



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

April 3, 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) O Canada
- (C) Approval of the Agenda
- (D) Disclosure of Pecuniary Interest
- (E) Announcements
- (F) Adoption of Minutes of Previous Meeting(s)
 - Council Meeting Minutes of March 20, 2025
- (G) Public Meetings & Committee of Adjustment
 - Meeting to Consider – Eicher Drain relating to parts of Lot 29 to 32, Concession 7 and 8 (N.T.R.)
 - Public Hearing – Minor Variance Application – D-25-10-MV-01-25-Heynen-50275 Talbot Line
- (H) Delegations
- (I) 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:

- Procurement Policy Update – Updated Version following Discussions
 - Vehicle Expenses Policy Update
 - PW-25-10 MCP Concession Contract – 2025 Summer Season
- (J) Unfinished Business
 - (K) New Business

- PW-25-13 - Tender Results: Supply and Placement of Road Granulars
- PW-25-12 - Tender Award: Pickup Truck Replacements
- F-25-06 - Alternate Elgin County Fire Coordinator Appointment
- FIN-25-06 - Provincial Financial Indicators
- FIN-25-05 - US Trade War Policy Provisions
- CAO-25-01 - Water and Wastewater Master Servicing Plan

(L) By-laws

- 25-16 – Council Remuneration
- 25-15 – Procurement
- 25-22 – Appoint CBO & Inspectors
- 25-21 – Eicher Drain

Committee of the Whole

(M) Business for Consideration

(N) Unfinished Business

(O) 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

(P) 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 20, 2025 and March 27, 2025
2. Elgin County – From the Council Chambers – March 25, 2025
3. Long Point Region Conservation Authority – 2024 Annual Report Minutes
4. Kettle Creek Conservation Authority – Minutes February 5, 2025
5. Kettle Creek Conservation Authority – Annual General Meeting Minutes February 26, 2025
6. Joint Board of Management Minutes Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System – December 4, 2024
7. Municipality of Central Elgin - Elbows Up, Roots Down: A Transition to Edible Plantings & Community Garden Program Development

(Q) Closed Session

(R) Confirmatory By-law

(S) 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 April 3, 2025 Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on March 20, 2025 be adopted.
3. THAT the Engineer's Report for the Eicher Drain be accepted;

AND THAT By-law No. 25-21 being a by-law to provide for the Eicher drainage works be read a first and second time and provisionally adopted.

4. THAT the Court of Revision for the Eicher Drain be scheduled to be held on May 1, 2025 at 7:00p.m.
5. THAT the tenders for the construction of the Eicher Drain be requested for April 25, 2025 at 11:00a.m.
6. THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:___p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".
7. THAT Report No. DS-25-10 entitled "Minor Variance Application of Kevin Heynen", relating to the property located at Concession STR North Part Lot 90 (50255 Talbot Line)" be received;

AND THAT the Township of Malahide Committee of Adjustment approve Application No. D13-MV-01-25;

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

1. That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed residential dwelling as illustrated within the application; and,
 2. That the structure be constructed as per the details shown in the drawings as provided with the application to the satisfaction of the Chief Building Official.
8. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:___p.m.
 9. *Whereas, at its March 20, 2025 meeting, the Committee of the Whole recommended to Council:*
 - a. THAT Report No. FIN-25-03 entitled "Procurement By-law Update" be received.
 - b. 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 with amended recommendations be approved.

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

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

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

10. THAT Report No. PW-25-13, entitled "Tender Results: Supply and Placement of Road Granulars" be received;

AND THAT, the tender for the Supply and Placement of Road Granulars Contract be awarded to McKenzie & Henderson Ltd. of Forest, Ontario in the amount of \$489,994.00 (plus HST);

AND THAT the Mayor and Clerk be authorized to enter into an agreement with McKenzie & Henderson Ltd. for the purpose of completing the Supply and Placement of Road Granulars Program.

11. THAT Report No. PW-25-12 entitled "Tender Award: Pickup Truck Replacements" be received;

AND THAT Staff be authorized to enter into an agreement with Bayfield Ford of Barrie, Ontario, for the purchase of two (2) Three-Quarter-Ton Pickup Trucks.

12. THAT Report No. F-25-06, entitled Alternate Elgin County Fire Coordinator Appointment be received;

AND THAT Council endorse the request for the Malahide Fire Chief to be appointed as the Alternate Elgin County Fire Coordinator.

13. THAT Report No. FIN-25-06 entitled "Provincial Financial Indicators" be received for information.

14. THAT Report FIN-25-05 entitled "US Trade War Policy Provisions" be received for information;

AND THAT staff be directed to undertake a legal review of the proposed trade war response provisions and report back to Council with findings and recommended next steps, including any proposed amendments to the Procurement By-law.

15. THAT Report CAO-25-01 entitled "Water and Wastewater Master Servicing Plan" be received for information;

AND THAT Council authorize staff to initiate the procurement of a qualified engineering consultant to undertake a comprehensive Water and Wastewater Master Servicing Plan to

assess the Township's long-term servicing needs and identify solutions that support strategic, fiscally responsible growth;

AND THAT Council authorize a transfer of up to \$50,000 from the Capital Reserve to fund the completion of the Water and Wastewater Master Servicing Plan.

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

- 25-16 – Council Remuneration
- 25-15 – Procurement
- 25-22 – Appoint CBO & Inspectors

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

- 25-21 – Eicher Drain

17. RESOLVED that the following correspondence items be received and filed:

1. AMOWatchfile – March 20, 2025 and March 27, 2025
2. Elgin County – From the Council Chambers – March 25, 2025
3. Long Point Region Conservation Authority – 2024 Annual Report Minutes
4. Kettle Creek Conservation Authority – Minutes February 5, 2025
5. Kettle Creek Conservation Authority – Annual General Meeting Minutes February 26, 2025
6. Joint Board of Management Minutes Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System – December 4, 2024
7. Municipality of Central Elgin - Elbows Up, Roots Down: A Transition to Edible Plantings & Community Garden Program Development

18. THAT By-law No.25-23, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

19. RESOLVED THAT we do now adjourn at _____ p.m. to meet again on April 17, 2025 at 7:00p.m.

**The Corporation of the Township of Malahide
March 20, 2025 – 7:00p.m.**

Virtual Meeting - <https://youtu.be/lldRjweboBc?si=EXn1m2RRB4N6FhNM>

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, and Councillor C. Glinski

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

Absent: Councillor S. Lewis

CALL TO ORDER:

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

APPROVAL OF AGENDA:

No. 25-086

Moved By: Rick Cerna

Seconded By: John H. Wilson

THAT the March 20, 2025 Regular Council Meeting Agenda be approved as presented.

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda Report PW-25-09-Request for Improvement – Avon Drain. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

APPROVAL OF BUSINESS (CONSENT AGENDA):

No. 25-087

Moved By: Rick Cerna

Seconded By: Sarah Leitch

1. *Whereas, at its March 6, 2025 meeting, the Committee of the Whole recommended to Council items:*

- 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.

Carried

ANNOUNCEMENTS:

Councillor Cerna presented fellow Council members and staff with a pin as a symbol of unity amid the ongoing U.S. tariff situation.

ADOPTION OF MINUTES:

No. 25-088

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the minutes of the regular council meeting held on March 6, 2025 be adopted.

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

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

No. 25-089

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z02-25 – J. Grant Burks Farms Ltd/Claire Burks. – 52075 Wilson Line be called to order at 7:08p.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 March 5th and March 12th. In addition, affected property owners within 120 meters were 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. 25-090

Moved By: CG

Seconded By: Rick Cerna

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 & 7:11p.m.

Carried

No. 25-091

Moved By: Chester Glinski

Seconded By: Sarah Leitch

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.

Carried

DELEGATIONS:

- MCP Concession Contract Proposal – Markus Hawco

Council received a delegation from Markus Hawco regarding his contract proposal for the MCP Concession Booth.

- Wind Powered Developments

Council received a delegation from staff of WPD regarding Wind Powered Developments.

UNFINISHED BUSINESS:

No items.

NEW BUSINESS:

- DS-25-14 - 9962 Hacienda Road – Request for Development Agreement of David Blatz

No. 25-092

Moved By: Rick Cerna

Seconded By: John H. Wilson

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.

Carried

- PW-25-05- Malahide Water Distribution System - 2024 Fourth Quarter Operations Report

No. 25-093

Moved By: Rick Cerna

Seconded By: Chester Glinski

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

Carried

- PW-25-06 - Malahide Water Distribution: 2024 Drinking Water Quality Trends and Management Review of DWQMS Operational Plan

No. 25-094

Moved By: Mark Widner
Seconded By: John H. Wilson

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

Carried

- PW-25-07 - Malahide Water Distribution System: 2024 Section 11 Annual Report and Schedule 22 Summary Report

No. 25-095
Moved By: Chester Glinski
Seconded By: Rick Cerna

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

Carried

- PW-25-08 - Malahide Wastewater Collection System Annual Performance Report

No. 25-096
Moved By: John H. Wilson
Seconded By: Sarah Leitch

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

Carried

Deputy Mayor Widner disclosed a pecuniary interest with respect to PW-25-09 – Request for Improvement – Avon Drain. He retired from the meeting and abstained from all discussions and voting on the matter.

- PW- 25-09 - Request for Improvement – Avon Drain

No. 25-097
Moved By: John H. Wilson
Seconded By: Sarah Leitch

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*.

Carried

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

- PW- 25-11 - College Line Reconstruction – Change of Scope

No. 25-098

Moved By: Sarah Leitch

Seconded By: John H. Wilson

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.

Carried

BY-LAWS:

No. 25-099

Moved By: Rick Cerna

Seconded By: Sarah Leitch

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

Carried

COMMITTEE OF THE WHOLE:

No. 25-100

Moved By: John H. Wilson

Seconded By: Sarah Leitch

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

Carried

Business for Consideration

No items.

Unfinished Business

No items.

New Business

- FIN-25-03 - Procurement By-law Update

Members discussed the impact of US tariffs. Director Boylan addressed these concerns and confirmed that additional wording would be added to the by-law for Council's review at the next meeting before approval. Mayor Giguère acknowledged that while the section on contractor performance evaluation is fair and transparent, it may be beneficial to seek feedback from a few local vendors to understand their perspective on the matter.

No. 25-101

Moved By: Mark Widner

Seconded By: John H. Wilson

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

Carried

- FIN-25-04 - Vehicle Expenses Policy

Mayor Giguère questioned the vague definition of "short distance" and whether it should be more specific, possibly including an exact distance for eligibility. She suggested clarifying this to reduce any uncertainty. Director Boylan explained that he intentionally kept this section broad to allow the manager to make case-by-case decisions regarding personal vehicle use. He also noted that staff would be informed of the policy and would understand the guidelines on what is and isn't considered eligible.

Councillor Leitch proposed that the phrase "as per supervisor's approval" be included at the beginning of the policy for clarity, rather than being embedded later in the document. Mr. Boylan confirmed that this change could be made.

Councillor Cerna asked about the mileage rate for Council. Director Boylan clarified that it is a flat dollar amount, not based on per kilometer, but he could provide the specific figures. Mayor Giguère suggested that this information be included in the by-law to ensure transparency for everyone.

No. 25-102

Moved By: Rick Cerna

Seconded By: Sarah Leitch

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 with amended recommendations be approved.

Carried

- PW-25-10 MCP Concession Contract – 2025 Summer Season

Councillor Wilson was pleased that the contract was being fulfilled and hoped it would be available for special community events, such as Springfield Family Fun Day. Director Godby confirmed that they had discussed making the venue available for events like this. He added that while the contract set a minimum number of open days, there was flexibility for the contractor to be open on additional days if they felt it was warranted, even on days they were typically not scheduled to be open.

No. 25-103

Moved By: John H. Wilson

Seconded By: Sarah Leitch

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

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

Carried

No. 25-104

Moved By: Sarah Leitch

Seconded By: Rick Cerna

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

Carried

Correspondence

- Correspondence Items

No. 25-105

Moved By: Sarah Leitch

Seconded By: John H. Wilson

BE IT RESOLVED that all correspondence 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

Carried

CLOSED SESSION:

No items.

CONFIRMATORY BY-LAW:

No. 25-106

Moved By: Rick Cerna

Seconded By: Mark Widner

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

Carried

ADJOURNMENT:

No. 25-107

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 9:45p.m. meet again on April 3, 2025 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams

APPLICATION FOR MINOR VARIANCE

Owners: Kevin Heynen

50255 Talbot Line
Concession STR North Part Lot 90

**Township
of Malahide
Figure 1**



OFFICIAL PLAN DESIGNATION
AGRICULTURE

ZONING
Rural Residential (RR)



Area subject to Minor Variance Application D13-MV-01-25



REPORT NO. DS-25-10

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: April 3, 2025
SUBJECT: **Minor Variance Application of Kevin Heynen, relating to the property located at Concession STR North Part Lot 90 (50255 Talbot Line)**

RECOMMENDATION:

THAT Report No. DS-25-10 entitled “Minor Variance Application of Kevin Heynen”, relating to the property located at Concession STR North Part Lot 90 (50255 Talbot Line)” be received;

AND THAT the Township of Malahide Committee of Adjustment approve Application No. D13-MV-01-25;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed residential dwelling as illustrated within the application; and,
- 2) That the structure be constructed as per the details shown in the drawings as provided with the application to the satisfaction of the Chief Building Official.

PURPOSE & BACKGROUND:

This Minor Variance Application (“the Application”) relates to the property known municipally as 50255 Talbot Line. The Application seeks to permit a secondary residential dwelling unit to be constructed with a floor area of approximately 68.8 square metres (43% of the total dwelling floor area), while the Zoning By-law prescribes a maximum floor area of a second dwelling unit to be 40% of the total dwelling area.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the April 3, 2025, hearing.

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

(if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-01-25.

COMMENTS & ANALYSIS:

The subject lands are approximately 0.17 hectares (0.43 acres) in area, with approximately 32 metres of frontage along Talbot Line, has an average depth of approximately 54 metres, and currently contains a single detached dwelling with a floor area of approximately 92.4 square metres. The subject lands are bounded by agricultural uses to the north, west, and south, as well as a rural residential lot to the east.

The owner is proposing to construct a 68.8 m² addition onto the rear of the existing single detached dwelling for a secondary dwelling unit. The total overall area of the expanded dwelling with the addition would be increased to approximately 161.2 m². The proposed secondary dwelling unit at 68.8 m² in size would comprise 43% of the total increased building area.

County of Elgin Official Plan

The subject property is designated “Agricultural Area” on Schedule ‘A’, Land Use Plan, and is identified as having frontage along a “Provincial Highway” and “Tourism Corridor” on Schedule ‘B’, Transportation Plan. For lands designated as ‘Agricultural Area’, the County Official Plan permits agricultural uses, single detached dwellings in conjunction with agricultural use, and secondary uses (Section C2.3).

Malahide Official Plan

The subject property is designated “Agriculture” on Schedule ‘A1’ (Land Use Plan). Secondary uses, such as surplus farm dwellings on separate lots are permitted in this designation, as well as single unit dwellings on existing lots of record (s. 2.1.2.2, 2.1.8). A second dwelling unit shall be permitted within a single detached dwelling unit in the agricultural designation (s. 2.1.12).

Malahide Zoning By-law No. 18-22

The subject property is zoned “Rural Residential (RR)” on Key Map No. 55 of Schedule “A” to the Township’s Zoning By-law No. 18-22. The “Rural Residential (RR) Zone” zone requires the following provisions:

HR Zone	Required	Proposed
Min. Lot Area	2,000 m ²	1,724 m ²
Min. Lot Frontage	30 m	32 m
Min. Front Yard Depth	10 m	29.8 m
Min. Side Yard	3.0 m	8.2 m
Min. Rear Yard	10 m	22.2 m
Max. Lot Coverage	30%	10%

Max. Height	10.5 m	Less than 10m
Min. Dwelling Floor Area	100 m ²	161.2m ²
Max. Accessory Floor Area	200 m ²	12.8 m ²
Min. Landscaped Open Space	30%	Greater than 30%
Maximum Number of Dwellings per Lot	1	1

A Housekeeping By-law was passed by Township Council on September 5th, 2024, which implemented provisions in Section 4.31 of the Zoning By-law for secondary dwelling units in the agricultural zones. The following provisions are required for a secondary dwelling unit within a single unit dwelling in an A4 zone:

- i. a maximum of one secondary dwelling unit shall be permitted. If a garden suite, supplementary farm housing, or seasonal farm dwelling already exists on a lot, a secondary dwelling unit is not permitted;*
- ii. an independent entrance to the second dwelling unit from outside the dwelling shall be provided;*
- iii. the floor area of the secondary dwelling unit shall not exceed 40% of the floor area of the single detached dwelling to a maximum of 75m².*
- iv. a minimum of one parking space dedicated to the secondary dwelling unit shall be provided in addition to any other required parking;*

As previously noted, the minor variance requested in this application is to allow a floor area of a secondary dwelling unit of **43%** whereas the by-law permits a maximum of **40%**.

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

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

The Official Plans permit a secondary dwelling unit within a single detached dwelling in the Agriculture designation. The increase in the maximum floor area of 3% would continue to render the secondary unit accessory to the primary dwelling. The proposed secondary unit would also share the existing services of the primary dwelling and be unable to be severed from the lot in the future. The application maintains the general intent and purpose of the Official Plans.

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

The intent of maximum floor area requirement for a secondary dwelling unit is to ensure that it remains accessory to the primary residential dwelling. The proposal to increase the maximum floor area of the secondary dwelling to 43% of the total floor area of the dwelling combined with locating the secondary dwelling unit to the rear of the existing dwelling

would ensure that the proposed unit would remain accessory to the primary residential unit. The application maintains the general intent and purpose of the zoning by-law.

3. The application is "minor" in nature.

Whether an application is minor is evaluated based on the impact and scale of the proposed variance. It is noted that the lands to the west and south are used for agricultural purposes and contain no adjacent residential uses. The proposed addition would be located approximately 8 metres from the property boundary shared with the adjacent residential property to the east, which exceeds the 3-metre minimum side yard setback required in the Zoning By-law. The existing dwelling and addition would also be screened from view from the adjacent residential property by a row of cedar trees. As a result, the variance is minor in nature.

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

The existing dwelling is currently smaller than the minimum floor area allowable in the zoning by-law, at approximately 92.4 m² whereas the by-law requires a minimum of 100m². The proposed addition would bring the existing dwelling into compliance with the zoning by-law, while providing an additional housing unit within the community. The application is desirable and appropriate for the use of the subject property.

FINANCIAL IMPLICATIONS:

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

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

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

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

ATTACHMENTS:

1. Report Photo;

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

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

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

Approved by: N. Dias, Chief Administrative Officer

REQUIRED SKETCH FOR MINOR VARIANCE APPLICATIONS

APPLICANT NAME

KEVIN HEYNGER

ADDRESS

50255 TALBOT LINE
AYLMER ONT. N5H 2R1

Lot PT LOT 17
PT LOT 90

Concession CON 6 N

Municipality MALANIDE.

