



**The Corporation of the Township of Malahide
COUNCIL AND COMMITTEE OF THE WHOLE MEETING AGENDA**

March 20, 2025 – 7:00p.m.
Hybrid Council Meeting (Virtual and In-Person)
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) 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:

- DS-25-07 Municipal By-law Enforcement Fees Update & the Establishment of a Property Standards Committee
- Discussion on the proposal to include "O Canada" at the start of Council Meetings

- (E) Announcements
- (F) Adoption of Minutes of Previous Meeting(s)
 - Council Meeting Minutes of March 6, 2025
- (G) Public Meetings & Committee of Adjustment

- Public Meeting – Zoning By-law Amendment Application – D14-Z02-25 – Burks – 52075 Wilson Line

- (H) Delegations
 - MCP Concession Contract Proposal – Markus Hawco
 - Wind Powered Developments – Tom Healy
- (I) Unfinished Business
- (J) New Business

- DS-25-14 - 9962 Hacienda Road – Request for Development Agreement of David Blatz
- PW-25-05- Malahide Water Distribution System - 2024 Fourth Quarter Operations Report
- PW-25-06 - Malahide Water Distribution: 2024 Drinking Water Quality Trends and Management Review of DWQMS Operational Plan
- PW-25-07 - Malahide Water Distribution System: 2024 Section 11 Annual Report and Schedule 22 Summary Report
- PW-25-08 - Malahide Wastewater Collection System Annual Performance Report
- PW- 25-09 - Request for Improvement – Avon Drain
- PW- 25-11 - College Line Reconstruction – Change of Scope

(K) By-laws

- 25-17 – 2025 User Fee By-law
- 25-19 – J. Grant Burks/Claire Burks Rezoning
- 25-20- Development Agreement – Blatz
- 25-06 – D. Versnick Drain – 3rd Reading
- 25-07 – Ashton Street Drain – 3rd Reading

Committee of the Whole

(L) Business for Consideration

- FIN-25-03 - Procurement By-law Update
- FIN-25-04 - Vehicle Expenses Policy
- PW-25-10 MCP Concession Contract – 2025 Summer Season

(LI) Unfinished Business

(LII) New Business

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

Committee of the Whole Adjourns

(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. AMOWatchfile – March 6, 2025 and March 13, 2025
2. Elgin County – Relocation of the Aylmer Library Branch to the East Elgin Community Complex
3. Elgin County – From the Council Chambers – March 11, 2025
4. Aylmer-Malahide Museum – March-April Newsletter
5. Long Point Region Conservation Authority Minutes – February 5, 2025
6. East Elgin Community Complex – DRAFT Minutes – February 26, 2025
7. Aylmer Evangelical Missionary Church 125th Anniversary Invitation

(P) Closed Session

(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 March 20, 2025 Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on March 6, 2025 be adopted.
3. *Whereas, at its March 6, 2025 meeting, the Committee of the Whole recommended to Council:*
 - a. THAT Report No. DS-25-07 entitled “Municipal By-law Enforcement Fees Update” be received;

AND THAT that staff be directed to amend the user fee schedule to include the changes proposed.
 - b. THAT the inclusion of 'O Canada' at the beginning of Council meetings be approved as a temporary measure until the tariffs are removed.

BE IT RESOLVED that Council adopts the above recommendations from the Committee of the Whole.

4. THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z02-25 – J. Grant Burks Farms Ltd/Claire Burks. – 50275 Wilson Line be called to order at ___p.m.
5. THAT the Public Meeting relating to the Zoning By-Law D14-Z02-25 – J. Grant Burks Farms Ltd/Claire Burks. – 50275 Wilson Line be adjourned at ___p.m.
6. THAT Report No. DS-25-08 entitled “Zoning By-Law Amendment Application of J. Grant Burks Farms Ltd/Claire Burks”, relating to the property located at Concession 9, Part Lot 9, Part 4,5,6, Concession Gore STR (50275 Wilson Line) be received;

AND THAT Zoning By-law Amendment Application No. D14-Z02-25 of J. Grant Burks Farms Ltd/Claire Burks, relating to the property located at CON 9 PT LOT 9, PART 4,5,6, Concession Gore STR, and known municipally as 50275 Wilson Line, BE APPROVED for the reasons set out in this Report.

7. THAT Report No. DS-25-14 entitled “9962 Hacienda Road – Request for Development Agreement of David Blatz” be received;

AND THAT the prepared Development Agreement relating to the property located at Concession Gore North of Talbot Road, Part Lot 16, Part 1 on 11R-10648 in the Township of Malahide (9962 Hacienda Road), be supported for the reasons set out in this Report;

AND THAT Council pass By-law 25-20, being a By-law to authorize the execution of a Development Agreement with David Blatz pursuant to Section 53 of the Planning Act, R.S.O. 1990, and Consent Application No. E93-24.

8. THAT Report No. PW-25-05 entitled "Malahide Water Distribution System - 2024 Fourth Quarter Operations Report" be received
9. THAT Report No. PW-25-06 entitled "Malahide Water Distribution: 2024 Drinking Water Quality Trends and Management Review of DWQMS Operational Plan" be received.
10. THAT Report No. PW-25-07 entitled "Malahide Water Distribution System: 2024 Section 11 Annual Report and Schedule 22 Summary Report" be received.
11. THAT Report No. PW-25-08 entitled "Malahide Wastewater Collection System Annual Performance Report" be received.
12. THAT Report No. PW- 25-09 entitled "Request for Improvement – Avon Drain" be received;

AND THAT George Vereyken, P. Eng., of Spriet Associates be appointed to prepare an Engineer's Report to address a drain improvement pursuant to *Section 78* of the *Drainage Act R.S.O. 1990*

13. THAT Report No. PW- 25-11 entitled "College Line Reconstruction – Change of Scope" be received;

AND THAT the change of scope for the 2025 reconstruction of College Line be approved as outlined in this report.

14. THAT the following by-law be now read a first, second and third time and finally passed:
 - 25-17 – 2025 User Fee By-law
 - 25-19 – J. Grant Burks/Claire Burks Rezoning
 - 25-20- Development Agreement - Blatz

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

- 25-06 – D. Versnick Drain
- 25-07 – Ashton Street Drain

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

16. THAT Report No. FIN-25-03 entitled "Procurement By-law Update" be received;

AND THAT the Committee recommend to Council that the Township's 2025 Procurement By-law be approved as presented.

17. THAT Report FIN-25-04 entitled "Vehicle Expenses Policy" be received for information;

AND THAT the Committee recommend to Council that the Township's Vehicle Expenses Policy" be approved as amended.

18. THAT Report No. PW- 25-10 entitled "MCP Concession Contract – 2025 Summer Season" be received;

AND THAT Council authorize staff to enter into an agreement with The Ice Box for the provision of concession services at Malahide Community Place for the 2025 summer season.

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

20. RESOLVED that all items be received and filed:

1. AMOWatchfile – March 6, 2025 and March 13, 2025
2. Elgin County – Relocation of the Aylmer Library Branch to the East Elgin Community Complex
3. Elgin County – From the Council Chambers – March 11, 2025
4. Aylmer-Malahide Museum – March-April Newsletter
5. Long Point Region Conservation Authority Minutes – February 5, 2025
6. East Elgin Community Complex – DRAFT Minutes – February 26, 2025
7. Aylmer Evangelical Missionary Church 125th Anniversary Invitation

21. THAT By-law No.25-18, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

22. RESOLVED THAT we do now adjourn at _____ p.m. to meet again on April 3, 2025 at 7:00p.m.

**The Corporation of the Township of Malahide
March 6, 2025 – 7:00p.m.**

Virtual Meeting - <https://youtu.be/rTA6Xw1Kd6w?si=GMIqIYXPeJwDRy5F>

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 R. Cerna, Councillor S. Lewis, and Councillor C. Glinski

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

CALL TO ORDER:

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

APPROVAL OF AGENDA:

No. 25-063

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT the March 6, 2025 Regular Council Meeting Agenda be approved as modified with the following additions:

- Announcements Section - Township Updates, Port Bruce Updates, Citizen Police Academy, and Tariff updates

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda items Court of Revision D. Versnick Drain and Court of Revision – Ashton Street Drain. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

ANNOUNCEMENTS:

Chief Spoor provided an update on the flood warning issued for Port Bruce, confirming that Catfish Creek Conservation Authority (CCCA) had downgraded the warning and provided an all clear statement within its watershed. Council noted that they had received positive feedback from residents, who were pleased with the interaction and efforts made. The Mayor recommended continuing efforts to improve the process and proposed a debrief after the season to review the response.

Mayor Giguère provided information about the 2025 OPP Citizen Police Academy program, which will be held at Malahide Community Place starting on March 20th for 9 weeks, and directed where to find further details.

Mayor Giguère made a statement regarding the ongoing developments related to the current tariff discussions.

Deputy Mayor Widner congratulated Rob Flack on his recent election win as MPP and extended best wishes to MP Karen Vecchio on her retirement.

ADOPTION OF MINUTES:

No. 25-064

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the minutes of the regular council meeting held on February 20, 2025 be adopted.

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda items Court of Revision D. Versnick Drain and Court of Revision – Ashton Street Drain. He retired from the meeting and abstained from all discussions and voting on the matter.

- Court of Revision – D. Versnick Drain

No. 25-065

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the D. Versnick Drain:

Mayor Dominique Giguère (Chair)

Councillor Scott Lewis

Councillor Rick Cerna

Carried

No. 25-066

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT the Court of Revision for the D. Versnick Drain be called to order at 7:15 p.m.

AND THAT Dominique Giguère be appointed Chair.

Carried**No. 25-067****Moved By: Scott Lewis****Seconded By: Rick Cerna**

THAT the Court of Revision members for the D. Versnick Drain do hereby accept the recommendations of Drainage Engineer John M. Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated November 1, 2024.

Carried**No. 25-068****Moved By: Scott Lewis****Seconded By: Rick Cerna**

THAT the Court of Revision relating to the D. Versnick Drain be adjourned and the Council Meeting reconvene at 7:18p.m.

Carried

- Court of Revision – Ashton Street Drain

No. 25-069**Moved By: Rick Cerna****Seconded By: Scott Lewis**

THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the Ashton Street Drain:

Mayor Dominique Giguère (Chair)

Councillor John H. Wilson

Councillor Sarah Leitch

Carried**No. 25-070****Moved By: Sarah Leitch****Seconded By: John H. Wilson**

THAT the Court of Revision for the Ashton Street Drain be called to order at 7:19p.m.

AND THAT Dominique Giguère be appointed Chair.

Carried

No. 25-071**Moved By: Sarah Leitch****Seconded By: John H. Wilson**

THAT the Court of Revision members for the Ashton Street Drain do hereby accept the recommendations of Drainage Engineer John M. Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated November 7, 2024.

Carried**No. 25-072****Moved By: Sarah Leitch****Seconded By: John H. Wilson**

THAT the Court of Revision relating to the Ashton Street Drain be adjourned and the Council Meeting reconvene at 7:21p.m.

Carried

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

- Public Meeting – Zoning By-law Amendment Application – D14-Z01-25-Wenninger Farms Ltd. – 49888 Nova Scotia Line

No. 25-073**Moved By: Sarah Leitch****Seconded By: Mark Widner**

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z01-25 – Weninger Farms Ltd. – 49888 Nova Scotia Line be called to order at 7:22p.m.

Carried

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

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on February 26th and March 5th. In addition, affected property owners within 120 meters mailed a notice 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 and there were none.

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

No. 25-074

Moved By: Chester Glinski

Seconded By: Rick Cerna

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z01-25 – Weninger Farms Ltd. – 49888 Nova Scotia Line be adjourned at 7:26p.m.

Carried

No. 25-075

Moved By: Chester Glinski

Seconded By: Scott Lewis

THAT Report No. DS-25-07 entitled “Zoning By-Law Amendment Application of Weninger Farms Ltd. Weninger Farms Ltd, (c/o Civic Planning Solutions Inc.) relating to the property located at Concession 2, Part Lot 14, Township of Malahide (49888 Nova Scotia Line) be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z01-25 of Weninger Farms Ltd. (c/o Civic Planning Solutions Inc.) relating to the property located at Concession 2, Part Lot 14, Township of Malahide, and municipally addressed as 49888 Nova Scotia Line, BE APPROVED for the reasons set out in this Report.

Carried

DELEGATIONS:

- Elgin County Library - Springfield Library Presentation

No. 25-076

Moved By: Sarah Leitch

Seconded By: Mark Widner

THAT the presentation from the Elgin County Library regarding the Springfield Library branch be received for information.

Carried

APPROVAL OF BUSINESS (CONSENT AGENDA):

No items.

UNFINISHED BUSINESS:

No items.

NEW BUSINESS:

- FIN-25-02 – 2024 Council Remuneration and Expenses

No. 25-077

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Report No. FIN-25-02 entitled “2024 Council Remuneration and Expenses” be received.

Carried

BY-LAWS:

No. 25-078

Moved By: Scott Lewis

Seconded By: Chester Glinski

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

- 25-12 – Wenninger Farms Ltd. Rezoning

Carried

COMMITTEE OF THE WHOLE:

No. 25-079

Moved By: Sarah Leitch

Seconded By: John H. Wilson

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

Carried

Business for Consideration

No items.

Unfinished Business

No items.

New Business

- DS-25-07 - Municipal By-law Enforcement Fees Update

No. 25-080**Moved By: Scott Lewis****Seconded By: Rick Cerna**

THAT Report No. DS-25-07 entitled "Municipal By-law Enforcement Fees Update" be received;

AND THAT the Committee recommend to Council that staff be directed to amend the user fee schedule to include the changes proposed.

Carried

- Discussion on the proposal to include "O Canada" at the start of Council Meetings

No. 25-081**Moved By: Scott Lewis****Seconded By: Chester Glinski**

THAT the Committee recommend to Council the inclusion of 'O Canada' at the beginning of Council meetings as a temporary measure until the tariffs are removed.

CarriedCorrespondence

- Correspondence Items

No. 25-082**Moved By: Rick Cerna****Seconded By: John H. Wilson**

BE IT RESOLVED that all correspondence items be received and filed:

1. Elgin County – From the Council Chambers Meeting Highlights– February 25th
2. AMOWatchfile – February 27, 2025

Carried**No. 25-083****Moved By: Sarah Leitch****Seconded By: Scott Lewis**

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

Carried

CLOSED SESSION:

No items.

CONFIRMATORY BY-LAW:

No. 25-084

Moved By: Rick Cerna

Seconded By: Mark Widner

THAT By-law No.25-14, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 25-085

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 8:15p.m. meet again on March 20, 2025 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. DS-25-09

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: March 20, 2025
SUBJECT: **Zoning By-Law Amendment of J. Grant Burks Farms Ltd (c/o Claire Burks), relating to the property located at Concession 9, Part Lot 9, Part 4,5,6, RP 11R3350 (50275 Wilson Line)**

RECOMMENDATION:

THAT Report No. DS-25-09 entitled “Zoning By-Law Amendment Application of J. Grant Burks Farms Ltd/Claire Burks”, relating to the property located at Concession 9, Part Lot 9, Part 4,5,6, Concession Gore STR (50275 Wilson Line) be received;

AND THAT Zoning By-law Amendment Application No. D14-Z02-25 of J. Grant Burks Farms Ltd/Claire Burks, relating to the property located at CON 9 PT LOT 9, PART 4,5,6, Concession Gore STR, and known municipally as 50275 Wilson Line, BE APPROVED for the reasons set out in this Report.

PURPOSE & BACKGROUND:

The subject Zoning By-law Amendment Application (the “Application”) has been submitted by J. Grant Burks Farms Ltd (c/o Claire Burks) to implement the necessary zoning provisions required for surplus farm dwelling severances. Specifically, the Zoning By-law Amendment would rezone the proposed retained parcel from “Large Lot Agriculture (A3)” to “Special Agriculture (A2)” and the proposed severed parcel from “Large Lot Agriculture (A3)” to “Small Lot Agriculture Special (A4-33)”.

The Application relates to the property located at CON 9 PT LOT 9, PART 4,5,6, Concession Gore STR, known municipally as 50275 Wilson Line.

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

COMMENTS & ANALYSIS:

The subject property is approximately 42.9 hectares (106.1 acres) in area, has approximately 360 metres (1181 feet) of frontage along Wilson Line, and 344 metres (1,128 ft) of frontage along Crossley Hunter Line. The property contains a single detached dwelling and an accessory shed both of which are located within 50 metres of

Wilson Line. The Subject Lands are used for agricultural purposes, primarily field crop production and surrounded by agricultural lands in all directions.

The applicants were granted provisional consent approval (Consent Application E87-24) on November 27, 2024, to sever a parcel of land containing a surplus farm dwelling with a lot frontage of approximately 79 metres along Wilson Line and a lot area of approximately 0.66 hectares (1.64 acres). The severed lot will contain the existing dwelling and accessory shed.

The retained lot has an area of approximately 42.2 hectares, a frontage of approximately 152 metres along Wilson Line, 344 metres (1,128 ft) of frontage along Crossley Hunter Line, and is proposed to continue to be used for agricultural uses.

Provincial Planning Statement 2024 (PPS)

In Prime Agricultural Areas, the Provincial Planning Statement (PPS) permits one new residential lot to be created per farm consolidation, provided the new residential lot will be limited to a minimum size needed to accommodate the use and appropriate private services, and it is ensured that new residential dwellings are prohibited on any remnant parcel of farmland (Section 4.3.3.1c).

Through this application, the retained farm parcel would be rezoned to the “A2” zone, which would prohibit new residential uses from being established.

County of Elgin Official Plan

The subject property is designated “Agriculture Area” on Schedule ‘A’, Land Use Plan, with frontage along a “Local” road on Schedule ‘B’ Transportation Plan. The southern edge of the property contains a natural heritage feature designated as ‘Woodlands’ on Appendix 1 – Environmental Resource Areas.

Lot creation is permitted for lands within the “Agriculture Area” designation for the purposes of severing a residence surplus to a farming operation provided that development of a new residence is prohibited on any remnant farm parcel (Section E1.2.3.4b).

As previously noted, the retained lands are proposed to be rezoned to prohibit the construction of a new residence on the farm parcel.

Development is not permitted within 120 metres of a significant woodland unless an Environmental Impact Study is completed to demonstrate that there will be no negative impacts on natural heritage features. The proposed development is located over 400 metres from the designated Woodland and would not impact the natural heritage feature.

Malahide Official Plan

The subject property is designated “Agriculture” with a small portion of land along the southern part of the property designated as “Natural Heritage” on Schedule ‘A1’ Land Use Plan and a “Locally Significant (10-20ha)” designation on Schedule ‘A2’ Constraints Plan.

The Malahide Official Plan permits secondary uses on lands designated “Agriculture” including surplus farm dwellings on separate lots (Section 2.1.2.2). Section 2.1.7 of the Official Plan permits lot creation for the severance of a surplus farm dwelling provided certain criteria are met, including: that both the severed and retained parcel be rezoned to prohibit a new dwelling and a land use conflict is not created with agricultural operations in the surrounding areas (Section 2.1.7).

The proposed retained parcel would be rezoned to the A2 Zone to prohibit the construction of a new residential dwelling, and the proposed severed parcel would be rezoned to the A4 zone, which is applied to surplus farm dwelling lots. Surplus farm dwelling severances are exempt from Minimum Distance Separation under Section 2.1.3 of the Official Plan. The existing dwelling would not create a land use conflict with surrounding agricultural operations.

Development is not permitted within 120 metres of a significant woodland unless an Environmental Impact Study is completed to demonstrate that there will be no negative impacts on natural heritage features. The proposed development is located over 400 metres from the designated Woodland and would not impact the natural heritage feature.

Malahide Zoning By-law No. 18-22

The subject property is within the “Large Lot Agricultural (A3) Zone”, on Key Map 14 of Schedule “A” to the Township’s Zoning By-law No. 22-18. Portions of the subject lands surrounding the creek traversing the middle of the property are located within an area regulated by the Catfish Creek Conservation Authority.

As previously noted in this report, the PPS and both Official Plans require that the proposed severed and retained parcel be rezoned. The retained parcel will be rezoned to the “Special Agricultural (A2)” zone to prohibit a residential dwelling as a condition of consent approval. The proposed retained parcel meets the minimum lot area (20 ha) and lot frontage (150 m) requirements of the ‘A2’ zone.

The proposed severed parcel will be rezoned to ‘Small Lot Agriculture Special (A4-33)’. The ‘A4’ zone is intended to be applied to lots created as a result of a surplus farm dwelling severance to reflect the primary use of the lot being for residential purposes. An accessory shed on the severed parcel has a floor area of approximately 275 square metres, where the zoning by-law prescribes a maximum accessory building floor area of 200 square metres on lots in the A4 zone. The severed lot meets all other provisions of the A4 zone.

FINANCIAL IMPLICATIONS:

The full cost of the application and associated 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:

No comments have been received from agencies or members of the public at the time of submission of this report.

ATTACHMENTS:

1. Report Photo;
2. Application Sketch; and
3. By-law.

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

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

Approved by: N. Dias, Chief Administrative Officer

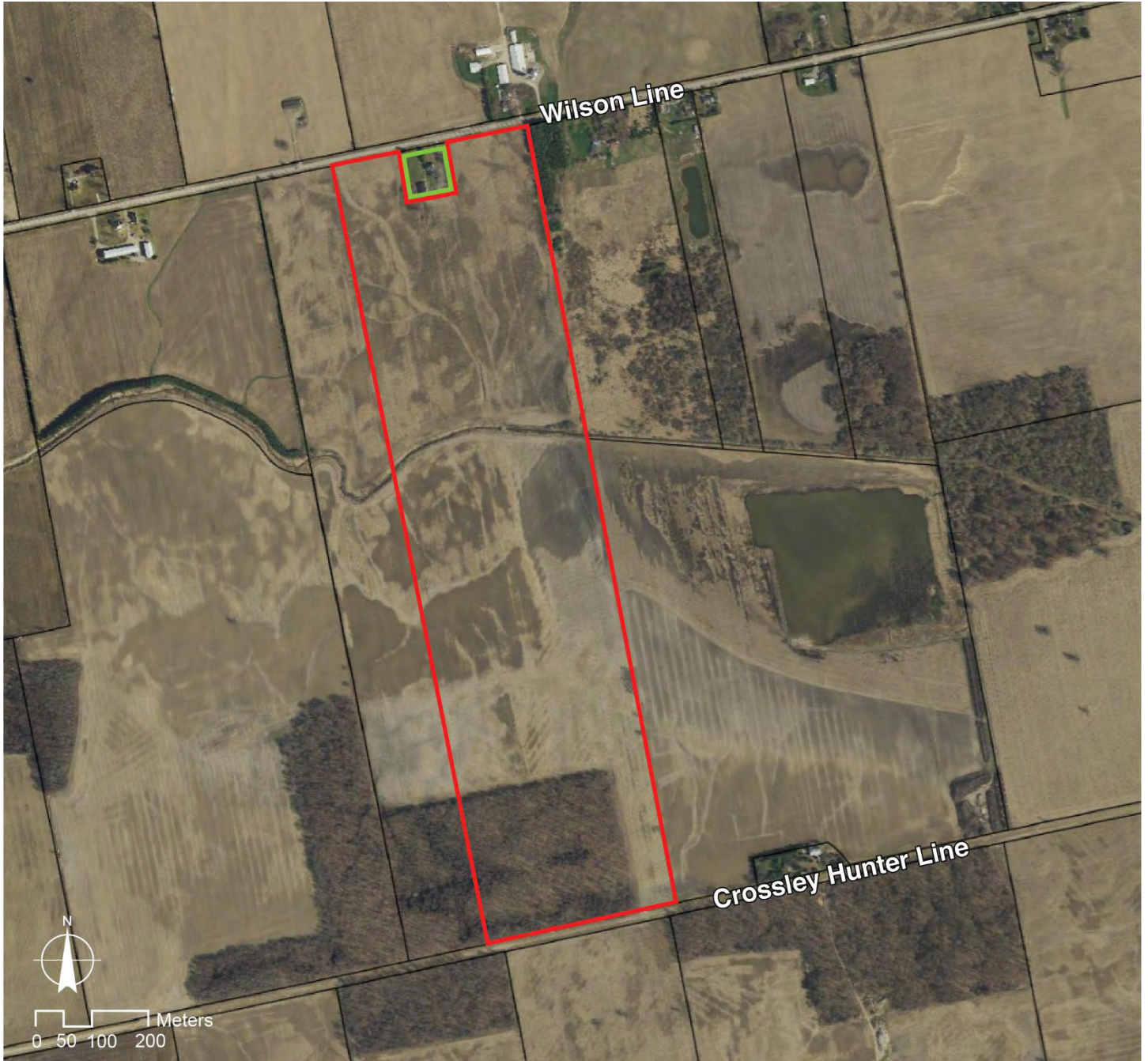
APPLICATION FOR ZONING BY-LAW AMENDMENT

Owners: J. Grant Burkes Farms Ltd.

50275 Wilson Line

CON 9 PT LOT 9, RP 11R3350; PART 4,5,6

Township
of Malahide
Figure 1



OFFICIAL PLAN DESIGNATION
AGRICULTURAL

ZONING

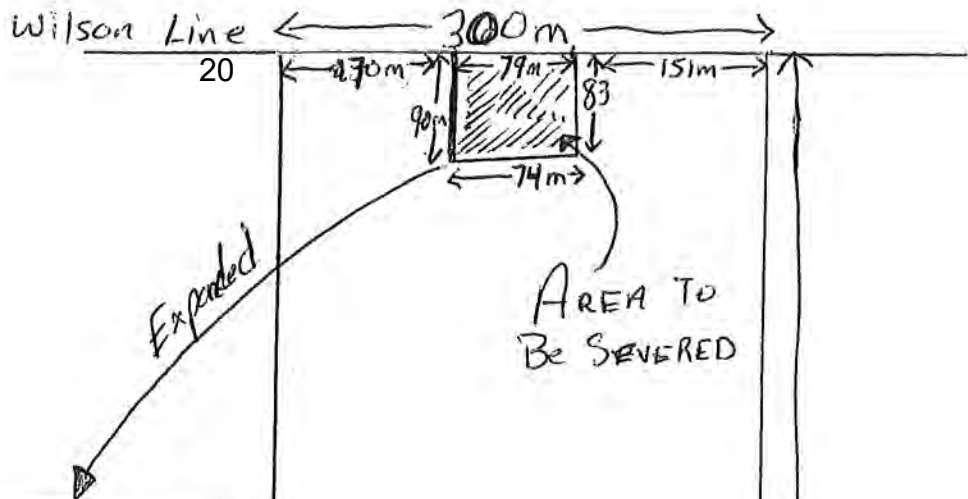
Large Lot Agricultural (A3)



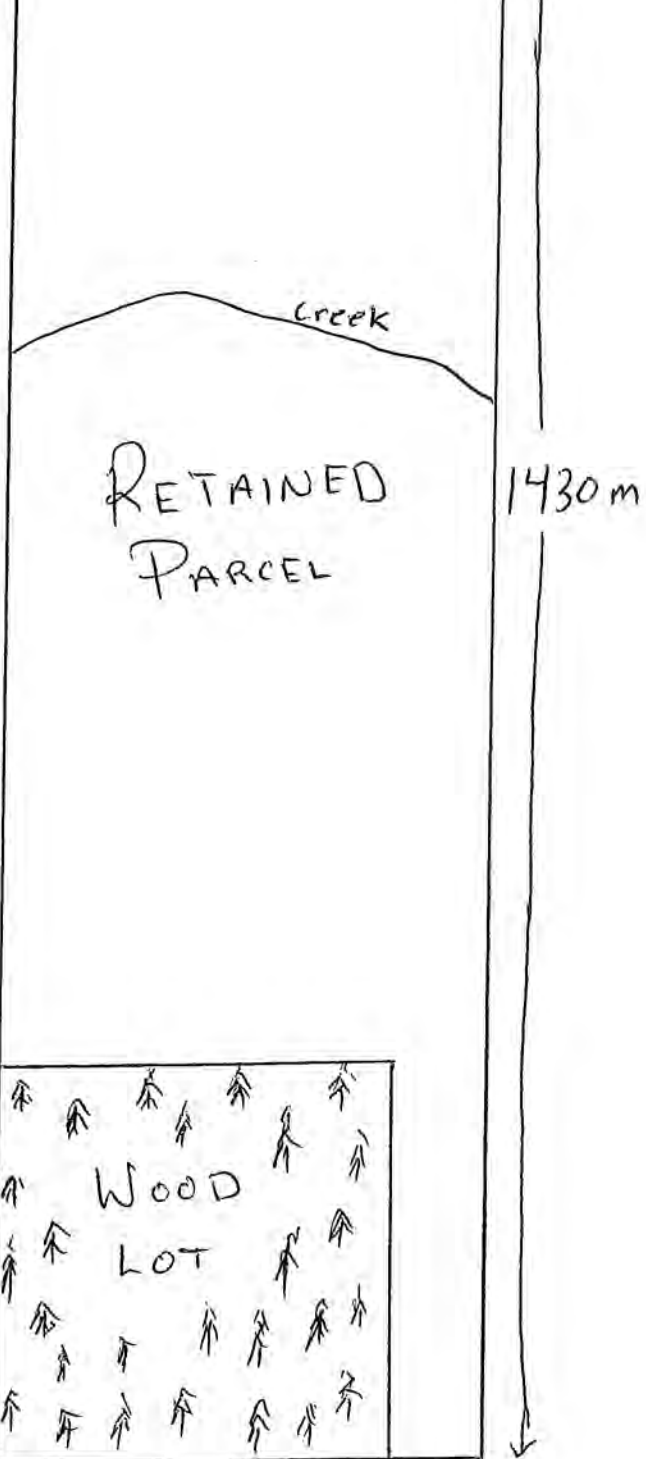
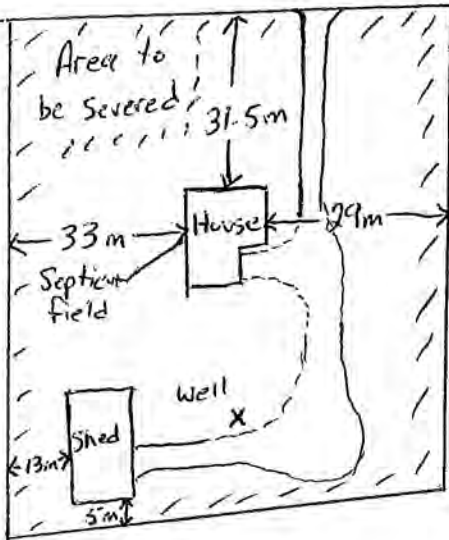
Portion to be Rezoned to 'A2'



Portion to be Rezoned to 'A4-33'



Wilson line



Retained Parcel

**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 25-19**

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

**J. Grant Burks Farms Ltd. (c/o Claire Burks)
50275 Wilson Line**

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

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

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

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

1. **THAT** the area shown in diagonal hatching on the attached map, Schedule "A", and described as Concession 9, Part Lot 9, Part 4,5,6 (Concession Gore STR), in the Township of Malahide, shall be removed in the "Large Lot Agricultural (A3) Zone" of By-law No. 18-22 and placed within the "Special Agricultural (A2) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A2" on Key Map 14 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** the area shown in cross hatching on the attached map, Schedule "A", and described as Concession 9, Part Lot 9, Part 4,5,6 (Concession Gore STR), in the Township of Malahide, shall be removed from the "Large Lot Agricultural (A3) Zone" of By-law No. 18-22 and placed within the "Small Lot Agricultural (A4) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A4-33" on Key Map 72 of Schedule "A" to By-law No. 18-22, as amended.
3. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.7 SMALL LOT AGRICULTURAL (A4) ZONE – 'SITE-SPECIFIC' ZONES, by adding the following new subsection.

"5.7.33 a) Defined Area

A4-33 as shown on Schedule 'A', Map No. 14.

b) **Maximum Floor Area**

Existing Accessory Building

275 m²

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

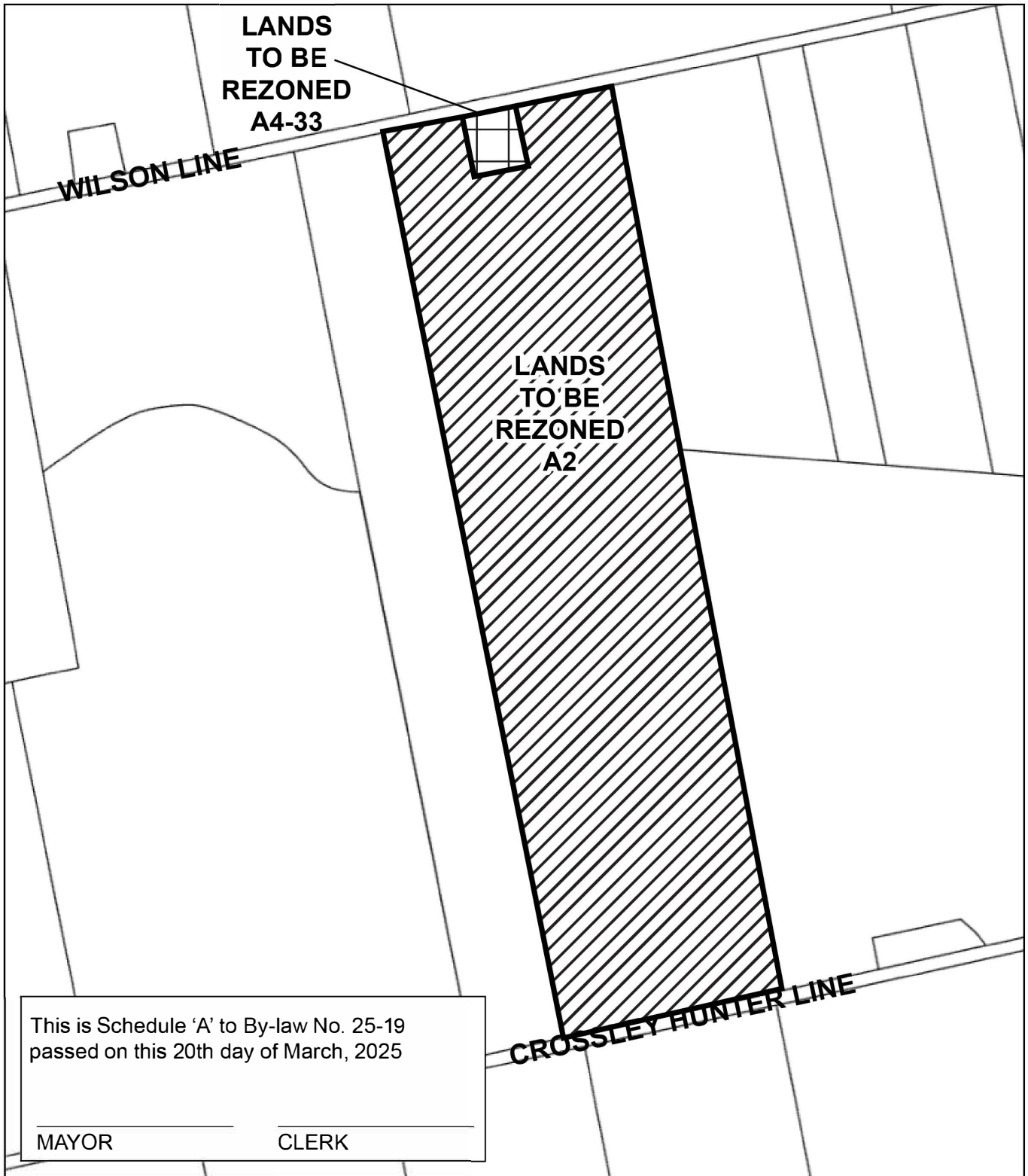
- a) Where no notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the expiration of the prescribed time; or,
- b) Where notice of objection has been filed with the Township's Clerk within the time prescribed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

READ a **FIRST** and **SECOND** time this 20th day of March, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 20th day of March, 2025.

Mayor – D. Guigère

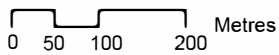
Clerk – A. Adams



This is Schedule 'A' to By-law No. 25-19 passed on this 20th day of March, 2025

MAYOR

CLERK



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

SCHEDULE 'A'
Map No. 14

wpd Canada

Cedar Flats Wind Project

March 20, 2025



Agenda

-  Introduction
-  Why Now? Why Here?
-  Cedar Flats Wind Project
-  Agricultural Impact Assessment
-  Community Benefits
-  Community Engagement
-  Q&A

wpd Summary - Global Quick Facts

Founded in 1996 and headquartered in Bremen, Germany, wpd group is a leading developer, owner and operator of wind projects and solar photovoltaic plants across 33 countries.

2,810 wind turbines installed
4,300 members of staff

6.9 GW installed to date
3.5 GW operating globally

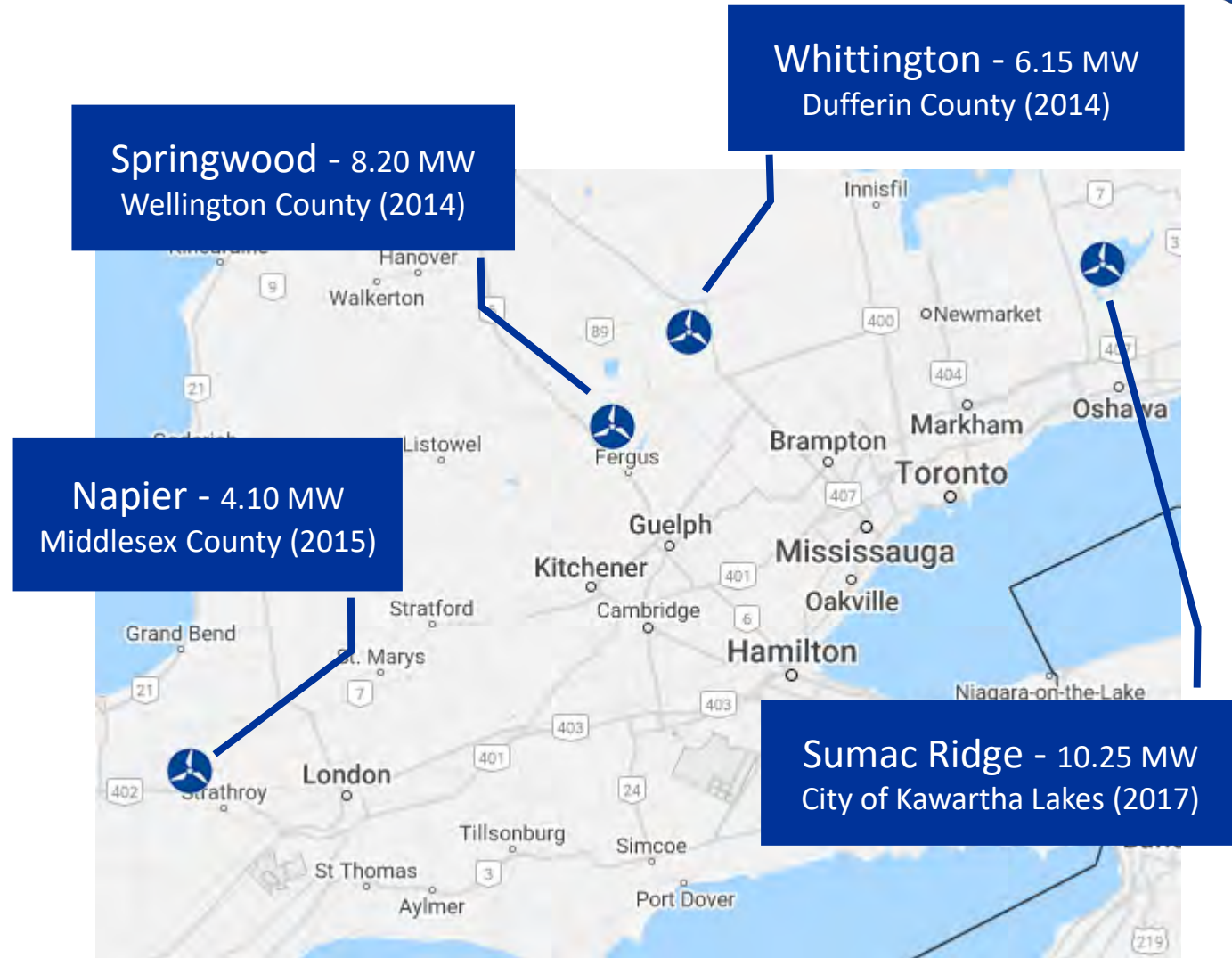


wpd Canada in Ontario

Since its establishment in 2009, wpd Canada has realized four onshore wind projects in Ontario.

Together, the four projects feed an estimated 77 GWh annually into the local electricity grid, equivalent to the average annual power usage of 4,700 homes.

Currently wpd Canada is actively pursuing a pipeline of over 1,000 MW in Ontario, British Columbia, Alberta, and New Brunswick



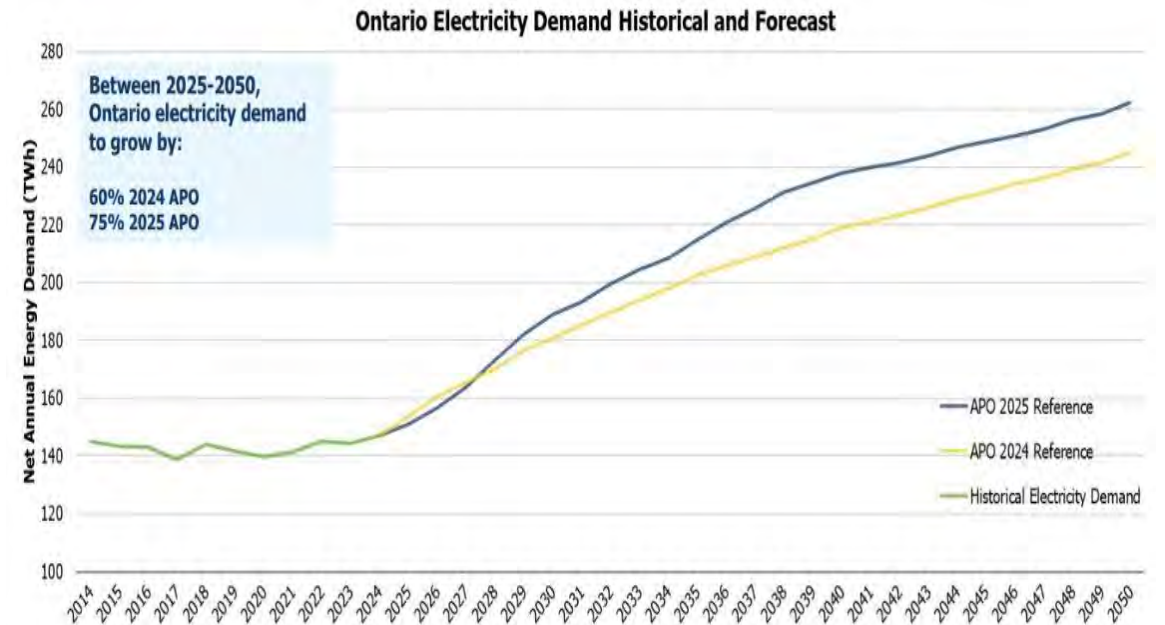
Why Now? Why Here?

Why Now?

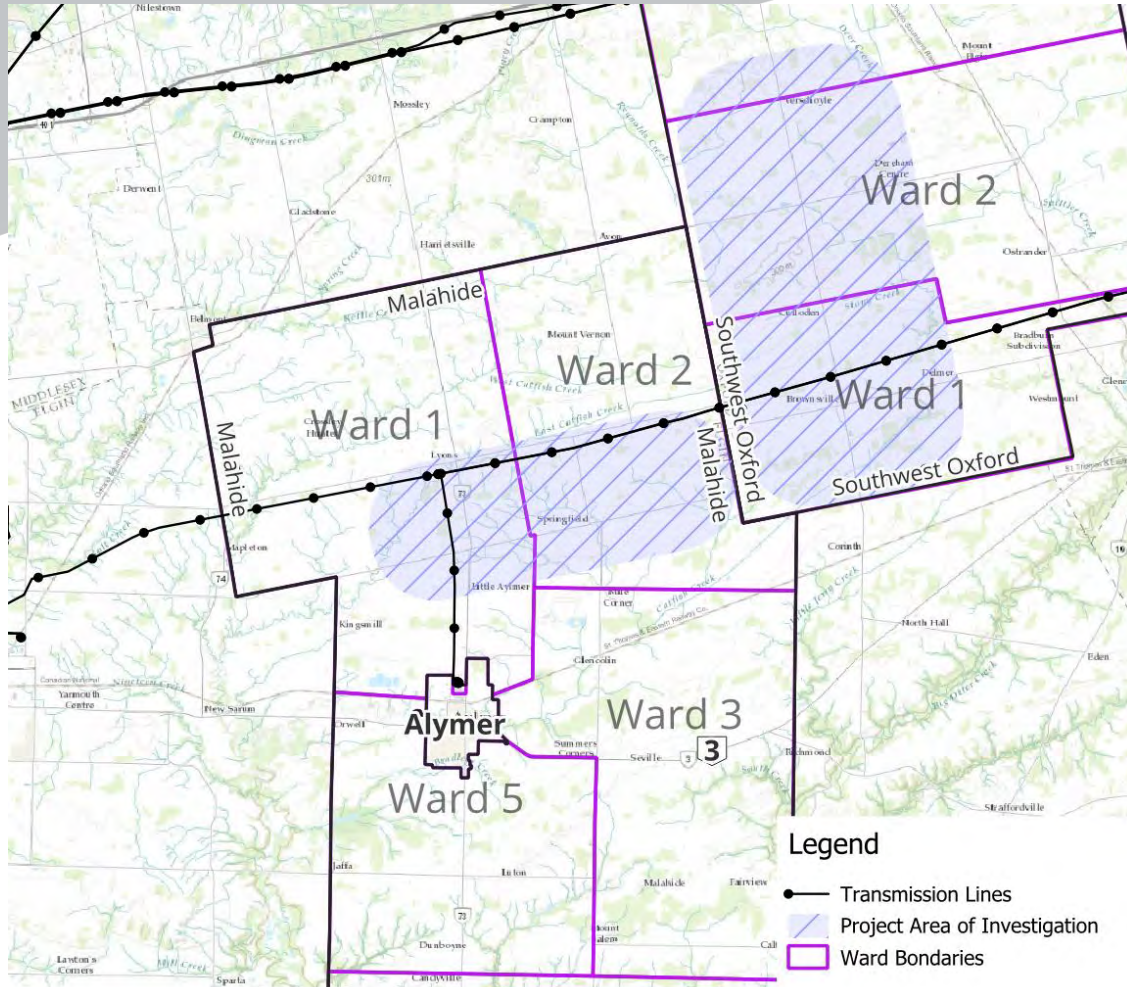
- 75% growth in electricity consumption by 2050
- Competitive procurement process for energy (Long Term 2 Procurement Request for Proposal - LT2 RFP)

Why here?

- Strong wind resource
- Grid connection with available capacity to host new generation
- Good existing road infrastructure



Cedar Flats Project Study Area



We are exploring the potential for a wind project with up to 200MW of generating capacity or approximately 34 turbines. This could be equivalent to the annual energy consumption of around 80,000 homes*.

The areas being investigated for the proposed project are in the Townships of Malahide and South-West Oxford

- Wards 1 and 2 in the Township of Malahide
- Wards 1, 2 & 3 of the Township of South-West Oxford

The project's size will depend on factors such as feedback from Townships, community members, and environmental survey data.

Project Progress

- Started engagement with First Nations and working towards developing a partnership
- In discussions with a renewable energy co-op to facilitate community investment in the project
- Collaborating with our project landowners to understand their existing farming operations to ensure we minimize any potential impacts on farming activities
- Initiated an environmental survey program to collect field data about sensitive wildlife and habitats in the project study area
 - All environmental survey data will form the basis of any future application to the Ministry of Environment for a Renewable Energy Approval

✓ 4 years of wind data collection

✓ Desktop critical habitat screening

✓ Preliminary Aviation Assessment completed

✓ Breeding bird surveys conducted in 2024

✓ Agricultural Impact Assessment initiated in 2024

Project Timeline



Agriculture/AIA

We are working on an Agricultural Impact Assessment (AIA) with DBH Soil Services Inc.

The assessment has two main parts:

- Part one - An initial evaluation of possible alternative locations and their potential impacts
- Part two - Strategies to minimize potential impacts and approaches to mitigate potential impacts

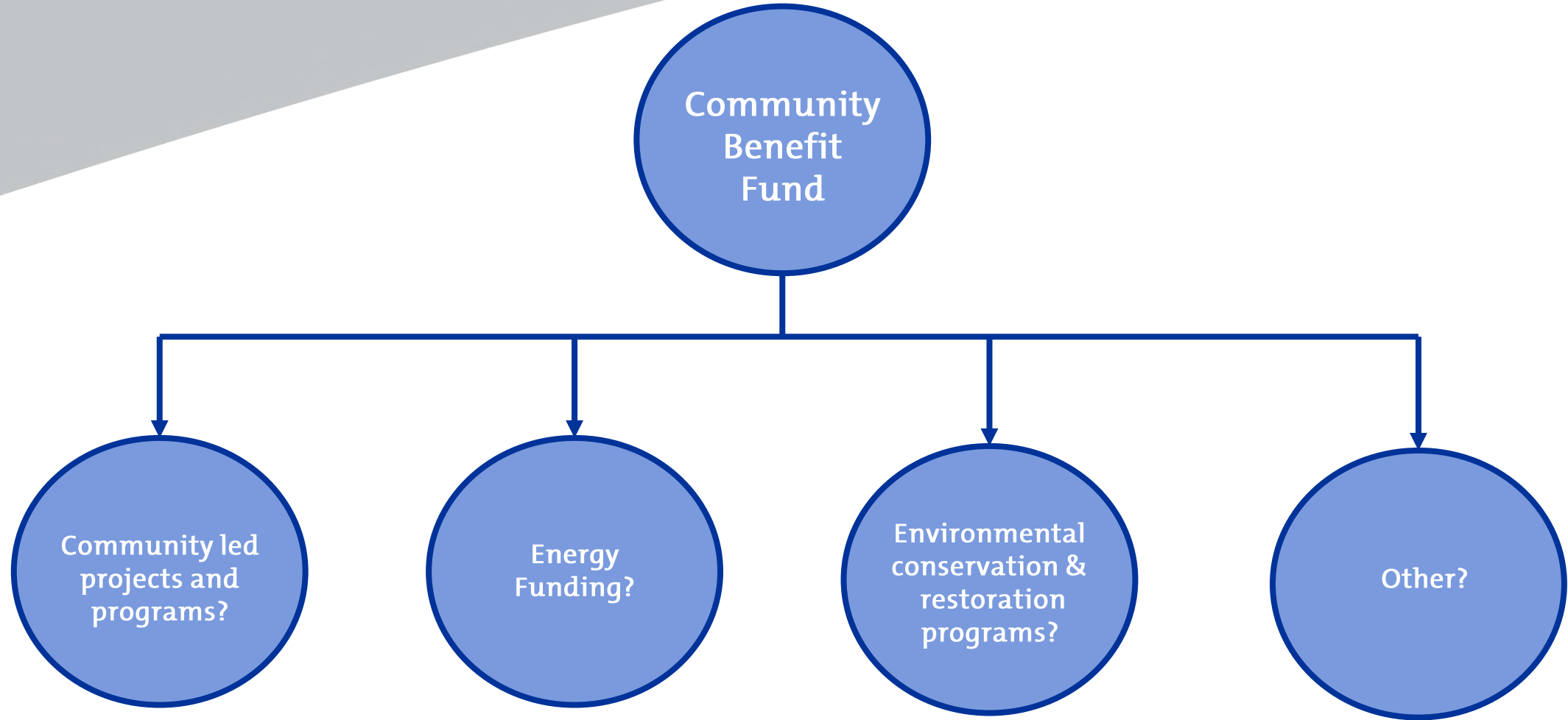
We are working with municipal planners to define the scope of the assessment and ensure it is completed to their standards. The assessment will be evaluated by the local municipality.



