



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

May 15, 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 May 1, 2025
- (G) Public Meetings & Committee of Adjustment
 - Public Meeting – Zoning By-law Application – D14-Z06-25- Underhill Farms Ltd. – 52925 Nova Scotia Line
 - Public Meeting – Zoning By-law Application – D14-Z07-25 – Vanden Borre – 51038-51048 Nova Scotia 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:

- (J) Unfinished Business
- (K) New Business
 - F-25-07 – Emergency Services Quarterly Report (January – March)
 - F-25-08 - Firehouse Subs Grant
 - PW-25-14 - Tender Results – Eicher Drain
 - PW-25-16 - Petition for Drainage - Baertsoen
 - PW-25-15 - Tender Results - Microsurfacing & Surface Treatment

- PW-25-17 – Tender Results – Roadside Grass Cutting 2025-2027

(L) By-laws

- 25-32 – Vanden Borre Rezoning
- 25-33 – Underhill Rezoning
- 25-34 – User Fees

Committee of the Whole

(M) Business for Consideration

- DS-25-20 - Springfield Swans Memorandum of Understanding
- FIN-25-09 – Asset Management Plan Update
- CAO-25-03 - Strong Mayor Powers Implementation for the Township of Malahide

(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 – May 1, 2025 and May 8, 2025
2. Elgin County – 2025 Notice to Destroy Weeds
3. Catfish Creek Conservation Authority – 2025 Municipal Levy
4. Elgin County – 2025 Warden's Charity Golf Tournament Invitation
5. Long Point Region Conservation Authority – Board of Directors Minutes of April 2, 2025 and Hearing Board Meeting Minutes of April 2, 2025
6. Aylmer Malahide Museum Newsletter– 2024 Annual Report
7. MPAC – 2024 Annual Report
8. Township of Champlain – Surveillance and Monitoring of Heavy Vehicles in Ontario
9. Township of Larder Lake - Sovereignty of Canada
10. Strong Mayor Support Letters
 - a. North Middlesex
 - b. Township of Zorra
 - c. Greater Napanee
 - d. Town of Parry Sound
 - e. Town of Aylmer
 - f. Town of Kingsville
 - g. Township of Rideau Lakes
 - h. Township of Puslinch
 - i. Town of Amherstburg
 - j. Town of Saugeen Shores

- k. Town of Tillsonburg
- l. Township of Springwater
- m. Municipality of North Perth
- n. City of Stratford
- o. Town of Plympton-Wyoming

(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 May 15, 2025 Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on May 1, 2025 be adopted.
3. THAT Council adjourns its Regular Meeting at _____ p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act*.
4. THAT the Planning Public Meeting adjourn at _____ p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.
5. THAT Report No. DS-25-17 entitled "Zoning By-Law Amendment Application Of Underhill Farms Ltd, Randy & Linda Underhill (Authorized Agent: Logan Burnett c/o Harrison Pensa) relating to the property located at Concession 1, East Part of Lot 31, Lot 32 (52925 Nova Scotia Line)" be received;
AND THAT the Zoning By-law Amendment Application No. D14-Z06-25 of Underhill Farms Ltd., Randy & Linda Underhill BE APPROVED for the reasons set out in this Report.
6. THAT Council adjourns its Regular Meeting at _____ p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act*.
7. THAT the Planning Public Meeting adjourn at _____ p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.
8. THAT Report No. DS-25-19 entitled "Consent Application & Zoning By-Law Amendment Application of Ingrid Vanden Borre & Lino Couto, (Authorized Agent: Zelinka Priamo) relating to the property located at Part of Lot 21, Concession 2 (51038-51048 Nova Scotia Line)" be received;
AND THAT the Zoning By-law Amendment Application No. D14-Z07-25 of Ingrid Vanden Borre and Lino Couto on behalf of Ingrid Vanden Borre and Lino Couto, BE APPROVED for the reasons set out in this Report.
AND THAT the Application for Consent to Sever E25-25 of Ingrid Vanden Borre & Lino Couto (Authorized Agent: Zelinka Priamo) relating to the property located at Part of Lot 21, Concession 2 (51038-51048 Nova Scotia Line) be supported for the reasons set out in this Report;
AND THAT this report and recommended conditions be forwarded to the Land Division Committee for its review and consideration.

9. THAT Report No. F-25-07 entitled “Emergency Services Quarterly Activity Report (January – March)” be received.
10. THAT Report No. F-25-08 entitled “Firehouse Subs Grant” be received for information AND THAT Malahide Council approves and authorizes the agreement between the Township and Firehouse Subs, granting the Director of Fire and Emergency Services and the Director of Corporate Services the authority to execute the grant agreement on behalf of the Township.
11. THAT Report No. PW- 25-14 entitled “Tender Results – Eicher Drain” be received; AND THAT the tender for the Eicher Drain be awarded to Robinson Farm Drainage Ltd., in the amount of \$175,600.00 (plus applicable taxes).
12. THAT Report No. PW- 25-16 entitled “Petition for Drainage – Baertsoen” be received; AND THAT George Vereyken, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for the Baertsoen Petition.
13. THAT Report No. PW-25-15 entitled “Tender Results – 2025 Microsurfacing & Surface Treatment” be received;
AND THAT the 2025 Microsurfacing & Surface Treatment contract be awarded to Duncor Enterprises Inc.;
AND THAT the Mayor and Clerk be authorized to enter into agreement with Duncor Enterprises Inc. of Barrie, Ontario for the purpose of completing the 2025 Microsurfacing & Surface Treatment Program.
14. THAT Report No. PW-25-17 entitled “Tender Results – Roadside Grass Cutting 2025-2027” be received;
AND THAT the Roadside Grass Cutting contract be awarded to Verdant DBM Inc; AND THAT the Mayor and Clerk be authorized to enter into agreement with Verdant DBM Inc. of Ingersoll, Ontario for the purpose of completing the Roadside Grass Cutting Program.
15. THAT the following by-laws be now read a first, second and third time and finally passed:
 - 25-32 – Vanden Borre Rezoning
 - 25-33 – Underhill Rezoning
 - 25-34 – User Fees
16. RESOLVED THAT we do now move into Committee of the Whole.
17. THAT Report No. DS-25-20 entitled “The Springfield Swans Memorandum of Understanding (MOU)” be received;