Registration Plan No. _____

Quarter of Township Lot

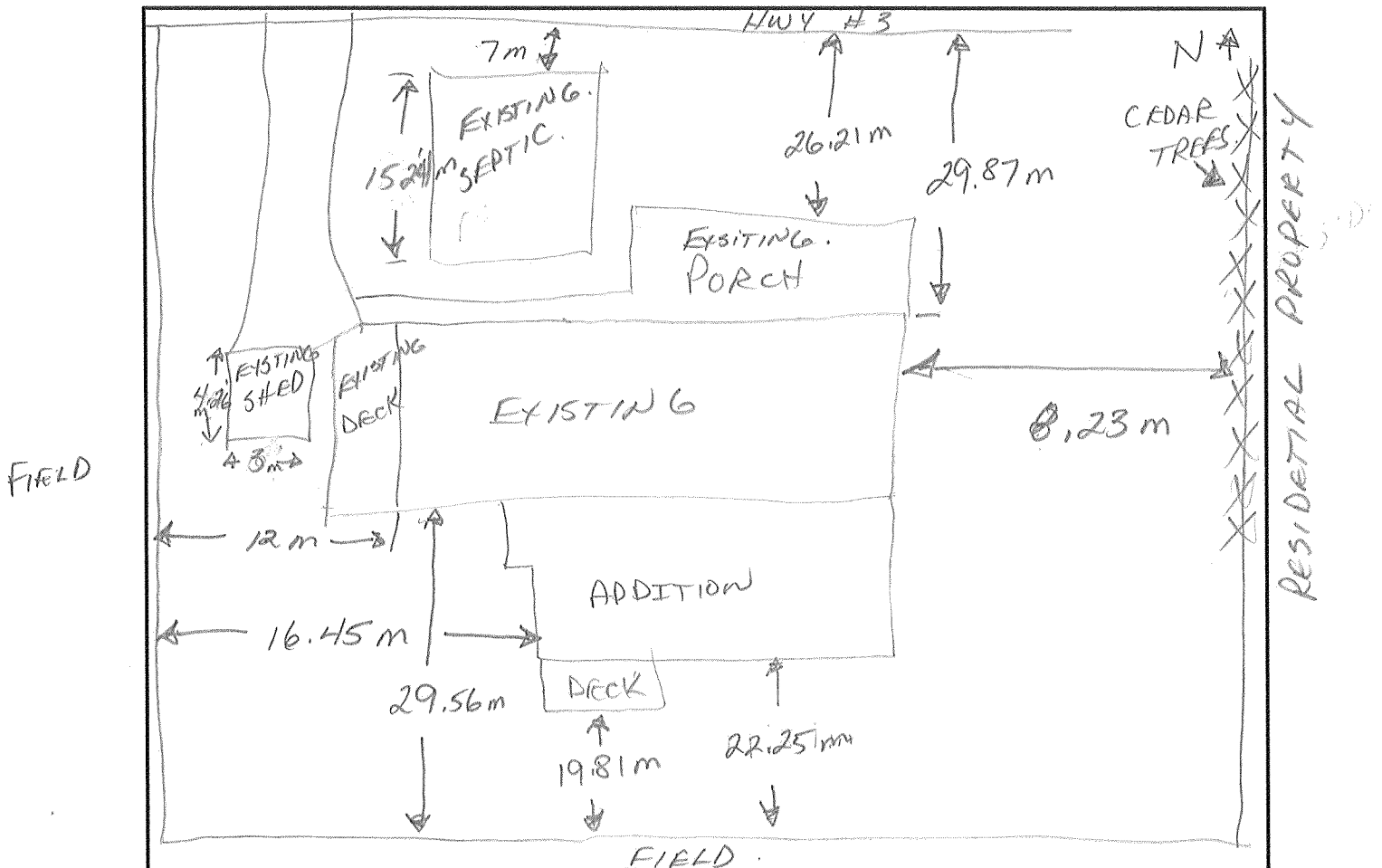
N.E.

N.W.

S.W.

S.E.

See Sketch Instructions on the following page.



RETURN THIS SKETCH WITH APPLICATION FORM -
NOTE: WITHOUT A SKETCH AN APPLICATION CANNOT BE PROCESSED

ALL DIMENSIONS MUST BE IN METRIC



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 4

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 Mileage allowances shall be calculated by applying the approved Reimbursement Rate to the following annual travel entitlements:
 - i) Mayor and Deputy Mayor: 1,725 kilometres per year
 - ii) Councillor: 1,150 kilometres per year
- 6.3 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.
- 6.4 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.



- 6.5 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.



REPORT NO. PW-25-13

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: April 3, 2025
SUBJECT: Tender Award: Supply & Placement of Road Granulars

RECOMMENDATION:

THAT Report No. PW-25-13, entitled “Tender Results: Supply and Placement of Road Granulars” be received;

AND THAT, the tender for the Supply and Placement of Road Granulars Contract be awarded to McKenzie & Henderson Ltd. of Forest, Ontario in the amount of \$489,994.00 (plus HST);

AND THAT the Mayor and Clerk be authorized to enter into an agreement with McKenzie & Henderson Ltd. for the purpose of completing the Supply and Placement of Road Granulars Program.

PURPOSE & BACKGROUND:

Public Works Staff called tenders for the Supply and Placement of Road Granulars Program. Tenders closed on March 14, 2025 at 11:00 am. Two (2) contractors submitted bids. The low bid was received from McKenzie & Henderson Ltd., in the amount of \$489,944.00 (plus HST). McKenzie & Henderson Ltd. intends to obtain the material from Oxford Sand & Gravel in Woodstock, Ontario.

The tender is for approximately 21,700 tonnes of Granular A, 4,000 tonnes of Granular ‘B’ and 500 tonnes of ¾” Crushed Clear Stone to be supplied and delivered.

The following road segments are designated for Spring Gravel:

- Catt Line (Springwater Road to Rogers Road)
- Empey Road (Ron McNeil Line to Century Line)
- Helder Road (Yorke Line to Avon Drive)
- Pigram Road (Wilson Line to Avon Drive)
- Van Patter Line (Imperial Road to Hacienda Road)
- Whittaker Road (Yorke Line to Avon Drive)

The following road sections are designated for Construction Gravel:

- College Line (Hacienda Road to Springfield Road)

- Pressey Line (Springfield Road to Catherine Street)

COMMENTS & ANALYSIS:

Staff have confirmed the material specification requirements with the supplier and have checked the contractor’s references.

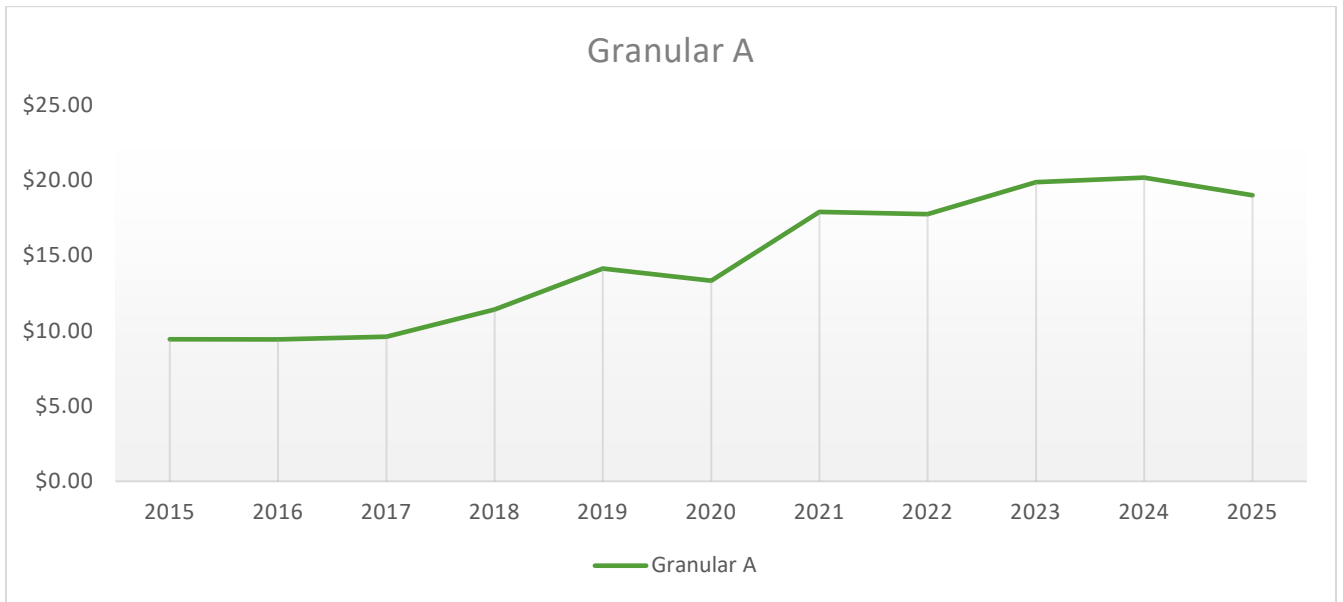
The low bid for Granular ‘A’ represents a price per tonne decrease of approximately 5.85% as compared to the 2024 unit prices. A review of similar tender results in neighbouring municipalities found that the price per tonne that the Township received is consistent and comparable.

FINANCIAL IMPLICATIONS:

Historical unit pricing for the Granular Supply and Place tender are as follows:

3/4” Granular A:

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
\$9.45	\$9.43	\$9.61	\$11.42	\$14.13	\$13.32	\$17.91	\$17.75	\$19.89	\$20.18	\$19.00



The approved 2025 budget includes \$400,679 for gravel resurfacing and \$205,000 was included in the capital resurfacing budget (\$605,679). The low bid submitted is within the approved 2025 Capital Budget allocation.

The Council is reminded that payment for the application of gravel is based on the actual field measurement of material applied. Road widths vary and will influence the final quantities.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The supply and placement of granulars meet the values identified in the 2023 Strategic plan by: “Maximizing the utilization of all assets: People, Facilities, and Technology”.

ATTACHMENTS:

1. PW-25-04 Tender Summary

Prepared by: R. DeSutter, Roads & Construction Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

TOWNSHIP OF MALAHIDE**SUMMARY OF BIDS****PW-25-04 – Granular Supply and Place Tender**

Subject to Council's Consideration and Approval.

(Prices do not include HST)

McKenzie & Henderson Ltd.	\$489,994.00
C.R. Chittick Construction Ltd.	\$501,244.00



REPORT NO. PW-25-12

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: April 3, 2025
SUBJECT: Tender Award: Pickup Truck Replacements

RECOMMENDATION:

THAT Report No. PW-25-12 entitled “Tender Award: Pickup Truck Replacements” be received;

AND THAT Staff be authorized to enter into an agreement with Bayfield Ford of Barrie, Ontario, for the purchase of two (2) Three-Quarter-Ton Pickup Trucks.

PURPOSE & BACKGROUND:

The current fleet replacement schedule identifies the replacement of two (2) three-quarter-ton pickup trucks in 2025.

Municipal Staff issued a call for tenders for two (2) new three-quarter-ton pickup trucks (Tender: PW-25-03) on February 3, 2025, and the document was distributed to 48 local vehicle suppliers and posted to the Bids & Tenders® website.

A total of 7 Tender bids were received on March 7, 2025, from 7 different suppliers. The low bid was submitted by Bayfield Ford of Barrie, Ontario.

COMMENTS & ANALYSIS:

Staff have reviewed all bids and are satisfied that each bid met the required specifications, and no bids warranted disqualification.

The Fleet Management Advisory Committee reviewed the bids and recommended Council accept the Bayfield Ford proposal for one (1) new 2025 Ford F250 Regular Cab pickup truck and one (1) new 2025 Ford F250 Crew Cab pickup truck.

The delivery date for these vehicles is anticipated to be late 2025, subject to the time of execution of the purchase order.

FINANCIAL IMPLICATIONS:

The approved 2025 Capital budget includes \$160,000.00 to fund the purchase of two new three-quarter-ton pickup trucks.

The recommended proposal has a total bid amount of \$123,911.00 plus applicable taxes.

Additional expenses will be incurred to ready the vehicles for municipal service. These expenses are included in the 2025 Capital Project Budget. Once the vehicles are received, they will be equipped with working/emergency lighting, radio equipment, and other essentials.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The pickup truck replacements meet the values identified in the 2023 Strategic plan by: "Maximizing the utilization of all assets: People, Facilities, and Technology".

CONSULTATION:

Malahide Fleet Advisory Committee

ATTACHMENTS:

1. PW-25-03 Tender Summary

Prepared by: R. DeSutter, Roads & Construction Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

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TOWNSHIP OF MALAHIDE

SUMMARY OF BIDS

PW-25-03 – ¾ Ton Pickup Trucks

Subject to Council's Consideration and Approval.

(Prices do not include HST)

BIDDER	Regular Cab Price	Crew Cab Price	TOTAL PRICE
BAYFIELD FORD, Barrie, Ontario	\$59,339.00	\$64,572.00	\$123,911.00
WATFORD FORD, Watford, Ontario	\$59,577.00	\$64,597.00	\$124,174.00
EICHENBERG CHRYSLER, Tillsonburg, Ontario	\$60,793.50	\$64,493.50	\$125,287.00
FORBES CHEVROLET, Waterloo, Ontario	\$67,189.00	\$67,276.00	\$134,465.00
WOODSTOCK FORD, Woodstock, Ontario	\$64,637.00	\$70,193.00	\$134,830.00
ELGIN CHRYSLER, St. Thomas, Ontario	\$64,881.00	\$70,972.00	\$135,853.00
LUNAR CONTRACTING, Oakville, Ontario	\$111,657.00	\$117,663.00	\$229,320.00



REPORT NO. F-25-06

TO: Mayor & Members of Council
DEPARTMENT: Fire & Emergency Services
MEETING DATE: April 3, 2025
SUBJECT: Alternate Elgin County Fire Coordinator Appointment

RECOMMENDATION:

THAT Report No. F-25-06, entitled “Alternate Elgin County Fire Coordinator Appointment” be received;

AND THAT Council endorse the request for the Malahide Fire Chief to be appointed as the Alternate Elgin County Fire Coordinator.

PURPOSE & BACKGROUND:

The Elgin County Fire Coordinator, or their alternate, plays a crucial role in coordinating fire departments across the county and ensuring the effective allocation of resources during large-scale incidents. Their primary responsibility is to confirm that firefighting, rescue, and life-saving resources meet the needs of the county.

COMMENTS & ANALYSIS:

Elgin County currently has both a Fire Coordinator and an Alternate Fire Coordinator. Chief Ormerod of Central Elgin, who currently serves as the Fire Coordinator, is set to retire at the end of March. As a result, the current Alternate Fire Coordinator, Chief McArthur of Southwold/Dutton/West Elgin, will assume the role of Fire Coordinator. Given the county’s geography, the Elgin County Fire Chiefs have recommended that the position of Alternate Fire Coordinator be filled by a Chief from one of the eastern townships.

Chief Spoor was approached and has agreed to take on the role of the Alternate Elgin County Fire Coordinator with Council support.

ATTACHMENTS:

1. Elgin County Chiefs Meeting Minutes – MAR 5
2. Letter of Support

Prepared by: M. Badder, Fire Administrative Assistant

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

Approved by: N. Dias, Chief Administrative Officer

Elgin County Chiefs Meeting Minutes

March 5, 2025 – Aylmer Fire Station

13:00

Present: H. Baranik, D. Gregory, J. McArthur, T. McKone, R. Ormerod, J. Spoor, J. Topliffe, K. Destun, M. Rimas, M. Badder, P. Brooks, C. Fisher, S. Hepditch, A. Kisiel

1. Welcome – called to order by R. Ormerod at 13:00

2. Guests/Invitees

- a. Ahmad (Bearcom) – Repeater Quote
 - i. Disregard previously received quotes
 - ii. Proposed coverage area, phased approach
 - iii. Request two quotes:
 - First to repair existing infrastructure, second to include additional towers
 - iv. Request price for 150' tower build and copy of Bearcom presentation for committee to present to Municipal Councils
- b. Ron Demarest (Firecomm) – TAC Assignments
 - i. Pre-determined TAC Assignments
 - ii. Changes to county mapping to be made through municipal GIS, not County
 - iii. Subtypes for medical calls

3. Minutes from January 8

- a. Minutes approval – approved by H. Baranik, seconded by D. Gregory. Carried.
- b. Follow-up items
 - i. Talbot Marketing
 - Alternatives: Stokes, Urban Tactical, Fischer's Regalia, Uniform Uniforms, Fireground.ca
 - Standardize orders for savings
 - Email Dawn to request bulk pricing (J. McArthur)

4. New Business

- a. Amateur Radio Demonstration
 - i. Schedule 15-20 min presentation regarding emergency training at future meeting
- b. Fire Coordinator(s)
 - i. Need to be appointed by council, no remuneration, maintain Mutual Aid Plan
 - ii. J. McArthur – Fire Coordinator
 - iii. J. Spoor – Alt Fire Coordinator

- c. County Radio System – Committee Meeting on Monday, March 10, 2025
 - i. Repeater Quote
 - ii. Committee Update
 - iii. Ford Tower Site Update
 - Ownership of towers
 - d. CISM Update
 - i. Chief Ormerod and Andrea Loughlean CISM Team Leads
 - ii. 11 members total interested in training/refresher training
 - e. EV / Lithium Ion Battery Training (J. Topliffe)
 - i. Invite Randy Nairn, Power Co. to a meeting and to set up training
 - ii. \$300/person
- 5. 2025 Mutual Aid/Chiefs Meeting Schedule**
- a. Mutual Aid – April 23 at Malahide South (19:30)
 - b. Chiefs Meeting – May 14 at Malahide South (13:00)
 - c. Chiefs/Dty/Senior Officers – June 25 at Malahide South (19:00)
- 6. Fire School Update (presented by J. McArthur on behalf of A. Loughlean)**
- a. Legacy Wells Grant Funding – going to RFP, specs for trailer and floorplan being sent out
 - b. Emergency Management
 - i. Quarterly CEMC Meetings
 - ii. Able to assist if Port Bruce floods
- 7. Adjournment – 15:37**

Special Note: April 26 – Chief Ormerod Retirement Party!



April 4, 2025

Joseph Krogman
Fire Protection Advisor
Field and Advisory Services
Office of the Fire Marshal
Ministry of the Solicitor General

RE: Alternate Elgin County Fire Coordinator

Dear Mr. Krogman:

On behalf of the Council of the Township of Malahide, we support Jeff Spoor, Township of Malahide Fire Chief to apply for the position of Alternate Elgin County Fire Coordinator.

If you have any questions or require anything further, please do not hesitate to contact the undersigned.

Thank you.