Cedar Flats Community Benefits

- **Community Benefits Fund:** Tailored local support initiatives or community benefit programs based on the feedback received from hosting communities.
- **Tax Revenue:** The project will make additional property tax payments to the municipality, which will support municipal services, infrastructure, and local initiatives for decades to come. Payment amounts will depend on the project size.
- **Local Contracting Opportunities:** During the construction and operations phases, wpd Canada will rely on local supply chain and services.
- **Employment:** The project is expected to create jobs during construction, and full-time roles are anticipated throughout operations.
- **Local Stimulus:** Local businesses will benefit from increased spending on goods and services during construction and operations phases.

Cedar Flats Community Benefit Fund - Options



We are looking for your feedback.

Community Engagement

We recognize the importance of transparency and ongoing collaboration with community members.

In this initial phase, we are seeking input and feedback from the community regarding the project concept and preferred engagement methods.

- Public information sessions during the last week of April. Confirmed dates will be shared on our website and via additional communication channels.

Additional public information sessions will be scheduled later in the process as we gather more information and as the proposed project develops.

Please sign up for our newsletter on the project website.

2 Public Information Events:
Week of **April 28th**


Project Website:
[https://www.wpd-canada.ca/
projects/cedar-flats-project/](https://www.wpd-canada.ca/projects/cedar-flats-project/)

Project Newsletter:
Please sign up on our website


Project Email:
Cedarflatswind@wpd-canada.ca

Thank you!


Cedar Flat Project Key Contacts




David Heiduck
Vice President



Tom Healy
Senior Project
Development Manager



Deniz Ogun
Project Manager



Dilan Unutkan
Communications
Manager



Ken Todoroff
Construction
Manager

cedarflatswind@wpc-canada.ca

<https://www.wpc-canada.ca/projects/cedar-flats-project>



Scan the QR code to visit our website



REPORT NO. DS-25-14

TO: Mayor & Members of Council

DEPARTMENT: Development Services

MEETING DATE: March 20, 2025

SUBJECT: 9962 Hacienda Road - Request for Development Agreement of David Blatz

RECOMMENDATION:

THAT Report No. DS-25-14 entitled “9962 Hacienda Road - Request for Development Agreement of David Blatz” be received;

AND THAT the prepared Development Agreement relating to the property located at Concession Gore North of Talbot Road, Part Lot 16, Part 1 on 11R-10648 in the Township of Malahide (9962 Hacienda Road), be supported for the reasons set out in this Report;

AND THAT Council pass By-Law 25-20, being a By-law to authorize the execution of a Development Agreement with David Blatz pursuant to Section 53 of the Planning Act, R.S.O. 1990, and Consent Application No. E93-24.

PURPOSE & BACKGROUND:

Consent Application E93-24 was submitted by Civic Planning Solutions to facilitate a lot addition to convey land from the property located at 9982 Hacienda Road, owned by Catfish Creek Conservation Authority, to 9962 Hacienda Road, owned by David Blatz. The purpose of the lot addition is to enlarge the existing lot to allow for the construction of a residence and accessory building.

Township Planning staff reviewed and considered the merits of the application against the Provincial Planning Statement, County and Township Official Plan policies, and Township Zoning By-law and recommended Township Council support the application. Township Council supported the application and conditional consent approval was granted by the County of Elgin Land Division Committee on December 11, 2024. The request for a Development Agreement has been submitted by the owner of 9962 Hacienda to fulfill a condition of the provisional approval.

COMMENTS & ANALYSIS:

The property at 9962 Hacienda Road is approximately 5,528 m² (1.36 ac) in area, has approximately 99.9 metres (387 ft) of frontage along Hacienda Road, and is currently vacant. Due to setbacks required from the adjacent railway to the south and the municipal drain located to the north and east, the owner is seeking to purchase land from the Catfish Creek Conservation Authority (the adjacent landowner) to provide additional lot area to

construct a dwelling and accessory building. Due to the proximity of the subject lands to the adjacent rail corridor and a designated natural heritage feature, a Noise & Vibration Study and an Environmental Impact Study were required as part of the application submission.

The Noise & Vibration Study (Feb 29, 2024), prepared by Valcoustics Canada Ltd., concluded that there would be no negative impacts on the future residential dwelling from the adjacent rail corridor provided certain mitigation measures were implemented including certain architectural and design features and warning clauses are included in any future purchase and sale agreements. The Environmental Impact Study (August 2024), prepared by Vroom & Associates, concluded that there would be no negative impacts from the proposed residential use on adjacent features, subject to mitigation measures being implemented during tree removal.

As a condition of the consent approval, the applicant was required to enter into, and assume the costs associated with, a Development Agreement with the Township to ensure that the recommended mitigation measures are implemented. Development Services staff have prepared a development agreement for Council's consideration which has been attached to this report.

FINANCIAL IMPLICATIONS:

- The cost for the preparation and registration of the Development Agreement is at the expense of the Applicant and has no implications to the Township's Operating Budget.

LINK TO STRATEGIC & OPERATIONAL PLANS:

- Unlock responsible growth.
- Establish, document, and implement service levels

CONSULTATION:

N/A

ATTACHMENTS:

1. Report Photo
2. Site Sketch
3. By-law
4. Development Agreement

Prepared by: E. Steele, MBPC, Planner

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

Approved by: N. Dias, Chief Administrative Officer

REQUEST FOR DEVELOPMENT AGREEMENT

Owners: David Blatz

9962 Hacienda Rd
Concession Gore North of Talbot Road, Part Lot 16,
Part 1 on 11R-10648 Township of Malahide


Township
of Malahide
Figure 1




8
N.T.S.

OFFICIAL PLAN DESIGNATION
Agriculture, Conservation Lands, Natural
Heritage

ZONING
Rural Residential – Site-Specific (RR-8)

 Area Subject to Rezoning
(Subject Lands)

 Parcel to be Enlarged

 Area to be Severed and Conveyed



0.5
0
0.23
0.5 Kilometers
MGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1:9,028



- Legend**
- Elgin County Parcels
 - Elgin Road Network
 - == Elgin Road Network
 - ≡ Elgin Road Network
 - Local
 - Arterial
 - Highways
 - Boundary
 - World Imagery
 - Low Resolution 15m Imagery
 - High Resolution 60cm Imagery
 - High Resolution 30cm Imagery
 - Citations

Notes

**AGREEMENT MADE UNDER SECTION 53
OF THE PLANNING ACT, R.S.O. 1990**

THIS AGREEMENT made this _____ day of _____ A.D. 2025.

BETWEEN:

DAVID BLATZ
(Hereinafter called the "Owner")

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE
(Hereinafter called the "Township")

OF THE SECOND PART

WHEREAS the Owners represent that they are the Owners of the lands described as Concession Gore North of Talbot Road, Part Lot 16, Part 1 on 11R-10648, in the Township of Malahide, and registered in the Registry Office for the Land Titles Division of Elgin (No. 11), being all of the P.I.N. identified as P.I.N. 35308 – 0225 (LT) (the "Property");

AND WHEREAS the Owners have applied to the County of Elgin for a Consent pursuant to Section 53 of the Planning Act to permit a lot addition between the lands known municipally as 9982 Hacienda Road and 9962 Hacienda Road through application E93-24 (herein called "the Application");

AND WHEREAS the County of Elgin Land Division Committee approved the Application subject to the Owners satisfying certain conditions being fulfilled;

AND WHEREAS this Agreement is being entered into by the parties hereto in order to satisfy one of the conditions to the approval of the Application which reads as follows:

7. That the applicants initiate and assume the full cost associated with the required Development Agreement in accordance with section 53 of the Ontario Planning Act, R.S.O. 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled. The agreement shall be registered on title of the lands known municipally as 9962 Hacienda Road.

AND WHEREAS this Agreement is being registered against the lands as described above and the Township is entitled to enforce the provisions thereof against the Owners and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land in accordance with Subsection (26) of Section 51 of the Planning Act, R.S.O. 1990, as amended;

NOW THEREFORE WITNESSETH THAT in consideration of the premises and the sum of TWO (\$2.00) DOLLARS paid to the Township by the Owners (the receipt whereof is hereby acknowledged) and in consideration of the Township being supportive of the Owners' intentions to construct a dwelling and an accessory building on the lands as proposed in Application No. E93-24, the Owners covenant and agree with the Township to provide, to the satisfaction of and at no expense to the Township, the following:

1. The Owner agrees to implement the following mitigation measures recommended by the Environmental Noise Study, dated February 26, 2024, prepared by Valcoustics Canada Limited including:

- a) The provision for a forced air heating system suitably sized to accommodate air conditioning for the single detached dwelling.
- b) Noise reduction building components will be required for the single detached dwelling, specifically double-glazing configurations meeting the minimum non-acoustical requirements of the Ontario Building Code that meet the minimum STC Rating as set out in the Environmental Noise Study.
- c) Warning clauses to be registered on title and included in Offers of Purchase and Sale for the subject lands stating the following:

“Purchasers/tenants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road and rail traffic may occasionally interfere with some activities of the dwelling occupants as the sound level may exceed the noise criteria of the Ministry of the Environment, Conservation and Parks and/or the municipality.

This dwelling unit has been designed with the provision for adding central air conditioning. Installation of central air conditioning by the occupant will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Ministry of the Environment, Conservation and Parks and/or the municipality.

GIO Rail or its affiliated railway companies has or have a railway right-of-way within 300 m from this dwelling unit. There may be alterations to or expansions of the railway facilities of such right-of-way in the future, including the possibility that GIO Rail or its affiliated railway companies as aforesaid, or their assigns or successors may expand their business operations. Such expansion may affect the living and business environment of the residents, tenants and their visitors, employees, customers and patients in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating features in the design of the development. GIO Rail, its affiliated railway companies and their successors and assigns will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid right-of-way.”

2. The Owner agrees to implement the following measures recommended by the Issues Scoping Report, dated December 10, 2021, prepared by Vroom & Leonard including:
 - a) Tree removal shall not occur between March 15th and October 1st.
3. Adjustments to the requirements and provisions of this Agreement may be made subject to the approval of the Township provided that such adjustments are in the spirit of this Agreement and the intent of this Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Township is required before such minor adjustments can be made.
4. Nothing in this Agreement constitutes a waiver of the obligation of the Owners to comply with the Zoning By-law of the Township or any other By-laws of the Township or any regulations or restrictions legally imposed by any government authority or agency having jurisdiction in connection therewith.

5. The Owners agree that all the facilities and matters required by this Agreement shall be provided and maintained at their sole risk and expense and to the satisfaction of the Township. The Owners further agree that in the event that they fail to comply with any of the provisions of this Agreement, in the sole discretion of the Township, the Township may perform such requirements at the expense of the Owners upon seven (7) days prior notice, in writing, to the Owners and forthwith in the case of any emergency. The Owners acknowledge that any expense incurred by the Township in performance of such requirements is the responsibility of the Owners and shall be recoverable by the Township.
6. The Owners, on behalf of themselves, their successors and assigns, hereby covenant to indemnify and save harmless the Township against any legal liability for losses, damages, claims, actions, demands, suits, and costs arising directly or indirectly from anything done by it or its servants, contractors or agents in connection with its performance under this Agreement.
7. This Agreement shall be registered against the Property. The covenants, agreements, conditions, and understandings herein contained on the part of the Owners shall run with the lands and shall endure to the benefit of and be binding upon the parties hereto and their successors and assigns. The Owners further covenant and agree to pay to the Township the cost of registration of this Agreement.
8. If any terms of this Agreement shall be found to be ultra vires the Township, or otherwise unlawful, such terms shall inclusively be deemed to be severable, and the remainder of this Agreement mutatis mutandis shall be and remain in full force and effect.
9. The Owners agree to obtain and to register such postponements as may be acceptable to the Township of any charges, mortgages or encumbrances on the Property prior to the registration of this Agreement. The Owners acknowledge that the Township will not be required to finalize or register this Agreement until it has been satisfied that no other outstanding charges or encumbrances are registered on the Property.
10. The Owners acknowledge that the Township, in addition to any other remedy it may have at law, shall also be entitled to enforce this Agreement in accordance with section 446 of the *Municipal Act, 2001*, S.O. 2001, c. 25.
11. The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the other party's right to enter into and enforce this Agreement. This provision may be pleaded by either party in an action or proceeding as an estoppel of any denial of such right.
12. This Agreement shall be interpreted under and be governed by the laws of the Province of Ontario.

IN WITNESS WHEREOF the Owners have hereunto affixed their signatures and the Township has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

Witness

David Blatz

**The Corporation of the Township of
Malahide**

Per: _____

D. Giguere, Mayor

Per: _____

Allison Adams, Clerk

We have authority to bind the Corporation.

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE
BY-LAW NO. 25-20

WHEREAS Subsection 3 Section 50 of the Planning Act, R.S.O. 1990, c. P.13, requires that no person shall convey land unless a consent is given to convey, mortgage or charge the land, or grant, assign or exercise a power of appointment in respect of the land or enter into an agreement in respect of the land;

AND WHEREAS Subsection 12 of Section 50 of the Planning Act, R.S.O. 1990, c. P.13, authorizes an approval authority to impose such conditions under Section 51 (25) and 51 (26) for the granting of a provision consent;

AND WHEREAS Subsection 26 of Section 51 of the Planning Act, R.S.O. 1990, c. P.13, authorizes an approval authority to enter into an agreement imposed as a condition of approval and any agreement may be registered against the land to which it applies and the municipality is entitled to enforce the agreement against the owner and, subject to the Registry Act and the Land Titles Act, against any and all subsequent owners of the land;

AND WHEREAS the County of Elgin Land Division Committee, on December 11, 2024, approved a Severance as per Application No E93-24 relating to the property located at Concession Gore North of Talbot Road, Part Lot 16, Part 1 on 11R-10648 and further described as and registered in the Registry Office for the Land Titles Division of Elgin (No. LRO 11), being all of the P.I.N. identified as P.I.N. 35308 - 0225 (the "Property"), subject to the entering into of a Development Agreement;

AND WHEREAS the Council of The Corporation of the Township of Malahide is desirous of entering into a Development Agreement with as the owner of the property subject to Application No. E93-24.

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

1. THAT the entering into a Development Agreement with David Blatz relating to the property located at Concession Gore North of Talbot Road, Part Lot 16, Part 1 on 11R-10648 further described as P.I.N 35308 - 0225 is hereby approved and authorized.
2. THAT the Mayor and the Clerk are hereby authorized and directed to execute on behalf of The Corporation of the Township of Malahide the said Development Agreement in substantially the same form as that attached hereto as Schedule "A" and forming a part of this By-law.

3. THAT the said Development Agreement shall take effect and come into force upon the signing thereof by all parties thereto.
4. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 20th day of March, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 20th day of March, 2025.

Mayor, D. Giguère

Clerk, A. Adams



REPORT NO. PW-25-05

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: March 20, 2025
SUBJECT: **Malahide Water Distribution System - Fourth Quarter 2024 Operations Report**

RECOMMENDATION:

THAT Report No. PW-25-05 entitled “Malahide Water Distribution System - 2024 Fourth Quarter Operations Report” be received.

PURPOSE & BACKGROUND:

The Ontario Clean Water Agency (OCWA) and Township Staff, meet on a quarterly basis to review the operations and maintenance of the Malahide Water System. OCWA and the Township Staff discuss recommended lifecycle/capital work, bacteriological/chemical sample results, regulatory compliance, and possible emerging issues. OCWA provides detailed operations reports and performance assessment reports at these meetings.

COMMENTS & ANALYSIS:

This report is a summary of the operations and maintenance for the fourth quarter of 2024, as well as a condensed summary of the overall operations for the year. See Attachment #1. This report is submitted to Council to satisfy specific requirements of the QEMS Operational Plan for the water system. Additionally, this approach ensures that the Owners are kept informed on the operational performance of the water system on a continual basis by the Township Staff.

The Township Staff formally met with the OCWA on February 3rd, 2025, to review system operations for the third and fourth quarters of the previous year. Some of the specific items that were discussed during these meetings are outlined below.

Compliance Summary:

There were no compliance issues during the third and fourth quarters of 2024. Furthermore, there were no compliance or exceedance issues in 2024.

Inspections:

The MECP inspection was completed on August 1st, 2024 during the third quarter. The final inspection report was received on September 19th, 2024. The system received an inspection rating of 100% for the inspection period.

QEMS Update:

An Internal audit was conducted by OCWA on January 16th, 2024. There were no non-conformances and fourteen (14) Opportunities for Improvement (OFI). The Audit findings and other standing agenda items were addressed during the Management Review on January 19th, 2024.

The Management Review and 36-month Risk Assessment were conducted on January 19th, 2024. All OFI's identified during the internal audit were discussed along with additional standing agenda items.

The Operational plan was updated on March 19th, 2024. Updates were made to address standing items identified during the Internal Audit. All changes were approved by OCWA's Top Management.

The External audit was conducted on April 2nd, 2024 by Ryan Bourner of Intertek. There were no non-conformances and one (1) OFI's identified during the audit. These items will be considered at the next management review.

The Essential/ Emergency Service and Supply Contact List was updated on April 29th, 2024. Updates were made to the Client and Staff contacts.

On December 6th, 2024 the Facility Emergency Plan testing was completed to fulfill the requirements of OP-18. The contingency plan CP-03 critical shortage of Staff was reviewed and tested.

Performance Assessment:

In 2024, the average daily flow at the Copenhagen Booster Station was 137.8 m³/d. This is an 34.9% increase when compared to 2023 (102.1 m³/d).

There were no adverse sample results during the third and fourth quarters of 2024. Overall, there were no adverse sample results in 2024. Weekly microbiological sample results were tested for E.coli, Total coliforms and HPC. Samples are shipped to SGS laboratories which is an accredited laboratory.

OCWA tested for free chlorine residuals throughout the distribution system two times per week. Quarterly samples were collected for Trihalomethanes (THMs) and Halo Acetic Acids (HAAs) in accordance with regulatory requirements. All sample results tested were well below the Maximum Allowable Concentrations (MAC) set forth in O.Reg. 170/03. OCWA continues to meet or exceed the Provincial Regulations pertaining to microbiological sampling requirements.

Occupational Health & Safety:

OCWA completed the annual health and safety inspection on June 11th, 2024. There were no issues identified during the inspection.

General Maintenance:

OCWA conducted various maintenance activities in 2024. Activities include, but are not limited to, the annual inspection and pumping of all chambers, including air release chambers, and monthly alarm testing. Annual flow meter calibrations were completed. OCWA completed spring and fall hydrant flushing and winterization of hydrants was also completed. Further information regarding maintenance completed in 2024 can be found in the attached report

Alarms:

There were some alarms reported in the third and fourth quarter. Most of these alarms were minor in nature. The SCADA system allows Staff to effectively monitor and respond to alarms on a continuous basis. As the Operating Authority, OCWA responded to alarms as required, the details of which are outlined in the attached report.

Complaints & Concerns:

There were three (3) complaints from the general public that required a response from the Township and OCWA in 2024, as outlined in the attached report.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The Malahide Township Strategic Plan prioritizes providing easy access to more information relevant to constituents, landowners, businesses. This report provides Council and the public with a concise annual update on the ongoing operations of Malahide's water systems.

SUMMARY:

Quarterly meetings with OCWA are an effective tool used to keep the Township Staff well informed as to the operations and maintenance of the drinking water system. The information provided by OCWA is used to help make well thought out decisions in an effort to provide a continual safe supply of potable water.

ATTACHMENTS:

1. OCWA Fourth Quarter Operations Report

Prepared by: S. Gustavson, Water/Waste Water Operations Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Malahide Distribution System
Operations Report
Fourth Quarter 2024

Ontario Clean Water Agency, Southwest Region
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster
Date: January 15, 2025

Facility Description

Facility Name:	Malahide Distribution System
Regional Manager:	Sam Sianis – (519) 319-2233
Sr. Operations Manager:	Vitaliy Talashok - (226) 378-8986
Business Development Manager:	Robin Trepanier - (519) 791-2922
Facility Type:	Municipal
Classification:	Class 1 Water Distribution
Drinking Water System Category:	Large Municipal Residential
Title Holder:	Municipality
Operation Status:	OCWA

Service Information

Area(s) Serviced:	Customers adjacent to Hwy 3, customers adjacent to Dexter Line in Elgin County
Population Serviced:	1349 Malahide customers
Connections:	519 direct connections

Operational Description

Malahide Distribution System receives water from the following Water Systems:

- The Aylmer Area Secondary Water Supply System: 53 Malahide direct connections, estimated 138 Malahide customers
- The Port Burwell Area Secondary Water Supply System: 204 Malahide direct connections, estimated 530 Malahide customers
- The Aylmer Distribution System

The Malahide Distribution System consists of watermains in the following areas:

- Waneeta Beach
- Rush Creek Line
- Port Bruce
- Imperial Road
- Jamestown Line
- Dixie Estates
- Nova Scotia Line West
- Rogers Road
- Norton Street
- Church Street
- Hacienda Road
- Dingle Street
- Talbot Street East

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Malahide Distribution

ORG#: 5807

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance issues to report for the first quarter.

SECOND QUARTER:

There were no compliance issues to report for the second quarter.

THIRD QUARTER:

There were no compliance issues to report for the third quarter.

FOURTH QUARTER:

There were no compliance issues to report for the fourth quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no MECP or MOL inspections conducted during the first quarter.

SECOND QUARTER:

There were no MECP or MOL inspections conducted during the second quarter.

THIRD QUARTER:

On August 1st, 2024, MECP officer Angela Stroyberg was on site to conduct an unannounced inspection of the Malahide system. The inspection report identified no non-compliances and no best management practices thus, a final rating of 100% was received.

FOURTH QUARTER:

There were no MECP or MOL inspections conducted during the fourth quarter.

SECTION 3: QEMS UPDATE

FIRST QUARTER:

On January 16th an internal audit was conducted for the Malahide DW system and fourteen opportunities for improvement (OFI's) were identified.

On January 19th a management review and 36-month risk assessment were conducted. During the management review, all OFI's identified during the internal audit were discussed along with the additional standing agenda items.

On March 19th the operational plan was updated based on the internal audit findings. All changes were approved by OCWA's Top Management.

On April 2nd an external audit was conducted by Intertek Auditor Ryan Bournier. There was one OFI found that will be considered at the next management review.

SECOND QUARTER:

On April 29th the Essential/Emergency Service and Supply Contact List was updated. Changes were made to Client Contacts as well as OCWA Staff. The list is currently in its 36th revision. There were no additional QEMS updates in the second quarter.

THIRD QUARTER:

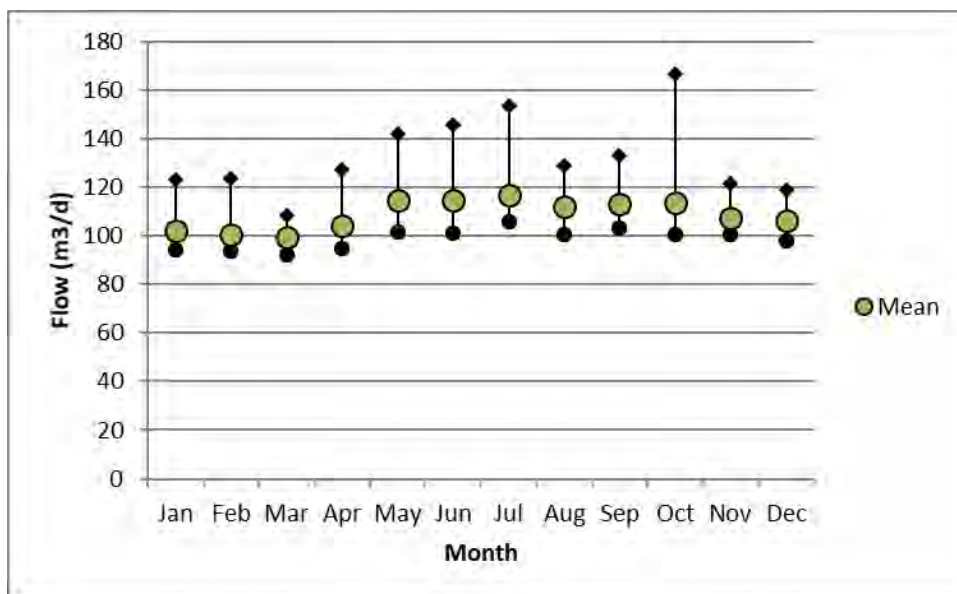
There were no QEMS updates to report during the third quarter.

FOURTH QUARTER:

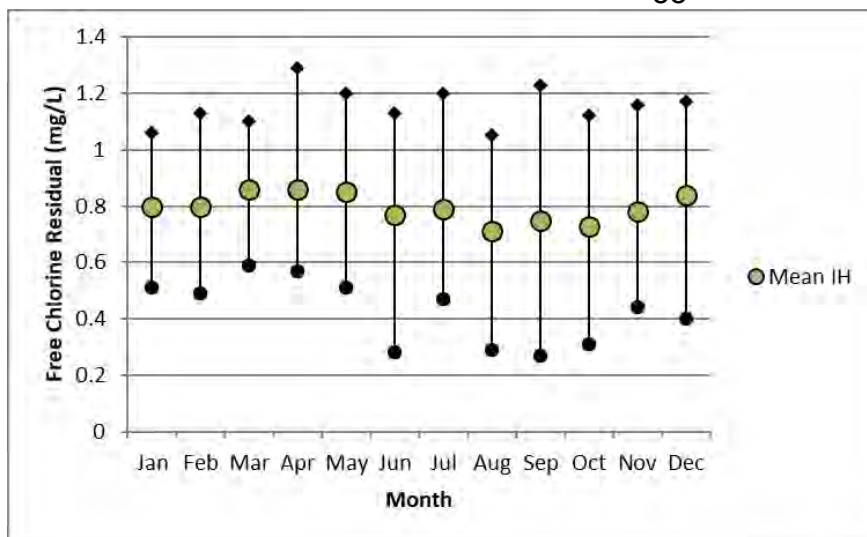
On December 6th Facility Emergency Plan testing was conducted to satisfy the requirements of OP-18. CP-03 Critical Shortage of Staff was reviewed and tested. There were no additional QEMS updates to report during the fourth quarter.

SECTION 4: PERFORMANCE ASSESSMENT REPORT

The flow at the Copenhagen Booster Station is monitored by SCADA. The average daily flow in 2024 was 137.8m³/d. Compared to the average daily flow in 2023 (102.1 m³/d), the flow for 2024 has increased by 34.9%. The chart below shows the minimum, maximum and average daily flow for each month in 2024.



Chlorine residuals are obtained throughout the distribution system two times per week, with 4 residuals taken on sample days (usually Mondays) and three residuals taken at least 48 hours after the first set (usually on Fridays) to meet the regulatory requirements. The chart below depicts the minimum, maximum and average chlorine residuals taken in the distribution in 2024. The concentration of free chlorine varies depending on the location of sample taken.



Samples are obtained once per week at three locations in the distribution system. The following table summarizes the results of the microbiological sampling.

Month	# Samples	E. coli Range (cfu/100mL)	Total Coliform Range (cfu/100mL)	# Samples	Heterotrophic Plate Count Range (cfu/mL)
January	15	0 - 0	0 - 0	10	<10 - <10
February	12	0 - 0	0 - 0	8	<10 - <10
March	12	0 - 0	0 - 0	8	<10 - <10
April	15	0 - 0	0 - 0	10	<10 - <10
May	12	0 - 0	0 - 0	8	<10 - <10
June	12	0 - 0	0 - 0	8	<10 - <10
July	15	0 - 0	0 - 0	10	<10 - <10
August	12	0 - 0	0 - 0	8	<10 - <10
September	12	0 - 0	0 - 0	8	<10 - <10
October	15	0 - 0	0 - 0	10	<10 - <10
November	12	0 - 0	0 - 0	8	<10 - <10
December	15	0 - 0	0 - 0	10	<10 - <10

Trihalomethanes (THMs) are sampled on a quarterly basis. The current running average is 42.00µg/L. This is a 3.7% increase from the 2023 average (40.50µg/L). The results are well below the limit of 100 µg/L.

	Limit (µg/L)	THM Result (µg/L)
January 2024	-	31
April 2024	-	38
July 2024	-	47
October 2024	-	52
Running Average	100	42.00

Haloacetic Acids (HAAs) are required to be sampled on a quarterly basis. The current running average is 20.63µg/L. This is a 59.0% increase from the 2023 average (12.98µg/L). The results are well below the limit of 80µg/L.

	Limit (µg/L)	HAA Result (µg/L)
January 2024	-	21.0
April 2024	-	25.4
July 2024	-	13.7
October 2024		22.4
Running Average	80	20.63

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year, which OCWA completes in February and July. The Malahide Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only in every third year. The following table shows the results for 2024. Lead is required in 2026. Results indicated that levels were well below the Maximum Allowable Concentration (MAC) of 10 ug/l.

	# Samples	February Results	July Results
pH	2	7.50 - 7.55	7.71 - 8.30
Alkalinity (mg/L)	2	98 – 101	122
Lead (ug/L)	2	-	-

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There were no additional Health & Safety issues identified in the first quarter.

SECOND QUARTER:

On June 11th 2024, the annual occupational health and safety inspection was completed. There were no issues identified. There were no additional Health & Safety issues identified in the second quarter.

THIRD QUARTER:

There were no additional Health & Safety issues identified in the third quarter.

FOURTH QUARTER:

There were no additional Health & Safety issues identified in the fourth quarter.

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

- 10: Copenhagen B.S. – Tested flood alarm
- 30: Copenhagen B.S. – Tested critical alarm

FEBRUARY

- 08: Copenhagen B.S. – Tested flood alarm
- 16: Aquafix replaced sample stations #70 (Norton st. Orwell) and sample station #75 (Imperial Rd. just south of Vienna Line)
- 21: Copenhagen B.S. – Tested critical alarm

MARCH

12: Copenhagen B.S. – Tested flood alarm. Flowmetrix on site for annual flow meter calibration

18: Copenhagen B.S. – Tested critical alarm

SECOND QUARTER:APRIL

24: Completed spring hydrant flushing. Please see flushing records for details

25: Flushed final hydrant #21 after reviewing master list. Please see flushing record for details

MAY

01: Returned to meter chamber EO38 after being in contact WWOM of township due to alarm from UPS. Instructed to bypass UPS. Data logger now plugged into utility power source.

02: Turned on water service for 49232 Blair Dr.

16: On site with Aqua Fix for replacement of sample station 75.

22: Completed monthly dead end flushing. All locations now flushed and residuals obtained. Please see flushing record for details

JUNE

14: Completed monthly dead end flushing. All locations now flushed. Residuals obtained. Please see flushing record for details

18: Tested critical alarm via SCADA. Created alarm by altering set point. Operation confirmed with alert from call service. Alarm returned to initial setting upon completion.

26: Completed monthly inspection of PB003. Pumped and visually inspected.

THIRD QUARTER:JULY

12th: Operator Flushed dead end #7 in response to community complaint. Please see flushing record for details.

19th: Operator completed second set of weekly residual sampling. Hydrant at ss #711 flushed to obtain a better residual.

23rd: Malahide Township received complaint that there could be a possible watermain/service leaks at: Near 51819 Nova Scotia Line, and Just west of Nova Scotia Line & Springfield Road. WWOM going to investigate locations. Details in Opex.

AUGUST

6: Operator flushed hydrant at SS #711 to obtain a better residual.

15: Generator Load test - Tractor mounted PTO driven generator was load tested for 40 minutes. Tested by Koolen Electric without issue. Bill was sent to Sam G.

21: Operator Completed Emergency locate at 3389 lakeview Dr. in Port Bruce.

SEPTEMBER

1: Contacted by WWOM of township. Informed of a community complaint that the blow off at the end of Amasa st was leaking. Proceeded to site. Arrived at 16:27. Valve completely closed. Isolated valve at curb stop. No further issues. Believe that washer within valve has failed. Notified WWOM of findings.

FOURTH QUARTER:OCTOBER

9: Completed fall flushing

28: completed dead end flushing

30: Pumped out hydrant 20 due to use by fire department

NOVEMBER

5: checked hydrants before winter

15: completed dead end flushing

22: completed valve exercising

DECEMBER

5: water main break corner of dingle and talbot in Town of Aylmer

17: completed dead end flushing

23: Execulink for communication change copenhagen

SECTION 7: ALARMS

FIRST QUARTER:

JANUARY

03: Copenhagen B.S. - Received no communication alarm. Received call from Execulink stating they can't see their equipment on-site. Found GFCI with UPS plugged into it had tripped and UPS out of power. Reset GFCI, power and communication restored.

FEBRUARY

17: Distribution system- Completed emergency locate # 2024059001

MARCH

No alarms received.

SECOND QUARTER:

APRIL

13: Received alert from call service for communication failure at chamber 16. Logged onto SCADA and found all Aylmer, Port Burwell, Copenhagen OPC SPS and Springfield SPS had communication failures. Acknowledged alarm and contacted Execulink. Informed that they were experiencing power failures. Tried contacting Hydro One. Unable to get through due to high call volume. In contact with WWOM of township in case it was an internal issue. Contacted by WWOM of township at 10:07 and informed that communication had been restored to all sites

MAY

No alarms received.

JUNE

No alarms received.

THIRD QUARTER:

JULY

No alarms this month

AUGUST

31st at 0255: Operator received alert from call service for PLC communication alarm for Copenhagen Booster station. Acknowledged alarm and checked on facility through SCADA. Proceeded to site. Arrived on site at 04:03. Upon arrival could hear booster pump in operation. All appears normal. Comm fault still present in banner. Will contact WWOM of township in the morning.

SEPTEMBER

No alarms this month

FOURTH QUARTER:OCTOBER

03: communication alarm copenhagen booster station

NOVEMBER

No alarms this month

DECEMBER

No alarms this month

SECTION 8: COMPLAINTS & CONCERNS**FIRST QUARTER:**

There were no community complaints or concerns during the first quarter.

SECOND QUARTER:

There were no community complaints or concerns during the second quarter.

THIRD QUARTER:SEPTEMBER

1: A complaint was received from a resident complained regarding leaking dead end on Amasa. Cause of the leak was determined to be a failed washer on the valve. The dead end was isolated and repairs will be scheduled.

FOURTH QUARTEROCTOBER

25: The WWOM received a complaint from the resident of 5064 Imperial Road regarding a taste/odor concern. Recent sample results and free chlorine residuals were provided. The hydrant at 5137 Imperial Rd was flushed and a residual of 0.88ppm was obtained.

DECEMBER

11: A complaint was received from 50170 Dingle St for discolouration in the water. The hydrant flushing was completed at various location and residuals obtained. No discolouration observed.



REPORT NO. PW-25-06

TO: Mayor and Members of Council
DEPARTMENT: Public Works
MEETING DATE: March 20, 2025
SUBJECT: **Malahide Water Distribution: 2024 Drinking Water Quality Trends and Management Review of DWQMS Operational Plan**

RECOMMENDATION:

THAT Report No. PW-25-06 entitled “Malahide Water Distribution: 2024 Drinking Water Quality Trends and Management Review of DWQMS Operational Plan” be received.

PURPOSE & BACKGROUND:

On an annual basis, the Operating Authority being the Ontario Clean Water Agency (OCWA), is required to submit to the owner, a drinking water quality trends report for the Malahide Water Distribution System. Additionally, OCWA and Malahide staff complete an annual Management Review meeting, which is a requirement of the DWQMS Operational Plan.

COMMENTS & ANALYSIS:

On January 28, 2025, Township Staff met with OCWA to conduct the annual Management Review meeting for the Malahide Water Distribution System. The minutes from the Management Review are attached to this report for Council’s information. See Attachment #1. The purpose of the review is to evaluate the continuing suitability, adequacy and effectiveness of OCWA’s Quality & Environmental Management System (QEMS).

On February 3rd, 2025, the Ontario Clean Water Agency (OCWA) provided the drinking water quality trends report to the Staff of the Township of Malahide. See Attachment #2. The report is a detailed summary of drinking water quality parameters that are monitored by the operators which include chlorine residuals, microbiological testing, and trihalomethanes (THMs) and haloacetic acids (HAAs). The report charts out the minimum and maximum results for these parameters over the last ten years against the operational guidelines and adverse water quality limits set by O. Reg. 170/03.

SUMMARY:

The information provided to the Staff by OCWA, is used to make certain the Staff and Council are aware of drinking water quality trends on the Malahide Distribution System. The report also helps Council make decisions in an effort to provide a continual safe

supply of potable water for the residents connected to municipal water in Malahide Township.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The Malahide Township Strategic Plan prioritizes providing easy access to more information relevant to constituents, landowners, and businesses. This report provides Council and the public with a concise annual update on the ongoing operations of Malahide's water systems.

ATTACHMENTS:

1. Annual Management Review Meeting Minutes
2. Drinking Water Quality Trends Report 2024

Prepared by: S. Gustavson, Water/Waste Water Operations Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



Management Review Minutes

Malahide Distribution System

Revision Date: 2025-01-28
Pages: 1 of 8

Reviewed by: QEMS Representative

Approved by: Operations Management

Drinking Water System Name:

Malahide Distribution System

Owner and Location:

The Corporation of the Township of Malahide

Review Period: *January 18th, 2024 to January 27th, 2025*

Meeting Information/Introduction

Date/Time: January 28th, 2025

Location: *87 John St. South Aylmer*

Attendees: Top Management: Maegan Garber, SPC Manager; Vitaliy Talashok, Senior Operations Manager
QEMS Representative: Matthew Belding, PCT
Owner Representative: Sam Gustavson, Water/Wastewater Operations Manager, Jason Godby, Director of Public Works

Regrets: Sam Sianas

Distribution: *All attendees
Sam Sianas RHM,*

Minutes Taken By: Matthew Belding/Maegan Garber

Introduction:

The purpose and objectives of the Management Review was reviewed as follows:

Purpose:

To evaluate the continuing suitability, adequacy and effectiveness of OCWA's QEMS.

Objectives:

The Management Review participants will review/discuss the standing agenda items and the data presented, identify deficiencies, make recommendations and/or initiate action plans to address identified deficiencies as appropriate.

The Management Review includes a review of the DWQMS operational plan, SAI audit report(s), OCWA internal audit report(s) and other related operational documents/records as detailed in the meeting minutes. The information reviewed during the Management Review was provided/made available to attendees



Management Review Minutes

Malahide Distribution System

Revision Date: 2025-01-28
Pages: 2 of 8

Reviewed by: QEMS Representative

Approved by: Operations Management

This meeting covers all standing agenda items for the DWS noted above. Details of the discussion, any deficiencies identified, decisions made and applicable action items related to each standing agenda item are described under the appropriate item number within the following table. Additional comments/discussion items are described under section 2.

The minutes from the previous Management Review in January, 2024 were also reviewed. Any follow up on actions and/or additional actions required are detailed under item i.

Meeting Minutes				
Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
1 [a]	Incidents of regulatory non-compliance: The last inspection was an announced inspection that was conducted on July 17 th , 2024 by Angela Stroyberg of the Ministry of the Environment, Conservation and Parks (MECP). There were no non-compliances found. As such the Final Inspection Rating was 100%.	n/a	n/a	n/a
[b]	Incidents of adverse drinking water tests: There have been no adverse drinking water tests since the last Management Review.	n/a	n/a	n/a
[c]	Deviations from Critical Control Point limits and response actions: There are no CCPs identified for the system therefore, there are no limits reached and no associated response actions.	n/a	n/a	n/a
[d]	Effectiveness of the risk assessment process: OP-08A annual review was last conducted on 2024-01-19. The 36 month risk assessment was last	n/a	n/a	n/a



Management Review Minutes

Malahide Distribution System

Revision Date: 2025-01-28
Pages: 3 of 8

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	<p>conducted January 19th, 2024. The annual risk assessment review will be completed as part of this meeting.</p> <p>As per the previous annual review the following was changed: Add Drinking Water Advisory, bulk water, station by-pass and backflow to columns above, where appropriate.</p>			
[e]	<p>Internal and third-party Audit results: A systems audit (S1) was conducted on April 2nd, 2024 by Ryan Bourne of Intertek. There were no non-conformances and one Opportunity for Improvements (OFIs).</p> <p>The Internal Audit was conducted by Maegan Garber on January 6th, 2025. There were no non-conformances and 14 OFIs identified in the report.</p> <p>The next external audit has been scheduled for March 20th, 2025. The re-accreditation audit is scheduled for April 16th, 2025.</p>	Refer to Summary Table of Action for the Internal audit action items.	Refer to Summary Table of Action for the Internal audit action items.	Refer to Summary Table of Action for the Internal audit action items.
[f]	<p>Results of emergency response testing: CP-03 Critical Shortage of Staff was reviewed and tested on December 6th, 2024. Review all changes proposed by Corporate Compliance for CP-03. Completed walk-through scenario: At the Water Tower in the Port Burwell Secondary distribution, which serves a rural community, is facing a critical</p>			



Management Review Minutes

Malahide Distribution System

Revision Date: 2025-01-28
Pages: 4 of 8

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	<p>staffing shortage due to a tornado that has come through the area. Access to the tower is blocked by police barricades due to down trees and power lines.</p> <p>Reviewed all applicable SOPs. Reviewed all related documents being proposed by Corporate Compliance.</p> <p>Action item: FEP binder updates required.</p>	FEP Binder updates are required based on updates to the contact list.	QEMS Representative	2025-04-30
[g]	<p>Operational performance: The Malahide Distribution System has operated well over the last year. There have been no compliance issues and distribution system residuals have been maintained.</p> <p>Reviewed SOP#17 Low Distribution Chlorine and Winter Monthly Blow-offs. Winter blow-offs and historical chlorine residuals were reviewed and it was determined that all locations are adequate. Dead end flushing will resume in April for all locations except Calton/Imperial Line.</p>	Discuss with staff the operational change to remove Winter Monthly Blow-off requirements. Review and revise sample locations to add Sample Station at Calton/Imperial Line to weekly sampling. Based on the residual received at this location, additional flushing will be initiated.	QEMS Representative/SO M	2025-03-31
[h]	<p>Raw water supply and drinking water quality trends: The Raw water is treated at the Elgin Area Primary Water Supply System. The systems annual report for</p>	n/a	n/a	n/a



Management Review Minutes

Malahide Distribution System

Revision Date: 2025-01-28
Pages: 5 of 8

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	<p>2024 has not been issued as of yet. The 2023 Annual Report was reviewed.</p> <p>The Malahide Distribution System Drinking Water Quality trends report for 2024 was reviewed. This report trends the last ten years of sampling.</p> <p>No concerns to discuss after review of the DWQT Report.</p>			
[i]	<p>Follow-up on action items from previous Management Reviews:</p> <p>There were no outstanding items from the last Management Review after a review of the table during this meeting.</p> <p>A review was completed of the Summary Table of Action Items.</p>	n/a	n/a	n/a
[j]	<p>Status of management action items identified between reviews:</p> <p>No action items have been identified between reviews.</p>	n/a	n/a	n/a
[k]	<p>Changes that could affect the QEMS:</p> <ol style="list-style-type: none"> 1. New OCWA QEMS Policy in 2024 	n/a	n/a	n/a



Management Review Minutes

Malahide Distribution System

Revision Date: 2025-01-28
Pages: 6 of 8

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes				
Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	2. New operator career path and position titles 3. Changes to OP-19 Re-endorsement will be required.			
[l]	Consumer feedback: There were three community complaints received in the system during the Management Review period. <ol style="list-style-type: none"> 1. 2024-09-01: Dead end leaking. Isolated for repairs to be made. 2. 2024-10-25: Taste and odour complaint. Flushed and residual collected. Sample results provided. 3. 2024-12-11: Discolouration complaint. Flushed and residual tested at two locations. The incidents have been resolved and recorded in OPEX.	n/a	n/a	n/a
[m]	Resources needed to maintain the QEMS: There are sufficient resources to maintain the QEMS.	n/a	n/a	n/a
[n]	Results of the infrastructure review: 2024 Capital: <ul style="list-style-type: none"> - Hydrant maintenance and repair (<i>as needed</i>) - Sample station maintenance and repair/rebuild kits (<i>as needed</i>) 	n/a	n/a	n/a



Management Review Minutes

Malahide Distribution System

Revision Date: 2025-01-28
Pages: 7 of 8

Reviewed by: QEMS Representative

Approved by: Operations Management

Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
	<ul style="list-style-type: none"> - Sample station replacement (<i>completed this year, #70 and #75</i>) - Generator purchase and install for Copenhagen Booster (<i>completed an electrical design and load test on the tractor generator</i>) - Copenhagen Booster: connector flange for in the chamber bypass pumping using water tanker (<i>deferred and may not be required after the generator gets installed</i>) - Copenhagen Booster Pump impeller replacement (<i>spare pump purchased, impellers will be replaced in 2025</i>) - Summa SCADA Service Support Agreement (<i>on-going</i>) - Spare PLC (<i>been purchased, onsite at the Municipal office</i>) 			
[o]	<p>Operational Plan currency, content and updates: The Operational Plan was last revised in 2024 with some procedures being updated. The Operational Plan will be revised with the action items identified in the Summary Table of Action Items.</p> <p>The Operational Plan will require re-endorsement in 2024 due to changes to templates and the QEMS Policy.</p>	n/a	n/a	n/a



Management Review Minutes

Malahide Distribution System

Revision Date: 2025-01-28
Pages: 8 of 8

Reviewed by: QEMS Representative

Approved by: Operations Management


Meeting Minutes

Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
[p]	Staff suggestions: There have been no action items from staff.	n/a	n/a	n/a
[q]	Review/consideration of any applicable Best Management Practices (BMPs): The MECP inspection report did not provide any recommendations for the system. OIT/OIC training will be provided based on findings from another MECP inspection in the Region.	Provide OIT/OIC training to all staff.	QEMS Representative/SP CM	2025-07-31
2.	Roundtable/Other: The Malahide DS Annual Risk assessment review took place following the meeting. MDWL renewal was submitted the DRAFT has not yet been received.	n/a	n/a	n/a

Details of next Management Review meeting:

Next Meeting:

The next Management Review meeting will occur in 2026, unless it is warranted to do so earlier.

	Malahide Distribution System Drinking Water Quality Trends Report 2024	Issued: 2025-01-20 Rev.#: 0 Pages: 1 of 5
	Reviewed by: SPC Manager	Approved by: Operations Management

Overview

As part of the DWQMS Element 20: Management Review it is required to review the drinking water quality trends for the facility. This report details the drinking water quality parameters that are monitored for the Malahide Distribution System. These parameters are:

- Distribution Free Chlorine Residuals
- Distribution Water E.coli, Total Coliform and Heterotrophic Plate Count
- Distribution Water Trihalomethanes and Haloacetic Acids

Free Chlorine

Each week seven residuals are taken on the system according to the regulations. The annual minimum and maximum chlorine residuals for the last ten years were:

Year	Minimum Free Chlorine Residual (mg/L)	Maximum Free Chlorine Residual (mg/L)
2014	0.22	1.11
2015	0.23	2.16
2016	0.24	1.07
2017	0.21	1.41
2018	0.34	1.76
2019	0.36	1.82
2020	0.22	1.25
2021	0.26	1.41
2022	0.30	1.48
2023	0.11	1.57
2024	0.27	1.29
Operational Guideline	0.20	4.00
AWQI Limit	0.05	n/a

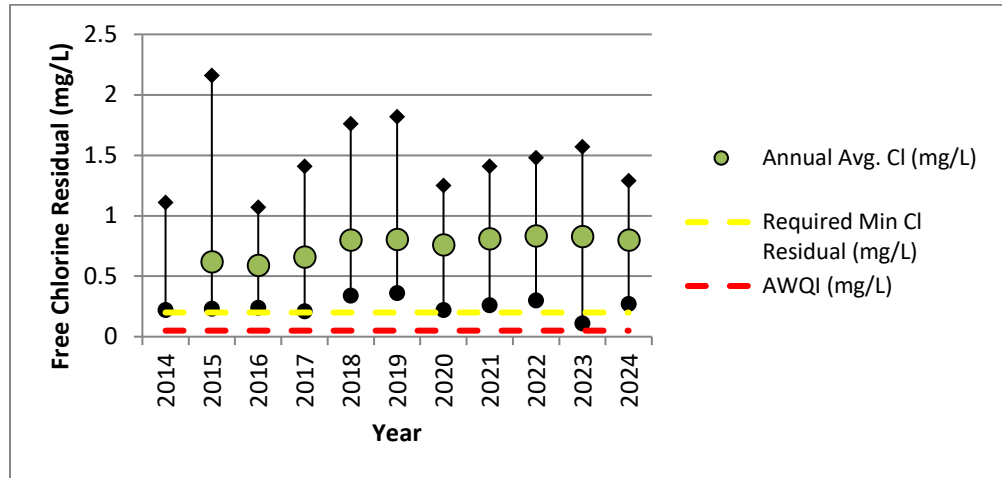
The chart below depicts the minimum and maximum free chlorine residuals taken as grab samples in the Malahide Distribution System, comparing the last ten years (2014-2024) against the operational guideline and adverse water quality limits set by O. Reg. 170/03. The required minimum is 0.20mg/L, which is a guideline from the MECP for the drinking water system to achieve in all parts of the distribution system. If a residual is found below this requirement, action is required to increase this residual. The usual means of increasing the residual is by flushing in the area. An Adverse Drinking Water Quality Indicator (AWQI) occurs when the free chlorine residual taken as a grab sample is below 0.05mg/L, this residual is to be reported the MECP Spills Action Centre (SAC) and the local Medical Officer of Health. Immediate action is required to bring the residual above 0.2mg/L in the affected area and take any further action as directed by the Medical Officer of Health.

