with grading & sediment	\$ 225	\$ 235	4%
Clearance letter (each phase)			
Zoning By-Law Amendment			
Minor	\$ 455	\$ 475	4%
Accompanied by 1 technical report	\$ 720	\$ 755	5%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,500	5%
Combined Official Plan/Zoning By-Law Amendment			
Minor	\$ 720	\$ 755	5%
Accompanied by 1 technical report	\$ 1,430	\$ 1,500	5%
Accompanied by 2 technical reports	\$ 2,060	\$ 2,160	5%
Consent (severance)			
Minor	\$ 455	\$ 475	4%
Accompanied by 1 technical report	\$ 720	\$ 755	5%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,500	5%
Variance			
Minor	\$ 455	\$ 477	5%
Accompanied by 1 technical report	\$ 720	\$ 755	5%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,500	5%
Site Plan Control			
Minor	\$ 455	\$ 475	4%
Accompanied by 1 technical report	\$ 720	\$ 755	5%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,500	5%
Complex Application (incl. OPA/ZBL/Site Plan) for golf courses, trailer parks, campgrounds and lifestyle communities.	\$ 2,060	\$ 2,160	5%

General Notes for All Application Fees:

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

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
WATERSHED FLOOD CONTROL SERVICES**

PROGRAM NAME	LINKS TO STRATEGIC PLAN
WATERSHED FLOOD CONTROL SERVICES	Strategic Directions #1 Protect People & Property From Flooding & Natural Hazards #2 Deliver Exceptional Services & Experiences
PROGRAM MANAGER	Action Plan
Saifur Rahman	Deer Creek Dam - Dam Safety Review (DSR) completion. Teeterville Dam Class Environmental Assessment completion. Hydrology study update for the watershed - FHIMP funded. Hay Creek Dam engineering and design project completion. Engineered design for Sutton Dam structure removal.

2022	2023	2024	2024	2025	2025 Change from	
Actual	Actual	Sept 30 YTD	Budget	Budget	2024 Budget	
\$	\$	\$	\$	\$	\$	%

ACTIVITIES

Flood Control Administrative Services	\$ 50,581	\$ 101,220	\$ 103,649	\$ 97,610	\$ 138,776	\$ 41,165	42%
Flood Forecasting and Warning Services	20,518	24,085	32,509	85,333	91,878	6,545	8%
General Operational Services	7,952	5,986	13,229	39,984	42,070	2,086	5%
Structures - Minor Maintenance Services	5,941	10,365	3,025	79,383	68,076	(11,307)	-14%
Structures - Preventative Maintenance Services	7,566	19,677	10,335	17,768	28,090	10,322	58%
Port Rowan Climate/Hydrometric Monitoring Station	-	1,976	-	-	-	-	0%
Norwich Dam - Dam Safety Review - WECl	-	99,716	-	-	-	-	0%
Norwich Dam - Embankment Design - WECl	-	110,063	-	-	-	-	0%
TOTAL	\$ 92,558	\$ 373,087	\$ 162,747	\$ 320,079	\$ 368,890	\$ 48,811	15.25%

OBJECTS OF EXPENSES

Staff Expenses - Note 1	\$ 71,722	\$ 147,780	\$ 139,097	\$ 277,054	\$ 316,865	\$ 39,811	14%
Staff Related Expenses - Note 2	525	2,817	2,167	2,700	2,700	-	0%
Materials and Supplies	3,392	2,555	3,178	7,800	10,300	2,500	32%
Purchased Services	9,451	212,846	12,522	23,525	30,025	6,500	28%
Equipment	\$ 7,469	\$ 7,089	\$ 5,783	\$ 9,000	9,000	-	0%
TOTAL EXPENDITURES	\$ 92,558	\$ 373,087	\$ 162,747	\$ 320,079	\$ 368,890	\$ 48,811	15.25%

SOURCES OF REVENUE

Municipal Levy	\$ 178,189	\$ 298,868	\$ 220,243	\$ 293,657	\$ 342,468	\$ 48,811	17%
Provincial Funding	-	49,858	2,331	-	-	-	0%
MNRF Transfer Payment	26,422	26,422	26,422	26,422	26,422	-	0%
MNR WECl & Municipal Funding	116,433	56,387	-	-	-	-	0%
Contribution from/(to) Reserves	(228,485)	(58,447)	-	-	-	-	0%
TOTAL REVENUE	\$ 92,558	\$ 373,087	\$ 248,996	\$ 320,079	\$ 368,890	\$ 48,811	15.25%

NOTES

- | |
|--|
| 1. COLA increase and 2 staff moving in the grid.
2. Conference, course, and memberships expenses for two staff. |
|--|

STAFFING LEVELS (FTE)

<u>2025</u>	<u>2024</u>
2.76	2.13

CHANGES IN SERVICES & ACTIVITY LEVELS

Manager of Engineering & Infrastructure increased to 0.65 FTE from 0.50 FTE. Project consultant added 0.10 FTE to assist with Environmental Class EA. HWS Technician added 0.25 FTE. Engineer Special projects added to assist with special projects.
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Staffing	TOTAL	DEPARTMENT FTE	2025	2024	2023
Manager of Engineering & Infrastructure	1.00	65%	0.65	0.50	0.00
Manager of Watershed Services	0.00	0%	0.00	0.00	0.30
Project Consultant	0.00	10%	0.10	0.05	0.14
Water Resources Analyst	1.00	78%	0.78	0.80	0.80
Engineer Special Projects	0.00	17%	0.17	0.00	0.00
Lands & Waters Supervisor	1.00	38%	0.38	0.34	0.20
Workshop Technician	0.00	20%	0.20	0.20	0.18
HWS Technician	0.00	25%	0.25	0.00	0.00
Workshop Supervisor	0.00	10%	0.10	0.10	0.10
Development Technician	0.00	0%	0.00	0.00	0.15
Seasonal Support	0.00	14%	0.14	0.14	0.09
	<u>3.00</u>		<u>2.76</u>	<u>2.13</u>	<u>1.96</u>

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
HEALTHY WATERSHED SERVICES**

PROGRAM NAME	LINKS TO STRATEGIC PLAN
HEALTHY WATERSHED SERVICES	Strategic Directions #1 Protect People & Property From Flooding & Natural Hazards #2 Deliver Exceptional Services & Experiences
PROGRAM MANAGER	Action Plan
Leigh-Anne Mauthe	Target 3 Grant Funded erosion control projects on private landowners properties. Target Big Otter watershed for grant funded cover crops and erosion control measures. Install a grant funded phosphorus monitoring sensor on Big Otter Creek. Report on stream health monitoring efforts within the watershed.

2022	2023	2024	2024	2025	2025 Change from	
Actual	Actual	Sep 30 YTD	Budget	Budget	2024 Budget	
\$	\$	\$	\$	\$	\$	%

ACTIVITIES

Healthy Watershed Technical Support Services *	\$ 51,667	\$ 56,661	\$ 28,143	\$ 12,718	\$ 18,617	\$ 5,899	46%
Drain Classification - DFO/Norfolk County	2,797	3,135	3,868	-	2,860	\$ 2,860	0%
Surface & Groundwater Quality Monitoring Services	32,955	45,460	25,851	61,970	51,885	\$ (10,085)	-16%
Sediment and Erosion Control Services	1,606	-	-	-	-	\$ -	0%
Watershed Low Water Response Services	1,652	1,680	1,585	5,544	3,309	\$ (2,234)	-40%
Lamprey Barrier Inspection Services	1,728	4,013	1,610	3,994	7,725	\$ 3,731	93%
Water Supply Source Protection Planning	3,477	4,490	3,323	13,731	14,405	\$ 674	5%
Stream Health Monitoring*	-	-	4,613	19,265	10,925	\$ (8,340)	0%
ICAP - Integrated Conservation Action Plan	91,054	89,102	97,979	50,005	45,000	\$ (5,005)	0%
COA Agreement	1,348	19,125	14,731	-	-	\$ -	0%
Specific Initiatives and Services	54,997	49,806	61,461	-	-	\$ -	0%
ECCC - GLFEI - Big Otter	-	-	412	-	75,000	\$ 75,000	0
TOTAL	\$ 243,281	\$ 273,472	\$ 243,576	\$ 167,227	\$ 229,726	\$ 62,499	37.37%

OBJECTS OF EXPENSES

Staff Expenses - Note 1	\$ 128,890	\$ 109,333	\$ 88,592	\$ 109,220	\$ 124,228	\$ 15,008	14%
Staff Related Expenses	797	316	370	-	400	400	0%
Materials and Supplies	16,445	23,247	48,930	2,000	23,984	21,984	1099%
Purchased Services	97,150	140,575	103,662	56,007	81,115	25,108	45%
TOTAL EXPENDITURES	\$ 243,281	\$ 273,472	\$ 241,553	\$ 167,227	\$ 229,726	\$ 62,499	37.37%

SOURCES OF REVENUE

Municipal Levy	\$ 111,946	\$ 146,553	\$ 50,635	\$ 67,514	\$ 55,195	\$ (12,319)	(18.25%)
Provincial Funding	1,225	1,829	1,325	-	-	-	0%
Federal Funding	13,840	7,795	-	3,994	10,585	6,591	165%
User Fees	310	1,239	-	-	-	-	0%
Community Support	152,891	160,389	118,951	63,736	134,405	70,669	111%
Contribution from/(to) Reserves	(36,931)	(44,333)	-	-	-	-	0%
Transfer from/(to) Current Year Surplus - Note 2	-	-	-	31,983	29,542	(2,441)	(8%)
TOTAL REVENUE	\$ 243,281	\$ 273,472	\$ 170,911	\$ 167,227	\$ 229,726	\$ 62,499	37.37%

NOTES

* Category 3 programs and services funded by current year surplus transfer.
1. COLA increase and 1 staff moving in the pay grid steps.
2. Transfer from current year surplus to fund Healthy Watershed Category 3 programs and services \$29,542.

STAFFING LEVELS (FTE)

2025	2024
1.08	1.03

CHANGES IN SERVICES & ACTIVITY LEVELS

Lands & Waters Supervisor increased to 0.34 FTE from 0.24 FTE.
Water Resources Analyst for Source Water Protection.
Healthy Watershed Technician reduced to 0.53 FTE.

STAFFING

	TOTAL	DEPARTMENT FTE	2025	2024	2023
Manager of Watershed Services	0.00	10%	0.10	0.10	0.00
Lands & Waters Supervisor	0.00	34%	0.34	0.24	0.53
Water Resources Analyst	0.00	10%	0.10	0.10	0.10
HWS Technician	1.00	53%	0.53	0.58	0.97
General Manager	0.00	1%	0.01	0.01	0.01
	1.00		1.08	1.03	1.61

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
CONSERVATION AUTHORITY LANDS**

PROGRAM NAME	LINKS TO STRATEGIC PLAN
Conservation Authority Lands	Strategic Directions #1 Protect People & Property From Flooding & Natural Hazards #2 Deliver Exceptional Services & Experiences #4 Organizational Excellence
PROGRAM MANAGER	Action Plan
Judy Maxwell	Manage Lee Brown Marsh for sustainable hunting opportunities and a healthy ecosystem. Parking lot/fencing upgrades, install forest tract gates and property signage. Property surveys and enforcement of activities on Authority own lands. Maintenance of parkettes and Authority trails.

	2022 Actual	2023 Actual	2024 Sep 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget	
	\$	\$	\$	\$	\$	\$	%
ACTIVITIES							
Administration & Enforcement	\$ 164,160	\$ 212,661	\$ 178,162	\$ 314,101	\$ 359,563	\$ 45,462	14%
Parkettes Services	26,340	74,031	44,333	93,287	94,897	1,609	2%
Lee Brown Waterfowl Management Services	126,058	97,342	87,064	166,500	171,180	4,680	3%
Hazard Tree Removal	26,607	32,157	32,839	86,548	103,962	17,414	20%
Fish and Wildlife Support Services	4,042	2,461	4,341	3,500	3,500	-	0%
Partner Agreement Management	-	-	524	6,374	5,346	(1,028)	-16%
TOTAL	\$ 347,207	\$ 418,652	\$ 346,739	\$ 670,310	\$ 738,447	\$ 68,137	10.17%

OBJECTS OF EXPENSES	2022 Actual	2023 Actual	2024 Sep 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget	
	\$	\$	\$	\$	\$	\$	%
Staff Expenses - Note 1	\$ 151,702	\$ 171,894	\$ 131,130	\$ 400,170	\$ 440,165	\$ 39,995	10%
Staff Related Expenses	-	-	-	150	150	-	0%
Materials and Supplies	20,955	17,870	21,842	29,723	31,223	1,500	5%
Purchased Services	174,549	228,887	193,768	240,267	266,909	26,642	11%
TOTAL EXPENDITURES	\$ 347,207	\$ 418,652	\$ 346,739	\$ 670,310	\$ 738,447	\$ 68,137	10.17%

SOURCES OF REVENUE	2022 Actual	2023 Actual	2024 Sep 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget	
	\$	\$	\$	\$	\$	\$	%
Municipal Levy	\$ 253,425	\$ 345,971	\$ 313,640	\$ 418,186	\$ 472,705	\$ 54,519	13.04%
User Fees - Note 2	199,238	240,382	254,376	245,750	260,396	\$ 14,646	6%
Contribution from/(to) Reserves - Note 3	(105,456)	(167,701)	-	6,374	5,346	\$ (1,028)	-16%
TOTAL REVENUE	\$ 347,207	\$ 418,652	\$ 568,015	\$ 670,310	\$ 738,447	\$ 68,137	10.17%

NOTES
1. COLA increase, 2 staff moving up the grid. 2. Lee Brown Marsh fees - \$107,180. 3. Partner Agreement Management - \$5,346 from reserves.

STAFFING LEVELS (FTE)	2025	2024	CHANGES IN SERVICES & ACTIVITY LEVELS
	4.23	3.27	Manager of Conservation Lands increased to 0.40FTE from 0.30 FTE. Supervisor of Forestry decreased to 0.26 FTE from 0.43 FTE. Seasonal Support Staff added 0.77 FTE. HWS Technician reallocated 0.19 FTE to Conservation Lands.

STAFFING	TOTAL	DEPARTMENT FTE	2025	2024	2023
Lee Brown Marsh Manager	1.00	100%	1.00	1.00	1.00
Manager Conservation Land Services	1.00	40%	0.40	0.30	0.18
Support Staff (4)	6.00	163%	1.63	0.82	0.82
Support Staff (2)	2.00	38%	0.38	0.48	0.38
Superintendent of Conservation Areas	0.00	31%	0.31	0.18	0.18
Supervisor of Forestry	0.00	26%	0.26	0.43	0.07
Forestry Technician	0.00	6%	0.06	0.06	0.02
HWS Technician	0.00	19%	0.19	0.00	0.00
	<u>10.00</u>		<u>4.23</u>	<u>3.27</u>	<u>2.65</u>

¹¹²
LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS - FORESTRY FEE SCHEDULE

	Draft 2025 before HST
FORESTRY Consulation Service per hour	\$125.00

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

	Draft 2025 before HST
LEE BROWN MARSH <u>Goose Relocation</u> - Per Canada goos	\$6.20
<u>Hunting Fees</u> 1-Day Field Hunt , 1 person 1-Day (midweek) Marsh Hunt, 1 person 1-Day (midweek) Marsh Hunt, 4 people 3-Day Marsh Hunt for 4 people	\$53.10 \$503.78 \$1,718.75 \$4,296.88

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

	Draft 2025 before HST
LANDS AND WATERS <u>Tree Planting Program - Forest Ontario Sponsored</u> Full Service (Seedling and Planting) per tree ¹	\$0.70
<u>Private Landowner Tree Planting Program</u> Land Owner Cost per tree ² Full Service (Seedling and Planting) per tree ³ Rental of Tree Planter per day for trees purchased from the Conservation Authority	\$0.96 - \$2.35 \$1.75 - \$3.05 \$75.00
<u>Restoration Program</u> Erosion Control - Landowner Plans	\$350.00
¹ Pricing subject to change without notice. Subject to approval and availability. Minimum 500 seedlings must be planted. ² Pricing subject to change without notice. Subject to availability. Minimum 150 seedlings/species. ³ Pricing subject to change without notice. Subject to availability. Minimum 5 acres and 500 seedlings.	

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
COMMUNICATION AND MARKETING SERVICES**

PROGRAM NAME	LINKS TO STRATEGIC PLAN
COMMUNICATION AND MARKETING SERVICES	Strategic Directions #1 Protect People & Property From Flooding & Natural Hazards #2 Deliver Exceptional Services & Experiences #4 Organizational Excellence Action Plan Outreach with an emphasis on the Great Lakes Freshwater Ecosystem Initiative. Promote Authority's program's & services and accomplishments. Update and refresh the Authority's website information and user experience.
PROGRAM MANAGER	
Aaron LeDuc	

	2022 Actual	2023 Actual	2024 Sep 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget	
	\$	\$	\$	\$	\$	\$	%

ACTIVITIES

Communication and Marketing Services	\$ 95,974	\$ 59,249	\$ 58,622	\$ 122,963	\$ 110,908	\$ (12,056)	-10%
Leighton & Betty Brown Scholarship Trust Fund	2,000	2,000	1,000	1,000	1,000	-	0%
LPRCA Memorial Woodlot Services	3,521	7,518	9,540	12,335	10,503	(1,832)	-15%
TOTAL	\$ 101,495	\$ 68,768	\$ 69,162	\$ 136,299	\$ 122,411	\$ (13,888)	-10.19%

OBJECTS OF EXPENSES

Staff Expenses - Note 1	\$ 80,827	\$ 55,673	\$ 55,326	\$ 98,799	\$ 87,161	\$ (11,638)	-12%
Staff Related Expenses	1,279	120	25	1,650	1,650	-	0%
Materials and Supplies	7,488	8,078	4,958	11,300	11,300	-	0%
Purchased Services	11,901	4,896	8,853	24,550	22,300	(2,250)	-9%
TOTAL EXPENDITURES	\$ 101,495	\$ 68,768	\$ 69,162	\$ 136,299	\$ 122,411	\$ (13,888)	-10.19%

SOURCES OF REVENUE

Municipal Levy	\$ 96,719	\$ 130,277	\$ 96,224	\$ 128,299	\$ 115,661	\$ (12,638)	-9.85%
Community Support - Note 2	8,976	12,197	6,723	8,000	6,750	(1,250)	-16%
Contribution from/(to) Reserves	(4,200)	(73,706)	-	-	-	-	0%
TOTAL REVENUE	\$ 101,495	\$ 68,768	\$ 102,947	\$ 136,299	\$ 122,411	\$ (13,888)	-10.19%

NOTES

- COLA increase, 1 employee moving up the grid.
- Memorial Woodlot Donations of \$5,750 and the Leighton & Betty Brown Fund Interest for Scholarships of \$1,000.

STAFFING LEVELS (FTE)

2025	2024
1.08	1.08

CHANGES IN SERVICES & ACTIVITY LEVELS

The FTE's remain at the 2024 level.

STAFFING

	TOTAL	DEPARTMENT FTE	2025	2024	2023
Marketing & Social Media Associate	1.00	100%	1.00	1.00	1.00
Seasonal Support	0.00	8%	0.08	0.08	0.08
	1.00		1.08	1.08	1.08

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
BACKUS HERITAGE AND EDUCATION SERVICES**

PROGRAM NAME

BACKUS HERITAGE AND
EDUCATION SERVICES

LINKS TO STRATEGIC PLAN

Strategic Directions

#2 Deliver Exceptional Services & Experiences
#4 Organizational Excellence

PROGRAM MANAGER

Judy Maxwell

Action Plan

Deliver student Outdoor Education & Heritage Programs.
Collection Management project continuation.
Grand opening for the Conservation Education Centre Galley Revitalization project.
Replace Cherry Valley School House roof.

ACTIVITIES	2022	2023	2024	2024	2025	2025 Change from	
	Actual	Actual	Sep 30 YTD	Budget	Budget	2024 Budget	%
	\$	\$	\$	\$	\$	\$	%
Education Centre	\$ 27,657	\$ 44,470	\$ 24,001	\$ 49,546	\$ 43,416	\$ (6,130)	-12%
Educational and Interactive Program Services	15,095	62,159	36,422	84,423	106,782	22,359	26%
Heritage Village and Historical Services*	108,270	132,820	131,540	173,788	184,549	10,761	6%
Tourism Relief Fund Ed Centre Reno	-	26,886	-	-	-	-	0%
Amortization	39,902	50,803	-	-	-	-	0%
TOTAL	\$ 190,924	\$ 317,138	\$ 191,963	\$ 307,756	\$ 334,746	\$ 26,990	8.77%

OBJECTS OF EXPENSES

Staff Expenses - Note 1	\$ 118,071	\$ 209,018	\$ 154,667	\$ 247,646	\$ 260,204	\$ 12,558	5%
Staff Related Expenses	628	500	589	1,550	1,550	-	0%
Materials and Supplies	3,877	15,242	4,640	11,361	13,731	2,370	21%
Purchased Services	28,446	41,575	32,066	47,200	59,261	12,061	26%
Amortization	39,902	50,803	-	-	-	-	0%
TOTAL EXPENDITURES	\$ 190,924	\$ 317,138	\$ 191,963	\$ 307,756	\$ 334,746	\$ 26,990	8.77%

SOURCES OF REVENUE

Municipal Levy	\$ 94,968	\$ 150,426	\$ 4,186	\$ 5,582	\$ 3,945	\$ (1,637)	-29%
Provincial Funding-Student programs	-	2,155	7,949	4,500	4,500	-	0%
Federal Funding - COVID-19 Funding	16,576	34,963	-	-	-	-	0%
Other - Interest on Investments, Misc.	-	-	-	-	-	-	0%
User Fees - Educational non contract programs	823	180	775	3,000	1,000	(2,000)	-67%
User Fees - Heritage non contract programs	1,937	11,050	5,001	4,606	5,108	502	11%
Community Support - Note 2	54,030	165,454	103,469	156,074	191,727	35,654	23%
Contribution from (to) Reserves	22,590	(47,090)	-	-	-	-	0%
Transfer from/(to) Current Year Surplus - Note 3	-	-	-	133,995	128,466	(5,529)	0%
TOTAL REVENUE	\$ 190,924	\$ 317,138	\$ 121,380	\$ 307,756	\$ 334,746	\$ 26,990	8.77%

NOTES

* **Category 3 programs and services funded by current year surplus transfer.**
 1. COLA increase, 3 staff moving up the grid.
 2. Community support revenue includes the interest from the endowment fund of \$100,000 and the contracts with the school boards is \$86,052.
 3. Transfer from user fee programs & services to fund Heritage programs of \$128,466.

STAFFING LEVELS (FTE)

2025	2024
3.10	3.05

CHANGES IN SERVICES & ACTIVITY LEVELS

Curator to 0.96 FTE from 0.90 FTE.
Heritage Programmer to 0.85 FTE from 0.81 FTE.

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Staffing	TOTAL	DEPARTMENT FTE	2025	2024	2023
Manager Conservation Land Services	0.0	20%	0.20	0.00	0.00
Superintendent of Conservation Areas	0.0	0%	0.00	0.25	0.30
Curatorial Assistant	0.0	0%	0.00	0.00	0.50
Curator	1.0	96%	0.96	0.90	0.90
Heritage Programmer	1.0	85%	0.85	0.81	0.50
Outdoor Educator	1.0	50%	0.50	0.50	0.50
Carpenter	0.0	0%	0.00	0.00	0.05
Workshop Supervisor	0.0	5%	0.05	0.05	0.05
Heritage Program Students (2)	2.0	50%	0.50	0.50	0.50
Outdoor Education Students	1.0	4%	0.04	0.04	0.50
	6.00		3.10	3.05	3.80

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
CONSERVATION PARKS MANAGEMENT SERVICES**

PROGRAM NAME CONSERVATION PARKS MANAGEMENT SERVICES	LINKS TO STRATEGIC PLAN <u>Strategic Directions</u> #2 Deliver Exceptional Services & Experiences #4 Organizational Excellence
PROGRAM MANAGER Judy Maxwell	<u>Action Plan</u> Continue to provide visitors and campers exceptional experiences. Haldimand CA South Side Hydro Upgrades. Waterford CA Playground Equipment installation.