Yours truly,

Allison Adams
Manager of Legislative Services/Clerk

CC: Jeff McArthur
Via email: firechief@southwold.ca

Jeff Spoor
Via email: jspoor@malahide.ca



REPORT NO. FIN-25-06

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: April 3, 2025
SUBJECT: Provincial Financial Indicators

RECOMMENDATION:

THAT Report No. FIN-25-06 entitled “Provincial Financial Indicators” be received for information.

PURPOSE & BACKGROUND:


The Ministry of Municipal Affairs and Housing reviews each municipality’s financial health through the use of key financial indicators which are compared to established provincial thresholds and comparator municipalities. This year’s financial indicator report was compiled using the Township’s 2023 Financial Information Return.

Although financial indicators may provide important information about a municipality’s fiscal health, it is important to remember that they only provide a financial snapshot at a particular moment in time and should never be used in isolation but should be supported with other information and local knowledge.

COMMENTS & ANALYSIS:


Financial Sustainability Indicators

Financial sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both with respect to its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within it operates.

Sustainability Indicator #1				
Financial Indicator	Township Score	Comparator Average	Risk Level	Risk Level Trend
Taxes receivable as a percentage of taxes levied	8.9%	8.0%	Low	
Taxes receivable as a percentage of taxes levied are increasing, reflecting a growing number of properties in arrears and eligible for tax sale proceedings. While this trend signals a rise in uncollected taxes, staff have proactively engaged with affected property owners and have established payment plans in several cases. These efforts				


are expected to support improved collections and contribute to a decrease in this financial indicator by 2025. At present, the indicator remains within the Ministry's low-risk range; however, staff are closely monitoring the situation and are committed to mitigating the upward trend through continued outreach, timely enforcement of the tax sale process, and regular review of accounts in arrears.

Sustainability Indicator #2

Financial Indicator	Township Score	Comparator Average	Risk Level	Risk Level Trend
Net financial assets as a percentage of own source revenues	60.4%	37.8%	Low	


An increase in the Township's net financial assets as a percentage of own source revenues over the past few years reflects a strengthening financial position, indicating that the Township has improved its ability to meet obligations using internally generated resources. This trend suggests enhanced liquidity, reduced reliance on debt or external funding, and greater flexibility to manage unexpected costs or invest in infrastructure and service improvements. Compared to other municipal comparators, the Township's performance in this area is favourable, which may be attributed to conservative budgeting, prudent reserve management, and a measured approach to capital investment. Overall, the results signal sound financial management and a growing capacity to sustain operations without compromising fiscal stability.

Sustainability Indicator #3

Financial Indicator	Township Score	Comparator Average	Risk Level	Risk Level Trend
Reserves as a percentage of municipal expenses	77.3%	84.9%	Low	

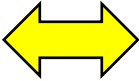

Reserves as a percentage of municipal expenses have grown steadily, even as the Township has maintained competitively low tax increases during this term of Council. In 2019, the Township's reserves totalled 61.9 percent of expenses, significantly below the average for comparable municipalities in Ontario. Since then, both the absolute level of reserves and the Township's position relative to its peers have improved. At the same time, the relative property tax burden among municipalities has decreased, underscoring a strong trend in financial management. This progress reflects the Township's deliberate effort to strengthen its long-term financial sustainability and signals a gradual shift toward a more sustainable funding strategy for infrastructure renewal and service delivery. Nonetheless, there is still work to do, as the Township, like most municipalities, remains underprepared to fully fund the long-term costs of infrastructure replacement.

Sustainability Indicator #4

Financial Indicator	Township Score	Comparator Average	Risk Level	Risk Level Trend
Cash on hand as a percentage of current liabilities	83.2%	544.5%	Low	
<p>Cash on hand as a percentage of current liabilities has shown a decreasing trend, which the Province considers comparatively risky when measured against municipal comparators who maintain significantly higher levels of cash on hand. Despite this, the Township remains assessed as low risk overall. The Township has made a strategic decision to keep operational cash balances low, instead choosing to allocate surplus funds into longer-term investments. This approach is intended to improve investment returns, support reserve growth, and reduce long-term costs for property owners. As a result of this strategy, the Township has seen its investment income rise dramatically, as evidenced by a review of the Township's audited financial statements. While this approach may contribute to a lower liquidity ratio, it reflects a deliberate and measured effort to strengthen the Township's financial position over the long term.</p>				


Financial Flexibility Indicators

Flexibility is the degree to which the Township can change its debt or tax level to meet its existing and future financial obligations with respect to service commitments.

Flexibility Indicator #1				
Financial Indicator	Township Score	Comparator Average	Risk Level	Risk Level Trend
Debt servicing as a percentage of revenues	2.0%	3.3%	Low	
<p>Debt servicing as a percentage of revenues has remained unchanged in recent years, reflecting the Township's decision not to take on additional debt. This stable indicator aligns with the Township's financial strategy, which, like many municipalities, prioritizes reserving debt capacity for growth-related costs, particularly those associated with infrastructure servicing expansions. By limiting reliance on debt for general operations or capital renewal, the Township maintains fiscal flexibility while managing long-term financial obligations prudently.</p>				
Flexibility Indicator #2				
Financial Indicator	Township Score	Comparator Average	Risk Level	Risk Level Trend
Accumulated amortization as a percentage of historical capital asset costs	48.7%	47.6%	Low	

Accumulated amortization as a percentage of historical capital costs represents the estimated reduction in value of municipal assets since they were constructed or purchased. Higher values indicate that a greater share of assets has been consumed and will require rehabilitation or replacement. The Township's asset consumption ratio has continued to climb annually since 2018, suggesting that ongoing investments in infrastructure are not keeping pace with the rate of asset degradation. This trend is also evident among comparator municipalities, reinforcing the broader challenge faced across the sector. It highlights the persistence of infrastructure deficits and underscores the need for improved, sustainable financing strategies to ensure that municipal assets remain in safe and reliable working conditions.

Flexibility Indicator #3

Financial Indicator	Township Score	Comparator Average	Risk Level	Risk Level Trend
Annual surplus/deficit as a percentage of own source revenues	12.4%	15.7%	Low	

Annual surplus or deficit as a percentage of own source revenues is a key indicator of a municipality's ability to generate surpluses through its budgeting practices. Higher values reflect greater financial flexibility, allowing municipalities to strategically reallocate year-end surpluses to priority areas. The Township has generally been trending toward smaller surpluses in recent years as part of a deliberate effort to refine its budgeting process by identifying and removing recurring sources of surplus. However, in 2023, the Township recorded an unusually high surplus, prompting a comprehensive review that informed the 2024 budget. As a result, several budget reductions were implemented with the objective of keeping property taxes as low as possible. Moving forward, staff will continue to monitor surplus trends during budget development, with a focus on maintaining low annual surpluses and ensuring that the budget remains transparent and justified in its assumptions and allocations.

ATTACHMENTS:

- Financial Indicator Report

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

Approved by: N. Dias, Chief Administrative Officer

FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Malahide Tp

Date Prepared:	16-Jan-25
MSO Office:	Western
Prepared By:	Spencer Fitzpatrick
Tier	LT

2023 Households:	3,178
2023 Population	9,308
2024 MFCI Index	2.3

Median Household Income:	75,591
Taxable Residential Assessment as a % of Total Taxable Assessment:	71.5%
Own Purpose Taxation:	8,397,397

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2019	14.6%	7.4%	8.4%	MODERATE
		2020	9.6%	7.2%	8.5%	LOW
		2021	9.4%	6.5%	7.4%	LOW
		2022	6.7%	7.1%	7.6%	LOW
		2023	8.9%	7.6%	8.0%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2019	42.6%	45.7%	49.3%	LOW
		2020	39.9%	54.9%	56.8%	LOW
		2021	46.4%	54.0%	59.8%	LOW
		2022	55.7%	49.1%	53.6%	LOW
		2023	60.4%	33.0%	37.8%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2019	61.9%	73.3%	78.1%	LOW
		2020	66.3%	82.4%	86.7%	LOW
		2021	62.0%	86.6%	89.9%	LOW
		2022	71.4%	81.7%	87.1%	LOW
		2023	77.3%	68.1%	84.9%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2019	141.3%	410.8%	535.3%	LOW
		2020	122.8%	456.2%	529.2%	LOW
		2021	201.2%	497.5%	581.7%	LOW
		2022	233.1%	392.6%	497.2%	LOW
		2023	83.2%	430.7%	538.8%	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2019	1.9%	2.6%	3.1%	LOW
		2020	2.0%	2.3%	3.1%	LOW
		2021	2.0%	2.5%	2.9%	LOW
		2022	2.1%	2.4%	2.8%	LOW
		2023	2.0%	2.7%	3.3%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2019	43.4%	44.6%	46.5%	LOW
		2020	44.5%	45.2%	46.9%	LOW
		2021	46.0%	45.9%	47.4%	LOW
		2022	48.0%	45.4%	47.5%	LOW
		2023	48.7%	45.7%	47.6%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2019	11.2%	18.7%	23.1%	LOW
		2020	6.1%	16.6%	17.1%	LOW
		2021	8.7%	16.8%	16.5%	LOW
		2022	6.6%	17.0%	17.2%	LOW
		2023	12.4%	15.3%	15.7%	LOW

 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Malahide Tp

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - Shows how much of the taxes billed are not collected.

Net Financial Assets or Net Debt as % of Own Source Revenues - Indicates how much property tax and user fee revenue is servicing debt.

Reserves and Reserve Funds as a % of Municipal Expenses - Indicates how much money is set aside for future needs and contingencies.

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - Indicates how much cash and liquid investments could be available to cover current obligations.

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - Indicates how much of the assets' life expectancy has been consumed.

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Malahide Tp

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Total Reserves and Reserve Funds as a % of Municipal Expenses	(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)



REPORT NO. FIN-25-05

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: April 3, 2025
SUBJECT: US Trade War Policy Provisions

RECOMMENDATION:

THAT Report FIN-25-05 entitled “US Trade War Policy Provisions” be received for information;

AND THAT staff be directed to undertake a legal review of the proposed trade war response provisions and report back to Council with findings and recommended next steps, including any proposed amendments to the Procurement By-law.

PURPOSE & BACKGROUND:

In early 2025, the United States government imposed a series of new tariffs targeting key Canadian exports, including steel, aluminum, and certain technology components. These trade measures, framed by US officials as efforts to protect domestic industries, have been widely criticized in Canada as protectionist and contrary to the principles of fair trade. The tariff actions escalated tensions between the two countries and undermined long-standing reciprocal trade arrangements.

In response, the Government of Ontario took a decisive policy stance. Premier Doug Ford announced that the Province would no longer permit US suppliers to bid on provincial government contracts. The announcement included the cancellation of a high-profile \$68 million agreement with Starlink, a US-based internet service provider, which had been engaged to expand broadband access to underserved communities.

The Premier stated that US firms would no longer profit from Ontario taxpayers while the US government continued to impose unfair barriers on Canadian products. The move was explicitly positioned as a retaliatory measure aimed at defending Ontario's economic interests and encouraging the United States to reconsider its trade approach.

In light of the Province's leadership on this issue, municipalities in Ontario are now being encouraged to consider aligned policy responses to demonstrate support and to help reinforce the Province's broader economic position.

The Township considered a revised Procurement By-law at its meeting on March 20, 2025. During that meeting, Council directed staff to return with policy options that would allow the

Township to restrict the procurement of US goods and services, in line with the position adopted by the Province.

COMMENTS & ANALYSIS:

Legislative Context

Under normal circumstances, municipalities in Ontario are prohibited from adopting procurement policies that discriminate based on geography or national origin. This is established in the Discriminatory Business Practices Act, R.S.O. 1990, c. D.12, which sets out broad protections against unfair treatment in business dealings.

Specifically, Section 2 of the Act states that it is intended 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.”

This provision prevents municipalities from excluding or disfavoring suppliers based solely on their location, such as originating from the United States. It has historically served as a legal barrier to any form of protectionist procurement stance by municipal governments.

Following Ontario’s prohibition against US suppliers, a legal exemption has become available under Section 9 of the Discriminatory Business Practices Act. This section provides that:

“This Act does not apply to any discriminatory business practice that is authorized or required by an Act or regulation of Ontario or Canada, or by a policy or directive issued or approved by the Government of Ontario or of Canada.”

The Province’s procurement restriction against US suppliers qualifies as a government-issued policy directive. As a result, municipalities appear to be permitted to adopt similar procurement restrictions, even if those restrictions would otherwise be considered discriminatory under Section 2 of the Act.

The Township also operates within the framework of international trade agreements, including the Comprehensive Economic and Trade Agreement (CETA) between Canada and the European Union. Although the Township does not typically procure goods or services from European suppliers, this agreement imposes obligations to ensure non-discrimination and open access to procurement opportunities. As such, the Township would not be permitted to implement a strictly “Buy Canada” policy, as doing so would conflict with Canada’s commitments under CETA. Any policy adopted must be carefully structured to avoid infringing on these broader trade obligations.

Policy and Implementation Considerations

In evaluating potential policy responses to the Province’s declaration on US trade actions, staff have identified several practical and operational challenges that may arise from

imposing restrictions on US suppliers. These challenges must be carefully considered when determining the most appropriate path forward for the Township.

1. Defining a “US Supplier”

Issue: It is not always clear whether a supplier qualifies as a US entity. Many firms operate through Canadian subsidiaries or have complex cross-border ownership structures. A company may be Canadian-incorporated but ultimately owned, financed, or controlled by a US parent. Without a clear definition, enforcement of any restriction would create administrative complexity and increase the risk of inconsistent application.

It would be difficult, or impossible, to enforce compliance with a strict “Buy Canada” procurement policy in the downstream supply chain, particularly for complex projects such as construction where a myriad of products and suppliers are used. Finished goods costs will still be a concern even when applying a “Buy Canada” approach. While Canada may have the raw material, it is often exported to the US to complete the finished good and then re-imported to Canada for sale (for example, chassis for fire trucks). The Township can position itself to support Canadian businesses, but it does not mean that the supply chain does not include US suppliers. We would have no reasonable way to control the downstream supply chain to ensure all components are made in Canada.

Recommendation: As part of the bid submission process, suppliers would be required to self-declare whether they meet the definition of a US supplier. This declaration would be voluntary and would form part of the standard procurement documentation. Staff would rely on this self-disclosed information to determine eligibility under the Township’s policy.

While this approach avoids the need for the Township to undertake complex investigations into ownership structures, it does rely on the accuracy and good faith of supplier declarations. To support consistency, the definition of “US supplier” would need to be clearly outlined in procurement documents, and suppliers would be required to attest to their status at the time of bid submission. Given the limitations on verifying complex supply chain relationships, this method is considered a reasonable and administratively feasible approach to applying the policy.

Staff recommend the following for defining a US Supplier within its procurement policy and formal procurement documents:

“US Supplier” means a supplier that:

- a) is a service provider, supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in the United States; and
- b) employs more than 65% of its full-time employees inside the United States on the closing date of the bid request.

2. Availability of Domestic Alternatives

Issue: Many specialized products and services used by the Township are manufactured predominantly in the United States. This includes heavy fleet vehicles, certain emergency apparatus, and proprietary technologies. A full ban on US suppliers could leave the Township without access to necessary goods or services, delay acquisitions, or force compromises in quality or functionality.

Recommendation: A rigid prohibition may not be operationally feasible. A more flexible policy model, such as applying a price preference rather than an outright ban, would allow the Township to purchase from US suppliers in situations where Canadian alternatives are not available. Additionally, any policy adopted could include exemption criteria to permit sourcing from US suppliers when domestic options do not meet technical requirements or are unavailable.

3. Cost Implications

Identified Issue: Restricting US supplier bids could result in higher procurement costs. Canadian suppliers may not be able to match prices offered by US competitors. Where Canadian bids exceed US bids by a significant margin, taxpayers could bear additional costs for goods or services of equivalent quality.

Recommended Action: A fixed margin-based preference model would allow Canadian suppliers to be awarded contracts when their bids are within a reasonable range of US competitors. For example, awarding a contract to a Canadian firm with a bid within 25 percent of the lowest US supplier bid strikes a balance between supporting Canadian businesses and maintaining cost discipline.

4. Legal Risk and Exposure

Issue: Although the Township is permitted under Ontario legislation to adopt policies aligned with the Province's directive on US suppliers, doing so introduces legal risks if the policy is not appropriately designed, applied, or documented. These risks include both trade-related compliance issues and direct legal claims by suppliers.

If the policy is applied inconsistently, lacks clarity, or is not supported by the proper legislative authority, a disqualified or disadvantaged bidder could challenge the outcome of a procurement process. In such cases, the Township could be exposed to legal claims for damages, including lost profits. Courts have recognized that unsuccessful bidders may be entitled to compensation if a municipality breaches its own procurement rules or treats bidders unfairly during the competitive process. These risks are particularly acute when procurement decisions are challenged after contracts have already been awarded, creating potential delays, reputational damage, or financial liability.

Recommendation: To reduce legal exposure, any procurement restrictions adopted must be clearly defined, legally grounded, and uniformly applied. The policy should be narrowly tailored to apply only to US suppliers and explicitly reference the Province's February 3, 2025 directive.

Staff recommend that any policy proposal be reviewed by legal counsel before implementation. Staff training and internal oversight mechanisms should also be established to ensure consistent application and to minimize the risk of administrative error or legal challenge.

5. Expected Delivery Timelines

Issue: Restricting access to US suppliers may result in procurement delays where viable domestic or international alternatives are limited or already facing supply backlogs. This is particularly relevant in categories where there is no well-established Canadian manufacturing base. For example, fire trucks are primarily sourced from US manufacturers, and the Township is already experiencing a two-year lead time for replacement vehicles from US-based suppliers.

If US suppliers are excluded from future procurement, and Canadian or international suppliers are unable to meet the Township's specifications or timelines, the delivery of essential equipment could be delayed beyond acceptable operational limits.

Recommendation: To manage this risk, the Township may need to proactively adjust capital planning cycles to account for longer lead times. Where goods or services are known to have limited domestic supply, exemptions or advanced procurement strategies may be necessary to ensure equipment is available when needed. Staff may also consider issuing early tenders to mitigate the risk of operational gaps.

Any policy adopted should provide clear exemption mechanisms for goods and services with known supply chain limitations. Procurement planning should remain flexible to accommodate circumstances where a restriction on US suppliers may not be feasible without compromising essential services.

Policy Recommendation

Based on the analysis presented in this report, staff recommend that the Township adopt a price favourability model that provides a competitive advantage to non-US suppliers, rather than imposing a full prohibition on US suppliers.

Under the recommended approach, US suppliers would continue to be permitted to submit bids in response to Township procurement processes. However, where a non-US supplier submits a bid that is within 25 percent of the lowest US supplier bid, the contract would be awarded to the non-US supplier. This model is expected to support Canadian businesses, align with the Province's policy stance, and preserve the Township's ability to procure essential goods and services without delay. A full copy of this policy recommendation is appended to this report.