In 2024, the average free chlorine residual taken as a grab sample in the distribution system was 0.80mg/L. This is a 3.6% decrease when compared to the 2023 (0.83mg/L) average free chlorine residual. Refer to Chart 1.

Low chlorine residuals have been occurring at two locations in particular, the problem areas that have been identified are Jamestown Line/Rush Creek and Imperial Rd/Calton Line. These

areas require frequent monitoring and flushing, especially in the warmer months. Since the installation of the re-chlorination facility on Dexter Line, frequency of flushing has decreased.

Chart 1. Minimum and maximum free chlorine residuals throughout the distribution system compared against the required minimum and the AWQI limit. Note: average chlorine residual data collection began in 2015.



Microbiological Samples

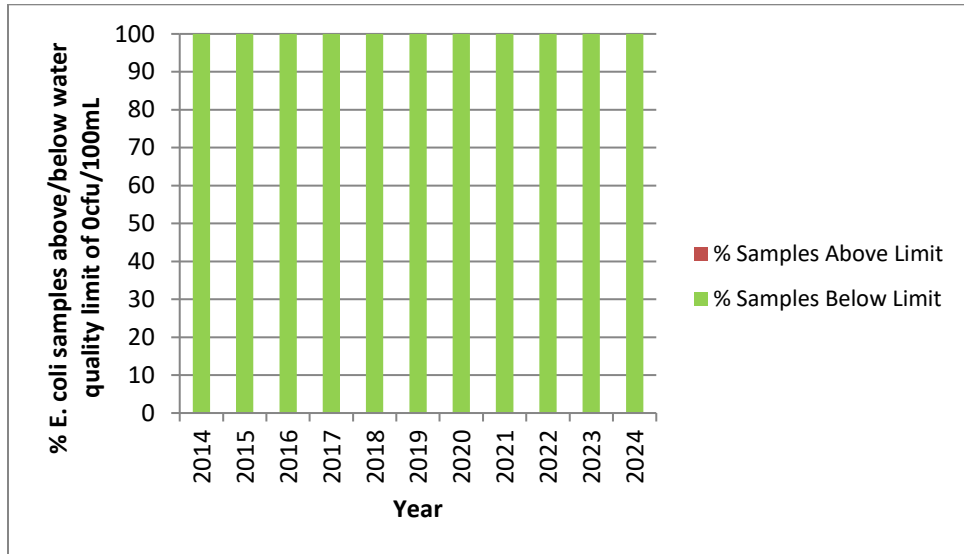
The distribution water in the Malahide Distribution System is sampled weekly for E.coli, Total Coliform and Heterotrophic Plate Count (HPC), following O.Reg.170/03. Each week three samples are tested for E. coli and Total Coliform and one sample is tested for HPC. The Ontario Drinking Water Quality Standard for E.coli and Total Coliform is not detectable for both. Heterotrophic Plate Count is used as an operational tool to determine if there is an issue.

There were no samples that had detectable E.coli or Total Coliform in 2024. Therefore, no adverse test results were reported to the MECP due to microbiological sampling in 2024. The table below shows the sample results compared for the last ten years (2014-2024).

Year	# TC & EC Samples	E. coli Range (cfu/100mL)	Total Coliform Range (cfu/100mL)	# HPC Samples	Heterotrophic Plate Count Range (cfu/mL)
2014	162	0 – 0	0 – 0	110	<10 - >2000
2015	160	0 – 0	0 – 0	109	0 - >2000
2016	161	0 – 0	0 – 0	109	0 – 30
2017	154	0 – 0	0 – 0	103	<10 – 70
2018	156	0 – 0	0 – 0	104	<10 – 500
2019	159	0 – 0	0 – 0	106	<10 - 530
2020	157	0 – 0	0 – 0	98	<10-60
2021	159	0 – 0	0 – 0	107	<10-20
2022	159	0 – 0	0 – 0	106	<10-<40
2023	161	0 – 0	0 – 0	107	<10 - 590
2024	159	0 – 0	0 – 0	106	<10 - <10

There have been no issues with E. coli in the last ten years, refer to Chart 2.

Chart 2. E. coli results from 2014 to 2024 as a percentage of samples below drinking water quality limits.



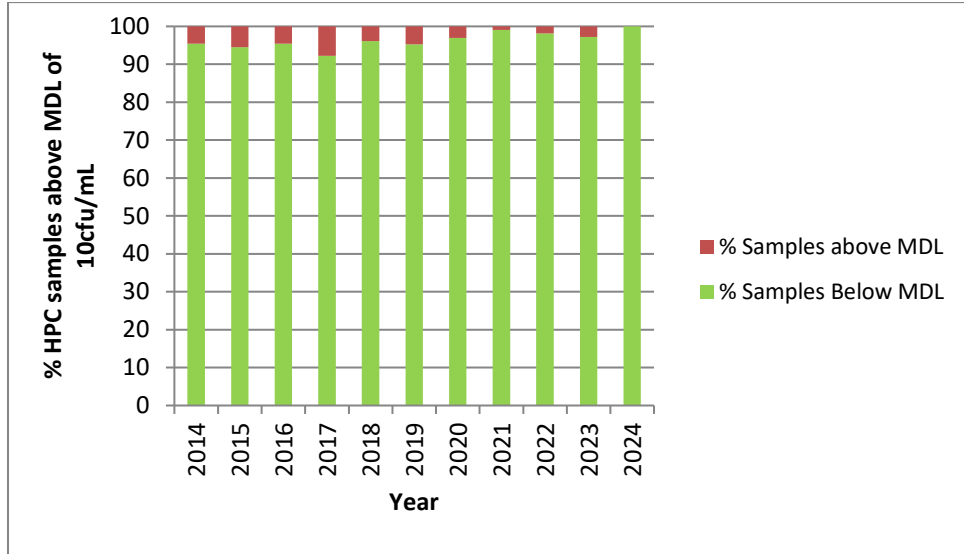
There have been no AWQI's for Total Coliforms since 2012, refer to Chart 3. AWQIs are reported to the MECP and MOH.

Chart 3. Total coliform results from 2014 to 2024 as a percentage of samples below drinking water quality limits.



HPC results fluctuate, however, the majority of results show no issues (less than Method Detection Limit (MDL)), refer to chart 4 below. There is only a concern with high HPC results if they stay consistently high as this could indicate biofilm formation in the water mains.

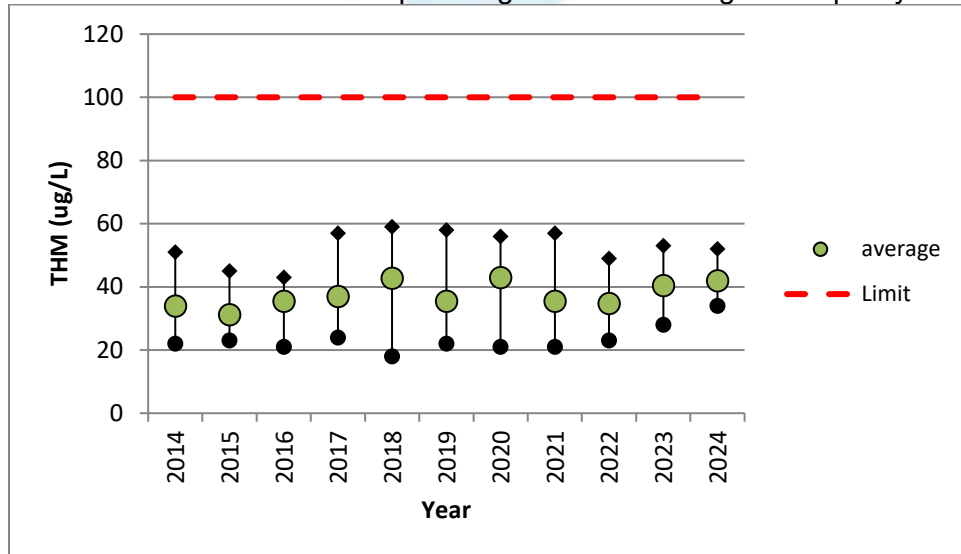
Chart 4. HPC results from 2014 to 2024 depicted as % below method detection limit (MDL) and % above MDL.



Trihalomethanes

The distribution system is sampled for Total Trihalomethanes (THMs) on a quarterly basis, as per O. Reg. 170/03. The Ontario Drinking Water Quality Standard for THM is 100µg/L. The range of THM results for the Malahide Distribution System in 2024 was 31 to 52µg/L. Refer to the chart below for the THM results compared for the last ten years. Overall, the running average of 42µg/L has increased by 3.7% in 2024 compared to 2023(40.5µg/L), and is still well below the maximum allowable concentration.

Chart 5. THM results for 2014-2024 compared against the drinking water quality limit.

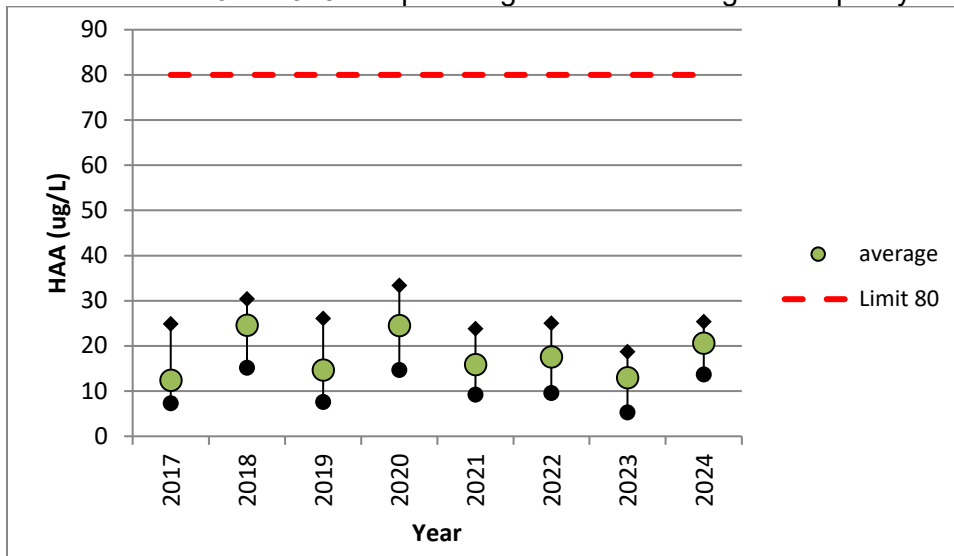


Haloacetic Acids

The distribution system is sampled for Total Haloacetic Acids (HAAs) on a quarterly basis, as per O. Reg. 170/03. This requirement began in 2017. The Ontario Drinking Water Quality Standard for HAA is 80µg/L. The range of HAA results for the Malahide Distribution System in

2024 was 13.7 to 25.4µg/L. Refer to the chart below for the HAA results over the last seven years. Overall, the running average of 20.6µg/L has increased by 58.7% in 2024 compared to 2023(13.0µg/L).

Chart 6. HAA results for 2017-2023 compared against the drinking water quality limit.



Discussion

Overall the Malahide Distribution System provides quality water meeting all regulatory requirements. There were no AWQI's for the system in 2024. An ongoing problem is low chlorine at three dead end locations in particular (Jamestown/Rushcreek, Imperial/Calton Line and Talbot St. E). Routine flushing at these locations is completed in order to remain in compliance. The Dexter Line Chlorination facility has shown to be effective in increasing the residuals in the Malahide Distribution System and at these two areas of concern.

Revision History

Date	Revision #	Reason for Revision	Revision By
2025-01-20	0	Create Report for 2024	Matt Belding



REPORT NO. PW-25-07

TO: Mayor & Members of Council

DEPARTMENT: Public Works

MEETING DATE: March 20, 2025

SUBJECT: Malahide Water Distribution System: 2024 Section 11 Annual Report and Schedule 22 Summary Report

RECOMMENDATION:

THAT Report No. PW-25-07 entitled “Malahide Water Distribution System: 2024 Section 11 Annual Report and Schedule 22 Summary Report” be received.

PURPOSE & BACKGROUND:

Schedule 22 of O. Reg. 170/03 under the Safe Drinking Water Act, requires that the Operating Authority prepare and submit a report to the Council no later than March 31 of each calendar year. In addition, the Operating Authority, being the Ontario Clean Water Agency (OCWA), is required to complete Section 11 of O. Reg. 170/03 under the Safe Drinking Water Act. The Section 11 Annual Report must be made available to the public free of charge if requested.

The purpose of the two reports that are submitted by OCWA is to advise the Council on the operation of the system, the quality of the water, and the quantity of water used throughout the system for the previous year. In 2025, these reports have been combined into one individual staff report which satisfies the regulatory requirements for Section 11 and Schedule 22.

COMMENTS & ANALYSIS:

OCWA has prepared and submitted the 2024 Ministry of the Environment, Conservation and Parks (MECP) Annual Summary Report for the Malahide Water Distribution System. The Operating Authority is required to complete the Section 11 Annual Report by February 28th of each calendar year. The Mayor and Members of Council are to receive copies of Schedule 22 report by March 31st of each calendar year. Copies of the combined report were provided to Council Members before the required dates by email. Reports are also submitted by the Elgin Area Primary Water Supply System - Joint Board of Management for the Elgin Area Water Treatment Plant and are available to Council if requested.

The contents of the Schedule 22 report prepared by OCWA include:

- Overview of system
- Compliance with Regulations

- Corrective Actions related to non-compliances
- Flow summary for the previous year.

The contents of the Section 11 report prepared by OCWA include:

- Description of the water system
- A summary of adverse water quality incidents
- Population served
- Expenses incurred
- A summary of microbiological and chemical testing over the year.

Attached is a copy of the combined Section 11 and Schedule 22 reports.

Availability of Reports:

Copies of the Section 11 and Schedule 22 reports are to be made available for inspection by the public during normal working hours. Staff have posted the combined Section 11 and Schedule 22 reports on the Township of Malahide's website and are available at the front desk upon request. If the general public requests a copy of the report, one must be made available free of charge.

SUMMARY:

The Annual Reports are an effective tool used to provide the Council with pertinent information on how the Distribution System performed during the previous year.

The purpose of the reports is to summarize compliance with the regulations, corrective actions and flow monitoring for the previous year's operation of the water system. It also guarantees transparency between the MECP, the general public and the municipal drinking water system. It's an effective tool to confirm to both the public and the MECP that municipal drinking water systems are providing a safe supply of potable water

LINK TO STRATEGIC & OPERATIONAL PLANS:

The Malahide Township Strategic Plan prioritizes providing easy access to more information relevant to constituents, landowners, and businesses. This report provides Council and the public with a concise annual update on the ongoing operations of Malahide's water systems.

ATTACHMENTS:

1. 2024 Section 11 Annual Report and Schedule Summary 22 Report

Prepared by: S. Gustavson, Water/Waste Water Operations Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



February 21st, 2025

Jason Godby
Director of Public Works
87 John Street South
Aylmer, ON N5H 2C3

Re: Safe Drinking Water Act, O. Reg. 170/03 Section 11 and Schedule 22 Summary Report

Dear Mr. Godby,

Attached is the 2024 Summary Report for the Malahide Distribution System. This report is completed in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act.

This Summary Report is to be provided to the members of the municipal council by March 31, 2025.

Section 12 of O. Reg. 170/03, requires the Annual Report required under Section 11 of O. Reg. 170/03 and the Summary Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the township, or at a location that is reasonably convenient to the users of the water system.

Please feel free to contact me should you require any additional information regarding these reports. I can be reached at 519-870-7841.

Sincerely,

Matthew Belding
Process and Compliance Technician

c.c. Sam Sianas, OCWA's Regional Hub Manager
Vitaliy Talashok, OCWA's Senior Operations Manager
Maegan Garber, OCWA's Safety, Process and Compliance Manager
Sam Gustavson, Malahide's Water/Wastewater Operations Manager

Malahide Distribution System

Waterworks # 260004774
System Category – Large Municipal Residential

Annual Water Report

Prepared For: The Township of Malahide

Reporting Period of January 1st – December 31st 2024

Issued: February 21st, 2025

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22

Table of Contents

Revision History	1
Report Availability	1
Compliance Report Card	1
System Process Description	2
Distribution	2
Treatment Chemicals Used	2
Summary of Non-Compliance	2
Adverse Water Quality Incidents.....	2
Non-Compliance	2
Non-Compliance Identified in a Ministry Inspection	3
Flows	3
Table 1: Copenhagen Booster Station Flows	3
Table 2: Total Flow Supplied to the Malahide Distribution System	4
Regulatory Sample Results Summary	4
Microbiological Testing	4
Operational Testing	4
Summary of Lead Testing	4
Schedule 15.1 Sampling:	4
Organic Parameters	4
Additional Legislated Samples.....	5
Major Maintenance Summary	5
Distribution Maintenance	5

Revision History

Date	Revision #	Revision Notes
2025-02-21	0	Report issued

Report Availability

This system does not serve more than 10,000 residence and the annual reports will be available to residents at the Township of Malahide Municipal Office as well as on the Township of Malahide’s Municipal website. Notification will be at the Municipal Office and copies provided free of charge if requested. The Township of Malahide is located at, 87 John Street South, Aylmer ON.

The Table below lists the Drinking Water Systems, which receive all their drinking water from the Malahide Distribution System.

Drinking Water System Name	Drinking Water System Number	Copy provided
Ontario Police College Water System	Non-regulated	Yes

Compliance Report Card

Compliance Event	Date	# of Events
Ministry of Environment Inspections	August 1 st , 2024	1
Ministry of Labour Inspections	N/A	0
QEMS External Audit	April 2 nd , 2024	1
AWQI’s/BWA	N/A	0
Non-Compliance	N/A	0
Community Complaints	September 1 st , 2024 October 25 th , 2024 December 11 th , 2024	3
Spills	N/A	0
Watermain Breaks	N/A	0

System Process Description

Distribution:

The Malahide Distribution System receives water from the following systems:

- 1) Port Burwell Area Secondary Water Supply System
- 2) The Aylmer Area Secondary Water Supply System
- 3) The Aylmer Distribution System

The source of these three systems is the Elgin Area Primary Water Supply System whose raw water is taken from Lake Erie. Raw water is treated at the Elgin Area Primary plant before it enters the respective secondary systems and the Aylmer distribution system which supplies water the Malahide water distribution system. The Malahide Distribution System supplies water to the Ontario Police College Water System.

The Malahide Distribution System services Waneeta Beach, Port Bruce, Copenhagen, Granger Road, Norton & Church St. (Orwell), Dixie Estates, Pede Road, Imperial Road (Hwy 73), Jamestown Line, Dingle Street, Hacienda Road, and east from Aylmer on Talbot Line to 49823 Talbot Line. There are various size mains and construction material. There are 49 fire hydrants and five chambers in the system. The chambers (two at Copenhagen Booster, PB-01, PB-02 and PB-03) are for air relief, pressure control, and/or metering. Note: PB-01 and PB-02 are owned by the Port Burwell Area Secondary Water Supply System with the pressure regulating valves owned by Malahide. Sample stations are located throughout the distribution system for water quality monitoring purposes.

In Copenhagen, the booster station provides additional water pressure north of the chamber. This station alternates duty on the booster pumps and is equipped with a pressure regulating valve and SCADA system to notify operators if there are any issues at the station. Flow is measured with a magnetic flow meter.

Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
N/A	N/A	N/A

Summary of Non-Compliance

Adverse Water Quality Incidents:

Date	AWQI #	Parameter	Result	Details	Legislation	Corrective Action Taken	Corrective Action Date
There were no adverse water quality incidents reported during the reporting period.							

Non-Compliance:

Legislation	Requirement(s) System Failed to meet	Duration of the Failure (i.e. date(s))	Corrective Action	Status
There was no non-compliance issues reported during the reporting period.				

Non-Compliance Identified in a Ministry Inspection:

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There was no non-compliances identified in the inspection report.				

The Malahide Distribution System was inspected on August 1st, 2024 by Provincial Officer, Angela Stroyberg of the Ministry of Environment, Conservation and Parks (MECP).

The routine MECP inspections have an Inspection Rating Record, which evaluates the system to provide information for the owner/operator on areas that need to be improved. The particular areas that were evaluated for the Malahide Distribution System were: Treatment Processes, Operations Manuals, Logbooks, Certification and Training, Water Quality Monitoring, Distribution System, and Reporting and Corrective Actions. The 2024 inspection report identified no non-compliances and thus received an Inspection Rating Record of 100%.

Flows

The Malahide Distribution System consists of a number of tertiary watermains throughout the Township. Flow rates are measured throughout the distribution system.

Table 1 below is a summary of flows including total and average daily flows for the reporting period at the Copenhagen Booster Pumping Station. The Copenhagen Booster Pumping Station daily average flow for the reporting period was 137.8 m³/day, which is a 34.9% increase from 2023.

Table 1: Copenhagen Booster Station Flows

Month	2024 Total Flow (m ³)	2023 Total Flow (m ³)	2024 Average Day Flow (m ³ /day)	2023 Average Day Flow (m ³ /day)	Difference between 2024 and 2023 (%)
January	3,662	2,789	118.1	90.0	31.3
February	4,353	2,605	155.5	93.0	67.2
March	3,534	2,711	114.0	87.5	30.3
April	3,718	2,796	119.9	93.2	28.7
May	5,194	3,376	173.1	108.9	59.0
June	4,004	3,657	129.2	121.9	6.0
July	4,275	3,148	137.9	101.5	35.9
August	4,743	3,365	153.0	108.5	41.0
September	4,160	3,378	138.7	112.6	23.1
October	4,301	3,277	138.7	105.7	31.3
November	4,382	3,041	146.1	101.4	44.0
December	4,016	3,159	129.5	101.9	27.1
Total Flow	50,342	37,301	-	-	-
Average	4,195	3,108	137.8	102.2	34.9
Maximum	5,194	3,657	173.1	121.9	-

Table 2 below is a summary of the remaining flow readings for the Malahide Distribution System. The total flow

supplied to the system in 2024 was 143,317 m³, which corresponds to a 3.5% increase from 2023.

Table 2: Total Flow Supplied to the Malahide Distribution System

Location	2024 Total Flow (m ³)	2023 Total Flow (m ³)	2024 Average Day Flow (m ³ /d)	2023 Average Day Flow (m ³ /d)	Difference between 2024 and 2023 Flows (%)
Talbot Street East	4,591	4,345	12.6	11.9	5.7
Dingle Street	59,989	65,463	164.4	179.4	-8.4
Talbot Street West	5,712	6,321	15.6	17.3	-9.5
PB01 (Rush Creek)	3,413	3,798	9.4	10.4	-10.1
PB02 (Port Bruce)	11,029	3,093	30.2	8.5	255.5
Dexter and Imperial	1,578	11,281	4.3	30.9	-86.0
Waneeta Beach	1,061	1,027	2.9	2.8	3.8
Rogers	3,488	3,701	9.6	10.1	-5.4
Norton/ Church	2,114	2,137	5.8	5.9	-1.8

Regulatory Sample Results Summary

Microbiological Testing:

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		Range of HPC Results	
		Min	Max	Min	Max	Min	Max
Distribution Water	159	0	0	0	0	<10	<10

Operational Testing:

	No. of Grab Samples Collected	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, DW Field (mg/L)	368	0.27	1.29

Summary of Lead Testing:

Schedule 15.1 Sampling:

The Schedule 15.1 sampling is required under O.Reg 170/03. This system is under reduced sampling requiring a lead samples to be collected every 3rd year in the winter and summer period. Lead samples were not collected during the reporting period but will be required again in 2026.

Distribution System	Number of Samples	Range of Results		MAC	Number of Exceedances
		Minimum	Maximum		
Alkalinity (mg/L)	4	98	122	n/a	n/a
pH	4	7.5	8.3	n/a	n/a
Lead (ug/l)	-	-	-	10 ug/L	0

Organic Parameters:

These parameters are tested quarterly as a requirement under O.Reg 170/03.

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Distribution Water					
Trihalomethane: Total (ug/L) Annual Average - DW	2024	42	100	0	0
Haloacetic Acids: Total (ug/L) Annual Average- DW	2024	20.63	80	0	0

MAC = Maximum Allowable Concentration as per O.Reg 169/03

Additional Legislated Samples:

There was no additional sampling required.

Major Maintenance Summary

Distribution Maintenance:

Details
<ul style="list-style-type: none"> - Replaced Sample Station #70 and #75 - Shelf spare PLC and I/O module purchased - New SCADA computer purchased and installed - Copenhagen Generator Load Tested. - Leak Detection on Rogers Rd - Residential water meter replacements - Valve exercising - Replaced UPS at Copenhagen. - Air Valve Inspection at PB01 - Replaced Pin and Rod in Yard Hydrant at the end of Levi St. and at 47650 Rush Creek. - Changed Cisco Routers for Juniper Routers at all locations. - SCADA server cleaned/Instrument Calibration as per Summa Agreement - SCADA Maintenance



REPORT NO. PW-25-08

TO: Mayor and Members of Council

DEPARTMENT: Public Works

MEETING DATE: March 20, 2025

SUBJECT: **Malahide Wastewater Collection System Annual Performance Report**

RECOMMENDATION:

THAT Report No. PW-25-08 entitled “Malahide Wastewater Collection System Annual Performance Report” be received.

PURPOSE & BACKGROUND:

The Springfield wastewater collection system consists of approximately 6,026 meters of sanitary sewer pipe, 80 maintenance access holes, and the main pumping station located on Springfield Road. Additionally, there is a 3.6-kilometer-long, 6-inch sewer force main, which includes 4 air relief chambers, that pumps wastewater from the Springfield pumping station to the Ontario Police College (OPC). Wastewater from both the OPC and the Springfield collection system flows into the OPC pumping station, where it is then pumped to the Aylmer Lagoons for treatment.

The collection system serves approximately 289 connections, primarily residential, but also includes some institutional and commercial properties.

Wastewater from both Springfield and the Ontario Police College is collected and pumped by the OPC pumping station through an 8-inch force main to the Aylmer Lagoons for treatment. The force main is owned by Infrastructure Ontario and managed by the Ontario Clean Water Agency (OCWA) through a separate agreement with OCWA and the Town of Aylmer. It is important to note that wastewater from the Ontario Police College is metered and invoiced to Infrastructure Ontario by the Town of Aylmer. Under the current agreement, the Ontario Clean Water Agency (OCWA) is contracted by the Township to handle the day-to-day operations and maintenance of the Springfield sewage pumping station and the force main to the OPC. Township staff are responsible for overseeing the operation and maintenance of the gravity sewers and manhole structures, as these are not covered under the maintenance agreement.

The attached 2024 Q4 Operations report from OCWA provides a summary of the collections systems flows and maintenance performed in Q4 as well as a condensed summary of operations in 2024. Some of this information is noted below and further details can be found in the attached report. See Attachment #1.

The 2024 Malahide Sanitary Sewage Collection System Annual Report has also been attached for Council’s information. The Township of Malahide CLI-ECA #051-W601 requires an Annual report to be completed and posted to the Township’s website for

public information prior to June 1st of each calendar year. This report has already been posted to the Township website to satisfy the requirements set forth in the CLI-ECA. See Attachment #2.

COMMENTS & ANALYSIS:

Operational Performance:

In 2024, the total flow through the Springfield collection system and pump station was 106,772 cubic meters (m³). The average daily flow for 2024 was 291.3 m³/d, reflecting a 9.7% increase compared to 2023, when the average daily flow was 265.7 m³/d. No wastewater backups were reported by the public in 2024, and there were no bypass events recorded at the Springfield Sewage Pumping Station (SPS) during the year.

The total average daily flow through the Ontario Police College (OPC) pump station, which includes both OPC and Springfield flows, was 502.5 m³/d in 2024, marking a 5.2% increase from 2023, which had an average daily flow of 477.76 m³/d.

There were no inspections by the Ministry of the Environment, Conservation, and Parks (MECP) or the Ministry of Labour (MOL) for either SPS in 2024.

A variety of general maintenance tasks were completed throughout 2024. Further details of these activities can be found in the attached OCWA reports.

Occupational Health & Safety:

OCWA conducted the annual health and safety inspection on May 15, 2024. No issues were identified during this inspection, and no other safety concerns arose throughout the year.

General Maintenance:

In 2024, OCWA carried out several maintenance activities, including:

- Quarterly inspections and pumping of all air relief chambers
- Monthly alarm testing
- Valve exercising and wet well cleaning
- Annual flow meter and pressure transmitter calibrations

In addition, Township Staff had the spare sewage pump removed from service and refurbished. This original pump will be placed back into rotation at a later date. Another original pump (Flygt 3152) was refurbished in 2023 and put into service in 2024. The third pump, a Flygt 3153 purchased around 2010 and refurbished in 2019, is currently in service. These refurbishments are expected to extend the life of the existing pumps and ensure ongoing reliability.

Additional maintenance information can be found in the attached reports.

Alarms:

Several alarms were reported in the third and fourth quarters of 2024. Most of these were minor, typical alarms for a sewage pumping station. The SCADA system allowed staff to monitor and respond to alarms effectively, ensuring timely action. OCWA responded to these alarms as needed, with further details provided in the attached report.

Sewer Cleaning:

No sewer flushing or CCTV inspection of the wastewater collection system was performed in 2024. The system is divided into three zones for flushing, with each zone flushed and inspected between 2021 and 2023. Sewer flushing and CCTV inspection are planned for the fourth quarter of 2025.

Both pump stations were cleaned multiple times throughout 2024 to remove fats, oils, and greases (FOG), as well as accumulated non-flushable wipes. Regular cleaning is essential to maintaining optimal station performance and minimizing the build-up of FOG and non-flushable materials, which could otherwise lead to alarms or pumping issues.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The Malahide Township Strategic Plan prioritizes providing easy access to more information relevant to constituents, landowners, businesses. This report provides Council and the public with a concise annual update on the ongoing operations of Malahide's wastewater system.

ATTACHMENTS:

1. Township of Malahide Wastewater Collection System Operations Report: Fourth Quarter 2024 Report
2. Township of Malahide Sanitary Sewage Collection System: 2024 Annual Report

Prepared by: S. Gustavson, Water/Waste Water Operations Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Township of Malahide Wastewater Collection
System
Operations Report
Fourth Quarter 2024

Ontario Clean Water Agency, Southwest Region
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster
Date: January 15, 2025

Facility Description

Facility Name:	Township of Malahide Wastewater Collection System
Regional Manager:	Sam Sianas - (519) 319-2233
Senior Operations Manager:	Vitaliy Talashok - (226-378-8986)
Business Development Manager:	Robin Trepanier - (519) 791-2922
Facility Type:	Municipal
Classification:	Class 2 Wastewater Collection
Title Holder:	Municipality
Operation Status:	OCWA

Service Information**Springfield SPS**

Area(s) Served:	Community of Springfield
Population Served:	751.4
Connections:	289

OPC SPS

Area(s) Served:	Ontario Police College and Community of Springfield (Malahide Township)
Population Served:	1,000

Operational Description**Springfield SPS:**

Sanitary sewers connected to one pumping station for the community of Springfield in the Township of Malahide. The Springfield Pump Station pumps wastewater to the Ontario Police College Pump Station and then it is pumped to the Aylmer Lagoons.

OPC SPS:**Capacity Information**

Total Annual Flow (2020 Data):	161,906.9m ³
Average Day Flow (2020 Data):	442.4m ³ /d
Maximum Day Flow (2020 Data):	956.2m ³ /d

This system collects wastewater from the Springfield Pump Station and the Ontario Police College. The pump station pumps directly to the Aylmer Lagoon System, where it is metered.

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Township of Malahide Wastewater Collection System
ORG#: 6643, 6644

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance issues to report during the first quarter.

SECOND QUARTER:

There were no compliance issues to report during the second quarter.

THIRD QUARTER:

There were no compliance issues to report during the third quarter.

FOURTH QUARTER:

There were no compliance issues to report during the fourth quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections this quarter.

SECOND QUARTER:

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections this quarter.

THIRD QUARTER:

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections this quarter.

FOURTH QUARTER:

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections this quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

Springfield Sewage Pumping Station:

The average daily flow in 2024 was 291.3m³/d, which is up 9.7% compared to the average daily flow in 2023. The average daily flow in 2023 was 265.7m³/d. Refer to Chart 1 for a comparison of the minimum, maximum and average daily flows for 2024. As depicted in Chart 1 flow rates vary in the winter (due to melt) and spring (precipitation) however, during the dryer summer months they are relatively constant. The peak flow in 2024 was 1412.7m³/d. Chart 2 below shows the monthly average daily flows for 2024 compared against 2023.

Chart 1. Springfield minimum, maximum and average daily flow for 2024.

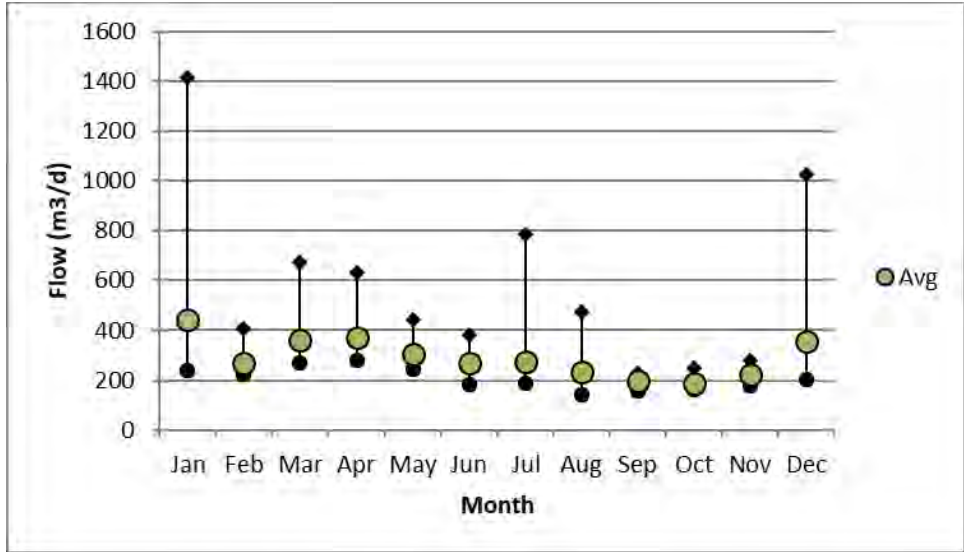
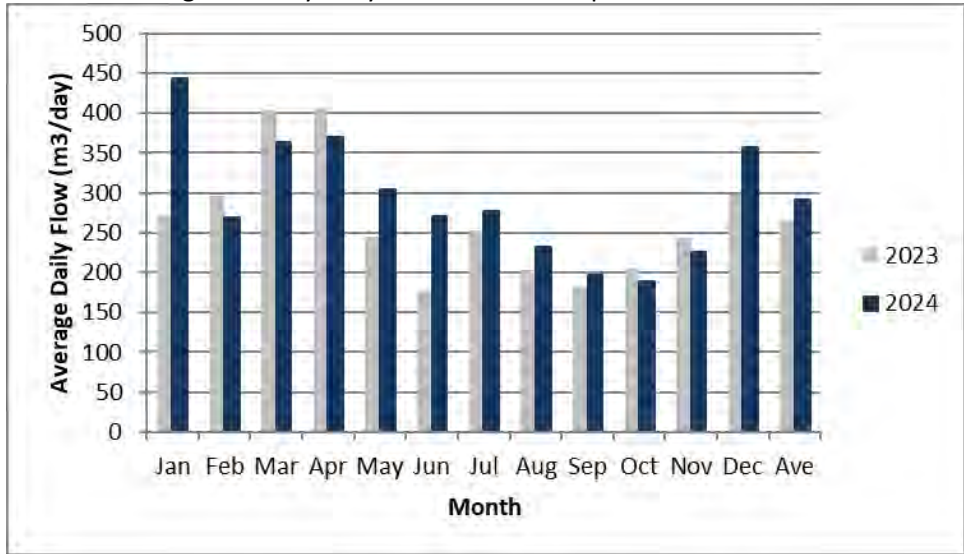


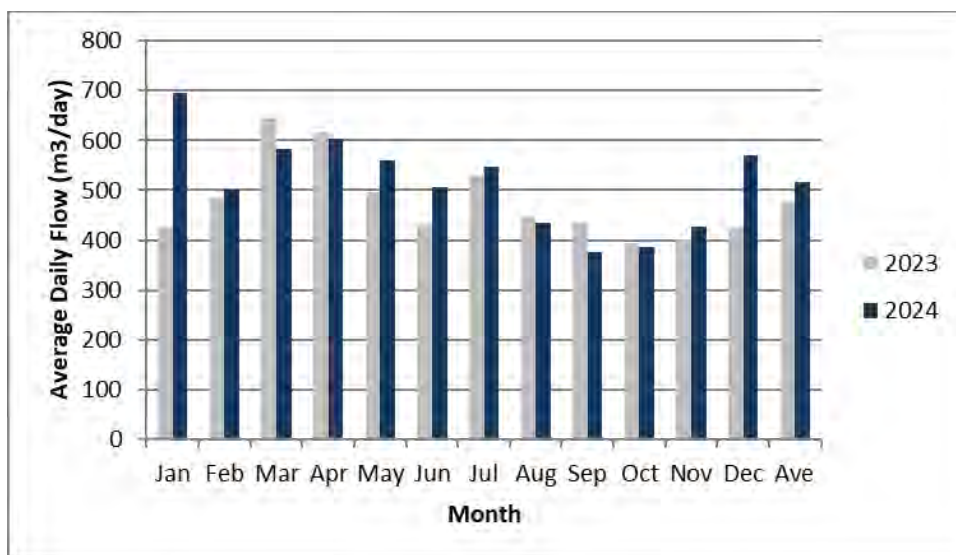
Chart 2. Average monthly daily flow in 2024 compared to 2023.



Ontario Police College Sewage Pumping Station:

The average daily flow so far in 2024 for the OPC PS was 515.5m3/day which is up by 7.9% when compared to the average daily flow in 2023. Refer to the chart below for average daily flows for 2024 compared to 2023.

Chart 1. Average daily flow 2024 compared to 2023.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There were no additional Health & Safety issues identified during the first quarter.

SECOND QUARTER:

On May 15th, 2024, the annual health and safety inspection was completed and there were no issues identified. There were no additional Health & Safety issues identified during the second quarter.

THIRD QUARTER:

There were no additional Health & Safety issues identified during the third quarter.

FOURTH QUARTER:

There were no additional Health & Safety issues identified during the fourth quarter.

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

03: Koolen Electric on site at Springfield SPS to determine what caused the pump lock out alarm.

09: Completed OSHA inspection at Springfield SPS

- : Verified sump pump operations at Springfield SPS by manually tipping the float and observing it in operation

- : Completed OSHA inspection at OPC SPS

15: Tested high level alarm at OPC SPS

- : Tested sump pump at OPC SPS by manually tripping the float and observing pump in operation

24: Koolen Electric on site at Springfield SPS to repair the failed component for P2

25: CC Dance on site at OPC SPS cleaning out the wet well in preparation for the flow meter replacement. Will be on standby during the process in case needed for sludge hauling

- : Koolen Electric on site at OPC SPS for flow meter install

- : SCG Flowmetrix on site at OPC SPS to complete flow meter install

29: Completed monthly UPS test at Springfield SPS with a 5 min run time on battery

- : Completed monthly generator testing at Springfield SPS with a 1 hr run time
- : Completed monthly testing of the generator at OPC SPS with a 1 hr run time

FEBRUARY

- 05: Completed sump pump inspection at Springfield SPS
 - : Completed check valve inspection at Springfield SPS
 - : Completed annual gate inspection/exercising at Springfield SPS
- 08: On site at OPC SPS with Larry Miles Electric and Sommers Generator Systems, to install a VFD start delay on power switchover from generator back to utility power. Larry Miles Electric blew the fuse inside panel while testing the transfer switch. They then determined that the VFD's for the pumps have nothing to do with the fuse blowing during the Generator switch over.
 - : Completed Generator testing at OPC SPS while the switch over testing was being performed
 - : Completed OHSA inspection at OPC SPS
- 12: Completed generator testing at Springfield SPS with a 1 hr run time
 - : Completed OHSA inspection at Springfield SPS
 - : Completed inspection on the heater at Springfield SPS
- 15: Completed quarterly chamber inspections from Springfield SPS to OPC SPS
- 20: Received a building low temp alarm at OPC SPS. Acknowledged alarm and proceeded to site to investigate. Farmington mechanical on site installing safety railings around the wet well, with the door open to plug in their equipment.
 - : Tested high level alarm at OPC SPS
 - : Completed monthly UPS testing with a 5-minute run time at Springfield SPS
- 22: Received wet well low-level alarm at OPC SPS. Operator acknowledged alarm and proceeded to site. Alarm showing on alarm banner, and trending showing well has been in low level. Otherwise, all appeared normal. Observed P2 in operation as intended. Upon start of P1, the transducer readings started to fluctuate, explaining why it may have pumped the well down too low. Attempted to run pump in hand with similar results. Notified OIC about the situation, who advised to put pump alternation into manual mode, and set P2 as duty 1. That way pumps can be manipulated via Scada remotely, if the need arises.

MARCH

- 08: Flowmetrix on site at OPC SPS to calibrate the pressure transmitter
- 12: Completed monthly generator testing at Springfield SPS
 - : Tested high level alarm at Springfield SPS
 - : Completed yearly louvre inspection by manipulating the thermostat and observing louvre operations
- 13: Flowmetrix on site at Springfield SPS to calibrate the flow meter and the rain gauge
- 14: Flowmetrix on site at OPC SPS to calibrate the flow meter
 - : Flowmetrix on site at Springfield SPS calibrating the pressure transmitter. There was an issue with the unit, so calibration was not possible
- 21: Koolen Electric on site at OPC SPS to relocate the flow meter. Flow meter was disabled and relocated. Power was restored to the unit, and readings were verified with the PLC panel
 - : Flowmetrix on site at Springfield SPS to complete the pressure transmitter calibration. Grease was removed from behind the diaphragm inside the unit causing the reading malfunction.
- 25: Completed OHSA inspection at OPC SPS
 - : Completed monthly generator testing at OPC SPS
 - : Tested high level alarm at OPC SPS
 - : Tested sump pump operations at Springfield SPS by manually tripping the float
 - : Tested the UPS at Springfield SPS with a 5-minute run time
 - : Completed OHSA inspection at Springfield SPS

SECOND QUARTER:**APRIL**

- 09: Springfield - On site to pump down wet well and shut pumps down so that Farmington mechanical can enter a chamber down the line and replace an air relief valve. Pumped down wet well to 0.52 m. Turned off pumps. Ran pump in hand while in contact with Farmington mechanical to confirm proper operations of the replacement valve. Both pumps now returned to auto. Site operating as intended under normal operations.
- 10: Springfield - On site with Farmington mechanical to test and repair the air relief valve. Pumped wet well down to 0.66 m and shut pumps off during work being done. Farmington mechanical closed isolation valve and removed air relief valve to clean back at the shop. Will reinstall later in the day. Ran pump in hand to ensure isolation valve was holding. Returned both pumps back to auto. Site back to functioning as intended. Securing site.
- 19: OPC - CC Dance on site to perform a wet well clean out.

MAY

- 09: Springfield - Koolen electric pulled pump 1 and placed it inside building to be sent off for refurbishment. Replaced pump with previously refurbished pump. Watched pump cycle in auto and ensured proper flows were achieved.
- 15: OPC - Completed annual safety inspection and check sheet
- 16: Springfield - Nevtro picked up raw pump for refurbishment. Tested sump pump and checked connected piping.
: Tested and checked UPS battery at end of life alarm 4h23m run time. Tested breakers and auto/hand switches noticed an indicator bulb out on pump control panel. Notified supervisor of findings.

JUNE

- 11: On site with CC Dance for wetwell cleaning
- 21: Springfield - Flowmetrix on-site verified the flow transmitter is sending proper signal to panel, believe issue is on the scada end. Notified supervisor and Sam Gustavson of Malahide township.
- 24: OPC - Inspected fire extinguisher, first aid kit and eyewash. Swept building. Reset PLC, modem and router as requested by Sam Gustavson. Scada is no longer blank but still has communication alarm present. Informed supervisor and Sam of findings.

THIRD QUARTER**JULY**

- 11: Babb Electric installing soft starts.
- 12: Babb Electric fixed pump 1 fail start.
- 25: Completed generator test.

AUGUST

- 13: Gencare completed annual generator service.
- 27: Completed monthly generator testing.

SEPTEMBER

- 3: Completed monthly generator testing.

FOURTH QUARTER**OCTOBER**

9: OPC - C.C. Dance on site for wet well cleaning

- Responded to low level alarm. Transducer had started working but the level was stuck at 1.23 so when pumps were in auto they would pump as the shut off level is 1.20 so would pump down to the low level alarm and trip itself. The pumps were no longer working in float control and trying to work off the level. Sam G flipped a fuse and level started to fluctuate. Pumps started to run off level control instead of float control. Watched it run through a few cycles. Both pumps in auto and set to alternate. Operator responded to a second low level alarm after seeing well level stuck at 1.21M. Turned off transducer display screen and going to run back on float control until transducer issue can be resolved. Level now highlighted red and reading 0.0M. Waited for well level to reach high level to ensure its works properly. Pump 1 put back into duty 1 and set to manual rotation on SCADA. Observed a pump down cycle, now running on float control. Heading off site.

10: Springfield - Tested generator and critical alarms

17: OPC - Koolen electric on site to install new transducer. Issue not resolved. Station left in float control mode

22: OPC - Tested generator

24: OPC - Koolen Electric on site to troubleshoot transducer issue. No issues found with transducer

OPC - Farmington mechanical on site to extend piping for exhaust vent to improve exhaust of gases

28: OPC - On site with Summa to troubleshoot level sensor issues. Level Transmitter now working as designed currently. Watched a pump down cycle starting at 1.6 and stopping at 1.2.

Returned both pumps to automatic and waiting for next pump cycle. Reason as per Summa that the transducer was not working properly due to power cable causing interference with the other cables connected to the transducer.

NOVEMBER

4: OPC - On site with CC Dance for wet well cleaning. P2 turned off. Operated pump 1 in hand to drain wet well as much as possible to accommodate cleaning. P1 turned off and pump 2 returned to auto

5: Springfield - On site after receiving alert for utility power failure. Upon arrival noted that the generator was running. Upon inspection found one of three phases out on pole C9YUHS. In contact with Hydro One. Team to be dispatched. Confirmed generator returned to rest once utility power was restored

13: OPC - Arrived on site to check up on facility after recent power flicker in the area.

Discovered that facility is on utility power but fuse has blown in cabinet causing the pumps to not work in auto. Well level at 2.26M currently. Ran pump 1 in hand to bring down well level.

Koolen electric contacted and are working on getting someone on site to replace the fuse. Will remain on site to monitor facility. Koolen Electric on site to replace 30 amp fuse inside of cabinet.

Watched a pump down cycle. Everything now working as designed.

14: Springfield - Tested critical alarms

DECEMBER

11: Springfield - Completed monthly generator test. Tested critical alarms

SECTION 6: ALARMS**FIRST QUARTER:****JANUARY**

- 09: Received high level alarm at 1835 for Springfield SPS. Heavy rains coming down and more to come in the forecast. Operator logged on to SCADA iPad to find level at 1.68 m. Only P1 running as P2 is still out waiting on parts. Flow rate at 15.75 L/s. Operator reviewed trending and saw that the well levels began to rise at 1743. At 1945 operator arrived on site to find level at 2.12 m and rising. CC Dance was contacted to come haul loads out of the well to assist the pump. At 0036 the pump now keeping up with inflow. Well level at 1.33 m, all appeared normal and operating as intended.
- 15: Operator received a general fault alarm for P2 at Springfield SPS, he acknowledged alarm and logged on to SCADA iPad, found that all appeared normal and operating as intended. Operator arrived on site to confirm equipment faults. Arrived on site to find P1 operating as intended and P2 still remains off awaiting parts. Operator observed pump down cycle with the one pump, all appeared normal. Secured site at 1944
- 25: Received high level alarm at 0319 for Springfield SPS. Logged on to SCADA iPad to find level at 2.12 m and rising. Operator arrived on site at 0345 and levels had jumped to 2.39 m. Contacted ORO about situation, who advised vac truck should be notified. Operator called in CC Dance to haul from the wet well, as level had now rose to 2.68 m and continuing to climb. Forecast showed heavy rains for at least the next 3 hours. At 0952 CC Dance left site after 9 loads, as well levels were now holding around 2.66 m.

No alarms for OPC SPS

FEBRUARY

- 25: Received alarm for high pressure, high level, low level now normal at OPC SPS. Operator logged onto SCADA iPad, pump 102 running a cycle starting at 1.50M, running at 29.63l/sec pressure: 351.1Kpa. Will continue to monitor and see how pump 101 runs. Pump 101 ran a cycle with no concerns. Reviewed trending to find high pressure alarm was due to both pumps running at the same time at a well level of 2.39M. Pressure reached 639KPa with the alarm set point at 500KPa.
- 28: received high discharge pressure alarm at OPC SPS. Acknowledged alarm, logged on to SCADA iPad and observed several pump down cycles. It appears that when P1 starts, the level fluctuates dramatically, causing P2 to start at the same time as duty 2. Both pumps running at the same time causes the high pressure alarm. Spoke with OIC about a similar alarm earlier in the night, who advised if the issue continues, to make changes to the set points to try to keep reoccurring alarms from happening throughout the night. Switched duty alternation to manual mode, and set P2 as duty 1. Will continue to monitor and revisit issue.

No alarms for Springfield SPS

MARCH

No alarms for Springfield SPS.
No alarms for OPC SPS.

SECOND QUARTER:**APRIL**

- 01: OPC - Received high discharge pressure alarm. Reviewed scada with oncall operator and it seems to be a false level reading followed by both pumps running. No longer in alarm.
- 12: OPC - Received alarm for low, low level. Logged onto SCADA wet well level at 1.44m site no longer in alarm. Site in alarm for 48 seconds. Watched station through several cycles. Increased activity due to

passing storm which is now becoming less frequent. Alarm most likely caused by sudden influx due to storm. No further issues.

- 13: OPC/Springfield - Received alert from call service for communication failure at chamber 16. Logged onto SCADA and found all Aylmer, Port Burwell, Copenhagen OPC SPS and Springfield SPS had communication failures. Acknowledged alarm and contacted Execulink. Informed that they were experiencing power failures. Tried contacting Hydro One. Unable to get through due to high call volume. In contact with WWOM of township in case it was an internal issue. Contacted by WWOM of township at 10:07 and informed that communication had been restored to all sites.
- 25: OPC - Alarm for generator running. On site found one phase out on hydro meter. Spark electric to make repair since issue is on private side. Power fully restored at 9:10 April 26th.