	2022 Actual	2023 Actual	2024 Sep 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget	
	\$	\$	\$	\$	\$	\$	%
ACTIVITIES							
Backus Conservation Area Services	\$ 295,081	\$ 372,989	\$ 325,086	\$ 356,192	\$ 357,572	\$ 1,380	0%
Norfolk Conservation Park Services	251,846	305,692	277,007	348,745	368,256	19,510	6%
Deer Creek Conservation Park Services	178,669	217,232	185,300	212,470	224,186	11,716	6%
Haldimand Conservation Park Services	300,428	310,449	305,217	382,833	391,569	8,736	2%
Waterford North Conservation Park Services	258,045	314,831	305,846	367,547	372,391	4,844	1%
Amortization	78,930	104,605	-	-	-	-	0%
	\$ 1,362,999	\$ 1,625,798	\$ 1,398,457	\$ 1,667,787	\$ 1,713,973	\$ 46,186	2.77%

OBJECTS OF EXPENSES							
Staff Expenses - Note 1	\$ 722,291	\$ 843,881	\$ 802,278	\$ 1,008,726	\$ 1,022,117	\$ 13,391	1%
Staff Related Expenses	4,028	4,072	4,153	5,505	6,075	570	10%
Materials and Supplies	102,167	94,155	82,828	73,250	76,125	2,875	4%
Purchased Services	434,083	556,360	485,473	556,581	584,931	28,350	5%
Equipment - Note 2	21,500	22,725	23,725	23,725	24,725	1,000	4%
Amortization	78,930	104,605	-	-	-	-	0%
TOTAL EXPENDITURES	\$ 1,362,999	\$ 1,625,798	\$ 1,398,457	\$ 1,667,787	\$ 1,713,973	\$ 46,186	2.77%

SOURCES OF REVENUE							
Municipal Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
User Fees - Note 3	1,914,023	2,034,057	2,058,961	1,941,600	2,025,200	83,600	4%
Provincial Funding-Student programs	10,699	10,510	-	14,500	-	(14,500)	-100%
Contribution from (to) Reserves	(561,723)	(418,769)	-	-	-	-	0%
Transfer from/(to) Current Year Surplus - Note 4	-	-	-	(258,913)	(260,472)	(1,559)	1%
TOTAL REVENUE	\$ 1,362,999	\$ 1,625,798	\$ 2,058,961	\$ 1,697,187	1,764,728	\$ 67,541	3.98%
SURPLUS - Note 5	\$ -	\$ -	\$ 660,504	\$ 29,400	\$ 50,755	\$ 21,355	72.64%

NOTES							
1. COLA increase, and grid movement.							
2. Equipment charges for CAMIS reservation system and hardware increasing to \$24,725.							
3. Camping revenues budgeted to increasing 4.3% to reflect fee increase and projected usage.							
4. Transfer to Healthy Watershed Services (\$29,542), Backus Heritage (\$128,466) and Corporate Services (\$76,059).							
5. Budget surplus of \$50,755 to fund campground capital upgrades.							

STAFFING LEVELS (FTE)

CHANGES IN SERVICES & ACTIVITY LEVELS

<u>2025</u>	<u>2024</u>
15.69	14.90

Manager of Conservation Lands Services 0.4FTE from 0.5 FTE.
 Summer/student support at Backus CA reduced from 3.48 to 2.58 FTE.
 Superintendent of Conservation Areas reduced 0.05 FTE to 0.58 FTE.
 Seasonal support from the workshop increased to 1.15 FTE's from 0.86 FTE.

FTE	TOTAL	DEPARTMENT FTE	2025	2024	2023
Manager Conservation Land Services	0.00	40%	0.40	0.50	0.60
Superintendent of Conservation Areas	1.00	63%	0.69	0.58	0.63
Deer Creek Supervisor and Assistant (2)	2.00	108%	1.08	1.08	1.08
Deer Creek summer/students (2)	3.00	104%	1.04	1.04	1.04
Backus Supervisor and Assistant (2)	2.00	108%	1.08	1.08	1.08
Backus summer/students (2)	10.00	258%	2.58	2.58	3.48
Norfolk Supervisor and Assistant	2.00	108%	1.08	1.08	1.08
Norfolk summer/students (4)	4.00	144%	1.44	1.44	1.44
Haldimand Supervisor and Assistant (2)	2.00	108%	1.08	1.21	1.08
Haldimand summer/students (4)	4.00	144%	1.44	1.44	1.44
Waterford Supervisor and Assistant (2)	2.00	108%	1.08	1.08	1.08
Waterford summer/students (3)	5.00	133%	1.73	1.73	1.33
Seasonal Support	0.00	115%	0.98	1.15	0.86
	<u>36.00</u>		<u>15.69</u>	<u>14.90</u>	<u>14.99</u>

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

	2020 HST included	2021 HST included	2022 HST included	2023 HST included	Draft 2024 HST included	Draft 2025 HST included	Draft increase %
DAY USE FEES							
Walk-in (under 12 free)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$7.00	16.67%
Vehicle	\$14.00	\$15.00	\$15.00	\$15.00	\$15.00	\$16.00	6.67%
Motorcycle	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$10.00	11.11%
Season Vehicle Day Pass	\$85.00	\$95.00	\$95.00	\$100.00	\$100.00	\$110.00	10.00%
Season Vehicle Pass Replacement	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	0.00%
Mini Bus	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	0.00%
Bus	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	0.00%
Operator Permit Fee - Annual		\$350.00	\$350.00	\$375.00	\$375.00	\$375.00	0.00%
Operator Customer Fee - per person		\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	0.00%
Picnic Site						\$32.00	NEW
CAMPING FEES							
<u>Per Night</u>							
Unserviced*	\$38.00	\$38.00	\$38.00	\$40.00	\$41.00	\$42.00	2.44%
With Hydro & Water 15 amp*	\$50.00	\$50.00	\$50.00	\$53.00	\$55.00	\$57.00	3.64%
With Hydro & Water 30 amp*	\$59.00	\$59.00	\$59.00	\$60.00	\$63.00	\$65.00	3.17%
With Hydro, Water & Sewer 15 amp*	\$61.00	\$61.00	\$61.00	\$64.00	\$66.00	\$69.00	4.55%
With Hydro, Water & Sewer 30 amp*	\$70.00	\$70.00	\$70.00	\$70.00	\$73.00	\$76.00	4.11%
<i>*20% discount for overnight camping for seniors & the disabled. Must show senior or disability permit.</i>							
<u>Cabin Rental Per Night</u>							
Cabin 900 A (Backus only)	\$60.00	\$60.00	\$60.00	\$65.00	\$70.00	\$73.00	4.29%
Cabin 901 D (Backus only)	\$105.00	\$105.00	\$105.00	\$110.00	\$115.00	\$120.00	4.35%
<u>Per Week</u>							
Unserviced	\$225.00	\$225.00	\$225.00	\$240.00	\$246.00	\$252.00	2.44%
With Hydro & Water 15 amp	\$305.00	\$305.00	\$305.00	\$318.00	\$330.00	\$342.00	3.64%
With Hydro & Water 30 amp	\$350.00	\$350.00	\$350.00	\$360.00	\$378.00	\$390.00	3.17%
With Hydro, Water & Sewer 15 amp	\$368.00	\$368.00	\$368.00	\$384.00	\$396.00	\$414.00	4.55%
With Hydro, Water & Sewer 30 amp	\$415.00	\$415.00	\$415.00	\$420.00	\$438.00	\$456.00	4.11%
<u>Cabin Rental Per Week</u>							
Cabin 900 A (Backus only)	\$360.00	\$360.00	\$360.00	\$360.00	\$385.00	\$400.00	3.90%
Cabin 901 D (Backus only)	\$630.00	\$630.00	\$630.00	\$630.00	\$635.00	\$660.00	3.94%
<u>Per Month</u>							
Unserviced	\$675.00	\$675.00	\$675.00	\$720.00	\$738.00	\$756.00	2.44%
With Hydro & Water 15 amp	\$915.00	\$915.00	\$915.00	\$954.00	\$990.00	\$1,026.00	3.64%
With Hydro & Water 30 amp	\$1,050.00	\$1,050.00	\$1,050.00	\$1,080.00	\$1,134.00	\$1,170.00	3.17%
With Hydro, Water & Sewer 15 amp	\$1,100.00	\$1,100.00	\$1,100.00	\$1,152.00	\$1,188.00	\$1,242.00	4.55%
With Hydro, Water & Sewer 30 amp	\$1,240.00	\$1,240.00	\$1,240.00	\$1,260.00	\$1,314.00	\$1,368.00	4.11%
<u>Per Season</u>							
Unserviced	\$1,685.00	\$1,770.00	N/A	N/A	N/A	N/A	
With Hydro & Water 15 amp	\$2,400.00	\$2,520.00	\$2,570.00	\$2,623.50	\$2,722.50	\$2,821.50	3.64%
With Hydro & Water 30 amp	\$2,650.00	\$2,785.00	\$2,840.00	\$2,970.00	\$3,118.50	\$3,217.50	3.17%
With Hydro, Water & Sewer 15 amp	\$2,900.00	\$3,045.00	\$3,105.00	\$3,168.00	\$3,267.00	\$3,415.50	4.55%
With Hydro, Water & Sewer 30 amp	\$3,125.00	\$3,285.00	\$3,350.00	\$3,465.00	\$3,613.50	\$3,762.00	4.11%
Premium & 30 amp	\$3,200.00	\$3,360.00	\$3,430.00	\$3,565.00	\$3,740.00	\$3,925.00	4.95%
2nd Season Vehicle Day Pass	\$50.00	\$55.00	\$55.00	\$60.00	\$60.00	\$60.00	0.00%
Exterior Fridge (Seasonal)	\$275.00	\$300.00	\$300.00	\$325.00	\$335.00	\$335.00	0.00%
Seasonal Camper Late Payment Fee					\$75.00	\$75.00	0.00%

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

	2020 HST included	2021 HST included	2022 HST included	2023 HST included	Draft 2024 HST included	Draft 2025 HST included	Draft increase %
Group Camping							
Group Camping Tents Only							
Group Camping (per night)	\$55.00	\$55.00	\$55.00	\$60.00	\$60.00	\$65.00	8.33%
Group Camping (per person/night)	\$6.00	\$6.00	\$6.00	\$7.00	\$7.00	\$8.00	14.29%
Portable Toilet Rental						\$205.00	NEW
OTHER FEES							
Reservation Fee - online	\$12.00	\$13.00	\$13.00	\$14.00	\$15.00	\$15.00	0.00%
Reservation Fee - by phone	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	0.00%
Cancellation/Change Fee	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	0.00%
2nd Vehicle Parking	\$11.00	\$12.00	\$12.00	\$13.00	\$13.00	\$13.00	0.00%
Pavilion	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	0.00%
Wood	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	0.00%
Kindling	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	0.00%
Ice	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	0.00%
Picnic Tables (per table per day)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	0.00%
Bait / Worms	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$4.00	14.29%
Vendor permit	\$55.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	0.00%
Canoe/Kayak Rental - per hour	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$20.00	33.33%
- per 1/2 day (4 hours)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$60.00	20.00%
Boat/Trailer Storage - off site	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	0.00%
Winter Trailer Storage/camp site	\$215.00	\$225.00	\$225.00	\$225.00	\$225.00	\$250.00	11.11%
Winter Storage Late Fee (per day)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	0.00%
BACKUS HERITAGE CONSERVATION AREA							
Rentals							
Church Rental	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	0.00%
Ed. Centre Rentals							
- 1/2 day	\$240.00	\$240.00	\$240.00	\$240.00	\$240.00	\$247.00	2.92%
- full day Auditorium or Classroom	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$412.00	3.00%
- add for 2nd room	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	0.00%
Photography							
Photography Fee	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$100.00	33.33%
- includes entry for 2 passenger vehicles							
Education Programming							
- full day**				\$560.84	\$583.62	\$606.97	4.00%
- 1/2 day**				\$280.42	\$291.81	\$303.48	4.00%
**Maximum 40 students per class per day.							

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
PUBLIC FOREST LAND MANAGEMENT SERVICES**

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

2022 Actual	2023 Actual	2024 Sep 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget	
\$	\$	\$	\$	\$	\$	%

ACTIVITIES

General Forestry Management Services	\$ 230,656	\$ 242,968	\$ 151,943	\$ 231,152	\$ 247,378	\$ 16,226	7%
LPBLT - Upland Habitat Program - Note 3	\$ 40,386	\$ 88,430	\$ 66,587	\$ 66,381	\$ 71,917	\$ 5,537	0%
Long Point Biosphere Reserve	\$ -	\$ 12,639	\$ 34,023	\$ -	\$ -	\$ -	
TOTAL	\$ 271,042	\$ 344,037	\$ 252,553	\$ 297,532	\$ 319,295	\$ 21,763	7.31%

OBJECTS OF EXPENSES

Staff Expenses - Note 1	\$ 211,174	\$ 242,698	\$ 187,625	\$ 199,356	\$ 210,619	\$ 11,263	6%
Staff Related Expenses - Note 2	9,461	10,500	9,951	11,300	11,800	500	4%
Materials and Supplies	13,756	18,234	5,715	19,276	19,276	-	0%
Purchased Services - Note 4	36,651	72,605	49,261	67,600	77,600	10,000	15%
TOTAL EXPENDITURES	\$ 271,042	\$ 344,037	\$ 252,553	\$ 297,532	\$ 319,295	\$ 21,763	7.31%

SOURCES OF REVENUE

Municipal Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
User Fees - Forest Revenue	340,505	332,157	315,172	310,000	310,000	-	0%
Community Support	22,712	61,782	62,193	40,000	35,000	(5,000)	-13%
Contribution from (to) Reserves	(92,174)	(49,902)	-	-	-	-	0%
Transfer from/(to) Current Year Surplus - Note 5	-	-	-	(43,918)	(25,705)	18,213	-41%
TOTAL REVENUE	\$ 271,042	\$ 344,037	\$ 377,365	\$ 306,082	\$ 319,295	\$ 13,213	4.32%

SURPLUS

TOTAL	\$ -	\$ -	\$ 124,812	\$ 8,550	\$ -	\$ (8,550)	0%
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NOTES

- COLA increase.
- \$8,500 included for membership fees including the Eastern Ontario Model Forest Association.
- LPBLT Grant Funding of \$35,000.
- Subcontractors are: \$30,000 for ecological survey, \$5,000 property surveys and \$5,000 for a Forestry Consultant.
- Transfer to Corporate Services (\$25,705).

STAFFING LEVELS (FTE)

2025	2024
1.79	1.65

CHANGES IN SERVICES & ACTIVITY LEVELS

Manager of Conservation removed from 0.2 FTE to 0.0 FTE.
Supervisor of Forestry increased to 0.74 from 0.50 FTE.
Lands & Waters Supervisor added 0.05 FTE
HWS Technician added 0.05 FTE.

FTE	TOTAL	DEPARTMENT FTE	2025	2024	2023
Manager Conservation Land Services	0%	0.00	0%	0.00	0.20
Supervisor of Forestry	100%	1.00	50%	0.74	0.50
Lands & Waters Supervisor	0%	0.00	5%	0.05	0.00
Forestry Technician	100%	1.00	94%	0.94	0.94
HWS Technician	0%	0.00	5%	0.05	0.00
Seasonal Staff	0%	0.00	1%	0.01	0.01
		2.00		1.79	1.65
				1.79	1.65
				1.79	1.65

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
PRIVATE FOREST LAND MANAGEMENT SERVICES**

PROGRAM NAME	LINKS TO STRATEGIC PLAN
PRIVATE FOREST LAND MANAGEMENT SERVICES	Strategic Directions #2 Deliver Exceptional Services & Experiences #4 Organizational Excellence
PROGRAM MANAGER	Action Plan
Leigh-Anne Mauthe	Plant 40,000 trees on private and LPRCA owned properties. Complete tree survival monitoring and reporting.

	2022 Actual	2023 Actual	2024 Sep 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget	
	\$	\$	\$	\$	\$	\$	%
ACTIVITIES							
Private Property Tree Planting Services	\$ 137,659	\$ 93,155	\$ 77,150	\$ 114,849	\$ 134,582	\$ 19,733	17%
OPG Tree Planting Services	-	-	-	50,000	-	(50,000)	0%
LPB/OPG Long Term Tree Planting Services	-	6,420	617	11,443	-	(11,443)	-100%
Trees for Roads	12,354	16,498	-	12,136	12,812	676	0%
	\$ 150,013	\$ 116,074	\$ 77,766	\$ 188,427	\$ 147,394	\$ (41,034)	-21.78%

OBJECTS OF EXPENSES

Staff Expenses - Note 1	\$ 27,026	\$ 47,254	\$ 39,048	\$ 66,753	\$ 35,494	\$ (31,259)	-47%
Staff Related Expenses	740	680	-	850	850	-	0%
Materials and Supplies - Note 2	80,436	47,144	18,661	72,049	69,650	(2,399)	-3%
Purchased Services - Note 3	41,811	20,995	20,057	48,775	41,400	(7,375)	-15%
TOTAL EXPENDITURES	\$ 150,013	\$ 116,074	\$ 77,766	\$ 188,427	\$ 147,394	\$ (41,034)	-21.78%

SOURCES OF REVENUE

Municipal Levy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
User Fees - Note 4	115,836	40,763	80,252	90,849	106,582	15,733	17%
Community Support - Note 5	33,454	71,505	28,167	86,136	40,812	(45,324)	-53%
Contribution from (to) Reserves	723	3,805	-	11,443	-	(11,443)	0%
TOTAL REVENUE	\$ 150,013	\$ 116,074	\$ 108,418	\$ 188,427	\$ 147,394	\$ (41,034)	-21.78%

NOTES

- COLA increase, one staff moving up grid.
- Nursery stock of \$60,000.
- Subcontractors expense for the tree planting of \$28,000 and motorpool expenses of \$10,000.
- User fees are private property tree planting funding from Forest Ontario.
- Community Support is fees charged to landowners, trees for roads program and grant funding.

STAFFING LEVELS (FTE)

2025	2024
0.32	0.80

CHANGES IN SERVICES & ACTIVITY LEVELS

Lands & Waters Supervisor decreased 0.16 FTE to grant funded program.
HWS Technician decreased to 0.10 FTE from 0.42 FTE.

FTE	TOTAL	DEPARTMENT FTE	2025	2024	2023
Lands & Waters Supervisor	0.00	24%	0.16	0.32	0.27
HWS Technician	0.00	3%	0.10	0.42	0.03
Support Staff	0.00	6%	0.06	0.06	0.06
	0.00		0.32	0.80	0.36

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
Maintenance Operations Services**

PROGRAM NAME Maintenance Operations Services	LINKS TO STRATEGIC PLAN <u>Strategic Directions</u> #2 Deliver Exceptional Services & Experiences #4 Organizational Excellence
PROGRAM MANAGER Saifur Rahman	<u>Action Plan</u> Support operations for parks, parkettes, flood control structures, forestry and motor pool. Maintain the equipment and vehicles for the Authority.

	2022 Actual	2023 Actual	2024 Sep 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget	
	\$	\$	\$	\$	\$	\$	%
ACTIVITIES							
General Facility Maintenance Services	\$ 170,795	\$ 208,384	\$ 140,687	\$ 227,039	\$ 196,854	\$ (30,185)	-13%
Motor Pool Services	145,004	177,043	132,039	206,267	211,044	4,777	2%
Amortization	82,966	69,194	-	-	-	-	0%
	\$ 398,765	\$ 454,620	\$ 272,726	\$ 433,307	\$ 407,898	\$ (25,409)	-5.86%

OBJECTS OF EXPENSES							
Staff Expenses- Note 1	\$ 161,818	\$ 195,584	\$ 143,853	\$ 235,507	\$ 225,548	\$ (9,959)	-4%
Staff Related Expenses	2,937	3,803	3,970	4,100	3,600	(500)	-12%
Materials and Supplies - Note 2	95,178	93,084	62,466	91,550	90,300	(1,250)	-1%
Purchased Services	55,866	92,955	62,437	102,150	88,450	(13,700)	-13%
Amortization	82,966	69,194	-	-	-	-	0%
TOTAL EXPENDITURES	\$ 398,765	\$ 454,620	\$ 272,726	\$ 433,307	\$ 407,898	\$ (25,409)	-5.86%

SOURCES OF REVENUE							
					\$ -		
Municipal Levy	\$ 260,558	\$ 197,722	\$ 170,280	\$ 227,039	\$ 161,198	\$ (65,842)	-29%
User Fees - Note 3	98,291	390,427	353,441	390,267	418,700	28,433	7%
Contribution from (to) Reserves	39,916	(133,529)	-	-	-	-	0%
TOTAL REVENUE	\$ 398,765	\$ 454,620	\$ 523,720	\$ 617,307	\$ 579,898	\$ (37,409)	-6.06%
SURPLUS - Note 4	\$ -	\$ -	\$ -	\$ 184,000	\$ 172,000	\$ -	42.17%

NOTES	
1. COLA increase, 1 staff moving up the grid.	
2. Fuel, Diesel and motor pool repairs.	
3. Motor Pool revenues of \$418,700.	
4. 2025 Capital Budget includes the acquisition of \$172,000 equipment & vehicles.	

STAFFING LEVELS (FTE)		CHANGES IN SERVICES & ACTIVITY LEVELS	
2025	2024		
2.15	2.20	Manager of Engineering and Infrastructure reduced to 0.10 FTE from 0.25 FTE allocation.	
		Workshop Technician increased from 0.75 FTE to 0.80 FTE.	

STAFFING	TOTAL	DEPARTMENT FTE	2025	2024	2023
Manager of Engineering & Infrastructure	0.00	25%	0.10	0.25	0.20
Workshop Technician	1.00	75%	0.80	0.75	0.69
Workshop Supervisor	1.00	85%	0.85	0.85	0.85
Support Staff	0.00	35%	0.40	0.35	0.35
	<u>2.00</u>		<u>2.15</u>	<u>2.20</u>	<u>2.09</u>

**LONG POINT REGION CONSERVATION AUTHORITY
2025 DRAFT BUDGET
CORPORATE SERVICES**

PROGRAM NAME	LINKS TO STRATEGIC PLAN
CORPORATE SERVICES	<u>Strategic Directions</u> #2 Deliver Exceptional Services & Experiences #3 Support & Empower Our People #4 Organizational Excellence
PROGRAM MANAGER	
Aaron LeDuc	<u>Action Plan</u> Review and update Corporate policies.