AND THAT the Committee recommend that Council approves the Memorandum of Understanding (MOU) between the Township and the Springfield Swans—a long-standing local service organization—setting out the roles, responsibilities, and terms governing their use of municipal facilities and continued contribution to community development.

18. THAT Report No. FIN-25-09 entitled “Asset Management Plan Update” be received;

AND THAT the Committee recommend Council approve and endorse the Township’s 2025 Asset Management Plans, as appended

19. THAT Report CAO-25-03 entitled “Strong Mayor Powers Implementation for the Township of Malahide” be received for information;

AND THAT the Committee recommends staff bring forward the draft resolutions herein and amendments to Township’s procedural by-law, policies and employment agreements for Council consideration to align municipal operations with responsible use of attained provincial strong mayor powers.

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

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

1. AMOWatchfile – May 1, 2025 and May 8, 2025
2. Elgin County – 2025 Notice to Destroy Weeds
3. Catfish Creek Conservation Authority – 2025 Municipal Levy
4. Elgin County – 2025 Warden’s Charity Golf Tournament Invitation
5. Long Point Region Conservation Authority – Board of Directors Minutes of April 2, 2025 and Hearing Board Meeting Minutes of April 2, 2025
6. Aylmer Malahide Museum Newsletter– 2024 Annual Report
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8. Township of Champlain – Surveillance and Monitoring of Heavy Vehicles in Ontario
9. Township of Larder Lake - Sovereignty of Canada
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 - a. North Middlesex
 - b. Township of Zorra
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 - d. Town of Parry Sound
 - e. Town of Aylmer
 - f. Town of Kingsville
 - g. Township of Rideau Lakes
 - h. Township of Puslinch
 - i. Town of Amherstburg
 - j. Town of Saugeen Shores
 - k. Town of Tillsonburg
 - l. Township of Springwater
 - m. Municipality of North Perth
 - n. City of Stratford
 - o. Town of Plympton-Wyoming

22. THAT By-law No.25-35, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

23. RESOLVED THAT we do now adjourn at _____ p.m. to meet again on June 5, 2025 at 7:00p.m.

The Corporation of the Township of Malahide

May 1, 2025 – 7:00p.m.

Virtual Meeting - <https://youtu.be/TY3Bmkh5GR8?si=lzfgge6cYto02O0I>

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

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

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

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 7:03p.m.

APPROVAL OF AGENDA:

No. 25-154

Moved By: John H. Wilson

Seconded By: Rick Cerna

THAT the May 1, 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 Section G – Meeting to Consider – Eicher Drain. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

Councillor Cerna disclosed a pecuniary interest with respect to Public Meeting – Zoning By-law Application-J & L Walker Farms Ltd. -7717 Anger Road. The nature of the conflict is that he holds interest in the subject property.

ANNOUNCEMENTS:

Mayor Giguère also reassured that there would be a future discussion in open session regarding the legislation. The initial closed session in tonight's meeting is intended for educational purposes for Council, with follow-up discussions to be held publicly to ensure transparency and community engagement.

Councillor Cerna stated that although this legislation is now implemented and it's fine to say it's a tool, he appreciates the philosophy that the Township already follows. However, he expressed concern that future Mayors may not use that tool the same way, which he finds troubling, and he wanted to express that does not like it. In response, the Mayor acknowledged the concern, but noted that rather than being a threat to democracy, the tool may actually encourage greater public engagement and potentially inspire more individuals to run for Council.

ADOPTION OF MINUTES:

No. 25-155

Moved By: Scott Lewis

Seconded By: Mark Widner

THAT the minutes of the regular council meeting held on April 17, 2025 be adopted.

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

- Court of Revision – Eicher Drain

Deputy Mayor Widner disclosed a pecuniary interest with respect to the Court of Revision – Eicher Drain. He retired from the meeting and abstained from all discussions and voting on the matter.

No. 25-156

Moved By: Scott Lewis

Seconded By: Rick Cerna

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

Mayor Dominique Giguère (Chair)

Councillor Rick Cerna

Councillor Chester Glinski

THAT the Court of Revision for the Eicher Drain be called to order at 7:13 p.m.;

AND THAT Dominique Giguère be appointed Chair.

Carried

No. 25-157

Moved By: Chester Glinski

Seconded By: Rick Cerna

THAT the Court of Revision members for the Eicher Drain do hereby accept the recommendations of Drainage Engineer John M. Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated March 10, 2025.

Carried

No. 25-158

Moved By: Rick Cerna

Seconded By: Chester Glinski

THAT the Court of Revision relating to the Eicher Drain be adjourned and the Council Meeting reconvene at 7:16p.m.