MAY

- 24: Springfield - Received power fail and pump1, 2 lock out alarms. Reviewed SCADA all running normally and no longer in alarm. Fire trucks blocking road on the way into Springfield, they said tractor hit hydro pole and wires are down. On-site generator supplying power and no issues noted. Reviewed SCADA again and trending appears normal with no alarms present. On-site powers returned to utility. Reviewed trending, all normal. Noticed generator in low oil pressure alarm. Spoke with ORO and it is a known issue with the sensor.

JUNE

- 05: OPC - Received notification of OPC SPS PIT305 High pressure alarm. logged on to Malahide SCADA. Readings now normal, alarm appears to have been caused by fluctuation in level reading at start of pump down cycle - temporary spike in level reading caused both pumps to start at once spiking the pressure high enough to cause the alarm. Noted level fluctuation seemed more pronounced/frequent when pump 1 began pump cycle when compared with pump 2. Set duty rotation to manual with pump 2 as lead in effort to prevent recurrence of fault. Observed two more pump cycles after duty rotation adjustment to ensure normal function. No issues observed.
- 20: Springfield - Received alert from call service for flow transmitter fault. Arrived on site at 03:13 due to multiple alarms. Site on utility power. Compared SCADA reading (50 l/s) to flow meter in chamber (-0.06 l/s). Pressure - 73.0 kpa. Meter reading - 1987332. Reviewed trending. Site operating normally. Technician to be contacted during regular hours. Site secured at 03:28. Arrived on site just after 1220 to troubleshoot flow meter issues. Reset power to flow meter which did not resolve the issue, reset the power to facility and PLC with no change. Flow meter reading on site and change flow rate but still reading 50l/sec on SCADA. Contacted flow Metrix and they believe it to be an output converter board issue causing the symptoms. Travis will be contacting me with a time and day for inspection of the unit. All else appears normal. Informed client ,ORO, and oncall operator of the status.
- 24: Springfield - Received call from client that Summa just arrived on site for troubleshooting of the flow meter SCADA connection. SCADA still showing flow at 50l/sec. Arrived on site to find SUMMA had gained entry from Township of Malahide, and we're currently almost complete fixing the issue. Tried login onto scada iPad but showing a grey screen. Township of Malahide are working on resetting the computer in the main office in order to hopefully resolve the issue. Summa resolved flow meter issue with SCADA as stated by Sam Gustavson on his server. Still unable to connect through the OCWA server. Notified Client and they will work on restoring the connection in the a.m.

THIRD QUARTER:

JULY

No alarms in July.

AUGUST

No alarms in August.

SEPTEMBER

21: Received PLC communication fault alarm from spectrum.

FOURTH QUARTEROCTOBER

4: Springfield - Received alert from call service for communication failure. Logged onto SCADA and acknowledged alarms. Reviewed sites. All valves present and updating.

31: OPC - Received low low level alarm. Checked SCADA and level was stuck at 1.54 m

Acknowledged alarm. Level in building read 1.49 and confirmed that level via SCADA and they matched. All lights were green on alarm screen in pump house

Trending showed that the level began reading correctly while en route and started to run through cycles normally. Observed 3 cycles while on site and confirmed both pumps ran properly. Continued to confirm SCADA matched pump station level reading.

NOVEMBER

OPC - No alarms received

Springfield - No alarms received

DECEMBER

OPC – No alarms received

29: Springfield - Received alarm for wet well high level. Station not able to keep up with inflow. C.C. Dance removed 5 loads from wet well. Station now able to keep up with inflow

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS**FIRST QUARTER:**

There were no complaints or concerns in the first quarter.

SECOND QUARTER:

There were no complaints or concerns in the second quarter.

THIRD QUARTER:

There were no complaints or concerns in the third quarter.

FOURTH QUARTER:

There were no complaints or concerns in the fourth quarter.

OCWA01 Locates	
Month	# of Locates Completed

January	0
February	0
March	6
April	1
May	2
June	1
July	0
August	0
September	0
October	4
November	0
December	0

Township of Malahide Sanitary Sewage Collection System

Annual Report

Prepared For: The Corporation of the Township of Malahide

Reporting Period of January 1st – December 31st 2024

Issued: March 7th, 2025

Revision: 0

Operating Authority:



This report has been prepared to meet the requirements set out in:

Document	Document #	Issue Date	Issue Number
CLI-ECA	Number: 051-W601	2023-03-23	1

Table of Contents

- 1 System Description
- 2 Monitoring Data
- 3 Operating Problems and Corrective Actions
- 4 Calibration, Maintenance and Repairs
- 5 Community Complaints and Concerns
- 6 Alterations to the System
- 7 Collection System Overflows and Spills of Sewage

Appendix A - Flow Summary Report

Appendix B - Maintenance Records

1 System Description

The Township of Malahide’s municipal sewage collection system consists of works for the collection and transmission of sewage within the Village of Springfield. Consisting of approximately 6.2km of sewage collection mains ranging in size from 200mm to 250mm, two sewage pumping stations and 3.6 km of forcemain. Sewage is pumped from the Springfield Pumping Station through the 150mm PVC forcemain for 3.6 km to the Ontario Police College Pumping Station (OPC Pump Station). Waste from both the Village of Springfield and the Ontario Police College (OPC) is collected at the OPC pump station (OPC PS). All sewage is then pumped from the OPC pump station and discharge to the Aylmer Lagoons for treatment. The forcemain, which the OPC pump station pumps through, is owned by Infrastructure Ontario. The Springfield and OPC pumping stations are both equipped with back-up power and SCADA monitoring systems.

Springfield Sewage Pumping Station:

The Springfield sewage pumping station is the main pump station for the village of Springfield. The pumping station has a capacity of 1,655 m³/day and is equipped with two sewage pumps (1 duty, 1 standby). The station is connected to a 150 mm diameter forcemain, discharging to the OPC sewage pumping station. The station utilizes SCADA for remote operation, alarm notification and historical trending. There is a 35 kW natural gas standby generator onsite.

Ontario Police College Sewage Pumping Station:

The Ontario Police College Sewage Pumping Station receives sewage from the Springfield sewage pumping station and the Ontario Police College. The pumping station is equipped with two submersible pumps (1 duty, 1 standby), flow meter and associated process piping, valves and controls. The station utilizes SCADA for remote operation, alarm notification and historical trending. There is a diesel standby generator onsite.

2 Monitoring Data

2.1 Springfield Raw Flows

The average daily flow in 2024 was 291.33m³/d, which is up 9.7% compared to the average daily flow in 2023. The average daily flow in 2023 was 265.69m³/d. Refer to Chart 1 for a comparison of the minimum, maximum and average daily flows for 2024. As depicted in Chart 1, flow rates vary in the winter (due to melt) and spring (precipitation) however, during the dryer summer months they are relatively constant. The peak flow in 2024 was 1,412.7m³/d. Chart 2 below shows the monthly average daily flows for 2024 compared against 2023. Refer to Appendix A for a summary of the raw flows.

Chart 1. Springfield minimum, maximum and average daily flow for 2024.

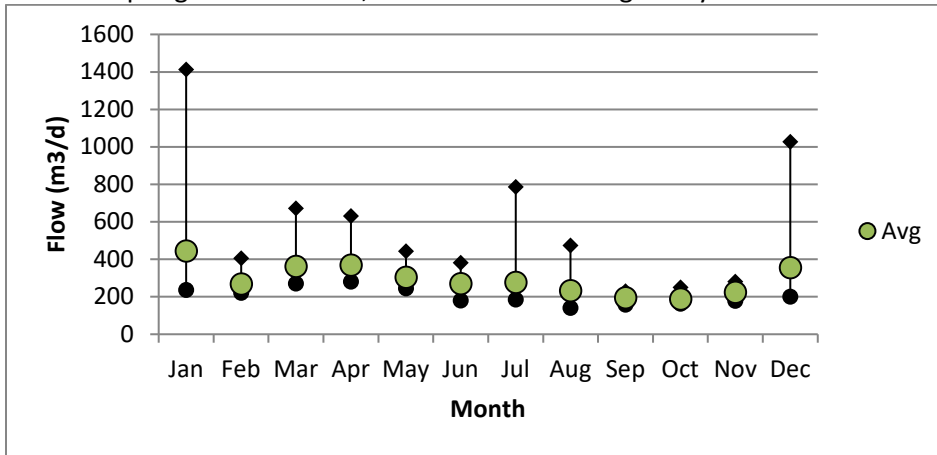
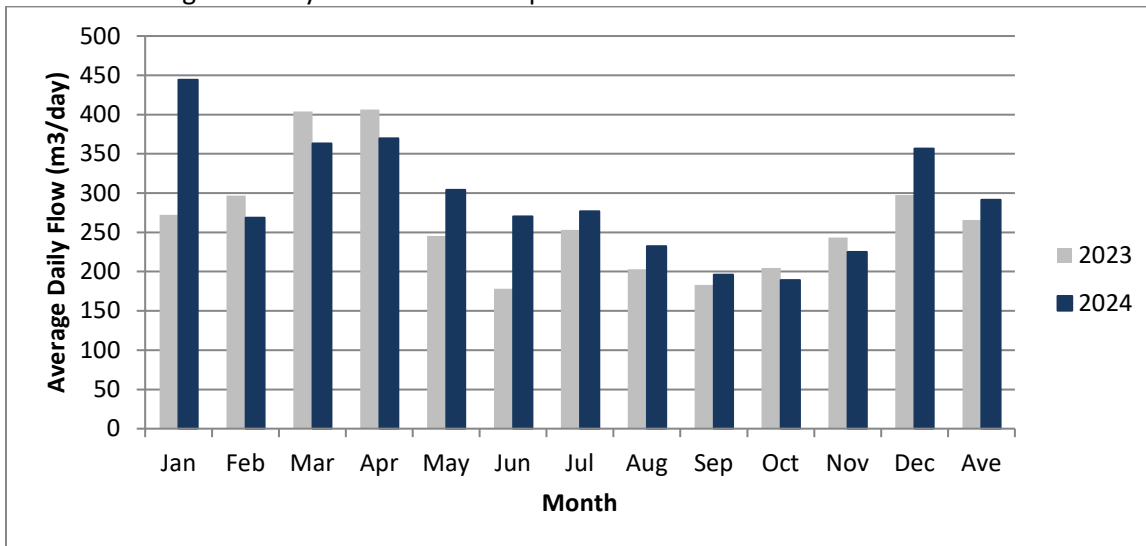


Chart 2. Average monthly flow in 2024 compared to 2023.



2.2 Ontario Police College Raw Flows

The average daily flow in 2024 for the OPC PS was 515.5m³/day, which is up by 7.9% when compared to the average daily flow in 2023. The average daily flow in 2023 was 477.76 m³/day. Refer to Chart 1 for a comparison of the maximum and average daily flows for 2024. As depicted in Chart 3, flow rates vary in the winter (due to melt) and spring (precipitation) in correlation with flows from Springfield. Flows also fluctuate based on occupancy at the Ontario Police College. The peak flow in 2024 was 423.6m³/d. Chart 4 below shows the monthly average daily flows for 2024 compared against 2023. Refer to Appendix A for a summary of the raw flows.

Chart 3. OPC maximum and average daily flow for 2024.

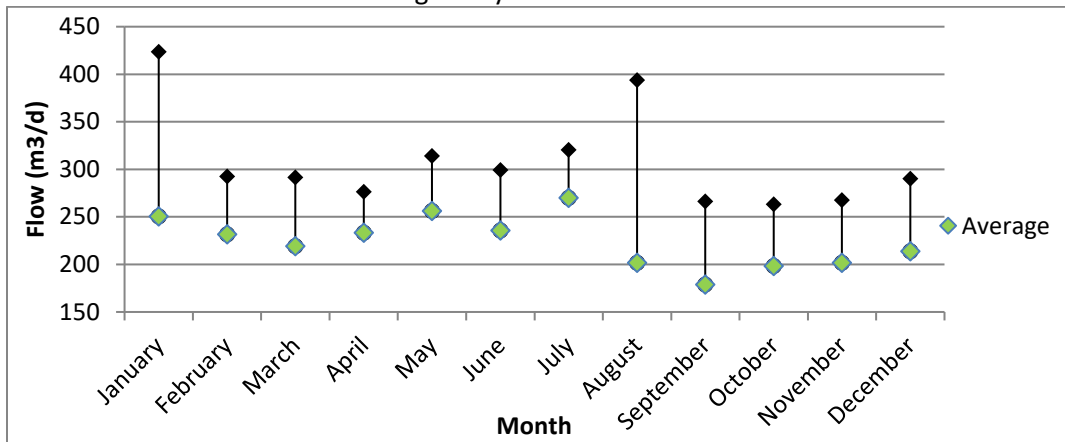
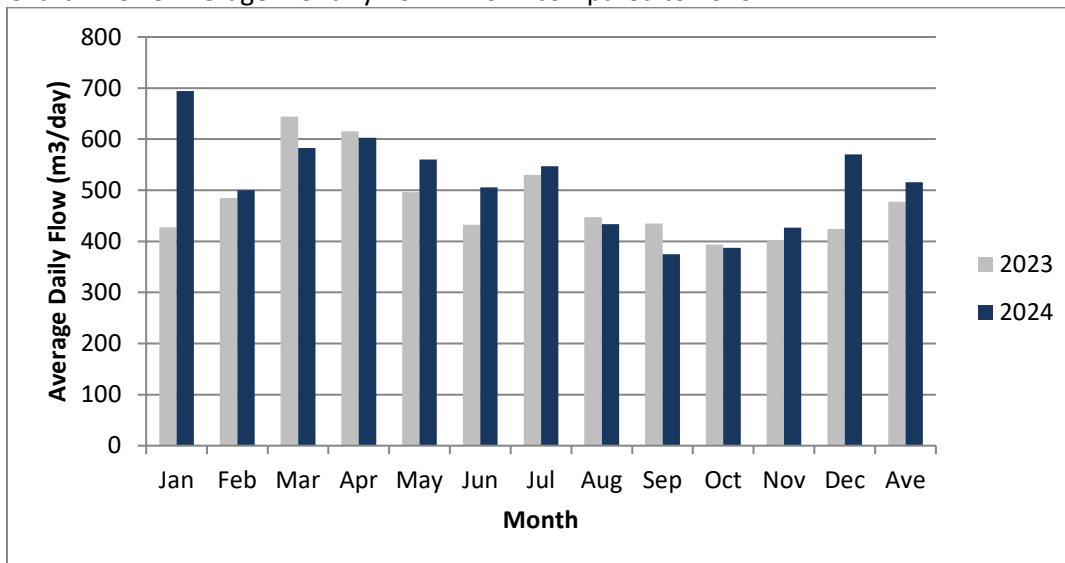


Chart 4. OPC Average monthly flow in 2024 compared to 2023.



3 Operating Problems and Corrective Actions

Springfield:

No operating problems to report for 2024.

Ontario Police College:

The Ontario Police College pumping station requires frequent cleaning due to oil and grease build-up. On April 19th, June 11th, October 9th, and November 4th, CC Dance Sewer Cleaning was retained to clean out the wet well.

4 Calibration, Maintenance and Repairs

Regular scheduled preventative maintenance is assigned to the system and monitored using the Workplace Management System (WMS) program. The following is a summary of maintenance

performed other than WMS work orders:

- Wet well cleanout and inspections
- Generator maintenance
- SCADA routine maintenance
- SCADA server maintenance
- Handrails as safety guarding fabricated and installed around wetwell at OPC.
- Installed 2 soft starts at Springfield PS.
- Replaced pressure transmitter at Springfield PS.
- Installed original Flyght pump rebuilt in 2023 and removed other original pump for rebuild Springfield PS.
- Mini CAS units replaced at Springfield PS.
- Flow meter replaced at OPC.
- Rain gauge calibration at Springfield PS.
- Spare IO Controller for Springfield PS purchased.
- Installed vent extension kit to improve H2S removal in OPC.
- Replacement of HMI on control panel at OPC.
- New transducer installed at OPC.
- All 4 Air vents in collection system were serviced in Springfield.

On March 13th and 14th, 2024 SCG Flowmetrix completed the annual calibrations on the flow meters and pressure transmitters at both pumping stations.

Refer to Appendix B for a summary of preventative maintenance work orders.

5 Community Complaints and Concerns

There were no community complaints or concerns reported in 2024.

6 Alterations to the System

There were no alterations completed in the system during the reporting period.

7 Collection System Overflows and Spills of Sewage

There were no overflows or spills that occurred during the reporting period.

Appendix A

Appendix A –Flow Summary

2024 Flow Summary

	01/2024	02/2024	03/2024	04/2024	05/2024	06/2024	07/2024	08/2024	09/2024	10/2024	11/2024	12/2024	Total	Avg	Max
Raw / Flow-OPC Flow (Calculated) - m³/d															
Count IH	31	29	31	30	31	30	31	31	30	31	30	31	366		
Max IH	423.6	292.6	291.6	276.4	314.2	299.3	320.5	393.9	266.3	263.4	267.5	290			423.6
Mean IH	250.44	231.61	219.2	233.41	256.09	235.54	270.03	201.56	178.8	198.15	201.8	213.7		224.28	
Total IH	7763.7	6716.7	6795.2	7002.3	7938.7	7066.2	8371	6248.3	5364.1	6142.8	6053.9	6624.6	82087.5		
Raw / Flow-OPC Flow Meter (OPC and Springfield) - m³/d															
Count IH	31	29	31	30	31	30	31	31	30	31	30	31	366		
Max IH	1836.3	644.9	877.2	865.5	737.8	620.4	1104.9	551.7	448.7	471.5	535.7	1300.4			1836.3
Mean IH	694.53	500.26	582.52	602.96	560.24	505.74	546.84	433.76	374.91	387.1	426.87	570.42		516.01	
Total IH	21530.4	14507.6	18058.2	18088.8	17367.4	15172.3	16952	13446.5	11247.2	12000.2	12806	17682.9	188859.5		
Raw / Flow-Springfield Flow Meter - m³/d															
Count IH	31	29	31	30	31	30	31	31	30	31	30	31	366		
Max IH	1412.7	405.3	671.7	630.9	443.7	381.9	785.9	474.2	229.1	250.6	281.3	1026.8			1412.7
Mean IH	444.09	268.65	363.32	369.55	304.15	270.2	276.81	232.2	196.1	188.95	225.07	356.72		291.73	
Total IH	13766.7	7790.9	11263	11086.5	9428.7	8106.1	8581	7198.2	5883.1	5857.4	6752.1	11058.3	106772		

Appendix B

Appendix B – Maintenance Record

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3726328	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	CLOSE	1/1/24 12:00 AM	1/30/24 09:19 AM	1/30/24 09:19 AM	- 01/29/24 completed with a 1 hr run time
3726482			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	CLOSE	1/1/24 12:00 AM	1/31/24 02:47 PM	1/31/24 02:47 PM	
3726779			6644, Aylmer Springfield	OPER	Inspection	1	YEARS	Daily O&M Activities Aylmer Springfield WWC (1y) - 6644	CLOSE	1/1/24 12:00 AM	1/30/24 09:16 AM	1/30/24 09:16 AM	- client connection report - operational rounds and readings - operational rounds and readings - operational rounds and readings - operational rounds and readings - 01/29/24 operational rounds and readings
3726999			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	CLOSE	1/1/24 12:00 AM	1/9/24 02:42 PM	1/9/24 02:42 PM	- verified eye wash and emergency kit verified fire extinguisher
3744852	334561	UPS PLC PANEL IN MCC	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	CLOSE	1/1/24 12:00 AM	1/30/24 09:15 AM	1/30/24 09:15 AM	- 01/29/24 completed with a 5 min run time unplugged from utility power
3744855	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	CLOSE	1/1/24 12:00 AM	1/9/24 02:40 PM	1/9/24 02:40 PM	- verified operations by manually tripping the float

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3759786			6644, Aylmer Springfield	CORR	Refurbish/ Replace/Repair	0		Pump Lock Out Alarm	CLOSE		1/4/24 08:48 AM	1/4/24 08:48 AM	- 1300- received pump lockout alarm. Operator Brodie Geromette viewed site via scada iPad, which revealed multiple alarms for both pumps. 1312- arrived on site to troubleshoot issue. Well level @ 1.74m. Reset both pumps by manually cycling the breaker power and on the scada iPad. Ran pump 1 in hand to pump down well with no issue. On start up of pump 2, when in auto, both pumps fault out simultaneously. On start up of pump 1, it operates as intended. Put duty cycles for the pumps into manual mode on scada iPad in order for pump 1 to remain the duty pump. Attempted to run pump 2 in hand with the same result. Both pumps faulting out. Contacted OIC on the findings. Appears it may be an electrical issue. Currently have pump 1 running in auto and pump 2 turned to manual mode on scada iPad as per OIC. Koolen Electric have been notified and are to arrive on site to troubleshoot further. Koolen Electric determined

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
													it to possibly be a bad unit inside the breaker panel. Left pump 2 off and pump 1 running in auto until parts can be sourced. Turned site over to on call operator @ 1550.
3762192			6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	3	MONTHS	Combination Air Valve Insp Plus Springfield PS to OPC forcemain (3m) - 6614	CLOSE	1/14/24 12:00 AM	2/15/24 01:54 PM	2/15/24 01:54 PM	- visually inspected each chamber and pumped out water if the chambers contained any
3764289			6644, Aylmer Springfield	OPER	Refurbish/ Replace/Repair	0		Replacement of failed electrical component on P2	CLOSE		1/25/24 11:02 AM	1/25/24 11:02 AM	- On site with Koolen Electric to replace electrical component that had failed on P2. Tested pump2 as duty 1 in manual mode, all appeared normal and operating as intended. Returned duty alternation back to auto via scada iPad, and observed both pumps in pump down cycles, alternating as required
3779073	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	CLOSE	2/1/24 12:00 AM	2/12/24 03:02 PM	2/12/24 03:02 PM	- completed monthly of generator with a 1 hour run time
3779224			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	CLOSE	2/1/24 12:00 AM	2/29/24 03:26 PM	2/29/24 03:26 PM	- cleaned facility
3779516			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	CLOSE	2/1/24 12:00 AM	2/12/24 03:03 PM	2/12/24 03:03 PM	- completed

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3780178	0000067867	TRANSMITTER PRESSURE 01 DISCH	6644, Aylmer Springfield	PM	Calibration	1	YEARS	Transmitter Pressure 01 Disch Insp/ Calib (1y) - 6644	CLOSE	2/1/24 12:00 AM	3/28/24 02:42 PM	3/28/24 02:42 PM	- 03/14/24 SCG Flowmetrix attempted to calibrate, unable to complete. faulty or clogged unit. will have to return to complete - completed by flowmetrix 03/21/24
3780232			6644, Aylmer Springfield	PM	Inspection	3	MONTHS	Wetwell Cleanout Springfield Insp/ Service (3m) - 6644	CLOSE	2/1/24 12:00 AM	2/12/24 03:07 PM	2/12/24 03:07 PM	- did not perform well cleaning at this time as per WWOM of Malahide and OIC, as we hauled several loads of sludge from the well recently during a high level event. will revisit in the next term
3788061	0000067863	VALVE GATE 01 EAST PUMP DISCH SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Annual Gate Valve Inspection/ Exercising (1y) 6644	CLOSE	2/1/24 12:00 AM	2/5/24 02:38 PM	2/5/24 02:38 PM	-turned off pump and exercised valve by fully closing it and then opening it back up
3788063	0000067864	VALVE GATE 02 WEST V112 PUMP DISCH SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Annual Gate Valve Inspection/ Exercising (1y) 6644	CLOSE	2/1/24 12:00 AM	2/5/24 02:40 PM	2/5/24 02:40 PM	- turned off pump and exercised valve by fully closing and opening it back up
3788065	0000164827	VALVE CHECK 01 EAST PUMP DISCH SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Check Valve Annual Inspection/ Servicing (1y/3y) 6644	CLOSE	2/1/24 12:00 AM	2/5/24 02:36 PM	2/5/24 02:36 PM	- inspected by running pump in hand and observing the check valve in operation
3788067	0000164828	VALVE CHECK 02 WEST PUMP DISCH SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Check Valve Annual Inspection/ Servicing (1y/3y) 6644	CLOSE	2/1/24 12:00 AM	2/5/24 02:34 PM	2/5/24 02:34 PM	- inspected by running pump in hand and observing the check valve in operation
3788414	0000063419	VALVE GATE 01 CHAMBER 03 AYLMEYR OPC PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	OPC Chamber #3 Annual 6" Gate Valve Inspection/Exercising (1y) 6644	CLOSE	2/1/24 12:00 AM	2/15/24 01:50 PM	2/15/24 01:50 PM	- completed Jan 25, 2024 by Flowmetrix exercised valve during isolation of the force main for a flow meter replacement

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3788416	0000063421	VALVE GATE 02 CHAMBER 03 AYLMER OPC PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	OPC Chamber #3 Annual 3" Gate Valve Inspection/Exercising (1y) 6644	CLOSE	2/1/24 12:00 AM	2/15/24 01:49 PM	2/15/24 01:49 PM	- completed Jan 25, 2024 flowmetrix exercised valve to isolate piping for a flow meter replacement
3792101	334561	UPS PLC PANEL IN MCC	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	CLOSE	2/1/24 12:00 AM	2/20/24 03:15 PM	2/20/24 03:15 PM	- completed testing by unplugging power for a 5 min run time
3792104	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	CLOSE	2/1/24 12:00 AM	2/5/24 02:33 PM	2/5/24 02:33 PM	- exercised pump by manually tripping the float and observing it in operation
3792107	0000067869	HEATER ELECTRIC 02 HVAC SYS SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Heater Electric (1y) Inspection 6644	CLOSE	2/1/24 12:00 AM	2/12/24 03:04 PM	2/12/24 03:04 PM	- completed
3793390	0000063418	VALVE AIR RELEASE 02 CHAMBER 03 AYLMER OPC PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	OPC Chamber #3 Annual Air Relief Valve Inspection/Service (1y) 6644	CLOSE	2/1/24 12:00 AM	2/15/24 01:53 PM	2/15/24 01:53 PM	- visually inspected and heard the valve purging air properly during pump operations

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3803396			6644, Aylmer Springfield	OPER	Inspection	0		Daily O&M Activities Aylmer Springfield WWC (1y) - 6644	COMP		1/10/25 12:33 PM	1/10/25 12:33 PM	- operational rounds and readings - operational rounds and readings - operational rounds and readings - operational rounds and readings - took Matt out to have a look at the wet well and showed him the traducer height and overflow valve locations - operational rounds and readings - operational rounds and readings - client connection report - - operational rounds and readings had a flat tire, ended up having to change tires and take the punctured one to Aylmer tire - - 04/08/24 operational rounds and readings tested high level alarm - - 04/09/24 cycled power to the modem and router as per Sam on site to operate the pumps as Farmington was servicing the air relief in camber 02

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
													- 04/10/24 on site to operate the pumps while Farmington was servicing the air relief in chamber 01 - operational rounds and readings - operational rounds and readings - completed in 2024
3822412	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	CLOSE	3/1/24 12:00 AM	3/12/24 03:26 PM	3/12/24 03:26 PM	- completed testing with a 1 hr run time
3822586			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	CLOSE	3/1/24 12:00 AM	3/28/24 03:10 PM	3/28/24 03:10 PM	- cleaned facility
3822901			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	CLOSE	3/1/24 12:00 AM	3/25/24 02:22 PM	3/25/24 02:22 PM	- completed
3823473	0000067866	METER FLOW PUMP DISCH SPRINGFIELD PS	6644, Aylmer Springfield	PM	Calibration	1	YEARS	Meter Flow Insp/Service (1y) - 6644	CLOSE	3/1/24 12:00 AM	3/15/24 08:06 AM	3/15/24 08:06 AM	- flowmetrix calibrated flow and rain meters - 03/14/24 completed by SCG Flowmetrix
3826883			6644, Aylmer Springfield	OPER	Inspection	0		6644-WCAY 6644, Aylmer Springfield WWC	CLOSE	3/1/24 12:00 AM	5/2/24 01:36 PM	5/2/24 01:36 PM	
3835505	0000067847	PANEL TRANSFER AUTOMATIC ATS SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Panel Transfer Service (1y) -6644	CLOSE	3/1/24 12:00 AM	3/12/24 03:22 PM	3/12/24 03:22 PM	- inspected during generator testing no unusual noises proper switch over with no issues panel appears clean and undamaged no unusual smells

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3835518	0000067857	LOUVRE MOTORIZED 01 GENERATOR INTAKE SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Louvre Inspection (1y) 5057	CLOSE	3/1/24 12:00 AM	3/12/24 03:24 PM	3/12/24 03:24 PM	- visually inspected, all appeared normal tested operations by manipulating the thermostat and observing louvers in action
3835520	0000067854	BATTERY CHARGER STANDBY GENSET SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	YEARS	Battery Charger Inspection (1y) 6644	CLOSE	3/1/24 12:00 AM	4/19/24 09:10 AM	4/19/24 09:10 AM	- completed
3835523	334561	UPS PLC PANEL IN MCC	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	CLOSE	3/1/24 12:00 AM	3/25/24 02:25 PM	3/25/24 02:25 PM	- completed with a 5 minute run time while unplugged
3835526	334561	UPS PLC PANEL IN MCC	6644, Aylmer Springfield	PM	Inspection	1	YEARS	Battery Ups Inspection (1y) 6644	CLOSE	3/1/24 12:00 AM	4/11/24 02:44 PM	4/11/24 02:44 PM	- completed 03/25/24
3835533	0000164828	VALVE CHECK 02 WEST PUMP DISCH SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Check (1y) Inspection 6644	CLOSE	3/1/24 12:00 AM	4/11/24 02:38 PM	4/11/24 02:38 PM	- completed 02/05/24
3835535	0000164827	VALVE CHECK 01 EAST PUMP DISCH SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Check (1y) Inspection 6644	CLOSE	3/1/24 12:00 AM	4/11/24 02:39 PM	4/11/24 02:39 PM	- completed 02/05/24
3835537	0000067864	VALVE GATE 02 WEST V112 PUMP DISCH SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Gate (1y) Inspection 6644	CLOSE	3/1/24 12:00 AM	4/11/24 02:41 PM	4/11/24 02:41 PM	- completed 02/05/24
3835540	0000067863	VALVE GATE 01 EAST PUMP DISCH SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Gate (1y) Inspection 6644	CLOSE	3/1/24 12:00 AM	4/11/24 02:42 PM	4/11/24 02:42 PM	- completed 02/05/24
3835543	0000334563	METER PRESSURE	6644, Aylmer Springfield	PM	Inspection	1	YEARS	Meter Pressure Insp/Service (1y) - 6644	CLOSE	3/1/24 12:00 AM	11/15/24 02:29 PM	11/15/24 02:29 PM	- Flowmetrix calibrated flow and rain meters on March 13th and calibrated pressure transmitter on March 14th
3835545	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	CLOSE	3/1/24 12:00 AM	3/25/24 02:24 PM	3/25/24 02:24 PM	- completed by observing the pump in operations by tripping the float

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3851580			6644, Aylmer Springfield	CORR	Refurbish/ Replace/Repair	0		Discharge pressure transmitter signal fault alarm	CLOSE		3/28/24 08:19 AM	3/28/24 08:19 AM	- 1120- received discharge pressure transmitter signal fault alarm 1136- arrived on site. Found nothing out of the ordinary. Observed both pumps in their pump down cycles and watched the pressures. All appeared normal. Contacted the on call operator to ensure he was able to see the same readings via scada to confirm communications. All was as it should. Spoke with duty OIC to get his opinion and make him aware of my findings. Will monitor and check back in.
3868573	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	CLOSE	4/1/24 12:00 AM	4/16/24 02:55 PM	4/16/24 02:55 PM	- completed with a 1 hr run time
3868716			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	CLOSE	4/1/24 12:00 AM	4/30/24 11:48 AM	4/30/24 11:48 AM	- cleaned facility
3869017			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	CLOSE	4/1/24 12:00 AM	4/16/24 02:58 PM	4/16/24 02:58 PM	- completed
3885269	334561	UPS PLC PANEL IN MCC	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	CLOSE	4/1/24 12:00 AM	4/16/24 03:02 PM	4/16/24 03:02 PM	- completed with a 5 minute run time while being unplugged
3885272	0000334562	PANEL PLC SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	PANEL PLC (1y) - 6644 PLC	CLOSE	4/1/24 12:00 AM	4/22/24 02:56 PM	4/22/24 02:56 PM	- ensured cabinet was free of debris connections appeared to be clean and as intended no hot spots detected no abnormal smells

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3885282	0000067865	VALVE GATE 03 HEADER ISOL SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Gate (1y) Inspection 6644	CLOSE	4/1/24 12:00 AM	4/11/24 02:43 PM	4/11/24 02:43 PM	- completed 02/05/24
3885285	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	CLOSE	4/1/24 12:00 AM	4/16/24 03:04 PM	4/16/24 03:04 PM	- completed by manually tripping the float to confirm operation
3885293	0000334565	SWITCH TEMPERATURE BLDG ALARM SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	YEARS	Transmitter Temperature Service (1y) - 6644	CLOSE	4/1/24 12:00 AM	5/2/24 09:02 AM	5/2/24 09:02 AM	- Thermostate working as intended
3885296	0000067855	LOUVRE MOTORIZED 03 HVAC SYS SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Louvre (1y) Inspection 6644	CLOSE	4/1/24 12:00 AM	4/11/24 02:36 PM	4/11/24 02:36 PM	- completed 03/12/24
3901666			6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	3	MONTHS	Combination Air Valve Insp Plus Springfield PS to OPC forcemain (3m) - 6614	CLOSE	4/14/24 12:00 AM	5/1/24 02:39 PM	5/1/24 02:39 PM	- pumped and inspected chambers
3903075			6644, Aylmer Springfield	CORR	Refurbish/ Replace/Repair	0		Wet well clean out	CLOSE		4/22/24 08:33 AM	4/22/24 08:33 AM	- CC Dance performed a wet well clean out
3921176	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	CLOSE	5/1/24 12:00 AM	5/8/24 03:29 PM	5/8/24 03:29 PM	
3921319			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	CLOSE	5/1/24 12:00 AM	5/28/24 03:12 PM	5/28/24 03:12 PM	- swept and mopped building
3921644			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	CLOSE	5/1/24 12:00 AM	5/22/24 02:21 PM	5/22/24 02:21 PM	- inspected fire extinguisher, firstaid kit and eyewash
3922324			6644, Aylmer Springfield	PM	Inspection	3	MONTHS	Wetwell Cleanout Springfield Insp/ Service (3m) - 6644	CLOSE	5/1/24 12:00 AM	5/21/24 09:31 AM	5/21/24 09:31 AM	- photo sent to client of wet well condition and it looks clean. cleaning of wetwell to set in June 2024.
3925279			6644, Aylmer Springfield	PM	Compliance	6	MONTHS	FEP Contact List Review Aylmer Springfield (6m) - 6644	CLOSE	5/1/24 12:00 AM	5/16/24 09:51 AM	5/16/24 09:51 AM	FEP Contact List -FEP contact list reviewed and updated

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3934574	334561	UPS PLC PANEL IN MCC	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	CLOSE	5/1/24 12:00 AM	5/16/24 02:54 PM	5/16/24 02:54 PM	- tested
3934577	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	CLOSE	5/1/24 12:00 AM	5/16/24 02:55 PM	5/16/24 02:55 PM	- tested pump and checked connected piping
3934585	0000067849	MCC 01 SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Panel Control Pump Service (1y) - 6644	CLOSE	5/1/24 12:00 AM	5/16/24 03:11 PM	5/16/24 03:11 PM	- tested breakers,switches and indicator lights
3949205			6644, Aylmer Springfield	CORR	Refurbish/ Replace/Repair	0		pump pull/replace	CLOSE		5/9/24 03:43 PM	5/9/24 03:43 PM	- koolen electric pulled aand replaced pump 1
3969012	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	CLOSE	6/1/24 12:00 AM	6/11/24 02:20 PM	6/11/24 02:20 PM	- completed generator run test
3969228			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	CLOSE	6/1/24 12:00 AM	6/24/24 02:51 PM	6/24/24 02:51 PM	- swept building
3969547			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	CLOSE	6/1/24 12:00 AM	6/24/24 02:45 PM	6/24/24 02:45 PM	- inspected fire extinguisher, first aid kit and eyewash
3973682			6644, Aylmer Springfield	OPER	Inspection	0		6644-WCAY 6644, Aylmer Springfield WWC	CLOSE	6/1/24 12:00 AM	7/19/24 08:21 AM	7/19/24 08:21 AM	- Completed
3984460	334561	UPS PLC PANEL IN MCC	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	CLOSE	6/1/24 12:00 AM	6/18/24 03:08 PM	6/18/24 03:08 PM	-inspected UPS end of battery life alarm present
3984463	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	CLOSE	6/1/24 12:00 AM	6/18/24 03:09 PM	6/18/24 03:09 PM	- tested pump and inspected connected piping
4001547			6644, Aylmer Springfield	CORR	Refurbish/ Replace/Repair	0		Summa troubleshooting Flow Meter Issues at Springfield P.S.	CLOSE		6/25/24 02:52 PM	6/25/24 02:52 PM	
4017433	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	CLOSE	7/1/24 12:00 AM	8/6/24 09:00 AM	8/6/24 09:00 AM	- completed
4017576			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	CLOSE	7/1/24 12:00 AM	8/6/24 09:05 AM	8/6/24 09:05 AM	- completed

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4017881			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	CLOSE	7/1/24 12:00 AM	9/10/24 01:07 PM	9/10/24 01:07 PM	- completed
4032403	0000334561	UPS BATTERY BANK PLC PANEL SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	CLOSE	7/1/24 12:00 AM	8/6/24 09:03 AM	8/6/24 09:03 AM	- completed
4032406	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	CLOSE	7/1/24 12:00 AM	8/6/24 09:02 AM	8/6/24 09:02 AM	- completed
4048873			6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	3	MONTHS	Combination Air Valve Insp Plus Springfield PS to OPC forcemain (3m) - 6614	COMP	7/14/24 12:00 AM	12/20/24 02:08 PM	12/20/24 02:08 PM	- completed in Dec 2024. no concerns with any of the air valves. no leaks and heard burping at each site while primary operator tested pumps in hand.
4066130	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	CLOSE	8/1/24 12:00 AM	8/30/24 03:10 PM	8/30/24 03:10 PM	- completed
4066273			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	CLOSE	8/1/24 12:00 AM	8/30/24 03:11 PM	8/30/24 03:11 PM	
4066576			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	CLOSE	8/1/24 12:00 AM	9/10/24 01:08 PM	9/10/24 01:08 PM	- completed
4067213			6644, Aylmer Springfield	PM	Inspection	3	MONTHS	Wetwell Cleanout Springfield Insp/ Service (3m) - 6644	BUSCOMP	8/1/24 12:00 AM	12/2/24 09:34 AM	12/2/24 09:34 AM	- inspect well on a weekly basis, no need for cleaning at this time
4078985	0000334561	UPS BATTERY BANK PLC PANEL SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	CLOSE	8/1/24 12:00 AM	8/30/24 03:13 PM	8/30/24 03:13 PM	- completed
4078988	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	CLOSE	8/1/24 12:00 AM	9/18/24 11:05 AM	9/18/24 11:05 AM	- completed
4094870			6644, Aylmer Springfield	PM	Predictive Maintenance	0		Annual generator inspection	CLOSE		8/20/24 11:51 AM	8/20/24 11:51 AM	- Gencare technician on site for annual generator inspection
4096385			6644, Aylmer Springfield	PM	Predictive Maintenance	0		monthly generator inspection	CLOSE		8/29/24 03:01 PM	8/29/24 03:01 PM	- completed

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4112542	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	CLOSE	9/1/24 12:00 AM	9/9/24 02:51 PM	9/9/24 02:51 PM	- completed
4112720			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	CLOSE	9/1/24 12:00 AM	9/24/24 02:50 PM	9/24/24 02:50 PM	- complete
4113064			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	CLOSE	9/1/24 12:00 AM	9/23/24 03:35 PM	9/23/24 03:35 PM	
4116632			6644, Aylmer Springfield	OPER	Inspection	0		6644-WCAY 6644, Aylmer Springfield WWC	CLOSE	9/1/24 12:00 AM	10/1/24 09:08 AM	10/1/24 09:08 AM	
4118177			6644, Aylmer Springfield	OPER	HEALTH AND SAFETY	1	YEARS	OHSA Inspection Aylmer Springfield WWC (1y) - 6644	CLOSE	9/1/24 12:00 AM	9/19/24 02:45 PM	9/19/24 02:45 PM	OHSA Inspection -6644 OHSA inspection completed May 15th, 2024 by Brodie Geromette. There were no issues noted.
4118718	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Engine Natural Gas 01 Standby Insp/ Service (1y) - 6644	CLOSE	9/1/24 12:00 AM	10/28/24 03:35 PM	10/28/24 03:35 PM	- completed
4118743	0000067848	METER LEVEL RAW SEWAGE WET WELL SPRINGFIELD PS CHECK	6644, Aylmer Springfield	PM	Inspection	1	YEARS	Meter Level Insp/Service (1y) - 6644	CLOSE	9/1/24 12:00 AM	9/27/24 12:00 PM	9/27/24 12:00 PM	- completed
4127115	0000334561	UPS BATTERY BANK PLC PANEL SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	CLOSE	9/1/24 12:00 AM	9/27/24 12:01 PM	9/27/24 12:01 PM	- completed
4127118	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	CLOSE	9/1/24 12:00 AM	10/29/24 01:33 PM	10/29/24 01:33 PM	- completed, no need to pull pumps according to client.
4162098	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	CLOSE	10/1/24 12:00 AM	10/10/24 03:52 PM	10/10/24 03:52 PM	- completed
4162241			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	CLOSE	10/1/24 12:00 AM	10/7/24 03:33 PM	10/7/24 03:33 PM	- completed
4162546			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	CLOSE	10/1/24 12:00 AM	10/7/24 03:32 PM	10/7/24 03:32 PM	- completed
4162932			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	YEARS	Fire Extinguisher Inspection Aylmer Springfield (1y) - 6644	CLOSE	10/1/24 12:00 AM	10/22/24 02:08 PM	10/22/24 02:08 PM	- completed

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4169013	0000067850	PUMP SUBMERSIBLE 02 RAW SEWAGE SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible 02 Springfield Ps Insp/Service (1y) - 6644	CLOSE	10/1/24 12:00 AM	10/29/24 01:34 PM	10/29/24 01:34 PM	- completed, no need to pull pumps according to client.
4169023	0000067851	PUMP SUBMERSIBLE 01 RAW SEWAGE SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible 01 Springfield Ps Insp/Service (1y) - 6644	CLOSE	10/1/24 12:00 AM	10/29/24 01:35 PM	10/29/24 01:35 PM	- completed, no need to pull pumps according to client.
4177477	0000334561	UPS BATTERY BANK PLC PANEL SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	CLOSE	10/1/24 12:00 AM	10/11/24 02:31 PM	10/11/24 02:31 PM	- completed
4177491	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	CLOSE	10/1/24 12:00 AM	10/29/24 01:36 PM	10/29/24 01:36 PM	- completed, no need to pull pumps according to client.
4194077			6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	3	MONTHS	Combination Air Valve Insp Plus Springfield PS to OPC forcemain (3m) - 6614	CLOSE	10/14/24 12:00 AM	11/1/24 03:53 PM	11/1/24 03:53 PM	- completed
4210882	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	COMP	11/1/24 12:00 AM	11/26/24 09:36 AM	11/26/24 09:36 AM	-Ran due to power failure on November 5th, 2024. Recorded readings
4211031			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	COMP	11/1/24 12:00 AM	12/2/24 07:04 AM	12/2/24 07:04 AM	- completed
4211334			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	COMP	11/1/24 12:00 AM	12/2/24 07:03 AM	12/2/24 07:03 AM	- completed
4211932			6644, Aylmer Springfield	PM	Inspection	3	MONTHS	Wetwell Cleanout Springfield Insp/ Service (3m) - 6644	COMP	11/1/24 12:00 AM	12/2/24 09:39 AM	12/2/24 09:39 AM	- no need for cleaning,wetwell clean
4214404			6644, Aylmer Springfield	PM	Compliance	6	MONTHS	FEP Contact List Review Aylmer Springfield (6m) - 6644	CLOSE	11/1/24 12:00 AM	11/14/24 11:12 AM	11/14/24 11:12 AM	FEP Contact List - FEP Contact list up to date.
4215812			6644, Aylmer Springfield	PM	Compliance	1	YEARS	FEP Review Aylmer Springfield (1y) - 6644	CLOSE	11/1/24 12:00 AM	11/14/24 11:43 AM	11/14/24 11:43 AM	FEP Review - FEP Reviewed and up to date.
4223003	0000334561	UPS BATTERY BANK PLC PANEL SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	COMP	11/1/24 12:00 AM	12/2/24 07:02 AM	12/2/24 07:02 AM	- unplugged for 10 minutes. 4h 1m left of battery. Battery nearing end of life

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6644,6644-WCAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4223006	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	COMP	11/1/24 12:00 AM	1/2/25 02:39 PM	1/2/25 02:39 PM	- sump pump checked weekly during regular rounds. working as intended.
4252985	0000067852	ENGINE NATURAL GAS STANDBY GEN SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Engine Natural Gas Test/Insp (1m) - 6644	COMP	12/1/24 12:00 AM	12/15/24 09:00 PM	12/15/24 09:00 PM	- Completed
4253321			6644, Aylmer Springfield	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6644	COMP	12/1/24 12:00 AM	12/17/24 12:19 PM	12/17/24 12:19 PM	- Completed
4253644			6644, Aylmer Springfield	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer Springfield (1m) - 6644	COMP	12/1/24 12:00 AM	12/15/24 09:02 PM	12/15/24 09:02 PM	- Completed on 12/03/24
4264699	0000334561	UPS BATTERY BANK PLC PANEL SPRINGFIELD PS	6644, Aylmer Springfield	PM	Inspection	1	MONTHS	UPS Testing (1m) 6644	BUSCOMP	12/1/24 12:00 AM	1/2/25 03:05 PM	1/2/25 03:05 PM	- UPS working as intended, tested during switch over to generator power monthly
4264702	0000067868	PUMP SUBMERSIBLE SUMP SPRINGFIELD PS	6644, Aylmer Springfield	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1m) - 6644	COMP	12/1/24 12:00 AM	1/2/25 03:09 PM	1/2/25 03:09 PM	- pump inspected weekly and working as intended

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3726774			6643, Aylmer OPC Pump	OPER	Inspection	1	YEARS	Daily O&M Activities Aylmer OPC Pumping Stn (1y) - 6643	COMP	1/1/24 12:00 AM	1/10/25 12:42 PM	1/10/25 12:42 PM	- client connection reports - - operational rounds and readings cleaning facility - operational rounds and readings - - operational rounds and readings took longer because everything was frozen shut - operational rounds and readings - - 01/29/24 operational rounds and readings - operational rounds and readings - operational rounds and readings - operational rounds and readings - monitoring site via scada and talking to Sam Gustavson about the issues. tried changing some set points to fix the issue with no luck - operational rounds and readings - - operational rounds and readings - client connection report - operational rounds and readings

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
													- 04/08/24 operational rounds and readings - 04/09/24 punctured tire replaced with spare and took tire to Aylmer Tire - operational rounds and readings - operational rounds and readings - completed in 2024
3726988	0000164914	LIGHTING EMERGENCY 01 AYLNER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	CLOSE	1/1/24 12:00 AM	1/9/24 02:37 PM	1/9/24 02:37 PM	- verified eye wash and emergency kit verified fire extinguisher
3744063	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	CLOSE	1/1/24 12:00 AM	1/30/24 09:12 AM	1/30/24 09:12 AM	- 01/29/24 completed with a 1 hr run time
3747448			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	CLOSE	1/1/24 12:00 AM	1/15/24 02:57 PM	1/15/24 02:57 PM	- tested high level alarm
3761187			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	CLOSE	1/9/24 12:00 AM	1/31/24 02:47 PM	1/31/24 02:47 PM	- cleaned facility - cleaned facility

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3764569			6643, Aylmer OPC Pump	CORR	Refurbish/ Replace/Repair	0		flow meter replacement	CLOSE		1/26/24 06:05 PM	1/26/24 06:05 PM	- On site with C.C. Dance. C.C. Dance cleaning out wet well before flow meter replacement. Will be on standby throughout process. SCG on site at 09:10. Pump one turned off. Pumped down wet well using pump two to 0.8 m. Pump two turned off. Breakers to both pumps turned off and locked out. PLC unplugged from UPS to shut down power to flow meter. Closed isolation valves up and down stream of flow meter. Plugged in UPS. Removed lockout from pump one. Turned breaker on. Returned pump one to auto to ensure proper seal. All normal. Due to station running on float mode pump one ran in hand until wet well was within normal operating levels. CC Dance leaving site with third and final load. Pump one returned to auto to maintain level while technicians complete electrical connections. 13:32 Koolen electric now on site. New leads for flow meter now run through pvc conduit. Relieved by On call operator

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3779505	0000164914	LIGHTING EMERGENCY 01 AYLNER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	CLOSE	2/1/24 12:00 AM	2/13/24 10:26 AM	2/13/24 10:26 AM	- completed 02/12/24
3791451	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	CLOSE	2/1/24 12:00 AM	2/9/24 08:53 AM	2/9/24 08:53 AM	- completed during testing done by SOMMERS generator systems
3793813			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	CLOSE	2/1/24 12:00 AM	2/20/24 03:11 PM	2/20/24 03:11 PM	- tested high level float
3803700			6643, Aylmer OPC Pump	CORR	Refurbish/ Replace/Repair	0		OPC pump station- Generator transfer switch troubleshooting	CLOSE		2/8/24 03:16 PM	2/8/24 03:16 PM	- 0806-On site with Larry Miles Electric and Sommers Generator Systems, to install a VFD start delay on power switchover from generator back to utility power. 1156- Larry Miles Electric determined that the VFD's for the pumps have nothing to do with the fuse blowing during the Generator switch over. There findings with be sent to the Township of Malahide, and are suggesting increasing the fuse from a 30amp to a 60amp. Completed walkthrough of facility and ensures all pumps are returned to auto, well level at 1.51M. Watched a pump down cycle, all appears normal.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3804220			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	CLOSE	2/9/24 12:00 AM	2/29/24 03:26 PM	2/29/24 03:26 PM	- cleaned facility
3806328			6643, Aylmer OPC Pump	CORR	Refurbish/ Replace/Repair	0		Wet well low level alarm	CLOSE		2/23/24 09:52 AM	2/23/24 09:52 AM	- 1440- received wet well low level alarm. Acknowledged alarm and proceeded to site 1452-arrived on site. Alarm showing on alarm banner and trending showing well has been in low level. Otherwise all appeared normal. Observed P2 in operation as intended. Upon start of P1, the transducer readings started to fluctuate, explaining why it may have pumped the well down too low. Attempted to run pump in hand with similar results. Notified OIC about the situation, who advised to put pump alternation into manual mode, and set p2 as duty 1. That way pumps can be manipulated via scada remotely if the need arises. Will revisit situation tomorrow. 1540- secured site
3822890	0000164914	LIGHTING EMERGENCY 01 AYLME OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	CLOSE	3/1/24 12:00 AM	3/25/24 02:07 PM	3/25/24 02:07 PM	- completed
3826881			6643, Aylmer OPC Pump	OPER	Inspection	0		6643-SPAY 6643, Aylmer OPC Pumping Stn	CLOSE	3/1/24 12:00 AM	5/2/24 01:36 PM	5/2/24 01:36 PM	