2022 Actual	2023 Actual	2024 Sep 30 YTD	2024 Budget	2025 Budget	2025 Change from 2024 Budget	
\$	\$	\$	\$	\$	\$	%

ACTIVITIES

LPRCA Board	\$ 55,650	\$ 66,652	\$ 55,444	\$ 68,790	\$ 70,122	\$ 1,332	2%
Corporate / IT Services	1,034,420	1,164,454	856,600	1,171,610	1,123,203	(48,407)	-4%
Amortization	9,364	10,317	-	-	-	-	0%
TOTAL	\$ 1,099,434	\$ 1,241,423	\$ 912,044	\$ 1,240,400	\$ 1,193,325	\$ (47,075)	-3.80%

OBJECTS OF EXPENSES

Staff Expenses - Note 1	\$ 656,645	\$ 678,969	\$ 560,487	\$ 770,310	\$ 711,678	\$ (58,631)	-8%
Staff Related Expenses	7,551	12,867	9,675	17,100	14,600	(2,500)	-15%
Materials and Supplies	9,070	10,472	4,421	10,000	10,300	300	3%
Purchased Services - Note 2	351,419	451,055	268,432	359,700	368,125	8,425	2%
Equipment	9,734	11,091	13,585	14,500	18,500	4,000	28%
Other	55,650	66,652	55,444	68,790	70,122	1,332	2%
Amortization	9,364	10,317	-	-	-	-	0%
TOTAL EXPENDITURES	\$ 1,099,434	\$ 1,241,423	\$ 912,044	\$ 1,240,400	\$ 1,193,325	\$ (47,075)	-3.80%

SOURCES OF REVENUE

Municipal Levy	\$ 525,337	\$ 726,699	\$ 622,761	\$ 830,348	\$ 817,656	\$ (12,691)	-2%
User Fees - Note 3	8,351	10,555	10,654	8,800	13,650	4,850	55%
Community Support - Note 4	162,248	325,986	231,206	264,400	233,850	(30,550)	-12%
Interest on Investments	24,144	23,813	-	-	-	-	0%
Gain on Sale of Assets	13,339	11,271	-	-	-	-	0%
Contribution from (to) Reserves	366,014	143,098	-	-	-	-	0%
Transfer from/(to) Current Year Surplus - Note 5	-	-	-	136,852	128,168	(8,684)	-6%
TOTAL REVENUE	\$ 1,099,434	\$ 1,241,423	\$ 864,620	\$ 1,240,400	\$ 1,193,325	\$ (47,075)	-3.80%

NOTES

- COLA increase, four staff moving up the grid.
- Includes the lease of the administration office space \$117,100.
- Rental of office space \$13,650.
- Gas lease revenue of \$2,500, water irrigation permit fee of \$1,100, interest revenue \$192,500 and endowment interest of \$20,000 to cover overhead, taxes and insurance for Backus Education Center.
- The transfer from current year surplus from user fee support departments is \$178,923.

STAFFING LEVELS (FTE)

2025	2024
5.90	6.55

CHANGES IN SERVICES & ACTIVITY LEVELS

Project Consultant reduced to 0.0 FTE from 0.4 FTE.
Special Projects reduced to 0.0 FTE from 0.25 FTE.

STAFFING

	TOTAL	DEPARTMENT FTE	2025	2024	2023
General Manager	1.00	99%	0.99	0.99	0.99
Manager of Corporate Services	1.00	100%	1.00	1.00	1.00
Supervisor of Accounting	0.00	0%	0.00	0.00	1.00
Accounting Clerk (2)	2.00	190%	1.90	1.90	0.80
Executive Assistant	1.00	100%	1.00	1.00	1.00
HR Associate/Receptionist	1.00	100%	1.00	1.00	1.00
Project Consultant	0.00	0%	0.00	0.40	0.28
Special Projects	0.00	0%	0.00	0.25	0.25
Seasonal Support Staff	0.00	2%	0.02	0.02	0.02
TOTAL	6.00		5.90	6.55	6.34

LONG POINT REGION CONSERVATION AUTHORITY
CORPORATE SERVICES FEE SCHEDULE

	Draft 2025 before HST
CORPORATE SERVICES	
Hold Harmless Agreements for research or events	\$45.13
Irrigation Access Permits within Conservation Authority owned properties	\$1,000.00

Capital Budget Summary - 2025

Long Point Region Conservation Authority One Year (2025) Draft Capital Budget

CAPITAL PROJECTS 2025	General Levy	Special Levy	Provincial Funding	Endowment Funding	Unrestricted Reserves	User Fee Reserve	Prior Year Capital Levy	In-Year Surplus	Total
Watershed Services									
Flood Control Structure Repairs and Studies	52,500	100,000	82,500				30,000		265,000
Hydrology Study	30,000		30,000						60,000
Nanticoke Creek Flood Hazard Mapping			35,000		35,000				70,000
Conservation Authority Lands									
Property Gates	5,000								5,000
Signage Project	18,000								18,000
Parking Lots and Fencing Upgrades	10,000								10,000
Barn Demolition	5,000								5,000
Backus Heritage and Education Services									
Conservation Education Centre Exterior Upgrades				64,000					64,000
Building Assessments	25,000								25,000
Conservation Parks Management Services									
Haldimand CA South Side Hydro Upgrades								50,755	50,755
Waterford CA Playground Equipment						52,109			52,109
Maintenance Operation Services									
Vehicle Replacement (1 1/2 ton pickup truck)								53,000	53,000
Vehicle Replacement (1 3/4 ton pickup truck)								62,000	62,000
Equipment Replacement (1 riding lawnmower)								19,000	19,000
Equipment Purchase (1 Tractor)								38,000	38,000
Corporate Services									
Computer Upgrades	12,000								12,000
Total	\$ 157,500	\$ 100,000	\$ 147,500	\$ 64,000	\$ 35,000	\$ 52,109	\$ 30,000	\$ 222,755	\$ 808,864

Capital Budget Summary - 2025-2029

Long Point Region Conservation Authority Five Year (2025-2029) Draft Capital Budget

CAPITAL PROJECTS 2025-2029	2025	2026	2027	2028	2029	Total
Watershed Services						
Flood Control Structure Repairs and Studies	265,000	512,000	633,000	1,785,000	985,000	4,180,000
Hydrology Study	60,000					60,000
Nanticoke Creek Flood Hazard Mapping	70,000	50,000				120,000
Upper Big Creek Flood and Erosion Hazard Mapping		70,000	50,000			120,000
Conservation Authority Lands						
Property Gates	5,000	5,000	5,000	5,000	5,000	25,000
Signage Project	18,000	6,000	6,000	6,000	6,000	42,000
Parking Lots and Fencing Upgrades	10,000					10,000
Barn Demolition	5,000					5,000
Backus Heritage and Education Services						
Conservation Education Centre Exterior Upgrades	64,000					64,000
Building Assessments	25,000					25,000
Conservation Parks Management Services						
Haldimand CA South Side Hydro Upgrades	50,755					50,755
Waterford CA Playground Equipment	52,109					52,109
Maintenance Operation Services						
Vehicle Replacement (1 1/2 ton pickup truck)	53,000	53,000	53,000	53,000	53,000	265,000
Vehicle Replacement (1 3/4 ton pickup truck)	62,000					62,000
Equipment Replacement (1 riding lawnmower)	19,000	19,000	19,000	19,000	19,000	95,000
Equipment Purchase (1 Tractor)	38,000				55,000	93,000
Corporate Services						
Computer Upgrades	12,000	12,000	12,000	12,000	12,000	60,000
Total	\$ 808,864	\$ 727,000	\$ 778,000	\$ 1,880,000	\$ 1,135,000	\$ 5,328,864

SOURCES OF REVENUE for 2025						
MUNICIPAL GENERAL LEVY - Capital	157,500	23,000	23,000	173,000	173,000	\$ 549,500
MUNICIPAL SPECIAL LEVY - Capital	100,000	512,000	633,000	1,635,000	835,000	\$ 3,715,000
Grants - Provincial (WECI or FHIMP)	147,500	60,000	25,000	0	0	\$ 232,500
Endowment Funding	64,000	0	0	0	0	\$ 64,000
Unrestricted Reserves	35,000	60,000	25,000	0	0	\$ 120,000
Motorpool Reserve	0	0	0	0	0	\$ -
User Fee Reserve	52,109	0	0	0	0	\$ 52,109
Prior Year Capital Levy	30,000	0	0	0	0	\$ 30,000
In-Year Surplus	222,755	72,000	72,000	72,000	127,000	\$ 565,755
Total	\$ 808,864	\$ 727,000	\$ 778,000	\$ 1,880,000	\$ 1,135,000	\$ 5,328,864

Flood Control Structures Capital Summary 2025-2034

The Long Point Region Conservation Authority currently owns and operates 12 dams and water control structures within its watershed. Historically these structures were constructed for a variety of reasons including water storage, flow augmentation, municipal and agricultural water sources, power generation and recreation. Many of these structures were constructed in the 1960's while others were constructed over 100 years ago.

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

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

2025 Flood Control Structures Capital Plan

The Long Point Region Conservation Authority currently owns and operates 12 dams and water control structures within the watershed. For 2025, LPRCA staff are proposing to complete the following:

1. **Teeterville Dam:** Conservation Authority Class Environmental Assessment (Class EA) is underway in 2024 to investigate options to repair, modify, abandon or decommission the Dam in consultation with the affected community and applicable government agencies. The cost to complete the 2-year project in 2025 is 65,000.00.
2. **Lehman Dam:** Dam Safety Review to investigate the capacity, structural stability and safety conditions at the dam.
3. **Sutton Dam Structure:** The dam was decommissioned in 2005 by removing all of the stop logs and the flashboards. The remaining concrete is deteriorating. The engineered design plan for the removal of the structure and implementation plan will restore natural waterflow, improve fish migrations and revitalize habitat. There is a footbridge on top of the structure.

LPRCA Flood Control Structures

Backus Mill Dam

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

The Riggs inspection identified the Dam to be in need of repairs to the bridge, spillway and embankment. A structural analysis and assessment of the timber bridge with respect to the Canadian Highway Bridge Design Code was completed. The bridge was reinforced for capacity requirements and curbs added for vehicular

safety in 2016. Pedestrian railings around the bridge and dam were added in 2017/18 to protect the public from fall hazards.

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

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

Brook Dam

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

The dam was partially decommissioned in 2007 and although the dam is not operating anymore, the concrete structure still remains. A Dam Safety Study is required to determine if a dam failure is still a risk to the downstream properties.

Deer Creek Dam

The Dam was constructed on Deer Creek approximately 2.7 km north of the confluence with Big Creek in Norfolk County in the late 1960's. LPRCA constructed the Dam as a water storage area, an agricultural irrigation source, a recreational opportunity and feature for the adjacent Deer Creek Conservation Area, and to support Norfolk County Road 45 and its bridge over the watercourse and valley system. The Dam is a composite gravity dam with earthen embankments on either side and a concrete spillway. Stoplogs are included in the spillway for minor adjustment of water levels but are not actively operated due to inaccessibility and lack of need.

The 2014 inspection identified the Dam to be in relatively good condition. Noted by the inspection is an ongoing alkali-silica reaction across the majority of the dam's concrete. Alkali-silica reaction of concrete is between the cement paste and the aggregate that leads to swelling resulting in spalling, loss of strength, and potential failure. Concrete repair planned in 2020 and 2021 was not approved for WECl funding but proceeded in 2022 with Norfolk County funding. An application made to the WECl program again in 2022 was approved, reducing the cost to Norfolk County.

Additional items for further investigation and maintenance to ensure the structure's long-term health and performance include a video camera inspection of the toe drains. The safety fence was upgraded in 2018 to Ontario Building Code standards around hazards. The required Dam Safety Review, originally planned in 2020, has been approved for WECl funding and is underway in 2024.

Hay Creek Dam

In 1967 the Hay Creek Dam was originally constructed approximately 4.5 km from Lake Erie by the Big Creek Conservation Authority. In 1970 the dam came under the ownership of LPRCA with the amalgamation of the

Big Creek Region and Otter Creek Conservation Authorities. The dam was constructed as a water storage area, an agricultural irrigation source, a recreational opportunity and feature for the adjacent Hay Creek Conservation Area, and to support Port Ryerse Road and its bridge over the watercourse and valley system.

The Dam was identified by the Riggs Engineering inspection as a high priority structure requiring immediate attention. Specifically identified with the Dam was the disabling of the shear pin mechanism without prior approval from MNRF under LRIA. The shear pin mechanism was intended to release stop logs during flood flows to increase flow capacity and reduce the potential for overtopping of the Dam. In 2015/16 WECl co-funded a hydraulic study of the disabled shear pin mechanism. It was determined the flow capacity of the Dam was reduced and the structure would be overtopped during a 100-year flood. In response, the water level was reduced to an appropriate level (now current level) that allows the structure to pass the 100-year flood with adequate freeboard.

Deterioration of downstream wingwalls was identified in the Riggs inspection as a priority concern. Potential causes of the issues related to the walls include a buildup of water behind the wingwalls and joint deterioration.

A Dam Safety Review and Condition Assessment was completed in 2018 to assess the overall condition of the Dam. The Hazard Classification has been determined to be HIGH based on the potential loss of life due to flooding at one home downstream at Gilbert Road. However, Norfolk County enlarged the Gilbert Road culvert in 2023 at which time the hazard was reduced to LOW. The Dam Safety Review concluded that the downstream embankment does not meet the structural stability standards. A potential solution would include repairing the concrete, adding wicking behind the wingwalls to improve drainage, installing a sheet pile wall mid-way down the downstream slope to improve stability, and maintaining the lower water level as has been the case since 2016. The design study for the repairs is underway in 2024 with construction shown in the capital forecast for 2026.

Should LPRCA choose to explore abandonment or decommissioning of the dam in the long-term, an environmental assessment and consultation process will be required. At Norfolk County's request, the EA is shown in the capital forecast for 2027-28 to align with the County's bridge repair planning.

Lehman Dam

Lehman Dam was constructed in 1964 downstream of the confluence of North and South Creek to provide a drinking water source for the Town of Delhi. Norfolk County no longer uses the Dam's reservoir as a municipal drinking water source. The reservoir continues to be used as an agricultural irrigation source and a conservation area feature.

The Dam and reservoir have been identified to be in relatively good condition by Riggs Engineering. Repairs to the fish ladder related to potential erosion were delayed in 2017 and proposed in 2018 with co-funding from WECl (unsuccessfully). These repairs were considered in 2019/2020 but are being postponed until the MTO gives direction to the culvert on Hwy. #3. Action and safety items identified to be addressed in 2-5 years, including replacing safety railings consistent with the Ontario Building Code were completed in 2023.

Discussions with Norfolk County staff and the Ministry of Transportation (MTO) have called into question the future of the Dam. New water supply wells east of Delhi have eliminated the need for the Dam and reservoir as a source for municipal water.

An MTO culvert at the upper upstream limit of the reservoir is scheduled to be replaced. The backwater effects of the reservoir and future of the reservoir will likely impact the type of crossing constructed (bridge or culvert) and associated costs. Discussions with Norfolk County and MTO staff regarding the potential future of the Dam are on hold. To date, no costs associated with the Dam's future related to decommissioning are included in the Capital Plan. However, options will be being explored with both agencies to reduce overall costs.

The required Dam Safety Review for Lehman Dam has been approved for WECl for 2025.

Norwich Dam

The Norwich Dam was originally constructed in the late 1960's by the Big Otter Conservation Authority approximately 103 km upstream from Lake Erie within the village of Norwich on Big Otter Creek. In 1970, the Dam came under the ownership of the LPRCA after the Big Creek Region and Otter Creek Conservation Authorities merged. The Dam currently serves as a feature to the Norwich Conservation Area and has historically provided low flow augmentation.

The Dam has been identified to be in relatively good condition based on the inspection report. Additional action items identified to be addressed in 2-5 years include inspecting the downstream stilling basin for erosion; assessing the upstream embankment condition; and adding riprap protection as necessary. The safety fence around public hazards was upgraded in 2018 to Ontario Building Code standards.

A Dam Safety Review and Condition Assessment, was completed in 2020 to assess the overall condition of the Dam. The Hazard Classification has been determined to be Medium based on the potential property damage due to flooding downstream in the Town of Norwich. The Dam Safety Review concluded that the dam meets capacity standards and can pass the inflow design flood without overtopping. However, the dam does not meet the structural stability standard for winter ice loading conditions; the control structure will require anchoring or mass adding to meet this structural stability standard. Ice loading considerations and options for remediation will be investigated further.

The severe erosion on the upstream slope of the earth embankment was repaired in 2022 with WECl funding assistance. The dam safety review also recommends a number of small operator and public safety repairs.

Sutton Dam

The Sutton Dam was reconstructed in 1960, at this time a new spillway section consisting of two log sections, 6 feet wide by 12 feet high, were built. The dam was partially decommissioned in 2005 by removing all of the stop logs and the flashboards.

Teeterville Dam

The Teeterville Dam was originally constructed in the early 1900's approximately 36 km from Lake Erie within the village of Teeterville, Norfolk County on Big Creek. In 1954, the structure and reservoir were purchased by the former Big Creek Conservation Authority. After taking ownership, the Big Creek Conservation Authority made modifications to the dam by adding stop logs to increase the reservoir level approximately 1.0 metre. The dam came under the ownership of LPRCA after the Big Creek Region and Otter Conservation Authorities merged in 1970. Norfolk County, LPRCA and privately-owned lands surround the dam and reservoir.

The structure was identified as a high priority structure based on its condition by the 2014 Riggs Engineering inspection. A Dam Safety Review and Condition Assessment was co-funded by WECl and completed by AECOM in 2016. The assessment determined the Dam does not meet stability requirements, the stilling basin is undermined and repairs are required to the concrete and operator bridge. The Dam was lowered to its winter operating level in October 2016 and will be maintained at its current level to reduce loading on the Dam and avoid the need for operator access on the unsafe bridge.

The current reduced operating level will not address the inadequate stability condition of the Dam. To address the instability, required portions of the Dam could potentially be anchored and/or mass added at a significant cost. A sediment management plan was completed in 2017 to facilitate LPRCA's options including following through on the necessary repairs or lowering the reservoir further.

In 2018/19 Stantec Engineering undertook a design to facilitate construction and obtain Lakes and Rivers Improvement Act (LRIA) approval from MNRF for the repairs. The work will improve global stability to meet dam safety standards and LRIA requirements, repair deteriorated concrete and provide operator access. The old bridge was removed from the top of the dam by Norfolk County in 2022.

Based on discussions with Norfolk County staff, an Environmental Assessment is underway with WECl funding assistance in 2024 to consider options. The environmental assessment will include consultation with the affected community and applicable government agencies. The cost to complete this 2-year project in 2025 is \$65,000.

Vittoria Dam

Vittoria Dam was first constructed between 1805 and 1810 near the town of Vittoria, Norfolk County to power grist and saw mills. During its operation the dam was rebuilt a number of times due to failure and deterioration. In 1964 the Big Creek Region Conservation Authority commissioned the dam to be rebuilt at its present location approximately 5 km from Lake Erie on Youngs Creek. The Vittoria Dam is primarily comprised of an earthen berm and concrete structure with stoplogs to control water levels. The majority of the structural components of the dam are located within the road allowance of Mill Pond Road with the berm of Vittoria Dam providing a base for the road and concrete structure supporting the bridge deck.

In 2015 a Dam Safety Review was completed by AECOM and co-funded by WECl. The study identified minor, major and safety repairs, as well as the hazard classification, associated inflow/design flood and stability requirements.

AECOM identified the need for concrete repair on the wingwalls, piers, abutments and deck, as well as operator safety repairs and repairs/improvements on the approach road and deck. The operator safety repairs were completed in 2016.

The Dam Safety Review identified the Dam as a HIGH hazard classification structure based on the potential loss of life at the homes in the floodplain downstream. The high hazard classification sets out very clear and stringent requirements for stability and ability to pass higher design flows. Based on the Dam Safety Review, the structure fails to meet most of these requirements and requires major structural modifications including an emergency spillway to increase discharge capacity, concrete repairs and base anchoring to meet earthquake stability requirements.

An Environmental Assessment was initiated in 2023 to investigate options to repair, modify, abandon or decommission the Dam in consultation with the affected community and applicable government agencies. The approved option is to repair the concrete structure and to draw the reservoir down to the dam's control structure sill over a number of years and allow the area of the reservoir to naturalize. The design study for the plan implementation was not approved for WECl funding in 2025 and staff proposed to resubmit a WECl funding request in 2026.

Dam Safety Review

A Dam Safety Review (DSR) is a comprehensive study of the dam and its associated components. The study determines important information such as the Hazard Classification, Inflow Design Flood, structural stability and condition of the dam, and operator safety. DSR's were completed for the Vittoria, Teeterville, Backus Mill, Hay Creek and Norwich Dams based on their assessment and condition. A DSR provides valuable information when determining the future of the dam, making LRIA applications and developing decommissioning plans. Dam Safety Reviews are required as part of the provincial Dam Safety Standards. MNRF requires a completed Dam Safety Review accompany any application under the Lakes and River Improvement Act for dam works including most major structural repairs. The current capital forecast includes Dam Safety Reviews for Lehman Dam.

2025 – 2034 Capital Plan

Costs to undertake the necessary repairs and studies for the LPRCA water control structures are forecast as outlined below in **Table A**. Costs are based on the best available information from the Dam Safety Review studies. Funding through the provincial WECl Program will be sought where possible.

LPRCA is in the process of finalizing an Asset Management Plan for its Water Control Structures.

Table A: 2025-2034 Capital Plan ¹³²

Structure	Year(s)						Total	
	2025		2026	2027	2028	2029		2030-2034
	Repairs	Studies						
Backus Mill					\$55,000	\$735,000	\$125,000	\$915,000
Brook							\$244,000	\$244,000
Deer Creek								\$0
Hay Creek			\$410,000		\$150,000		\$587,000	\$1,147,000
Lehman		\$100,000				\$150,000	\$606,000	\$856,000
Norwich							\$275,000	\$275,000
Sutton	\$100,000							\$100,000
Teeterville		\$65,000		\$108,000	\$1,380,000			\$1,553,000
Vittoria			\$102,000	\$525,000	\$200,000	\$100,000	\$200,000	\$1,127,000
Total– General		\$165,000		\$633,000	\$150,000	\$ 150,000	\$369,000	\$1,467,000
Total– Special	\$100,000		\$512,000		\$1,635,000	\$835,000	\$1,668,000	\$4,750,000
Total Cost	\$100,000	\$165,000	\$512,000	\$633,000	\$1,785,000	\$985,000	\$2,037,000	\$6,217,000

Watershed Services Capital Project Detail Sheets

2025-2029 CAPITAL BUDGET FOR LPRCA CAPITAL PROJECT DETAIL SHEET

PROJECT NUMBER
(use GL account #)

PROJECT NAME	PROJECT DESCRIPTION	
Flood Control Structures	Repairs and studies for various water control structures.	In 2024, a Conservation Authority Class Environmental Assessment for Teeterville Dam was approved for WECL funding and is a 2 year funded project of \$155,000. A Dam Safety Review was approved for Lehman Dam for a total of \$100,000 to be completed in 2025. Sutton Dam has a footbridge on top and requires an engineered design completed for removal of the structure and footbridge. The Flood Control Structures 10-year Capital Summary 2025-2034 is presented in Table A: 2025-2034 Capital Plan Summary.
PROJECT MANAGER Saifur Rahman, Manager of Engineering and Infrastructure		

	2025 REPAIRS	2025 STUDIES	2026	2027	2028	2029	TOTAL
Backus Mill					\$ 55,000	\$ 735,000	\$ 790,000
Deer Creek							\$ -
Hay Creek			\$ 410,000		\$ 150,000		\$ 560,000
Lehman		\$ 100,000				\$ 150,000	\$ 250,000
Norwich							\$ -
Teeterville		\$ 65,000		\$ 108,000	\$ 1,380,000		\$ 1,553,000
Vittoria			\$ 102,000	\$ 525,000	\$ 200,000	\$ 100,000	\$ 927,000
Big Creek Control Gate							\$ -
Brook							\$ -
Sutton	\$ 100,000						\$ 100,000
Waterford Control Gate							\$ -
TOTALS	\$ 100,000	\$ 165,000	\$ 512,000	\$ 633,000	\$ 1,785,000	\$ 985,000	\$ 4,180,000

SOURCES OF FINANCING	2025 REPAIRS	2025 STUDIES	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital		\$ 52,500			\$ 150,000	\$ 150,000	\$ 352,500
SPECIAL LEVY	\$ 100,000		\$ 512,000	\$ 633,000	\$ 1,635,000	\$ 835,000	\$ 3,715,000
PROVINCIAL (WECL)		\$ 82,500					\$ 82,500
UNRESTRICTED RESERVE							\$ -
MOTOR POOL RESERVE							\$ -
USER FEE RESERVE							\$ -
PRIOR YEAR CAPITAL LEVY		\$ 30,000					\$ 30,000
TOTALS	\$ 100,000	\$ 165,000	\$ 512,000	\$ 633,000	\$ 1,785,000	\$ 985,000	\$ 4,180,000

NOTES

1. **Teeterville Dam:** Conservation Authority Class Environmental Assessment (Class EA) Year 2 of the project to investigate options to repair, modify, abandon or decommission the Dam in consultation with the affected community and applicable government agencies. This was an approved WECL project in 2024 for a total project of \$155,000.
2. **Lehman Dam Safety Review:** The WECL project was approved in 2024 for a Dam Safety Review for a project total of \$100,000 to be completed in 2025.
3. **Sutton Dam Structure Design and Removal:** The dam was decommissioned in 2005 by removing all of the stop logs and the flashboards. The remaining concrete is deteriorating. The engineered design plan for the removal of the structure and implementation plan will restore natural waterflow, improve fish migrations and revitalize habitat. There is a footbridge on top of the structure.