Next Steps

The Township should proceed with passing the revised Procurement By-law without incorporating the proposed tariff response provisions at this time. This will allow the

broader procurement framework to be updated while staff conduct further analysis on the tariff-related measures.

Following the passage of the Procurement By-law, staff will undertake a legal review of the proposed tariff response provisions to assess compliance with the Discriminatory Business Practices Act and applicable trade obligations. Once this review is complete, staff will report back to Council with the findings, including any identified legal risks or considerations. At that time, Council may choose to proceed with amendments to the by-law to formally incorporate the tariff response provisions, should it be determined that such measures are legally and administratively feasible.

ATTACHMENTS:

- Appendix G - US Trade War Provisions (DRAFT)

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

Approved by: N. Dias, Chief Administrative Officer

APPENDIX G

US Trade War Provisions

1.0 Purpose

- 1.1 To establish a procurement approach that supports Canadian businesses in response to trade measures imposed by the United States, in alignment with the Province of Ontario's procurement policy directives, while maintaining operational flexibility and compliance with applicable laws and trade agreements.

2.0 Scope

- 2.1 This policy applies to all procurement activities conducted by the Township for goods, services, and construction, subject to the associated procedures set out in the Township's Procurement By-law.

3.0 Definitions

- 3.1 "US Supplier" is defined as:

- 3.1.1 a service provider, supplier, manufacturer, or distributor of any business structure that conducts its activities on a permanent basis in the United States; and

- 3.1.2 employs more than 65 percent of its full-time employees in the United States as of the closing date of the bid request.

- 3.2 "Non-US Supplier" means a bidder that does not meet the criteria of a US Supplier. In determining whether a bidder is a US Supplier or Non-US Supplier for the purposes of this policy, the Township may rely on a representation by the bidder that it meets the criteria of those definitions.

4.0 Policy Statement

- 4.1 The Township supports Canadian suppliers in municipal procurement processes in response to the Province of Ontario's directive on US trade measures. A competitive price preference will be applied to Non-US Suppliers under the terms set out in this policy.

5.0 Contract Award Methodology

- 5.1 If the lowest compliant bid (or highest ranked bid) is submitted by a US Supplier, and if the lowest compliant bid (or highest ranked bid) from a Non-

US Supplier is within 25 percent of the price of the US Supplier's bid, the Township reserves the right to award the contract to the Non-US Supplier. The Township may exercise or not exercise this right at its sole discretion and without liability, cost, or penalty to any bidder or other party.

- 5.2 Where no compliant Non-US bid falls within the specified price threshold, the contract may be awarded to the highest scoring or lowest cost-compliant US Supplier

6.0 Supplier Declarations

- 6.1 All bidders must self-declare their supplier status (US or Non-US) as part of the bid submission process.
- 6.2 Bidders shall complete a declaration form provided in the procurement documents. The Township will rely on this voluntary disclosure for the purposes of applying the policy.
- 6.3 The Township may reject any bid that does not include a completed declaration or where the information provided is found to be materially inaccurate.

7.0 Implementation and Oversight

- 7.1 Staff will update procurement templates and evaluation procedures to incorporate this policy.
- 7.2 Should any portion of this policy be found to conflict with the Discriminatory Business Practices Act or any other applicable legislation or binding trade agreement, administration shall have the authority to suspend or remove the affected provisions without requiring further Council approval.
- 7.3 Any such changes shall be reported to Council for information as part of the next scheduled update to the Procurement By-law or related procurement policies.



REPORT NO. CAO-25-01

TO: Mayor & Members of Council
DEPARTMENT: Chief Administrative Officer
MEETING DATE: April 3, 2025
SUBJECT: **Water and Wastewater Master Servicing Plan**

RECOMMENDATION:

THAT Report CAO-25-01 entitled “Water and Wastewater Master Servicing Plan” be received for information;

THAT Council authorize staff to initiate the procurement of a qualified engineering consultant to undertake a comprehensive Water and Wastewater Master Servicing Plan to assess the Township’s long-term servicing needs and identify solutions that support strategic, fiscally responsible growth.

THAT Council authorize a transfer of up to \$50,000 from the Capital Reserve to fund the completion of the Water and Wastewater Master Servicing Plan.

PURPOSE & BACKGROUND:

The purpose of this report is to seek Council’s approval to initiate a Water and Wastewater Master Servicing Plan, which will evaluate the current and future servicing needs of the Township and provide a strategic framework for long-term infrastructure investment.

The Township of Malahide’s ability to accommodate growth has been significantly constrained by the capacity and reach of its existing water and wastewater infrastructure. These limitations have curtailed development potential, impeded the Township’s ability to expand its tax base, and restricted efforts to address local housing and economic development needs.

The Township is committed to growing in a strategic and sustainable manner consistent with its Council-approved Strategic Plan. One of the priorities outlined in the Strategic Plan is to “unlock responsible growth”, specifically with the 2028 objective to accomplish the following:

“A long-term, affordable solution to water and wastewater infrastructure needs that will unlock some growth of our tax-base, contribute to housing needs, and attract people and businesses.”

The proposed Water and Wastewater Master Servicing Plan directly supports this objective by identifying cost-effective, technically feasible solutions that will guide future infrastructure investments in a fiscally responsible manner. The Plan will build upon several important studies and initiatives already undertaken by the Township, including infrastructure feasibility assessments and financial modelling. These studies have helped to identify existing system limitations and explore preliminary servicing options.

COMMENTS & ANALYSIS:

To advance work on prior infrastructure studies, a comprehensive, Township-wide servicing plan is necessary to integrate prior findings into a coordinated infrastructure strategy. The Master Servicing Plan will provide this framework, enabling Council and staff to evaluate a full range of growth scenarios, clarify long-term servicing requirements, and identify infrastructure investments that will best support the Township's planning and economic development goals. The outcomes of this Plan will also inform several critical, related initiatives, including the Township's upcoming Official Plan update, the next Development Charges Background Study, and the County of Elgin's broader initiative to evaluate regional water and wastewater servicing opportunities.

Staff propose to retain a qualified engineering consultant to undertake a Water and Wastewater Master Servicing Plan for the Township. This work would include, but not be limited to, the following scope:

1. Project Understanding & Objectives:

Establish the overarching aims and rationale for creating a reliable, regulatory-compliant, and forward-looking Water/Wastewater Master Plan.

2. Project Management & Coordination

Ensure clear roles, responsibilities, timelines, and communication protocols for effective project oversight and collaboration.

3. Current System Assessment

Analyze existing infrastructure performance, identify gaps or deficiencies, and establish a baseline for future improvements.

4. Needs Forecasting & Demand Analysis

Predict future service requirements by examining population growth, regulatory shifts, and environmental factors.

5. Technical & Financial Analysis

Evaluate system capacities, propose viable upgrades or expansions, and analyze associated costs and funding options.

6. Stakeholder & Community Engagement

Involve key parties (regulators, and other stakeholders) to gather input and ensure transparency in decision-making.

7. Draft Master Plan Development

Compile findings, develop recommendations, and rank proposed initiatives for systematic infrastructure and policy improvements.

8. Final Master Plan & Presentation

Deliver a polished, accessible plan for Council approval, along with comprehensive documentation of recommendations and implementation steps.

9. Implementation Strategy & Ongoing Review

Provide a phased action roadmap with performance monitoring protocols to keep the plan current and aligned with evolving municipal needs.

The project will consist of the following deliverables:

1. **Project Management Plan & Schedule** – Outlining tasks, responsibilities, and timelines.
2. **Stakeholder Engagement Plan & Materials** – Summaries of stakeholder outreach and findings.
3. **Technical Analysis & Modeling Appendices** – Detailed data, modelling results, and engineering assessments.
4. **Draft and Final Master Plan Reports** – With executive summary, recommendations, and priority action items.
5. **Council Presentations** – Accessible overviews of findings and recommended pathways for decision-making.

FINANCIAL IMPLICATIONS:

The estimated cost to complete the Water and Wastewater Master Servicing Plan is \$50,000. This project was not included in the 2025 capital budget and will, therefore, require an unbudgeted draw from the Capital Reserve. Sufficient funds are available in the reserve to accommodate this expenditure.

ATTACHMENTS:

Not Applicable.

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

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 25-16

Being a By-law to establish the rate of remuneration for the Members of Council and to establish an indexing provision to account for inflationary factors.

WHEREAS Section 5(3) of the *Municipal Act, 2001, c. 25*, as amended, authorizes a municipality to pass by-laws to exercise its municipal powers;

AND WHEREAS Section 283 of the *Municipal Act, 2001, c. 25*, as amended, authorizes a municipality to pay remuneration and expenses to the members of its council;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it appropriate to pass a by-law for paying remuneration to its members of council;

AND WHEREAS the Council of The Corporation of the Township of Malahide wishes to incorporate provisions that allow for indexing to offset inflationary factors as well as to provide for reimbursement of expenses for attending council meetings;

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

1. THAT an annual salary for the year 2020, for all Members of the Council be hereby established as follows:

Mayor	\$24,247.43
Deputy Mayor	\$18,079.48
Councillor	\$12,520.78

2. THAT the preceding remuneration shall cover all regular Council and the Committee of the Whole Meetings conducted within the boundaries of the Township.
3. THAT, in addition to the regularly scheduled Council and committee meetings, effective January 1, 2020, a per diem of \$180.00 per day rate shall be paid to Members of Council for participation in work-related conferences and workshops as approved by Council Resolution.
4. THAT, as an inflationary safeguard, the Council's annual salary will be automatically adjusted annually, commencing January 1, 2021. The amounts will be adjusted by the percentage increase granted to the Municipal Staff Salary Grid once determined.

5. THAT the Director of Finance/Treasurer is hereby authorized to automatically make these annual adjustments, when known, without the need of the Council confirming or debating the adjustment of.
6. THAT the payments of Council remuneration will be made monthly in twelve equal installments.
7. THAT Council members shall be reimbursed for mileage in accordance with the Township's current Vehicle Expenses Policy, as amended from time to time, and that such reimbursements shall be administered in accordance with the provisions set out therein.
8. THAT Council members shall be reimbursed for mileage in accordance with the Township's current Vehicle Expenses Policy, as amended from time to time, and that such reimbursements shall be administered in accordance with the provisions set out therein. Effective January 1, 2025, the annual mileage allowance be hereby established as follows:

Mayor	1,725 kilometres per year
Deputy Mayor	1,725 kilometres per year
Councillor	1,150 kilometres per year
9. THAT any other by-laws or provisions in other by-laws found to be inconsistent with this By-law are hereby deemed to be repealed.
10. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a FIRST and SECOND time this 3rd day of April, 2025.

READ a THIRD time and **FINALLY PASSED** this 3rd day of April, 2025.

Mayor, D. Giguère

Clerk, A. Adams

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 25-15

Being a By-law to define the purchasing policies for the acquisition of Goods and/or Services by the Township of Malahide.

WHEREAS Section 270(1) of the Municipal Act, 2001, c. 25, as amended, requires that a municipality adopt and maintain policies with respect to its procurement of goods and services;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to establish the authority and sets out the methods by which the Township of Malahide will procure Goods and/or Services, subject to certain exceptions set out herein;

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

1. That the Purchasing Policy attached hereto is hereby adopted and shall be deemed to form an integral part of this By-law.
2. That this By-law shall constitute the legislative authority for the Township's procurement of goods and services, as required under Section 270(1) of the Municipal Act, 2001, and the Purchasing Policy attached hereto shall be interpreted and applied accordingly.
3. That all procurement activities undertaken by or on behalf of the Township of Malahide shall be conducted in accordance with the provisions of this By-law and the attached Purchasing Policy.
4. THAT By-law No.18-47 be and the same is hereby repealed in its entirety effective the date that this By-law comes into force and effect.

READ a **FIRST** and **SECOND** time this 3rd day of April, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 3rd day of April, 2025.

Mayor, D. Giguère

Clerk, A. Adams



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

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 25-22

Being a By-law to appoint a Chief Building Official, and Building Inspector(s) under the Building Code Act for the Township of Malahide

WHEREAS Sections 3(1) and 3(2) of the *Building Code Act, S.O. 1992, c. 23*, as amended, authorizes the Council of a local municipality to appoint a Chief Building Official and Building Inspectors;

AND WHEREAS Section 227(c) of the Municipal Act, 2001, c. 25, as amended, stipulates that it is the role of the officers and employees of a municipality to carry out duties assigned by the municipality;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to update and consolidate its By-laws to appoint a Chief Building Official and Building Inspectors to act with the full authority and power of the Chief Building Official for all purposes of the Building Code Act and to assist the appointed Chief Building Official;

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

1. THAT Scott Sutherland be and he is hereby appointed Chief Building Official for The Corporation of the Township of Malahide.
2. THAT the said Chief Building Official shall carry out the duties imposed upon him pursuant to the Building Code Act, and shall submit such reports and carry out such other duties as may be required of him by the Council from time to time.
3. THAT Jonathan Weir be and he is hereby appointed Building Inspector/Deputy Chief Building Official for The Corporation of the Township of Malahide.
4. THAT the said Building Inspector/Deputy Chief Building Official shall have the full authority and power of the Chief Building Official for all purposes of the Building Code Act and shall carry out the duties imposed upon him pursuant to the Act, and shall submit such reports and carry out such other duties as may be required of him by the Council and the Chief Building Official from time to time.
5. THAT pursuant to the Building Code Act, Gerald Moore, Devon Staley, Eugenio Dimeo, Barbara Mocny, Megan Opersko, Margaret Lawson, Laura Elliott, Gage Sachs, Michael McKean, Grant Schwartzentruber, John Drahorat, Donald Johnson, John "Kip" Rennick, Andy Lamers, and Richard Ryan of RSM Building

Consultants, are hereby appointed as Building Official(s) under the Building Code Act for the Corporation of the Township of Malahide for the purpose of carrying out or enforcing regulations in accordance with the Building Code Act.

5. THAT By-law 24-30 and any other by-laws or provisions in other by-laws found to be inconsistent with this By-law are hereby deemed to be repealed.
6. That these appointments shall come into force and take effect on April 3rd and shall remain in effect until such appointments are rescinded or successors are appointed.

READ a **FIRST** and **SECOND** time this 3rd day of April, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 3rd day of April, 2025.

Mayor, D. Giguère

Clerk, A. Adams



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 25-21

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 Eicher 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.

Parts of Lots 103 to 105
Concessions 7 and 8
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 \$262,000.00.

AND WHEREAS \$262,000.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$262,000.00 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 March 10, 2025, 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 \$262,000.00 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 "Eicher Drain".

READ a FIRST and SECOND time this 3rd day of April, 2025 .

Mayor

Clerk

READ a THIRD time and **FINALLY PASSED** this 15th day of May, 2025.

Mayor

Clerk



March 20, 2025

- Progress in Asset Management: Risk Assessment webinar.
- AMO RFP to provide services creating a Municipal Civility & Anti-Harassment Strategy.
- New Statistics Canada podcast: What Does It Take to Exit Homelessness?
- 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.
- Boost resilience with the All-Risk Municipal Grant.
- Enhance your road data in 2025.
- Blog: The Future of FOI: Smarter Compliance, Lower Costs, and Reduced Risk.
- Upcoming Net Zero Workshop registration now open.
- Free webinar - Impact a Claim with 10 days.
- Subscribe to the Canoe Trader newsletter.
- Equity Market Investment in Uncertain Economic and Political Times.
- Building Linkages in Emergency Management - June 3-4.
- Seminar: Should municipalities be required to engage in heating planning?
- Careers.

AMO Matters

[Register for session 3](#) on Progress in Asset Management: Lifecycle Management & Financial Strategy on March 27 at 12 PM. There is still time to [register to attend session 2](#), on Risk, today at 12 PM.

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.

Federal Matters

The Statistics Canada podcast 'Eh Sayers' has released a new episode "[What Does It Take to Exit Homelessness?](#)" featuring a conversation on homelessness, data, and regaining and maintaining housing.

Education Opportunities

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

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.

Make 2025 the year of data! Get a study done through the [LAS Road & Sidewalk Assessment Service](#) so you can make informed repair decisions based on high-quality, objective data. [Contact Tanner](#) to learn more.

Our Freedom of Information Solutions partner [writes about how municipalities can reduce risk and improve efficiency](#) in the face of growing challenges in managing FOI requests.

LAS is hosting a workshop on Net Zero & Low Carbon Initiatives for your municipal buildings. [Join us in person](#) on May 14 at the [Coldstream Net Zero Fire Hall](#) or at our [virtual workshop](#) on June 18. Workshops qualify for a 75% IESO incentive. [Registration is now open](#).

[Join us on March 26](#) for this free one-hour risk webinar as Andy C. Jairam, Partner, Loopstra Nixon LLP discusses the 10-day notice provision and its role in claims management.

Check out the [Canoe Procurement Group](#) monthly newsletter to stay up-to-date on program developments and new offerings. [Subscribe today](#).

ONE Investment

The threat of tariffs for Canada has created uncertainty in recent months. [Read how ONE Investment](#) continues to offer a proven Canadian Equity investment solution for municipalities that considers these

current market factors.

Municipal Wire*

[Building Linkages in Emergency Management](#) is an event that you won't want to miss, dedicated to advancing emergency management practices. It provides a unique opportunity to network with a diverse group of professionals, including emergency managers, first responders, municipal leaders, and others with a role in emergency management.

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.

[Deputy Clerk - Toronto and Region Conservation Authority](#). Closing Date: April 4, 2025.

[Manager, Indigenous Relations - City of Thunder Bay](#). Closing Date: April 17, 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 27, 2025

- AMO's Guidance Resources on Electricity Procurements.
- Progress in Asset Management: Growth webinar.
- Nominations open for Medal of Distinction in Public Administration.
- Register for AMO's Rural Healthy Democracy Forum - June 11, 2025.
- Join your colleagues at the AMO 2025 Conference.
- Opportunity to showcase your products and services at AMO 2025 Conference.
- Impact of trades & tariffs on small urban municipalities - OSUM Conference 2025.
- OSUM Sponsorship and Exhibit Hall opportunities - Take advantage today.
- Managing Communications through Crisis: April 16 - 17.
- Human Rights-Based Approach to Municipal Planning: May 8 virtual workshop.
- Understanding Competing Human Rights: May 13 virtual workshop.
- Canoe webinar: A Tariff Update Session.
- Blog: 6 Reasons Why Municipal Software Platforms Should Work Together.
- Help homeowners save money through Sewer & Water Line Warranty Service.
- Group benefits webinar: April 1.
- Upcoming Net Zero Workshop registration now open.
- ASE: Here We Grow Again!
- Call for participation: Zoning Changes Solutions Lab.
- Ontario Geothermal Association conference.
- Careers.

AMO Matters

AMO has [developed resources](#) to help municipal decision makers considering electricity generation and storage projects protect residents, sensitive lands, and municipal finances while securing local benefits and supporting growth.