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3834824	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	CLOSE	3/1/24 12:00 AM	3/25/24 02:12 PM	3/25/24 02:12 PM	- completed with a 1 hour run time
3834843	0000164896	LIFTING DEVICE DAVIT ARM 01 AYLNER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	YEARS	Lifting Equipment Insp (1y) 6643	CLOSE	3/1/24 12:00 AM	5/1/24 09:52 AM	5/1/24 09:52 AM	- Completed
3834846	0000164894	METER FLOW RAW SEWAGE AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Calibration	1	YEARS	Transmitter Flow (1y) Service 6643	CLOSE	3/1/24 12:00 AM	3/15/24 08:09 AM	3/15/24 08:09 AM	
3837330			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	CLOSE	3/1/24 12:00 AM	3/25/24 02:08 PM	3/25/24 02:08 PM	- completed
3848325			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	CLOSE	3/9/24 12:00 AM	3/28/24 03:08 PM	3/28/24 03:08 PM	- cleaned facility - cleaned facility
3869006	0000164914	LIGHTING EMERGENCY 01 AYLNER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	CLOSE	4/1/24 12:00 AM	4/22/24 02:49 PM	4/22/24 02:49 PM	- completed 04/19/24
3884567	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	CLOSE	4/1/24 12:00 AM	4/22/24 02:51 PM	4/22/24 02:51 PM	- completed with a 1 hr run time
3884586	0000164884	SWITCH TRANSFER AUTOMATIC ATS STANDBY GEN AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	Transfer Switch Service (1y) - 6643	CLOSE	4/1/24 12:00 AM	5/2/24 07:43 AM	5/2/24 07:43 AM	- panel inspected by Koolen Electric April 26th 2024. during emergency power outage.
3884597	0000164895	METER LEVEL WET WELL AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Calibration	1	YEARS	Transmitter Level 2 Service (1y) - 6643	CLOSE	4/1/24 12:00 AM	5/2/24 07:48 AM	5/2/24 07:48 AM	- Transducer inspected during wet well cleaning on April 19th 2024, no concerns, checked trending all appears normal.
3884602	0000164893	TRANSMITTER TEMP AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	Transmitter Temperature Service (1y) - 6643	CLOSE	4/1/24 12:00 AM	5/2/24 07:51 AM	5/2/24 07:51 AM	- Temperature probe working as designed. reading 28.3degrees celcius on SCADA. matching up on site. all appears normal

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3887926			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	CLOSE	4/1/24 12:00 AM	4/16/24 02:52 PM	4/16/24 02:52 PM	- 04/08/24 tested high level alarm
3900967			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	CLOSE	4/9/24 12:00 AM	4/30/24 11:49 AM	4/30/24 11:49 AM	- cleaned facility
3921633	0000164914	LIGHTING EMERGENCY 01 AYLNER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	CLOSE	5/1/24 12:00 AM	5/22/24 02:22 PM	5/22/24 02:22 PM	- inspected fire extinguisher, firstaid kit and eyewash
3933846	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	CLOSE	5/1/24 12:00 AM	5/8/24 03:31 PM	5/8/24 03:31 PM	- completed generator run test
3934310	0000164907	PUMP SUBMERSIBLE 01 RAW SEWAGE AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	PUMP SUBMERSIBLE RAW 01 ANNUAL (1yr) 6643	CLOSE	5/1/24 12:00 AM	5/21/24 09:21 AM	5/21/24 09:21 AM	- contacted client and they do not wish to pull the pump for examination. Checked trending and both pumps working as designed
3934313	0000164908	PUMP SUBMERSIBLE 02 RAW SEWAGE AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	PUMP SUBMERSIBLE RAW 02 ANNUAL (1yr) 6643	CLOSE	5/1/24 12:00 AM	5/21/24 09:26 AM	5/21/24 09:26 AM	- Client contacted and does not want to pull the pump. both pumps running at the same flow rate and running as intended.
3936691			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	CLOSE	5/1/24 12:00 AM	5/8/24 03:32 PM	5/8/24 03:32 PM	- tested power fail and high level alarms
3948798			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	CLOSE	5/9/24 12:00 AM	5/28/24 03:11 PM	5/28/24 03:11 PM	- swept and cleaned cobwebs
3969536	0000164914	LIGHTING EMERGENCY 01 AYLNER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	CLOSE	6/1/24 12:00 AM	6/24/24 02:52 PM	6/24/24 02:52 PM	- inspected fire extinguisher, first aid kit and eyewash
3973680			6643, Aylmer OPC Pump	OPER	Inspection	0		6643-SPAY 6643, Aylmer OPC Pumping Stn	CLOSE	6/1/24 12:00 AM	7/19/24 08:21 AM	7/19/24 08:21 AM	- Completed
3983718	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	CLOSE	6/1/24 12:00 AM	6/11/24 02:21 PM	6/11/24 02:21 PM	- completed generator run test

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3986553			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	CLOSE	6/1/24 12:00 AM	6/11/24 02:22 PM	6/11/24 02:22 PM	- tested powerfail and high level alarms
3998327			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	CLOSE	6/9/24 12:00 AM	6/24/24 02:53 PM	6/24/24 02:53 PM	- swept building
3998874	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	Engine Diesel Insp/Service (1y) - 6643	CLOSE	6/11/24 12:00 AM	7/2/24 10:34 AM	7/2/24 10:34 AM	- completed in month of June 2024
4017870	0000164914	LIGHTING EMERGENCY 01 AYLMER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	CLOSE	7/1/24 12:00 AM	8/6/24 09:18 AM	8/6/24 09:18 AM	- completed.
4031615	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	CLOSE	7/1/24 12:00 AM	8/6/24 09:12 AM	8/6/24 09:12 AM	- completed
4034672			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	CLOSE	7/1/24 12:00 AM	8/6/24 09:10 AM	8/6/24 09:10 AM	- completed
4047983			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	CLOSE	7/9/24 12:00 AM	8/6/24 09:08 AM	8/6/24 09:08 AM	- completed
4066565	0000164914	LIGHTING EMERGENCY 01 AYLMER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	CLOSE	8/1/24 12:00 AM	9/17/24 10:00 AM	9/17/24 10:00 AM	- completed
4078345	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	CLOSE	8/1/24 12:00 AM	8/29/24 03:04 PM	8/29/24 03:04 PM	- completed
4080952			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	CLOSE	8/1/24 12:00 AM	9/17/24 10:02 AM	9/17/24 10:02 AM	- completed
4092766			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	CLOSE	8/9/24 12:00 AM	9/17/24 10:03 AM	9/17/24 10:03 AM	
4094869			6643, Aylmer OPC Pump	PM	Predictive Maintenance	0		Annual generator inspection	CLOSE		8/20/24 11:49 AM	8/20/24 11:49 AM	- Gencare technician on site for annual generator inspection
4113053	0000164914	LIGHTING EMERGENCY 01 AYLMER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	CLOSE	9/1/24 12:00 AM	9/26/24 03:04 PM	9/26/24 03:04 PM	- completed

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4116630			6643, Aylmer OPC Pump	OPER	Inspection	0		6643-SPAY 6643, Aylmer OPC Pumping Stn	CLOSE	9/1/24 12:00 AM	10/1/24 09:08 AM	10/1/24 09:08 AM	
4118158			6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	Contact Chamber Clean Out Aylmer OPC Pumping Stn (1y) - 6643	CLOSE	9/1/24 12:00 AM	10/22/24 01:53 PM	10/22/24 01:53 PM	- completed october 8
4118167			6643, Aylmer OPC Pump	OPER	HEALTH AND SAFETY	1	YEARS	OHSA Inspection Aylmer OPC Pumping Stn (1y) - 6643	CLOSE	9/1/24 12:00 AM	9/19/24 02:42 PM	9/19/24 02:42 PM	OHSA Inspection -6643 OHSA inspection completed May 15th, 2024 by Brodie Geromette. There were no issues noted.
4126364	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLME R OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	CLOSE	9/1/24 12:00 AM	9/17/24 10:06 AM	9/17/24 10:06 AM	- completed
4129231			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	CLOSE	9/1/24 12:00 AM	9/17/24 10:07 AM	9/17/24 10:07 AM	- completed
4142649			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	CLOSE	9/9/24 12:00 AM	9/26/24 03:05 PM	9/26/24 03:05 PM	- completed
4162535	0000164914	LIGHTING EMERGENCY 01 AYLMER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	CLOSE	10/1/24 12:00 AM	10/22/24 01:58 PM	10/22/24 01:58 PM	- completed
4162929	0000164913	FIRE EXTINGUISHER 01 AYLME R OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	YEARS	Fire Extinguisher Inspection Aylmer OPC (1y) - 6643	CLOSE	10/1/24 12:00 AM	10/22/24 02:06 PM	10/22/24 02:06 PM	- completed
4176781	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLME R OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	CLOSE	10/1/24 12:00 AM	10/22/24 01:56 PM	10/22/24 01:56 PM	- completed
4176800	0000164903	PANEL BREAKER MAIN AYLME R OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	Panel Breaker Service (1y) - 6643	CLOSE	10/1/24 12:00 AM	10/22/24 02:01 PM	10/22/24 02:01 PM	- completed
4176802	0000164890	PANEL BREAKER AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	Panel Breaker Inspection (1y) - 6643	CLOSE	10/1/24 12:00 AM	10/22/24 02:05 PM	10/22/24 02:05 PM	- completed
4176804	0000164886	PANEL SURGE ARRESTER AYLME R OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	Panel Surge Service (1y) - 6643	CLOSE	10/1/24 12:00 AM	10/29/24 10:46 AM	10/29/24 10:46 AM	- completed

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4176806	0000164892	TRANSMITTER PRESSURE AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Calibration	1	YEARS	Transmitter Pressure (1y) Service (wh) 6643	CLOSE	10/1/24 12:00 AM	10/29/24 10:55 AM	10/29/24 10:55 AM	- completed
4177256	0000334551	VALVE KNIFE GATE PUMP DISCH HEADER AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Gate Inspection/Maintenance (1y) 6643	CLOSE	10/1/24 12:00 AM	10/29/24 03:10 PM	10/29/24 03:10 PM	- completed
4177259	0000334548	VALVE KNIFE GATE PUMP DISCH ISOL AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Gate Inspection/Maintenance (1y) 6643	CLOSE	10/1/24 12:00 AM	10/29/24 03:11 PM	10/29/24 03:11 PM	- completed
4177262	0000334547	VALVE CHECK 02 PUMP DISCH AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Check (1y) Inspection (wh) 6643	CLOSE	10/1/24 12:00 AM	10/29/24 10:52 AM	10/29/24 10:52 AM	- completed
4177264	0000334546	VALVE CHECK 01 PUMP DISCH AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Check (1y) Inspection (wh) 6643	CLOSE	10/1/24 12:00 AM	10/22/24 02:03 PM	10/22/24 02:03 PM	- completed
4177266	0000334549	VALVE AIR RELEASE HEADER AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Pressure Relief (1y) (wh) 6643	CLOSE	10/1/24 12:00 AM	10/29/24 03:12 PM	10/29/24 03:12 PM	- completed
4177275	0000334556	UPS BATTERY BANK PLC PANEL AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	UPS Insp/Service (1y) - 6643	CLOSE	10/1/24 12:00 AM	10/29/24 10:47 AM	10/29/24 10:47 AM	- completed
4179764			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	CLOSE	10/1/24 12:00 AM	10/22/24 01:57 PM	10/22/24 01:57 PM	- completed
4193410			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	CLOSE	10/9/24 12:00 AM	10/22/24 01:55 PM	10/22/24 01:55 PM	- completed
4211323	0000164914	LIGHTING EMERGENCY 01 AYLNER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	COMP	11/1/24 12:00 AM	12/2/24 06:59 AM	12/2/24 06:59 AM	- completed
4215811			6643, Aylmer OPC Pump	PM	Compliance	1	YEARS	FEP Review Aylmer OPC Pumping Stn (1y) - 6643	CLOSE	11/1/24 12:00 AM	11/14/24 11:40 AM	11/14/24 11:40 AM	FEP Review - FEP Reviewed and up to date.
4222179	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLNER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	COMP	11/1/24 12:00 AM	12/2/24 06:58 AM	12/2/24 06:58 AM	- unit ran due to power failure. recorded available readings

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4222198	0000164883	HEATER ELECTRIC 01 HVAC SYS AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	Heater Electric (1y) Inspection 6643	COMP	11/1/24 12:00 AM	12/17/24 12:07 PM	12/17/24 12:07 PM	- Inspection by electrician declined by SOM. Checked heater while running and confirmed warm air being produced
4222203	0000164891	PANEL DISTRIBUTION OPC- SPS AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	Panel Breaker 1 Inspection (1y) - 6643	COMP	11/1/24 12:00 AM	12/17/24 12:26 PM	12/17/24 12:26 PM	- Inspection by electrician declined by SOM. All breakers in on position. no heat felt to be radiating from panel
4222647	0000334553	PUMP SUBMERSIBLE SUMP AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submers Sump Insp/Service (1y) - 6644	BUSCOMP	11/1/24 12:00 AM	12/20/24 01:59 PM	12/20/24 01:59 PM	-both pumps working as intended. Client doest wish to pull the pumps at this time and will wait till 2025
4222656	0000164918	FAN EXHAUST WET WELL VENT AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Refurbish/ Replace/Repair	1	YEARS	Exhaust Fan Insp/Service Route (1y) - 6643	COMP	11/1/24 12:00 AM	12/17/24 12:25 PM	12/17/24 12:25 PM	- Inspection by electrician declined by SOM. unable to inspect under operation. Checked breaker panel. Breaker in on position
4222663	0000164910	FILTER ELECTRIC HARMONIC 02 RAW SEWAGE PUMP AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	Filter Electric Harmonic Service (1y) 6643	COMP	11/1/24 12:00 AM	12/5/24 01:12 PM	12/5/24 01:12 PM	- working as designed, no concerns
4222665			6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	Filter Electric Harmonic Service (1y) 6643	COMP	11/1/24 12:00 AM	12/20/24 01:54 PM	12/20/24 01:54 PM	- both VFDs working as intended. tested speed drive in hand, no faults or alarms present, both working as intended.
4222685	0000164897	FILTER ELECTRIC HARMONIC 01 RAW SEWAGE PUMP AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	Filter Electric Harmonic Service (1y) 6643	COMP	11/1/24 12:00 AM	12/5/24 01:15 PM	12/5/24 01:15 PM	- working as designed, no concerns with unit
4222687	0000164898	FILTER ELECTRIC HARMONIC 02 RAW SEWAGE PUMP OUTPUT AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	YEARS	Filter Electric Harmonic Service (1y) 6643	COMP	11/1/24 12:00 AM	12/5/24 01:13 PM	12/5/24 01:13 PM	- completed, working as designed
4224589			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	COMP	11/1/24 12:00 AM	12/17/24 12:53 PM	12/17/24 12:53 PM	- Triggered on Nov 4, 2024 during wet well cleaning

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 6643,6643-SPAY
 Work Order Type: CORR,OPER,PM
 Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
4236117			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	COMP	11/9/24 12:00 AM	12/17/24 12:51 PM	12/17/24 12:51 PM	- Completed
4253633	0000164914	LIGHTING EMERGENCY 01 AYLMER OPC PS	6643, Aylmer OPC Pump	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Aylmer OPC PS (1m) - 6643	COMP	12/1/24 12:00 AM	12/17/24 12:49 PM	12/17/24 12:49 PM	- Completed Dec 3rd
4263955	0000164919	GENERATOR W/ DIESEL ENGINE STANDBY AYLMER OPC PS	6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 6643	COMP	12/1/24 12:00 AM	12/17/24 12:47 PM	12/17/24 12:47 PM	- Completed
4266249			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6643	COMP	12/1/24 12:00 AM	12/17/24 12:48 PM	12/17/24 12:48 PM	- Completed. Alarms received while testing generator
4277714			6643, Aylmer OPC Pump	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 6643	COMP	12/9/24 12:00 AM	1/2/25 02:36 PM	1/2/25 02:36 PM	- completed



REPORT NO. PW- 25-09

TO: Mayor & Members of Council

DEPARTMENT: Public Works

MEETING DATE: March 20, 2025

SUBJECT: Request for Improvement – Avon Drain

RECOMMENDATION:

THAT Report No. PW- 25-09 entitled “Request for Improvement – Avon Drain” be received;

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

PURPOSE & BACKGROUND:

The Township of Malahide has received two Requests for Improvements for the Avon Drain, which services properties on both sides of Putnam Road and Avon Drive in the Village of Avon. The County of Elgin and the landowner at 15538 Putnam Road (Avon Feed Mill) have requested upgrades to the existing drain to enhance roadway drainage and establish a legal outlet for the Avon Feed Mill property.

COMMENTS & ANALYSIS:

The County of Elgin plans to rebuild Putnam Road from Avon Drive to 500 meters south as part of its 2025 capital plan. The section of the Avon Drain in this area was incorporated as a municipal drain in 1999 through an engineer’s report by Spriet Associates. An inspection in late 2022 revealed that the existing pipes were in poor condition. The County of Elgin was informed of the drain’s condition to consider incorporating its replacement into their capital works on Putnam Road. The County has since decided to upsize and replace the portions of the drain in the roadway.

The Avon Feed Mill has submitted expansion plans to the Township of Malahide, proposing the addition of a new storage building and potential future parking expansion. As part of the site plan control process, they must submit a site grading plan to outline their approach to managing stormwater runoff. The property is currently assessed to the Avon Drain along Putnam Road and the Joliffe Drain to the south; however, it lacks a direct connection to either drain. The property owner is requesting a connection to the drain and is also seeking to have the rear portion of the property, which is currently assessed to the Joliffe Drain, reassessed to the Avon Drain along Putnam Road.

Staff is recommending that George Vereyken, P. Eng., of Spriet Associates Ltd., be appointed by the Council to prepare an engineer's report to address both Requests for Improvement.

FINANCIAL IMPLICATIONS:

The costs associated with replacing the existing infrastructure in the roadway are included in the 2025 County of Elgin Capital Budget for the Putnam Road reconstruction project.

Costs to the Avon Feed Mill property will be determined once the scope of the drainage work required is identified through an Engineer's Report(s), as prescribed under the *Drainage Act*.

There are no anticipated costs to the Township at this time.

LINK TO STRATEGIC & OPERATIONAL PLANS:

N/A

CONSULTATION:

- County of Elgin
- Spriet Associates

ATTACHMENTS:

1. Overview Map

Prepared by: B. Lopez, Engineering Technologist/Drainage Superintendent

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



Legend

- Elgin County Parcels
- Drainage
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

Notes

0.2 0 0.11 0.2 Kilometers



REPORT NO. PW- 25-11

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: March 20, 2025
SUBJECT: **College Line Reconstruction – Change of Scope**

RECOMMENDATION:

THAT Report No. PW- 25-11 entitled “College Line Reconstruction – Change of Scope” be received;

AND THAT the change of scope for the 2025 reconstruction of College Line be approved as outlined in this report.

PURPOSE & BACKGROUND:

The approved 2025 Capital Budget Surface Treatment Project identified that the Township intended to complete road reconstruction and surface treatment on College Line from Springwater Road to Rogers Road.

The purpose of this report is to seek Council approval for a change in scope of the surface treatment program.

COMMENTS & ANALYSIS:

The Township is currently working with a landowner at the intersection of College Line and Dorchester Road on a development proposal.

Should this development proceed, there may be local area road and drainage impacts that will need to be addressed through the engineering design stages. With this in mind, staff do not want to complete road works on College Line and Dorchester Road which could ultimately need to be revised or re-done as a result of the development. As such staff are proposing the following change of scope for the surface treatment program.

The road reconstruction and surface treatment of College Line from Springwater Road to Rogers Road will be removed from the 2025 program, and is expected to be completed in the next few years, once the impact of the proposed development is fully known.

The road reconstruction and surface treatment of College Line from Hacienda Road to Springfield Road will be added to the 2025 program. This stretch was originally planned for 2026.

Affected property owners along these stretches of road will be notified.

FINANCIAL IMPLICATIONS:

The construction estimates provided by staff indicate that the requested change of scope will be fully accommodated within the approved 2025 capital budget allocation of \$2,183,838.

LINK TO STRATEGIC & OPERATIONAL PLANS:

N/A

CONSULTATION:

Roads Department and Planning staff

ATTACHMENTS:

2025 Budget – Surface Treatment

Prepared by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

SURFACE TREATMENT

DESCRIPTION

The Township of Malahide currently owns 206 centreline kilometers of hard surface, rural and semi-rural road segment assets. This surface type represents 76% of the total road centreline kilometers in the municipality and has the highest total replacement cost.

Surface treatments on rural, hard surface roads are a lifecycle activity conducted at specified intervals to rehabilitate surface conditions and prolong the overall life of a road segment. These surface treatments may consist of double surface treatments, single surface treatments, and single surface treatments with edge padding. Without these treatments, there would be greater annual maintenance costs and road segments would require reconstruction on a more frequent basis.

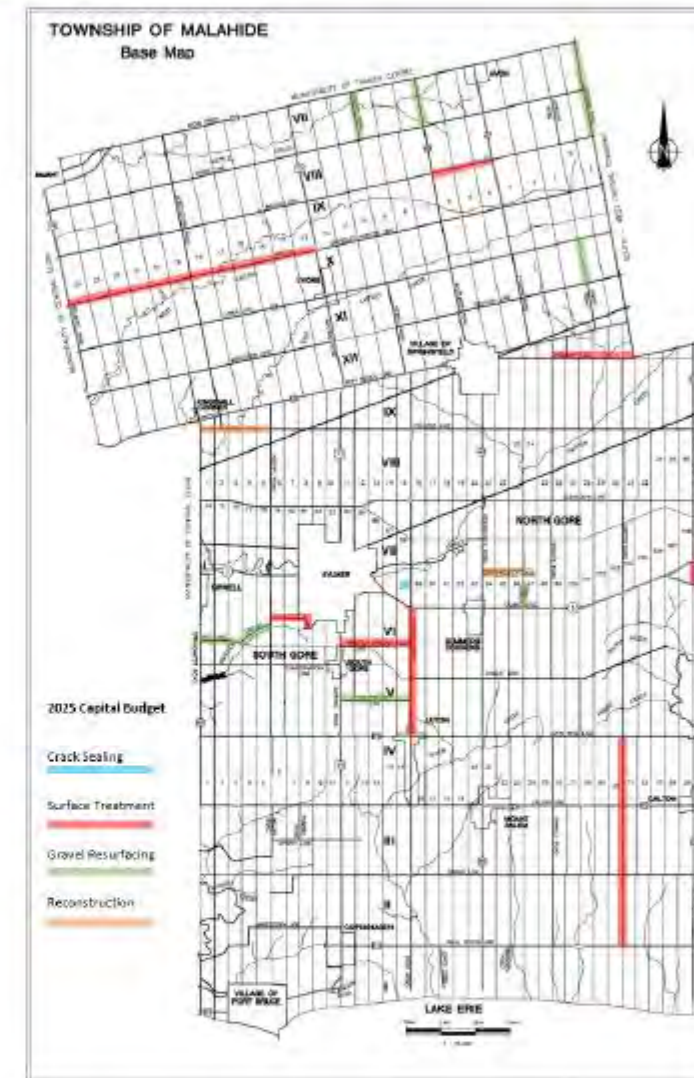
The surface treatment program calls for hard surface road segments to be resurfaced on a 7-year rotating schedule, grouped based on total length, and geographic and environmental factors. Organizing hard surface road segments into a rotating schedule is the most efficient way of smoothing annual costs. This program also relies on third party procurement, and therefore is subject to inflationary market trends.

The hard road segments that are scheduled for surface treatment in 2025 are identified in the 2025 Capital Road Treatment Maps, in Appendix C. The total amount for the capital surface treatment program request in 2025 is \$2,183,838.

Projected Initiation: 2025 Estimated Completion: 2025

- Service Continuity Service Enhancement New Service
- Third-Party Project Internal Project

GALLERY



TOTAL REQUEST: \$2,183,838

A new budgetary request of \$2,183,838 is requested in 2025. This project will be entirely funded from tax levy reserves.

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY- LAW NO. 25-17**

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

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

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

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

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

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

it is the stated intention of the Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Schedule "A", as applicable, shall continue to operate and to be in force and effect.

10. THAT By-law No. 25-10 be and the same is hereby repealed in its entirety effective the date that this By-law comes into force and effect.

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

READ a FIRST and SECOND time this 20th day of March, 2025

READ a THIRD time and **FINALLY PASSED** this 20th day of March, 2025

Mayor, D. Giguère

Clerk, A. Adams

TOWNSHIP OF MALAHIDE
SCHEDULE "A" TO BY-LAW 25-17
USER FEES SCHEDULE
CORPORATE SERVICES

Fee Description	Applicable Taxes	Fee
Lottery Licences	Exempt	Minimum fee of \$5.00 or 3% of prize value
Solar Farm Licence (see by-law 13-41)	Exempt	See by-law 13-41
Burial Permit Fee (non-residents only)	Exempt	\$20.00
Meeting Investigation Fee	Exempt	\$25.00 (refundable if deemed valid issue)
Freedom of Information Requests	Exempt	\$25.00 administrative fee
		+ other costs associated with fulfilling the request in accordance with fees set by MFIPPA
Document Certification/Commissioner of Oaths	+ HST	\$15.00 (resident) / \$25.00 (non-resident)

ANIMAL CONTROL

Fee Description	Applicable Taxes	Fee
First dog	Exempt	\$17.60
Second dog	Exempt	\$20.15
Third dog	Exempt	\$30.35
Kennel licence	Exempt	\$72.50
Replacement tag	Exempt	\$5.00
Dangerous dog	Exempt	\$108.15
Guide dog & service dog	Exempt	\$0.00
Late fees for payments after March 31 st	Exempt	\$10.00

BY-LAW ENFORCEMENT SERVICES

The payment of the fees all be collected by way of adding to the Tax Roll. The Municipal Act, 2001, Section 398 allows municipalities to place fees and charges against the tax roll.

Fee Description	Applicable Taxes	Fee
First Notice of Non-Compliance	+ HST	Free
Extension Fee	+ HST	\$50
Second Notice of Non-Compliance	+ HST	\$150
Third & Final Notice of Non-Compliance / Order	Exempt	\$200
By-law Letter Confirming Compliance	+ HST	\$75
Use of Staff Resources(Per Member, 1-hour minimum)	Exempt	\$75/hour
Appeal of Property Standards Order	Exempt	\$500
Superior Court of Justice Appeal of Property Standards Decision	Exempt	\$800
Title Search	+ HST	\$50
Register or Discharge an Order on Title	+ HST	\$350 (per action)
Corporate Search	+ HST	Actual cost + \$25
Execute Search Warrant	Exempt	\$500
Locksmith Service	+ HST	Actual cost + \$25
Noise Exemption	Exempt	\$150
Remedial Action Under \$2,000:	+ HST	Actual cost + \$300
Remedial Action Over \$2,000:	+ HST	Actual cost + 15%

DEVELOPMENT SERVICES

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

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

FINANCE DEPARTMENT

Fee Description	Applicable Taxes	Fee
Tax Certificate New property owners will receive a duplicate copy of the tax bill and statement of tax account history.	+ HST	\$60.00
Zoning Certificate	+ HST	\$60.00
Engineer's Report including utility arrears	+ HST	\$65.00
Proof of Septic Certificate	+ HST	\$65.00
NSF cheque or returned payment	Exempt	\$40.00
Tax Bill Reprint, Tax or Water Account History Print, or duplicate receipt, Statement of Tax Account (HST included)	Exempt	\$0
Transfer to Taxes	Exempt	\$25.00 administration fee for all water or waste water accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account
Tax Sale Registration Process	Exempt	Full cost recovery
Account Collection Fee, when sent to Collection Agency	+ HST	\$0
Delivery Fee, when send correspondence by Registered Mail	+ HST	\$9.75 + postage
Penalty on Accounts Receivable 30 days in arrears	Exempt	2% on the first day of each month
US Exchange Administration Fee	+ HST	\$10.00

MALAHIDE COMMUNITY PLACE

Fee Description	Applicable Taxes	Fee
Licensed Event – Community Room A, any day of the week	+ HST	\$68.17/day
Licensed Event – Community Room B or C, Friday or Saturday	+ HST	\$340.92/day
Licensed Event – Community Room B or C, Sunday to Thursday	+ HST	\$280.76/day
Licensed Event – Community Rooms B & C, Friday or Saturday	+ HST	\$477.53/day
Licensed Event – Community Rooms B & C, Sunday to Thursday	+ HST	\$409.38/day
Licensed Event – Community Rooms A,B & C, Friday or Saturday	+ HST	\$545.66/day
Licensed Event – Community Rooms A,B & C, Sunday to Thursday	+ HST	\$454.79/day
Licensed Hourly – Community Room B or C	+ HST	\$61.39/hour
Licensed Hourly – Community Rooms A & B	+ HST	\$74.36/hour
Licensed Hourly – Community Rooms B & C	+ HST	\$81.77/hour
Licensed Hourly – Community Rooms A, B & C	+ HST	\$97.72/hour
Recurring Program – Community Room A	+ HST	\$20.49/hour
Recurring Program – Community Room B or C	+ HST	\$34.08/hour
Meetings - Meeting Room	+ HST	\$34.01/three hour meeting
Meetings – Community Room A	+ HST	\$51.36/three hour meeting
Unlicensed Hourly – Community Room A	+ HST	\$34.08/hour
Unlicensed Hourly – Community Room B or C	+ HST	\$54.58/hour
Unlicensed Hourly – Community Rooms A & B	+ HST	\$61.40/hour
Unlicensed Hourly – Community Rooms B & C	+ HST	\$74.37/hour

Fee Description	Applicable Taxes	Fee
Unlicensed Hourly – Community Rooms A,B & C	+ HST	\$87.08/hour
Kitchen Rental – with full-day hall rental	+ HST	\$112.49/event
Kitchen Rental – stand alone event	+ HST	\$15.82/hour
Portable Bar, Fridge and Ice Caddy	+ HST	\$31.20 per event
Bagged Ice	+ HST	\$7/bag
Storage Room Rental	+ HST	\$57.94/day
Ball Diamond Rental – Youth Game Rate Non-Competitive (Rec) League	+ HST	\$20.98/two hour game
Ball Diamond Rental – Youth Game Rate Competitive League	+ HST	\$26.58/two hour game
Ball Diamond Rental – Adult Game Rate	+ HST	\$38.48/two hour game
Youth Ball Tournament with access to both diamonds	+ HST	\$79.14/day
Adult Ball Tournament with access to both diamonds	+ HST	\$149.09/day
Relining Diamonds for Adults	+ HST	\$19.95
Relining Diamonds for Youth	+ HST	\$14.70
Ball Diamond Lights	+ HST	\$14.18/game
Gary Barat Pavilion	+ HST	\$31.24/event
Ball Diamond Advertising Signage - full fence section	+ HST	\$446.25 per year for each of year 1, 2 & 3
Ball Diamond Advertising Signage - partial fence section	+ HST	\$273 per year for each of year 1, 2 & 3

SOUTH DORCHESTER COMMUNITY HALL

Fee Description	Applicable Taxes	Fee
Licensed Event – Community Room, Friday or Saturday	+ HST	\$171.1
Licensed Event – Community Room, Sunday to Thursday	+ HST	\$129.59/day
Recurring Program – Community Room	+ HST	\$20.49/hour
Meeting – Community Room	+ HST	\$51.37/three hour meeting
Unlicensed Event – Community Room	+ HST	\$31.21/hour
Kitchen Rental	+ HST	\$62.52/event
Kitchen Rental – stand alone event	+ HST	\$11.55/hour

OTHER FACILITY RENTAL FEES

Fee Description	Applicable Taxes	Fee
Staff Overtime before 8 am or after 2 am	+ HST	\$37.31/hour/staff person
Facility Set-up, day prior to booking	+ HST	\$37.31/hour
Green Space Event Rental for up to 4 hours	+ HST	\$31.21/4 hour
Parking Lot Event Rental	+ HST	\$31.21/4 hour
Place Setting	+ HST	\$1.05/seating
Damage Deposit	Exempt	\$500.00

CEMETERIES

Fee Description	Applicable Taxes	Fee
Interment Rights Fees		
Regular Lot - 4' x 10' – permits 1 full burial and 1 cremated remains OR up to 3 cremated remains only	+ HST	\$ 800.00
Regular Lot – Care & Maintenance Fee	+ HST	\$ 320.00
Interment Fees		
Adult	+ HST	\$ 900.00
Child	+ HST	\$ 600.00
Cremated Remains	+ HST	\$ 425.00
2 Cremated Remains simultaneously	+ HST	\$ 675.00
1 full burial and 1 Cremated remains simultaneously	+ HST	\$ 975.00
Saturday Interment Surcharge	+ HST	\$ 200.00
Weekday Interment after 4:00 p.m. Surcharge	+ HST	\$ 175.00
Disinterment Fees		
Full Burial	+ HST	\$ 1050.00
Cremated Remains	+ HST	\$ 700.00
Monument/Marker Care Fees		
Flat Marker	+ HST	\$ 50.00
Monument	+ HST	\$ 100.00
Large Monument	+ HST	\$ 200.00
Other Fees		
Lots Purchased Prior to 1955 - per lot - Fee required at time of resale/transfer or interment as applicable. Fee will be deposited into the Care and Maintenance Fund.	+ HST	\$ 320.00
Administration Fee for the Resale/Transfer of Lots - per resale/transfer of lot	+ HST	\$ 120.00
Genealogical Requests	+ HST	Photocopying charges as stated under Corporate Services within this By-law

EMERGENCY SERVICES

Fee Description	Applicable Taxes	Fee
Civic Addressing Sign & Post installed-1 only	+ HST	\$ 130.00
Civic Addressing Sign & Post installed – 2 nd & subsequent	+ HST	\$ 95.00
Civic Addressing Sign – replacement only	+ HST	\$ 46.00
Civic Addressing Post – replacement only	+ HST	\$ 26.00
Civic Addressing Sign & Post only	+ HST	\$ 72.00

DRAINAGE DEPARTMENT

Fee Description	Applicable Taxes	Fee
Municipal Drainage Reports Assessment Split Deposits	+ HST	\$ 500.00 per split
Tile Drain Loan Processing Fee	+ HST	\$ 100.00
Livestock Valuation Fee - \$50.00 for each report + mileage	+ HST	\$100.00 per report + mileage

WASTE MANAGEMENT

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

ROADS DEPARTMENT

Fee Description	Applicable Taxes	Fee
Entrance Permit	Exempt	\$200.00
Road Occupancy/Encroachment Permit	Exempt	\$200.00
Rural Entrance Permit Deposit-Township Road The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	Exempt	\$1,000.00 minimum based on estimated restoration and installation costs
Urban Entrance Permit Deposit-Township Road (RE: curb/sidewalk damage) The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	Exempt	\$1,500.00 minimum based on estimated restoration and installation costs
Permit to Hard Surface Entrance – Township Road	Exempt	\$0
Driveway Culvert Installation Deposit deposit. The applicant will be invoiced for the difference between the actual Township cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	Exempt	\$2,400.00 minimum based on estimated installation costs
Road Occupancy Permit Deposit (RE: boring, open cuts to install e.g. private drains, water services). The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	Exempt	\$1,400.00 minimum based on estimated installation costs
Moving Permit/Oversized/Overweight Permit	Exempt	\$210.00
Moving Permit Deposit-Township Road The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	Exempt	\$2,700.00



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 25-06

Drainage Act, R. S.O. 1990, c. D17
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works
on the D. Versnick Drain
in the Township of Malahide,
in the County of Elgin

WHEREAS the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Part of Lot 11
Concession 1
In the Township of Malahide

AND WHEREAS the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

AND WHEREAS the estimated total cost of constructing the drainage works is \$23,400.00.

AND WHEREAS \$23,400.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$23,400.00 is being assessed in the Township of Malahide in the County of Elgin.

AND WHEREAS the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated November 1, 2024, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2.
 - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$23,400.00 being the amount necessary for construction of the drainage works.
 - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
 - i. Grants received under section 85 of the Act;
 - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
 - iii. Moneys paid under subsection 61(3) of the Act; and
 - iv. Moneys assessed in and payable by another municipality,
 - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "D. Versnick Drain".

READ a FIRST and SECOND time this 30th day of January, 2025 .

Mayor

Clerk

READ a THIRD time and **FINALLY PASSED** this 20th day of March, 2025.

Mayor

Clerk



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 25-07

Drainage Act, R. S.O. 1990, c. D17
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works
on the Ashton Street Drain
in the Township of Malahide,
in the County of Elgin

WHEREAS the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Lot 48, Plan 71
Village of Springfield
In the Township of Malahide
(geographic South Dorchester)

AND WHEREAS the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

AND WHEREAS the estimated total cost of constructing the drainage works is \$39,500.00.

AND WHEREAS \$39,500.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$39,500.00 is being assessed in the Township of Malahide in the County of Elgin.

AND WHEREAS the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated November 7, 2024, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2.
 - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$39,500.00 being the amount necessary for construction of the drainage works.
 - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
 - i. Grants received under section 85 of the Act;
 - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
 - iii. Moneys paid under subsection 61(3) of the Act; and
 - iv. Moneys assessed in and payable by another municipality,
 - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Ashton Street Drain".

READ a FIRST and SECOND time this 30th day of January, 2025 .

Mayor

Clerk

READ a THIRD time and **FINALLY PASSED** this 20th day of March, 2025.

Mayor

Clerk



REPORT NO. FIN-25-03

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: March 20, 2025
SUBJECT: Procurement Bylaw Update

RECOMMENDATION:

THAT Report No. FIN-25-03 entitled “Procurement Bylaw Update” be received;

AND THAT the Committee recommend to Council that the Township’s 2025 Procurement Bylaw be approved as presented.

PURPOSE & BACKGROUND:

Section 270 of the Municipal Act requires municipalities to adopt and maintain a procurement policy. The Township’s current Procurement By-law, approved in 2018, has not been updated since its adoption. Section 14.1 of the by-law requires a review every five years or as needed. Staff have completed this review to ensure alignment with legislative requirements, operational needs, and industry best practices.

COMMENTS & ANALYSIS:

The proposed 2025 Procurement By-law introduces several key improvements to enhance clarity, accountability, efficiency, and compliance with procurement best practices. Several updates have been made to strengthen procurement processes and address administrative challenges. The following provides a high-level overview of the proposed changes; however, a copy of the Township’s current by-law is also included to facilitate a comprehensive comparison.

Section 4 - Role and Responsibilities: The revised procurement by-law clearly defines roles and responsibilities, addressing previous confusion among staff. Authority over the by-law remains with the CAO, while the Treasurer establishes and enforces procurement processes, and directors are responsible for ensuring departmental compliance.

Section 5 – Expenditure Authorization: Expenditure authorization guidelines are now provided within the by-law to clarify when staff may initiate the procurement process,

including situations where a budget is pending approval and how to manage ongoing or unbudgeted projects.

Sections 7 to 12 – Procurement Method Selection: The procurement methods section establishes clear guidelines on which procurement method staff should use when purchasing goods and services on behalf of the Township. Under the previous by-law, formal procurement processes were required for any purchase exceeding \$25,000, a difficult threshold for staff to attain without additional staff resources. The new by-law introduces a more flexible approach, allowing formal requests for quotations (RFQs) for procurements between \$75,000 and \$100,000 while requiring request for tenders for purchases exceeding \$100,000. Additionally, a section on emergency purchases has been added to address ambiguities in the previous policy, providing clear direction for urgent procurement needs.

This increase in the formal procurement threshold reflects several strategic considerations. First, the Township aims to maintain flexibility in its procurement processes and avoid the potential legal complexities associated with formal procurement procedures, which can compel the Township to accept certain stipulations and outcomes that may not align with its operational objectives. Further, the Township does not have dedicated procurement staff to administer the time-consuming and often cumbersome requirements of formal procurement procedures. By increasing the formal procurement threshold, the Township is able to allocate limited staff resources more efficiently, allowing personnel to focus on core functions and strategic initiatives that support overall organizational effectiveness.

Additionally, a section on emergency purchases has been added to address ambiguities in the previous policy, providing clear direction for urgent procurement needs.

Sections 13 to 15 – Supporting Procurement Methods: These sections introduce supporting procurement methods to provide staff with guidance on alternative approaches that can be used to complement standard procurement processes. These include requests for expressions of interest (RFEI) to gauge market availability, requests for pre-qualification (RFPQ) to identify qualified vendors in advance of a formal procurement, and blanket order contracts to consolidate multiple small purchases under a single contract when the total cost would exceed a procurement threshold. These methods offer staff additional flexibility in managing procurement while ensuring transparency, efficiency, and compliance with the by-law.

Section 16 - Contract Awarding and Contract Signing: Contract approval and signing authority are now clearly defined, specifying which staff positions have the authority to award contracts and formally bind the Township once a contract is awarded. The threshold for procurements requiring Council approval is increasing from \$25,000 to \$75,000, aligning the Township with other municipalities in the County. Similarly, signing authority is being granted to specific positions at the Township whereas this was undefined in the previous by-law.

Section 17 – Co-operative Purchasing: Updates have been made to the procurement policy that grant staff the authority to participate in cooperative purchasing groups without requiring explicit case-by-case approval from Council. This provision allows staff to explore alternative cost-saving opportunities efficiently, minimizing delays and administrative burdens. However, Council retains its authority to approve all contracts, including those procured through cooperative purchasing, within their designated approval thresholds. This section also provides guidance on when staff should consider cooperative purchasing to ensure alignment with the Township’s procurement objectives.

Section 19 - Contract Administration: The contract administration section clarifies for staff when a formal agreement should be used instead of relying solely on bid submissions or proposals. To support this provision, staff have developed a standardized independent contractor agreement to ensure consistency and compliance. Additionally, this section outlines the conditions under which the Township may renew contracts without re-issuing a formal bidding process to address circumstances where it is disadvantageous to the Township to re-open a contract.

Sections 20 to 23 - Vendor Management: The vendor management section introduces a standardized system to assess vendor performance for all contracts with a term exceeding one year or a value over \$100,000. Under this system, mandatory performance evaluations ensure accountability and service quality. The by-law also establishes a process by which the Township can prohibit underperforming vendors from bidding on future contracts. To ensure procedural fairness, a formal appeal mechanism is included, allowing vendors the opportunity to challenge such decisions. Staff have incorporated the vendor evaluation procedure into Appendix F of this policy to provide clear guidance on the evaluation process.

Appendix D - Goods and Services Exemption List: The Goods and Services Exemption List includes goods and services that are either impractical to govern under the procurement policy or, in certain cases, not in the Township’s best interest to do so.

Example of Procurement Process

To illustrate how this by-law’s provisions work, consider an example where the Township is procuring a new garbage collection contract.

1. Expenditure Authorization – Council approves funding for waste collection services in the annual budget. If the need for a new contract arises unexpectedly and was not budgeted, additional Council approval would be required before procurement can proceed. (*By-law reference: Section 5*)
2. Procurement Method Selection – Based on the estimated cost, staff determine the appropriate procurement method. Since garbage collection is a high-value service likely exceeding \$100,000, a formal Request for Tender (RFT) or Request for Proposal (RFP) process is required. (*By-law reference: Sections 7 to 12*)

3. Contract Award – Once bid submissions are received, staff evaluate bids based on pricing or proposals based on pre-defined criteria such as pricing, service reliability, and environmental practices. Since the value of the contract exceeds \$50,000, the award decision must go before Council. If it were below this threshold, staff would have the authority to award the contract independently. *(By-law reference: Section 16)*
4. Contract Signing – After Council approves the contract award, designated staff members with signing authority execute the contract with the selected vendor, formally binding the Township to the agreement. *(By-law reference: Section 16)*
5. Contract Administration – Following the contract award, the Township drafts or negotiates a contract agreement with the selected vendor. The department overseeing the contract ensures that both the Township and the vendor comply with all contractual requirements, including performance standards, timelines, and payment terms. *(By-law reference: Section 19)*
6. Performance Evaluation – Since the garbage collection contract exceeds \$100,000 and has a multi-year term, a mandatory performance evaluation is conducted to assess the vendor's adherence to contract terms, service quality, and responsiveness to issues. If the vendor fails to meet performance expectations, the Township has a process in place to prohibit them from bidding on future contracts. A formal appeal mechanism allows vendors to challenge such decisions. *(By-law reference: Sections 20 to 23)*

ATTACHMENTS:

- 2025 Procurement By-law
- Regulatory and Operational Context of Public Procurement

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

Approved by: N. Dias, Chief Administrative Officer



CORPORATE POLICY

Section:	Corporate Services
Policy Title:	PROCUREMENT OF GOODS & SERVICES
Policy No.:	
Effective Date:	April 3, 2025

PROCUREMENT OF GOODS & SERVICES

1.0 Purpose

The purpose of this Procurement Policy is to establish a clear, transparent, and equitable framework for the acquisition of goods, services, and construction by the Township of Malahide. This policy ensures that all procurement activities are conducted fairly, with accountability, and in a manner that delivers the best value for public funds, while complying with all applicable laws and regulations.

2.0 Scope

2.1 This policy applies to:

- i) **All Persons Acting on Behalf of the Township:** This includes all employees, elected officials, consultants, contractors, and any other individuals or entities authorized to procure goods, services, or construction on behalf of the Township of Malahide;
- ii) **All Local Boards Administered by the Township:** The policy also extends to all local boards, committees, and similar bodies for which the Township of Malahide acts as the administrator or has financial oversight and where purchasing policies are not otherwise in place by those entities; and
- iii) **All Procurement Activities:** The policy governs the procurement of all goods, services, and construction, irrespective of the value, and applies to all stages of the procurement process, including planning, tendering, and contract management.

3.0 Policy Exemptions

3.1 The Township recognizes that in certain circumstances, the application of this Procurement Policy may not be practical, reasonable, or strategically appropriate. As such, specific categories of goods and services may be granted an outright exemption, as defined in Appendix D – Exemptions from Procurement Policy.

- i) **Applicability to Core Procurement Principles:** If the nature of the good or service does not align with the fundamental principles of procurement, such as competitive bidding, market availability, or supplier engagement, an exemption may be warranted.

- ii) Nature of the Transaction: Transactions that are nominal, routine, or administrative in nature (e.g., statutory fees, government-imposed charges, memberships, or subscriptions) may not benefit from a formal procurement process.
 - iii) Strategic or Operational Considerations: If strict adherence to the Procurement Policy would result in inefficiencies, increased costs, or an inability to meet operational needs, the Township may determine an exemption is appropriate.
 - iv) Intergovernmental and Public Sector Transactions: Goods and services procured from other levels of government, public agencies, or related entities where competitive procurement is not feasible or required.
 - v) Unique or Non-Procurement Expenditures: Certain payments, grants, legal settlements, employee reimbursements, or other financial transactions that do not constitute a procurement activity.
- 3.2 Any proposed exemption will be evaluated based on these criteria and included in Appendix D as necessary. Exemptions are subject to periodic review to ensure alignment with the Township's procurement objectives, accountability principles, and operational needs.

4.0 Roles & Responsibilities

- 4.1 The Township shall conduct its procurement activities in a manner so as to maintain public trust.
- 4.2 Any employee who becomes aware of, or suspects a conflict of interest in relation to any solicitation or purchase shall immediately report to their Director.
- 4.3 No employee or Member of Council will have any interest directly or indirectly, as a contracting party, partner, shareholder, surety or otherwise in any contract for goods or services or in any of the monies to be derived there from, unless by a resolution of Council prior to award.
- 4.4 No employee shall knowingly cause or permit anything by their actions or communication to anyone that does or is like to cause, any supplier to have an unfair advantage or disadvantage in any purchasing opportunity.
- 4.5 Township employees shall be required to adhere to any Township, legal, or other statutory legislation including Trade Agreements, and the Township policies and failure to do so may result in corrective action including progressive discipline up to and including discharge based on the circumstances.
- 4.6 As set out in s.224 of the Ontario Municipal Act 2001, S.O. 2001, c25, it is the role of Council to develop and evaluate the policies of the County and to ensure that policies, practices and procedures and controllership policies, practices and procedures are in place to implement decisions of Council. As permitted by s.23.1 of the Ontario Municipal

Act 2001, S.O. 2001 c25 Council may delegate responsibilities to officers and employees of the County as Council deems appropriate, whether through policy or otherwise.

- 4.7 The Chief Administrative Officer (CAO) is the officer responsible for exercising general control over the activities contemplated by this policy, including ensuring Township administration and other persons conducting procurements on behalf of the Township comply with the requirements of this policy.
- 4.8 The Chief Administrative Officer has the authority to instruct Township's administration not to award contracts and to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interest of the Township.
- 4.9 The Treasurer, and/or delegate(s), is responsible for establishing and enforcing compliance with the Township's administrative procedures pursuant to this policy.
- 4.10 The Township's Directors, and/or delegate(s), have the responsibility for all procurement activities within their respective service areas while ensuring compliance with this policy and its related administrative procedures.
- 4.11 It is the responsibility of the Directors to enforce any terms, conditions, and specifications from the award of any contract in their respective service areas resulting from the procurement process.

5.0 Expenditure Authorization

- 5.1 Budget approvals by Council, of operating expenditures and capital works, shall constitute authorization for any purchase of materials and services necessary to carry out work within the approved cost of an approved project, provided such purchases are made in accordance with this policy. The requisitioning department will ensure that goods and services are properly approved and that funds are available.
- 5.2 New capital works that were not included in the annual budget, recommended changes to the scope of a project that would fundamentally alter its intended result, or any budget exceedances shall be reported. Budget overruns exceeding the greater of 10% of the approved budget or \$10,000 shall require Council approval through a staff report. If a project exceeds its budget due to unforeseen circumstances, the overage will be identified in the year-end report to Council.
- 5.3 Normal operating expenditures incurred prior to the adoption of the annual budget shall not require approval of such expenditures and shall be deemed ratified upon the adoption of the annual budget. Prior to Council's approval of the current budget, a department may incur normal operating expenditures up to 50% of the previous year's budget.