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

PROJECT NAME Hydrology Study	PROJECT DESCRIPTION Upgrade and improve the flood hydrology model.	NEED FOR PROJECT To enable new and updated flood hazard maps to be created for the Planning Department and to provide information to member municipalities to use in planning processes and documents. To provide the Flood Forecasting and Warning team with an updated model to utilize in flood forecasting.
PROJECT MANAGER Saifur Rahman, Manager of Engineering and		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS	\$ 60,000					\$ 60,000
CONTRACTS						\$ -
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT						\$ -
OTHER						\$ -
TOTALS	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital	\$ 30,000					\$ 30,000
PROVINCIAL (FHIMP)	\$ 30,000					\$ 30,000
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
PRIOR YEAR CAPITAL LEVY						\$ -
TOTALS	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

NOTES

This project has an application submitted to the Province for 50% funding under the Flood Hazard Identification and Mapping Program (FHIMP). If the application is not successful, this project will proceed and a request would be presented to the Board to use unrestricted reserves to complete the project.

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

PROJECT NAME Nanticoke Creek Flood Hazard Mapping	PROJECT DESCRIPTION Complete 46 kms of engineering quality flood hazard mapping on Nanticoke Creek.	NEED FOR PROJECT The existing mapping is from 1977. For the Planning Department and to inform Haldimand and Norfolk Counties of flood hazards in their jurisdiction.
PROJECT MANAGER Leigh-Mauthe, Manager of Watershed Services		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS	\$ 70,000	\$ 50,000				\$ 120,000
CONTRACTS						\$ -
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT						\$ -
OTHER						\$ -
TOTALS	\$ 70,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 120,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital						\$ -
PROVINCIAL (FHIMP)	\$ 35,000	\$ 25,000				\$ 60,000
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE	\$ 35,000	\$ 25,000				\$ 60,000
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
PRIOR YEAR CAPITAL LEVY						\$ -
TOTALS	\$ 70,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 120,000

NOTES

This project has an application submitted to the Province for 50% funding under the Flood Hazard Identification and Mapping Program (FHIMP).

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER (use GL account #)

PROJECT NAME Upper Big Creek Flood and Erosion Hazard Mapping	PROJECT DESCRIPTION Complete 32 kms of engineering quality flood and erosion hazard mapping on Big Creek.	NEED FOR PROJECT No flood hazard mapping exists for Big Creek above Delhi. For the Planning Department to inform Brant County of flooding and erosion hazards in their jurisdiction.
PROJECT MANAGER Leigh-Mauthe, Manager of Watershed Services		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS		\$ 70,000	\$ 50,000			\$ 120,000
CONTRACTS						\$ -
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT						\$ -
OTHER						\$ -
TOTALS	\$ -	\$ 70,000	\$ 50,000	\$ -	\$ -	\$ 120,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital						\$ -
PROVINCIAL (FHIMP)		\$ 35,000	\$ 25,000			\$ 60,000
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE		\$ 35,000	\$ 25,000			\$ 60,000
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
TOTALS	\$ -	\$ 70,000	\$ 50,000	\$ -	\$ -	\$ 120,000

NOTES

This project has an application submitted to the Province for 50% funding under the Flood Hazard Identification and Mapping Program (FHIMP).

Conservation Authority Lands Capital Project Detail Sheets

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER (use GL account #)

PROJECT NAME	PROJECT DESCRIPTION	NEED FOR PROJECT
Property Gates	Build and install gates at forest tract entrances.	Some of the LPRCA forest tracts are missing gates at the entrances. The placement of gates discourages ATV trespassing and garbage dumping. LPRCA would like to continue installing four gates a year.
PROJECT MANAGER		
Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS						\$ -
MATERIALS AND SUPPLIES	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
EQUIPMENT						\$ -
OTHER						\$ -
TOTALS	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
TOTALS	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000

NOTES

Gates are built and installed by the workshop staff.
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**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER (use GL account #)

PROJECT NAME Signage project	PROJECT DESCRIPTION Signs, posts and hardware for 24 prioritized properties.	NEED FOR PROJECT Signage is required for risk management. Properties include the five campgrounds, 12 parkettes and seven forest tracts. All properties will require signage which is expected to be completed over five years.
PROJECT MANAGER Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS						\$ -
MATERIALS AND SUPPLIES	\$ 18,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 42,000
EQUIPMENT						\$ -
OTHER						\$ -
TOTALS	\$ 18,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 42,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital	\$ 18,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 42,000
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
TOTALS	\$ 18,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 42,000

NOTES

As a result of a risk management review for insurance purposes, there was a suggestion to add signage with disclaimers and information on LPRCA properties. Staff has identified 24 properties as a priority based on frequency of usage and activities.

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER (use GL account #)

PROJECT NAME Parking Lots and Fencing Upgrades	PROJECT DESCRIPTION Upgrade the parking lots at six conservation areas.	NEED FOR PROJECT The parking lots at Trout Pond, Hay Creek CA, Brooks CA, Fisher CA and Norwich CA are in need of repair for visitor safety and enjoyment.
PROJECT MANAGER Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS						\$ -
MATERIALS AND SUPPLIES	\$ 10,000					\$ 10,000
EQUIPMENT						\$ -
OTHER						\$ -
TOTALS	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital	\$ 10,000					\$ 10,000
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
TOTALS	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

NOTES

The work will be completed by the workshop staff. There would be gravel added to the parking lots. Wooden fences would be added to areas to improve the deliniation of the areas. Overgrown trees and shrubs will be removed in the parking lot areas.

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

PROJECT NAME Barn Demolition	PROJECT DESCRIPTION Demolish the barn and site restoration located on the Lower Big Creek property.	NEED FOR PROJECT The property was purchased with a barn on-site in 2000. The barn is not used and should be demolished for safety purposes. Site restoration will occur after the barn has been removed.
PROJECT MANAGER Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS	\$ 5,000					\$ 5,000
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT						\$ -
OTHER						\$ -
TOTALS	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital	\$ 5,000					\$ 5,000
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
TOTALS	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000

NOTES

The site restoration will be completed by the workshop and the lands and waters staff. The barn is approximately 40' x 50'. The majority of the property is forested and the goal is to eliminate the grass cutting at the site.

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER (use GL account #)

PROJECT NAME Building Assessments	PROJECT DESCRIPTION Structural and architectural review of each building within the Village.	NEED FOR PROJECT Within the Heritage Site at Backus there are many buildings all in different physical conditions. A report is needed to assist in preparing an operations plan for the future.
PROJECT MANAGER Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS	\$ 25,000					\$ 25,000
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT						\$ -
OTHER						\$ -
TOTALS	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital	\$ 25,000					\$ 25,000
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
TOTALS	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

NOTES

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Backus Heritage and Education Services Capital Project Detail Sheets

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

PROJECT NAME	PROJECT DESCRIPTION	NEED FOR PROJECT
Conservation Education Centre Exterior Updates	Replace the back porch and deck, and the eavestrough, downspout and fascia on the Backus Education Centre.	To continue the upgrades on the Education Centre exterior. The back porch/deck structure was installed a number of years ago and is starting to deteriorate. The eavestrough, downspout and fascia need to be removed and replaced on the porch and the entire building.
PROJECT MANAGER		
Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS	\$ 64,000					\$ 64,000
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT						\$ -
OTHER						\$ -
TOTALS	\$ 64,000	\$ -	\$ -	\$ -	\$ -	\$ 64,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital						\$ -
PROVINCIAL						\$ -
ENDOWMENT FUNDING	\$ 64,000					\$ 64,000
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
TOTALS	\$ 64,000	\$ -	\$ -	\$ -	\$ -	\$ 64,000

NOTES

New concrete sonotube foundations and pressure treated deck framing will be installed. The new porch and deck will be constructed with composite deck boards. Metal fascia flashing, eavestroughs and downspouts to be installed.

Conservation Parks Management Services Capital Project Sheets

2025-2029 CAPITAL BUDGET FOR LPRCA CAPITAL PROJECT DETAIL SHEET

PROJECT NUMBER
(use GL account #)

PROJECT NAME	PROJECT DESCRIPTION	NEED FOR PROJECT
Haldimand CA South Side Hydro Upgrades	Update the hydro, water and septic infrastructure to sites 1-11 and 51-60 on the south side. Add eight sites to the current 60.	The sites septic lines, water lines, and hydro boxes need to be upgraded. The pavilion needs to be removed due to erosion and safety concerns. Once the hydro panel box located at the pavilion is relocated within the south section and upgraded from a 100amp service to a 200amp service, the pavilion can be removed. Eight additional sites will be gained bringing the total to 68 in the south section.
PROJECT MANAGER		
Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS	\$ 19,000					\$ 19,000
MATERIALS AND SUPPLIES	\$ 31,755					\$ 31,755
EQUIPMENT						\$ -
OTHER						\$ -
TOTALS	\$ 50,755	\$ -	\$ -	\$ -	\$ -	\$ 50,755

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital						\$ -
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
IN-YEAR SURPLUS	\$ 50,755					\$ 50,755
TOTALS	\$ 50,755	\$ -	\$ -	\$ -	\$ -	\$ 50,755

NOTES

The area will be reconfigured to gain eight additional seasonal camping sites.

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER (use GL account #)

PROJECT NAME Waterford CA Playground Equipment	PROJECT DESCRIPTION Install a full-structure playground.	NEED FOR PROJECT There is currently no playground equipment at Waterford CA. To further enhance the campground and the camping experience for families.
PROJECT MANAGER Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS	\$ 3,000					\$ 3,000
MATERIALS AND SUPPLIES	\$ 3,000					\$ 3,000
EQUIPMENT	\$ 46,109					\$ 46,109
OTHER						\$ -
TOTALS	\$ 52,109	\$ -	\$ -	\$ -	\$ -	\$ 52,109

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital						\$ -
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE	\$ 52,109					\$ 52,109
IN-YEAR SURPLUS						\$ -
TOTALS	\$ 52,109	\$ -	\$ -	\$ -	\$ -	\$ 52,109

NOTES

The full-structure playground includes a swingset, three slides, three climbing structures, and platforms. It would be professionally installed on-site.

Maintenance Operation Services Capital Project Sheets

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

PROJECT NAME	PROJECT DESCRIPTION	NEED FOR PROJECT
Vehicle Replacement	Purchase one new 1/2 ton 4x4 pickup truck.	To upgrade and maintain the vehicle fleet. Replacing a 2009 GMC Sierra with 166,848 km.
PROJECT MANAGER		
Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS						\$ -
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 265,000
OTHER						\$ -
TOTALS	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 265,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital						\$ -
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
IN-YEAR SURPLUS	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 265,000
TOTALS	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 53,000	\$ 265,000

NOTES

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

PROJECT NAME Vehicle Replacement	PROJECT DESCRIPTION Purchase one new 3/4 ton 4x4 pickup truck.	NEED FOR PROJECT To upgrade and maintain the vehicle fleet. Replacing a 2010 Chev Silverado with 146,045 km.
PROJECT MANAGER Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS						\$ -
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT	\$ 62,000					\$ 62,000
OTHER						\$ -
TOTALS	\$ 62,000	\$ -	\$ -	\$ -	\$ -	\$ 62,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital						\$ -
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
IN-YEAR SURPLUS	\$ 62,000					\$ 62,000
TOTALS	\$ 62,000	\$ -	\$ -	\$ -	\$ -	\$ 62,000

NOTES

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

PROJECT NAME Equipment Replacement	PROJECT DESCRIPTION Purchase of one new diesel zero-turn riding lawn mower.	NEED FOR PROJECT The new mower will replace a 2005 Toro. The fleet of lawnmowers are utilized to best match the need at the various locations at LPRCA.
PROJECT MANAGER Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS						\$ -
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 95,000
OTHER						\$ -
TOTALS	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 95,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital						\$ -
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
IN-YEAR SURPLUS	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 95,000
TOTALS	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

NOTES

**2025-2029 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

PROJECT NAME Equipment Purchase	PROJECT DESCRIPTION Purchase of one new 4WD 40 HP diesel tractor with front loader bucket.	NEED FOR PROJECT The tractor at Waterford North CA (WNCA) needs to be upgraded. The old tractor will then be deployed to Deer Creek CA (DCCA) which will benefit from having a small tractor on site to manage road washouts to the boat ramp and other maintenance. The current tractor at WNCA needs to be replaced with a larger model.
PROJECT MANAGER Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS						\$ -
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT	\$ 38,000				\$ 55,000	\$ 93,000
OTHER						\$ -
TOTALS	\$ 38,000	\$ -	\$ -	\$ -	\$ 55,000	\$ 93,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital						\$ -
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
IN-YEAR SURPLUS	\$ 38,000				\$ 55,000	\$ 93,000
TOTALS	\$ 38,000	\$ -	\$ -	\$ -	\$ 55,000	\$ 93,000

NOTES

The current tractor is a 29 HP New Holland and the replacement will be between a 39 HP to 40 HP tractor.

Corporate Services Capital Project Detail Sheets

2025-2029 CAPITAL BUDGET FOR LPRCA CAPITAL PROJECT DETAIL SHEET

PROJECT NUMBER
(use GL account #)

PROJECT NAME	PROJECT DESCRIPTION	NEED FOR PROJECT
Computer Upgrades	Five laptop replacements plus accessories and various components.	To upgrade and maintain computer systems. Five laptops along with various accessories will be purchased and deployed where needed.
PROJECT MANAGER		
Judy Maxwell, General Manager		

ESTIMATED COSTS	2025	2026	2027	2028	2029	TOTAL
LAND ACQUISITION						\$ -
BUILDING CONSTRUCTION						\$ -
CONSULTANTS						\$ -
CONTRACTS						\$ -
MATERIALS AND SUPPLIES						\$ -
EQUIPMENT	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 60,000
OTHER						\$ -
TOTALS	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 60,000

SOURCES OF FINANCING	2025	2026	2027	2028	2029	TOTAL
MUNICIPAL GENERAL LEVY - Capital	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 60,000
PROVINCIAL						\$ -
ENDOWMENT FUNDING						\$ -
UNRESTRICTED RESERVE						\$ -
MOTOR POOL RESERVE						\$ -
USER FEE RESERVE						\$ -
IN-YEAR SURPLUS						\$ -
TOTALS	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 60,000

NOTES

Schedule of Land Holdings 2024

LONG POINT REGION CONSERVATION AUTHORITY Schedule of Land Holdings 2024

*Legend	
FT	Farmland
CL	Conservation Lands
RT	Residential/Recreational
TT	Managed Forest

NORFOLK	ROLL NUMBER 33-10	TOTAL ACRES	DESC. CODE	ACRES BREAKDOWN	REALTY ASSESSMENT 2023
WATSON LANDS CA	541-010-29300-0000	179.96	TT	179.96	463,009
WATSON LANDS CA	541-010-38600-0000	94.02	TT	94.02	321,000
WATSON LANDS CA	541-010-38610-0000	0.77	CL	0.77	7,700
WATSON LANDS CA	541-020-10550-0000	30.2	TT	30.2	122,000
WATSON LANDS CA	541-050-01920-0000	1.49	CL	1.49	11,400
PUBLIC TRUSTEE (GIBEL)	541-020-01000-0000	65	TT	65	109,000
ABBOTT & TOWNSEND	541-020-66100-0000	95	TT	95	323,000
VERMEERSCH TRACT	541-050-03510-0000	10	TT	10	32,000
PARROTT	541-060-00100-0000	100.04	TT	100.04	331,000
RINGLAND	541-060-04900-0000	100	TT	100	132,000
MCCONKEY-MIDDLETON WETLANDS	541-060-06300-0000	137.43	TT	137.43	373,000
MIDDLETON WETLANDS	541-060-06310-0000	2.16	CL	2.02	30,000
not on MPAC statement			RT	0.14	2,000
LEE/ANDERSON/BECKER	541-060-09900-0000	200.1	TT	200.1	496,000
PARSONS	541-060-18000-0000	215.52	TT	215.52	522,000
CROTON CA	541-070-14320-0000	16	CL	16	108,000
DEVOS	542-020-21410-0000	94.15	TT	94.15	305,000
NEMETH	542-030-05000-0000	100	TT	100	324,000
DEER CREEK FOREST	542-030-10700-0000	252.04	TT	190.56	176,300
DEER CREEK CA			RT	59.13	56,700
			CL	2.35	
JACKSON	542-030-15200-0000	100	TT	100	324,000
HEPBURN/DEWANNAMACKER	542-030-18000-0000	101.44	TT	72.97	236,400
			CL	28.47	93,600
CARR	542-040-24500-0000	50	TT	36.38	118,800
			RT	0.31	66,200
			CL	13.31	
LOWER BIG CREEK/TWIN GULLIES	542-040-20000-0000		CL	1.55	7,400
		89.89	TT	88.34	285,600
TWIN GULLIES	542-040-12100-0000	47.81	TT	47.81	122,000
WILSON	543-010-11700-0000	200	CL	200	198,000
MOULTON/TOWNSEND	543-010-14700-0000	46.3	CL	46.3	276,000
FERRIS/ARMSTRONG/COPPENS	543-010-18200-0000	385.33	CL	385.33	321,000
ROWAN MILLS CA	543-010-23300-0000	108.89	TT	108.89	138,000
HODGES	543-020-01800-0000	50	TT	50	162,000
A. BECKER C.A. FOREST	543-020-19200-0000	13	TT	13	53,000
BACKUS CA / MUSEUM	543-020-37500-0000	430.33	RT	73.5	227,200
BACKUS FOREST/DUMP			TT	324.83	264,800
FRONT FIELD-ARMSTRONG RENTAL			FT	32	142,500
LB SANCTUARY/CRIDLAND	543-030-14910-0000	90.84	FT	90.84	131,000
VIERAITIS LAND RENTAL					
LB-BOYD/VIERAITIS LAND RENTAL	543-030-19410-0000	70.18	FT	9.28	217,700
			TT	60.9	44,300
LB MARSH	543-030-19500-0000	545.58	RT	0.8	1,100
			CL	544.78	795,900
LB-WALKER/VIERAITIS LAND RENTAL	543-030-19600-0000	39.26	FT	39.26	186,000
LB-ROBINSON	543-050-00200-0000	55.8	RT	50.86	93,900
			RT	4.94	24,700
TRAVIS/DESILVER	545-010-18800-0000	25.04	TT	25.04	81,000
ALLAN	545-020-01900-0000	50	TT	50	162,000
FLOYD/HARRIS	545-020-02900-0000	150	TT	95.95	264,800

LONG POINT REGION CONSERVATION AUTHORITY
Schedule of Land Holdings 2024

*Legend	
FT	Farmland
CL	Conservation Lands
RT	Residential/Recreational
TT	Managed Forest

			CL	54.05	149,200
BURWELL	545-020-03500-0000	100	CL	35.76	118,500
			TT	64.24	207,500
FLOYD/HARRIS	545-020-12100-0000	200	TT	200	496,000
GESQUIERE	545-030-04400-0000	62.02	TT	62.02	200,000
RONEY	545-030-07500-0000	80	TT	80	259,000
HARVEY	545-030-11000-0000	99.5	TT	45.04	145,900
			CL	54.46	180,100
LONG	545-030-11500-0000	100	TT	100	245,000
TULPIN	543-020-36200-0000	6.08	RT	6.08	51,000
NEUFELD	543-010-23702-0000	45.19	TT	45.19	146,000
WALSINGHAM FLATS C.A.-HUYGE	543-010-02210-0000	69.07	TT	61	197,300
			CL	8.07	32,700
WALSINGHAM FLATS C.A.-HUYGE	543-010-02220-0000	9.42	RT	9.42	84,900
			CL		1,100
SUBTOTAL:		5,115		5,115	11,798,209

NORFOLK FORMER TOWNSHIP OF DELHI	ROLL NUMBER 33-10	TOTAL ACRES	DESC. CODE	ACRES BREAKDOWN	REALTY ASSESSMENT 2023
LITTLE LAKE CA	491-003-53000-0000	183.11	RT	9.37	34,300
LITTLE LAKE WETLAND			CL	82.43	179,900
			TT	91.31	198,800
GREATHEAD	491-006-13000-0000	125	TT	125	325,000
PERSALL	491-006-14000-0000	22	TT	22	22,500
TARCZA	491-006-42000-0000	100.33	TT	100.33	293,000
VANESSA CA	491-010-04000-0000	26	TT	26	27,500
TEETERVILLE CA		36.6	CL	36.6	179,100
McINTOSH	491-011-16500-0000	22.32	TT	22.32	90,000
LIVSEY		20	TT	20	75,000
WINTEMUTE/COLLVER		60	TT	60	241,000
RYDER	491-020-09500-0000	45.5	TT	45.5	183,000
MADDEFORD	491-022-34000-0000	28.21	TT	28.21	72,000
LANDON	491-022-81000-0000	50	TT	50	38,500
MCKNIGHT	491-023-35000-0000	16.5	TT	16.5	17,600
EARL/DANYLVICH/HANSON	491-002-39150-0000	159.89	CL	76.53	197,200
	493-010-48600-0000		TT	83.36	214,800
LANDON	493-020-17400-0000	50	TT	50	38,500
CA SMITH		50	TT	50	101,000
KING/SWICK	493-030-22300-0000	200	TT	200	473,000
HAMMOND		50	TT	50	162,000
SOWDEN		55	TT	55	178,000
VITTORIA CA BRAMHILL	493-040-20500-0000	20.12	CL	19.64	146,500
	493-050-03100-0000		RT	0.48	3,500
VANLONDERSELE/ Janssen (old)	493-050-03300-0000	25.56	TT	25.56	82,000
VITTORIA CA	493-050-11800-0000	34	RT	13.26	8,200
	493-060-32900-0000		CL	20.74	12,800
LIPSETT/PENNER		137.85	CL	32.93	90,300
	493-030-11410-0000		TT	104.92	287,700
BAKER		25	CL	9.89	81,100
	493-060-33800-0000		TT	15.11	48,900
MACKAY/KYTE/LAFORGE		134	CL	79.08	219,400

LONG POINT REGION CONSERVATION AUTHORITY
Schedule of Land Holdings 2024

*Legend	
FT	Farmland
CL	Conservation Lands
RT	Residential/Recreational
TT	Managed Forest

			TT	54.92	152,600
MASON/BUCHNER	493-060-33900-0000	50	TT	50	35,000
FISHER CA		131.75	TT	131.75	118,000
CORNELL		17.32	CL	17.32	66,000
	493-070-03600-0000	188	TT	188	225,000
LEHMAN DAM CA		30.87	RT	30.87	39,000
CROTON		22	CL	21.65	90,600
	493-070-03700-0000		RT	0.35	1,400
SIDNEY BACK C.A.		72.17	TT	72.17	277,000
SIDNEY BACK		19.48	TT	19.48	78,000
DE CLOET	493-070-04300-0000	76.26	TT	76.26	62,000
CASSELTON		14	TT	14	45,000
GAGE PROPERTY		50	TT	50	202,000
BLOMMAERT TRACT	493-070-05900-0000	37.86	TT	37.86	122,000
SUBTOTAL:		2,387		2,387	5,835,700