[Register](#) for the final asset management session on Growth on April 3 at 12 PM. There is still time to [register](#) to attend session 3, on Lifecycle & Financial Strategies, today at 12 PM.

Provincial Matters

Nominations are open for the Lieutenant Governor's Medal of Distinction in Public Administration, Ontario's highest honour for public service. [Nominate a colleague](#) from your municipality by June 27,

Education Opportunities

Registration is now open for the AMO Rural Healthy Democracy Forum, in the Municipality of Mississippi Mills. Partnering with the Rural Ontario Municipal Association (ROMA), 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. [Register today!](#)

AMO 2025 is the premier opportunity to connect with your colleagues, provincial government, and municipal suppliers – all in support of your work as a locally elected official. [Register for AMO 2025](#) and [book your accommodations today](#).

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.

The OSUM Conference includes an important conversation on the impact of the trades and tariffs dispute. Join your colleagues in discussion with Tony Stillo, Director of Canada Economics at Oxford Economics, on scenarios and potential economic impacts for Ontario and small urban communities. [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](#).

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

Explore how a human rights-based approach to municipal planning can enhance municipal decision-making, ensuring policies and services are inclusive, equitable, and legally sound. [Register for the May 8 Human Rights Based Approach to Municipal Planning workshop](#).

AMO and Hicks Morley have developed training to support municipal elected officials and council in understanding their obligations related to human rights and understanding how to manage seemingly competing human rights. [Register for this important Competing Rights May 13 workshop](#).

LAS

The [Canoe Procurement Group](#) is hosting a webinar [exclusively for Canoe members](#) on April 3 at 3:00pm EST. Staff will update on tariff changes and the impact they may have on the Canoe program. [Register here](#).

Municipal technology improves resource management and enhances citizen services, but software and community development have their limits. [Read the blog](#) to explore potential solutions.

Learn about the advantages and cost savings opportunity with the LAS Group Benefits service. Our program partner, Mosey and Mosey, will also offer an update about what is driving the cost of employee group benefit plans. [Attend live April 1](#) to ask questions.

LAS is hosting a workshop on Net Zero & Low Carbon Initiatives for your municipal buildings. [Join us in person](#) on May 14 at the [Coldstream Net Zero Fire Hall](#) or at our [virtual workshop](#) on June 18. Workshops qualify for a 75% IESO incentive. [Registration is now open](#).

The LAS [Automated Speed Enforcement](#) program continues to grow! We are looking for a few municipalities ready to join our next intake with live cameras in September. [Contact Tanner](#) to learn more about this important community safety program.

Municipal Wire*

Smart Density has received funding from CMHC Solutions Lab to assist municipal planning teams in [updating zoning policies](#) to enable affordable housing development on faith-based properties. Contact

info@smartdensity.com to access Solutions Lab support.

The Ontario Geothermal Association is hosting a [conference May 21-22](#) with sessions about municipal geothermal programs. Municipal delegates can receive 20% off registration with discount code AMO.

Careers

[Digital Communications & Marketing Coordinator - Association of Municipalities of Ontario \(AMO\)](#).

Closing Date: March 28, 2025.

[Director of Finance and Administration - Manitoulin-Sudbury District Services Board](#). Closing Date: April 4, 2025

[Finance Coordinator - County of Lambton](#). Closing Date: April 6, 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](#)



FROM THE COUNCIL CHAMBERS

MARCH 25, 2025

COUNCIL MEETING





1

Strengthening Public Health: Key Updates from SWPH

Southwestern Public Health (SWPH) presented to County Council to lay the groundwork for ongoing collaboration. Dedicated to fostering healthier communities, SWPH pledged to provide updates to the County Council three times a year regarding key public health priorities, achievements, and challenges.

A significant portion of SWPH's work occurs behind the scenes, focusing on outbreak prevention, chronic disease reduction, and enhancing community well-being. Their initiatives help prevent health crises, improve quality of life, and lessen disparities.

During the presentation, SWPH provided community health statistics related to immunizations, infectious diseases, mental health, substance use, maternal and reproductive health, and oral health. These insights are crucial for making informed decisions and creating proactive health strategies. The complete data set is available in the agenda package.

By maintaining ongoing engagement with the County Council, SWPH seeks to strengthen public health initiatives and enhance outcomes for all residents.



\$46K Approved for Sponsorship Funding to Strengthen Community Initiatives & Events

In support of community programs, services, and events, County Council approved \$46,000 in sponsorship funding for 2025. This funding aligns with the County's mission and strategic objectives.

The \$46K allocated via the Elgin County Sponsorship Program for 2025 encompasses the following categories:

a) Community Programs/Services

Funding for programs or services that promote cultural, heritage, education, health, and welfare in the Elgin County community.

b) Fairs, Festivals, or Events

Funding for fairs, festivals, or events that provide significant community benefit.

Twenty-five applications were received and reviewed, with all but one application deemed eligible. A full list of applicants can be found in the agenda package.

This funding initiative helps promote community-driven projects that reflect the County's values and goals.



Draft agreement approved for administrative support for the Elgin OPP Board

County Council has approved a draft Administrative Services Agreement for the County to provide administrative support to the Elgin OPP Detachment Board. The Warden and Chief Administrative Officer were authorized to sign the agreement, which will run from April 1, 2025, to January 31, 2026.

The Detachment Board plays a key role in overseeing the operation of the Elgin OPP detachment, including setting objectives and priorities for the detachment in alignment with the Minister's strategic plan, advising the commander on policing matters, and ensuring policing services meet the needs of local residents.

Under the agreement, the County will provide a range of administrative services, including financial, IT, and general administrative support, on a cost-recovery basis. The draft agreement includes hourly rates for services, insurance requirements, and procedures for handling information requests. Once signed, the agreement will be forwarded to the Elgin OPP Detachment Board Chair for final execution.



Next Council Meeting:



APRIL 8, 2025



9:00 AM

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Long Point Region Conservation Authority

Long Point Region Conservation Authority
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Phone: 519-842-4242
Fax: 519-842-7123
Toll free: 1-888-231-5408
www.lprca.on.ca

March 14, 2025

Nathan Dias, CAO
Township of Malahide
87 John St. S
Aylmer ON N5H 2C3
Email: ndias@malahide.ca

Attention: Mr. Dias

Dear Members of Council, Residents, and Ratepayers,

The Long Point Region Conservation Authority held our Annual General Meeting on Friday March 7, 2025 and I am pleased to inform you the Authority had another successful year in 2024.

The Annual Report highlights the activities of the Authority for the year 2024. The Authority issued 198 planning permits, consulted on 84 municipal applications, and participated in 14 pre-consultations. We surveyed six of our forest tracts (544 acres) to identify species at risk, and invasive control was completed on 1,146 acres of land. We funded two erosion control projects and 1,504 acres of cover crops on landowners' properties, and planted 44,727 trees throughout the watershed.

The Vittoria Dam Class Environmental Assessment was completed and the preferred alternative will be implemented over a number of years. The Authority completed and updated six corporate plans including the 2024 – 2027 Strategic plan and the following plans in compliance with *Ontario Regulation 686/21: Conservation Lands Strategy, Watershed-based Resource Management Strategy, Water Control Infrastructure Asset Management Plan, Water Control Infrastructure Operation Plan, and Ice Management Plan*. Our Flood Forecasting & Warning team issued 11 flood messages over seven events in partnership with our municipal emergency management teams.

Financially, the Authority ended 2024 in a positive financial position. The 2024 LPRCA financial statements, audited by MNP LLP of London, and a copy of our 2024 Annual Report highlighting the programs, services, and accomplishments the Authority achieved in 2024 are attached.

On behalf of the Long Point Region Conservation Authority Board of Directors, I would like to thank you for your continued support of the Authority.

Yours truly,

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager/Secretary-Treasurer

CC. Allison Adams, Manager of Legislative Services/Clerk

Attachment 1: 2024 Annual Report
Attachment 2: 2024 LPRCA financial statements

Hard copy sent by mail

LONG POINT REGION CONSERVATION AUTHORITY



ANNUAL REPORT

2024



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Message from the Chair & General Manager

On behalf of the Board of Directors and staff, we are pleased to present this year's Annual Report, highlighting the progress and achievements of the Authority throughout 2024. Our continued commitment to protecting people and optimizing the health of the natural environment is essential in serving the residents of the watershed and delivering on our mission.

The Authority approved six key strategic documents in 2024, which will guide the organization's direction and decision-making to ensure organizational efficiency and effectiveness. The Watershed-based Resource Management and Conservation Land Strategies identify the Authority's goals for resource management and management of Authority properties. The 2024-2027 Strategic Plan refresh reaffirmed our mission. The Water Control Infrastructure Operational Plan and the Water Control Infrastructure Asset Management Plan will guide the Authority's operational and infrastructure renewal decisions for the 13 water control structures throughout the watershed.

In 2024, planning staff issued 198 permits, the Flood Forecasting and Warning team issued 11 messages over 7 events, 44,727 trees were planted, 1,504 acres of cover crops were planted, 1,146 acres of land were treated for invasive species across 15 properties, and our conservation area campgrounds brought in 455 seasonal campers and 8,465 overnight stays.

The Authority made important progress throughout 2024 through the completion of corporate plans/studies and the delivery of programs and services. These achievements could not have been accomplished without the commitment of staff and the support of the Board of Directors.

We extend our sincere appreciation and thanks to everyone that contributed to another successful year.

Robert Chambers
Chair, LPRCA Board of Directors

Judy Maxwell
General Manager, LPRCA



Memorial Forest Dedication Service



The Memorial Forest is a forest located within Backus Heritage Conservation Area meant to act as a living tribute to loved ones in a unique and environmentally nurturing way. A service is held annually on the third Sunday in September where donors and families are invited to remember their loved ones in the form of creating new life by expanding the forest each year in their memory. In 2024, we honoured 142 loved ones in the presence of 130 guests. LPRCA Chair, Robert Chambers, took to the podium alongside Pastor Rev. Ted Smith to deliver the service. Throughout the event, Brenda Atkinson performed a series of musical performances.



In Memoriam



Stewart Patterson

It is with sorrow that LPRCA notes the passing of Stewart Patterson, Board of Directors member who served with LPRCA for six years, representing Haldimand County. Stew was heavily involved in his community being a member of the Jarvis Lions Club among a variety of other organizations. He had a great passion for bettering his community and the environment. He was an honored member of the LPRCA family and will be greatly missed.

It is with sadness that LPRCA notes the passing of Betty Chanyi. Betty served on LPRCA's Backus Museum Committee for nine years and on LPRCA's Board of Directors as a member representing Norfolk County for four years. Betty was heavily involved in the community as she immersed herself in a multitude of local groups in the Port Rowan area. Betty was a great supporter of LPRCA and will be dearly missed.



Betty Chanyi

Protecting Life & Property

Flood Forecasting & Warning

LPRCA's Flood Forecasting and Warning team works on rotation 24/7/365 to fulfill conversation authorities' core mandate of protecting people and property from natural hazards. The team monitors both lake and

riverine conditions across the watershed and delivers flood-related messages to the public for storm events. During storm events, there is coordination with municipal emergency response staff. In addition, the messages are also relayed to LPRCA's corporate website and posted to all LPRCA social media channels. In 2024, the Long Point Region Watershed experienced a total of seven flood-related events with staff issuing 11 messages during the events. LPRCA also has a low-water response team that monitors levels by measuring precipitation, stream flow and groundwater levels. There were no advisories issued in 2024.

	2024	2023
Water Conditions Statements	6	5
Flood Watches	2	2
Flood Warnings	3	1

Source Water Protection

In accordance with the *Clean Water Act* of 2006, LPRCA works alongside Grand River CA, Catfish Creek CA, Kettle Creek CA and stake-holders, forming the Lake Erie Source Protection Region. Each authority has its own source protection plan that includes policies aimed to protect existing and future sources of municipal drinking water. The Long Point Source Protection Plan has been in effect since 2015 and aims to protect sources of drinking water from contamination and overuse. In accordance with *Ontario Regulation 287/07 s.52*, Long Point Region Source Protection Authority provides annual progress reports that report on the implementation status of significant drinking water threats within the region. The report is submitted to the Ministry of the Environment, Conservation and Parks.

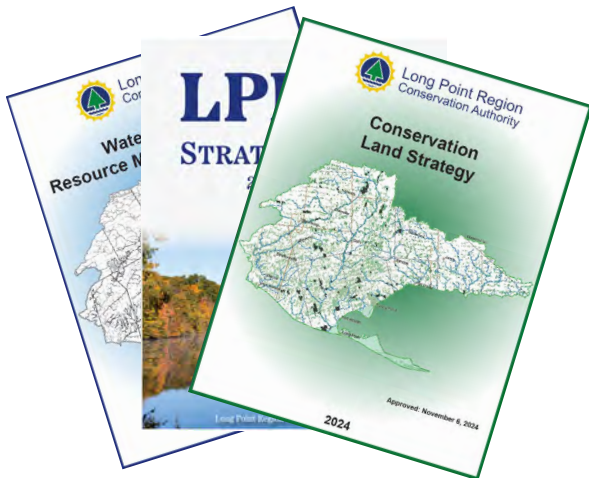


Vittoria Dam - Conservation Ontario Class Environmental Assessment

A Conservation Ontario Class Environmental Assessment on Vittoria Dam, initiated in 2023 following a Dam Safety Review completed in 2015, is now complete. The Notice of Project Completion was issued on August 26, 2024 and outlined the preferred alternative of slowly decommissioning the flow controls over a number of years. This process includes the removal of all available operational dam elements related to flow control including stop logs and gains, and the low-level sluice gate bypass system. Mitigating remobilization of sediment, providing time for flora and fauna to adjust, and protecting native Brook Trout is of utmost importance during this process. The next step is to develop a detailed plan and design to implement the decommissioning.



Update of Corporate Strategic Plans



In 2024, LPRCA completed the required plans in accordance to *Ontario Regulation 686/21: Mandatory Programs and Services* made under the *Conservation Authorities Act*, along with a refresh of the LPRCA Strategic Plan. The plans will provide the Authority with a high-level framework that guides, manages and informs future decision-making.

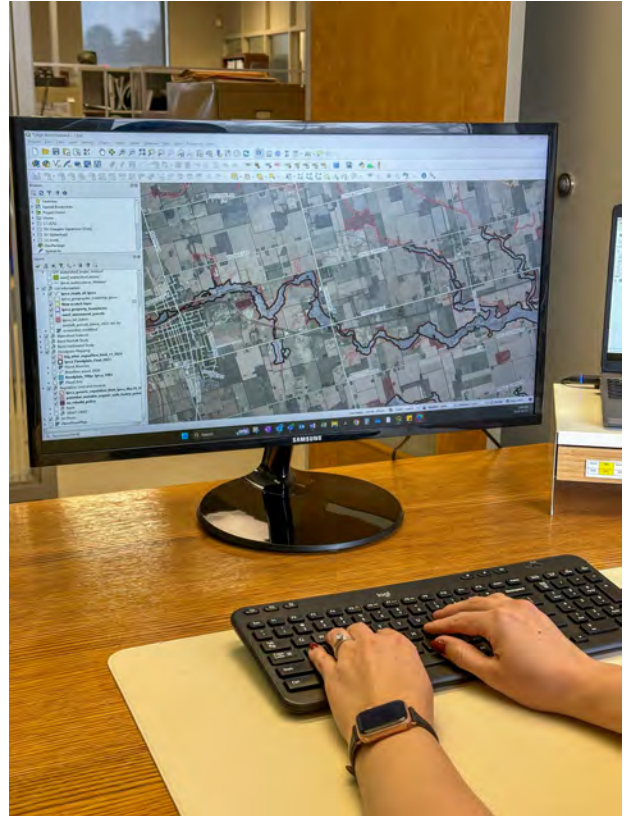
The plans are as follows:

- Conservation Land Strategy;
- Watershed-based Resource Management Strategy;
- Water Control Infrastructure Asset Management Plan;
- Water Control Infrastructure Operational Plan;
- Ice Management Plan; and
- LPRCA Strategic Plan Refresh 2024-2027.

Planning & Regulations

The *Ontario Regulation 178/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* under the *Conservation Authorities Act*, legislation was revoked and the new *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits* took effect on April 1, 2024. The new legislation, *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*, is used to regulate development in floodplains and hazardous areas within our watershed. Some changes are highlighted below:

- A number of development activities are exempt from requiring a permit and many are minor in nature and have size and/or location restrictions in order to be exempt;
- The regulated area around Provincially Significant Wetlands is reduced from 120 metres to 30 metres; and
- The Minister of Natural Resources has increased authority for permit decisions for issuing or denying a permit.



	2024	2023
Permit Applications Issued	198	245
Municipal Applications Reviewed and Comments Provided	84	117
Formal Pre-consultation Meetings	14	32

In 2024, LPRCA issued 198 permits with an average turnaround time for minor applications taking 5.2 calendar days and major applications taking 8.3 calendar days.

Enhancing Watershed Health

Stewards of the Land

LPRCA's landowner services are designed to help residents make the most out of their land by helping preserve and enhance the health of it. Services include:

- Cover crops;
- Tree planting;
- Restoration services;
 - Pit & mound forest restoration
 - Wetland enhancement/protection
 - Tall grass prairie planting
 - Riparian buffer zone installation
 - Species at risk protection
- Erosion control plans; and
- Rural water quality programs.

These best management practices benefit the watershed's health by filtering water to limit nutrient runoff, restoring the natural hydrology of the land, supporting biodiversity and more.



Through Forest Canada's 50 Million Program and Ontario Power Generation's Regional Biodiversity Program, LPRCA facilitated the planting of 44,727 trees throughout the watershed in 2024. LPRCA also planted 1,504 acres of cover crops in partnership with 19 agricultural producers in 2024. ALUS Norfolk coordinated funding from Environment and Climate Change Canada's Integrated Conservation Action Plan (ECCC/ICAP) to execute the cover crop planting. Staff designed two erosion control projects with funding from ECCC/ICAP and Canada-Ontario Agreement funding from the Ministry of Agriculture, Food, and Agribusiness coordinated by Kettle Creek Conservation Authority.

Invasive Species Control

In the summer of 2024, LPRCA expanded the Hemlock Woolly Adelgid (HWA) monitoring program initially established by the Invasive Species Centre, Natural Resources Canada and the Canadian Food Inspection Agency. The program monitors HWA using environmental DNA (eDNA). Forestry staff have installed eDNA traps in the Jacques Tract and Hay Creek Conservation Area. Staff have also inventoried and/or treated four properties across the watershed that are or could be affected by HWA.

LPRCA and Ontario Woodlot Association partnered to inventory and treat the Jacques Tract to help in developing an HWA management guide for land managers across the province.



With the support and funding from Environment and Climate Change Canada, forestry staff continue to survey and treat new forest tracts and conduct re-treatment spraying for invasive species. Throughout the year, 1,146 acres of land across 15 properties were treated for invasive species, with 718 acres receiving their first treatment.