6.0 Contract Value

- 6.1 The “Contract Value” is the Township’s estimated value, in Canadian dollars, exclusive of taxes, of the required purchase, and as determined in accordance with this policy. The estimated the dollar value of a procurement includes all of the following:
- i) The estimated cost of the contract or purchase over the duration of the contract;
 - ii) The value of any optional renewal periods of the contract;
 - iii) All forms of remuneration including premiums, disbursements, fees, commissions and interest; and
 - iv) Any costs associated with installation, operation, maintenance or manufacture of goods.
- 6.2 Contracts without defined term limits are considered to be valued at the estimated monthly cost multiplied by 12.
- 6.3 Procurement activities shall not be structured to circumvent approval thresholds or competitive procurement requirements. Contracts shall not be divided into smaller components or phases for the purpose of reducing the procurement value below established approval limits or to bypass competitive bidding processes. The total value of related procurements over a reasonable period shall be considered when determining the applicable procurement method and approval authority. The Treasurer shall have the authority to review and determine whether a procurement has been inappropriately structured to avoid policy requirements.

7.0 Procurement Methods

- 7.1 **Informal Low Dollar Purchases:** Low dollar purchases refer to the procurement of goods and services directly from suppliers without the need for a formal bidding process, multiple quotations or substantial documentation beyond an invoice and receipt of payment. This process is available for goods and services with a contract value equal to or less than \$10,000.
- 7.2 **Informal Direct Quotation:** Goods and services whose contract value does not exceed \$75,000 do not require a formal, competitive bidding process and may instead be purchased through a Direct Quotation. Direct Quotations benefit from obtaining multiple quotations to ensure value for money while maintaining a flexible and efficient approach to procurement. The Township’s Direct Quotation process entails the following:
- i) **Minimum of 3 Quotes** - a minimum of three quotations will be solicited from suppliers, typically through verbal or written communication, without the need for a formal public solicitation. If three quotations cannot be obtained despite reasonable efforts, staff shall document the attempts made to secure quotations and may proceed with fewer than three quotes.

- ii) Simplified Specifications - basic specifications and requirements are provided to suppliers, ensuring that quotations are based on the same essential criteria, though less detailed than in formal processes.
- iii) Streamlined Evaluation - quotations are evaluated based on a simplified set of criteria, primarily focusing on price and basic compliance with the required specifications.
- iv) Minimal Documentation - while documentation requirements are reduced, records of the quotations received and the rationale for the selection are still maintained for audit purposes.
- v) Award of Contract - the contract or purchase order is awarded to the supplier offering the best value, typically the lowest quotation that meets the basic requirements.

7.3 Formal Bidding Procurement Methods: Goods and services whose contract values exceed \$75,000, as defined in Appendix A, must be purchased through a formal bidding procurement method. This process generally entails:

- i) Open solicitation – the opportunity to bid is made publicly available to solicit broad participation.
- ii) Pre-defined Specifications – clear and detailed specifications, terms or conditions are provided to all participants, ensuring that all bids are based on the same requirements.
- iii) Pre-Defined Evaluation Criteria – submitted bids or proposals are evaluated based on pre-defined evaluation criteria, which may include price, quality, experience, and other relevant factors, are provided to bidders.
- iv) Detailed Documentation – the process is thoroughly documented, including the solicitation process, bids received, evaluation of results, and the rationale for selecting the winning bid.
- v) Award of contract – the contract is awarded to the bidder that best meets the criteria established in the solicitation, typically the lowest compliant bid or the proposal that offers the best overall value.
- vi) The Township’s formal bidding methods and their applicable circumstances are as follows:

Formal Bidding Method	Description	Application
Request for Quotations (RFQ)	Used for procurements where the requirements are well-defined, and the primary selection criterion is price. Suppliers are invited to submit written quotations, and the contract is awarded to the lowest compliant bid.	Suitable for lower-value purchases where the product or service specifications are clear and easily comparable.

Request for Tenders (RFT)	A formal invitation to suppliers to submit sealed bids for goods, services, or construction where the requirements are clearly defined. The contract is awarded to the lowest compliant bid that meets all specified conditions.	Appropriate for high-value procurements with well-defined specifications, typically used for construction projects or bulk purchases.
Request for Proposals (RFP)	Used when the requirements cannot be fully defined at the outset or when multiple factors beyond price need to be considered. Suppliers are invited to propose solutions, and the contract is awarded based on a combination of criteria, including quality, experience, and cost.	Ideal for complex or specialized services where innovation or expertise is required, such as consulting services or technology implementations.

8.0 Request for Quotations (RFQ)

- 8.1 Goods and services with a contract value between \$75,000 to \$100,000 may be purchased through a formal request for quotation under the following circumstances:
- i) the requirement can be fully defined; and
 - ii) best value for the Township can be achieved by an award selection made on the basis of the lowest compliant bid that meets all terms, conditions and specifications.
- 8.2 The Director or any employee exercising delegated authority approval shall provide the Treasurer, in writing, the relevant specifications, budget authorization, terms and conditions for the purchase of goods, services or construction.
- 8.3 A "No Bid" response shall not be considered a valid bid.
- 8.4 The User Department shall be responsible to review the competitive bid and verify that all terms, conditions and specifications of the bid are met.
- 8.5 The Township reserves the right in its absolute sole discretion to accept or reject any bid.
- 8.6 The Township will specify its preferred bidding method in its RFQ documents, including clear instructions for bidder submissions. Bids will remain sealed until the closing date and time.
- 8.7 Award of Formal Request for Quotations may be authorized by the User Department's Director or delegate in accordance with Appendix A.

9.0 Request for Tenders (RFT)

- 9.1 For goods and services for estimated expenditures greater than \$100,000, the Director or Designate and the Treasurer shall be authorized to issue a Request for Tender.
- 9.2 The Township will specify its preferred bidding method in its tender documents, including clear instructions for bidder submissions.
- 9.3 The Treasurer or designate shall forward to the User Department a summary of the bids subject to review by the Director.
- 9.4 Council reports initiated for a Request for Tender shall contain a recommendation outlining the sources of financing, allocation of revenues, and other financial commentary as considered appropriate.

10.0 Request for Proposal (RFP)

- 10.1 The Request for Proposal process shall be used where:
 - i) The requirement is best described in a general performance specification;
 - ii) Innovative solutions are sought; and
 - iii) To achieve best value, the award selection will be made on an evaluated point per item or other method involving a combination of mandatory and desirable requirements.
- 10.2 A Request for Information or a Request for Expression of Interest may be issued in advance of an RFP to assist in the development of a more definitive set of terms and conditions, scope of work/service and/or the selection of qualified suppliers.
- 10.3 Directors or any employee exercising delegated authority approval shall identify appropriate evaluation criteria for use in an RFP but are not limited to the criteria from the list. Cost will always be included as a significant factor; however, best value considers not only initial upfront costs but also the total cost of ownership, including ongoing maintenance, operational efficiency, lifecycle costs, and long-term sustainability.
- 10.4 A two-envelope process may be used for RFPs. The two-envelope process means the proposal is submitted with the pricing sealed separately. The pricing is un-sealed if the Proponent meets the minimum threshold score listed in the RFP document.
- 10.5 The Director or designate will be the lead in the evaluation process. A selection committee will be formed with a minimum of three evaluators when possible. Evaluators shall review all proposals against the established criteria and ensure that the final rating results, with supporting documents, are kept in an electronic file. Final

rating results can be determined through the averaging of committee scores or through consensus at the discretion of the Director.

- 10.6 The Township will specify its preferred bidding method in its RFP documents, including clear instructions for proposal submissions. Proposals will not be opened until the closing date and time.

11.0 Non-Competitive Purchases

- 11.1 The requirement for a competitive bid process for the selection of a supplier for goods, services and construction may be waived under the authority of the Chief Administrative Officer and/or Treasurer and replaced with direct negotiations by the Director (or delegate) if the procurement qualified as a Sole Source or Single Source purchase.
- 11.2 When requesting a non-competitive procurement method, the requesting department must prepare a formal memo outlining the justification for the request, including the rationale for selecting the specific supplier and an explanation of why a competitive process is not feasible. This memo will be documented and filed as part of the procurement record for audit and transparency purposes.
- 11.3 The procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by reason of statutory or market-based monopoly. Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, licence, technical secrets or controls of raw material; or the complete item, service or system is unique to one supplier and no alternative or substitute exists.
- 11.4 Single Source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications. The procurement may be conducted using a Single Source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier in particular, as follows:
- i) An attempt to acquire the goods and/or services by soliciting competitive bids has been made in good faith, but has failed to identify more than one willing and compliant supplier;
 - ii) The confidential nature of the requirement is such that it would not be in the public interest to solicit competitive bids;
 - iii) There is a need for compatibility with goods and/or services previous acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e. contract extension or renewal);
 - iv) It is advantageous to the Township to acquire the goods or services directly from another public body or public service body;

- v) Another organization is funding or substantially funding the acquisition and has determined the supplier and the terms and conditions of the commitment into which the Township will enter are acceptable to the Township;
- vi) Where due to abnormal market conditions, the goods, services or construction required are in short supply; and
- vii) Emergency purchases may be conducted in accordance with Section 12: Emergency Purchases.

12.0 Emergency Purchases

- 12.1 Procurement requirements under this by-law may be waived in the event of an emergency where immediate action is required to prevent or address:
- i) An immediate threat to public health, safety or welfare;
 - ii) The loss of serious damage to municipal property;
 - iii) The disruption of essential municipal services or operations; and
 - iv) Directly relating to an emergency as declared by the Township.
- 12.2 In such circumstances, the necessary goods, services, or construction may be acquired by the most expedient and practicable means, notwithstanding any other provisions of this policy.
- 12.3 Emergency expenditures may be authorized by the following personnel: The Chief Administrative Officer (CAO), Treasurer, Director of Public Works and Fire Chief.
- 12.4 As soon as reasonably practicable following an emergency procurement, staff shall report to Council detailing:
- i) The nature and justification of the emergency;
 - ii) The goods, services, or construction procured;
 - iii) The supplier and method of procurement;
 - iv) The total costs incurred; and
 - v) Any recommended follow-up actions, including potential budget adjustments or long-term solutions to mitigate future emergencies.

13.0 Request for Expression of Interest

- 13.1 Request for Expression of Interest (RFEI) may be issued for the purpose of determining the availability of Suppliers and for the purpose of compiling a list of Suppliers. A RFEI may be used as a pre-condition to a Request for Proposal.
- 13.2 The receipt of an Expression of Interest by the Township does not create any obligation between the potential Supplier and the Township.

14.0 Request for Pre-Qualification

- 14.1 A Request for Pre-Qualification may be issued to pre-qualify Suppliers for various projects. The purpose of the RFPQ is to determine whether the qualifications of a Supplier, as required by the Township, are at a level that will allow participation in a subsequent bid opportunity that takes place as a direct result of the RFPQ.
- 14.2 A Supplier may be pre-qualified by providing an acceptable response to an RFPQ. Selection of pre-qualified Suppliers will be based on disclosed evaluation criteria.
- 14.3 Supplier submissions will be evaluated and ranked by an Evaluation Committee and may consist of Township staff and Consultant staff (if applicable).
- 14.4 Only the Suppliers that reach the established threshold contained in the RFPQ document will be pre-qualified and invited to bid on the particular bid opportunity.
- 14.5 Approval of Pre-Qualified Suppliers will be made by the Treasurer based on the evaluation committee's ranking and scoring of Suppliers based on the established threshold noted in the RFPQ document.

15.0 Blanket Order Contracts

- 15.1 Blanket order contracts typically occur as a result of a previous competitive bid, which establishes a Supplier as the preferred source for Goods and Services, over a specified term.
- 15.2 A Blanket Order may be used where:
- i) one or more User Departments repetitively order the same goods or services and the actual demand is not known in advance;
 - ii) a need is anticipated for a range of goods and services for a specific purpose, but the actual demand is not known at the outset, and delivery is to be made when a requirement arises;
 - iii) Blanket Orders may be issued as the result of a bid process such as Request for Quotation, Request for Tender, Request for Proposal, Co-operative Purchasing consortium and Provincial Vendor of Record contracts;

- iv) More than one supplier may be selected where it is in the best interest of the Township and the bid solicitation allows for more than one;
- v) Where procurement action is initiated by a User Department for frequently used goods or services, it is to be made with the supplier or suppliers listed in the Blanket Order Contract;
- vi) Blanket Orders shall indicate the expected quantity of the specified goods or services to be purchased over the time period of the agreement and will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change said usage; and
- vii) Blanket Orders shall be issued for a specific time period with all ordering User Departments responsible for maintaining purchases within budget allocations.

16.0 Contract Awarding & Signing Authority

- 16.1 Contract award refers to the formal decision to accept a bid or proposal and commit the Township to a procurement decision. Signing authority refers to the power to execute a legally binding contract on behalf of the Township after all necessary approvals have been obtained. A contract may only be executed by those with signing authority, even if the contract award decision has been made by another authorized official.
- 16.2 Council has approval authority for all expenditures. Through this policy, Council delegates the authority to approve contracts and procurement decisions to the Township's Chief Administrative Office and Directors in circumstances where the contract value, as defined in section 6.0, is equal to or less than \$75,000 and where expenditure authorization has been previously received in accordance with section 5.0. The circumstances whereby Township Council retains authority to authorize procurement decisions is defined in Appendix A.
- 16.3 Contract values exceeding \$75,000, or in circumstances whereby the Chief Administrative Officer otherwise determines it necessary, must receive approval through a Council resolution before funds are committed.
- 16.4 Signing authority, referring to the power to legally bind the Township after funds are authorized and a contract is approved, shall be extended to the Township's Chief Administrative Office and Directors as provided in Appendix B.
- 16.5 The Chief Administrative Officer and Directors, may delegate their contract approval and signing authority up to their stated policy limits. To be valid, a request of delegation must be acknowledged by Treasurer prior to a delegate exercising authority under this policy. A list of employees who have received delegated authority will be maintained by the Treasurer. It is the responsibility of Directors to ensure the Procurement of Goods and Services Policy is adhered to, regardless of how they choose to delegate their authority.

17.0 Co-operative Purchasing

- 17.1 The Township may participate with other government agencies or public authorities in cooperative purchasing where it is in the best interests of the Township to do so.
- 17.2 The decision to participate in cooperative purchasing agreements will be made by the Director in conjunction with the Treasurer.
- 17.3 The individual policies of the government agencies or public authorities issuing the cooperative competitive bid are to be the accepted by-law for that particular competitive bid.
- 17.4 All cooperative purchases remain subject to Council approval requirements in accordance with Appendix A – Levels of Contract Approval Authority. Any procurement conducted through a cooperative purchasing arrangement that meets the reporting thresholds outlined in this policy shall be reported to Council.
- 17.5 The Township will consider co-operative purchasing when it provides the following:
- i) Cost Savings and Volume Discounts – When bulk purchasing through a co-operative agreement results in lower pricing due to economies of scale that the Township could not achieve on its own.
 - ii) Access to Specialized Goods or Services – When a co-operative procurement arrangement provides access to high-quality vendors, specialized equipment, or services that may not be readily available through the Township’s independent procurement process.
 - iii) Urgent or Time-Sensitive Needs – When immediate procurement is necessary, and a co-operative purchasing agreement offers a compliant and expedient solution without requiring a lengthy competitive bid process.
 - iv) Compliance with Trade Agreements – When the co-operative procurement agreement helps the Township navigate complex trade agreement requirements.
 - v) Reduced Supplier Risk – When purchasing from vendors that have already been prequalified by other public sector agencies, minimizing the risk associated with selecting new suppliers.
 - vi) Intergovernmental Collaboration – When working with other municipalities, regional governments, or public authorities fosters collaboration, strengthens partnerships, and enhances service delivery.

18.0 Performance Security, Insurance and WSIB Requirements

- 18.1 For all tenders valued at over \$100,000, the following guarantees, bonds, certificates and insurance must form part of the contract.

- 18.2 The requirement of performance security guarantees for contract completion is limited to the supply and installation of equipment and materials and all services/construction involving Township property. Where Performance Security is deemed necessary, it shall take the form of one or a combination of one or more of the following;
- i) Bid bond (minimum 10% of the bid amount)
 - ii) Performance bond (minimum 50% of the bid amount)
 - iii) Labour and material payment bond (minimum 50% of the bid amount)
- 18.3 Contracts valued at less than \$100,000 may include guarantees at the discretion of the Director and Treasurer.
- 18.4 The Director, in consultation with the Treasurer shall select any other appropriate means to guarantee execution and performance of the contract. Guarantees may include but are not necessarily limited to, one or more of the following; financial security deposit, provisions for liquidated damages, progress payments and holdbacks.
- 18.5 In order to further protect the Township, the following documents will be required from all successful Bidders/Proponents performing work on Township property;
- i) a current and valid certificate of insurance for the amount specified in the bid document;
 - ii) a current and valid Workplace Safety and Insurance Board (WSIB) clearance certificate;
 - iii) confirmation of compliance with AODA requirements;
 - iv) confirmation of compliance with Township policies.

19.0 Contract Administration

- 19.1 An Agreement shall be used when the resulting contract is complex and contains special terms and conditions.
- 19.2 It shall be the responsibility of the Director and Treasurer to determine if it is in the best interest of the Township to establish an Agreement with a Supplier.
- 19.3 Where a contract contains an option for renewal, the Director and Treasurer may jointly exercise such option provided that all of the following apply:
- i) The Supplier's performance in supplying the good and/or services or construction is considered to have met the requirements of the contract;
 - ii) Any price increases are consistent with the prevailing market conditions for the goods or services being purchased;

- iii) The facts justifying the decision to award to this Supplier previously are still relevant at the time of contract renewal;
- iv) The original report to Council (if applicable) clearly identified the options to extend the contract;
- v) Funds are available or will be available in appropriate accounts within the approved budget to meet the proposed expenditure;
- vi) The contract renewal option is in the best interest of the Township.

20.0 Vendor Performance Evaluation Procedure

- 20.1 The Vendor Performance Evaluation Procedure is a standard process for assessing and recording contractor performance. It is designed to serve as a permanent record for the Township and as a means of evaluating and comparing contractor performance on an ongoing basis throughout the project.
- 20.2 Annual performance evaluations are mandatory for all contracts with a term equal to or exceeding one (1) year or otherwise that valued over \$100,000. The implementation of the Vendor Performance Evaluation Procedure other circumstances will be at the discretion of the Director or Treasurer
- 20.3 The Township's Vendor Performance Evaluation Procedure is set out in Appendix F of this policy and may be amended from time to time with Council approval.

21.0 Dispute Resolution

- 21.1 In the event that a Supplier identifies a dispute regarding any process outlined in this policy, the Township shall follow the steps below:
 - i) meeting between the Supplier, the Director of the User Department;
 - ii) if (i) does not lead to a resolution, the decision can be appealed to the Treasurer who will then convene a Review Committee;
 - iii) The Review Committee shall hear from both Township staff and the Supplier at a time and place decided by the Committee. The Review Committee shall be comprised of the Chief Administrative Officer, Treasurer and the Director of the User Department or designate. A quorum of the Review Committee shall be two of the three members. The decision of the Review Committee shall be in writing, a copy of which shall be provided to the Supplier and the Treasurer. The decision of the Review Committee shall be final.

22.0 Document Access and Retention

- 22.1 The disclosure of information received relevant to the issue of bid solicitations or the award of contracts emanating from bid solicitations shall be made by the appropriate

officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act., R.S.O. 1990, as amended.

- 22.2 All records and information pertaining to tenders, proposals and other bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information, supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:
- i) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;
 - ii) result in similar information no longer being supplied to the Township where it is in the public interest that similar information continue to be so supplied;
 - iii) result in undue loss or gain to any person, group, committee or financial institution or agency; or
 - iv) result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the Township.
- 22.3 In addition to the restriction against disclosure, no records or information pertaining to Tenders, Proposals and Bids shall be disclosed in violation of the Municipal Freedom of Information and Protection of Privacy Act.
- 22.4 All background information, information submitted by Suppliers, and any other relevant information involved in obtaining prices for goods and services through a formal competitive procurement process, shall be retained in accordance with the Township's records retention by-law.

23.0 Refusal of Bid Response

- 23.1 The Township may, in its sole discretion, disqualify a Vendor from bidding on any procurement if a vendor:
- i) has at any time, threatened, commenced or engaged in legal claims or litigation against the Township
 - ii) is involved in a claim or litigation initiated by the Township
 - iii) is considering a proposing to initiate litigation against the Township or against which the Township is considering proposing to initiate litigation with respect to any previous contract, bid submission or business transaction
 - iv) has been disqualified as a result of prior poor performance evaluations in accordance with Appendix F – Vendor Performance Evaluation Procedure.
 - v) has failed to satisfy an outstanding debt to the Township

- vi) provides incomplete, unrepresentative references or receives unsatisfactory external and/or internal references in a reference check undertaken by the Township
- vii) has engaged in conduct that leads the Township to determine that it would not be in the Township's best interests to accept a bid
- viii) is discovered by the Township to be bankrupt or insolvent or otherwise involved in bankruptcy and insolvency proceedings

23.2 Where a Vendor has been disqualified from a bid opportunity where the contract value requires Council's approval, the disqualified Vendor(s) will be identified in the report to Council. The report will outline the reasons for disqualification.

24.0 Conflicts of Interest

24.1 For the purposes of this policy, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- i) In relation to the bidding process, the Bidder/Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or not having access to, confidential information of the Township of Malahide in the preparation of its proposal that is not available to other Proponents, (ii) communicating with any person with a view to influencing preferred treatment in the bidding process (including but not limited to the lobbying of decision markers involved in the bidding process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive bidding process or render that process non-competitive or unfair; or
- ii) In relation to the performance of its contractual obligations contemplated under a contract for the deliverables, the Bidder/Proponent's other commitments, relationships or financial interests (a) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (b) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

25.0 General

25.1 The Township shall not have or use any "Local Vendor or Supplier Preference" in its dealing, in order to comply with the Ontario Discriminatory Business Practices Act, R.S.O., 1990, as amended, the Canadian Free Trade Agreement, 2017 c.5, as may be amended from time to time; and the Competition Act R.S.C 1985, c.C-34, as may be amended from time to time.

25.2 The Township, to the extent possible, shall incorporate accessibility design, criteria and features, when procuring or acquiring goods, services or facilities in accordance with the AODA. Where it is not practicable to incorporate the said accessibility design, criteria and features when procuring or acquiring goods, services or facilities, the Township shall be

prepared to provide, upon request, an explanation as to why this is the case. (Ontario Regulation 191/11).

- 25.3 In order to contribute to waste reduction and to increase the development and awareness of environmentally sound procurement of goods and services, specifications will provide for expanded use of durable products, reusable products and products (including those used in services) that contain the minimum level of post-consumer waste and/or maximum level of recyclable content without significantly affecting the intended use of the product or service
- 25.4 The Procurement Policy shall comply with all applicable trade agreements such as the Canada Free Trade Agreement (CFTA), the Comprehensive Economic and Trade Agreement (CETA) and any future trade agreements that are applicable to the Township.
- 25.5 Township staff are granted the authority to make minor administrative amendments to this by-law as necessary. These amendments may include, but are not limited to, renaming position titles in Appendix A and Appendix B or making other improvements to enhance the clarity of the by-law. Any such amendments must not alter the stated intent, purpose, or substantive provisions of the by-law in any significant way.

APPENDIX A**LEVELS OF CONTRACT APPROVAL AUTHORITY**

Dollar Value (excluding taxes)	Procurement Process	Approval Authority	Report to Council Required
Up to \$10,000	Low Dollar Purchase	Director or any employee exercising delegated authority approval	No
Greater than \$10,000 but less than \$75,000	Direct Quotation	Director or any employee exercising delegated authority approval	No
Greater than \$75,000 but less than \$100,000	RFQ	Township Council	Yes
Up to \$100,000	RFT / RFP	Township Council	Yes
Greater than \$100,000	RFT / RFP	Township Council	Yes
Up to \$30,000	Non- Competitive	Chief Administrative Officer and Treasurer (jointly)	No
Greater than \$30,000	Non- Competitive	Township Council	Yes

* For purchases of goods and services whereby a conflict of interest has been identified, as defined in Section 23.0, the Township must conduct a formal procurement process, with the contract award requiring Council approval in accordance with Section 4.3 of this policy.

APPENDIX B**DELEGATED SIGNING AUTHORITY**

Department	Position	Signing Authority
CAO / Development Services	Chief Administrative Officer	\$250,000
	Manager of Building Services / Chief Building Official	\$10,000
	Manager of Human Resources	\$10,000
Corporate Services	Director of Corporate Services / Treasurer	\$250,000
	Manager of Legislative Services / Clerk	\$10,000
Public Works	Director of Public Works	\$250,000
	Manager of Roads & Construction	\$50,000
	Water/Wastewater Operations Manager	\$50,000
	Drainage Superintendent	\$50,000
	Manager of Parks, Recreation & Facilities	\$50,000
	Facilities Maintenance Superintendent	\$10,000
Fire & Emergency Services	Director of Fire & Emergency Services / Fire Chief	\$250,000

Notes:

- Employees cannot approve their own invoices or expense reports.
- All invoices require the approval of the Department Head and the Treasurer.
- It is the approver's responsibility to confirm with the individual ordering/purchasing the items to ensure that all work is complete/received

APPENDIX C**IRREGULARITIES CONTAINED IN BIDS**

Irregularity	Consequence
Late Bids	Automatic Rejection Bidding system will not accept late bids.
Incomplete, illegible or obscure bids	Automatic Rejection.
Documents, in which all necessary Addenda have not been acknowledged.	Bidding System does not accept bids that have not acknowledged all addenda
Failure to attend mandatory site visit.	Automatic Rejection.
Bids received on documents other than those provided by the Township.	Automatic Rejection.
Conditions placed by the Bidder on the Total Contract Price.	Automatic Rejection.
Bids Containing Minor Mathematical Errors.	The Township has the right to correct minor mathematical errors.
<u>Performance Security</u> a) Insufficient Performance Security (no bid bond or insufficient bid bond). b) Signature of bidder and/or bonding company missing when bid bond requested.	Automatic Rejection. Automatic Rejection.
Part bids (all items not bid).	Automatic Rejection unless allowed for in the request.
Withdrawal of Bids	Withdrawal of bids received after the closing time will not be allowed.
Tie Bids	The Director of Corporate Services / Treasurer may use one of the following methods of dealing with tie bids, based upon the specific situation: 1) use a coin toss to select a recommended bid; 2) request the tie bidders to submit new bids; 3) negotiate with the tied bidders to break the tie.
Other minor irregularities	The Director of Corporate Services / Treasurer shall have the authority to waive irregularities, which they jointly consider to be minor.

APPENDIX D**GOODS AND SERVICES NOT SUBJECT TO THIS POLICY**

Competitive Bids shall not be required for the following Goods and Services;

- a) Petty cash items
- b) Advertising services (radio, television, newspaper, magazine)
- c) Government agencies
- d) Travel expenses including meals, conferences, seminars, conventions, trade shows and accommodations
- e) Courses
- f) Staff development/ workshops
- g) Memberships
- h) Magazines, books, periodicals
- i) Licenses/certificates (including hardware and software licenses)
- j) Ongoing maintenance for existing computer hardware and software
- k) Professional and skilled services provided to individuals as part of an approved program(s) within the Corporation including but not limited to medical services and counselling services
- l) Postage
- m) Utilities (water, sewage, hydro, gas, telephone and cable TV)
- n) Council approved grants
- o) Legal services
- p) Financial services including bank charges, investments and collection agencies
- q) Police services
- r) Payroll and payroll deductions including tax, WSIB and OMERS remittances
- s) Election materials

APPENDIX E

DEFINITIONS

In this policy, unless a contrary intention appears, the following definitions apply:

General Terms

- **Agreement/Contract:** A formal written legal agreement or contract for the supply of goods, services, equipment, or construction. Example: A signed contract between the Township and a vendor for construction services.
- **Authority:** The legal right to conduct the tasks outlined in this policy as directed by Council and delegated through the Township's Chief Administrative Officer or Director of Corporate Services/Treasurer.
- **Township/Corporation:** The Corporation of the Township of Malahide, including its User Departments.
- **Council:** The elected Municipal Council of the Corporation of the Township of Malahide.
- **Director:** A head of a Township User Department operating within the Township of Malahide.
- **Designate:** A person authorized by the Director to act on their behalf for the purposes of this policy.
- **User Department:** The Department within the Township Administration that requires the Goods and Services.
- **Procurement/Purchase:** To acquire goods or services by purchase, rental, lease, or trade.
- **Supplier:** Any individual or organization offering goods or services to the Township, including but not limited to contractors, consultants, vendors, and service organizations.

Procurement Methods

- **Request for Quotation (RFQ):** A process to obtain prices on specific goods/services from suppliers.
- **Request for Tender (RFT):** A competitive request for prices on specific goods and/or services from Suppliers which are submitted as specified in the Request for Tender.
- **Request for Proposal (RFP):** A competitive process where a need is identified, but the method by which it will be achieved is unknown at the outset. This process allows Proponents to propose solutions or methods to arrive at the desired result.
- **Request for Pre-Qualification (RFPQ):** A procurement process used to prequalify potential Suppliers in which factors such as financial capability, experience, and reputation are considered in order to develop a list of qualified Suppliers for subsequent participation in an invitational bid opportunity.
- **Request for Expression of Interest (RFEI):** A public request made by the Township seeking responses from potential Suppliers for the purposes of compiling a list of Suppliers who may be interested in providing Goods and/or Services to the Township from time to time.
- **Request for Information (RFI):** A general market research tool to determine what products and services are available, scope-out business requirements, and/or estimate project costs.

Types of Procurement

- **Low Dollar Procurements:** Procurements considered routine purchases that do not require formal competitive processes but encourage obtaining competitive quotes.
- **Single Source:** There is more than one source in the open market, but only for reasons of function or service one Supplier is recommended for consideration of the particular goods and/or services.
- **Sole Source:** There is only one source of supply of particular goods and services.

- **Non-Competitive Purchases:** Procurements conducted without a competitive bid process, applicable in certain situations such as emergencies, sole source, or single source.
- **Formal Competitive Process:** A public request for bids is issued, in writing, with prescribed submission forms and deliverables. Bidders must submit their bid using these forms in a sealed package by a predetermined time.
- **Informal Process:** A request for bids may or may not be published and received on prescribed forms, by a predetermined time. Depending on the purchase value, Bids may be received electronically, verbally or in written formats.
- **Blanket Order:** An agreement wherein a Supplier will sell specific items to the Township over an agreed period, with established terms and conditions. Example: A yearly contract for office supplies.
- **Cooperative Purchasing:** The participation of two or more public agencies in a Request for Quotation, Tender, or Proposal call to achieve better pricing and efficiency. Example: Joint purchasing of office supplies by multiple municipalities.

Bid and Contract Terms

- **Bid:** A submission from a prospective Supplier in response to a request for the purchase of goods or services issued by the Township. Example: A contractor's proposal submitted in response to a Request for Tender.
- **Bidder:** A supplier or contractor from whom the Township has received a Tender or Quotation, subject to acceptance or rejection.
- **Bid Irregularity:** A deviation between the requirements of the Bid and the information provided or received in a Bid response.
- **Performance Security:** A financial guarantee to ensure the successful Bidder will enter into an agreement.
- **Performance Bond:** A bond issued by a surety company executed in

connection with a contract and which secures the performance and fulfillment of the undertakings, covenants, terms, conditions, and obligations contained in an agreement with the Township.

- **Labour and Material Bond:** A bond issued by a surety company executed in connection with a contract to ensure that the contractor will pay their suppliers and thereby protects the Township against claims which might be pursued by a supplier to the contractor should the contractor not make proper payments.
- **Executed Agreement:** A form of agreement, either incorporated in the bid documents or prepared specifically by or on behalf of the Township, to be executed by the Supplier and the Township.
- **Insurance Documents:** Certified documents issued by an insurance company licensed to operate by the Government of Canada or the Province of Ontario certifying that the Supplier is insured in accordance with the Township's insurance requirements as contained in the bid documents.
- **Purchase Order:** The purchasing document used to formalize a purchasing transaction with a Supplier.

Supplier and Contractor Terms

- **Consultant:** A person or firm selected by the Township for their expertise to undertake a specific task or assignment, such as designing specifications or preparing plans. Example: An engineering firm hired to design a new road.
- **Contractor:** A person or company that agrees to perform work for the Township as specified under the terms of a contract. Example: A construction company hired to build a new community center.
- **Proponent:** Supplier, consultant, or service provider from whom the Township has received a formal Proposal, in response to a publicly advertised Request for Proposal, that is subject to acceptance or rejection.

Other Terms

- **Emergency:** An occurrence resulting from an unforeseen action or event that must be addressed urgently to avoid financial risk, delays, injury, damage, or to restore or maintain services. Example: Immediate repairs needed for a water main break.
- **Goods and Services:** Includes supplies, materials, equipment, property, and contracts for construction, maintenance, services, consulting, and professional services.

APPENDIX F

VENDOR PERFORMANCE EVALUATION PROCEDURE

1 Purpose

This procedure provides a framework for the Township to evaluate and improve the performance of all Suppliers, Vendors and Contractors that are sourced by the Township by;

(i) pro-actively managing the performance of Vendors, during the term of awarded Contracts; and

(ii) creating a record of past performance for use, in determining the award for future solicitations and contracts.

Department Head(s) may utilize this Vendor Performance Procedure for all contracts including but not limited to; invitational bids, single or sole source purchases, emergency purchases and wherever it is in the best interest of the Township.

2 Program Evaluators

2.1 Each Program Evaluator and Department Head shall confirm by signing off on the evaluation, that he or she does not have a Conflict of Interest.

3 Project Evaluation Forms

3.1 Department Heads are to use the Vendor Performance Evaluation Form, as provided in Schedule "A" of this document.

4 Frequency of Evaluations

4.1 It is recommended that Department Heads perform an Interim Performance Evaluation using the applicable form in Schedule "A" of this procedural document, at least every twelve (12) months for all Contracts with a term longer than one (1) year. Additional Performance Evaluation Forms may be completed and discussed with the Vendor at any time throughout the term of the Contract, as needed, based on the Vendor's performance.

4.2 It is good practice to keep the Director of Corporate Services apprised throughout the course of a Contract of any performance concerns with the Vendor. Departmental staff should not hesitate to contact the Department Head or Director of Corporate Services for advice or assistance regardless of the significance of the problem or to attend a meeting with the Vendor.

- 4.3 Department Heads shall ensure that each completed Performance Evaluation Form is clearly marked as either "Interim" or "Final".
- 4.4 Department Heads should complete a Performance Evaluation Form for all Contracts using the applicable form in Schedule "A" of this procedural document, as amended, in a timely manner, preferably within (3) three weeks of the following occurrences, depending on the type of good, service or construction:
- i. for Construction contracts; upon the issuance of a Certificate of Final Completion;
 - ii. for Consulting contracts; upon completion of the Contract;
 - iii. for Goods; upon delivery and inspection of goods and/or after the expiry of any applicable deficiency; for Services, upon completion of services and/or after the completion of deficiencies;
 - iv. for Vehicles and Equipment; upon delivery and inspection and/or after the expiration of the warranty period;
 - v. upon termination of a Contract for any reason prior to the Contract end date.
- 4.5 Vendor's receiving an Interim Performance Evaluation Form with a rating of CAUTIONARY OR BELOW, in any category, should be requested in writing, to provide, a written response and appropriate corrective action within an acceptable timeframe, in accordance with the Terms and Conditions of the solicitation, or at the discretion of the Township. Failure of the Vendor do so, in the sole opinion of the Township, may lead to termination of the Contract.
- 4.6 Department Head are not obligated to complete Performance Evaluation Forms for Contracts established through a non-competitive Procurement process, but may do so at their discretion.
- 4.7 Where the Vendor has received a rating of less than 50% on a Final Performance Evaluation Form, the vendor will be notified, and the Township will form a committee to review and consider its options as stated in this procedural document.

5 Recommended Steps for Resolving Vendor Performance

- 5.1 It is important to have open communication with the Vendor throughout the project and to inform the Vendor in writing when their performance is a concern and to request appropriate corrective action within an acceptable timeframe, in accordance with the Solicitation's terms and conditions. It is equally important to keep a written record of all correspondence with the Vendor.

- 5.2 If the Vendor's response or corrective action is still a concern, departmental staff should involve the Department Head or Director of Corporate Services. Where it is deemed appropriate an Interim Performance Evaluation should be performed. The Vendor will be held responsible for the performance of its sub-contractors.
- 5.3 If the Vendor's response or corrective action continues to be a concern, the terms and conditions of the contract regarding non-performance may be enforced in consultation with the Director of Corporate Services.

6 Recommended Steps for Resolving Vendor Performance

- 6.1 It is important to have open communication with the Vendor throughout the project and to inform the Vendor in writing when their performance is a concern and to request appropriate corrective action within an acceptable timeframe, in accordance with the Solicitation's terms and conditions. It is equally important to keep a written record of all correspondence with the Vendor.
- 6.2 If the Vendor's response or corrective action is still a concern, departmental staff should involve the Department Head or Director of Corporate Services. Where it is deemed appropriate an Interim Performance Evaluation should be performed. The Vendor will be held responsible for the performance of its sub-contractors.
- 6.3 If the Vendor's response or corrective action continues to be a concern, the terms and conditions of the contract regarding non-performance may be enforced in consultation with the Director of Corporate Services.

7 Record Retention

- i) Department Heads shall submit the following documents and bid records to the Director of Corporate Services to be retained for seven (7) years or in accordance with the Township's record retention procedures, as amended, following the completion of the Project warranty or maintenance period as supporting rationale to augment the Performance Evaluation Form:
- i. internal and external correspondence (e.g. emails, letters, telephone logs describing the issues discussed, copies of faxes, etc.);
 - ii. meeting minutes describing all issues discussed, decisions made, issues unresolved, and action items assigned;
 - iii. progress reports;

- iv. project diaries which record significant daily events;
- v. inspection and laboratory reports;
- vi. photographs and video recordings;
- vii. rejected project deliverables;
- viii. all final engineer drawings developed for the project by the vendor;
- ix. any other type of correspondence or record not listed above.

8 Performance Evaluation system

8.1 Department Heads shall assign Vendors one of the following ratings to each category set out on the Performance Evaluation Form.

Rating	Description of Rating
10 Exceptional	Performance significantly exceeds Contract requirements to the Township's benefit, for example, the Vendor implemented innovative or business process re-engineering techniques, which resulted in value to the Township. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the Vendor were highly effective
9-8 Good	Performance meets contractual requirements and exceeds in some area(s) to the Township's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the Vendor were effective.
7-6 Satisfactory	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which proposed corrective actions taken by the Vendor appear satisfactory or completed corrective actions were satisfactory.
5 Cautionary	Performance did not quite meet contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which proposed corrective actions taken by the Vendor appear to be a continued minor concern, or completed corrective actions were below satisfactory.
3-4 Not Satisfactory	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the Vendor has submitted minimal corrective actions if any. The Vendor's proposed actions appear only marginally effective or were not fully implemented.
2-0 Unacceptable	Performance does not meet contractual requirements and/or recovery is not likely in a timely or cost-effective manner. The contractual performance of the element or sub-element contains serious problem(s) for which the Vendor's corrective actions appear to be or were ineffective.

9 Impact of Final Evaluation

- 9.1 In addition to the provisions set out in Item 9 Impact of Final Performance Evaluation, the Township, at its sole discretion, may;
- terminate a Contract prior to completion of a project or prior to the expiration of a Contract period term due to Vendor performance issues, and/or
 - take other action, in the Township's best interest
- 9.2 Final Performance Evaluation Forms shall be used by the Township for consideration of award of Solicitations. If a Final evaluation has not been completed at the time that a Solicitation award is under review, an Interim evaluation, if available, may be used by the Township to:
- i. determine if a Bidder submitting a Bid is a Responsible Bidder, and/or
 - ii. to evaluate past performance in Proposal Solicitations.
- 9.3 A Vendor that has received a TOTAL rating of (50-64%) on the final Performance Evaluation Form;
- a) may or may not be considered a Responsible Bidder for future similar Bid submissions to the Township; and
 - b) is not eligible for any extension terms within the current Contract.
 - c) may be asked to demonstrate in writing or by other acceptable means to the, that they have corrected all previously documented areas of "CAUTIONARY" OR LESS performance concerns to a standard satisfactory to the Township, prior to awarding any future Contracts. In addition, a list of new references may be requested by the Township for work completed by the Vendor since the date of the Performance Evaluation Form where a rating of "CAUTIONARY" OR LESS was given in any category. The Township reserves the right, at its sole discretion not to award a Contract to any Vendor, for an indefinite period, that fails to provide satisfactory evidence of correcting any documented past performance concerns by the Township.
- 9.4 A Vendor that has received a TOTAL rating of less than 50% on the Final Performance Evaluation Form;
- a) shall not be considered a Responsible Bidder and shall be disqualified (barred) for a minimum two (2) year period, to a maximum of five (5) years, at the discretion of the Township; and may have their current Contract with the Township terminated at any time, due to poor performance; and

- b) will receive a letter issued by the Township, approved by the Director of Corporate Services, confirming the Disqualification Period and setting out the requirements for reinstatement.
- 9.5 Any Bidder that refuses or fails to execute a Contract awarded to that Bidder by the Township may be subject to a Disqualification Period, at the sole discretion of the Township.
- 9.6 The Township may apply the Disqualification period, where it is in the best interest of the Township, based on:
- i. **Commodity:** this will be specific to the commodity of good(s) and/or service or construction evaluated on the applicable Final Performance Evaluation; or
 - ii. **All Contracts:** this will cover all contracts regardless of the type of good, service or construction evaluated on the applicable Final Performance Evaluation.
- 9.7 If a Bidder has multiple Performance Evaluation Forms on record with the Township, the Township will consider the most recent Final Performance Evaluation completed for similar contracted goods, services or construction.

Where a Bidder has a Performance Evaluation for an unrelated good/service/construction, the Township reserves the right to consider this Evaluation amongst other sources in determining if a Bidder is Responsible.

Furthermore, the Township reserves the right to consider Interim Performance Evaluation(s), in determining if a Bidder is Responsible, where a Final Performance Evaluation has not yet been completed, OR in addition to a completed Final Performance Evaluation.

Where a Contract has multiple departments or agencies completing an Evaluation (either Interim or Final), the Vendor's overall performance rating for either an Interim Evaluation or Final Evaluation shall be based on the lowest evaluation rating received by a department or facility.

10 Vendor Response Process

The Vendor shall have ten (10) business days to:

- i. Submit a written response to an Interim or Final Performance Evaluation, utilizing the Township's response form and /or
- ii. Submit a written request to appeal a Final Performance Evaluation rating, utilizing the Township's response form.

If no response is received within the above noted timeframe the Evaluation rating shall be considered final.

11 Appeal Process

- 11.1 Within thirty (30) business days) of receiving an appeal response form in respect to a Final Performance Evaluation Form, the Township will conduct a full review of the appeal and render a final decision based on the appeal information. The Township may request additional information from the Vendor in order to conduct a full review. Any Disqualification Period in place, shall be upheld during an appeal under review by the Township. The Township's decision shall be final and binding on all parties.

Vendor Performance Evaluation Form

Vendor Name:
Vendor Contact:
Description of Contract:

Evaluation Criteria	Ranking (per policy)	Score out of 10	Evaluator Comments
Administration: -Invoice accuracy -Customer service -Communication			
Quality of Project/Project Management -Project Delivery -Quality of Workmanship -Project Management - Communication			
Timelines -Adherence to project schedule			
Cost Control: -Number of Change Orders -Costs of Additional Service or work -Compliance with Original Contract price			
Health and Safety: -Adherence to Act -Injuries or 'close calls'			
	Total Score	/50	= _____ %

Evaluator Name:	Signature:
Supervisor Name:	Signature:

Date of Evaluation: _____

VENDOR REPLY TO THE TOWNSHIP OF MALAHIDE

The Vendor has ten (10) business days to submit an appeal to the Township.

If no response is received within the ten (10) business day timeframe the evaluation will be deemed final and binding.

Please fill out and email: purchasing@malahide.ca	
Business Name:	
Contract No. & Description:	
Address:	
Phone Number:	
Fax Number:	
Contact Name and Title:	
Contact Phone:	
Contact E-mail:	
Vendor Comments:	

Signature

Date

Regulatory and Operational Context of Public Procurement

A high-level overview of public procurement is provided below to aid Council in assessing upcoming by-law changes as well as give greater insight into the rules and restrictions the Township operates within.

Public vs. Private Procurement

Although the public and private sectors have similar overreaching objectives of bringing the greatest benefit to their entities when procuring goods, services and infrastructure, the public sector has a more winding road to travel in order to achieve these objectives. When compared to private sector organizations, public sector organizations operate within a far more complex legal framework and must ensure their procurement processes are open, fair and transparent.

Public Procurement Core Objectives	
Open	<ul style="list-style-type: none"> - Allows open competition to all bidders, reduces barriers of entry to bidding. - Specification requirements are common or standard enough to be supplied by more than one supplier
Fair	<ul style="list-style-type: none"> - Ensures all bidders are provided equal treatment and access to information required to submit a competitive bid
Transparent	<ul style="list-style-type: none"> - Processes are easily defensible against anyone questioning the organization's integrity

Procurement Process Overview

Step 1: Needs Identification – potential future capital expenditures are identified through master plans, studies, staff reviews, public consultations or Council requests.

Step 2: Budget Approval – projects are approved through adoption of the annual budget or in-year Council resolutions.

Step 3: Purchasing Approval – the acquisition process begins with a determination as to which procurement method should be utilized. The Township's procurement by-law establishes the rules which dictate the authority and responsibilities of staff as well as the procurement methodology that is to be used based on the nature of the good or service and its cost.

Step 4: Preparing the Bid Opportunity – when a formal procurement methodology is required under the Township's procurement by-law, a bid opportunity is prepared. First, the department purchasing the good or service (user department) develops specifications which allow bidders to clearly understand exactly what the Township requires including how it would like bidders to detail their pricing. Second, terms and conditions are added to the bid document which dictates the rules which the Township and bidders must abide by for the bid opportunity. These elements combine to form what is referred to as a bid solicitation document.

Step 5: Issuing the Bid Opportunity – the Township advertises its bid opportunities electronically on Bids&Tenders and through the Aylmer Express. Known suppliers are solicited directly by the user department when low participation is a concern for the bid opportunity. The bid opportunity remains open to bidders until the closing date specified in the bid solicitation document. During this time, the Township often receive questions from bidders which require a staff response and, in some circumstances, may give rise to the need to modify the bid solicitation document through addenda. The bid solicitation document can only be modified prior to closing date and usually only in a way that doesn't substantially alter the bid opportunity. The Township may cancel bid opportunities altogether prior to closing when this right is reserved through the bid solicitation document.

Step 6: Receiving and Opening the Bid Opportunity – usually, bids are received electronically by the user department through email. The Township occasionally uses a paper-based submission process, particularly for municipal drainage projects, whereby bidders submit their bids physically to the front-desk at Townhall. The user department reviews bids for compliance with the Township's procurement by-law and the terms and conditions contained within the bid solicitation document. Non-compliant bids are rejected and the bidders are informed.

Step 7: Evaluation and Award – the user department evaluates bids to determine who should be awarded the sale based on the terms and conditions of the bid solicitation document. The user department prepares a report to Council which recommends an award based on this evaluation. If Council approves the procurement through resolution, the user department coordinates with the successful bidders on the performance of the contract and informs unsuccessful bidders of the outcome of the competition.

Step 8: Follow Up – the user department monitors the awarded contract to ensure the successful bidder's performance. The Township issues warning letters to its contractors when performance is unsatisfactory.

Methods of Procurement

Informal Procurement

For practical reasons, small value purchases usually follow a simple, informal process. Staff of the Township will phone or e-mail suppliers to get quotations. Staff receive, evaluate and select a supplier. The Township's procurement by-law splits informal procurements into two categories based on the cost of the purchase:

- i) "Low dollar value procurements" – Staff are encouraged but not required to receive quotes from three suppliers.
- ii) Informal Requests for Quotations – Staff are required to receive three quotes from suppliers and maintain records for audit purposes.

Formal Procurement

In the case of higher value purchases, a formal bidding process is typically used. The formal bidding process generally involves requests for quotations, tenders or proposals. While the complexity of each differs, the contractual process is largely the same. The Township issues a bid solicitation document which includes all applicable terms and conditions. A contract is formed with each bidder who submits a compliant bid in accordance with the request. Prior to any award decision, the Township is nevertheless contractually bound by the terms and conditions of the formal bid document to all compliant bidders. For this reason, it is crucial the Township's intentions are carefully laid out in the terms and conditions of bid solicitations so as to avoid potential litigation as a result of attempting to deviate from these terms later in the procurement process.

- iii) Formal Requests for Quotations (RFQs) – A formal RFQ is a document that details pricing options for a highly-specific service or product. They are typically used when the Township knows exactly what it wants and do not need details on the product or service. RFQs are simply used to compare pricing for a specified good or service and are therefore awarded solely on price.
- iv) Requests for Tender (RFTs) – An RFT is a procurement document used when the Township is seeking competitive bids for a project, typically for larger or more complex projects. Similar to an RFP, the RFT outlines the project requirements, scope, and evaluation criteria. However, the focus of an RFT is more on the commercial aspects of the project, such as pricing, contract terms, and conditions. Suppliers submit their tender documents, which include their proposed solution, pricing, and other relevant information. The Township then evaluates the tender submissions and awards the contract to the supplier that best meets the project requirements and offers the best value.
- v) Request for Proposal (RFPs) - An RFP is a more detailed procurement document used when the Township has a clear understanding of its requirements and is seeking proposals from potential suppliers. The RFP outlines the project requirements, scope, and evaluation criteria, inviting suppliers to submit proposals demonstrating how they can meet those requirements. Suppliers' responses to an RFP include details about their proposed solution, implementation plan, pricing, and any other relevant information. The Township then evaluates the proposals and selects the supplier that best meets its needs.

Supporting Procurement Processes

Formal procurement methods may be preceded by supporting processes which help the Township generate a list of potential suppliers or develop the bid opportunity's specifications.

- vi) Request for Information (RFI) – An RFI is used to canvass the marketplace for insights into a specific need. Presumably, results would lead to a subsequent bid request document that incorporates the information acquired.
- vii) Request for Pre-Qualification (RFPQ) – An RFPQ is used to screen interested suppliers for a good or service. Respondents are evaluated in order to develop a short-list of the most qualified suppliers.

- viii) Request for Expression of Interest (RFEI) – An RFEI is used to stimulate or assess interest in a specific project while developing a list of potential suppliers. Information obtained would lead to a subsequent, separate bid process.