NORFOLK TOWN OF SIMCOE	ROLL NUMBER 33-10	TOTAL ACRES	DESC. CODE	ACRES BREAKDOWN	REALTY ASSESSMENT 2023
SUTTON CA	401-001-08500-0000	19.94	CL	18.12	260800
			RT	1.82	26200
SUTTON CA/CANADIAN CANNERS	401-001-27000-0000	1.2	RT	0.39	14200
			CL	0.81	29300
BROOK CA	401-015-35600-0000	30.04	TT	22.51	19500
			CL	7.53	6500
SUBTOTAL:		51		51	356,500

LONG POINT REGION CONSERVATION AUTHORITY
Schedule of Land Holdings 2024

*Legend	
FT	Farmland
CL	Conservation Lands
RT	Residential/Recreational
TT	Managed Forest

NORFOLK FORMER CITY OF NANTICOKE	ROLL NUMBER 33-10	TOTAL ACRES	DESC. CODE	ACRES BREAKDOWN	REALTY ASSESSMENT 2023
POW WETLAND	336-030-61800-0000	47.3	RT	0.79	1,900
			CL	46.51	115,100
WAT. CA FOREST	336-050-02500-0000	294.21	TT	50	73,200
CAMP TRILLIUM			RT	198.5	4,363,000
WATERFORD C.A.			RT	0	
** 5 acres Waterford Trout Pond	(included in C.Trillium)		CL	45.74	79,800
WORKSHOP	336-050-47300-0000	77	RT	8	6,700
WORKSHOP FOREST			TT	69	58,300
BLACK CREEK CA FOREST	337-040-14600-0000	21	TT	21	16,200
SOWDEN FOREST	337-060-00510-0000	15	TT	15	57,000
HAY CR FOREST	337-060-01500-0000	98.5	TT	97.5	134,700
HAY CREEK CA			RT	1	1,300
DEWAL/BLACK CREEK	337-040-18250-0000	2	RT	2	12,400
VERN RYERSE MEMORIAL CA	337-060-07710-0000	2.34	RT	2.34	35,500
VERN RYERSE MEMORIAL CA	337-060-07800-0000	0.54	RT	0.54	7,700
- severance apportionment 2005					
NORFOLK CA	337-060-05200-0000	45.26	RT	45.26	334,000
SUBTOTAL:		603		603	5,296,800

TOTAL ACRES NORFOLK

FT	171
CL	1,910
RT	520.15
TT	5,554
	<u><u>8,156</u></u>

TOTAL NORFOLK

LONG POINT REGION CONSERVATION AUTHORITY
Schedule of Land Holdings 2024

*Legend	
FT	Farmland
CL	Conservation Lands
RT	Residential/Recreational
TT	Managed Forest

BRANT	ROLL NUMBER 29-20	TOTAL ACRES	DESC. CODE	ACRES BREAKDOWN	REALTY ASSESSMENT 2023
FARKASH	29-20-011-040-29900	102	TT	102	163,000
MISNER	29-20-011-010-36600	50	TT	50	202,000
ROSWELL/BROWN/HARLEY TRACT	29-20-011- 040-26900	80	TT	80	137,000
DROZD/CHERNISHENKO	29-20-011-010-37200	100	TT	100	193,000
DAWES/CHAMBERS/TONTSCH	29-20-011-040-21200	75	TT	75	127,000
PHIPPS	29-20-011-040-16600	8	RT	8	44,500
DEAN	29-20-011-010-54000	202.51	TT	202.51	519,000
DAWES	29-20-011-040-14100	40	TT	40	60,000
DAWES/NORRIS	29-20-011-010-57000	10.16	RT	10.16	99,000
MOORE/FORCE	29-20-011-010-57200	50	CL	50	187,000
ARMSTRONG	29-20-011-010-59500	5.16	CL	5.16	80,000
DAWES/LOCK/SAVAGE	29-20-011-010-60900	303.7	CL	292.07	244,300
			RT	11.63	9,700
POOLE/DURHAM	29-20-011-010-65400	25.11	RT	3.72	22,400
			CL	21.39	128,600
MOORE	29-20-011-010-64800	165	TT	165	184,000
CALEY	29-20-011-010-63600	263	TT	263	234,000
MAWHINNEY	29-20-011-010-65700	15	TT	15	60,000
HARLEY/ROSWELL/BROWN	29-20-011-040-26299	7.16	RT	7.16	105,000
TOTAL		1,502		1,502	2,799,500

TOTAL ACRES BRANT

CL	369	-10.75
RT	41	-10.57
TT	1,093	

TOTAL BRANT

1,502

LONG POINT REGION CONSERVATION AUTHORITY
Schedule of Land Holdings 2024

*Legend	
FT	Farmland
CL	Conservation Lands
RT	Residential/Recreational
TT	Managed Forest

NORWICH	ROLL NUMBER 32-02	TOTAL ACRES	DESC. CODE	ACRES BREAKDOWN	REALTY ASSESSMENT 2023
ARTHUR	3202-010-020-14500-0000	25	TT	25	24,500
HUGHES	3202-010-040-19500-0000	319.46	TT	319.46	333,000
OATMAN CA FOREST	3202-010-050-06100-0000	40	TT	40	34,500
ROCKS MILL FOREST	3202-010-050-11100-0000	77.94	TT	77.94	82,000
ROCKS MILL	3202-010-050-11400-0000	5.35	RT	5.35	20,000
NORWICH CA	3202-020-020-00900-0000	31.85	RT	31.85	40,000
NORWICH CA	3202-020-020-19406-0000	8.58	RT	8.58	10,200
NORWICH CA	3202-030-010-24500-0000	71	RT	35.87	34,700
			CL	35.13	25,800
SACKRIDER	3202-030-030-02400-0000	50	TT	50	63,000
SMITH	3202-030-030-02800-0000	43	TT	43	123,000
HOPKINS	3202-030-040-11300-0000	81.52	TT	13.4	14,500
			CL	68.12	100
TOTAL:		754		754	805,300

TOTAL ACRES NORWICH

CL	103
RT	82
TT	569
	<u><u>754</u></u>

TOTAL NORWICH

TILLSONBURG	ROLL NUMBER 32-04	TOTAL ACRES	DESC. CODE	ACRES BREAKDOWN	REALTY ASSESSMENT 2023
TILLSONBURG CA	32-04-020-020-44200-0000	15.62	RT	15.62	18,000
FARKAS	32-04-030-030-22100-0000	1.49	RT	1.49	3,500
TOTAL:		17		17	21,500

TOTAL ACRES TILLSONBURG

RT	17
	<u><u>17</u></u>

TOTAL TILLSONBURG

LONG POINT REGION CONSERVATION AUTHORITY
Schedule of Land Holdings 2024

*Legend	
FT	Farmland
CL	Conservation Lands
RT	Residential/Recreational
TT	Managed Forest

BAYHAM	ROLL NUMBER 34-01	TOTAL ACRES	DESC. CODE	ACRES BREAKDOWN	REALTY ASSESSMENT 2023
PT. BURWELL CA	34-01-000-001-01500-0000	0	RT	10.82	0
VIENNA CA	34-01-000-002-01000-0000	10.82	TT	0.16	15,900
BAKER	34-01-004-001-22900-0000	0.16	RT	0.61	60,000
BARTLETT	34-01-004-001-23900-0000	0.61	RT		2,000
RUGENUIS/CARSON LN	34-01-000-006-17250-0000	23.18	TT	23.18	50,000
BEATTIE	34-01-000-003-09120-0000	18.1	TT	18.1	41,500
TOTAL:		53		53	169,400

TOTAL ACRES BAYHAM

	RT	11
	TT	41
TOTAL BAYHAM		<u><u>53</u></u>

SW OXFORD	ROLL NUMBER 32-11	TOTAL ACRES	DESC. CODE	ACRES BREAKDOWN	REALTY ASSESSMENT 2023
DEREHAM WETLAND-FULLER	32-11-010-040-03502-0000	93.42	TT	93.42	89,000
DEREHAM WETLAND-BUTLER	32-11-010-040-03900-0000	25.24	CL	23.93	31,800
			RT	1.31	1,700
DEREHAM WETLAND-JEFFERY	32-11-010-040-04200-0000	42.31	CL	41.24	49,700
			RT	1.07	1,300
DEREHAM WETLAND-STAFFORD	32-11-010-040-04400-0000	25	RT	1.01	1,300
			CL	23.99	32,200
DEREHAM WETLAND-LEE	32-11-010-040-04500-0000	19.13	RT	1.84	2,400
			CL	17.29	22,600
DEREHAM WETLAND-ATKINSON	32-11-010-040-04600-0000	37.61	TT	13.75	18,200
			CL	23.86	31,300
DEREHAM WETLAND-HAWKINS	32-11-010-050-02300-0000	50	TT	50	44,500
HUGHES	32-11-010-050-08400-0000	87.75	TT	87.75	103,000
DEREHAM WETLANDS-PATON	32-11-010-040-04300-0000	10.1	FT	1.63	5,000
			CL	8.47	26,500
DEREHAM WETLANDS-PATON	32-11-010-040-04401-0000	19.17	FT	10.3	51,400
			CL	8.87	26,600
TOTAL:		410		410	538,500

TOTAL ACRES SW OXFORD

	FT	12
	CL	148
	RT	5
	TT	245
TOTAL SW OXFORD		<u><u>410</u></u>

LONG POINT REGION CONSERVATION AUTHORITY
Schedule of Land Holdings 2024

*Legend	
FT	Farmland
CL	Conservation Lands
RT	Residential/Recreational
TT	Managed Forest

HALDIMAND	ROLL NUMBER 28-10	TOTAL ACRES	DESC. CODE	ACRES BREAKDOWN	REALTY ASSESSMENT 2023
HALDIMAND NC	332-002-09410-0000	121.12	RT	36.4	229,000
			TT	78.57	184,700
			CL	6.15	20,300
HALDIMAND SOUTH		15.32	RT	15.32	120,000
JAQUES	332-002-09420-0000	40.77	TT	40.77	95,000
			RT		
TOTAL:		177		177	649,000

TOTAL ACRES HALDIMAND

CL	6
RT	52
TT	119

TOTAL HALDIMAND

<u>177</u>

LPRCA LAND HOLDINGS SUMMARY

Tax Class	Acres	Description
FT	183	Farmland
CL	2,536	Conservation Lands
RT	728	Residential / Recreational
TT	7,621	Managed Forest
TOTAL	<u>11,068</u>	

Appendix A: Fee Schedule

Planning Act Review Fees			
Application Type	2024 Fees	Proposed 2025 Fees	% Change
Preconsultation Fee			
Review, comment, or participation in preconsultation process	\$ 300	\$ 315	5%
Subdivision and Vacant Land Condominium			
	\$1,380 + \$100/lot (Total Maximum \$15,000.00 +HST)	\$1,450 + \$105/lot (Total Maximum \$15,000.00 +HST)	5%
To draft plan approval including associated OPA and ZBA	\$ 455	\$ 475	4%
Red-line revision (applicant initiated)	\$ 720	\$ 755	5%
Technical plans and reports (SWM with grading & sediment	\$ 225	\$ 235	4%
Clearance letter (each phase)			
Zoning By-Law Amendment			
Minor	\$ 455	\$ 475	4%
Accompanied by 1 technical report	\$ 720	\$ 755	5%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,500	5%
Combined Official Plan/Zoning By-Law Amendment			
Minor	\$ 720	\$ 755	5%
Accompanied by 1 technical report	\$ 1,430	\$ 1,500	5%
Accompanied by 2 technical reports	\$ 2,060	\$ 2,160	5%
Consent (severance)			
Minor	\$ 455	\$ 475	4%
Accompanied by 1 technical report	\$ 720	\$ 755	5%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,500	5%
Variance			
Minor	\$ 455	\$ 477	5%
Accompanied by 1 technical report	\$ 720	\$ 755	5%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,500	5%
Site Plan Control			
Minor	\$ 455	\$ 475	4%
Accompanied by 1 technical report	\$ 720	\$ 755	5%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,500	5%
Complex Application (incl. OPA/ZBL/Site Plan) for golf courses, trailer parks, campgrounds and lifestyle communities.	\$ 2,060	\$ 2,160	5%

General Notes for All Application Fees:

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

Ontario Regulation 41/24 Permit Fees			
Application Type	2024 Fees	Proposed 2025 Fees	% Change
<p>Very minor development <u>Development with very low risk of impact on natural hazards or natural features.</u> Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Non-habitable accessory structures less than 23 m² (247 ft²), e.g. decks, fences, above-ground pools, barns, sheds <input type="checkbox"/> Fill placement removal and/or grading (landscaping, driveway top-dressing) <input type="checkbox"/> Off-line pond maintenance 	\$ 200	\$ 210	5%
<p>Minor development, interference and alteration <u>Development/work with low risk of impact on natural hazards or natural features. No technical reports are required.</u> Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Raising building or additions not requiring engineered drawings <input type="checkbox"/> Repairs/renovations to existing building <input type="checkbox"/> Non-habitable accessory structures less than 100 m² (1076ft²) <input type="checkbox"/> Septic system <input type="checkbox"/> Fill placement, removal/or grading (not requiring engineered plans) <input type="checkbox"/> Minor development (as listed above) more than 30 metres from a wetlands <input type="checkbox"/> New or replacement residential structures more than 30 metres from a wetland <input type="checkbox"/> Minor utilities (directional bore) <input type="checkbox"/> New offline ponds (grading plan required) <input type="checkbox"/> Docks, boathouses <input type="checkbox"/> Routine/maintenance dredging <input type="checkbox"/> Minor repairs to existing shoreline structures <input type="checkbox"/> Maintenance, repair or replacement of access crossings <input type="checkbox"/> Other applications not deemed by staff to be "Major" in nature 	\$ 405	\$ 425	5%
<p>Major development, interference and alteration <u>Development/work with moderate risk of impact on natural hazards or natural features. Detailed report and/or plans are required.</u> Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Raising building or additions requiring engineered plans <input type="checkbox"/> Non-habitable accessory structures greater than 100 m² (1076ft²) <input type="checkbox"/> New or replacement structures in a natural hazard area <input type="checkbox"/> Fill placement, removal and/or grading (requiring engineered plans) <input type="checkbox"/> Development (including minor development as listed above) less than 30 metres from a wetland <input type="checkbox"/> Major development greater than 30 m from a wetland <input type="checkbox"/> New offline pond with overflow or channel connection <input type="checkbox"/> Maintenance/repairs to existing shoreline structures <input type="checkbox"/> Water crossing, bridge repair <input type="checkbox"/> Stormwater management outlet structure <input type="checkbox"/> Other applications deemed by staff to be "Major" in nature 	\$ 695	\$ 730	5%

Ontario Regulation 41/24 Permit Fees			
Application Type	2024 Fees	Proposed 2025 Fees	% Change
<p><u>Complex development, interference and alteration</u> <u>Development/work with a high risk and/or potential impact to natural hazards or natural features. One or more studies are required, e.g. an environmental impact study, hydraulic analysis, storm water management report or slope stability study. Examples:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Large fill placement, removal, grading (greater than 1000 m3) <input type="checkbox"/> Golf courses <input type="checkbox"/> New watercourse bank stabilization <input type="checkbox"/> New Lake Erie shoreline protection structure <input type="checkbox"/> Bridge replacement <input type="checkbox"/> Channel realignment 	\$ 1,380	\$ 1,450	5%
<u>General</u>			
On Site Technical Advice Fee <i>(Will be applied to permit application if submitted within 12 months from inspection)</i>	\$ 248.60 HST included	\$ 260.00 HST included	5%
Wetland Boundary Delineation <i>(Review of MNRF Wetland boundary in the field by LPRCA ecologist, on property owner request)</i>	\$ 360.00 HST included	\$ 375.00 HST included	4%
Title Clearance <i>(solicitor, realtor, other requests for detailed property information)</i>	\$ 248.60 HST included	\$ 260.00 HST included	5%
Violations/Application where work has proceeded without authorization	2 x Fee	2 x Fee	
Permit Revisions <i>(Must be minor in nature and permit must still be valid.)</i>	\$ 95	\$ 100	5%
Minister's Zoning Order (MZO) <i>(Permit associated with a Minister's Zoning Order)</i>	Cost recovery	Cost recovery	

General Notes for all Application Fees

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

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

	2020 HST included	2021 HST included	2022 HST included	2023 HST included	Draft 2024 HST included	Draft 2025 HST included	Draft increase %
DAY USE FEES							
Walk-in (under 12 free)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$7.00	16.67%
Vehicle	\$14.00	\$15.00	\$15.00	\$15.00	\$15.00	\$16.00	6.67%
Motorcycle	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$10.00	11.11%
Season Vehicle Day Pass	\$85.00	\$95.00	\$95.00	\$100.00	\$100.00	\$110.00	10.00%
Season Vehicle Pass Replacement	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	0.00%
Mini Bus	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	0.00%
Bus	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	0.00%
Operator Permit Fee - Annual		\$350.00	\$350.00	\$375.00	\$375.00	\$375.00	0.00%
Operator Customer Fee - per person		\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	0.00%
Picnic Site						\$32.00	NEW
CAMPING FEES							
<u>Per Night</u>							
Unserviced*	\$38.00	\$38.00	\$38.00	\$40.00	\$41.00	\$42.00	2.44%
With Hydro & Water 15 amp*	\$50.00	\$50.00	\$50.00	\$53.00	\$55.00	\$57.00	3.64%
With Hydro & Water 30 amp*	\$59.00	\$59.00	\$59.00	\$60.00	\$63.00	\$65.00	3.17%
With Hydro, Water & Sewer 15 amp*	\$61.00	\$61.00	\$61.00	\$64.00	\$66.00	\$69.00	4.55%
With Hydro, Water & Sewer 30 amp*	\$70.00	\$70.00	\$70.00	\$70.00	\$73.00	\$76.00	4.11%
<i>*20% discount for overnight camping for seniors & the disabled. Must show senior or disability permit.</i>							
<u>Cabin Rental Per Night</u>							
Cabin 900 A (Backus only)	\$60.00	\$60.00	\$60.00	\$65.00	\$70.00	\$73.00	4.29%
Cabin 901 D (Backus only)	\$105.00	\$105.00	\$105.00	\$110.00	\$115.00	\$120.00	4.35%
<u>Per Week</u>							
Unserviced	\$225.00	\$225.00	\$225.00	\$240.00	\$246.00	\$252.00	2.44%
With Hydro & Water 15 amp	\$305.00	\$305.00	\$305.00	\$318.00	\$330.00	\$342.00	3.64%
With Hydro & Water 30 amp	\$350.00	\$350.00	\$350.00	\$360.00	\$378.00	\$390.00	3.17%
With Hydro, Water & Sewer 15 amp	\$368.00	\$368.00	\$368.00	\$384.00	\$396.00	\$414.00	4.55%
With Hydro, Water & Sewer 30 amp	\$415.00	\$415.00	\$415.00	\$420.00	\$438.00	\$456.00	4.11%
<u>Cabin Rental Per Week</u>							
Cabin 900 A (Backus only)	\$360.00	\$360.00	\$360.00	\$360.00	\$385.00	\$400.00	3.90%
Cabin 901 D (Backus only)	\$630.00	\$630.00	\$630.00	\$630.00	\$635.00	\$660.00	3.94%
<u>Per Month</u>							
Unserviced	\$675.00	\$675.00	\$675.00	\$720.00	\$738.00	\$756.00	2.44%
With Hydro & Water 15 amp	\$915.00	\$915.00	\$915.00	\$954.00	\$990.00	\$1,026.00	3.64%
With Hydro & Water 30 amp	\$1,050.00	\$1,050.00	\$1,050.00	\$1,080.00	\$1,134.00	\$1,170.00	3.17%
With Hydro, Water & Sewer 15 amp	\$1,100.00	\$1,100.00	\$1,100.00	\$1,152.00	\$1,188.00	\$1,242.00	4.55%
With Hydro, Water & Sewer 30 amp	\$1,240.00	\$1,240.00	\$1,240.00	\$1,260.00	\$1,314.00	\$1,368.00	4.11%
<u>Per Season</u>							
Unserviced	\$1,685.00	\$1,770.00	N/A	N/A	N/A	N/A	
With Hydro & Water 15 amp	\$2,400.00	\$2,520.00	\$2,570.00	\$2,623.50	\$2,722.50	\$2,821.50	3.64%
With Hydro & Water 30 amp	\$2,650.00	\$2,785.00	\$2,840.00	\$2,970.00	\$3,118.50	\$3,217.50	3.17%
With Hydro, Water & Sewer 15 amp	\$2,900.00	\$3,045.00	\$3,105.00	\$3,168.00	\$3,267.00	\$3,415.50	4.55%
With Hydro, Water & Sewer 30 amp	\$3,125.00	\$3,285.00	\$3,350.00	\$3,465.00	\$3,613.50	\$3,762.00	4.11%
Premium & 30 amp	\$3,200.00	\$3,360.00	\$3,430.00	\$3,565.00	\$3,740.00	\$3,925.00	4.95%
2nd Season Vehicle Day Pass	\$50.00	\$55.00	\$55.00	\$60.00	\$60.00	\$60.00	0.00%
Exterior Fridge (Seasonal)	\$275.00	\$300.00	\$300.00	\$325.00	\$335.00	\$335.00	0.00%
Seasonal Camper Late Payment Fee					\$75.00	\$75.00	0.00%

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

	2020 HST included	2021 HST included	2022 HST included	2023 HST included	Draft 2024 HST included	Draft 2025 HST included	Draft increase %
Group Camping							
Group Camping Tents Only							
Group Camping (per night)	\$55.00	\$55.00	\$55.00	\$60.00	\$60.00	\$65.00	8.33%
Group Camping (per person/night)	\$6.00	\$6.00	\$6.00	\$7.00	\$7.00	\$8.00	14.29%
Portable Toilet Rental						\$205.00	NEW
OTHER FEES							
Reservation Fee - online	\$12.00	\$13.00	\$13.00	\$14.00	\$15.00	\$15.00	0.00%
Reservation Fee - by phone	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	0.00%
Cancellation/Change Fee	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	0.00%
2nd Vehicle Parking	\$11.00	\$12.00	\$12.00	\$13.00	\$13.00	\$13.00	0.00%
Pavilion	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	0.00%
Wood	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	0.00%
Kindling	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	0.00%
Ice	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	0.00%
Picnic Tables (per table per day)	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	0.00%
Bait / Worms	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$4.00	14.29%
Vendor permit	\$55.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	0.00%
Canoe/Kayak Rental - per hour	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$20.00	33.33%
- per 1/2 day (4 hours)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$60.00	20.00%
Boat/Trailer Storage - off site	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	0.00%
Winter Trailer Storage/camp site	\$215.00	\$225.00	\$225.00	\$225.00	\$225.00	\$250.00	11.11%
Winter Storage Late Fee (per day)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	0.00%
BACKUS HERITAGE CONSERVATION AREA							
Rentals							
Church Rental	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	0.00%
Ed. Centre Rentals							
- 1/2 day	\$240.00	\$240.00	\$240.00	\$240.00	\$240.00	\$247.00	2.92%
- full day Auditorium or Classroom	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$412.00	3.00%
- add for 2nd room	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	0.00%
Photography							
Photography Fee	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$100.00	33.33%
- includes entry for 2 passenger vehicles							
Education Programming							
- full day**				\$560.84	\$583.62	\$606.97	4.00%
- 1/2 day**				\$280.42	\$291.81	\$303.48	4.00%
**Maximum 40 students per class per day.							