Staff will continue to monitor for new and emerging invasive species that threaten the LPRCA watershed.

Forest Management & Land Holdings

To ensure the Authority continues its legacy of well managed forests, LPRCA uses good forestry practices that focus on ecologically sustainable forest management with emphasis on social, economic and ecological values.

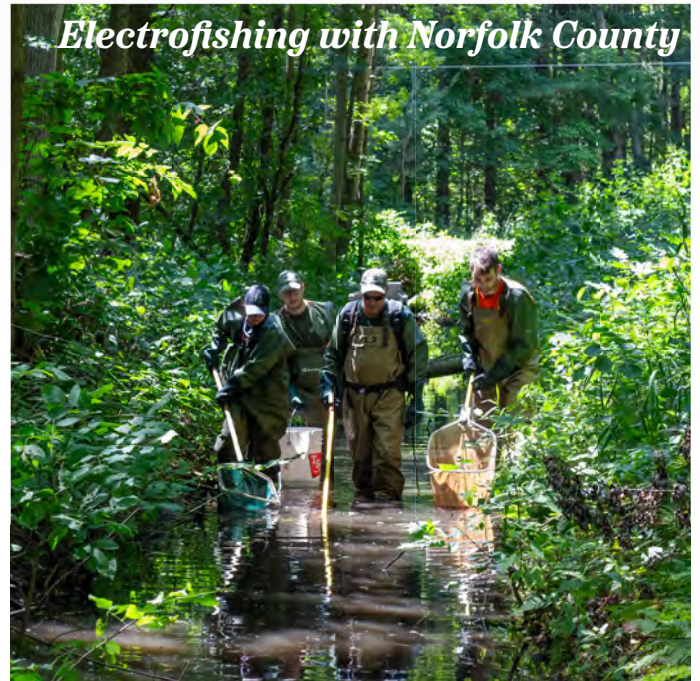
LPRCA owns over 11,000 acres of land, which includes:

- 90 forest tracts;
- Over 7,500 acres of managed forests tracts;
- 1,145 acres of protected and classified natural heritage woodlands; and
- 800 acres of uplands and marsh.



An ecologist was hired to ecologically survey 544 acres of land over six forest tracts to identify Species at Risk and Species of Concern. As per the *Endangered Species Act*, this is done to aid in the protection of these species and to promote habitat through upcoming harvesting operations. Using good forestry practices, certified tree markers marked trees for harvest. As a result, in 2024, the Authority issued and awarded two tenders.

Water Quality Monitoring



As a mandatory program and service, the Ministry of the Environment, Conservation and Parks (MECP) oversees the Provincial (Stream) Water Quality Monitoring Network (PWQMN) and the Provincial Ground Monitoring Network (PGMN), LPRCA monitors surface and ground water quality throughout the Long Point Region Watershed. Samples are collected throughout the year and sent for testing for parameters such as chloride, nutrients and metals. In 2024, samples for PWQMN were collected eight times at ten different locations. Samples for PGMN are collected annually and are drawn from 11 sampling wells. The information collected by analyzing these samples are added to a provincial dataset and the results are on the MECP website.

LPRCA also monitors the region's stream health by collecting samples using the protocol under the Ontario Benthos Bio-monitoring Network (OBBN). Samples are collected slightly different to monitor stream health, instead of taking a water sample and analyzing that, we collect the living things within the water itself. LPRCA gathered benthic invertebrate samples from 12 different sites around the watershed and sent the identification information to OBBN once the invertebrates were sorted. Staff also worked with Norfolk County staff, with funding from the Department of Fisheries and Oceans, to classify seven unrated drains. This is done by identifying different fish species (through the practice of electrofishing), identifying different plant species and assessing flows within the watercourses.

Connecting People to Nature

Backhouse Historic Site



Historic Site Interpreter at Cherry Valley School House

The Backhouse Historic Site welcomed visitors this summer to enjoy the historic village. An estimated 2,100 visitors made the journey to visit the site. The village was staffed with interpreters that facilitated programming such as tinsmithing, period demonstrations of school lessons, dressing and laundry, wool carding and spinning, and period appropriate games/crafts. Daily guided tours of the Mill took place when the village was open. At the Community Hall, the Weaver's from the Norfolk Fibre Arts Guild set up shop and gave spinning demonstrations for visitors to enjoy.

Education Programming



Interactive heritage and outdoor education programming saw a significant increase in the number of students registered in the 2024 school year. Contracts with two local school boards and an increase of out-of-contract classes brought in over 3,500 students who participated in education programming at Backus Heritage Conservation Area, nearly doubling the number of students from the previous year.

Two new program options were developed to expand the age range of students that can participate in programming. The programs include, *Dominion in Canada*, designed for grade 8 students and the *Backus Benthic Study*, designed for grades 9-12.

Conservation Areas



Haldimand CA Drainage Project



Monarch Restoration Habitat Site Prep

The 2024 season welcomed 8,465 overnight campers and 455 seasonal campers across LPRCA's five campgrounds. LPRCA education/heritage staff brought the educational workshops, *Turtle Talk* and *History on Wheels*, to all five campgrounds for campers to enjoy.

Backus Heritage CA, Norfolk CA and Waterford North CA all received washroom upgrades. The water access at Haldimand CA was improved, the well head was repaired and the park received drainage upgrades.

Park staff started on the prep work for a monarch habitat restoration site at Norfolk CA in partnership with the Canadian Wildlife Federation with funding from Environment and Climate Change Canada.

Community Relations

2024 was an exciting and fun year full of partnerships and community outreach. LPRCA hosted the Scouts of Port Dover at our Wetland Trail located in Backus Heritage CA to teach them how to properly plant trees. In June, LPRCA, alongside St. Clair Region CA, attended Tillsonburg Turtle Fest as information vendors. In partnership with Rogers TV, LPRCA collaborated with Ranger Em on her show, *Learning With Ranger Em*, showcasing the uniqueness of the Long Point Region. LPRCA staff attended the Elgin Children's Water Festival and the Carolinian Forest Festival with neighbouring Conservation Authorities, Kettle Creek CA, Catfish CA and Upper Thames CA. The Authority also collaborated with local newspapers and landowners to showcase landowner stewardship projects in the watershed.



Filming with Ranger Em for Rogers TV

Children's Fishing Derbies



The 2024 Deer Creek Children's Fishing Derby (Kids, Cops & Canadian Fishing Days) was a great success with a turnout of 100 participants! This annual event is one that brings the community together to have fun in the outdoors.



Return of the War of 1812 Re-Enactment

After a 4 year hiatus, the War of 1812 Re-enactment returned and took place September 6-8, 2024. The 40th anniversary of the annual event was a large success, with over 400 visitors in attendance. The event included 155 re-enactors, two battle re-enactments, period demonstrations and shopping at Sutlers row. Tea for Three, a musical trio, added to the 19th century ambiance with their time period appropriate musical performances. Dolly's Sandwiches, a food vendor, made sure the re-enactors and visitors were full of delicious food. The Port Rowan South Walsingham Heritage Association took up shop in the Cherry Valley School House to further educate visitors. Overall, the return of the event was a great success.



Leighton & Betty Brown Scholarship



Since 2007, the Lee Brown Marsh Management Committee and LPRCA have been awarding the Leighton & Betty Brown scholarship to deserving watershed students that are pursuing a degree in an environmental or natural resources field at a post-secondary level. In 2024, Jared McPherson was awarded with a \$1,000 scholarship to help him in his studies of Geography at the

University of Ottawa. The scholarship recognizes graduating high school students who demonstrate a passion for the environment and have achieved academic excellence. The scholarship was established to honour Leighton, former LPRCA employee, and Betty, Leighton's wife, who both made significant contributions to waterfowl management.

Conservation Stewardship Award

Brian Woolley is an active member in the community as Director of Woodhouse Township on the Norfolk Soil & Crop Improvement Association Board of Directors, an active participant in the Haldimand-Norfolk Beekeepers' Association and an upcoming Board member for the Norfolk Federation of Agriculture. Brian actively participates in environmentally responsible farm management practices on his property to mitigate erosion and improve soil health, amongst many other projects/hobbies, like beekeeping.

Brian's lifelong passion and dedication for the conservation of natural resources is the reason he was selected as the recipient of the Conservation Stewardship award for 2024. Thank you and congratulations Brian!



Meet the Authority

As a special-purpose environmental body, LPRCA works in partnership with our eight member municipalities, the provincial and federal governments, and the community to protect, restore and manage the natural heritage in the Long Point Region Watershed. The watershed is 2,782 km² with 255 km of Lake Erie Shoreline and a population of approximately 100,000. LPRCA owns approximately 11,000 acres of land, 13 water-control structures and operates five campgrounds and various parkettes within the watershed.

2024 LPRCA Staff

Judy Maxwell General Manager/Secretary-Treasurer

Aaron Le Duc Manager of Corporate Services

Leigh-Anne Mauthe Manager of Watershed Services

Lorrie Minshall Project Manager, Watershed Services

Saifur Rahman Manager of Engineering & Infrastructure

Kim Brown Marsh Manager

Paige Burke Accounting Clerk

Greg Butcher Grounds Maintenance

Bob Dewdney Marsh Operations Labourer

Evan Forbes Superintendent of CAs

Paul Gagnon Lands & Waters Supervisor

Alex Huber Receptionist

Brock Hussey Lands & Waters Technician

Isabel Johnson Resource Planner

Amanda Kaye Accounting Clerk

Ryan Kindt Workshop Technician

Jessica King Marketing & Social Media Associate

Dana McLachlan Executive Assistant

Barry Norman Workshop Operations Labourer

Sarah Pointer Curator

David Proracki Water Resources Analyst

Chris Reinhart Forestry Technician

Braedan Ristine Resource Planner

Darell Rohrer Workshop Operations Labourer

Frank Schram Workshop Supervisor

Jeffery Smithson Workshop Operations Labourer

Nicole Sullivan HR Associate/Receptionist

Debbie Thain Supervisor of Forestry

Alanna Yungblut Heritage Programmer

As well as our many seasonal staff and summer students.



Staff Christmas Tree Decorating 2024

2024 Board of Directors

Chair

Robert Chambers

Vice Chair

Dave Beres

Directors

Shelly Ann Bentley	Haldimand County
Doug Brunton	Norfolk County
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Chris Van Paassen	Norfolk County
Jim Palmer	Township of Norwich
Stewart Patterson	Haldimand County
Rainey Weisler	Municipality of Bayahm/ Township of Malahide
Peter Ypma	Township of South-West Oxford

Lee Brown Marsh

Management Committee

Tom Haskett, Chair
Doug Brunton
Larry Chanda
Michael Columbus
Lou Kociuk

Backus Museum Committee

Heather Smith, Chair
Betty Chanyi, Past Chair
Daves Beres
Michael Columbus
Dene Elligson
Tom Masschaele
Julie Stone
Madaline Wilson

Farewell, Dana!

Dana McLachlan started her journey at LPRCA in 2007 and served as the Executive Assistant for nearly 18 years. She is a true testament to what a loyal and hardworking employee looks like. She was someone you could always count on for a helping hand. Her kindness and bubbly personality filled the LPRCA team with a sense of joy and unity that will always hold a special place in our hearts. The LPRCA team wishes her nothing but happiness and a sense of fulfillment in her retirement.

Thank you for your service Dana, enjoy your retirement!



Facts & Figures

Financial Highlights

2024 Revenue

Municipal Levy - Operating	\$ 2,145,963	33%
Municipal Levy - Capital	\$ 216,424	2%
Provincial Funding	\$ 35,229	1%
Fees	\$ 3,542,876	56%
Forestry Sales	\$ 505,027	8%
Total	\$ 6,445,519	100%

2024 Expenditures

Planning and Watershed Services	\$ 1,130,016	21%
Backus Heritage CA	\$ 308,323	6%
Maintenance Operations Services	\$ 900,671	15%
Forestry Services	\$ 398,958	7%
Conservation Parks	\$ 1,499,324	26%
Corporate Services	\$ 1,368,009	25%
Total	\$ 5,605,301	100%

Use of 2024 Operating Levy

Corporate Services	\$ 958,646	36%
Planning and Watershed Services	\$ 536,509	29%
Backus Heritage CA	\$ 5,582	5%
Maintenance Operations Services	\$ 645,226	30%
Total	\$ 2,145,963	100%

Share of 2024 Operating Levy

Haldimand County	\$308,299	14%
Norfolk County	\$1,102,752	51%
Oxford County	\$469,365	22%
Brant County	\$152,855	7%
Bayham Municipality	\$97,190	5%
Malahide Township	\$15,502	1%
Total	\$2,145,963	100%



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Municipality of Bayham | County of Brant | Haldimand County
Town of Tillsonburg | Township of Malahide | Norfolk County
Township of Norwich | Township of South-West Oxford

LONG POINT REGION CONSERVATION AUTHORITY

**Financial Statements
December 31, 2024**

LONG POINT REGION CONSERVATION AUTHORITY**INDEX TO THE FINANCIAL STATEMENTS****DECEMBER 31, 2024**

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MANAGEMENT REPORT

Management's Responsibility for the Financial Statements

The accompanying financial statements are the responsibility of the management of Long Point Region Conservation Authority and have been prepared by management in accordance with Canadian public sector accounting standards. Management is also responsible for the notes to the financial statements, schedules and the integrity and objectivity of these financial statements. The preparation of financial statements involves the use of estimates based on management's judgment to which management has determined such amounts on a reasonable basis in order to ensure that the financial statements and any other supplementary information presented are consistent with that in the financial statements.

The Authority is also responsible to maintain a system of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable, available on a timely basis, and accurate, and that the transactions are properly authorized and that the Authority's assets are properly accounted for and adequately safeguarded.

The Board of Directors are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board reviews internal financial statements on a quarterly basis with management, as well as with the external auditors to satisfy itself that each party is properly discharging its responsibilities with respect to internal controls and financial reporting. The external auditors MNP LLP have full and free access to financial information and the Board of Directors prior to the approval of the financial statements.

The financial statements have been examined by MNP LLP, the external auditors of the Authority. The responsibility of the external auditors is to conduct an independent examination in accordance with Canadian generally accepted auditing standards, and to express their opinion on whether the financial statements are fairly presented in all material respects in accordance with Canadian public sector accounting standards.

Dave Beres

Dave Beres
Chairman of the Board

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager, Secretary/Treasurer

Tillsonburg, Canada
March 7, 2025

Independent Auditor's Report

To the Board of Directors of Long Point Region Conservation Authority:

Opinion

We have audited the financial statements of Long Point Region Conservation Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations and change in accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2024, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

London, Ontario
March 7, 2025

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
Financial Assets		
Cash (note 4)	\$ 2,865,947	\$ 4,059,009
Investments (note 5)	10,420,467	8,429,577
Accounts receivable (note 12)	162,954	388,631
Accrued receivable (note 12)	46,941	13,575
Other assets (note 12)	127,479	75,824
	<hr/> 13,623,788	<hr/> 12,966,616
Financial Liabilities		
Accounts payable and accrued liabilities (note 12)	349,044	356,288
Deferred revenue (schedule 1)	1,027,817	879,128
	<hr/> 1,376,861	<hr/> 1,235,416
Net financial assets	12,246,927	11,731,200
Non-Financial Assets		
Tangible capital assets (schedule 2)	8,387,688	8,063,197
	<hr/>	<hr/>
Net assets	<u>\$ 20,634,615</u>	<u>\$ 19,794,397</u>
Commitment (note 7)		
Contingent liabilities (note 9)		
Accumulated Surplus		
Accumulated surplus - internally restricted (schedule 3)	6,249,829	5,743,696
Accumulated surplus - externally restricted (schedule 4)	5,997,098	5,987,504
Accumulated surplus - tangible capital assets	8,387,688	8,063,197
	<hr/>	<hr/>
Total accumulated surplus	<u>\$ 20,634,615</u>	<u>\$ 19,794,397</u>

On behalf of the Board of Directors:

Dave Beres

Dave Beres
Chair, Board of Directors

Chris Van Paassen

Chris Van Paassen
Chair, Audit and Finance Committee

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF OPERATIONS AND CHANGE IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget <u>2024</u> (note 6)	Actual <u>2024</u>	Actual <u>2023</u>
Revenues			
Municipal levies:			
General	\$2,145,963	\$2,145,963	\$2,099,510
Special	248,940	216,424	150,000
Government grants:			
Provincial	35,229	35,229	35,229
Corporate services (note 8)	281,200	406,347	372,551
Planning and watershed services	322,730	501,757	532,681
Forestry services	526,985	505,027	499,788
Backus Heritage conservation area	168,179	148,542	213,802
Conservation parks	1,955,100	2,152,252	2,044,566
Maintenance operations services	636,017	333,978	359,381
Gain on disposal of tangible capital assets	-	-	11,271
Total Revenues	6,320,343	6,445,519	6,318,779
Expenditures			
Corporate services	1,376,698	1,368,009	1,305,091
Planning and watershed services	926,451	1,130,016	1,092,552
Forestry services	485,960	398,958	412,513
Backus Heritage conservation area	307,756	308,323	317,138
Conservation parks	1,667,787	1,499,324	1,410,308
Maintenance operations services	1,103,616	900,671	778,254
Total expenditures	5,868,268	5,605,301	5,315,856
Annual Surplus	\$452,075	\$840,218	\$1,002,923
Accumulated surplus, beginning of the year	19,794,397	19,794,397	18,791,474
Accumulated surplus, end of the year	\$20,246,472	\$20,634,615	\$19,794,397

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget <u>2024</u> (note6)	Actual <u>2024</u>	Actual <u>2023</u>
Annual Surplus	\$452,075	\$840,218	\$1,002,923
Acquisition of tangible capital assets	(696,340)	(645,031)	(416,841)
Gain on disposal of tangible capital assets	-	-	(11,271)
Proceeds on disposal of tangible capital assets	-	-	20,890
Amortization of tangible capital assets	-	320,540	282,719
Change in net financial assets	(244,265)	515,727	878,420
Net financial assets, beginning of year	11,731,200	11,731,200	10,852,780
Net financial assets, end of year	\$11,486,935	\$12,246,927	\$11,731,200

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
Cash Flows from Operating Activities		
Operating activities:		
Annual Surplus	\$840,218	\$1,002,923
Items not affecting cash:		
Amortization of tangible capital assets	320,540	282,719
Gain on disposal of tangible capital assets	-	(11,271)
	1,160,758	1,274,371
Change in non-cash working capital:		
Accounts receivable	225,677	(186,022)
Accrued receivable	(33,366)	61,162
Other receivables	(51,655)	43,239
Accounts payable and accrued liabilities	(7,244)	139,371
Deferred revenue	148,689	114,367
	1,442,859	1,446,488
Investing activities:		
Acquisition of tangible capital assets	(645,031)	(416,841)
Change in investments	(1,990,890)	(1,226,323)
Proceeds on disposal of tangible capital assets	-	20,890
	(2,635,921)	(1,622,274)
Change in cash	(1,193,062)	(175,786)
Cash, beginning of year	4,059,009	4,234,795
Cash, end of year	\$2,865,947	\$4,059,009

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

1. Purpose of the Organization

Long Point Region Conservation Authority (the "Authority") is a special purpose environmental body established under the Conservation Authorities Act of Ontario and works with member municipalities, other stakeholders, and undertakes programming to protect, restore and manage the natural resources and features in the Long Point Region Watershed.