Carried

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

- Public Meeting – Zoning By-law Application – D14-Z04-25- J & L Walker Farms Ltd. - 7717 Anger Road

Councillor Cerna disclosed a pecuniary interest with respect to Public Meeting-Zoning By-law Application- J & L Walker Farms Ltd. He retired from the meeting and abstained from all discussions and voting on the matter.

No. 25-159

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT Council adjourns its Regular Meeting at 7:17p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act*.

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 April 16th and April 23rd. 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. Deputy Mayor Widner noted a typographical error on page 19 regarding an incorrect road name. Mr. Steele confirmed that it was, in fact, a typo.

No. 25-160

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT the Planning Public Meeting adjourn at 7:20p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.

Carried

No. 25-161

Moved By: Mark Widner

Seconded By: Sarah Leitch

THAT Report No. DS-25-18 entitled “Zoning By-Law Amendment Application of J and L Walker Farms Ltd., (c/o Civic Planning Solutions) relating to the property located at Concession 5, Part Lots 26 and 27 (7717 Anger Road) be received;

AND THAT Zoning By-law Amendment Application No. D14-Z04-25 of J & L Walker Farms Ltd., relating to the property located at Concession 5, Part Lots 26 and 27, (7717 Anger Road), BE APPROVED for the reasons set out in this Report.

Carried

Councillor Cerna returned to his seat at the Council table.

- Public Meeting – Zoning By-law Application – D14-Z05-23 – Wiebe – 9270 Rogers Road

No. 25-162

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT Council adjourns its Regular Meeting at 7:21p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act*.

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 April 16th and April 23rd. 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 the agent made note he had nothing additional to add but was supportive of the staff recommendations but also the draft plan conditions but was there to answer any questions.

Mayor Giguère invited comments from Council Members. Councillor Glinski sought clarification on the mapping, noting the absence of a road connection to Rogers Road and the location of the proposed stormwater pond. Mr. Steele responded by clarifying that the draft zoning schedule and accompanying draft plan do include the proposed street connection to Rogers Road, and that the stormwater pond is identified within Block 12 of the draft plan.

No. 25-163

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT the Planning Public Meeting adjourn at 7:29p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.

Carried

No. 25-164

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Report No. DS-25-12 entitled "Zoning By-Law Amendment Application of Peter & Anita Wiebe" be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z05-23 of Peter & Anita Wiebe (c/o Strik, Baldinelli, Moniz Ltd.), relating to the property located at Concession STR PT LOT 79, RP 11R10469 PART 1, and known municipally as 9270 Rogers Road, BE APPROVED for the reasons set out in this Report.

AND THAT the Draft Plan of Subdivision Application 34T-MA23001 of Peter & Anita Wiebe (c/o Strik, Baldinelli, Moniz Ltd.), relating to the property at MALAHIDE CON STR PT LOT 79;RP 11R10469 PART 1 be supported for reasons set out in this report;

AND THAT this report and recommended draft plan of subdivision conditions be forwarded to the County of Elgin for its review and consideration.

Carried

- Public Meeting – Zoning By-law Application – D14-Z05-25 - Vis - 51147 Glencolin Line

No. 25-165

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT Council adjourns its Regular Meeting at 7:31p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act*.

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 April 16th and April 23rd. 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. Councillor Wilson inquired about a previous lot that may have been taken off the corner already. Mr. Steele explained that, at the time of the original severance, the policies regarding lot creation in agricultural areas may not have been as restrictive as they are now. Councillor Leitch inquired about access to the retained parcel, noting that the driveways appear to be located on the severed portion and questioned whether access from Glencolin Line would be possible. Mr. Steele responded that the existing access to the retained lands is from Springfield Road. Should access from Glencolin Line be pursued, a new entrance permit would need to be obtained from the Township. Councillor Leitch also observed that the buildings are located near Glencolin Line and raised a concern about the potential for cross drains or road access being used without a formal entrance. Mr. Steele confirmed that a condition of the severance requires a grading plan, which would identify such issues, and any additional road access would need an entrance permit from the Township.

No. 25-166

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT the Planning Public Meeting adjourn at 7:36p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.

Carried

No. 25-167

Moved By: Rick Cerna

Seconded By: John H. Wilson

THAT Report No. DS-25-15 entitled "Zoning By-Law Amendment Application of Kevin and Katie Vis, (c/o Civic Planning Solutions) relating to the property located at Concession Gore NTR, Part Lot 21; Concession NTR North Part Lot 94 (51147 Glencolin Line) be received;

AND THAT Zoning By-law Amendment Application No. D14-Z05-25 of Kevin and Katie Vis, (c/o Civic Planning Solutions) relating to the property located at Concession Gore NTR, Part Lot 21; Concession NTR North Part Lot 94 (51147 Glencolin Line), BE APPROVED for the reasons set out in this Report

Carried

- Public Hearing – Minor Variance Application – D13-MV-03-25 - Symon - 51060 Ron McNeil Line

No. 25-168

Moved By: John H. Wilson

Seconded By: Scott Lewis

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:37p.m. and that Mayor Dominique Giguère be appointed Chairperson for the “Committee of Adjustment”.

Carried

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

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

Chair Giguère asked if any Committee members wished to make any comments regarding the application and there were none.

No. 25-169

Moved By: John H. Wilson

Seconded By: Scott Lewis

THAT Report No. DS-25-15 entitled “Minor Variance Application of Cole Symon, On Behalf of Cole Symon (Authorized Agent: Mike Wall) relating to the property located at Concession 12, Part Lot 7, RP 11R9795 Part 5, Concession South of Talbot Road (51060 Ron McNeil Line)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-03-25 to permit the construction of a storage shed;

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; 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; and

- 3) That the owner provide a grading plan of the property and proposed development to the satisfaction of the Chief Building Official.