LONG POINT REGION CONSERVATION AUTHORITY
CORPORATE SERVICES FEE SCHEDULE

	Draft 2025 before HST
CORPORATE SERVICES	
Hold Harmless Agreements for research or events	\$45.13
Irrigation Access Permits within Conservation Authority owned properties	\$1,000.00

LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS - FORESTRY FEE SCHEDULE

	Draft 2025 before HST
FORESTRY	
Consulation Service per hour	\$125.00

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

	Draft 2025 before HST
LEE BROWN MARSH	
<u>Goose Relocation</u>	
- Per Canada goos	\$6.20
<u>Hunting Fees</u>	
1-Day Field Hunt , 1 person	\$53.10
1-Day (midweek) Marsh Hunt, 1 person	\$503.78
1-Day (midweek) Marsh Hunt, 4 people	\$1,718.75
3-Day Marsh Hunt for 4 people	\$4,296.88

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

	Draft 2025 before HST
LANDS AND WATERS	
<u>Tree Planting Program - Forest Ontario Sponsored</u> Full Service (Seedling and Planting) per tree ¹	\$0.70
<u>Private Landowner Tree Planting Program</u>	
Land Owner Cost per tree ²	\$0.96 - \$2.35
Full Service (Seedling and Planting) per tree ³	\$1.75 - \$3.05
Rental of Tree Planter per day for trees purchased from the Conservation Authority	\$75.00
<u>Restoration Program</u>	
Erosion Control - Landowner Plans	\$350.00
¹ <i>Pricing subject to change without notice. Subject to approval and availability. Minimum 500 seedlings must be planted.</i> ² <i>Pricing subject to change without notice. Subject to availability. Minimum 150 seedlings/species.</i> ³ <i>Pricing subject to change without notice. Subject to availability. Minimum 5 acres and 500 seedlings.</i>	




Long Point Region
Conservation Authority




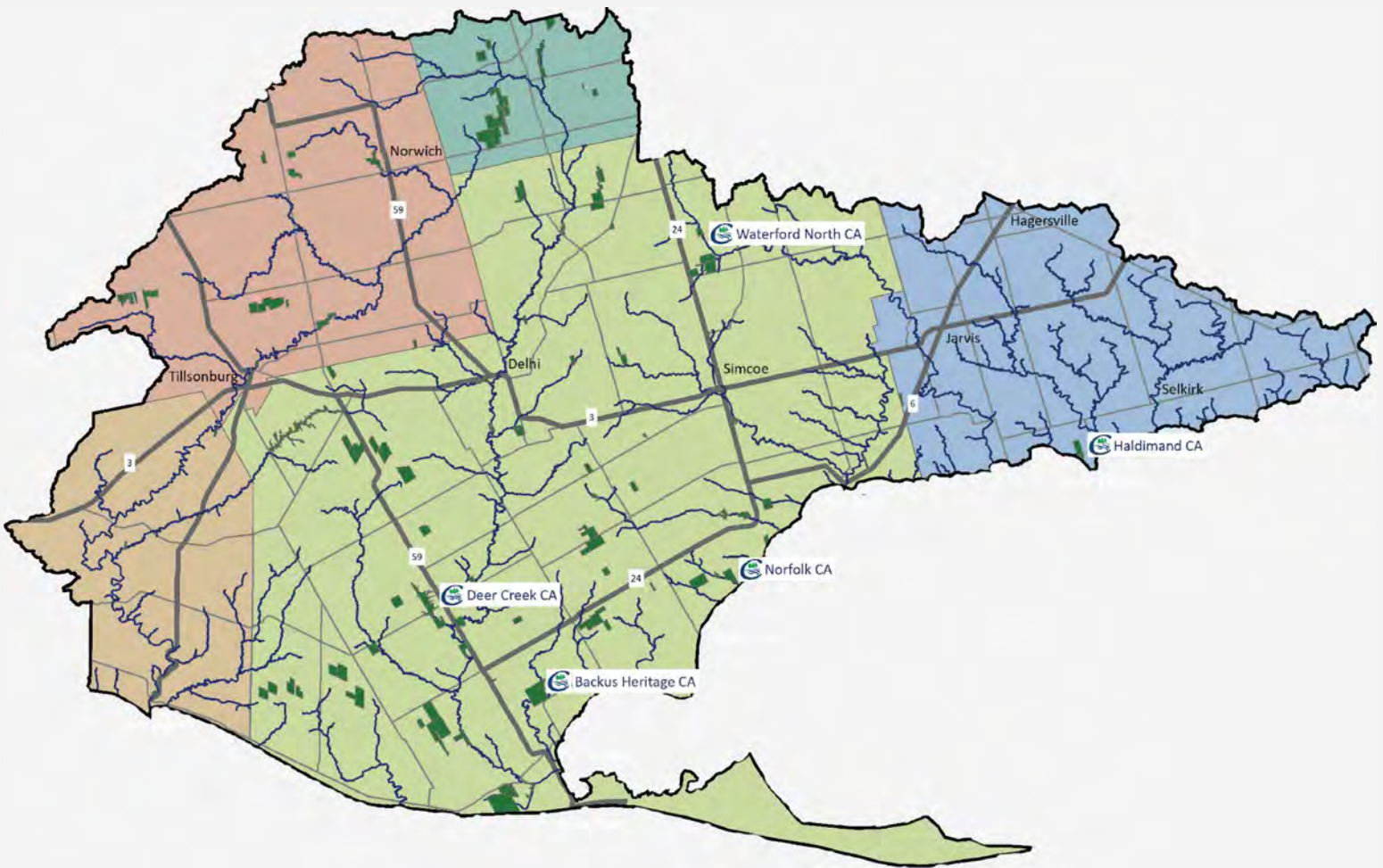
Member of the
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 @longpointca



LPRCA MUNICIPAL PARTNERS

Municipality of Bayham | County of Brant | Haldimand County | Town of
Tillsonburg | Township of Malahide | Norfolk County | Township of Norwich
Township of South-West Oxford

November 21, 2024

Nathan Dias

Chief Administrative Officer/Clerk
Township of Malahide
87 John St. South,
Aylmer, ON N5H 2C3

Dear Nathan Dias:

Subject: 2025 Municipal Apportionment and Budget

In accordance with Ontario Regulation 402/22, Kettle Creek Conservation Authority is following the four-phase budget approval process for its 2025 Budget as outlined below:

- Phase 1: Categorizing Revenue and Expenses and amounts of municipal apportionment
- Phase 2: Board approval of Draft Budget for Consultation
(Approved on November 20, 2024 for distribution to member municipalities and posted on KCCA's website)
- Phase 3: Board approval of 2025 Municipal Apportionment
(Weighted Vote scheduled for January 15, 2025)
- Phase 4: Board approval of 2025 Budget
(Weighted Vote as per Administrative By-Law at KCCA's Annual General Meeting scheduled for February 26, 2025)

On November 20, 2024 KCCA's Board of Directors approved the attached Draft 2025 Budget and Municipal Apportionment for consultation. Before determining the apportionment of costs to its member municipalities, KCCA considered the following cost saving measures:

- Phasing in the 2022 Salary and Pay Equity Review and limiting a cost-of-living increase to just keep pace with minimum wage increases.
- Increasing fees to fee for service cost areas including increases to conservation area fees, and tree planting fees.
- Introducing rentable cabins at Lake Whittaker Conservation Area in 2025 as a new source of ongoing revenue generation. New revenue streams help ensure that KCCA continues to support 50% of wage costs through self-generated revenue.
- A projected drawdown of operational reserves of \$237,356 to facilitate necessary upgrades to regulation and floodplain mapping and to help support wage and operational costs.

Overall, the 2025 draft budget represents the continuation of 2024 programs and services including the following measurable results:

- On average annually reviewing and issuing 64 permits, reviewing 100 Planning Act applications and responding to 50 legal inquiries ensuring people and property are protected from natural hazards;

- Maintaining a comprehensive flood forecasting and warning system including issuing on average 20 flood messages per year;
- Planting 45,000 tree per year through various programs including the Greening Communities Program.

The 2025 Budget maintains this level of service while balancing the pressures of inflationary costs related to wages and supplies. KCCA is making every effort to help contain these rising costs by relying as much as feasibly possible on reserves and introducing new revenue generating opportunities.

The 2025 municipal apportionment increase for the Township of Malahide over 2024 is \$270. Please refer to the attached package for details of the increase and apportionment of costs between the three categories of programs: Category 1 Mandatory; Category 2 Municipally Requested; Category 3 Deemed Advisable by the KCCA Board of Directors.

Notice is hereby given that the Municipal Apportionment of Costs will be approved by a weighted vote at KCCA's January 15, 2025 meeting. The final 2025 Budget will be approved, also by weighted vote, at the February 26, 2025 Annual General Meeting. Both meetings will be held in person at KCCA's Administration Centre beginning at 10 a.m. and streamed live at www.facebook.com/KettleCreekCA/

KCCA has always worked closely with its member municipalities to be fiscally responsible but still ensure the conservation, restoration, development and management of natural resources within the Kettle Creek watershed.

Council is encouraged to communicate their questions to their KCCA Board representative, Todd Noble. Questions on any matter are also welcomed by KCCA's General Manager/Secretary-Treasurer Elizabeth VanHooren at 519-631-1270 ext. 222

Sincerely,



Grant Jones
Chair, Kettle Creek Conservation Authority



Kettle Creek Conservation Authority
Programs and Services Revenue and Expenses Overview
 Budget 2025 - First Draft November 20, 2024

Programs and Services	Total Expenditures	Municipal Apportionment			Self Generated Revenue	Provincial Transfer Payment	Reserve Operating	Capital	Total Revenue
		Cat-1	Cat-2	Cat-3					
Category 1/2									
General Operating ¹	498,419.00	355,436.00			132,482.00	10,501.00	-	95,000.00	593,419.00
Plan Review and Permitting	139,922.00	80,353.00			18,716.00	1,853.00	39,000.00		139,922.00
Flood Forecasting	297,099.00	211,272.00			-	35,827.00	50,000.00	-	297,099.00
Dam Operations	163,432.00	109,843.00			-	13,589.00	40,000.00	-	163,432.00
Monitoring/Source Protection	146,008.50	106,622.00			11,250.00		11,830.00		129,702.00
Conservation Lands Management ²	407,162.00	239,363.00	80,454.00		40,345.00	-	27,000.00	20,000.00	407,162.00
Total Category	1,652,042.50	1,102,889.00	80,454.00		202,793.00	61,770.00	167,830.00	115,000.00	1,730,736.00
Category 3									
Tree Planting ³	285,047.00			133,692.00	105,829.00	-	45,526.00	-	285,047.00
Stewardship Services	130,069.00				106,069.00		24,000.00		130,069.00
Education/Outreach	43,672.00				43,672.00		-		43,672.00
Campgrounds	1,099,100.00				1,099,100.00		-	161,600.00	1,260,700.00
Enhanced Monitoring ³	16,306.50			16,306.50					16,306.50
Total Category	1,574,194.50			149,998.50	1,354,670.00	-	69,526.00	161,600.00	1,735,794.50
Total Budget⁴	3,226,237.00	1,102,889.00	80,454.00	149,998.50	1,557,463.00	61,770.00	237,356.00	276,600.00	3,466,530.50

Note 1 General Operating costs include administrative expenses related to the Office of the General Manager, communications, finance, payroll, human resources, administration office and other administrative expenses to support Category 1 programs and services.
 Note 2 Category 2 funding for Conservation Lands Management includes the Kettle Creek Dog Park Agreement and the Etgin County Tree Commissioner available on KCCA's website.
 Note 3 Category 3 apportionment for tree planting and enhanced monitoring are subject to the Cost Apportioning Agreements available on KCCA's website.
 Note 4 This summary includes proposed capital purchases of \$336,000. Capital purchases will be amortized in accordance with KCCA's Asset Management Plan.

Kettle Creek Conservation Authority

Municipal Cost Apportionment

Budget 2025 - First Draft November 20, 2024



Municipality	Modified Current Value Assessment (MVCA)	% Municipality In Watershed	MCVA In Watershed	Apportionment %	Category 1 Apportionment	Category 3 Apportionment	Special Levy*	Proposed Total 2025 Apportionment	Total 2024 Apportionment	Difference 2024/2025
Central Elgin	\$ 2,110,212,609.10	60	\$ 1,266,127,565.00	7.70	\$ 80,538.10	\$ 9,188.33	\$ 11,325.11	\$ 101,051.54	\$ 96,135.37	\$ 4,916.17
Middlesex Centre	\$ 3,895,311,737.95	7	\$ 272,671,822.00	1.66	\$ 17,344.60	\$ 1,978.79	\$ 1,107.73	\$ 20,431.12	\$ 19,332.39	\$ 1,098.73
London	\$ 60,304,810,158.05	15	\$ 9,045,721,524.00	54.99	\$ 575,396.38	\$ 96,272.52	\$ 1,107.73	\$ 672,776.63	\$ 645,197.58	\$ 27,579.05
Thames Centre	\$ 2,724,053,000.40	8	\$ 217,924,240.00	1.32	\$ 13,862.11	\$ 1,581.48	\$ 1,100.44	\$ 16,544.04	\$ 15,598.87	\$ 945.17
Malahide	\$ 1,328,662,598.85	8	\$ 106,293,008.00	0.65	\$ 6,761.28	\$ 771.37	\$ 1,100.44	\$ 8,633.09	\$ 8,362.39	\$ 270.70
Southwold	\$ 1,344,571,530.65	78	\$ 1,048,765,794.00	6.38	\$ 66,711.76	\$ 7,610.93	\$ 8,235.12	\$ 82,557.81	\$ 51,269.54	\$ 31,288.27
St. Thomas	\$ 4,678,658,860.60	96	\$ 4,491,512,506.00	27.31	\$ 285,704.14	\$ 32,595.07	\$ 48,900.56	\$ 367,199.76	\$ 345,292.76	\$ 21,907.00
Total Budget	\$ 76,386,280,495.60		\$ 16,449,016,459.00	100.00	\$ 1,046,318.37	\$ 149,998.50	\$ 72,877.13	\$ 1,269,194.00	\$ 1,181,189.00	\$ 88,005.10

*Footnote: Levy partially supports the costs of operating the provincially mandated responsibilities of municipal plan input and review. Province moved to greatly reduce grants in 1995. The levy is calculated based on past, existing and anticipated program activity. The municipality has the option of recovering the apportionment through application fees.

Kettle Creek Conservation Authority

Statement of Operations**Budget 2025 - Draft November 2025****DRAFT**

	Actual 2023	Budget 2024	Budget 2025
Revenue			
Municipal Apportionment (Cat 1)	960,155.38	1,035,258.00	1,119,195.50
Municipal Apportionment (Cat 3)	139,345.05	145,930.00	149,998.50
Municipal Category 2 Agreements	73,026.92	82,748.00	80,454.00
Provincial Transfer Payment (MNRF)	61,770.00	61,770.00	61,770.00
User Fees and Sales			
Lake Whittaker	525,576.69	536,003.00	571,050.00
Dalewood	480,515.74	479,320.00	518,050.00
Other	126,747.60	89,862.00	64,316.00
Other Revenue and Grants	552,913.09	466,555.00	404,047.00
Transfer from Reserve (Capital)	-	336,000.00	276,600.00
Transfer from Reserve (Operating)	27,513.31	128,260.00	237,356.00
Total Revenue	2,947,563.78	3,361,706.00	3,482,837.00
Expenditures			
General Operating	411,211.55	413,281.00	456,999.00
Plan Review and Permitting	85,375.65	95,526.00	139,922.00
Flood Forecasting	286,746.82	252,183.00	297,099.00
Dam Operations	121,647.55	144,981.00	156,898.00
Monitoring/Source Protection	131,589.97	131,363.00	138,873.00
Enhanced Monitoring	11,718.48	21,000.00	21,742.00
Conservation Lands Management	333,162.38	350,159.00	363,684.00
Tree Planting	262,141.10	260,239.00	285,047.00
Stewardship Services	216,331.36	125,076.00	130,069.00
Education/Outreach	53,161.24	130,740.00	43,672.00
Campgrounds	891,739.36	944,003.00	1,009,736.00
Amortization	142,738.32	157,055.00	162,496.00
Total Expenditures	2,947,563.78	3,025,606.00	3,206,237.00
Surplus(Deficit)	-	336,100.00	276,600.00

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Kettle Creek Conservation Authority

General Operating Expenses**Budget 2025 - First Draft November 20, 2024**

	Actual 2023	Budget 2024	Budget 2025
Revenue			
Municipal Apportionment			
Category 1	304,359.14	320,990.00	355,436.00
Category 2			
Category 3			
Provincial Transfer Payment	10,501.00	10,501.00	10,501.00
User Fees and Sales	-	1,000.00	1,000.00
Other Revenues and Grants	121,912.68	120,562.00	131,482.00
Operating (Reserves)	-	-	-
Capital (Reserves)	-	83,000.00	95,000.00
Total Revenue	436,772.82	536,053.00	593,419.00
Expenditures			
Staffing and Board Expenses	240,263.99	238,017.00	276,500.00
Operating Expenses	170,947.56	175,264.00	180,499.00
Amortization	26,573.88	39,772.00	41,420.00
Transfer to Reserves			
Total Expenditures	437,785.43	453,053.00	498,419.00
Surplus (Deficit)	- 1,012.61	83,000.00	95,000.00

Standard Deliverables

Office of the General Manager, administrative support, human resources, accounting, purchasing and payroll, health and safety, customer service, legal, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority and its mandated roles. Preparing and submitting reports to CRA and financial reports for funding agencies.

2025 Initiatives

Continued staged implementation of 2022 Salary and Pay Equity Review ensuring KCCA is keeping pace with competitive wages and increases to minimum wage. Continue to engage the public in consultation around KCCA's programs and services through web site, social media and other corporate communications.

Cost Saving Measures

Digitizing historical records with self-generated funds.

Capital

Replacement of vehicle not specified to program area (\$70,000). Staged computer upgrades to meet Windows 11 requirements (\$10,000) and upgrades to Administration Building (\$15,000).

DRAFT

Kettle Creek Conservation Authority

Plan Review and Permitting**Budget 20254 - First Draft November 20, 2024**

	Actual 2023	Budget 2024	Budget 2025
Revenue			
Municipal Apportionment			
Category 1	63,062.01	72,273.00	80,353.00
Category 2			
Category 3			
Provincial Transfer Payment	1,853.00	1,853.00	1,853.00
User Fees and Sales	25,705.21	17,500.00	18,716.00
Other Revenue and Grants			
Operating (Reserves)	-	4,000.00	39,000.00
Capital (Reserves)			
Total Revenue	90,620.22	95,626.00	139,922.00
Expenditures			
Staffing/Board Expenses	70,990.69	75,172.00	82,017.00
Operating Expenses	14,384.96	20,354.00	57,905.00
Amortization			
Transfer to Reserves			
Total Expenditures	85,375.65	95,526.00	139,922.00
Surplus (Deficit)	5,244.57	100.00	-

Standard Deliverables

Deliver the Authority's permitting responsibilities, ensuring compliance with Ontario Regulation 42/24 and related policies, site inspections, communications with agents and consultants and appropriate enforcement action. Meet the Authority's delegated responsibility to represent the provincial interest in natural hazards (Section 3.1 of the Provincial Policy Statement) providing technical information and advice on land-use planning documents (Official Plans and Zoning By-Law Amendments, Subdivisions, Consents and Minor Variance). Work with member municipality drainage superintendents to assess drain maintenance notifications, and review new drain proposals under the Drainage Act and Conservation Authorities Act (DART protocol).

2025 Initiatives

Operating reserves will be used to undertake updates to regulation mapping as a result of changes outlined in Ontario Regulation 41/24.

Cost Saving Measures

Planning and Regulation Fees were increased in 2022 to match neighbouring CAs; provincial freeze on fee increases/modifications in effect until December 31, 2024 as per Minister Order. Budget prepared assuming freeze will continue.

Capital

No planned capital in 2024.

DRAFT

Kettle Creek Conservation Authority

Flood Forecasting**Budget 2025 - First Draft November 20, 2024**

	Actual 2023	Budget 2024	Budget 2025
Revenue			
Municipal Apportionment			
Category 1	185,696.07	195,296.00	211,272.00
Category 2			
Category 3			
Provincial Transfer Payment	35,827.00	35,827.00	35,827.00
User Fees and Sales			
Other Revenue and Grants	34,416.08	10,530.00	-
Operating (Reserves)	10,000.00	10,530.00	50,000.00
Capital (Reserves)	-	-	-
Total Revenue	265,939.15	252,183.00	297,099.00
Expenditures			
Staffing/Board Expenses	163,968.38	172,385.00	186,892.00
Operating Expenses	122,778.44	79,798.00	110,207.00
Amortization			
Transfer to Reserves			
Total Expenditures	286,746.82	252,183.00	297,099.00
Surplus (Deficit)	- 20,807.67	-	-

Standard Deliverables

Operate a flood forecasting and warning system to ensure that residents and municipalities are aware of potential flood related events in a timely manner. Issue Flood messages (Conditions Statements, Watches and Warnings for shoreline and riverine systems) and conduct outreach and education on flood forecasting program and safety measures. Monitor watershed conditions to detect low water conditions and support the Water Response Team in responding to low water events. Acquire and maintain Floodplain mapping and conduct necessary communication initiatives to inform stakeholders and update mapping in Board approved policies, Official Plans and KCCA's online mapping. Data collection, mapping data sets and study of designs to mitigate hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.

2025 Initiatives

Status Quo.

Cost Saving Measures

In 2024 KCCA obtained funding to support an additional weather monitoring station in Port Stanley as well as the necessary infrastructure to support an open source flood forecasting model. Full implementation of the system will occur in 2025. In the last five years, KCCA has conducted updates to floodplain mapping using a combination of reserves and Provincial/Federal Funding representing an investment of \$174,880. Staff will seek another round of floodplain mapping updates in 2025 concentrating on the Upper Kettle Creek watershed through the FHIMP program, a 50% cost share funding program. \$50,000 of reserve funds are earmarked for this project.

Capital

No planned capital in 2025.

Kettle Creek Conservation Authority

Dam Operations**Budget 2025 - First Draft November 20, 2024****DRAFT**

	Actual 2023	Budget 2024	Budget 2025
Revenue			
Municipal Apportionment			
Category 1	95,109.05	103,767.00	109,843.00
Category 2			
Category 3			
Provincial Transfer Payment	13,589.00	13,589.00	13,589.00
User Fees and Sales	-	-	-
Other Revenue and Grants	850.00	17,000.00	-
Operating (Reserves)	-	17,000.00	40,000.00
Capital (Reserves)	-	-	-
Total Revenue	109,548.05	151,356.00	163,432.00
Expenditures			
Staffing/Board Expenses	63,869.00	66,882.00	71,037.00
Operating Expenses	57,778.55	78,099.00	85,861.00
Amortization	6,375.00	6,375.00	6,534.00
Transfer to Reserves			
Total Expenditures	128,022.55	151,356.00	163,432.00
Surplus (Deficit)	- 18,474.50	-	-

Standard Deliverables

Operate and maintain 3 dam structures on KCCA lands. Routine maintenance completed by KCCA staff or independent contractors as required. One erosion control structure is maintained.

2025 Initiatives

An estimated \$8,500 is required annually for Dalewood Dam maintenance/monitoring until major repairs can be completed. An Environmental Assessment (\$40,000) and public consultation on the future of the dam was delayed in 2024. It will be undertaken in 2025 using reserve funds.

Cost Saving Measures

Staff continue to pursue funding support for dam repairs and maintenance through the provincial Water Erosion Control and Infrastructure Program, a 50% cost share program.

Capital

No planned capital in 2025.