Sources of Procurement Law:

The main sources of law in Ontario that govern public sector procurement include:

- (1) Common Law (Case Law)
- (2) Trade Agreements and Legislation
- (3) By-Laws

Sources of Procurement Law: (1) Common Law

Many of the laws that affect purchasing are part of Canada's common law system. Common law is developed by judges and other adjudicators through their decisions in the courts and other tribunals. Whenever a judge or another adjudicator makes a decision that is to be legally enforced, this decision becomes precedent that will guide judicial decision-making in similar cases.

Law of Agency

A foundational area of common law as it pertains to procurement is the Law of Agency. Technically speaking as the governing body of the Township, Council must approve each and every purchase made unless it delegates this purchasing authority to one or more staff. Recipients of delegated authority through the Township's procurement by-law are considered "agents" under the Law of Agency. Agents are held to high legal and ethical standards with a number of duties owed to their organization.

Common Law Implied Duties

Under common law, the Township is bound by implied duties to its suppliers. These duties must always be upheld in order to conduct a fair, open, and transparent process. Any legal battles surrounding a procurement decision or action usually begin with an organization's failure to carry out its duty to a supplier. Under common law, these duties include:

- i) Disclosure duty

The Township has the duty to disclose all known information to competing and interested suppliers to a bid solicitation. All information must be shared amongst all suppliers equally. Keeping relevant and significant information pertaining to a good, service, or construction risks litigation.

- ii) Duty to reject non-compliant tenders

The Township cannot accept a bid that does not comply with bid document requirements, or is disqualified in some way. The Township has a duty to all the bidders who submitted compliant bids to follow its own instructions and rules governing the process. Awarding to a non-compliant bid risks litigation.

iii) Duty to treat all bidders fairly

Fairness in public procurement means to ensure all bidders are able to submit competitive bids, are provided with the same treatment and information regarding competition requirements and are given the very same opportunities to submit their bids.

iv) Duty to award to the winning bidder

The Township must award a contract to the bidder who submits a compliant bid and who has complied with all the requirements of the bid solicitation document. The Township cannot award the contract to another bidder without due cause or clear terms and conditions detailed in the bid solicitation document to allow it to do so.

v) Duty to award the contract as tendered

Contracts must be awarded as they are detailed, specified or intended in the bid solicitation document. The Township cannot award a contract that varies significantly from what was stated or intended in the competition.

As many of these duties can be open for interpretation, it is recommended the Township take a conservative approach to its procurement processes to mitigate the risk of litigation.

Contract Law

In addition to its implied duties, the Township is bound by the terms and conditions they expressly specify in their bid solicitation document. These express terms include instructions to the bidders, the rules governing the invitation and the work requirements. This invitation to bid becomes the organization's offer to purchase goods and services. A bid contract is formed automatically between the owner and each of the bidders at the moment a compliant bid is received by the owner. After an invitation to bid is closed, the purchasing organization cannot make up new rules, add or subtract from an existing rule or ignore a particular rule. It is therefore critical that bid solicitation documents be properly prepared to ensure that a contract is validly formed. If Council awards a contract in a way that is inconsistent with the express terms of an invitation to bid, the Township becomes vulnerable to litigation.

Bid solicitation documents can be drafted in a way that avoids the forming of a contract between the Township and bidders. This process involves removing terms and conditions that are in place to protect the Township by guaranteeing price and performance from its bidders. Under common law, a contractually non-binding procurement process would contain the following hallmarks in the bid solicitation document:

- Terms and conditions are advertised as optional
- Bids may be withdrawn or altered at any time including after closing period
- Submitted prices are indicative but not binding on bidders

- Non-compliant bids need not be rejected

Sources of Procurement Law: (2) Trade Agreements and Legislation

Trade Agreements

Trade agreements are established as a way to eliminate or reduce tariffs and other barriers to trade. They are intended to create opportunities for businesses by guaranteeing fair and open access to other jurisdiction's markets. As a municipality and publicly funded entity, the Township is required to comply with the following trade agreement frameworks:

- i) Canada Free Trade Agreement (CFTA) - In effect as of July 1st, 2017, this domestic (inter-provincial) trade agreement promotes open procurement practices among public sector organizations.
- ii) Canada-European Union Comprehensive Economic and Trade Agreement (CETA) - In effect as of September 21st, 2017, this international trade agreement expands the opportunities for suppliers in the European Union (EU) to bid on public procurements. It covers virtually all sectors and aspects of Canada-EU trade in order to eliminate or reduce barriers.

While the Township is bound by CFTA and CETA, these frameworks provide exemptions for procurements beneath cost thresholds specified by each trade agreement. These thresholds are applied to the maximum contract value, including options, of a purchase. The table below displays the thresholds for 2022 to 2023.

Trade Agreement Exemption Thresholds (2022 – 2023*)		
Procurement Type	CFTA	CETA
Goods	\$121,200	\$366,800
Services	\$121,200	\$366,800
Construction	\$302,900	\$9,100,000

For non-exempt procurements, the trade agreements set out a number of obligations which can be summarized into the following categories:

- Reciprocal non-discrimination provisions to prevent barriers of trade
- Procedural rules aimed at ensuring equal access to suppliers
- Certain prescribed methods for issuing a bid solicitation
- Specific types of information that must be included in bid solicitation documents

For the purpose of this report, a non-exhaustive set of trade agreement provisions which frequently impact the Township's procurement processes include:

- Technical specifications are to be based on performance and functional requirements as opposed to design or descriptive characteristics
- Bid notices must be available to supplier for free
- Notices must be published electronically in a designated location (e.g. Bids&Tenders)

- Requires bids to be posted for a reasonable amount of time to allow bidders to respond (CFTA – 15 days, CETA – 40 to 25 days based on an entity's procurement processes)
- Pre-qualifications last a maximum of 3-years
- Clarifications and addenda must be provided to all suppliers at the same time
- Must provide adequate time to allow suppliers to modify and re-submit bids following clarifications and addenda
- Prohibits requiring suppliers to have had previous contracts with the Township
- Prohibits local preferences
- Prohibits unnecessarily restrictive conditions on a supplier's participation in a procurement process
- Prohibits dividing purchases to avoid obligations under trade agreements
- Evaluation of a supplier must be based on conditions specified in the bid solicitation document.

Other Laws and Regulations

The Ontario Professional Buyers Association recommends public organizations be aware of and have some understanding of the following pieces of legislation:

- Arbitration Act
- Building Code Act
- Business Practices Act
- Competition Act
- Construction Lien Act
- Consumer Protection Act
- Customs Act
- Environmental Protection Act
- Excise Tax Act
- Insurance Act
- Municipal Act
- Negligence Act
- Occupational Health and Safety Act
- Retail Sales Tax Act
- Sale of Goods Act
- Transportation of Dangerous Goods Act

Due to the onerous nature of ensuring compliance with this broad set of legislation, municipalities often develop a set of standardized bid solicitation documents which have been vetted by their solicitor.

Sources of Procurement Law: (3) By-laws

The Township's procurement by-law outlines the rules for buying goods and services. It provides the mechanism to ensure that competitiveness, objectivity, fairness and transparency exist in the Township's procurement processes. It also offers a variety of methods for the procurement of goods and services, with sufficient direction for staff to ensure procurement processes are managed consistently throughout the organization.

By-law can be drafted in a way that caters to the specific preferences of the Township as long as they comply with other sources of procurement law.

Other Matters

Local Preferences

Purchasing local is a major question and frustration amongst many municipal Councils. There are several reasons why staff do not recommend the inclusion of a local preference in the Township's procurement policy.

From a legal prospective, any form of local preference policy, as it may relate to a municipal government's statutorily mandated policy for its procurement of goods and services, must also comply with the Province's Discriminatory Business Practices Act. The stated purpose and intent of that provincial statute is to prevent discrimination in Ontario on the ground of race, creed, colour, nationality, ancestry, place of origin, sex or geographical location of persons employed in or engaging in business.

Use of local preferences are expressly prohibited for procurements which are subject to the Canada Free Trade Agreement (CFTA) requirements. Article 503.5 of CFTA prohibits:

- preference to local goods, services or suppliers
- scheduling of events in the tendering process or specifying requirement or delivery schedules that limit the participation of suppliers
- providing selective information to suppliers to create an unfair advantage
- limiting participation to only a set of suppliers who have supplied the organization in the past
- requiring prior experience that is not essential to meeting the requirements of the procurement

Further, it is not clear on a case to case basis whether a local preference would impair the Township's implied duty to treat all bidders fairly, particularly with respect to providing the ability for all bidders to submit competitive bids.

From a practical prospective, the Township's level of consumption cannot fully support our local supplier community. Most local suppliers also participate in additional business opportunities outside the Township. If all municipalities were to implement a local preference, the Township's local businesses who also rely on out-of-town purchasers would undoubtedly suffer.

Similarly, the local supplier community is unable to supply all the goods and services required by the Township. Many procurements undertaken by the Township have no local supplier available. Disclosure of a local preference on bid documents may discourage non-local suppliers from bidding. Bid documents, RFPs and RFTs in particular, can be time-consuming and expensive to write. A supplier may not feel it's worth the time if they perceive local suppliers having a competitive edge for procurement opportunities.

However, the Township may mandate certain bona-fide on-site response time requirements for specific situations when warranted. This is a recommended addition to the Township's proposed procurement by-law.

Privilege Clauses

It is common practice to include what is often referred to as a “privilege clause” in bid solicitation documents. This generally states “the lowest or any tender shall not necessarily be accepted”. As case law is somewhat ambiguous on this topic, it is recommended the Township avoid reliance on it. It has been proven in prior court cases that reserved rights and privileges do not give rise to unfettered discretion; courts still require purchasers to preserve the integrity of the procurement process and act fairly and in good faith.

Purchasing organizations have succeeded in using privilege clauses to award contracts to other than lowest compliant bidders when the basis for the decision is reasonable, in good faith and doesn't conflict with implied duties. Staff recommend awarding to the lowest compliant bidder for RFQs and RFTs where cost is overwhelmingly considered the only appropriate evaluation criteria. This strategy is employed as a matter of risk mitigation and avoids reliance on costly case-by-case legal reviews.

The specification lists for RFTs and, to a lesser extent RFQs, are extremely detailed and stringent in their requirements. If a bidder is able to comply with all of the Township's specifications detailed in the bid solicitation document, there is no reason to award on any basis other than cost. This is in contrast to RFPs that are broader in their specifications and are designed to be evaluated on criteria other than price.

Over-Budget Bids

Occasionally, the lowest bid received on a bid opportunity will be in excess of the budget approved by Council. Very often, this limit will actually be part of the public record, as it will have been disclosed in the course of setting a budget for the year, long before any bid solicitation is issued. Nevertheless, the Township typically does not disclose its budget upset limit within the bid solicitation itself, largely out of the fear that doing so would likely inflate prices that would be paid, towards its budget upset figure.

When all bids are above the Township's budget upset limit, it must select among a range of options which are recommended based on the terms and conditions of the bid solicitation document and the circumstances of the bid opportunity itself. These options may include:

- I. Accept Low Bid - this option may be employed where it is absolutely essential or strongly preferred to proceed with the project. Under this approach, Council accepts the over-budget bid and funds the excess cost.
- II. Reject Bids & Cancel Project - this option is likely to be selected where there is a substantial difference between the lowest bid and the upset limit, and where the nature of the project is such that adjustments to its scope are impractical. Cancelling a bid opportunity carries risk as the Township's methodology for deriving its project's budget can be called into question.
- III. Re-scope & Re-issue - this approach entails rejecting bidders on the basis of cost and reissue a re-scoped bid opportunity. This approach carries with it some risk of litigation as bidders may challenge whether the stated budget is realistic or

accuse the Township of shopping for bids in bad faith. No amount of time elapsed between reissuance absolves the Township this risk. However, this approach may be advisable where the initial competition produced only one bid, or where a closed bidding system (such as through pre-qualification process) was employed rather than an open competition. To reissue a bid, the project's scope should be substantially altered.



REPORT NO. **FIN-25-04**

TO: Mayor & Members of Council

DEPARTMENT: Corporate & Financial Services

MEETING DATE: March 20, 2025

SUBJECT: **Vehicle Expenses Policy Update**

RECOMMENDATION:

THAT Report FIN-25-04 entitled “Vehicle Expenses Policy” be received for information;

AND THAT the Committee recommend to Council that the Township’s Vehicle Expenses Policy” be approved as amended.

PURPOSE & BACKGROUND:

The Township’s Vehicle Expenses Policy, established in 2011, requires that Council establish the reimbursement rate for the use of personal vehicles by Council members and staff when conducting work-related activities. In 2024, the Township set its current mileage reimbursement rate at \$0.70 per kilometre, aligning with the Canada Revenue Agency’s (CRA) automobile allowance rate for annual travel under 5,000 kilometres. The CRA mileage allowance provides a standardized reimbursement intended to compensate employees for expenses incurred when using personal vehicles for business purposes.

COMMENTS & ANALYSIS:

Staff are recommending several amendments to the Township’s Vehicle Expenses Policy, as well as to Council’s Remuneration By-law, due to overlapping subject matter and inconsistencies between the two documents.

Mileage Policy Amendments:

1. Formally adopt the CRA’s mileage reimbursement rate as the Township’s standard to eliminate the need for annual Council approval.
2. Permit supervisors to apply practical limitations, including shortest reasonable distance, alternative travel options, and carpooling encouragement.
3. Require all mileage claims to be submitted within 90 days after the end of the month in which travel occurred.

4. Clarify that Council's mileage allowance adjusts annually with the CRA rate and that conference travel is reimbursed separately.
5. Removed the option for employees to claim incremental insurance premium costs resulting from ongoing use of personal vehicles for Township purposes.
6. Removed the option for employees to be reimbursed for safety inspections of personal vehicles required for ongoing Township business use.

Council Remuneration By-law Amendments:

1. Removed a provision which outlined how Council is to be reimbursed for mileage-related expenses.
2. Removed a provision which prescribed a mileage reimbursement rate of \$0.52/km for conferences and workshops, as it conflicts with the Township's current Vehicle Expenses Policy.
3. Removed a provision which authorized the Treasurer to process mileage and expense payments, as this authority is implicit as well as granted elsewhere.
4. Added Section 7, which provides that Council mileage reimbursement shall be based on the Township's Vehicle Expenses Policy.

FINANCIAL IMPLICATIONS:

If approved, the Township will automatically adjust its mileage reimbursement rate for 2025 from \$0.70 per kilometre to \$0.72 per kilometre, representing a 2.86% increase and resulting in a projected budget exceedance of \$314. Going forward, updates to the Township's mileage rate will occur automatically in alignment with the Canada Revenue Agency's prescribed rates.

ATTACHMENTS:

- 2025 Vehicle Expenses Policy
- D-3.1 Vehicle Expenses (current policy)

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

Approved by: N. Dias, Chief Administrative Officer



Section: Compensation	Policy Number: A09-HRM-D-3.1
Subsection: Reimbursable Expenses	Effective Date: January 1, 2011
Subject: Vehicle Expenses	Revision Date: (Council Date)
	Page 1 of 2

A09-HRM-D-3.1 VEHICLE EXPENSES

1.0 Purpose

The purpose of this policy is to establish clear and consistent guidelines for the reimbursement of mileage expenses incurred by Council members, employees, and other authorized individuals who use their personal vehicles to conduct Township business.

2.0 Scope

This policy applies to all Council members, employees, fire fighters and volunteers who are authorized to use their personal vehicles to perform work-related duties on behalf of the Township.

3.0 Policy Statement

The Township recognizes that individuals may be required to use their personal vehicles for municipal business. In such cases, the Township will reimburse authorized travel at a mileage rate or provide an allowance, as detailed in this policy, subject to the provisions outlined below.

4.0 Eligibility for Reimbursement

Reimbursement for mileage may be claimed under the following conditions:

- 4.1 The travel is required for the performance of official Township duties including but not limited to:
 - i) Site visits, inspections, or fieldwork;
 - ii) Meetings with stakeholders, other municipalities, or government agencies;
 - iii) Training sessions, workshops, or professional development; and
 - iv) Attendance at conferences, conventions, and seminars that have been authorized in accordance with Township procedures.

- 4.2 The travel has been pre-approved by the appropriate supervisor, manager, where applicable.



- 4.3 A personal vehicle was used in lieu of a Township vehicle, where applicable.
- 4.4 Staff and Council members are discouraged from submitting mileage claims for short-distance travel, particularly where alternative means of transportation are reasonably available and practical.
- 4.5 Reimbursement for very short trips may be declined at the discretion of the approving supervisor unless a valid operational need is demonstrated.
- 4.6 Employees will not be reimbursed for travel between their residence and their regular place of work, as such travel is considered personal commuting and not eligible for reimbursement under this policy.
- 4.7 A detailed mileage claim is submitted to the employee's supervisor for approval.
- 4.8 The Township will not reimburse mileage in excess of the shortest reasonable route.
- 4.9 Reimbursement may be declined where multiple employees travel separately to the same destination without reasonable justification. Supervisors are responsible for evaluating the feasibility of carpooling in such instances.
- 4.10 Employees will be reimbursed for reasonable parking expenses incurred in the course of conducting authorized Township business. Reimbursement will not be provided for parking tickets, fines, or penalties resulting from infractions or violations of parking regulations.
- 4.11 Mileage reimbursement claims submitted later than 90 days following the end of the month in which the travel occurred may be declined.
- 4.12 Employees and volunteer firefighters receiving mileage payments under the provisions of this policy are required to meet the following conditions:
 - i) Hold a valid Ontario driver's license that is not under suspension.
 - ii) Have a clear Driver's Abstract.
 - iii) Not drive their vehicle on municipal business in contravention of the Highway Traffic Act.
 - iv) Maintain public liability and property damage insurance in the minimum amount of one (1) million dollars and be able to produce proof of this insurance if requested.
 - v) Maintain their vehicles in a reasonable state of repair so as not to expose the Township to any undue risk of claims when the vehicle is being used for municipal business.



5.0 Reimbursement Rate

- 5.1 The mileage reimbursement rate shall be automatically adjusted to align with the Canada Revenue Agency (CRA) automobile allowance rate for the first 5,000 kilometres travelled in a calendar year, as amended from time to time.
- 5.2 The applicable rate in effect at the time of travel shall be used for reimbursement purposes.

6.0 Council Mileage Allowance

- 6.1 In recognition of the unique nature of Council duties, Council members shall receive a fixed monthly mileage allowance as determined by Council resolution. This allowance is intended to compensate for the regular use of personal vehicles for municipal purposes, including attendance at meetings, events, and Township-related functions.
- 6.2 The annual mileage allowance shall be adjusted automatically each year in proportion to changes in the Government of Canada's Automobile Allowance Rate, as published by the Canada Revenue Agency (CRA). The adjustment shall be calculated based on the previous year's approved flat allowance and modified annually to reflect the current CRA rate for the first 5,000 kilometres.
- 6.3 Council members are not required to track kilometres or submit mileage logs to receive this allowance. In accordance with CRA guidelines, this mileage allowance shall be treated as a taxable benefit and reported as income on the member's T4A or equivalent annual tax form.
- 6.4 Mileage reimbursement for conference attendance is eligible in addition to Council's annual allowance, provided that a mileage log is submitted to the Township Treasurer or designate for review.



Section: Compensation	Policy Number: D-3.1
Subsection: Reimbursable Expenses	Effective Date: January 1, 2011
Subject: Vehicle Expenses	Revision Date:
	Page 1 of 2

D-3.1 VEHICLE EXPENSES

Purpose:

To establish the rates at which employees of the Township of Malahide will be reimbursed for mileage and other automobile expenses.

Policy:

1. Mileage
 - a. Mileage shall be paid at the kilometer rate, set by Council through resolution or Municipal By-law, for each kilometer actually driven.
 - b. Shall be reimbursed for kilometrage at current rate as determined by Municipal By-law or Council Resolution.
 - c. The applicable kilometrage is based on the distance between the employee's place of work and the business destination, unless the distance between the employee's home and the business destination is shorter and they are traveling from home.
 - d. Employees will not be reimbursed for travel to and from work.
 - e. Employees are encouraged to use corporate vehicles for municipal business whenever possible.
 - f. Should an employee have a municipally owned vehicle available to them – kilometrage will not be paid for personal vehicle use unless prior approval has been received from their Supervisor or Chief Administrative Officer/Clerk.

2. Parking
 - a. Employees will be reimbursed for parking expenses related to business use, after submitting the appropriate report.
 - b. Employees will be reimbursed on the honour system for coin operated parking metres.
 - c. Employees will not be reimbursed for parking to come to work or for parking tickets received.



3. Insurance

- a. Employees using their personal vehicle for business purposes on a regular basis must advise their personal insurance company that they are doing so. If additional premiums are payable by the employee, the employee should obtain a statement from their insurance company advising of the amount of additional premiums required as a result of using the employee's personal vehicle for work purposes. The Corporation will reimburse the employee for these additional premiums if the use of their personal vehicle is warranted by the corporation.

4. Inspection

- a. The Municipality will reimburse employees for the safety inspection of their personal vehicle if required for business purposes on a regular basis, but not for any associated repairs.

5. Driving Record

- a. Employees that are required to use their vehicle for business purposes on a regular basis, the Township may require the employee to assist us in obtaining their driver abstract
- b. If employees are required to drive as part of their job, employees must notify the Township of Malahide immediately if they lose or may lose, their driver's licence.



REPORT NO. PW- 25-10

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: March 20, 2025
SUBJECT: **MCP Concession Contract – 2025 Summer Season**

RECOMMENDATION:

THAT Report No. PW- 25-10 entitled “MCP Concession Contract – 2025 Summer Season” be received;

AND THAT Council authorize staff to enter into an agreement with The Ice Box for the provision of concession services at Malahide Community Place for the 2025 summer season.

PURPOSE & BACKGROUND:

The Township of Malahide issued an Expression of Interest (EOI) seeking individuals, community groups, or businesses to provide concession services at Malahide Community Place (MCP) for the 2025 summer season. The intention is to enhance the visitor experience at MCP by offering quality concession services during scheduled baseball events and other outdoor activities. The EOI was posted on the Bids & Tenders website, as well as the Malahide Township website. Submissions were accepted between January 22nd and February 7th, 2025.

COMMENTS & ANALYSIS:

The Township received one (1) response to the Expression of Interest. Based on the historically low level of interest from local businesses in operating the MCP concession, staff were not surprised by the fact that only 1 submission was received.

Through the review of the proposal submitted, and through conversations with Markus Hawco, owner of The Ice Box, Malahide staff recommend entering an agreement with The Ice Box for the provision of concession services at MCP for the 2025 summer season, as described in the submitted proposal. See Attachment #1.

Key highlights include:

- Service provided by a local company (St. Thomas)
- Installation of one drink vending machine and one snack vending machine for use outside of concession booth operating hours.

- Concession booth operation (hot food Thursday through Sunday; this coincides with the adult baseball league schedule and typical tournament days).

It is important to note that the Concession Booth will not be open Monday through Wednesday. Historical information indicates that these days have provided minimal sales volume and, therefore, do not provide an adequate return on investment to justify the cost of operation during these days.

FINANCIAL IMPLICATIONS:

The 2025 budget did not account for any revenue for the concession booth rental.

The proposal from The Ice Box will result in \$400 rental income per month to the Township. With an operating season running from May through October, this will provide \$2,400 in revenue to the Township.

The existing infrastructure for the MCP Concession is not set up in a manner which allows for the separation of electricity and natural gas utilities from the overall MCP site. Therefore, the monthly rental revenue will be partially used to help offset these monthly operational costs.

LINK TO STRATEGIC & OPERATIONAL PLANS:

- Engage the community
- Maximize the utilization of all assets: people, facilities, and technology

CONSULTATION:

- Town of Aylmer staff re: EECC Concession Operations
- 2024 Summer Concession Contractor

ATTACHMENTS:

1. The Ice Box Proposal

Prepared by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



**EOI-25-01 MCP Concession Services EOI
Liquor License: LSL 1374811**

Jan 22, 2025

Bid Proposal for Operations of Malahide Township Community Centre Concession

Company Profile

The Ice Box has been a staple to St.Thomas for the last five years winning multiple awards for its customer service, innovative thinking and lately for its locally made ice cream and quality products.

We proudly opened our door in July of 2020 and since then we have served thousands of customers from St.Thomas and surrounding areas. Ever since we opened our doors we have prided ourselves on our innovation; out of the box thinking of serving our customers and ensuring we are the best place to visit for customer service. The ice cream market has a lot of competitors but we have shown we can operate in a tight industry and thrive.

We have since evolved to be the city's outdoor concession contract operators proudly operating Pinafore Park, 1 Password Park and Doug Tarry Ball Complex. We have grown in our spaces to offer a wider range of food items, a higher volume produced while still ensuring that we provide products sourced locally and made with high quality ingredients. Additionally we have expanded into more event organizing specifically at Pinafore Park hosting movie nights, markets in the park and live music to name a few.

Recently we have successfully operated our second year at the city hockey arenas offering arguably the best fresh cut fries and hamburgers in the city and a full cafe line up to much appreciation to the regular attendees and the out of town families having an easy and affordable way to feed their families in a visiting town.

Our Team

Markus Hawco, CPA - CEO/CFO



Responsibilities: Markus oversees entire operations and manages the finances. He keeps the big picture in mind and is the lead for new initiatives and ensuring operations are maintained.

Skills: Markus holds a Chartered Professional Accountant designation and has been in public accounting for 6 years. Markus has learned ice cream making and the industry from other owners and professionals in the profession. Additionally specifically to the mobile unit Markus was for 2 summers a patient transfer attendant for Voyago and has hundreds of hours of driving ambulances along with the maintenance required to operate them effectively and safely.

Kenzie McInnis- Manager

Responsibilities: Kenzie is the manager of Concession operating out of Pinafore Park. Kenzie oversees daily operations, ensures production and tasks are completed on time and with quality.

Skills: Kenzie has extensive supervisory experience and has managed various operations in the past, she was our second ever employee hired which shows our incredibly low turnover rate.

Madison Gilles- Doug Tarry Supervisor

Smart Serve- 230420084883

Responsibilities: Madison is the supervisor of the Doug Tarry Concession which is our main food provider for baseball and tournaments alike. Madison oversees inventory, food quality and ensures we offer a speedy service to meet player and spectator needs; with this new contract Madison would oversee alcohol sales and ordering to ensure consistent service.

Skills: Madison joins the team with multiple years working in fast food and knows quality and speed. She has run a tight operation at Doug Tarry and has served over a thousand customers in a day with no issues or concerns.

Dan Hawco- Lead Chef/Hand
Smart Serve- 240329410410

Responsibilities- Dan, a retired veteran with the Canadian Armed Forces has been assisting the Ice Box with creating new recipes, ensuring that consistency exists across the areas and provides his calm demeanor in handling large groups, and busy days. He treats the team like his regiment back in the day and we are all grateful for it.

Paul Forbes – Investor/advisor

Responsibilities: Paul has been an investor with the store and advisor on decisions that impact the trajectory of the store. Paul has many connections for supplies and advice from specialized areas that has saved us thousands in professional fees.

Skills: Paul is an owner of a jewelry store giving him the experience of running a small business for close to three decades.

Our Staff



Our staff have been the backbone of our organization and the face of the company; they have been through the busy and slow season with a smile on their face and making sure that all customers are treated as if they are the only one in the store.

Our staff have also thoroughly enjoyed working for The Ice Box whether that's the above minimum wage pay, benefits, flexible work schedule and pursuing passions within the store.

Additionally all staff over the age of 18 receive their smart serve certification even prior to the submission as a way of professional development and ensuring our staff are fully adaptable to whatever comes to us.

Our Big Wins

We have a lot to be proud of being five years old and while we can highlight our success the external awards we have won help show our success in business

MY FM Spirit Awards: Favourite Ice Cream store
2020, 2021



The MY FM Spirit Awards are a nomination and voter based award which shows that our fans and St.Thomas considers us their favourite Ice cream shop for two years in a row now.

Made in Ontario- Merchandiser Excellence Finalist
2021

Nominated by a review committee and reaching provincial recognition we were a finalist of 6 for the Merchandiser Excellence award for our made local ice cream products. This award garnered significant attention and in turn gave further attention to St.Thomas

Green Economy London- GHG reduction of the year
2024



Partnered with the Green Economy London organization we were nominated and won the award for GHG emission reduction; for our work with our solar powered ice cream truck removing generator need and emissions.

*Green Economy London- Green leader award -Innovation
2021*



Partnered with the Green Economy London organization we were nominated and won the award for Innovation for our solar powered trailer and mason jar program for our out of the box thinking and environmental consideration.

*Elgin Business Resource Center- Winner of The Pitch
2021*

We competed and won by selection of judges at The Pitch to pursue our creation of the ice cream ambulance which is now proudly serving events and being a member of the community. This competition was amongst 4 finalists and we demonstrated our passion and a well throughout business plan that we followed to the letter to start up this new operation.

*St. Thomas Chamber of Commerce- Bright Beginnings Finalist
2021*

We were a finalist with the chambers impact awards category Bright Beginnings which is designated for new businesses in their first 3 years of operation showing excellence. We were nominated by a committee of chamber members and it was a true honour to be recognized for all that we do and continue to do.

*Green Economy London- Emissions Reduction of the Year Award
2024*

We have successfully won the Emission reduction award for the Green Economy London (and area) due to our showcasing of electrification of our operation of the Ice cream truck allowing us to serve with no emissions being produced. This further shows our innovation and continued commitment to improving our operation socially, environmentally and ethically.

Our Vision - A Trusted Partner

Malahide Township Community Centre Complex

Offering a wide range menu and quality products

Our concession menu is above and beyond what a normal concession offers for the quality; we provide fresh cut fries, hand made smash burgers, classic ball diamond hot dogs and a poutine that is a fan favourite. Additionally we will be able to bring and offer our award winning small batch ice cream from Pinafore Park to be sold as a cool treat on the hot days.

We strive to ensure that every menu item is made of high quality and we don't cut corners; this philosophy has led that not just facility users enjoying our food but the general public after hearing how good it is.

Drink and snack service outside of operating times

We have seen that overall sales are low during Monday-Wednesday and pick up from Thursday-Sunday. With that restraint we propose that we will have the concession for hot food being served Thursday-Sunday however we will install both a drink and snack vending machine for use from Monday-Wednesday. This service offer would allow us to provide service for those during the slower times and allow us to offer a competitive and successful operation.

Additionally with consultation with staff and facility users we commit to invest the profits from the vending machines to expand the range past the initial two to offer a wider range based on interest and desire. The technology of vending machines has grown exponentially so that virtually any desire of food or drink can be serviced in a vending machine.

Ability to cater and provide on site cafe and food service

With having the Ice Box on site we would be available and a budget friendly catering for any uses of the ball room both from a simple luncheon for any small bookings to full wedding catering. Having us on site with our experience would be a further selling point for any community centre bookings.

Opportunity to serve a licensed area for beer and coolers

Our operation also includes our AGCO liquor license and caterers endorsement. We currently serve beer and coolers at the Joe Thornton Community Centre during St. Thomas Stars hockey games and the Doug Tarry Ball Complex. This beer and cooler service is a huge hit for the adult players who look for a cold drink after a game and allows them to enjoy it as a team rather than going elsewhere to celebrate. We have all staff smart serve trained and maintain a zero incident performance.

While this is not part of the current operation of the concession it is one we are willing to offer either for special events or to include to further attract other baseball bookings. This service is a strong pull for the current booking of the Doug Tarry Ball Complex.

Access to our Event Fund and partnerships

The Ice Box also proudly has the “Ice Box Event Fund” this fund is our not for profit arm that provides great events for the public to enjoy including;

- Outdoor movies
- High attendance vendor markets
- Outdoor Music concerts

The fund works so that any profit garnered by these events gets reinvested into the fund so that the subsequent year becomes bigger and better. Having us located in this new location opens this fund to operate onsite and further collaboration can occur with township staff to arrange some amazing events.

Menu

Please see our proposed menu in appendix 1.

We also have a loyalty and gift card program that customers will get to enjoy some free items; see the various deals and even scheduled orders so that once the game is done their food is ready.

AGCO Compliant

We presented our prices to our AGCO inspector with no concerns as they were above the mandatory minimum.

Our Services/Menu

Why we are Unique

The Ice Box prides itself on its innovation and out of the box thinking; that is why we have a retired ambulance as an ice cream truck; introduced fresh cut fries, and taking the time to make smash burgers by hand. We take any service that we are offering and make sure it is exceptional.

Our Commitment to Customers and Experience

We strive to make sure we have something for everyone and we have done that in our food service at all locations.

Our customer experience has been unparalleled as we proudly hold a 4.4 google review based on our experience of making everyone feel special and offering high quality products. Awarding this to us ensures that high review and quality continues and affirms the experience is high end like the facilities themselves.

Our Proven City Relationship

Our tenancy with the outdoor and indoor concession with the City of St.Thomas has now been ongoing for three years and already we have made amazing connections and work well alongside the city staff both in the office as well as complex staff.

We have made strong connections with our current contracts staff to ensure whatever we do they approve and they appreciate the strong communication. We believe in working together with our connections to offer the best service as our high quality offerings have already been reflected onto the city for granting us this opportunity. This service would be a continuation of that with the Township of Malahide allowing us to be more than a tenant but a partner.

Pricing and Rent

Pricing Structure

Please see our proposed rate; this rate is due to the nature of us understanding past sales performance of the concession from the previous operator (of whom we supplied many of her ingredients) and will be starting our new connection with the region. Additionally we will be investing in developing our assets on site and our supply chain to expand this service which will come at additional cost.

Location	Rent
Malahide Community Centre	\$400 monthly

Additional Offerings

Along with the rent that would be collected as a revenue stream for the township we also offer other great assets to the township to make us an excellent manager and tenant.

Reputable Brand

Our brand is built on the reputation that we serve amazing food and offer an excellent service to all users of the facilities. Your users will appreciate seeing our name for serving and enjoy the service.

Strong Social Media Presence

Our social media presence has an average reach of 20,000 people per post with an average growth of 8% annually; with this tool it will bring attention to Springfield along with our creations offering more positive press for the town.

Event Organizer and spin off work

As mentioned we work collaboratively with the city staff for using facilities outside of booked events at the various facilities with free events for the public to enjoy as well as promote booking the spaces and utilizing our services for catering, parties and more. With our launch of the “Ice Box Event Fund” we reallocate all funds earned from events (ticket sales, sponsorships etc) into running more events, wherever we are we will bring a range of free and paid events that will make any space more of an attraction. As the years continue and we are given space to try our new events they will only grow in size and variety. This year alone we added 4 events that utilized city facilities and generated additional rental revenue.

Local Champion

We take our mindset of local ingredients for our products seriously and will continue it across our menu board opening up the chance to work with more local suppliers and help create further spin off economic gain then just our presence at the concession stands.

Conclusion

We look at this tender and bid not as another revenue stream but as a chance for a new-long lasting relationship and offer a complete, seamless experience for both the township and users of the centre. We have proven we offer a great product and great customer experience and

awarding us this contract will bring a level of professional service and stability in operations for the township.

Appendix

1. Menu Listings

1.1 MTCC Menu

Malahide Township Community Centre Menu			
Drinks		Snacks	
Bottle Pop	\$2.99	Chips	\$2.50
Water	\$1.99	Choc Bars	\$2.50
Slushies Sm/Lg	\$2.99/4.49		
Coffee	\$2.99		
Smoothies			
Food			
Smash Hamburger	\$8.99		
Fresh Cut Fries sm/lg	\$4.99 / \$6.49		
Onion Rings	\$4.99		
Hot Dogs	\$4.99		
Chicken fingers	\$5.99		
Poutine sm/lg	\$6.49/ \$8.99		
Chk Finger + Fries	\$9.99		

Additionally combos will be developed and offered to push various products and ensure good deals for customers

2.0: References

Available upon request from City of St.Thomas or groups utilizing the facilities we operate.



March 06, 2025

- AMO launches resources for Local Civic and Democratic Engagement.
- Progress in Asset Management: Achieving 2025 Compliance webinar.
- AMO RFP to provide services creating a Municipal Civility & Anti-Harassment Strategy.
- Join the AMO-OMAA discussion on the importance of the Mayor-CAO relationship.
- Plan your stay in Ottawa for AMO 2025.
- Save the date for AMO's Rural Healthy Democracy Forum - June 11, 2025.
- Book your AMO 2025 Conference hotel!
- Opportunity to showcase your products and services at AMO 2025 Conference.
- AMO Education - Educational workshops supporting your leadership.
- Register today for the OSUM 2025 Conference hosted by the Town of Collingwood.
- OSUM Sponsorship and Exhibit Hall opportunities - Take advantage today.
- Blog: Preparing Your Municipality for Compliance.
- Boost resilience with the All-Risk Municipal Grant.
- Seminar: Should municipalities be required to engage in heating planning?
- CCPPP P3 learning series on infrastructure procurement for municipalities.
- Careers.

AMO Matters

Through the work of AMO's [Healthy Democracy Project](#), AMO has launched two resources to support municipalities and AMO members in engaging with local schools and students and community. Developed in partnership and with our members in mind, please visit our [Civic Education Resources](#) page and our [Democratic Engagement Solutions Bank](#) to explore these resources.

AMO is delivering a 4-part webinar series to help municipalities advance their asset management programs. Part One, Proposed Levels of Service, will be live today March 6 at 12 PM. [Register now](#).

AMO [has issued an RFP](#) to develop a comprehensive strategy that will enable AMO to support municipally elected officials and staff with the tools, resources, and education to foster civility and combat harassment in local communities. Deadline to submit proposals is March 20 at 4:00pm.

Education Opportunities

On March 19 from 11:00am - 12:00pm, AMO and OMAA are hosting a conversation that is a key ingredient to a successful, effective and high-performing municipality - the relationship between a Mayor and CAO. This virtual event includes a moderated discussion with an expert panel on the elements of a productive Mayor-CAO relationship. [For more information and to register click here](#).

From outstanding educational programming, networking, the trade show and delegations, the AMO Annual Conference is a busy, event filled time for participants. For a change of pace delegates have an opportunity to explore the wonderful sites and sounds of the City of Ottawa in summer. [Ottawa Tourism has pulled together must sees, and great suggestions](#) on planning your visit. [Register for AMO 2025 today!](#)

AMO and the Rural Ontario Municipal Association (ROMA), are thrilled to announce the inaugural Rural

Healthy Democracy Forum taking place in the scenic Municipality of Mississippi Mills. This full-day event will bring together municipal and sector leaders, academics and experts for insightful discussions on the state of democracy in rural Ontario. Save the date for June 11. Program and registration information coming soon.

You can now book your accommodations for the 2025 AMO Conference in Ottawa August 17-20. [Here is where you will want to click](#) for all the information you need and links to conference hotels.

AMO has launched its Exhibitor and Sponsorship opportunities for the 2025 conference in the City of Ottawa August 17-20. Our event provides you exposure to over 3,000 of Ontario's municipal leaders representing Ontario's 444 municipalities and a \$68 billion sector. Both the Exhibit Hall and Sponsorship opportunities sell out fast. Click [here](#) to download the Exhibitor Package and [here](#) for the Sponsorship Package.

AMO has assembled an array of workshops focused on supporting and strengthening your role as a local leader. From asset management planning, land use planning, indigenous-municipal relations, navigating conflict, communications through local crisis, strategic thinking, planning and communication, understanding anti-semitism and islamophobia and so much more. AMO is also offering registration discounts. [Check it all out here](#).

Join the 2025 OSUM Conference host the Town of Collingwood April 30-May 2 for compelling programming and opportunities to engage, network and address the issues top of mind for small urban leaders. [Registration is open](#) and you can [book your accommodations here](#).

The OSUM Annual Conference is a prime opportunity for locally elected officials to network, discuss critical social, economic and policy matters facing small urban communities. For exhibitors and sponsors, this conference provides access to local decision makers for a \$68b sector and for you to showcase your organization and services. [Both packages are available here](#).

LAS

Our Occupational Health & Safety Management service partner guest blogs this week. They [write about how the safety of municipal workers and the public](#) is a shared responsibility for leaders across Ontario municipalities.

Investing in Municipal Risk Resiliency - LAS and IPE are proud to promote the [All Risk Municipal Grant](#). This initiative recognizes and supports innovative risk management practices within Ontario municipalities.

Municipal Wire*

The Boltzman Institute is hosting a seminar at the University of Toronto on March 20 exploring the question "[Should Ontario municipalities be required to engage in heating planning?](#)"

Eager to learn about the latest advances in infrastructure procurement to help drive growth in your community? Join [P3s for Municipalities](#), a free webinar series. Explore hot topics with our experts.

Careers

[Deputy Fire Chief/Fire Prevention - Township of Woolwich](#). Closing Date: March 24, 2025.

[Supervisor of Utility, Revenue and Billing - City of Kawartha Lakes](#). Closing Date: March 19, 2025.

[Director, Corporate Services - Public Health Sudbury & Districts](#). Closing Date: April 6, 2025.



March 13, 2025

- Apply for AMO Board of Directors Large Urban Caucus.
- Progress in Asset Management: Risk Assessment webinar.
- AMO RFP to provide services creating a Municipal Civility & Anti-Harassment Strategy.
- Join the AMO-OMAA discussion on the importance of the Mayor-CAO relationship.
- Plan your stay in Ottawa for AMO 2025.
- Save the date for AMO's Rural Healthy Democracy Forum - June 11, 2025.
- Book your AMO 2025 Conference hotel!
- Opportunity to showcase your products and services at AMO 2025 Conference.
- Be an equity informed leader.
- Register today for the OSUM 2025 Conference hosted by the Town of Collingwood.
- OSUM Sponsorship and Exhibit Hall opportunities - Take advantage today.
- Group benefits webinar April 1.
- Municipal series: Net Zero Planning & Low Carbon Initiatives webinar.
- Subscribe to the Canoe Trader Newsletter.
- BPS energy reporting season has begun.
- Flood safety.
- OBIAA launches Buy Local Toolkit.
- OPPI launches call for nominations for its Board of Directors.
- Seminar: Should municipalities be required to engage in heating planning?
- Careers.

AMO Matters

The AMO Board of Directors is [seeking applications](#) to fill one (1) vacant elected official position on the Large Urban Caucus. Applications close Wednesday, March 19.

AMO is hosting a webinar on asset management risk assessment on March 20 at 12 PM. This is part two of AMO's four-part webinar series on 2025 compliance. [Register here](#).

AMO [has issued an RFP](#) to develop a comprehensive strategy that will enable AMO to support municipally elected officials and staff with the tools, resources, and education to foster civility and combat harassment in local communities. Deadline to submit proposals is March 20 at 4:00pm.

Education Opportunities

On March 19 from 11:00am - 12:00pm, AMO and OMAA are hosting a conversation that is a key ingredient to a successful, effective and high-performing municipality - the relationship between a Mayor and CAO. This virtual event includes a moderated discussion with an expert panel on the elements of a productive Mayor-CAO relationship. [For more information and to register click here](#).

From outstanding educational programming, networking, the trade show and delegations, the AMO Annual Conference is a busy, event filled time for participants. For a change of pace delegates have an opportunity to explore the wonderful sites and sounds of the City of Ottawa in summer. [Ottawa Tourism has pulled together must sees, and great suggestions](#) on planning your visit. [Register for AMO 2025 today!](#)

AMO and the Rural Ontario Municipal Association (ROMA), are thrilled to announce the inaugural Rural Healthy Democracy Forum taking place in the scenic Municipality of Mississippi Mills. This full-day event will bring together municipal and sector leaders, academics and experts for insightful discussions on the state of democracy in rural Ontario. Save the date for June 11. Program and registration information coming soon.

You can now book your accommodations for the 2025 AMO Conference in Ottawa August 17-20. [Here is where you will want to click](#) for all the information you need and links to conference hotels.

AMO has launched its Exhibitor and Sponsorship opportunities for the 2025 conference in the City of Ottawa August 17-20. Our event provides you exposure to over 3,000 of Ontario's municipal leaders representing Ontario's 444 municipalities and a \$68 billion sector. Both the Exhibit Hall and Sponsorship opportunities sell out fast. Click [here](#) to download the Exhibitor Package and [here](#) for the Sponsorship Package.

AMO's new [Equity, Inclusion and Innovation Workshop for Municipal Leaders](#) will support you in making a real impact on your community and council. Through presentations, discussions, and interactive activities, elected officials will explore practical strategies to create more inclusive and equitable local governance and service delivery. Don't miss this important event on March 25, 12:00pm-3:00pm. Register today.

Join the 2025 OSUM Conference host the Town of Collingwood April 30-May 2 for compelling programming and opportunities to engage, network and address the issues top of mind for small urban leaders. [Registration is open](#) and you can [book your accommodations here](#).

The OSUM Annual Conference is a prime opportunity for locally elected officials to network, discuss critical social, economic and policy matters facing small urban communities. For exhibitors and sponsors, this conference provides access to local decision makers for a \$68b sector and for you to showcase your organization and services. [Both packages are available here](#).

LAS

[Join our webinar to learn about trends](#) in municipal group benefits and the advantages and cost savings opportunity with the LAS Group Benefits Program through Mosey & Mosey. We encourage you to attend live if you would like to ask questions.

Have you made a commitment to net zero and don't know where to start? Join the IESO's guest speaker, our very own Christian Tham, in the next Municipal Series webinar on Friday, March 21 (rescheduled from January 31). Christian will lay out practical steps to take and provide real life examples to help you on your low carbon journey. [Register today](#).

Did you know the [Canoe Procurement Group](#) has a monthly newsletter? [Click to subscribe](#) and stay up-to-date on program developments and exciting new offerings.

The BPS Energy Reporting season is officially underway. Municipalities must report their 2024 energy consumption by July 1 under [O.Reg 25/23](#). Contact bpssupport@ontario.ca for more information. If you are an EPT subscriber, this information can be easily downloaded from our software and uploaded to the portal. If you also use our [natural gas](#) or [electricity](#) programs, this data has been automatically imported into EPT - no data entry required.

Municipal Wire*

As the Province has faced considerable snowfall, there is an elevated risk of flooding in some communities. The Electrical Safety Authority has key messages regarding [Flood Safety](#) for communities and individuals so that they have the right information available in the event of a flooding event to keep

residents safe.

The Ontario Business Improvement Area Association has [released a toolkit](#) to promote a national “Shop Main Street Canada, Support Local” initiative.

The Governance & Nominating Committee of the Ontario Professional Planners Institute invites individuals to step up and make a difference by serving on OPPI Council. Applications are due by March 31. For more information and how to apply, [click here](#).

The Boltzman Institute is hosting a seminar at the University of Toronto on March 20 exploring the question “[Should Ontario municipalities be required to engage in heating planning?](#)”

Careers

[Digital Communications & Marketing Coordinator - Association of Municipalities of Ontario \(AMO\)](#).

Closing Date: March 28, 2025.

[Chief Financial Officer & Director of Corporate Services - Town of Innisfil](#). Closing Date: March 28, 2025.

[Supervisor, Enforcement Services - City of Vaughan](#). Closing Date: March 27, 2025.

[Waste Reduction and Diversion Specialist – Bilingual - City of Greater Sudbury](#). Closing Date: March 20, 2025.

[Licensed Mechanic - Town of Oakville](#). Closing Date: March 20, 2025.

[Clerk and Council Support Specialist - City of Peterborough](#). Closing Date: March 17, 2025.

[Elections Supervisor - City of Peterborough](#). Closing Date: March 17, 2025.

[Sr. Financial Analyst 2, Budgets - Region of Durham](#). Closing Date: March 30, 2025.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

March 11, 2025

Mayor Giguère and Township of Malahide Council
Township of Malahide
87 John Street South
Aylmer ON N5H 2C3

Mayor Giguère and Township of Malahide Council,

Re: Relocation of the Aylmer Library Branch to the East Elgin Community Complex

At its meeting held on March 11, 2025, Elgin County Council passed the following resolution:

“Moved: Deputy Warden Ketchabaw
Seconded: Councillor Hentz

RESOLVED THAT Elgin County Library staff be authorized to lead a community consultation process regarding future accommodation of the Aylmer branch of the Elgin County Library at the East Elgin Community Complex before the end of May 2025 as outlined in the March 11, 2025 report titled “Community Consultation Process for Relocation of Aylmer Library Branch” from the Director of Community and Cultural Services and in response to the resolution on this matter approved by Township of Malahide Council; and

THAT a summary of the outcome of this consultation process be provided to County Council and Councils of the Township of Malahide and Town of Aylmer as soon as feasible; and

THAT recommendations received from Aylmer Town Council as contained in Town of Aylmer CAO Report 09-25 as attached be received and filed; and

THAT copies of this report be circulated to the Councils of the Town of Aylmer and Township of Malahide.

Motion Carried.”

A copy of the report titled “Community Consultation Process for Relocation of Aylmer Library Branch” from the Director of Community and Cultural Services is attached as information.

If you have any questions, do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read 'G. Jones', written in a cursive style.

Warden Grant Jones

warden@elgin.ca

519-671-0182



Report to County Council

From: Brian Masschaele, Director of Community and Cultural Services

Date: March 11, 2025

Subject: Community Consultation Process for Relocation of Aylmer Library Branch

Recommendation(s):

THAT Elgin County Library staff be authorized to lead a community consultation process regarding future accommodation of the Aylmer branch of the Elgin County Library at the East Elgin Community Complex before the end of May 2025 as outlined in the March 11, 2025 report titled "Community Consultation Process for Relocation of Aylmer Library Branch" from the Director of Community and Cultural Services and in response to the resolution on this matter approved by Township of Malahide Council; and,

THAT a summary of the outcome of this consultation process be provided to County Council and Councils of the Township of Malahide and Town of Aylmer as soon as feasible; and,

THAT recommendations received from Aylmer Town Council as contained in Town of Aylmer CAO Report 09-25 as attached be received and filed; and,

THAT copies of this report be circulated to the Councils of the Town of Aylmer and Township of Malahide.

Introduction:

At the January 28, 2025 meeting, Elgin County Council endorsed relocation of the Aylmer branch of the Elgin County Library to the East Elgin Community Complex (EECC). County Council also requested endorsement of this proposed relocation by Aylmer Town Council. This report updates County Council on this request and also provides a framework for a consultation process that will inform next steps in the process to relocate to the complex.

Background and Discussion:

Aylmer Town Council considered County Council's request for an endorsement in principle to relocate the Aylmer branch of the Elgin County Library to the East Elgin Community Complex at their February 5, 2025 meeting. This discussion and ensuing outcome can be viewed [here](#). Town Council did not formally consider the matter of endorsement, rather passing a motion that County Council "establish a committee to undertake public engagement from residents of Malahide and Aylmer on the library and their proposal to move the library to the East Elgin Community Complex".