Carried

No. 25-170

Moved By: Rick Cerna

Seconded By: Chester Glinski

THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:41p.m.

Carried

DELEGATIONS:

None.

APPROVAL OF BUSINESS (CONSENT AGENDA):

No. 25-171

Moved By: Scott Lewis

Seconded By: Sarah Leitch

Whereas, at its April 17, 2025 meeting, the Committee of the Whole recommended to Council:

- a. *THAT Report No. CLERK-25-03 entitled "2026 Municipal Election-Method of Voting" be received for information;*

AND THAT Council approve the use of Internet and Telephone Voting as the voting method for the 2026 Municipal Election;

AND THAT that staff be authorized to execute any agreements necessary to implement internet/telephone voting, and direct staff to prepare the necessary by-law for consideration by Council at a future meeting.

- b. *THAT Report No. FIN-25-07 entitled "Facility Rental Fees Update" be received for information;*

AND THAT Council approve the revised Facility Rental Fee Schedule, attached as Appendix A to the report titled Facility Rental Fees Update;

AND THAT the revised Facility Rental Fee Schedule be adopted effective immediately;

AND THAT staff be directed to take all necessary steps to implement the revised fee schedule, including communicating changes to facility users and updating all relevant administrative materials and booking systems.

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

Carried

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

BY-LAWS:

No. 25-172

Moved By: Chester Glinski

Seconded By: Sarah Leitch

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

- 25-28 – J. & L. Walker Farms Ltd. Rezoning
- 25-29 – Vis Rezoning
- 25-30 – Wiebe Rezoning

Carried

COMMITTEE OF THE WHOLE:

None.

CORRESPONDENCE ITEMS:

No. 25-173

Moved By: Mark Widner

Seconded By: Sarah Leitch

BE IT RESOLVED that item 8 be supported and the remaining items be received and filed:

1. AMOWatchfile – April 17, 2025 and April 24, 2025
2. Elgin County – From the Council Chambers – April 22, 2025
3. Aylmer Malahide Museum – 2024 Annual Report
4. Aylmer Cemetery – Letter of Thanks

5. St. Thomas & District Chamber of Commerce – Membership Acknowledgement
6. Kettle Creek Conservation Authority – Minutes of March 26, 2025
7. Ministry of Agriculture, Food and Agribusiness – Agricultural System Implementation
8. Town of Georgina – Salt Management
9. Town of Parry Sound - Call for inclusive research to reflect diversity of Canadian communities
10. Elgin Children's Foundation – Proclamation of June 7, 2025 as LemonAID Day
11. Strong Mayor Support Letters
 - a. North Middlesex
 - b. Township of Zorra
 - c. Greater Napanee
 - d. Town of Parry Sound
 - e. Town of Aylmer
 - f. Town of Kingsville
 - g. Township of Rideau Lakes
 - h. Township of Puslinch
 - i. Town of Amherstburg
 - j. Town of Saugeen Shores
 - k. Town of Tillsonburg

Carried

CLOSED SESSION:

No. 25-174

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT Council move into Closed Session at 7:48p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- Training and education for the purpose of professional development relating to Council processes and operations – Strong Mayors Powers 239(3.1)(1)
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Aylmer Settlement Area Boundary Adjustment. (Section 239 (2)(f))

Carried

No. 25-175

Moved By: Rick Cerna

Seconded By: Chester Glinski

THAT Council move out of Closed Session and reconvene at 9:40p.m. in order to continue with its deliberations;

AND THAT staff were given direction in respect to the items listed for discussion and that there is nothing further to report.

Carried

CONFIRMATORY BY-LAW:

No. 25-176

Moved By: Rick Cerna

Seconded By: John H. Wilson

THAT By-law No.25-31, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 25-177

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 9:41p.m.to meet again on May 15, 2025 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. DS-25-17

TO: Mayor & Members of Council

DEPARTMENT: Development Services

MEETING DATE: May 15, 2025

SUBJECT: **Zoning By-Law Amendment Application of Underhill Farms Ltd, Randy & Linda Underhill (Authorized Agent: Logan Burnett c/o Harrison Pensa) relating to the property located at Concession 1, East Part of Lot 31, Lot 32 (52925 Nova Scotia Line)**

RECOMMENDATION:

THAT Report No. DS-25-17 entitled “Zoning By-Law Amendment Application Of Underhill Farms Ltd, Randy & Linda Underhill (Authorized Agent: Logan Burnett c/o Harrison Pensa) relating to the property located at Concession 1, East Part of Lot 31, Lot 32 (52925 Nova Scotia Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z06-25 of Underhill Farms Ltd., Randy & Linda Underhill BE APPROVED for the reasons set out in this Report.

PURPOSE & BACKGROUND:

The subject Zoning By-law Amendment Application (the “Application”) has been submitted by Logan Burnett c/o Harrison Pensa., on behalf of Underhill Farms Ltd. to implement the necessary zoning provisions required for surplus farm dwelling severances.

The Application relates to the property located at Concession 1 E PT LOT 31, Lot 32, and known municipally as 52925 Nova Scotia Line.

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

The analysis of the associated severance/consent application by the County Planning Department and Land Division Committee determined that the severance met all applicable policies (Provincial Planning Statement and Official Plan). The consent application was provisionally approved subject to the Applicant completing a number of conditions, one such being obtaining a zoning by-law amendment.