DRAFT

Kettle Creek Conservation Authority

Monitoring and Source Protection**Budget 2025 - First Draft November 20, 2024**

	Actual 2023	Budget 2024	Budget 2025
Revenue			
Municipal Apportionment			
Category 1	110,642.04	114,429.00	122,928.50
Category 2			
Category 3	14,537.00	16,800.00	16,306.50
Provincial Transfer Payment			
User Fees and Sales			
Other Revenues and Grants	16,199.37	13,000.00	11,250.00
Operating (Reserves)	-	9,793.00	11,830.00
Capital (Reserves)	-	-	-
Total Revenue	141,378.41	154,022.00	162,315.00
Expenditures			
Staffing/Board Expenses	108,388.00	112,138.00	119,167.00
Operating Expenses	34,920.45	40,225.00	41,448.00
Amortization	1,658.76	1,659.00	1,700.00
Transfer to Reserves			
Total Expenditures	144,967.21	154,022.00	162,315.00
Surplus (Deficit)	- 3,588.80	-	-

Standard Deliverables

Category 1: Provincial Water Quality Monitoring Network; Provincial Groundwater Monitoring Network, and Low Water Response. Meet the obligations of the Clean Water Act and those that have been assigned in the Kettle Creek Source Protection Plan. Support and liaise with the Grand River Source Protection Authority and the Lake Erie Source Protection Committee and relevant municipalities to meet the requirements of the Clean Water Act.

Category 3: Maintain and implement a watershed-wide monitoring program to inform watershed resource management decisions and contribute to data used in municipal planning. KCCA, in partnership with Conservation Ontario, prepares a Watershed Report Card every 5 years. The Report Card provides information to the public on surface water, groundwater, forest and wetland conditions in the watershed.

2025 Initiatives

No changes are anticipated. Lab fees have steadily increased over the last 5 years. A 4.51% increase is expected in 2025.

Cost Saving Measures

Staff will continue to negotiate lab fees for lowest rates possible. Collection of fish community data in municipal drains is financially supported by DFO to determine watershed species and determine watercourse flows. This information is integral to municipal drain projects.

Capital

No planned capital in 2025.

DRAFT

Kettle Creek Conservation Authority

Conservation Lands**Budget 2025 - First Draft November 20, 2024**

	Actual 2023	Budget 2024	Budget 2025
Revenue			
Municipal Apportionment			
Category 1	201,287.07	228,503.00	239,363.00
Category 2	73,026.92	82,748.00	80,454.00
Category 3			
Provincial Transfer Payment			
User Fees and Sales	3,349.54	5,956.00	5,500.00
Other Revenues and Grants	69,895.91	34,001.00	34,845.00
Operating (Reserves)	-	20,880.00	27,000.00
Capital (Reserves)	-	5,000.00	20,000.00
Total Revenue	347,559.44	377,088.00	407,162.00
Expenditures			
Staffing/Board Expenses	241,093.00	267,001.00	272,880.00
Operating Expenses	92,069.38	83,158.00	90,804.00
Amortization	21,072.36	21,929.00	23,478.00
Transfer to Reserves			
Total Expenditures	354,234.74	372,088.00	387,162.00
Surplus (Deficit)	- 6,675.30	5,000.00	20,000.00

Standard Deliverables

Management and maintenance of 9 Conservation Areas for passive recreation including 24 kilometers of hiking trails, signage, fencing, gates, pavilions, roadways, parking lots, trail structures, stewardship, forest management, hazard tree management, invasive species management, taxes and insurance. Strategic Acquisition of environmentally significant properties in the Kettle Creek watershed as guided by KCCA's Land Acquisition and Disposition Policy. Includes service agreements with County of Elgin for tree commissioning and City of St. Thomas and Municipality of Central Elgin for the Kettle Creek Dog Park.

2025 Initiatives

KCCA continues to see an increase in day-use visitors and trail use across all 9 properties. Invasive species control, safety inspections and hazard tree abatement continues with special attention to KCCA's newest properties - Deer Ridge Conservation Area and the Stanley Lyle Grove.

Cost Saving Measures

KCCA continues to promote Dan Patterson Conservation Area for large-scale community events as a means to boost self-generated fees to be directed back to land management.

Capital

New storage structure at Bucke Conservation Area (\$15,000) and refurbishment of hydro panels at Dan Patterson Conservation Area (\$5,000).

Kettle Creek Conservation Authority

Tree Planting**Budget 2025 - First Draft November 20, 2024****DRAFT**

	Actual 2023	Budget 2024	Actual 2025
Revenue			
Municipal Apportionment			
Category 1			
Category 2			
Category 3	124,808.05	129,130.00	133,692.00
Provincial Transfer Payment			
User Fees and Sales	44,531.61	16,406.00	14,500.00
Other Revenues and Grants	75,288.13	75,613.00	91,329.00
Operating (Reserves)	17,513.31	39,090.00	45,526.00
Capital (Reserves)	-	-	-
Total Revenue	262,141.10	260,239.00	285,047.00
Expenditures			
Staffing/Board Expenses	145,172.01	152,886.00	168,027.00
Operating Expenses	116,969.09	107,353.00	117,020.00
Amortization			
Transfer to Reserves			
Total Expenditures	262,141.10	260,239.00	285,047.00
Surplus (Deficit)	-	-	-

Standard Deliverables

Coordination and implementation of tree planting across the watershed including landowner support and technical advice, site plan development, over the counter sales, site preparation and tending, seedling and large stock tree planting, leading and facilitating community planting events and applying for and managing external funding in support of tree plantings.

2025 Initiatives

KCCA has directly pursued fee for service contracts for tree planting to help keep the municipal apportionment low, representing an anticipated increase in other revenue and grants to support the program area from 2025-2027.

Cost Saving Measures

Modest increase to fees to assist in covering off rising costs associated with minimum wage increases, tree stock, handling and delivery charges. Reserves are used to off-set costs of required re-plants and program costs. Continued or increasing use of reserves is an unsustainable model.

Capital

No planned capital in 2025.

DRAFT

Kettle Creek Conservation Authority

Stewardship Services/Landowner Services**Budget 2025 - First Draft November 20, 2024**

	Actual 2023	Budget 2024	Budget 2025
Revenue			
Municipal Apportionment			
Category 1			
Category 2			
Category 3			
Provincial Transfer Payment			
User Fees and Sales	-	-	-
Other Revenue and Grants	224,409.92	101,076.00	106,069.00
Operating (Reserves)	-	24,000.00	24,000.00
Capital (Reserves)	-	-	-
Total Revenue	224,409.92	125,076.00	130,069.00
Expenditures			
Staffing/Board Expenses	24,240.38	27,516.00	30,126.00
Operating Expenses	192,090.98	97,560.00	99,943.00
Amortization			
Transfer to Reserves			
Total Expenditures	216,331.36	125,076.00	130,069.00
Surplus (Deficit)	8,078.56	-	-

Standard Deliverables

Work with landowners and Municipalities to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species. Administration of the Elgin Clean Water Program and the Kettle Creek Clean Water Initiative, providing technical advice, applying for and managing external funding, promotion of stewardship and organizing outreach events.

2025 Initiatives

Projects are scaled to available funding.

Cost Saving Measures

Program completely conducted using self-generated funds.

Capital

No planned capital in 2025.

DRAFT

Kettle Creek Conservation Authority

Education and Outreach**Budget 2025 - First Draft November 20, 2024**

	Actual 2023	Budget 2024	Budget 2025
Revenue			
Municipal Apportionment			
Category 1			
Category 2			
Category 3			
Provincial Transfer Payment			
User Fees and Sales	53,161.24	49,000.00	24,600.00
Other Revenue and Grants	-	78,773.00	19,072.00
Operating (Reserves)	-	2,967.00	-
Capital (Reserves)	-	-	-
Total Revenue	53,161.24	130,740.00	43,672.00
Expenditures			
Staffing/Board Expenses	11,000.00	37,243.00	11,043.00
Operating Expenses	39,193.78	93,497.00	32,629.00
Amortization			
Transfer to Reserves	2,967.46		
Total Expenditures	53,161.24	130,740.00	43,672.00
Surplus (Deficit)	-	-	-

Standard Deliverables

Curriculum-based education programs for elementary and secondary students and education and outreach programs for community groups/organizations.

2025 Initiatives

KCCA and UTRCA rotate Children's Water Festival responsibilities every three years. KCCA coordinated the Elgin-St. Thomas Children's Water Festival in 2024 and will not host again until 2027. Program in 2025 will concentrate on the organization of the Carolinian Forest Festival. On average 2,000 students participate in education and outreach events annually.

Cost Saving Measures

Program completely conducted using self-generated funds.

Capital

No planned capital in 2025.

DRAFT

Kettle Creek Conservation Authority

Campgrounds**Budget 2025 - First Draft November 20, 2024**

	Actual 2023	Budget 2024	Budget 2025
Revenue			
Municipal Apportionment			
Category 1			
Category 2			
Category 3			
Provincial Transfer Payment			
User Fees and Sales	1,006,092.43	1,015,323.00	1,089,100.00
Other Revenue and Grants	9,941.00	16,000.00	10,000.00
Operating (Reserves)	-	-	-
Capital (Reserves)	-	248,000.00	161,600.00
Total Revenue	1,016,033.43	1,279,323.00	1,260,700.00
Expenditures			
Staffing/Board Expenses	438,696.75	532,011.00	580,338.00
Operating Expenses	407,717.36	387,541.00	420,459.00
Amortization	87,058.32	87,320.00	89,364.00
Transfer to Reserves	45,325.25	24,451.00	8,939.00
Total Expenditures	978,797.68	1,031,323.00	1,099,100.00
Surplus (Deficit)	37,235.75	248,000.00	161,600.00

Standard Deliverables

Manage, operate and maintain Lake Whittaker and Dalewood Conservation Area Campgrounds including day-use areas (pay for use), canoe and kayak rentals, seasonal and transient camping, group camping and retail sales of firewood, ice and grocery items.

2025 Initiatives

Development of achievable workplans and budget to ensure constant regeneration of capital assets in all program areas including annual transfer of profits to capital reserves.

Cost Saving Measures

Continue to operate campgrounds independent of municipal apportionment, with revenue supporting full-time wages and capital asset management helping to offset expenses in mandatory program areas. 2025 will be the first year of implementing rentable cabins at LWCA increasing revenue potential and helping to continue to offset 50% of wages and contribute to capital asset

Capital

Hydro upgrades (\$114,000); Storage upgrades (\$30,000); pooled assets (\$10,000).



Kettle Creek
Conservation Authority

Full Authority Minutes October 16, 2024

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on October 16, 2024 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m. As some members attended virtually all votes were recorded and are included in the Recorded Vote Registry.

Sam Trosow joined the meeting at 10:18 a.m.

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
JJ Strybosch	London	Virtual
Sam Trosow	London	Virtual
John Wilson	Malahide	In Person

Staff Present:

Jennifer Dow	Water Resources Supervisor	In Person
Jessica Kirschner	Corporate Services Coordinator	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
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

FA132/2024

Moved by: Jim Herbert

Seconded: Todd Noble

That the minutes of the September 18, 2024, Full Authority Meeting be approved.

Carried.

Matters Arising

FA133/2024

Moved by: Lori Baldwin-Sands

Seconded: Todd Noble

That, when planting or stocking maple trees, KCCA only source maple trees native to Canada that are suitable for the watershed's soil and climate.

Carried

FA134/2024

Moved by: Todd Noble

Seconded: Frank Berze

That Matters Arising a) through d) be received.

Carried

Correspondence

FA135/2024

Moved by: Sharron McMillan

Seconded: Todd Noble

That the correspondence be received.

Carried

Statements of Revenues and Expenses

FA136/2024

Moved by: Jerry Pribil

Seconded: Sam Trosow

That the Statement of Revenues and Expenses dated September 30, 2024 be approved.

Carried

New Business

a) Kettle Creek Clean Water Initiative

The Kettle Creek Clean Water Initiative was established in 2012 to provide financial assistance to watershed residents in implementing stewardship projects. Annually, the Authority provides \$12,000 in funding from the Stewardship Reserve.

McClure presented one project for funding consideration.

Project 24-02 - A wetland creation project in the Municipality of Central Elgin. The total estimated project cost is \$24,176. The grant request is \$3,000.

FA137/2024

Moved by: Sharron McMillan

Seconded: Lori Baldwin-Sands

That Project 24-02 in the amount of \$3,000 be supported through the Kettle Creek Clean Water Initiative.

Carried

b) Draft 2025 Budget Deliberations

FA138/2024

Moved by: Frank Berze

Seconded: Todd Noble

That the Draft 2025 Budget Deliberations Report be received for information.

Carried

c) Monthly Planning and Regulations Report

FA139/2024

Moved by: Jim Herbert

Seconded: Todd Noble

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

Carried

Closed Session

No Closed Session required.

Upcoming Meetings

Executive Committee Meeting	October 30, 2024	10 a.m.
November Full Authority Meeting	November 20, 2024	10 a.m.

The meeting adjourned at 10:47 a.m.



Elizabeth VanHooren
General Manager/Secretary Treasurer



Grant Jones
Chair

Recorded Vote Registry FA133/2024 to FA126/2024

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

Board Member	FA132/2024	FA133/2024	FA134/2024	FA135/2024	FA136/2024	FA137/2024
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	Y	Y	Y	Y	Y	Y
Trosow	A	A	AB	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA139/2024

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

Board Member	FA138/2024	FA139/2024
Baldwin-Sands	Y	Y
Berze	Y	Y
Herbert	Y	Y
Jones	Y	Y
McMillan	Y	Y
Noble	Y	Y
Pribil	Y	Y
Strybosch	Y	Y
Trosow	Y	Y
Wilson	Y	Y
Result	Carried	Carried



EAST ELGIN
Community Complex

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

November 28, 2024

Mayor Giguère
and Members of Malahide Township Council

Mayor Couckuyt
and Members of Aylmer Town Council

Re: EECC Board 2025 Capital and Operational Budget

At their meeting of November 27, 2024, the EECC Board adopted the following Resolution:

That Report CAO 58-24 entitled East Elgin Community Complex – Proposed 2025 Operating and Capital Budget be received for information; and,

That the EECC Board approve the proposed 2025 Operational Budget in the total amount of \$626,320 (\$313,160 per municipal partner); and,

That the EECC Board approve the 2024 carry forward projects in the total amount of \$598,397 (\$299,198.50 per municipal partner); and,

That the EECC Board approve the 2025 Capital Budget in the total amount of \$1,717,507 (\$858,753.50 per municipal partner); and,

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

That the EECC Board endorse continuation of the User Fees established for the 2024-2025 season for the 2025-2026 season without modification.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Andy Grozelle', is written over a light blue horizontal line.

Andy Grozelle
EECC Administrator



**East Elgin Community Complex Board of Management
Minutes
November 13, 2024 –7:00 p.m.
EECC Blueline Room**

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

Malahide Council: Chair Mayor D. Giguère, Board Member S. Leitch, Board Member S. Lewis, Board Member R. Cerna, Board Member J. H. Wilson,

Aylmer Council: Mayor J. Couckuyt, Deputy Mayor P. Barbour, Board Member A. Oslach, Board Member K. Desrosiers, Board Member J. Chapman, Board Member J. Rauhe

Staff: Aylmer Chief Administrative Officer Andy Grozelle, Aylmer Director of Finance/Treasurer Aylmer Director of Operation R. Johnson, Susie Wray, Aylmer Manager of Parks and Recreation, Aylmer Director of Legislative Services/ Clerk O. Jaggard

Absent: Deputy Mayor M. Widner, Board Member C. Glinski, Board Member K. Desrosiers, Board Member W. Vanraes

1. WELCOME - Chair - Mayor Couckuyt

2. CONFIRMATION OF AGENDA

(a) Confirmation of Agenda

Resolution No. 62-24

Moved by Member Chapman and seconded by Member Wilson:

That the Board adopts the Agenda for the meeting of November 13, 2024 as amended, by adding the following items:

6.1 (g) Closed Session - Memo Respecting Evaporative Cooling Tower Condenser Tender Award

November 13, 2024

**6.1 (h) Manager of Parks and Recreation - Staff Report REC 25-24 -
Evaporative Cooling Tower Condenser Tender Award**

The motion is Carried.

3. DECLARATION OF PECUNIARY INTEREST

4. DELEGATIONS

5. APPROVAL OF PREVIOUS MINUTES

Minutes of the September 11, 2024 Meeting of East Elgin Community
Complex Board of Management

Resolution No. 63-24

Moved by Member Cerna and seconded by Member Oslach:

**That the minutes of the September 11, 2024 EECC Board of
Management be approved.**

The motion is Carried.

6. ACTION ITEMS

6.1. STAFF REPORTS

6.1.1 EECC Administrator - Memo - Update Regarding East Elgin Community
Complex Negotiations

Resolution No. -24

Moved by Member and seconded by Member :

**That the memo from the EECC Administrator regarding East Elgin
Community Complex Negotiations be received for information.**

The motion is Carried.

Resolution No. 63-24

Moved by Member Leith and seconded by Member Chapman:

**That the memo from the EECC Administrator regarding East Elgin
Community Complex Negotiations be received for information.**

The motion is Carried.

6.1.2 EECC Administrator - Staff Report CAO 58-24 - 2025 Operational and
Capital Budget

Resolution No. 64-24

Moved by Member Barbour and seconded by Member Lewis:

November 13, 2024

That Report CAO 58-24 entitled East Elgin Community Complex – Proposed 2025 Operating and Capital Budget be referred to the November 27, 2024 EECC Special Meeting.

The motion is Carried.

- 6.1.3 EECC Administrator - Staff Report CAO 57-24 - Information Update - Concessions

Resolution No. 65-24

Moved by Member Oslach and seconded by Member Chapman:

That Report CAO 57-24 entitled Information Update – Concessions, be received for information.

The motion is Carried.

- 6.1.4 Manager of Parks and Recreation - Staff Report REC 24-24 - Tender Award: EECC Winter Maintenance 2024-2025 Season

Resolution No. 66-24

Moved by Member Leitch and seconded by Member Cerna:

That Report REC 24-24 entitled Tender Award: EECC Winter Maintenance 2024-2025 Season be received for information; and, That the Board accept the proposal from Second Nature Land Design to complete the works in accordance with the EECC Winter Maintenance 2024-2025 Season tender documents.

The motion is Carried.

- 6.1.5 Director of Operations - Staff Report REC 25-24 - EECC Capital Roof Project

Resolution No. 67-24

Moved by Member Rauhe and seconded by Member Lewis:

That Report REC 25-24 entitled EECC Capital Roof Project be received for information; and,

THAT staff be directed to proceed with advertising and issuing a Request for Tender (RFT) for replacement of the roof, as outlined in the Garland Canada Inc. report; and,

THAT the revised project assumptions as outlined in the Garland Canada Inc. Roof Condition Report and as jointly submitted to the Community Sports and Recreation Infrastructure Fund (CSRIF) be included in the 2025 EECC Capital Budget for consideration.

The motion is Carried.

November 13, 2024

6.1.6 Manager of Parks and Recreation - Staff Report REC 26-24 - EECC Handrail Project

Resolution No. -24

Moved by Member Cerna and seconded by Member Chapman:

That Report REC 26-24 entitled Handrail Project be received for information; and,

That staff be authorized to proceed with advertising a Request for Quotation for the design, supply and install of handrails for Eastlink and Kinsmen ice pads.

The motion is Carried.

6.1.7 Closed Session - Memo Respecting Evaporative Cooling Tower Condenser Tender Award

Consideration of the item being closed to the public pursuant to Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

Resolution No. 68-24

Moved by Member Cerna and seconded by Member Chapman:

That the Board moves into Closed Session at 7:50pm for the purpose of considering:

Closed Session - Memo Respecting Evaporative Cooling Tower Condenser Tender Award

And that consideration of this item is closed to the public pursuant to Section 239 (2) (f), and (j) of the Municipal Act, 2001, as amended, as the subject matter pertains to:

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

The motion is Carried.

Resolution No. 69-24

Moved by Member Cerna and seconded by Member Chapman :

That Council rises from the closed session at 8:16pm and report that the memo Respecting Evaporative Cooling Tower Condenser Tender Award was discussed.

November 13, 2024

The motion is Carried.

- 6.1.8 Manager of Parks and Recreation - Staff Report REC 25-24 -
Evaporative Cooling Tower Condenser Tender Award

Resolution No. 70-24

Moved by Member Rauhe and seconded by Member Barbour:

That Report REC 25-24 entitled Evaporative Cooling Tower Condenser Tender Award be received for information, and; That the Board accept the proposal from Black and McDonald Limited in the amount of \$75,388.00 plus applicable taxes for the Supply and Installation of an Evaporative Cooling Tower Condenser and, That the Board authorize the Mayor and Clerk of the Town of Aylmer to execute the documents.

The motion is Carried.

6.2. **NOTICE OF MOTION**

6.3. **MOTIONS**

7. **INQUIRIES BY MEMBERS**

8. **CLOSED SESSION**

9. **NEXT MEETING AND ADJOURNMENT**

- (a) The next EECC Board meeting is schedule for November 27, 2024.
- (b) Adjournment

Resolution No. 71-24

Moved by Member Cerna and seconded by Member Chapman:

That the Board do now adjourn at 8:18 p.m.

The motion is Carried.

Clerk

November 13, 2024

Mayor Couckuyt



**East Elgin Community Complex Board of Management
Special Meeting Minutes
November 27, 2024 –7:00 p.m.
EECC Blueline Room**

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

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

Aylmer Council: Mayor J. Couckuyt, Deputy Mayor P. Barbour, Board Member A. Oslach, Board Member K. Desrosiers, Board Member K. Desrosiers, Board Member W. Vanraes

Staff: Aylmer Chief Administrative Officer A. Grozelle, Aylmer Manager of Parks and Recreation S. Wray, Aylmer Director of Legislative Services/ Clerk O. Jaggard

Absent: Board Member C. Glinski, Board Member J. Chapman, Board Member J. Rauhe, Board Member S. Lewis

1. WELCOME -

Chair - Mayor Giguère called the meeting to order at 7:01 p.m.

2. CONFIRMATION OF AGENDA

(a) Confirmation of Agenda

Moved by Member Barbour and seconded by Member Cerna

Resolution No. 72-24

That the Board adopts the Special Agenda for the meeting of November 27, 2024.

The motion is Carried.

November 27, 2024

3. DECLARATION OF PECUNIARY INTEREST

No pecuniary interests were declared.

4. DELEGATIONS AND ACTION ITEM

5. Public Hearings - Staff Reports

- a) EECC Administrator - Staff Report CAO 58-24 - 2025 Operational and Capital Budget

Chair Mayor Giguère, opened the floor to the public to address the proposed 2025 Budget. One individual came forward and requested the ability to later address the Board following hearing their comments. Chair Giguère received a consensus of the Board to allow such input to be provided.

Andy Grozelle, Administrator, provided an overview of the Budget presentation original provided on November 13, 2024. Mr. Grozelle along with Susie Wray, Manager of Parks and Recreation, responded to questions of the Board.

Moved by Member: Widner and seconded by Member Cerna:

Resolution No. 73-24

That the Compressor #1 replacement in the amount of \$85,000 be deferred to a future Capital Budget year.

The motion was Defeated.

Member Desrosiers brought forward a new proposal for the EECC to allow a vendor to place video games in the facility. Staff accepted general direction from the Board to bring forward a report upon this matter. No adjustments to revenue projections were proposed in the 2025 Operational Budget.

Chair Mayor Giguère, introduced the item of the library moving to the EECC facility for revenue generation purposes. The Board discussed this matter. Prior to voting upon a proposed motion, the floor was again opened to the members of the public to speak upon the matter.

Kirk Barons addressed the EECC Board. His comments included but were not limited to the following, highlighted the past decision to not

November 27, 2024

move the library to the EECC, outlined that the EECC had insufficient space to fulfill what the County was seeking in terms of space, indicated strong opposition from community groups in Aylmer and Malahide to moving the library from downtown Aylmer.

Chair Giguère sought further comments from the public in attendance. Seeing none the public meeting was concluded.

Moved by Member Oslach and seconded by Member Wilson:

Resolution No. 73-24

That the EECC Board direct the Co-Chairs to contact the Director of Cultural Services of Elgin County respecting the potential for County Services to be provided in EECC space.

Member Widner requested a Recorded Vote.

The Motion Carried on the following Recorded Vote.