2. Significant Accounting Policies

The financial statements of Long Point Region Conservation Authority are the representation of management, prepared in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. The policies that are considered to be particularly significant are as follows:

[a] Revenue Recognition

The Authority follows the deferral method of accounting for contributions and government transfers. Restricted contributions and government transfers are deferred and are recognized as revenues in the year in which the related expenses are incurred or services performed. Unrestricted contributions and government transfers are recognized as revenues in the period in which events giving rise to the revenue occur, provided that the transactions are authorized, any eligibility criteria have been met, and a reasonable estimate can be made of the amount to be received.

General grants and levies are recognized in the period they pertain to.

Corporate services, Planning and watershed services, Forestry services, Backus Heritage site, Conservation parks and Maintenance operations services are recognized as the related expenses are incurred and the services are provided.

Interest and investment income is recognized on the accrual basis as it is earned.

[b] Accrual Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

2. Significant Accounting Policies (continued from previous page)

[c] Internal Transactions

All inter-departmental revenues and expenditures have been eliminated for these financial statements.

[d] Investments

All of the investments are carried at amortized cost using the effective interest rate method. The Board of Directors has the intention to hold investments until maturity.

[e] Reserve Fund Balances

Internally restricted reserves are those with restrictions imposed by the Board of Directors in order to ensure funds are available for financial relief in the event of a significant loss of revenues or other financial emergency for which there is no other source of funding available. Internally restricted funds are as follows:

- (i) The Education Centre Maintenance Fund for the maintenance of the Backus Conservation Education Centre.
- (ii) The OPG Forest Corridor Fund for the long-term monitoring of forest areas.
- (iii) The Memorial Woodlot fund for the donations to the Memorial Woodlot Fund and cost to Memorial Woodlot Fund at Backus.
- (iv) The Lee Brown Waterfowl M.A. Capital Replacement Fund for the capital replacements of Lee Brown Waterfowl M.A.
- (v) The Capital Levy fund for capital additions, replacements or improvements within the authority.
- (vi) The Dam Fund is for maintenance and capital upgrades to the Authority owned flood control structures.
- (vii) The Administration Office Fund is for the future acquisition of office space that meets the organization's needs.
- (viii) The Strategic Investments in Operation/Capital Fund is for investment in operations and capital alignment with the organization's strategic plan.
- (ix) The Motor Pool Reserve is for the Operations/Capital replacement of the Authority's Motor Pool fleet and equipment.
- (x) The User Fee Reserve is for the Operations/Capital of the self-sustaining programs and services (Forestry and Parks).

Externally restricted reserves are those with restriction imposed by individuals external to the Board of Directors. Externally restricted funds are as follows:

- (i) Revenues and expenditures related to the Backus Heritage Village are recorded in the Backus Heritage Village Trust Fund.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

2. Significant Accounting Policies (continued from previous page)

- (ii) Revenues and expenditures related to the Leighton and Betty Brown scholarships are recorded in the Leighton and Betty Brown Scholarship Fund.
- (iii) Disposition of Lands Reserve shall use the funds for dam studies and repairs, flood hazard mapping and flood forecasting tools.
- (iv) The Backus Woods Reserve shall be used for conservation educational activities and capital expenditures related to educational activities at the Backus Heritage Conservation Area.

[f] Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual values, of the tangible capital asset, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land improvements	5 - 20 years
Buildings and building improvements	20 - 50 years
Machinery & equipment	20 years
Furniture and fixtures	10 years
Computers	5 years
Motor vehicles	10 years
Infrastructure	10 - 50 years

Amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Contributed tangible capital assets are recorded into revenues at their fair market values on the date of a donation.

[g] Donations

Unrestricted donations are recorded as revenue in the year they are received. Externally restricted donations are deferred and recognized as revenue in the year in which the related expenses are recognized. Donated materials and services are recorded as revenue and expenditure when the fair market value of the materials and services donated is verifiable, only to the extent the Authority has issued a charitable donation receipt for those materials and services.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

2. Significant Accounting Policies (continued from previous page)

[h] Use of Estimates

The preparation of the financial statements of the Authority, in conformity with Canadian public sector accounting standards, requires management to make estimates that affect the reported amount of assets and liabilities and the disclosure of contingent liabilities, at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results may differ from these estimates.

[i] Contaminated Sites

Contaminated sites are the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or living organism that exceed an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Authority is directly responsible or accepts responsibility for the liability;
- (iv) future economic benefits will be given up; and
- (v) a reasonable estimate of the liability can be made.

[j] Deferred Revenue

The Authority receives contributions principally from public sector bodies pursuant to legislation, regulations or agreements that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or service is performed.

[k] Financial instruments

- (i) Measurement of financial instruments

The Authority initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Authority subsequently measures its financial assets and financial liabilities at amortized cost.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

2. Significant Accounting Policies (continued from previous page)

Financial assets measured at amortized cost include cash, accounts receivable and accrued receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and long term liabilities.

(ii) Fair value measurements

The Authority classifies fair value measurements recognized in the statement of financial position using a three-tier fair value hierarchy, which prioritizes the inputs used in measuring fair value as follows:

Level 1: Quoted prices (unadjusted) are available in active markets for identical assets or liabilities;

Level 2: Inputs other than quoted prices in active markets that are observable for the asset or liability, either directly or indirectly; and

Level 3: Unobservable inputs in which there is little or no market data, which require the Organization to develop its own assumptions.

Fair value measurements are classified in the fair value hierarchy based on the lowest level input that is significant to that fair value measurement. This assessment requires judgment, considering factors specific to an asset or a liability and may affect placement within the fair value hierarchy.

(iii) Impairment

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the Statement of Operations and any unrealized gain is adjusted through the Statement of Remeasurement Gains and Losses. When the asset is sold, the unrealized gains and losses previously recognized in the Statement of Remeasurement Gains and Losses are reversed and recognized in the Statement of Operations.

The write-down reflects the difference between the carrying amount and the higher of:

- a) the present value of the cash flows expected to be generated by the asset or group of assets;
- b) the amount that could be realized by selling the assets or group of assets;

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

2. Significant Accounting Policies (continued from previous page)

c) the net realizable value of any collateral held to secure repayment of the assets of group of assets.

There are no items to be reported on the Statement of Remeasurement Gains and Losses, as a result, this statement has not been presented.

[I] Asset Retirement Obligations

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) the past transaction or event giving rise to the liability has occurred;
- (iii) it is expected that future economic benefits will be given up; and
- (iv) a reasonable estimate of the amount can be made.

There have been no asset retirement obligations identified.

3. Changes to accounting policies

Public sector standard PS 3400 – Revenue

On January 1, 2024, the Authority adopted Canadian public sector accounting standard PS 3400 – Revenue. The new standard provides guidance on how to account and report on revenue for public sector entities. PS 3400 differentiates between revenues arising from transactions with performance obligations, referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

The Authority has implemented this standard with no significant impact.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

4. Cash

Cash consists of cash on hand and all bank account deposits. The cash balance is comprised of the following:

	2024	2023
General	\$2,862,738	\$4,009,811
Externally restricted:		
Backus Heritage Village	295	26,664
Leighton and Betty Brown Scholarship	2,914	22,534
	\$2,865,947	\$4,059,009

General cash includes a bank account earning interest at 3.40% (2023 – 5.40%).

5. Investments

The Authority holds short-term guaranteed investment certificates, money market funds and cash within their investments. The investment balance is comprised of:

	2024	2023
Government and corporate bonds, maturing at various dates between 2025 and 2035, yields varying between 1.40% and 5.21%	\$5,890,000	\$5,955,000
Guaranteed investment certificates maturing at various dates in 2025, yielding between 3.75% and 5.10%	3,459,000	1,505,000
Principal protected notes – fixed income note, yields varying between 0% and index return multiplied by the participation rate	1,000,000	1,000,000
Money market funds, no specified maturity or yield	11,743	11,342
Cash	92,279	43,397
	10,453,022	8,514,739
Plus: accrued interest	35,916	32,469
Plus: unamortized purchase premium	(68,471)	(117,631)
	(32,555)	(85,162)
	\$10,420,467	\$8,429,577

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

6. Budget Figures

The unaudited budget data presented in these financial statements are based upon the 2024 operating and capital budgets approved by the Board of Directors on February 7, 2024.

7. Commitment

The Authority rents a premise under a long-term operating lease that expires October 2028, with two further 5 year optional renewal periods, with a final term ending October, 2038. The operating lease payments are as follows:

2025	115,347
2026	117,654
2027	120,007
2028	122,407
2029	124,855
Thereafter	1,210,703
	<u>1,810,973</u>

8. Investment Income

Included in corporate services revenue is interest income on investments of \$362,458 (2023 - \$321,032).

9. Contingent Liabilities

From time to time, the Authority is subject to claims and other lawsuits that arise in the course of ordinary business, in which damages have been sought. These matters may give rise to future liabilities for which the Authority maintains insurance coverage to mitigate such risks. The outcome of these actions is not determinable, and accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year in which the related litigation is settled.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

10. Pension Agreements

The Authority makes contributions to the Ontario Municipal Employees Retirement System (“OMERS”) plan, which is a multi-employer plan, on behalf of full-time and qualifying part-time employees. The plan is a defined benefit pension plan, which specifies the amount of the retirement benefit to be received by employees based on the length of service, pension formula and employee earnings. Employees and employers contribute equally to the plan. In 2024, the Authority’s contribution to OMERS was \$219,415 (2023 – \$193,377).

The latest available report for the OMERS plan was December 31, 2023. At that time the plan reported a \$4.2 billion actuarial deficit (2022 - \$6.7 billion deficit), based on actuarial liabilities of \$134.6 billion (2022 - \$130.3 billion) and actuarial assets of \$130.4 billion (2022 - \$123.6 billion). Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

As OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are a joint responsibility of all eligible organizations and their employees. As a result, the Authority does not recognize any share of the OMERS pension actuarial surplus or deficit.

11. Segmented information

The Authority provides a range of services. Distinguishable functional segments have been separately disclosed in the segmented information schedule. The nature of those segments and the activities they encompass are as follows:

Corporate services

Corporate services is comprised of Governance and general administration. These areas include the Board of Directors, Office of the General Manager, Administration, Accounting and Finance, Communications, Information Services and Human Resources.

Planning and Watershed

Planning and watershed provides services related to property development, technical reviews, operation of flood control structures, flood forecasting and warning, restoration programming, source water protection and water quality monitoring.

Forestry services

Forestry is comprised of Stewardship services and Forestry. Stewardship provides tree planting, restoration and establishment programs. Forestry sustainably manages the Authority’s forest tracts resources.

Backus Heritage conservation area

Backus Heritage Conservation Area provides conservation education programming, heritage programming and recreational activities and is home to the Backhouse National Historic Site.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

11. Segmented information (continued from previous page)

Conservation parks

Conservation parks provides recreational and camping activities at: Deer Creek Conservation Area, Backus Conservation Area, Haldimand Conservation Area, Norfolk Conservation Area and Waterford North Conservation Area.

Maintenance operations services

Maintenance Operations Services provides property, plant and equipment maintenance services and includes the Lee Brown Marsh.

12. Financial instruments and risks

Unless otherwise noted, it is management's opinion that the Authority is not exposed to significant risks. There have been no changes in the Authority's risk exposures from the prior year.

Credit risk

The Authority is exposed to credit risk through its cash and accounts receivable. The Authority reduces its exposure to credit risk by creating an allowance for bad debts when applicable. The majority of the Authority's receivables are from government entities. The Authority mitigates its exposure to credit loss by placing its cash with major financial institutions.

At year end, the amounts outstanding for the Authority's accounts receivable are as follows:

2024

	Current	31-60 days	61-90 days	91-120 days	Over 120 days	Total
Accounts receivable	\$160,510	\$2,208	\$-	\$236	\$-	\$162,954
Accrued receivable	46,941	-	-	-	-	46,941
Other assets	127,479	-	-	-	-	127,479
Total	\$334,930	\$2,208	\$-	\$236	\$-	\$337,374

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

12. Financial instruments and risks (continued from previous page)

2023

	Current	31-60 days	61-90 days	91-120 days	Over 120 days	Total
Accounts receivable	\$349,349	\$38,219	\$1,063	\$-	\$-	\$388,631
Accrued receivable	13,575	-	-	-	-	13,575
Other assets	75,824	-	-	-	-	75,824
Total	\$438,748	\$38,219	\$1,063	\$-	\$-	\$478,030

Liquidity risk

Liquidity risk is the risk that the Authority will not be able to meet its obligations as they become due. The Authority manages this risk by establishing budgets and funding plans to fund its expenses.

The following tables set out the expected maturities (representing undiscounted contractual cash-flow of financial liabilities):

2024

	Within 1 year	1-5 years	Over 5 years	Total
Accounts payable and accrued liabilities	\$349,044	\$-	\$-	\$349,044
Total	\$349,044	\$-	\$-	\$349,044

2023

	Within 1 year	1-5 years	Over 5 years	Total
Accounts payable and accrued liabilities	\$356,288	\$-	\$-	\$356,288
Total	\$356,288	\$-	\$-	\$356,288

LONG POINT REGION CONSERVATION AUTHORITY**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024****12. Financial instruments and risks (continued from previous page)***Interest rate risk*

Interest rate risk is the risk of potential loss caused by fluctuations in fair value of cashflow of financial instruments due to changes in market interest rate. The Authority is exposed to this risk through its interest-bearing investments. The Authority manages this risk through investing in fixed-rate securities. The Authority's investments are risk-managed under the Authority's investment policy.

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 1 –SCHEDULE OF DEFERRED REVENUE FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
Balance, beginning of year	\$879,128	\$764,761
Externally restricted contributions	503,195	408,674
Interest earned, restricted	36,292	121,322
Contributions used in operations	(390,798)	(415,629)
Balance, end of year	\$1,027,817	\$879,128

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 2 – SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2024

For the year ended December 31, 2024

	Cost			Accumulated Amortization					
				2024					
	Opening Balance	Additions	Disposals	Balance End of Year	Accumulated Amortization Beginning of Year	Reversals	Amortization	Accumulated Amortization End of Year	Net Carrying Amount End of Year
Land	\$ 4,605,258	\$ -	\$ -	4,605,258	\$ -	\$ -	\$ -	\$ -	\$ 4,605,258
Land improvements	117,114	47,454	-	164,568	23,905	-	7,175	31,080	133,488
Buildings	2,497,639	162,307	-	2,659,946	1,249,996	-	60,545	1,310,541	1,349,405
Machinery and equipment	689,086	6,263	-	695,349	264,175	-	31,170	295,345	400,004
Furniture and fixtures	8,595	-	-	8,595	4,002	-	860	4,862	3,733
Computers	210,250	10,764	-	221,014	191,762	-	5,952	197,714	23,300
Motor vehicles	659,645	377,058	-	1,036,703	369,107	-	89,975	459,082	577,621
Infrastructure	2,357,969	41,185	-	2,399,154	979,412	-	124,863	1,104,275	1,294,879
Total	\$ 11,145,556	\$ 645,031	\$ -	\$ 11,790,587	\$ 3,082,359	\$ -	\$ 320,540	\$ 3,402,899	\$ 8,387,688

For the year ended December 31, 2023

	Cost			Accumulated Amortization					
				2023					
	Opening Balance	Additions	Disposals	Balance End of Year	Accumulated Amortization Beginning of Year	Reversals	Amortization	Accumulated Amortization End of Year	Net Carrying Amount End of Year
Land	\$ 4,605,258	\$ -	\$ -	4,605,258	\$ -	\$ -	\$ -	\$ -	\$ 4,605,258
Land improvements	95,604	21,510	-	117,114	18,266	-	5,639	23,905	93,209
Buildings	2,362,314	148,182	12,857	2,497,639	1,202,893	8,856	55,959	1,249,996	1,247,643
Machinery and equipment	661,491	49,484	21,889	689,086	247,857	14,958	31,276	264,175	424,911
Furniture and fixtures	8,595	-	-	8,595	3,143	-	859	4,002	4,593
Computers	201,922	8,328	-	210,250	183,162	-	8,600	191,762	18,488
Motor vehicles	554,540	141,768	36,663	659,645	348,719	37,976	58,364	369,107	290,538
Infrastructure	2,310,400	47,569	-	2,357,969	857,390	-	122,022	979,412	1,378,557
Total	\$ 10,800,124	\$ 416,841	\$ 71,409	\$ 11,145,556	\$ 2,861,430	\$ 61,790	\$ 282,719	\$ 3,082,359	\$ 8,063,197

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 3 –SCHEDULE OF INTERNALLY RESTRICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2024

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Education Centre	\$ 37,638	\$ -	\$ 37,638	\$ -
OPG Forest Corridor	30,337	-	-	30,337
Memorial Woodlot	20,902	1,537	-	22,439
Lee Brown Waterfowl Capital	42,149	43,900	-	86,049
Dam Reserve	50,000	-	-	50,000
Administration Office	569,567	-	-	569,567
Strategic Investments in operations/capital	210,938	-	-	210,938
Motor Pool Reserve	124,334	68,071	-	192,405
User Fee Reserve	1,070,924	242,255	-	1,313,179
Capital Levy	690,721	165,635	286,730	569,626
Unrestricted Reserve	2,896,186	738,070	428,967	3,205,289
	\$ 5,743,696	\$ 1,259,468	\$ 753,335	\$6,249,829

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 4 – SCHEDULE OF EXTERNALLY RESTRICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2024

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Backus Heritage Village	\$ 77,540	\$ 4,016	\$ -	\$ 81,556
Leighton & Betty Brown Scholarship	127,424	6,578	1,000	133,002
Backus Woods	4,872,500	-	-	4,872,500
Disposition of Lands Reserve	910,040	-	-	910,040
	\$ 5,987,504	\$ 10,594	\$1,000	\$ 5,997,098

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 5 –SCHEDULE OF SEGMENTED REPORTING FOR THE YEAR ENDED DECEMBER 31, 2024