COMMENTS & ANALYSIS:

The subject farm property is approximately 110 hectares (272 acres) in area, has approximately 610 metres (2000 feet) of frontage along Nova Scotia Line, and contains an existing single-detached dwelling, small accessory shed, and gazebo. The subject property is bounded by a rural residential lot and agricultural lands to the north, agricultural lands to the east and west, and Lake Erie to the south. The lands are serviced by municipal water and private septic and are also subject to an easement for several wind turbines located on the southern portion of the property.

The proposed severed lot is approximately 1.2 ha (2.9 acres) in area, has approximately 91 metres of frontage along Nova Scotia Line, and would contain the existing dwelling, accessory shed, and gazebo. The proposed retained lot is approximately 109 ha (269 acres) in area and has approximately 137 metres of broken frontage along Nova Scotia Line. As a condition of consent approval, a Zoning By-law Amendment is required to rezone the proposed retained parcel from “General Agricultural (A1)” to Special Agricultural (A2)” to prohibit the construction of a new residential dwelling. The proposed severed lands would also be rezoned from “General Agricultural (A1)” to “Small Lot Agricultural – Site Specific (A4-35)”.

Provincial Planning Statement (PPS)

In Prime Agricultural Areas, the PPS permits lot creation for the purposes of severing an existing dwelling that has been rendered surplus as a result of farm consolidation, provided the new lot will be limited to a minimum size needed to accommodate the use and appropriate private services, as well as it is ensured that residential dwellings are prohibited on any remnant parcel of farmland (Section 2.3.4.1c).

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

County of Elgin Official Plan

The subject property is designated “Agricultural Area” on Schedule ‘A’, Land Use Plan, and “Woodlands” on Appendix 1, “Environmental Resource Areas”. In addition to the above, the subject property is identified as having frontage along a “County Collector” and “Tourism Corridor” on Schedule ‘B’, “Transportation Plan”.

Lot creation is permitted for lands within this designation for the purposes of severing a residence surplus to a farming operation provided that development of a new residence is prohibited on any retained farmland (Section E1.2.3.4b). As previously noted, the retained lands are proposed to be rezoned to prohibit the construction of a new residence on the farm parcel.

Development is not permitted within 120 metres of a Significant Woodland or Provincially Significant Wetland unless an Environmental Impact Study (“EIS”) is completed to demonstrate that there will be no negative impacts on natural heritage features. The proposed development (lot creation) is located over 120 metres from the

designated Woodland and would not impact the natural heritage features. As such, an EIS is not required.

Malahide Official Plan

The subject property is designated “Agriculture” and “Natural Heritage” on Schedule ‘A1’ (Land Use Plan) and “Provincially Significant Woodlands”, “Significant A.N.S.I.’s” and “Hazard Lands” on Schedule ‘A2’ (Constraints Plan).

The Malahide Official Plan permits secondary uses on lands designated “Agriculture” including surplus farm dwellings on separate lots (Section 2.1.2.2). Section 2.1.7 of the Official Plan permits lot creation for the severance of a surplus farm dwelling provided certain criteria are met, including that the retained parcel be rezoned to prohibit a new dwelling, a land use conflict is not created with agricultural operations in the surrounding areas, and the severed parcel containing the surplus farm dwelling is rezoned to the A4 zone (Section 2.1.7.2, 2.1.7.4).

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

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

Malahide Zoning By-law No. 18-22

The subject property is within the “Large Lot Agricultural (A3) Zone” on Key Map 103 & 104 of Schedule “A” to the Township’s Zoning By-law No. 18-22, and a portion of the subject property is identified as “Conservation Authority Regulated Lands Overlay”.

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

It is also anticipated that the parcel be rezoned to ‘Small Lot Agriculture Special (A4-35)’. The ‘A4’ zone is intended to be applied to lots created as a result of a surplus farm dwelling severance to reflect the primary use of the lot for residential purposes.

In the A4 zone, accessory buildings shall not be erected closer than 5 metres to an interior side yard line. The severed lands contain a gazebo that is closer than 5 metres to the proposed interior side yard line and shall be addressed as a special provision (A4-35) in the rezoning. The proposed severed parcel meets all other requirements of the A4 zone.

FINANCIAL IMPLICATIONS:

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

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

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

ATTACHMENTS:

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

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

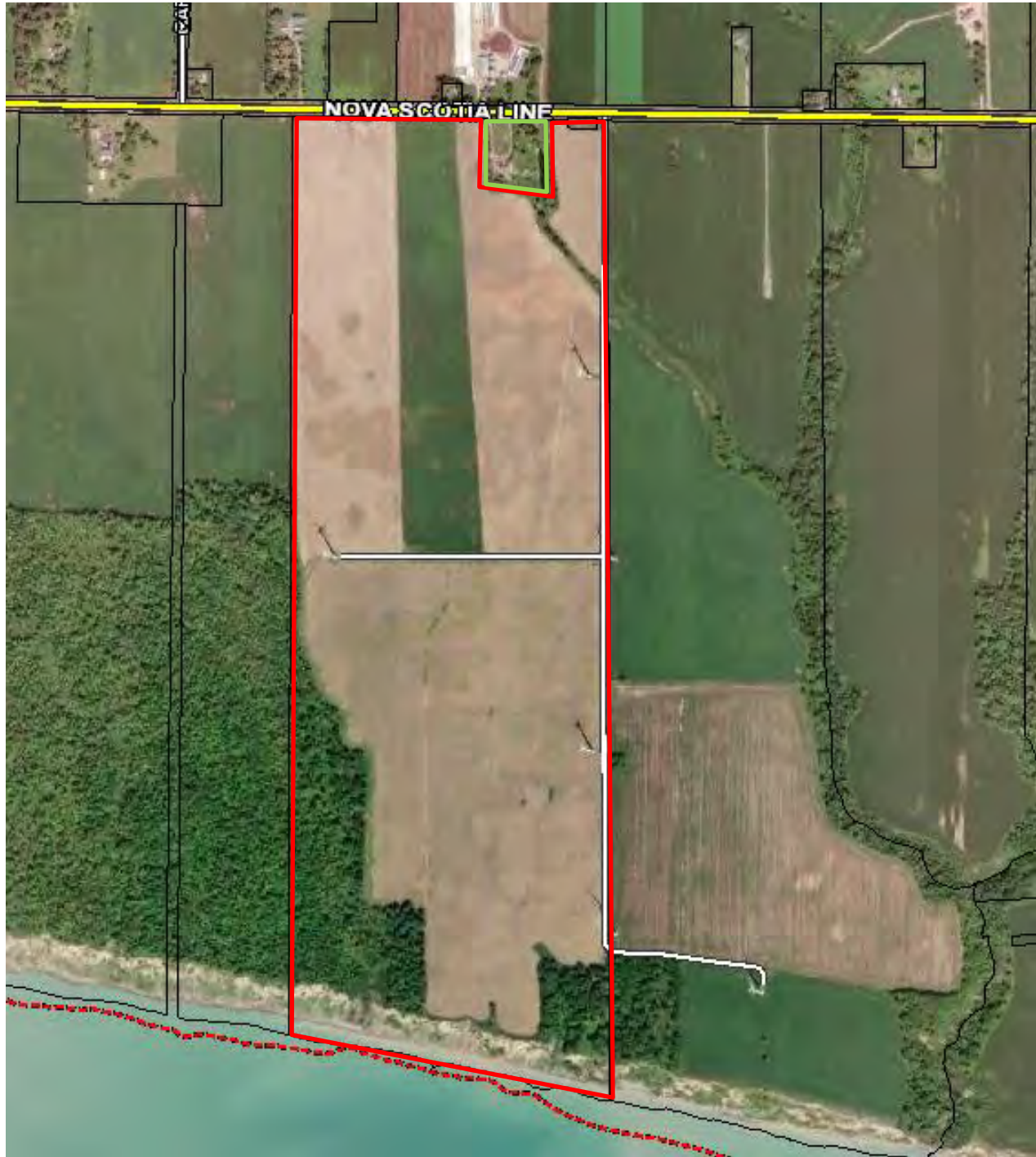
Reviewed by: T. Brown, MBPC, Principal Planner

Approved by: N. Dias, Chief Administrative Officer

APPLICATION FOR ZONING BY-LAW AMENDMENT**Owners: Underhill Farms**

52925 Nova Scotia Line
 Concession, East Part Lot 31, Lot 32
 Township of Malahide

Township
 of Malahide
 Figure 1



OFFICIAL PLAN DESIGNATION
 AGRICULTURAL

ZONING
 Large Lot Agricultural (A3)



Portion to be rezoned to 'Special
 Agriculture (A2)'



Portion to be rezoned to 'Small Lot
 Agriculture (A4-35)'

**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 25-33**

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

**Underhill Farms Ltd./
52925 Nova Scotia Line**

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

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

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

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

1. **THAT** the area shown in diagonal hatching on the attached map, Schedule "A", and described as East Part of Lot 31, Lot 32, Concession 1 (Concession South of Talbot Road), in the Township of Malahide, shall be removed from the "Large Lot Agricultural (A3) Zone" of By-law No. 18-22 and placed within the "Special Agricultural (A2) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A2" on Key Map 103 & 104 to By-law No. 18-22, as amended.
2. **THAT** the area shown in cross hatching on the attached map, Schedule "A", and described as East Part of Lot 31, Lot 32, Concession 1 (Concession South of Talbot Road) in the Township of Malahide, shall be removed from the "Large Lot Agricultural (A3) Zone" of By-law No. 18-22 and placed within the "Small Lot Agricultural (A4-35) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A4-35" on Key Map 103 & 104 to By-law No. 18-22, as amended.
3. **THAT** By-law No. 18-22 as amended, is hereby further amended by adding the following subsection to Section 5.7 SMALL LOT AGRICULTURAL – SITE SPECIFIC ZONES:

“5.7.35 a) Defined Area

A4-35 as shown on Schedule ‘A’, Map No. 103 & 104.