Yeas: J. Couckuyt, P. Barbour, A. Oslach, K. Desrosiers
W. Vanraes, D. Giguère, M. Widner, R. Cerna,
J. Wilson, S. Leitch

Total: 10

Nays:

Total: 0

Resolution No. 74-24

Moved by Member Barbour and seconded by Member Leitch:

That Report CAO 58-24 entitled East Elgin Community Complex – Proposed 2025 Operating and Capital Budget be received for information; and

That the EECC Board approve the proposed 2025 Operational Budget in the total amount of \$626,320 (\$313,160 per municipal partner); and

That the EECC Board approve the 2024 carry forward projects of in the total amount of \$598,397 (\$299,198.50 per municipal partner); and

November 27, 2024

That the EECC Board approve the 2025 Capital Budget of in the total amount of \$1,717,507 (\$858,753.50 per municipal partner); and

That the Boards approval be sent onto member municipalities for endorsement; and That the EECC Board endorse continuation of the User Fees established for the 2024-2025 season for the 2025-2026 season without modification.

The motion is Carried.

7. INQUIRIES BY MEMBERS

None.

9. NEXT MEETING AND ADJOURNMENT

- (a) The next EECC Board meeting is schedule for January 15, 2025.
- (b) Adjournment

Resolution No. 75-24

Moved by Member Cerna and seconded by Member Widner:

That the Board do now adjourn at 8:06 p.m.

The motion is Carried.

**DRAFT Minutes
ELGIN OPP DETACHMENT BOARD
November 13, 2024**

The Elgin OPP Detachment Board met in the Council Chambers at the Elgin County Administration Building, 450 Sunset Drive, St. Thomas, with the following in attendance:

Andrew Sloan, Chair
Dominique Giguère, Vice Chair
Ida McCallum, Board Member
Tyler Holmes, Interim Elgin County OPP Detachment Commander
Pete Liptrott, Superintendent OPP West Region
Ron LeClair, Police Services Advisor, Inspectorate of Policing
David Jenkins
Trudy Kanellis
Blaine Parkin, Elgin County Chief Administrative Officer
Jennifer Ford, Elgin County Director of Financial Services/Treasurer
Carolyn Krahn, Elgin County Manager of Economic Development, Tourism and Strategic Initiatives
Katherine Thompson, Elgin County Manager of Administrative Services/Deputy Clerk
Andrew Case, Elgin County Solicitor

Call to Order:

K. Thompson called the meeting to order at 2:05 p.m.

Oath of Office:

K. Thompson administered the Oath of Office for I. McCallum, A. Sloan, and D. Giguère.

Election of Chair and Vice Chair

I. McCallum nominated A. Sloan for the position of Chair, and D. Giguère seconded the nomination. No further nominations were received for this position, and A. Sloan accepted the nomination.

Moved by: Ida McCallum
Seconded by: Dominique Giguère

RESOLVED THAT nominations for the position of Chair be closed; and

THAT A. Sloan be appointed as Chair of the Elgin OPP Detachment Board.

- Motion Carried.

I. McCallum nominated D. Giguère for the position of Vice-Chair, and A. Sloan seconded the nomination. No further nominations were received for this position, and

D. Giguère accepted the nomination.

Moved by: Ida McCallum

Seconded by: Andrew Sloan

RESOLVED THAT nominations for the position of Vice-Chair be closed; and

THAT Dominique Giguère be appointed as Vice-Chair of the Elgin OPP Detachment Board.

- Motion Carried.

Adoption of Minutes:

None.

Disclosure of Pecuniary Interest and the General Nature Thereof:

None.

Reports:

**Elgin OPP Detachment Board Quarterly Report – Interim Detachment
Commander, Tyler Holmes**

T. Holmes presented the report summarizing motor vehicle collisions, criminal code charges, eticket warnings, violent crimes, public complaints, property crime, and youth crime within the Elgin OPP Detachment’s jurisdiction from April 2024-November 2024.

Moved by: Ida McCallum

Seconded by: Dominique Giguère

RESOLVED THAT the report from the Interim Detachment Commander be received and filed.

- Motion Carried.

Elgin OPP Detachment Board Orientation

C. Krahn provided an overview of the Community Safety and Policing Act, the roles and responsibilities of the Elgin OPP Detachment Board, and an overview of the by-laws, policies and budgetary considerations that the new board will need to consider.

Moved by: Dominique Giguère

Seconded by: Ida McCallum

RESOLVED THAT the report from the Manager of Economic Development, Tourism, and Strategic Initiatives be received and filed.

- Motion Carried.

Elgin OPP Detachment Board Administration

C. Krahn provided an overview of the general duties of a board administrator and options available for filling this role. Options include hiring an external administrator, having one of the participating local municipalities to fill this role, or to negotiate a contract with the County of Elgin to administer the board.

Moved by: Ida McCallum
Seconded by: Dominique Giguère

RESOLVED THAT the report from the Manager of Economic Development, Tourism, and Strategic Initiatives be received and filed; and,

THAT the Chair of the OPP Detachment Board send a letter to Elgin County Council requesting continued assistance as the board moves through its inaugural processes and determines how it will be administered; and,

That Elgin County provide the OPP Detachment Board with a detailed proposal outlining the services it is able to offer, along with the associated costs for these services.

- Motion Carried.

1) Elgin OPP Detachment Board Insurance

Moved by: Dominique Giguère
Seconded by: Ida McCallum

RESOLVED THAT the report from the Manager of Administrative Services/Deputy Clerk be received and filed; and,

THAT Chair write a letter to each of the six (6) participating municipalities requesting the amount of \$5,000 each in order to enable the Board to cover the costs of insurance, legal fees, and any other professional services or memberships that may be required in advance of the Elgin OPP Detachment Board Budget development; and,

THAT the County of Elgin be authorized to accept those funds and hold them until a bank account for the Elgin OPP Detachment Board can be established.

- Motion Carried.

Correspondence:

- 1) Memorandum #1: Authorities, Policing Agreements, Requests, Notifications, and Disclosures - Inspector General of Policing
- 2) Advisory Bulletin 1.4: Police Service Board Member Code of Conduct – Disclosures to the Inspector General (IG) Regarding Misconduct and Conflict of Interest - Inspector General of Policing
- 3) Advisory Bulletin 1.5: Forwarding Complaints to the Inspector General (IG) Under Section 108 of the CSPA – Inspector General of Policing
- 4) Support with OPP Detachment Board Branding and OPP Board Naming Flowchart - OAPSB
- 5) Membership Renewal Invoice – OAPSB
- 6) Request for Increased Support from OPP for By-Law Enforcement – Township of Southwold

Moved by: Dominique Giguère
Seconded by: Ida McCallum

RESOLVED THAT Correspondence Items #1-6 be received and filed.

- Motion Carried.

Other Items:

None.

New Business:

None.

Closed Session Items:

None.

Next Meeting:

In consultation with the Chair, a meeting date in December will be determined.

Adjournment:

Moved by: Ida McCallum
Seconded by: Dominique Giguère

RESOLVED THAT we do now adjourn at 3:17 p.m. to meet again at the call of the Chair.

- Motion Carried.

,
Secretary/Administrator.

Andrew Sloan
Chair.

ELGIN OPP DETACHMENT BOARD

Mayor Giguère and Malahide Council
Township of Malahide
87 John Street South
Aylmer ON N5H 2C3

Dear Mayor Giguère and Malahide Council,

Re: Request for Contribution to the Elgin OPP Detachment Board During Inaugural Phase

I hope this letter finds you well. I am writing to inform you that the Elgin OPP Detachment Board held its inaugural meeting on November 13, 2024, marking an important milestone in our collective efforts to enhance public safety and governance within Elgin County. The Draft Minutes of the November 13, 2024, meeting are attached.

As we embark on our foundational work, we are currently in the process of determining how best to administer the Board. During this inaugural phase, the Board is working diligently to establish the necessary tools and frameworks for effective operation in accordance with the requirements of the Community Safety and Policing Act. This includes determining who will serve as the Board's administrator, as well as addressing the essential legal, insurance, and professional requirements needed to ensure compliance and smooth functioning.

As we move through this transitional period, we anticipate that the formal budget for the Elgin OPP Detachment Board will not be finalized until 2025. In the meantime, we are seeking the support of each local municipality served by the Elgin OPP Detachment Board to contribute \$5,000 to cover essential operational costs, including insurance, legal fees, and other professional services required to support the Board's activities.

These funds will be held by the County of Elgin until such time as a dedicated bank account can be established for the Detachment Board. Once the Board's budget has been finalized and adopted, the \$5,000 contribution from each municipality will be deducted from the final invoice that will be sent to each partner municipality and a detailed reporting of expenses will be provided.


We are confident that with your support, the Elgin OPP Detachment Board will be able to establish a solid foundation for effective policing oversight and community engagement, and we appreciate your ongoing commitment to public safety in our region.

Please do not hesitate to reach out if you have any questions or require further information. We look forward to working with you as we continue to move forward with the important work of the Elgin OPP Detachment Board.

Thank you for your understanding and support.

ELGIN OPP DETACHMENT BOARD

Sincerely,

A handwritten signature in black ink, appearing to be 'AS', with a long horizontal flourish extending to the right.

Andrew Sloan
Chair, Elgin OPP Detachment Board

**The Corporation of the Township of Malahide
Community Grant Committee Meeting
August 26, 2024 – 1:00p.m.**

Malahide Township Community Grant Committee met at the Malahide Council Chambers, at 51221 Ron McNeil Line, Springfield, at 1:00p.m. The following were present:

Council: Mayor D. Giguère, Councillor S. Lewis.

Staff: Director of Corporate Services A. Boylan, Community Relations and Economic Development Manager S. Tripp, and Clerk A. Adams.

Absent: Councillor R. Cerna.

CALL TO ORDER:

Councillor Lewis took the Chair and called the meeting to order at 1:00p.m.

APPROVAL OF AGENDA:

**Moved By: Dominique Giguère
Seconded By: Scott Lewis**

THAT the August 26, 2024 Community Grant Committee Meeting Agenda be approved as presented.

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

N/A

ANNOUNCEMENTS:

N/A

ADOPTION OF MINUTES:

**Moved By: Dominique Giguère
Seconded By: Scott Lewis**

THAT the minutes of the community grant committee meeting held on August 14, 2024 be adopted.

Carried

DELEGATIONS:

N/A

UNFINISHED BUSINESS:

- Revised Community Grant Policy & Community Grant Application Form

Director Boylan provided a brief overview of the policy being presented. This led into a discussion of clarification and requested minor revisions to be made.

Moved By: Dominique Giguère
Seconded By: Scott Lewis

THAT the committee approve the revised community grant policy and form

AND THAT the revised community grant policy and form be forwarded to Malahide Council for review and consideration.

Carried

NEW BUSINESS:

- Cemetery Grant Program -Process Discussion

Director Boylan outlined the cemetery grants review process. The discussion included involving the boards in the 2025 community grant process and having the committee continue to review and develop a standardization formula for cemetery funding.

ADJOURNMENT:

Moved By: Dominique Giguère
Seconded By: Scott Lewis

THAT the Committee adjourn its meeting at 2:02p.m.

Carried

Original Signed By:

Chair – S. Lewis

Original Signed By:

Clerk – A. Adams

Council Highlights

**Tuesday,
November 26, 2024**

In This Issue:

**Woodlands Conservation
By-Law Updates from Elgin
Tree Commissioner**

**Draft Plan of Subdivision
Approved for Rodney**

**County Approves Bayham
Official Plan Amendment No.
38**

**Adjustment to Planning Fees
Starting January 1, 2025**

**Elgin County Unveils Bold
Strategic Plan for Future**



Woodlands Conservation By-Law Updates from Elgin Tree Commissioner

The Elgin County Tree Commissioner/Weed Inspector provided an overview of activities under the Elgin County Woodlands Conservation By-Law for the first and second quarters of 2024, along with updates on weed inspection efforts.

For the period of January 1 to March 31, 2024, a total of 26 applications for harvest were submitted, involving an estimated 570,000 board feet of timber over approximately 670 acres of forested land. In the second quarter, from April 1 to June 30, 2024, there were 17 applications, with a total harvest of 540,000 board feet over 426 acres.

Two Council Exemption for Woodland Clearing applications were received in the first quarter of 2024. These involved clearing approximately 0.435 hectares in West Elgin and 0.18 hectares in Bayham. Both applications were approved in the second quarter following the required public consultation process, under the condition that they adhered to the County's "No Net Loss" policy for woodlands.

In the first quarter of 2024, there were no weed complaints received. However, in the second quarter, two weed complaints were reported. One complaint was negative for Giant Hogweed, while the other was addressed by the landowner. No Weed Destruction

Orders were issued during this period.

The Tree Commissioner's report also included information about the Spotted Lanternfly, an invasive insect native to China and Vietnam, that continues to spread across North America. Although no established populations have been found in Canada, nearby populations have been detected in Buffalo, New York. The species is particularly damaging to agricultural industries, such as grape growing, fruit, and horticulture, and poses a threat to native trees. The adults are approximately one inch long and feature brightly colored, spotted wings.

Draft Plan of Subdivision Approved for Rodney

County Council approved a draft plan of subdivision application for lands on the south side of Queens Line, east of Rodney Cemetery, covering 3.14 hectares (7.75 acres) with 59.1 meters of frontage on Queens Line and 20.1 meters on Harper Street. The lands are currently vacant. The proposed plan includes 28 single-detached dwelling lots, 2 townhouse blocks, and a new public road. The lands are designated as Tier One settlement area in the Elgin County Official Plan, which supports full municipal services and new growth. The West Elgin Official Plan designates the lands as Residential, supporting infill and redevelopment, particularly in the Rodney area. The application has gone through the standard process, including technical studies, agency circulation, and public meetings. The Municipality of West Elgin has endorsed the subdivision, with County staff confirming it meets all relevant planning requirements.



County Approves Bayham Official Plan Amendment No. 38

As approval authority, the County of Elgin has approved Official Plan Amendment No. 38 as previously adopted by the Municipality of Bayham.

OPA No. 38 pertains to a property on Part of Snow Street in the Village of Vienna, currently an unopened road allowance. The property is vacant, with a frontage of 15.2 meters and an area of 804.5 sqm. The proposed amendment seeks to redesignate the land as 'Residential' to allow for the creation of a new residential lot. The land is municipally owned and marked for surplus sale. The lands are within a Tier 1 Settlement Area in the County of Elgin, which allows for residential development. However, because the property is a road allowance, it lacks a formal land use designation or zoning. Therefore, a Zoning By-law Amendment (ZBLA) is also required to rezone the property from Institutional 'I' Zone to Village Residential 1 (R1).

The proposal underwent a standard review process, including technical studies, agency circulation, and a public meeting on October 3, 2024. One letter of support was received, while a delegate expressed concerns over the loss of parkland.

County staff reviewed the amendment and confirmed it complies with the Planning Act, the Provincial Policy Statement, and both the County of Elgin and Bayham Official Plans, deeming it appropriate for the area.

Adjustment to Planning Fees Starting January 1, 2025

County Council has approved an increase in planning fees, effective January 1, 2025. Elgin County is tasked with ensuring that its planning services comply with the Planning Act and the Provincial Planning Statement. The County provides a wide range of development application services, each with associated fees that municipalities are allowed to charge to help offset service delivery costs. Historically, some of these fees have been supported through the tax base. The County's methodology for setting these fees has not been reviewed for some time, and increases have been minimal, failing to keep up with inflation or development industry standards. Additionally, fees have not fully accounted for the time invested by staff or indirect costs such as overhead.

After reviewing the current fee structure, County Council approve a phased increase in planning fees over the next three years. These increases are outlined in the report titled County Planning Fees Amendment contained in the November 26, 2024 Agenda Package.

Elgin County Unveils Bold Strategic Plan for the Future

The County of Elgin has approved a new strategic plan following the end of its previous plan in 2022. Changes in leadership and in the regional environment, presented an ideal opportunity to develop a fresh strategic plan to guide the County's future.

A Steering Committee, including key County officials, was established to collaborate with a facilitator in guiding the process. County Council and the Executive Leadership Team met three times to work on developing the County's new corporate mission, vision, values. These discussions focused on identifying challenges and opportunities, leading to the creation of strategic priorities aimed at better serving residents in the present and future.

The County is beginning to implement a continuous management cycle approach to business planning, with the strategic plan forming the initial phase. This plan will inform annual departmental and organizational business plans.

The strategic plan will ensure internal alignment, clarity in decision-making, and prioritization of efforts to achieve the County's goals. It also aims to improve resource allocation and operational efficiency. The full plan can be found in the November 26, 2024 Council Agenda Package. Further details on the plan, including a detailed workplan and metrics to measure success, will be available in the coming months.



For the complete **November 26, 2024 Agenda Package**, please visit the following link:
[County Council Agenda Package](#)

Allison Adams

From: Elgin Area Primary Water Supply System <general@huronelginwater.ca>
Sent: Wednesday, November 27, 2024 1:07 PM
To: Allison Adams
Subject: (Potential survey spam) Posts from Elgin Area Meeting Packages – Lake Huron and Elgin Area Primary Water Supply Systems for 11/27/2024

December 5, 2024 Agenda & Meeting Package – EAPWSS has been posted to the water system's website and is available for download at:

<https://www.huronelginwater.ca/december-5-2024-eapwss-board-meeting/>

This email was sent to aadams@malahide.ca

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

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

Ministry of Natural Resources

Development and Hazard Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

November 25, 2024

Subject: *Decision on Discussion Paper: Regulating Commercial-Scale Geologic Carbon Storage Projects in Ontario, and Proposal on Enabling the Development of Commercial-Scale Geologic Carbon Storage in Ontario: The Geologic Carbon Storage Act*

Hello,

Over the past two years, the Ministry of Natural Resources has been taking a measured and phased approach to enabling and regulating geologic carbon storage in Ontario. Carbon storage is new to the province, and developing a comprehensive framework to regulate this activity would help ensure that it is done responsibly, with measures in place to safeguard people and the environment.

Geologic carbon storage (further referred to as carbon storage) involves injecting captured carbon dioxide (CO₂) into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

Today, we are writing to notify you that 1) a decision has been made to proceed with the development of a framework for enabling commercial-scale geologic carbon storage (Environmental Registry of Ontario posting # 019-8767), and 2) that a new *Geologic Carbon Storage Act* is being proposed (Environmental Registry of Ontario posting # 019-9299).

These developments represent significant steps towards Phase 3 of Ontario's [approach to enabling and regulating geologic carbon storage](#). Ontario aims to have a framework in place by summer 2025. Initially, the ministry anticipates that commercial-scale projects would be proposed in Southwestern Ontario, where the geology is expected to be the most suitable.

- 1) In the summer of this year, we shared information about the development of a legislative and regulatory framework for commercial-scale geologic carbon storage. This information included a discussion paper that provided an overview of how various components of the framework could function. Based on feedback received, a decision was made to move forward with the development of the framework.

More details on the decision, the feedback received, and the original discussion paper can be viewed in the decision notice on the Environmental Registry of Ontario: <https://ero.ontario.ca/notice/019-8767>.

- 2) Based on comments received in response to the discussion paper, as well as feedback received in previous phases of framework development, a *Geologic Carbon Storage Act* (the "Act") is being proposed. The proposed Act would enable the regulation of research and evaluation activities, and carbon storage activities associated with the permanent storage of carbon dioxide in underground geologic formations in Ontario.

We encourage you to review, and submit feedback on, the legislative proposal on the [Environmental Registry of Ontario posting # 019-9299](#).

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: Resources.Development@ontario.ca.

Sincerely,



Jennifer Keyes
Director, Development and Hazard Policy Branch

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2024-5434

November 28, 2024

Dear Head of Council:

Through the *More Homes Built Faster Act, 2022*, changes were made to the *Planning Act* to accelerate implementation of the province's additional residential unit (ARU) framework. These changes allowed "as-of-right" (without the need to apply for a rezoning) the use of up to 3 units per lot in many existing residential areas (i.e., up to 3 units allowed in the primary building, or up to 2 units allowed in the primary building and 1 unit allowed in an ancillary building such as a garage).

To support implementation of ARUs, the *Cutting Red Tape to Build More Homes Act, 2024*, made further changes to the *Planning Act* to provide me, as the Minister of Municipal Affairs and Housing, with broader regulation-making authority to remove municipal zoning by-law barriers that may be limiting the development of ARUs.

Following consultation on the Environmental Registry of Ontario, our government has taken further action to tackle the housing supply crisis and reach our goal of building more homes by amending [Ontario Regulation 299/19 – Additional Residential Units](#) to remove certain municipal zoning by-law barriers. These changes took effect upon filing.

These changes will help to facilitate the creation of ARUs, such as basement suites and garden suites, by eliminating barriers including maximum lot coverage, angular planes, floor space index (FSI), minimum separation distances and minimum lot sizes on parcels of urban residential land subject to the ARU framework in the *Planning Act*. More information on these changes can be found through [Environmental Registry of Ontario posting 019-9210](#).

It is my expectation that municipalities will respect these regulatory changes and the intent behind them. I will not hesitate to use my available powers to ensure these changes to the *Planning Act* are allowed to support our goal of building more homes.

We will continue working with our municipal partners to achieve our goal of building the homes that Ontarians need.

Sincerely,



Hon. Paul Calandra
Minister of Municipal Affairs and Housing

c. Martha Greenberg, Deputy Minister

Jessica Lippert, Chief of Staff to Minister Calandra

Chief Administrative Officer
Office of The Clerk

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
 Toronto ON M7A 1Y6
 Tel: 416 326-5000
 Toll Free: 1 866 517-0571
 Minister.SOLGEN@ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
 Toronto ON M7A 1Y6
 Tél. : 416 326-5000
 Sans frais : 1 866 517-0571
 Minister.SOLGEN@ontario.ca



November 29, 2024

Her Worship Dominique Giguère
 Mayor
 Township of Malahide
 dgiguere@malahide.ca

Dear Mayor Giguère:

Our government is proud to have a strong working relationship with both our municipal partners and the police services that keep our communities safe. The collective agreement that was reached between the province and the Ontario Provincial Police Association (OPPA) earlier this year reflects this strong relationship and will support our brave women and men in uniform across Ontario.

At the same time, we understand the impact these changes are having on the budgets of municipalities that are served by the OPP, including your own, which is why we are stepping up with additional provincial support. With that in mind, I am pleased to share with you the following proposed billing changes:

- A 3.75 per cent reduction of the total 2023 reconciled costs to all communities to approximate the full (100 per cent) impact of the Ontario Provincial Police Association (OPPA) salary increases, excluding the 1 per cent increase that was built into the 2023 estimates; and
- A 44 per cent reduction on overtime 2023 reconciled costs to all communities;
- A 10 per cent reduction of 2025 invoice amounts to all communities to approximate the full (100 per cent) impact of the OPPA salary increases excluding the 1 per cent increase that was already built into the 2023 estimate.

These changes would provide over \$77 million in relief to OPP-policed municipalities.

The total billing statement that was initially provided to you for 2025, inclusive of the increases resulting from the new collective agreement, was \$1,219,900. Today's proposed billing changes will provide an estimated \$180,928 in financial relief for your municipality, bringing the new total for OPP services being billed to your municipality in 2025 to \$1,038,972.

In addition to these changes, the Government of Ontario is continuing its annual \$125 million Court Security & Prisoner Transportation Transfer Payment Program for the 2025 calendar year.

... /2

The province will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province.

If you have any questions, please contact Ryan Whealy, Deputy Director of Issues and Legislative Affairs, at Ryan.Whealy@ontario.ca.

Thank you for your continued collaboration, valuable relationship, input and dedication to ensuring the safety and well-being of your community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Kerzner", with a stylized flourish at the end.

Michael Kerzner
Solicitor General

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 24-69**

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 December 5, 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 5th day of December, 2024.

READ a **THIRD** time and **FINALLY PASSED** this 5th day of December, 2024.

Mayor, D. Giguère

Clerk, A. Adams