The historical overview previously shared with both Elgin County Council and Aylmer Town Council outlined the efforts of past Town-led committees to explore options on expanding the branch, either at the current location or other locations (including the complex as recently as 2017). These previous committees have not been able to achieve tangible action on the matter and, in fact, have only revealed considerable division on how best to proceed. Despite Town Council's current request, there are no signs that such a committee if formed once again would achieve a different result even if led by the County. In any case, County Council has provided staff with direction to explore relocation to EECC as the primary solution.

It is recommended that Elgin County Library staff lead a community consultation process focused on the opportunities and challenges associated with relocation to the complex. Proposals for alternate locations and/or expansion to the current Old Town Hall location could be received as part of this consultation process but the focus would be on moving ahead with County Council's current direction on this matter. The following is a proposed framework for this consultation process:

- A public survey through Engage Elgin that will seek public feedback on the proposed relocation and the types of services that County residents would like to see delivered by the Aylmer branch in the future.
- A public meeting led by Elgin County Library staff sometime in late April or early May hosted at EECC. This would include a presentation led by the Director of Community and Cultural Services and library staff on challenges being experienced due to the size of the current location, space and service needs relative to library planning guidelines, how these space and service needs can be addressed through relocation to the complex, the County's leasing framework with local municipal partners and how library expansion projects are generally financed and funded.
- A suggestion box at the Aylmer branch, other library branches and at the complex that would be available for a period of up to three weeks.

Financial Implications:

No additional funds are required to proceed with the proposed consultation process as outlined.

Alignment with Strategic Priorities:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input checked="" type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Local Municipal Partner Impact:

Township of Malahide Council approved a motion at their meeting held February 20, 2025 as attached supporting a consultation process through an open, public forum with a focus on relocation to the complex. This motion, discussion of which can be viewed [here](#), further supports the recommended approach being proposed to County Council on this matter. A summary report from the public consultation process will be compiled for presentation to County Council and Councils of the Township of Malahide and Town of Aylmer as EECC stakeholders. The results would also be made public through this process, after which County Council will have an opportunity to deliberate on the feedback received.

Communication Requirements:

The community consultation process will be widely advertised through local media, the County’s social media accounts and within library branches.

Conclusion:

Staff are recommending that a community consultation process take place based on County Council’s direction in principle to relocate the Aymer branch of the Elgin County Library to EECC. The results of this process will then be communicated back to County Council, Councils of both Aylmer and Malahide and the public before the end of May of 2025 which will then inform next steps in the process to relocate the branch.

All of which is Respectfully Submitted

Approved for Submission

Brian Masschaele
 Director of Community and
 Cultural Services

Blaine Parkin
 Chief Administrative Officer/Clerk



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

February 7, 2025

Warden Grant Jones and Elgin County Council

Via email: CAO@elgin.ca; kthompson@elgin.ca

Re: Relocation of the Aylmer Library Branch to the East Elgin Community Complex

Warden Grant Jones and Elgin County Council,

At their Regular Meeting held on February 5, 2025, Town of Aylmer Council passed the following resolution:

Resolution No. 36-25

Moved by Deputy Mayor Barbour and seconded by Councillor Oslach:

Whereas the Town of Aylmer desires for full consideration of all viable locations for the Aylmer library with consideration for public engagement and input on options before the Town of Aylmer, the Township of Malahide, and Elgin County;

That Report CAO 09-25 entitled Elgin County Council Correspondence – Relocation of the Aylmer Library be received for information; and,

That Aylmer Council express their appreciation to Elgin County Council for reviewing and advancing the issue of a new location for the library; and,

That Aylmer Council recommend to Elgin County Council that they establish a Committee to undertake public engagement from residents of Malahide and Aylmer on the library, their proposal to move the library to the East Elgin Community Complex and other possible options for the library's location; and,

That this recommendation be provided to Elgin County Council and the Township of Malahide for consideration.

The motion is Carried.

A copy of the report titled "Elgin County Council Correspondence – Relocation of the Aylmer Library" from the Chief Administrative Officer is attached as information.



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

Thank you for your consideration,

Owen Jaggard
Owen Jaggard

Director of Legislative Services/Clerk | Town of Aylmer

46 Talbot Street West, Aylmer, ON N5H 1J7

519-773-3164 Ext. 4913 | Fax 519-765-1446

ojaggard@town.aylmer.on.ca | www.aylmer.ca

CC:

Blaine Parkin, Chief Administrative Officer (CAO)

Katherine Thompson, Manager of Administrative Services/Deputy Clerk

Attached: Report CAO 09-25 Elgin County Council Correspondence – Relocation of the Aylmer Library



Alternative formats and communication support available upon request. Please contact clerks@town.aylmer.on.ca or 519-773-3164 for assistance.

Date	January 30, 2024
To	Council – February 5, 2025
From	Andy Grozelle, Chief Administrative Officer
Report No.	CAO 09-25
Report Title	Elgin County Council Correspondence – Relocation of the Aylmer Library

Recommendation

That Report CAO 09-25 entitled Elgin County Council correspondence – Relocation of the Aylmer Library be received for information;

And, That Aylmer Council express their appreciation to Elgin County Council for reviewing and advancing the issue of a new location for the library;

And That Aylmer Council recommend to Elgin County Council that they establish a Committee to undertake public engagement from residents of Malahide and Aylmer on the library and their proposal to move the library to the East Elgin Community Complex;

And That this recommendation be provided to Elgin County Council and the Township of Malahide for consideration.

Executive Summary

The Town is highly appreciative of Elgin County Council for advancing the issue an improved library services for the communities of Malahide and Aylmer. Public engagement and input are essential to any change of this nature. The Town is also aware that a private business location would like to be considered as well for a new

library location and in fairness to all it is important to consider this to avoid favouritism of existing publicly owned infrastructure. Staff believe it is an appropriate request that Elgin County Council establish a Committee to work through the public input phase and consider any other proposals for library relocation that may be submitted prior to making recommendations to Elgin County Council upon next steps.

Background

The Town is again appreciative of Elgin County Council of advancing this matter. This issue has a long history, and it is not the intention of staff to rehash what has been relayed to Council in previous reports. This issue most recently came forward on September 18, 2024, when Aylmer Council heard a report from the Dalene van Zyl, local branch supervisor outlining Elgin County's concerns and complaints with the Old Town Hall library location. Direction was provided to staff to investigate and report back to Council. The subsequent staff report included a request to the County serving as the Library Board to establish a Committee to bring stakeholders together and work upon a strategy to advance this matter.

The attached correspondence from the County Council suggesting the advancement of the EECC as a library location is the outcome of this effort.

Analysis

Establishing a committee will provide a forum for stakeholders to gather and provide independent advice, based on public input and engagement, on the Aylmer library to Elgin County Council and its partner municipalities. Given the extensive history of the library in Aylmer, staff maintain public input and engagement in the form of a dedicated committee is required. The Town of Aylmer does not provide library services, and the relationship is simply that of a landlord/tenant. Despite this, the Town does have a vested interest in the advancement of culture, education and access to services within our community.

Stakeholders in this issue go beyond the Town. Given the high utilization of library services by residents in Malahide Township, they also have a large role to play. Town staff believe this makes it critical for Malahide residents to have input and engagement upon this issue, and that such efforts are not directly managed by the Town of Aylmer. Leadership from the County in their role as the Library Board is important to assessing input and making recommendations to Elgin County and the member municipalities.

The Town of Aylmer did not intend any offence by referencing governance as a potential issue with local library services. It is a fact that in the 1980's the local library board was dissolved and that same legislation established Elgin County Council as the Library Board. This conferred all the obligations and responsibilities of a library board directly on Elgin County Council. Such legislative changes occurred throughout the 1980's to early 2000's and were commonly associated with council's serving as boards

of health. In most instances municipalities would establish separate terms of reference and conduct separate meetings. This highlights the ability for a board to make decisions that may later be reviewed and not supported by the municipality.

Although not applicable to Elgin County, the province has established a preference for library boards with a large degree of independence. This is evident in the *Public Libraries Act R.S.O. 1990, Chapter P.44* which limits the amount of council members appointed to library boards to less than a majority. In the context of Aylmer's request to Elgin County Council, the establishment of a committee is not a large request, but represents a small step to allow for some review and analysis to occur independently prior to recommendations coming forward to County Council. The Town does not believe the issue of a new library location necessarily requires such a review and apologize if that was the sentiment that County Council was left with from the Town's request.

It is important to highlight that the Town of Aylmer has no capital funds assigned to any library redevelopment. 2024 and 2025 also represent record years of capital investment in growth and replacement of existing infrastructure by the Town. As a result, our reserves are depleted and we have limited capacity to entertain new projects.

As the County's largest urban settlement area, it is important that Elgin County invest in the Town of Aylmer to support broader regional growth and development. Common-sense economic development logic establishes that investing in urban communities serves as a catalyst to support growth with broad benefits to an entire region. Supporting urban communities helps everyone through increasing the available assessment base at both tiers and improves regional service provision.

Aylmer is unique in the low amount of funds transferred back to the community because of the limited County infrastructure in the Town. It is important for the Town to continue to apply consistent pressure on County Council to step outside of policies that are focused on providing support to rural roads, culverts, and bridges. County Council is ultimately the body charged with addressing unique circumstances where policies fall short, and exemptions are merited. It is important for Aylmer Council to continue to advocate for the County to come forward with some form of a new deal for our community and/or investments beyond what has historically been considered. Aylmer is a thriving urban community, however we do still require support and investment that are similar in value to those provided to the surrounding rural areas. Aylmer should not become a have not community because we are placed in a position where we have to either go it alone or not proceed with projects.

Conclusion

Town staff are highly appreciative of Elgin County Council advancing this issue. Staff believe it is important to undertake engagement and diligence on potential locations for any library move. We are recommending that Elgin County Council establish a committee to begin this process.

Attachments

Attachment A – Letter -Re: Relocation of the Aylmer Library Branch to the East Elgin Community Complex

Respectfully submitted,

Andy Grozelle
Chief Administrative Officer

87 John Street South
Aylmer ON N5H 2C3
Phone: 519-773-5344
Fax: 519-773-5334
www.malahide.ca

**the TOWNSHIP of
MALAHIDE**
A proud tradition, a bright future.



February 24, 2025

Warden Jones & Elgin County Council
c/o Katherine Thompson - Manager of Administrative Services/Deputy Clerk
& Brian Masschaele – Director of Community and Cultural Services
(sent via email: kthompson@elgin.ca and bmasschaele@elgin.ca)

RE: Relocation of the Aylmer Library Branch to the East Elgin Community Complex

Please be informed that the Township of Malahide Council, during its meeting on February 20, 2025, approved the following resolution:

"Moved By: Sarah Leitch
Seconded By: Mark Widner

WHEREAS the Township has received correspondence from the County of Elgin and the Town of Aylmer regarding the relocation of the Aylmer Library Branch to the East Elgin Community Complex;

THEREFORE BE IT RESOLVED the Township of Malahide receives the correspondence and supports the opportunity to participate in discussions regarding the relocation, suggesting that these discussions occur in an open, public forum rather than through the establishment of a committee.

Carried"

Please do not hesitate to contact me if you require any further information.

Respectfully,

Allison Adams,
Manager of Legislative Services/Clerk



FROM THE COUNCIL CHAMBERS

MARCH 11, 2025

COUNCIL MEETING





1

Shaping the Future: Aylmer Library Relocation Consultation

On January 28, 2025, Elgin County Council endorsed, in principle, relocating the Aylmer Library to the East Elgin Community Complex (EECC).

On March 11, 2025, County Council directed staff to proceed with a consultation process, which will include a public survey via the County's engagement website, *Engage Elgin*. Additionally, a public meeting will be held at the EECC in late April or early May, and a suggestion box will be available at various public locations for three weeks.

Follow Elgin County's social media to stay informed about the consultation process. The results will be shared with both Councils and the public by May 2025 to guide next steps.



Planning for the Future: Elgin County Growth Forecast Update

Elgin County is updating its population and employment forecasts to account for growth related to the Volkswagen EV battery plant in St. Thomas and other regional development. Key findings from the contracted firm, Hemson Consulting, include:

- Population expected to reach 141,600 by 2051, an increase of 9,500.
- Most growth will occur in Central Elgin and Aylmer.
- A deficiency of land has been identified in Aylmer.
- Central Elgin also faces a deficit and an expansion of the Norman-Lyndale settlement is being considered.

County Council directed staff to incorporate the updated population and employment forecasts into the Official Plan and present these changes to County Council prior to the submission to the Ministry of Municipal Affairs and Housing.



3

Terrace Lodge Fundraising Milestone: Moving to the Next Phase

After five years of dedicated effort, the Terrace Lodge Redevelopment Fundraising Committee has successfully reached its goal of raising \$492,682 to enhance the new Terrace Lodge Long-Term Care Home with "The Comforts of Home" for residents.

As the redevelopment nears completion, the Committee is shifting from fundraising to governance and oversight. They will guide the use of funds, ensuring proper allocation and reviewing any necessary adjustments.

The Committee will meet twice a year and will disband once all funds are used or by December 2026. County Council approved the updated Terms of Reference for the Committee's new mandate.



4

Elgin County Council Approves 2025 Budget: Focusing on Infrastructure, Growth, and Prosperity

Elgin County Council has greenlit the 2025 Business Plan and Budget, which includes a \$49.8 million tax levy. This decision leads to a property tax increase of 1.49%, equating to increase of approximately \$24.56 for a median-assessed home.

Key Budget Highlights:

- \$3.5M investment in reconstructing Fingal Line at Port Talbot Hill (Dutton Dunwich)
- Completion of Terrace Lodge redevelopment for improved long-term care services
- Upgrades to processes and information systems for better transparency

Elgin County is committed to a sustainable, thriving future. To read the full Business Plan & Budget, please visit: EngageElgin.ca/2025BusinessPlanBudget.



Next Council Meeting:



MARCH 25, 2025



9:00 AM



Stay Connected With Us:



elgincounty.ca



[@ElginCounty](https://www.facebook.com/ElginCounty)



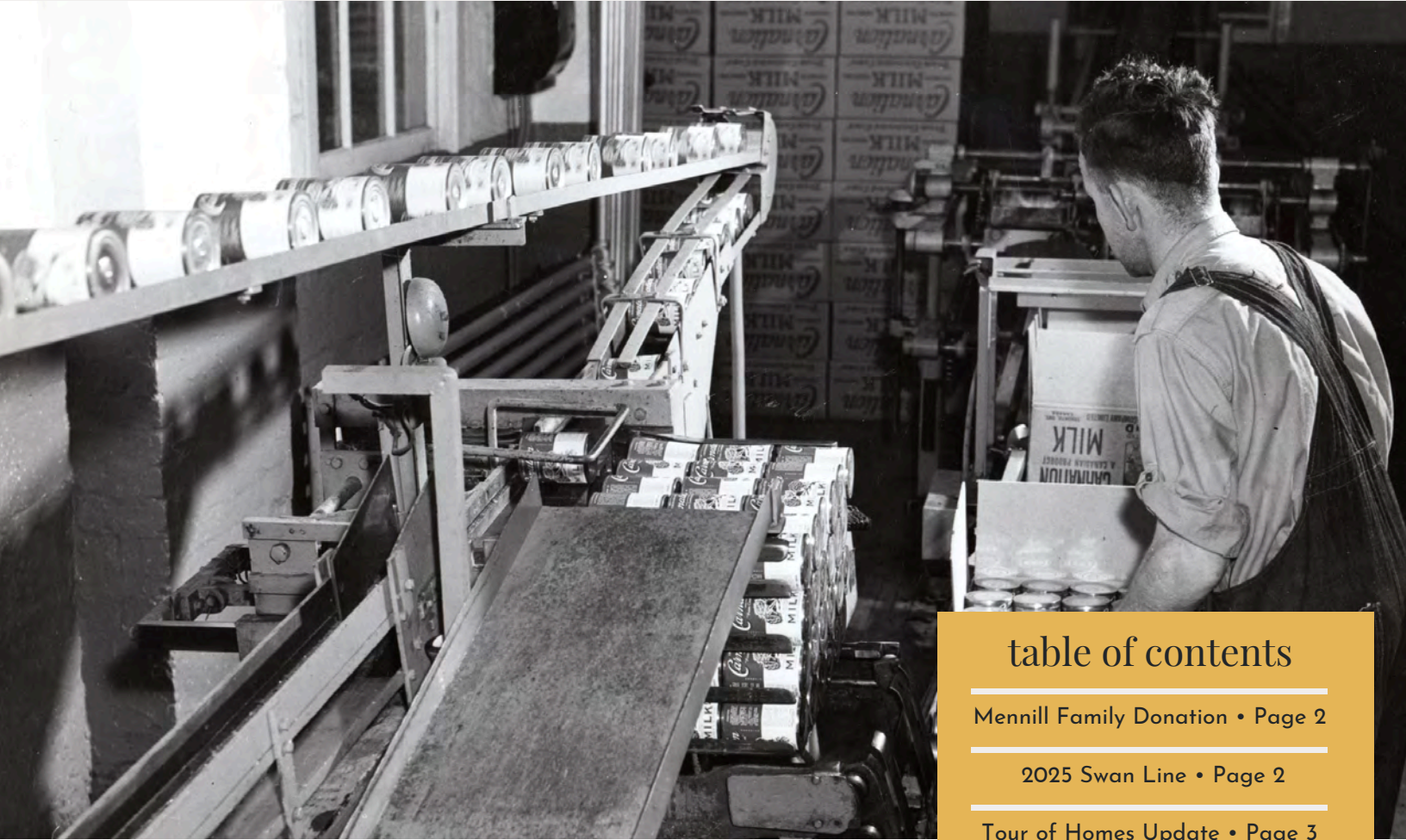
[@ElginCountyTourism](https://www.instagram.com/ElginCountyTourism)



[@ElginCounty](https://www.youtube.com/ElginCounty)

News from the AMMA

March - April 2025



From Farm to Factory

We reopen for the season on April 14 with our newest exhibit, *From Farm to Factory*. This exhibit explores the history of industry in Aylmer and Malahide, considering the role that Carnation Milk, the Aylmer Canning Company, and Imperial Tobacco played in our local economy and community.

The exhibit will be open Monday to Friday, 10 am to 5 pm. Evenings and weekends are by appointment. Regular weekend hours for this exhibit will begin in the summer.

We would love to have your help in sourcing artifacts for this exhibit! We're looking for items like merchandise, uniforms, and products produced by these companies. We're especially interested in anything you or a loved one collected while working for one of these companies. Please reach out if you're interested in loaning items for display!

table of contents

Mennill Family Donation • Page 2

2025 Swan Line • Page 2

Tour of Homes Update • Page 3

South Dorchester Optimist
Donation • Page 3

50/50 Raffle • Page 4

Then and Now • Page 4

New Acquisitions • Page 5

From Our Archives • Page 5

New Building Updates • Page 5

Upcoming Events • Page 6

Volunteer Updates • Page 6

Memberships, Sponsors,
Supporters • Pages 7-10

An Incredible Donation from the Mennill Family!

Dave and Judy Mennill kindly donated \$100,000 to the Relocation Fund!

We are thrilled to share the wonderful news that the Mennill family has made an extraordinary donation of \$100,000 to our Relocation Fund. On behalf of our entire team, we extend our deepest gratitude to the Mennills, including Dave and Judy Mennill, who made this donation on behalf of their family and their parents.

In recognition of their extraordinary generosity, we are proud to announce that our new downtown location will feature the Mennill Family Conference and Research Room. Designed to be a versatile, rentable venue, the room will host local groups and businesses, providing a welcoming space for meetings and community gatherings. It will also feature our extensive reference library of local history books, as well as access to our digitized database of artifacts and archival materials.

Dave and Judy Mennill have long been supporters of our museum and active members of our community. In addition to operating their tobacco farm, Judy was a much-beloved teacher at Assumption Catholic School, and Dave was a successful politician (being a Mayor of Malahide and a Warden of Elgin). We were also extremely lucky to recently receive a collection of items formerly belonging to Joseph and Marjorie Mennill, Dave's parents. As a navigator with the RCAF in WWII, Joe was captured by German forces and kept as a prisoner of war for 2.5 years. The Mennills kindly donated a collection of Joe Mennill's wartime letters, including those he sent as a prisoner of war. We're very excited to be able to preserve and document these records, to serve as a resource for our community for decades to come. The Mennills also gifted us the "Do Nothing Dress", a sample of Marjorie Mennill's extraordinary craftsmanship.

The Mennill family's unparalleled generosity has laid the foundation for both a bright future for our museum and a renewed commitment to our community's heritage. Once again, we extend our heartfelt thanks. Their generosity will resonate for years to come, ensuring that our museum remains a vibrant center of learning, collaboration, and historical preservation. We look forward to sharing more updates as our project progresses and, one day soon, to welcoming community members into the brand-new Mennill Family Conference and Research Room!

To read more about the donation visit our website!



Left to right: Dave Mennill, Judy Mennill, Office Manager Kathi Vandermeer, Director Mary Hamm, Finance Chair Larry Jeffery. Image courtesy of Rob Perry, Aylmer Express.

2025 Swan Line 519-773-7926

The swans have arrived in the Aylmer Wildlife Management Area on their annual migration from their wintering grounds around Chesapeake Bay to their mating grounds in the high Arctic.

The Tundra Swan Line (519-773-7926 (SSE-SWAN)) began in 1985 as a community service to update swan fans and birdwatchers on the migration of the Tundra Swan. Early each spring, the Elgin Stewardship Council (ESC) begins to track the swans as they migrate through our area, stopping off at the Aylmer Wildlife Management Area, where the ESC volunteers feed and monitor the swans daily.

Eastlink provides this complimentary phone line, and museum staff volunteers update the daily messages with the current swan count and relevant information. For more information on the Tundra Swan Line, and for daily swan numbers, visit aylmermuseum.ca/swan-line.

Tour of Homes Update

A heartfelt thank you!

The Aylmer-Malahide Museum & Archives Tour of Homes Committee would like to extend a heartfelt thank you to everyone who made the Tour of Homes such an incredible success! We had a record year, raising over \$21,000 for our general operating fund, and we couldn't have done it without your support.

Save the date for the 2025 Tour of Homes: The weekend of November 14th to 16th, 2025!

A Heartfelt Thank You!

A special thank you to the homeowners for showcasing their homes on the tour!

Julie and Chris Cox Mary and Frank Giesbrecht Nicole and Jeff Wiebenga
 Jodi and Adam Gardner Tracy and Pat Goris Cathie and Ron White

The Tour of Homes Committee & Decorators

Bozena Boadway Yvonne Gavey Barb Pede Gail van Kasteren
 Linda Charlton Larry & Jacquie Jeffery Kara Stanley Tricia Van Gorp
 Julie Cox Sandra Nesbitt Michele Toth Deb Waite

Merchants, Contributors, Sponsors, and Ticket Sellers

Advanced Stainless	From the Meadow	Oswell Chiropractic Centre
Allan Cross	Gay Lea Dairy Museum	Patzees Floral Scapes
APAC	Goodwills	Paul Bode
AP Floral	Grace McKellar	Pet Valu
A Little off the Top	Grandma's Oven	Phil Bentley
Arrow Motors	Graham Scott Enns	Pincroft Pottery
Aylmer Express	Hills Pharmacy	Railway City Brewing Co.
Butter Me Up Soap Company	Home Hardware	Robert Q Travel
Campbells II	IDA Aylmer	Roszell's Furnishings
Canadale	IGPC	Ruby's Cookhouse
Canadian Tire	InStyle Salon & Spa	Ryan's No Frills
Christa and Bert Brouwer	Jackpot Time	Scotiabank
Clovermead Apiaries	Johnny's Restaurant	Shackelton Landscaping
Divas & Dudes Hair Care	Lux Salon and Spa	Sherry Gray Hair
Doug Tarry Homes	Mary Jane's Hair Design	Spare Moments Craft Supplies
Doyle Prendergast	McDonald's Aylmer	Sparta Lavender Farm
Driver Realty	McTaggart Armstrong Insurance	Spicer's Bakery
Durkee's Ltd.	Miller's Your Independent Grocer	Tillsonburg Garden Gate
Family Flowers	Minerva Art Gallery	Yoh Issaraanatipong
First Impressions	Mugford's Shoes & Clothing	Yvonne Gavey
Flower Fountain	Nadia Verhaeghe	

Thank you to all of the volunteers in houses who helped the tour run smoothly!



Many thanks to the South Dorchester Optimists!

The Aylmer-Malahide Museum & Archives extends heartfelt thanks to the South Dorchester Optimist Club for their generous \$1,000 donation to our general operating fund. This support is vital to preserving our community's history and ensuring it remains accessible through our exhibits, programs, and collections. We deeply appreciate their commitment to enriching our community and helping us bring local heritage to life for future generations. Thank you!

Right: Museum Collections Manager Sarah Bentley, Optimist Brooke Ostrander, and Optimist Ken Nesbitt



50/50 Raffle

Raffle #6

Congratulations to our previous raffle winner Janice who took home \$135 during our last raffle! We're excited to announce our next online 50/50 raffle fundraiser will begin January 2, 2025. 50% of the money raised through ticket sales will be awarded to the winner of the draw, and 50% will go towards our relocation project. Tickets available now!



3 for \$10
10 for \$20
50 for \$50
200 for \$100



Sales begin: January 2, 2025

Sales end: March 30, 2025

Draw date: March 31, 2025

Thank you for your support!

We're partnering with the RaffleBox platform to facilitate this fundraiser. Tickets are available at rafflebox.ca/raffle/aylmermuseum or by scanning the QR code above.

Lottery license #RAF1375246



50/50 RAFFLE

Benefitting
the Aylmer-Malahide
Museum & Archives'
Relocation
Project

ONLINE
TICKET SALES
ONLY

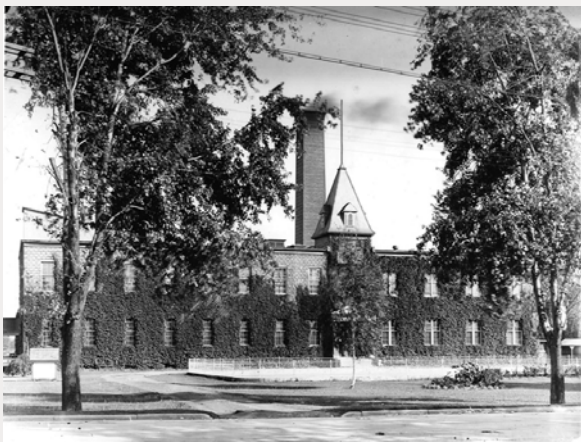
Win big while
supporting
a great cause!

Then and Now

Aylmer Condensed Milk Co. /
Carnation Milk

Then: Pictured here is the Carnation Milk Factory c. 1916 (left) and c. 1966 (centre). To learn more about the history of the Aylmer Condensed Milk Co. and Carnation Milk, visit our upcoming exhibit *From Farm to Factory*.

Now: Photograph of the vacant lot on John St. N. where the Carnation factory previously sat.



New Acquisitions

November 2024

At our acquisition meeting in November, we accepted 42 artifacts from five donors into our collection. One notable donation contained a collection of dairy-related memorabilia from the Aylmer area. We were able to accession quite a few items, seen here, from Glover's Dairy, a locally-owned and operated business.

A special thank you to Acquisition Committee members Pat White, Kelly Pearson, Deb Addley, Jim McCallum, and Allan Cross for their assistance and expertise every month!



From Our Archives 100 Years Ago

Photograph of five men on stage with musical instruments. One man is sitting behind a drum set and another is at a piano. The other men are holding various instruments including a saxophone, banjo, guitar, and violin. The backdrop on the stage features a forest. On the left are signs for "Fox Trot" and "Fetterleys Five Acres Aylmer Ontario". Handwritten on the reverse is "Eastern Star Dance at the Town Hall, Aylmer Ontario March 5, 1925."



New Building Updates

After reviewing our draft Building Condition Assessment, the museum decided to ask our engineering firm if destructive testing may help us narrow down the extent of the renovations we expect to undertake. We met with representatives of the firm on February 25, 2025, and made plans to cut a series of 20 holes in the drywall throughout the building to assess its structural integrity. We expect to be able to patch, putty, and re-paint these holes before our next pop-up exhibit in this location. Afterwards, we should have a more informed cost estimate and game plan for the next stage of the project.

Staff were able to finalize a desired floor plan for the building, and forwarded the plan to our architects for analysis.

The Relocation Fund currently contains approximately \$230,000.



260 Upcoming Events



Exhibit Open

Our upcoming exhibit, *From Farm to Factory* opens April 14 at our 14 East St. location.



First Day of the Season

We reopen for the season on April 14! Stop see our featured exhibit, *From Farm to Factory*.



50/50 Raffle

We're hosting a sixth online 50/50 to support our Relocation Project! Ticket sales will be from January 1 to March 30 with the draw taking place March 31. For more information or to purchase tickets see:

rafflebox.ca/raffle/aylmermuseum



Yard Sale

Stay tuned for information about an indoor sale at our 75 Talbot St. E. location. If anyone has anything they'd like to donate to our sale, they're welcome to schedule a time with us to drop it off!



Oh-Oh

Stay tuned for details about a pop-up exhibit showcasing the work of Ron Allen. Details and dates to be confirmed shortly!

Volunteer Updates

by Sarah Bentley, Interim Volunteer Coordinator

A huge thank you for all of the incredible work our volunteers put into 2024! Tallying up all of your hard work, volunteers contributed:

- 156 hours to board and committee meetings
- 118 hours to bingo assignments
- 296 hours to cataloguing and collections management
- 498 hours to database entry
- 156 hours to exhibit setup and supervision
- 297 hours to events and fundraisers
- 715 hours to the Tour of Homes
- 29 hours on miscellaneous tasks

Totalling 2,265 volunteer hours in 2024.

Extra special thanks to those of you who came together to make the 2024 Tour of Homes possible! This was our most profitable year yet, and we couldn't have done it without all of your time and dedication.

Director James McCallum is still hard at work on digitizing our archives! He currently has 8,283 database records to his name.

Thank you, Jim!

If you'd like to start volunteering with us, we would love to have you! Call us at (519) 773-9723 or email me at collections@aylmermuseum.ca.



Deb Waite and Michele Toth of the Tour of Homes Committee. Image courtesy of Linda Charlton (also of the Tour of Homes Committee).

Membership, Sponsors, and Supporters



**H.A. KEBBEL
FUNERAL HOME**

119 Talbot Street East
Aylmer, Ontario N5H 1H3
(519) 773-8400
email: kebbel@eastlink.ca

FUNERAL DIRECTORS kebbelfuneralhome.com

Herb Kebbel | Bob Kebbel



GRAHAM SCOTT ENNS LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

Michael Stover, CPA, CA
President - Michael S. Stover CPA Professional Corporation
Partner

mstover@gsellp.com Direct 548.482.5569

450 Sunset Drive, St. Thomas, ON N5R 5V1 519.633.0700
25 John Street, Aylmer, ON N5H 2C1 519.773.9265
www.grahamscottenns.com




BUYING OR SELLING?
Work with a community minded, experienced realtor


Jeff Wiebenga
BROKER



calljeffnow@eastlink.ca
519 773 8800  

OVER 35 YEARS REAL ESTATE EXPERIENCE

CALLJEFFNOW.COM



showcase
EAST ELGIN REALTY INC. brokerage

51 Talbot St. East Aylmer, Ont. N5H 1H3
p. 519 773 8800 f. 519 773 8809
showcaseeastelgin.com info@showcaseeastelgin.com

JACKPOT

TIME

GAMING ENTERTAINMENT



DUFF'S GARAGE
GENERAL REPAIRS & MAINTENANCE

Email: duffsgarage@amtltd.com

380 Talbot St. E. (519) 773-8500
Aylmer, Ont. N5H 1J5



STEELWAY
BUILDING SYSTEMS

**McNAUGHTON
FARM DRAINAGE LTD.**

Wilfrid and Rhonda McNaughton

 (519) 765-4400

Box 131, R.R. #2 
Springfield, ON N0L 2J0

Membership, Sponsors, and Supporters

Proud Sponsor
McTAGGART ARMSTRONG
INSURANCE
BROKERS

HOME • AUTO • FARM • BUSINESS

519-773-8401 Aylmer, Ontario 



dalcoenergy
sustainable pioneers | **Canada**



eastlink

 Like us on Facebook: facebook.com/AylmerMalahideMuseumArchives  Follow us on Instagram: instagram.com/aylmermuseum

Membership, Sponsors, and Supporters



Springfield Swans

~ are members of Swans Ontario, a service organization that provides help and assistance to the community by volunteering. To assist those in need ~ to support fellow members ~ someone who offers their hand in friendship willingly. Are part of a team that strives to make a difference in the community through fundraising, service work, making donations and having fun! Springfield Swans maintain the Mary H Pearson Memorial Garden (Cenotaph Park, Springfield), host an annual Senior's "Christmas in July" event and a monthly Senior's afternoon on the second Tuesday of each month. Donations primarily are kept to local ventures, and include the school, fire department, parade, Fun Day, and area charities like the Aylmer Museum. Fundraising is varied and includes an annual Community Beef Supper (each year in support of a new charity), Bake Sales, Community Birthday Calendars and assignments at Jackpot Time Entertainment Centre in St Thomas. Anyone who is 18 years of age or older, who is service minded and invited into the club may be a member.

"Volunteering for a Better Community"

Check out our Facebook Page: Springfield Swans Club - Ontario — PO Box 179, Springfield, ON N0L 2J0



Two Great Locations To Serve You Better!

HILLS DOWNTOWN
35 TALBOT ST. E.
519-773-9263

HILLS CLINIC
420 TALBOT ST. W.
519-765-2880

www.hillspharmacy.ca

Rx PharmaChoice *Advice for Life*

Goodwill's usedcars.com
Over 250 used vehicles to choose from
We Finance

Aylmer • Ontario

SALES 519 765-1047 SERVICE 519 773-9607

Membership, Sponsors, and Supporters

2025 Friend of the Museum

Judy Anderson
 Jessie Charlton
 Chris Dancey
 Ann Donkers
 Susan Graves
 Sylvia Hall
 Mike & Penny Hilliker
 Lynn Johnston
 John & Henrietta Karn
 Ella Killough
 Mary Jane Lampman
 Bill Murch
 Beth Phoenix
 Ron & Colleen Sawyer
 Kathi Vandermeer
 Edie Vindasius
 Ken & Mary Wilson

2025 Supporter

Dennis & Bozena Boadway
 Shirley Fallowfield
 Robert Habkirk
 Melanie MacNeil
 Patrick & MaryAnn Hunter
 Donald Kunz
 Carolyn Pasquier
 Kim & DJ Smale
 Bertha Strickland
 Kathleen & Harvey Tribe
 Catholic Women's League

If you have not paid your 2025 membership and still wish to do so, please contact Kathi at officemanager@aylmermuseum.ca.

2025 Founder

Linda & Tom Charlton
 Rebecca Horeth & Reilly Ragot
 Doreen & Jim MacIntyre
 Dave & Judy Mennill
 Kelly Pearson

2025 Benefactor

Deb & Carl Bagshaw
 Goodwill's Used Cars
 Keith & Anne Howe
 Larry & Jacquie Jeffery
 Rosemary Kennedy
 Susan Kyle & John Beekman

2025 Associate

Rhonda & Wilf McNaughton
 Marvin Ryder
 Knights of Columbus
 Tom Hill

2025 Sponsors

Aylmer Canadian Tire
 Aylmer & Area Community Foundation
 Aylmer Legion
 Canadian Museum Association
 Canada Summer Jobs
 Community Foundations of Canada
 Eastlink
 Inclusive Communities Consulting
 Springfield Swans
 Town of Aylmer
 Township of Malahide
 Ministry of Tourism, Culture & Sport
 Young Canada Works

Thank you all for your continued support!



265
LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of February 5, 2025
Approved March 7, 2025

Members in attendance:

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

Regrets:

Peter Ypma	Township of South-West Oxford
------------	-------------------------------

Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Manager of Watershed Services
Saifur Rahman, Manager of Engineering and Infrastructure
Jessica King, Social Media and Marketing Associate
Nicole Sullivan, HR Coordinator/Executive Assistant

1. Welcome and Call to Order

The Chair called the meeting to order at 6:30 p.m., Wednesday, February 5, 2025.

2. Additional Agenda Items

There were no additional agenda items.

3. Approval of the Agenda

A-17/25

Moved by J. Palmer
Seconded by S. Bentley

THAT the LPRCA Board of Directors approves the agenda as circulated.

Carried

4. Declaration of Conflicts of Interest

None were declared.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

5. Minutes of the Previous Meeting

a) Board of Directors Meeting of January 8, 2025

A-18/25

Moved by R. Weisler

Seconded by C. Van Paassen

THAT the minutes of the LPRCA Board of Directors Meeting held January 8, 2025 be adopted as circulated.

Carried

6. Business Arising

a) Letter to Honourable Graydon Smith Re: Extensions to Minister's Direction

Mike Columbus asked the Chair, Dave Beres, if there was any discussion at the ROMA conference about the Minister's Direction. Dave Beres replied that there was no opportunity to bring the issue forward.

Judy Maxwell informed the Board that during a Conservation Ontario General Manager's meeting it was made clear at ROMA that Minister Graydon had no plans on changing his direction. Robert Chambers echoed this sentiment.

A-19/25

Moved by T. Masschaele

Seconded by S. Bentley

THAT the Letter outlined in the Board of Directors agenda of February 5, 2025 be received as information.

Carried

7. Review of Committee Minutes

a) Lee Brown Marsh Management Committee, August 20, 2024

A-20/25

Moved by M. Columbus

Seconded by D. Brunton

THAT the minutes of the Lee Brown Marsh Management Committee meeting held August 20, 2024 be adopted as circulated.

Carried

8. Correspondence

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

There was no correspondence to discuss.

9. Development Applications

a) Section 28 Regulations Approved Permits (L. Mauthe)

A-21/25

Moved by S. Bentley
Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated January 29, 2025 as information

Carried

b) 2024 Permit Application Turnaround Times (L. Mauthe)

Leigh-Anne Mauthe presented the report. Dave Beres asked Leigh-Anne Mauthe if the Authority received many complaints about the turnaround times last year. Leigh-Anne Mauthe replied that there were only a few that occurred during a Resource Planner vacancy.

A-22/25

Moved by M. Columbus
Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the 2024 Permit Application Turnaround Times Report as information.

Carried

10. New Business

a) General Manager's Report (J. Maxwell)

Judy Maxwell presented the report. There were no questions.

A-23/25

Moved by T. Masschaele
Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the General Manager's Report for January 2025 as information.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

268

b) Service Recognition Program (J. Maxwell)

Judy Maxwell presented the Service Recognition Report. There were no questions.

A-24/25

Moved by J. Palmer

Seconded by R. Chambers

THAT the LPRCA Board of Directors receives the Service Recognition Report as information.

Carried

c) Timber Tender Results – McKonkey Tract (J. Maxwell)

Judy Maxwell presented the McKonkey Tract report. Mike Columbus asked staff what the budget for forestry was in 2025. Judy Maxwell informed the Board that the budget for 2025 is \$310,000.

A-25/25

Moved by S. Bentley

Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the Timber Tender report for the McKonkey Tract Block 1 and Block 2 as information.

Carried

d) LPRCA Riverine Flood Hydrology Study Update RFP (S. Rahman)

Saifur Rahman presented the Flood Hydrology Study report. Dave Beres asked if Water's Edge Environmental Solutions were the highest ranked based on the decision matrix. Saifur Rahman informed the Board that Water's Edge were the highest ranked.

A-26/25

Moved by M. Columbus

Seconded by J. Palmer

THAT the LPRCA Board of Directors approve retaining Water's Edge Environmental Solutions Team Ltd. for engineering services to update the hydrology model for the LPRCA watershed at a cost of \$49,985.00 exclusive of HST.

Carried

The closed session began at 6:48 p.m.

11. Closed Meeting

A-27/25

Moved by T. Masschaele

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

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

- A Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority.

Carried

The Board reconvened in open session at 6:51 p.m.

The closed meeting minutes of the Board of Directors Meeting of January 8, 2025 was approved in closed session.

Next meeting: March 7, 2025, Board of Directors, Annual General Meeting

Adjournment

The Chair adjourned the meeting at 6:51 p.m.

Dave Beres
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/ns

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Tom Masschaele, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma



**East Elgin Community Complex Board of Management
Minutes
February 26, 2025**

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: Major J. Couckuyt, Board Member K. Desrosiers, Board Member J. Chapman, Board Member J. Rauhe

Absent: Board Member C. Glinski, Board Member S. Lewis, Deputy Mayor P. Barbour, Board Member A. Oslach

Staff: Aylmer Director of Operations R. Johnson, Aylmer Manager of Parks and Recreation S. Wray, Aylmer Director of Legislative Services/Clerk O. Jaggard, Malahide Director of Public Works J. Godby

1. WELCOME - Chair - Mayor Couckuyt

2. CONFIRMATION OF AGENDA

(a) Confirmation of Agenda

Resolution No. 01-25

Moved by Board Member Cerna and seconded by Board Member Desrosiers:

That the Board adopts the Agenda for the meeting of February 26th, 2025 with the addition of the following:

Item 4 (a) Delegations from Sara Sweeney - Public Education Coordinator - Alzheimer Society Southwest Partners related to Report EECC 05-25; and,

Item 4 (c) Delegations from Tyler Desrosiers regarding Report EECC-01-25; And the Report EECC 05-25 and Report EECC 01-25 be reorder accordingly to items 4(b) and 4(d).

February 26, 2025

The motion is Carried.

3. DECLARATION OF PECUNIARY INTEREST

4. DELEGATIONS AND ASSOCIATED STAFF REPORTS

- (a) Sara Sweeney - Public Education Coordinator - Alzheimer Society Southwest Partners regarding Report EECC 05-25

Sara Sweeney presented to the Board regarding the partnership programming with the Alzheimer Society Southwest Partners. She responded to the questions of the Board regarding the partnership and the Alzheimer Society.

Resolution No. 02-25

Moved by Board Member Leitch and seconded by Board Member Barber:
That the delegation of Sara Sweeney, Public Education Coordinator from the Alzheimer Society Southwest Partners regarding Report EECC 05-25 be received for information.

The motion is Carried.

- (b) Manager of Parks and Recreation - Report EECC 05-25 - Alzheimer Society Dementia Friendly Community Supporter

Resolution No. 03-25

Moved by Board Member Rauhe and seconded by Board Member Chapman:

That Report EECC 05-25 entitled Alzheimer Society Dementia Friendly Community Supporter be received for information; and, That staff be directed to execute a Partnership Agreement with the Alzheimer Society recognizing the East Elgin Community Complex as a Dementia Friendly Community (DFC) Supporter.

The motion is Carried.

- (c) Tyler Desrosiers regarding Report EECC-01-25 - Arcade Games

Tyler Desrosiers presented to the Board noting concerns about the operations and status quo of the EECC generally, and in relation to the staff report addressing the Arcade Games proposal; he further outlined proposed solutions around increase programming.

Resolution No. 04-25

Moved by Board Member Rauhe and seconded by Board Member Cerna:

February 26, 2025

That the delegation of Tyler Desrosiers regarding Report EECC-01-25 respecting Arcade Games be received for information.

The motion is Carried.

- (d) Director of Operations - Report EECC 01-25 - Arcade Games

Resolution No. 05-25

Moved by Board Member Desrosiers and seconded by Board Member Cerna:

That Report EECC 01-25 entitled Arcade Games be received for information.

A motion to amend is proposed by Board Member Widner

Resolution No. 06-25

Moved by Board Member Widner and seconded by Board Member Wilson:

**That the main motion be amended through the addition of:
That the EECC Board direct staff to issue an EOI for September implementation of Arcade games for a three-month term; and
The EECC Board provided verbal direction to staff on the contents of the EOI.**

The motion is Carried.

Resolution No. 05-25

Moved by Board Member Desrosiers and seconded by Board Member Cerna:

That Report EECC 01-25 entitled Arcade Games be received for information;

**That the EECC Board direct staff to issue an EOI for September implementation of Arcade games for a three-month term; and
The EECC Board provided verbal direction to staff on the contents of the EOI.**

The motion is Carried.

5. APPROVAL OF PREVIOUS MINUTES

- (a) Minutes of the November 13, 2023 Meeting of East Elgin Community Complex Board of Management
- (b) Minutes of the November 27, 2023 Special Meeting of East Elgin Community Complex Board of Management

Resolution No. 07-25

February 26, 2025

Moved by Board Member Desrosiers and seconded by Board Member Rauhe:

That the minutes of the November 13, 2024 Regular Meeting and November 27, 2024 Special Meeting of EECC Board of Management be approved.

The motion is Carried.

6. CORRESPONDENCE

- (a) Correspondence respecting the approval of the EECC Budget from Municipal Partners

Resolution No. 08-25

Moved by Board Member Giguère and seconded by Board Member Leitch:

That the correspondence be received as information.

The motion is Carried.

7. ACTION ITEMS

STAFF REPORTS

- (a) Director of Public Works - EECC-08-24 - EECC Parking Lot Resurfacing

Resolution No. 09-25

Moved by Board Member Desrosiers and seconded by Board Member Widner:

That Staff Report EECC-08-25 be received for information, And that the EECC Board of Management direct Malahide Staff to proceed with the work described within the report; to issue a tender for full reconstruction of the parking lot utilizing the pavement structure recommended by EXP, for the completion of Lot A, Lot B and the Entrance; with Lot C and Ring Road to be included as provisional items to the tender, only to be completed if sufficient budget is available based on received tender results; and deferring pipe repairs on storm sewer systems to a future capital budget.

The motion is Carried.

- (b) Manager of Parks and Recreation - Report EECC 02-25 - EECC Handrail Project Award

Resolution No. 10-25

February 26, 2025

Moved by Board Member Desrosiers and seconded by Board Member Rauhe:

That Report EECC 02-25 entitled Handrail Project Award be received for information; and,

That the project be referred back to staff for a report at a future budget meeting.

The motion is Carried.

- (c) Manager of Parks and Recreation - Report EECC 03-25 - EECC Concession Services Contract

Resolution No. 11-25

Moved by Board Member Wilson and seconded by Board Member Desrosiers:

That Report EECC03-25 entitled EECC Concession Services Award be received for information.

The motion is Carried.

- (d) Manager of Parks and Recreation - Report EECC 04-25 - Tender Award - East Elgin Community Complex Roof Replacement

Resolution No. 12-25

Moved by Board Member Chapman and seconded by Board Member Leitch:

**That Report EECC 04-25 entitled Tender Award- East Elgin Community Complex Roof Report be received for information; and,
That the Board accept the low bid submitted by LaFleche Roofing Limited in the amount of \$664,500.00 excluding HST for the removal and replacement of six existing flat roof membranes and associated roofing materials as outlined in the Garland Canada Inc. roof report and in accordance with the tender documents; and,
That the Board authorize the Mayor and Clerk of the Town of Aylmer to execute the documents.**

The motion is Carried.

- (e) Manager of Parks and Recreation - Report EECC 06-25 - Contract Renewal 2025 Service Agreement with CIMCO Refrigeration

Resolution No. 13-25

Moved by Board Member Cerna and seconded by Board Member Wilson:

That Report EECC 06-25 entitled Contract Renewal 2025 Service Agreement with CIMCO Refrigeration be received for information; and,

February 26, 2025

That the Board grants a one-year renewal to the current Service Agreement with CIMCO Refrigeration reflective of the 2025 quoted price.

The motion is Carried.

NOTICE OF MOTION

Board Member Desrosiers gave notice of the following motion for consideration at the next EECC meeting:

Motion regarding Recognition of Cameron Reid's Achievements in Hockey
WHEREAS, Cameron Reid, a talented young athlete from our community, has achieved significant accomplishments in the world of hockey;
AND WHEREAS, Cameron's accomplishments serve as an inspiration to our community and a role model for youth athletes;

AND WHEREAS, Cameron has been a proud member of various local hockey organizations, including the Aylmer Minor Hockey Association and has advanced to represent Canada at international levels;

NOW, THEREFORE, BE IT RESOLVED THAT, the EECC Board of Management hereby acknowledges Cameron Reid's outstanding achievements in hockey;

BE IT FURTHER RESOLVED THAT, the EECC Board of Management approve the following:

1. Display of Recognition:
That the EECC Board of Management approve the purchase of a display frame for an autographed jersey from Cam Reid's current team, the Kitchener Rangers. The Reid family has generously agreed to provide the jersey for free.
2. Event Consideration:
That the Board direct staff to explore the possibility of organizing an event to honor Cam Reid's achievements, including a community skate event where Cam could interact with local residents, especially youth, and inspire the next generation of athletes.

BE IT FINALLY RESOLVED THAT, the EECC Board of Management extends its heartfelt congratulations to Cameron Reid for his exceptional achievements and expresses pride in his success as a local athlete representing our community on the international stage.

February 26, 2025

MOTIONS

8. **INQUIRIES BY MEMBERS**

9. **CLOSED SESSION**

10. **NEXT MEETING AND ADJOURNMENT**

(a) The next EECC Board meeting will be at the call of the chair.

(b) Adjournment

Resolution No. 14-25

Moved by Board Member Cerna and seconded by Board Member Widner:

That the Board do now adjourn at 8:59 p.m.

The motion is Carried.

Board Secretary

Chair Couckuyt

AYLMER EVANGELICAL MISSIONARY CHURCH

Delivered by Hand

2025 03 11

Dear Mayor and Council:

Thank you for responding to our earlier request to join in the celebration of our 125th Anniversary at Aylmer Evangelical Missionary Church. I write to provide additional information.

We are very appreciative for the certificate you have issued which will be displayed during the period of our celebrations. In our earlier communications we were unable to receive a confirmation that we might have a representative from the Township of Malahide attending our public celebration event.

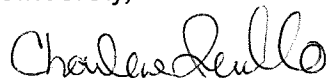
Sunday, April 27, 2025, the congregation looks forward to welcoming many friends, past members, community leaders, etc. Following a special morning service which begins at 10:45, our guests are invited to enjoy food, fellowship and displays of our rich heritage.

Two items for your thoughtful consideration:

1. We welcome a representative from the Township. Perhaps our ward Councillor Chester Glinski might be available.
2. We welcome the opportunity to make a 5 minute presentation to Mayor and Council to provide a short overview of our past and the significance of AEMC's ministry at present.

Thank you for your interest and I look forward to a response from the Township. Please connect with me if you require any additional information.

Sincerely,



Charlene Ierullo (please call at 639 916 0076)

Co-Chair- 125 Anniversary Committee

On behalf of the Aylmer Evangelical Missionary Church

600 Talbot St W.
Aylmer, ON N5H 2T8
Phone: 519-773-8276
aylmeremc@gmail.com
www.worshipataemc.com

... A place to belong

... A place to believe

... A place to become

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 25-18**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

WHEREAS Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

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

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on March 20, 2025 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 20th day of March, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 20th day of March, 2025.

Mayor, D. Giguère

Clerk, A. Adams