b) Interior side yard width

Existing accessory building 2.5 metres

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

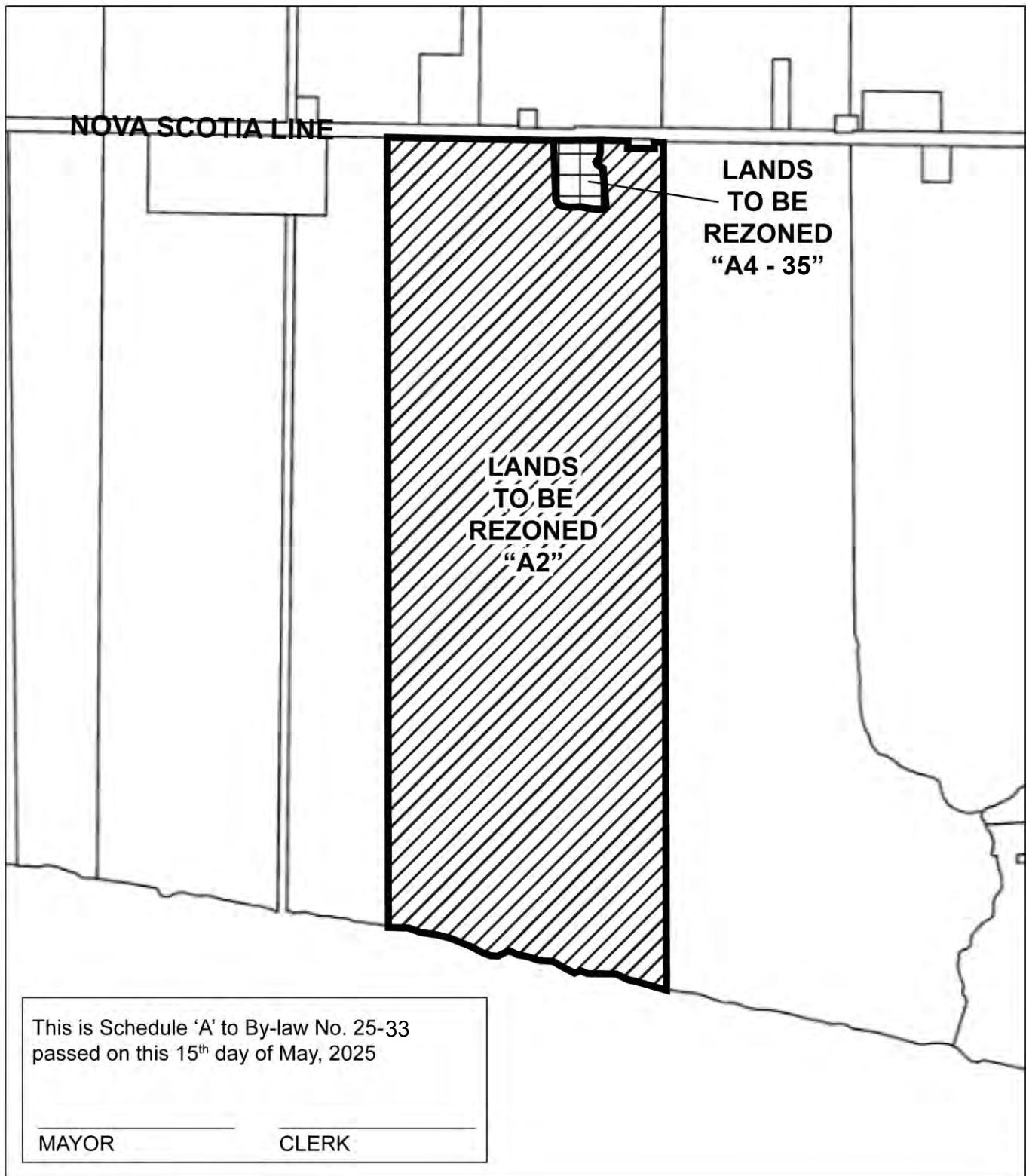
- a) Where no notice of objection has been filed with the Township’s Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the expiration of the prescribed time; or,
- b) Where notice of objection has been filed with the Township’s Clerk within the time prescribed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

READ a **FIRST** and **SECOND** time this 15th day of May, 2025.

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

Mayor – D. Giguère

Clerk – A. Adams



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

SCHEDULE 'A'
Map No. 103 & 104



REPORT NO. DS-25-19

TO: Mayor & Members of Council

DEPARTMENT: Development Services

MEETING DATE: May 15, 2025

SUBJECT: **Consent Application & Zoning By-Law Amendment
Application of Ingrid Vanden Borre & Lino Couto (Authorized
Agent: Zelinka Priamo) relating to the property located at Part
of Lot 21, Concession 2, Concession South of Talbot Road
(51038-51048 Nova Scotia Line)**

RECOMMENDATION:

THAT Report No. DS-25-19 entitled “Consent Application & Zoning By-Law Amendment Application of Ingrid Vanden Borre & Lino Couto, (Authorized Agent: Zelinka Priamo) relating to the property located at Part of Lot 21, Concession 2 (51038-51048 Nova Scotia Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z07-25 of Ingrid Vanden Borre and Lino Couto on behalf of Ingrid Vanden Borre and Lino Couto, BE APPROVED for the reasons set out in this Report.

AND THAT the Application for Consent to Sever E25-25 of Ingrid Vanden Borre & Lino Couto (Authorized Agent: Zelinka Priamo) relating to the property located at Part of Lot 21, Concession 2 (51038-51048 Nova Scotia Line) be supported for the reasons set out in this Report;

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

PURPOSE & BACKGROUND:

The subject Consent Application and Zoning By-law Amendment Application (the “Applications”) have been submitted by Ingrid Vanden Borre and Lino Couto, to permit the severance of an existing farm dwelling that has become surplus as a result of farm consolidation.

The Application relates to the property located at Concession 2, Part Lot 21 and known municipally as 51038-51048 Nova Scotia Line.

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

Land Division Committee has scheduled a public hearing for this application to be considered on May 28, 2025.

COMMENTS & ANALYSIS:

The subject property is approximately 19.61 hectares (48.4 acres) in area, has approximately 199 metres (652 feet) of frontage along Nova Scotia Line, and contains an existing dwelling as well as several accessory buildings.