2024 Schedule of Segmented Reporting

	Corporate services	Planning and watershed services	Forestry services	Backus Heritage	Conservation parks	Maintenance operations services	2024 Total
Revenue:							
Levies	\$958,646	\$562,554	-	\$5,582	-	\$835,605	\$2,362,387
Grants	-	35,229	-	-	-	-	35,229
Fees	406,347	501,757	-	148,542	2,152,252	333,978	3,542,876
Forestry	-	-	505,027	-	-	-	505,027
Total revenue	1,364,993	1,099,540	505,027	154,124	2,152,252	1,169,583	6,445,519
Expenditures:							
Compensation	892,002	730,406	292,715	212,406	937,718	406,542	3,471,789
Administration	125,764	8,922	622	26,929	203,812	195,004	561,053
Professional/ contracted services	200,370	199,125	71,228	2,702	134,612	23,788	631,825
Materials and Supplies	17,696	135,060	34,393	7,860	83,975	29,953	308,937
Amortization	7,669	49,869	-	53,010	83,304	126,688	320,540
Repairs and maintenance	124,508	6,634	-	5,416	55,636	40,441	232,635
Motor pool	-	-	-	-	267	78,255	78,522
Total expenditures	1,368,009	1,130,016	398,958	308,323	1,499,324	900,671	5,605,301
Surplus	(\$3,016)	(\$30,476)	\$106,069	(\$154,199)	\$652,928	\$268,912	\$840,218

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 5 – SCHEDULE OF SEGMENTED REPORTING (continued) FOR THE YEAR ENDED DECEMBER 31, 2023

2023 Schedule of Segmented Reporting

	Corporate services	Planning and watershed services	Forestry services	Backus Heritage	Conservation parks	Maintenance operations services	2023 Total
Revenue:							
Levies	\$856,977	\$613,521	-	\$150,426	-	\$628,586	\$2,249,510
Grants	-	35,229	-	-	-	-	35,229
Fees	372,551	532,681	-	213,802	2,044,566	359,381	3,522,981
Forestry	-	-	499,788	-	-	-	499,788
Gain on disposal of tangible capital assets	11,271	-	-	-	-	-	11,271
Total revenue	1,240,799	1,181,431	499,788	364,228	2,044,566	987,967	6,318,779
Expenditures:							
Compensation	737,030	641,233	290,410	209,018	844,012	370,595	3,092,298
Administration	196,626	12,735	791	19,561	208,553	174,843	613,109
Professional/ contracted services	216,712	300,607	55,934	12,023	125,702	15,208	726,186
Materials and Supplies	15,943	80,313	65,378	15,222	94,371	32,274	303,501
Amortization	10,317	47,800	-	50,803	104,605	69,194	282,719
Repairs and maintenance	128,463	9,864	-	10,511	32,292	42,305	223,435
Motor pool	-	-	-	-	773	73,835	74,608
Total expenditures	1,305,091	1,092,552	412,513	317,138	1,410,308	778,254	5,315,856
Surplus	(\$64,292)	\$88,879	\$87,275	\$47,090	\$634,258	\$209,713	\$1,002,923



Full Authority Minutes

February 5, 2025

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, February 5, 2025 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m. As some members and guests attended virtually, all votes were recorded and are included in the Recorded Vote Registry.

Audio/Video Record Notice

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

Land Acknowledgement

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

Members Present:

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

Members Absent with Regret:

Jerry Pribil	London	Leave of Absence
JJ Strybosch	London	

Staff Present

Michael Buis	Lake Whittaker Conservation Coordinator	In Person
Jennifer Dow	Water Resources Supervisor	Virtual
Maisa Fumagalli	Planning and Regulations Supervisor	Virtual
Jessica Kirschner	GIS and Information Services Coordinator	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	Virtual

Betsy McClure	Manager Communications/Stewardship/Outreach	In Person
Jessy Van der Vaart	Communications and Outreach Coordinator	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

Guests:

Scott Trevors	Graham Scott Enns	In Person
Jim Frederick	Graham Scott Enns	In Person

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Delegations/Presentations

There were no delegations or presentations.

Hearing Board

There was no Hearing required.

Minutes of Meeting**FA24/2025**

Moved by: Frank Berze

Seconded: Jim Herbert

That the minutes of the January 15, 2025 Full Authority Meeting be approved.

Carried

John Wilson joined the meeting at 10:10 a.m.

Matters Arising

- a) Media Report
- b) Project Tracking
- c) Elgin Clean Water Program 2024 Year End Report

McClure provided an overview of the Elgin Clean Water Program. 22 projects were undertaken in 2024 totaling \$249,164 in project costs. Overall, 43% of projects completed through the Elgin Clean Water Program have been wetland creation/restoration projects.

FA25/2025

Moved by: Lori Baldwin-Sands

Seconded: Grant Jones

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

Carried

Correspondence

- a) Invitation from Lower Thames Valley Conservation Authority to the Annual General Meeting February 20, 2025
- b) From City of London Re: Jerry Pribil's Leave of Absence January 28, 2025

FA26/2025**Moved by: Grant Jones****Seconded: Jim Herbert**

That the Correspondence be received.

Carried**Statement of Revenue and Expenses**

- a) 2024 Draft Audited Financial Statements
- b) Draft Financial Statements
- c) Audit Planning and Finding Letters

Scott Trevors and Jim Frederick presented the Draft Financial Statements and welcomed questions from members. The statements will be officially approved at the February 26, 2025 Annual General Meeting.

FA27/2025**Moved by: Frank Berze****Seconded: Sam Trosow**

That the report on the Draft Audited Financial Statements be received and that the Audit Planning and Finding Letters be executed.

Carried**New Business**

- a) Draft 2025 Budget – Updated

VanHooren highlighted some initiatives that will be undertaken in 2025. To date no questions or concerns have been submitted by member municipalities. Members were reminded that the budget will be approved at the February 26, 2025 meeting by weighted vote.

b) Lake Whittaker Cabins Rules, Fees and Procedures

FA28/2025**Moved by: Jim Herbert****Seconded: Lori Baldwin-Sands**

That the staff report on Lake Whittaker Cabins, Rules, Fees and Procedures be accepted; and further

That KCCA's Rules and Regulations, Refund Policy, Cabin Permit, 2025 Conservation Area Fee Schedule and other associated documents and procedures be updated to reflect the changes in the staff report.

Carried

c) February Planning and Regulations Report

FA29/2025**Moved by: Grant Jones****Seconded: Jim Herbert**

That the February 2025 Planning and Regulations Activity Report be received.

Carried**Closed Session**

The Closed Session meeting began at 10:49 a.m.

FA30/2025**Moved by: Grant Jones****Seconded: Frank Berze**

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

Carried**FA31/2025****Moved by: Frank Berze****Seconded: Jim Herbert**

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 10:57 a.m.

a) January 15, 2025 Closed Session Minutes

FA32/2025

Moved by: Grant Jones

Seconded: Jim Herbert

That the minutes of the Closed Session meeting of the January 15, 2025 Full Authority Meeting be approved.

Carried

b) Property Matter – Possible Acquisition

FA33/2025

Moved by: Lori Baldwin-Sands

Seconded: Grant Jones

That the Chair and Vice-Chair be given power to act on a property matter until the Full Authority meets again on March 26, 2025.

Carried

c) Personnel Matter

FA34/2025

Moved by: Frank Berze

Seconded: Lori Baldwin-Sands

That staff proceed as directed on a personnel matter.

Carried

Upcoming Meetings

Members were reminded of the Annual General Meeting scheduled for February 26, 2025 at 10 a.m.

FA35/2025

Moved by: Jim Herbert

Seconded: John Wilson

That the meeting adjourn at 11 a.m.

Carried



Elizabeth VanHooren
General Manager/Secretary Treasurer



Todd Noble
Chair

Recorded Vote Registry FA24/2025 to FA29/2025

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

Board Member	FA24/2025	FA25/2025	FA26/2025	FA27/2025	FA28/2025	FA29/2025
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	On Leave	On Leave	On Leave	On Leave	On Leave	On Leave
Strybosch	A	A	A	A	A	A
Trosow	Y	Y	Y	Y	Y	Y
Wilson	A	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA30/2025 to FA35/2025

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

Board Member	FA30/2025	FA31/2025	FA32/2025	FA33/2025	FA34/2025	FA35/2025
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	On Leave	On Leave	On Leave	On Leave	On Leave	On Leave
Strybosch	A	A	A	A	A	A
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried



Kettle Creek
Conservation Authority

Annual General Meeting Minutes

February 26, 2025

The 2024 Annual General Meeting of the Kettle Creek Conservation Authority was held on Wednesday, February 26, 2025. The meeting was streamed live to Facebook.

The meeting came to order at 10:03 a.m. VanHooren announced that elections occurred at the January 15, 2025 meeting with Todd Noble being acclaimed Chair and Sharron McMillan acclaimed as Vice Chair for 2025.

Audio/Video Record Notice

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

Land Acknowledgement

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

VanHooren conducted a roll call with the following members identifying their presence:

Members Present In Person:

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

Members Present Virtually:

Sam Trosow	City of London
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Members Absent with Regret:

Jerry Pribil (on Leave)	City of London
JJ Strybosch	City of London

Staff Present In Person:

TJ Brine	Lake Whittaker Crew Lead
Mike Buis	Lake Whittaker Coordinator
Jennifer Dow	Water Resources Supervisor
Maisa Fumagalli	Planning and Regulations Supervisor

Jessica Kirschner	Corporate Services Coordinator
Brandon Lawler	Forests and Lands Technician
Jeff Lawrence	Forestry and Lands Supervisor
Rob Lindsay	Dalewood Coordinator
Betsy McClure	Manager Communications/Stewardship/Outreach
Stacey Pond	Resource Assistant
Jessy Van der Vaart	Communications and Outreach Coordinator
Elizabeth VanHooren	General Manager/Secretary Treasurer

Guests:

Jim Frederick	Graham Scott Enns
Scott Trevors	Graham Scott Enns

As some members were joining the meeting electronically all votes were recorded and are included in the Recorded Vote Registry.

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Chair's Remarks

The Chair welcomed everyone to the Annual General Meeting. The Chair thanked members for their vote of confidence and extended his appreciation to all those who contributed to KCCA's work over the past year.

General Business

a) Presentation of 2024 Financial Statements

Scott Trevors presented a brief explanation of the Financial Statements.

AM1/2025

Moved by: Frank Berze

Seconded: Lori Baldwin-Sands

That the Year 2024 Financial Statements be adopted as presented.

Carried

b) Presentation of the 2024 Annual Report

Elizabeth VanHooren presented the 2024 Annual Report. The report highlights the generosity of the watershed community through financial support, expertise, time commitments, and donations demonstrating how the community continues to enhance the watershed for future generations.

AM2/2025

Moved by: Grant Jones

Seconded: Sharron McMillan

That the Year 2024 Annual Report be adopted as presented.

Carried

c) Presentation of the 2025 Budget

AM3/2025

Moved by: Sam Trosow

Seconded: Sharron McMillan

That the proposed 2025 Budget be approved as presented.

Carried

In accordance with KCCA’s Administrative By-Law, a weighted vote was taken. In the event that not all of a municipality’s member(s) are present, the member(s) in attendance represent(s) only their proportion of the municipal weighting in the voting.

The motion carried with 66.67% of the weighted vote and 100% of the weighted vote present.

AM3/2025 Recorded Vote

Member Municipality	Present	Levy %	Weight %	In Favour	Opposed	Absent
City of London		54.99	50			
Sam Trosow	•		16.67	•		
Jerry Pribil			16.67			•
JJ Strybosch			16.66			•
City of St. Thomas		27.31	30.32			
Lori Baldwin-Sands	•		15.16	•		
Jim Herbert	•		15.16	•		
Central Elgin		7.69				
Todd Noble	•		8.55	•		
Southwold		6.38				
Grant Jones	•		7.08	•		
Thames Centre		1.32				
Sharron McMillan	•		1.49	•		
Middlesex Centre		1.66				
Frank Berze	•		1.84	•		
Malahide		0.65				
John Wilson	•		0.72	•		
Total		100	66.67%	66.67%		

Special Presentations

a) Staff Recognition

VanHooren recognized Brandon Lawler, Forest and Lands Technician for 5 years of service; and Rob Lindsay Dalewood Conservation Area Coordinator for 10 years of service.

The Chair asked Karen Vecchio, Member of Parliament for Elgin-Middlesex-London to bring greetings. She congratulated members and staff on a successful year, highlighting the level of volunteerism that exists in the community and its benefit to the watershed.

b) Board Recognition

Noble recognized outgoing Chair Grant Jones and outgoing Vice Chair Lori Baldwin-Sands for serving in these positions for the past two years. Noble specifically recognized Chair Jones and Vice Chair Baldwin-Sands for leading the organization through significant changes to the Conservation Authorities Act. They were presented with prints of the watershed.

The Chair thanked members, staff and the public for attending the meeting. The next meeting of the Full Authority will be March 26, 2025 at 10:00 a.m.

AM4/2025

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the meeting adjourn at 10:27 a.m.

Carried



Elizabeth VanHooren
General Manager/Secretary Treasurer



Todd Noble
Chair

Recorded Vote Registry AM1/2025 to AM4/2025

A=Absent Y=Yes N=No

Board Member	AM1/2025	AM2/2025	AM3/2025	AM4/2025
Baldwin-Sands	Y	Y	Y	Y
Berze	Y	Y	Y	Y
Herbert	Y	Y	Y	Y
Jones	Y	Y	Y	Y
McMillan	Y	Y	Y	Y
Noble	Y	Y	Y	Y
Pribil	On Leave	On Leave	On Leave	On Leave
Strybosch	A	A	A	A
Trosow	Y	Y	Y	Y
Wilson	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried

**Joint Board of Management Minutes
Aylmer Area Secondary Water Supply System &
Port Burwell Area Secondary Water Supply System
December 4, 2024 – 1:00p.m.**

**Malahide Council Chambers
51221 Ron McNeil Line, Springfield**

The Joint Board of Management met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 1:00p.m. The following were present:

Board Members:

Municipality of Central Elgin – Norman Watson
Town of Aylmer – Pete Barbour
Township of Malahide – Chester Glinski
Municipality of Bayham - Tim Emerson

Staff:

Township of Malahide –Sam Gustavson, Jason Godby, Adam Boylan, and Allison Adams
Municipality of Central Elgin – Alex Piggott & Geoff Brooks
Town of Aylmer – Andy Grozelle

(1) Call to Order

Pete Barbour is appointed Chair and the meeting is called to order at 1:05p.m.

(2) Disclosure of Pecuniary Interest

None

(3) Adoption of Minutes of Previous Meeting(s)

**Moved by: Norman Watson
Seconded by: Chester Glinski**

THAT the minutes of the Aylmer Area Secondary Water Supply System Joint Board of Management meeting held on September 4, 2024 be approved as presented.

Carried

**Moved by: Chester Glinski
Seconded by: Tim Emerson**

THAT the minutes of the Port Burwell Area Secondary Water Supply System Joint Board of Management meeting held on September 4, 2024 be approved as presented.

Carried

(4) Reports

- AASWSS-24-13- 2024 AASWSS MECP Inspection Report

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. AASWSS-24-13 entitled "2024 AASWSS MECP Inspection Report" be received.

Carried

- PBASWSS-24-14- PBASWSS 2024 MECP Inspection Report

Moved by: Tim Emerson
Seconded by: Norman Watson

THAT Report No. PBASWSS-24-14 entitled "PBASWSS 2024 MECP Inspection Report" be received.

Carried

- AASWSS-24-14 - Aylmer Area Secondary Water Supply System – 2024 Review and Provision of Infrastructure Report

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. AASWSS-24-14 entitled "Aylmer Area Secondary Water Supply System – 2024 Review and Provision of Infrastructure Report" be received.

Carried

- PBASWSS-24-15 - Port Burwell Area Secondary Water Supply System – 2024 Review and Provision of Infrastructure Report

Moved by: Tim Watson
Seconded by: Chester Glinski

THAT Report No. PBASWSS-24-15 entitled "Port Burwell Area Secondary Water Supply System – 2024 Review and Provision of Infrastructure Report" be received.

Carried

- PBASWSS-24-16 - Draft 2025 Budget Report

Moved by: Norman Watson
Seconded by: Tim Emerson

THAT Report No. PBASWSS-24-16, being the Draft 2025 Budget, be received;

AND THAT the 2025 Budget be approved as presented;

AND THAT the 2025 water rate be approved in the amount of 3.64 per cubic metre.

Carried

- AASWSS-24-13 - Draft 2025 Draft Budget

Moved by: Chester Glinski

Seconded by: Norman Watson

THAT Report No. AASWSS-24-13, being the 2025 Draft Budget, be received;

AND THAT the 2025 Budget be approved as presented;

AND THAT the 2025 water rate, in the amount of 1.46 per cubic metre be approved.

Carried

(5) Correspondence

Town of Aylmer – Representation Aylmer Area Secondary Water Supply System Board

Moved by: Norman Watson

Seconded by: Chester Glinski

THAT correspondence from Town of Aylmer regarding Representation Aylmer Area Secondary Water Supply System Board be received;

AND THAT the board directs staff to review the matter and prepare a report to be presented back to the board for further consideration.

Carried

(6) New Business

2025 Meeting Dates – March 19, 2025, June 18, 2025, September 17, 2025 and December 17, 2025

(7) Adjournment

Moved by: Chester Glinski

Seconded by: Norman Watson

THAT the Aylmer Area Secondary Water Supply System Joint Board of Management adjourn at 1:41p.m. to meet again on March 19, 2025 at 1:00 p.m.

Carried

Moved by: Tim Emerson

Seconded by: Norman Watson

THAT the Port Burwell Secondary Water Supply System Joint Board of Management adjourn at 1:41 p.m. to meet again on March 19, 2025 at 1:00 p.m.

Carried



Pete Barbour - Board Chair



Clerk – Allison Adams



March 21, 2025

Hon. Rob Flack, MPP Elgin Middlesex-London
County of Elgin
Elgin County Municipalities

Sent via email

RE: Elbows Up, Roots Down: A Transition to Edible Plantings & Community Garden Program Development

Dear Partners,

Please be advised that the Council of the Corporation of the Municipality of Central Elgin discussed the above matter at its Regular Meeting dated March 17, 2025 and the following Resolution was passed:

WHEREAS food security is a growing concern in our municipality, exacerbated by economic instability and U.S. trade pressures;

AND WHEREAS proactively strengthening local food resilience supports our residents and reduces dependence on external supply chains, and alleviates pressure on social infrastructure;

AND WHEREAS the protracted ability of Canadians to withstand economic pressure is integral to maintaining our sovereignty;

THEREFORE BE IT RESOLVED THAT Staff be directed to report back to Council with recommendations for establishing a garden plot and municipal garden planting pilot project in municipal parks for 2025, including potential partnerships, funding opportunities, and best practices for implementation;

AND THAT this motion be circulated to neighbouring municipalities in Elgin County, and to M.P.P. Rob Flack.

Sincerely,

Delany Leitch

Delany Leitch
Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 25-23

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 April 3, 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 3rd day of April, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 3rd day of April, 2025.

Mayor, D. Giguère

Clerk, A. Adams