The owner owns two other parcels in the general vicinity and the existing dwelling on the subject lands has become surplus to the needs of the farm operation. The proposed severed parcel will have an area of approximately 0.61 hectares, approximately 82 metres of frontage along Nova Scotia Line, and contain the existing dwelling, and an accessory building. The proposed retained parcel is proposed to have an area of approximately 19 hectares, 116 metres of broken frontage along Nova Scotia Line, and contain several accessory buildings.

Provincial Policy Statement (PPS)

In Prime Agricultural Areas, the Provincial Policy Statement (PPS) permits lot creation for the purposes of severing an existing dwelling that has been rendered surplus as a result of farm consolidation, provided the new lot will be limited to a minimum size needed to accommodate the use and appropriate private services, as well as it is ensured that residential dwellings are prohibited on any remnant parcel of farmland (Section 2.3.4.1c).

The proposed severed parcel is of a minimum size (0.61 ha) to accommodate the existing buildings and private septic system, and no land would be removed from agricultural production. Through the Zoning By-law Amendment, the retained lands will be rezoned to prohibit future residential uses on the farmland.

Development is not permitted within 120 metres of a Significant Woodland or Provincially Significant Wetland unless an Environmental Impact Study ("EIS") is completed to demonstrate that there will be no negative impacts on natural heritage features. The proposed development (lot creation) is located over 700 metres from the designated Woodland and would not impact the natural heritage features. As such, an EIS is not required.

County of Elgin Official Plan

The subject property is designated "Agriculture Area" on Schedule 'A', Land Use Plan, is identified as having frontage along a "County Collector" on Schedule 'B', "Transportation Plan", and is designated as a "Significant Woodland" on Appendix 1.

Lot creation is permitted for lands within this designation for the purposes of severing a residence surplus to a farming operation provided that development of a new residence is prohibited on any retained farmland (Section E1.2.3.4b). The Zoning By-law Amendment will rezone the proposed retained farmland to 'Special Agriculture Zone (A2)'

that would prohibit the construction of a dwelling along with rezoning the severed parcel to 'Small Lot Agriculture Special' to reflect the surplus farm dwelling.

Development is not permitted within 120 metres of a Significant Woodland or Provincially Significant Wetland unless an Environmental Impact Study ("EIS") is completed to demonstrate that there will be no negative impacts on natural heritage features. The proposed development (lot creation) is located over 120 metres from the designated Woodland and would not impact the natural heritage features. As such, an EIS is not required.

Malahide Official Plan

The subject property is designated "Agriculture" and "Natural Heritage" on Schedule 'A1' (Land Use Plan) and the northern portion of the property is designated as "Provincially Significant Woodland" on Schedule 'A2' (Constraints).

The Malahide Official Plan permits secondary uses including surplus farm dwellings on separate lots (Section 2.1.2.2). Section 2.1.7 of the Official Plan permits lot creation for the severance of a surplus farm dwelling provided certain criteria are met, including that the existing dwelling be occupied for a minimum of ten years and a land use conflict is not created with agricultural operations in the surrounding areas (Section 2.1.7.1). The existing dwelling has been in existence for more than 10 years and is not anticipated to create a land use conflict with surrounding agricultural operations. Surplus farm dwelling severances are exempt from Minimum Distance Separation under Section 2.1.3 of the Official Plan.

The Official Plan requires that the severed parcel is able to be serviced by a private sanitary waste disposal system and a potable water supply that is situated within the severed lot; is located within 100 metres of an opened travelled road; and the severed parcel be rezoned to a Special Agricultural zone that permits surplus farm dwellings (Section 2.1.7.2). The proposed severed lot has municipally piped water and the existing septic system is located within the proposed lot boundaries. A letter supporting the good working condition of the septic system has been provided in support of the application. Further, the proposed lot and existing dwelling are located within 100 metres of a public road.

The Official Plan also requires that the proposed retained farm parcel be of suitable size to support agricultural uses and be rezoned to prohibit the establishment of a dwelling (Section 2.1.7.4). The retained farm parcel is of suitable size to support agriculture and will be rezoned to prohibit a residential dwelling.

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

Malahide Zoning By-law No. 18-22

The subject property is within the “General Agricultural (A1) Zone”, on Key Map 92 of Schedule “A” to the Township’s Zoning By-law No. 18-22.

As previously noted in this report, the PPS and both Official Plans require that the proposed severed and retained parcel be rezoned. The proposed retained parcel will be rezoned to the ‘Special Agricultural – Site Specific (A2-14)’ zone to prohibit a residential dwelling. The proposed zone will also include a site-specific provision to permit a reduced lot area of 19 hectares whereas the By-law requires a minimum lot area of 20 hectares and permit a reduced lot frontage of 116 metres whereas the By-law requires a minimum lot frontage of 150 metres. These proposed exceptions from the Zoning By-law will not impact the ability of the retained parcel to be used for agricultural purposes.

It is also anticipated that the proposed severed parcel be rezoned to ‘Small Lot Agriculture Special (A4-34)’. The ‘A4’ zone is intended to be applied to lots created as a result of a surplus farm dwelling severance to reflect the primary use of the lot for residential purposes. The site-specific provision will also recognize maximum floor area of an existing accessory building that will be retained on the proposed severed parcel. The existing structure is approximately 583 m² in size, whereas the By-law requires a maximum of 200 m².

FINANCIAL IMPLICATIONS:

The full cost of the application and associated process is at the expense of the Applicant and has no implications to the Township’s Operating Budget.

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

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

ATTACHMENTS:

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

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

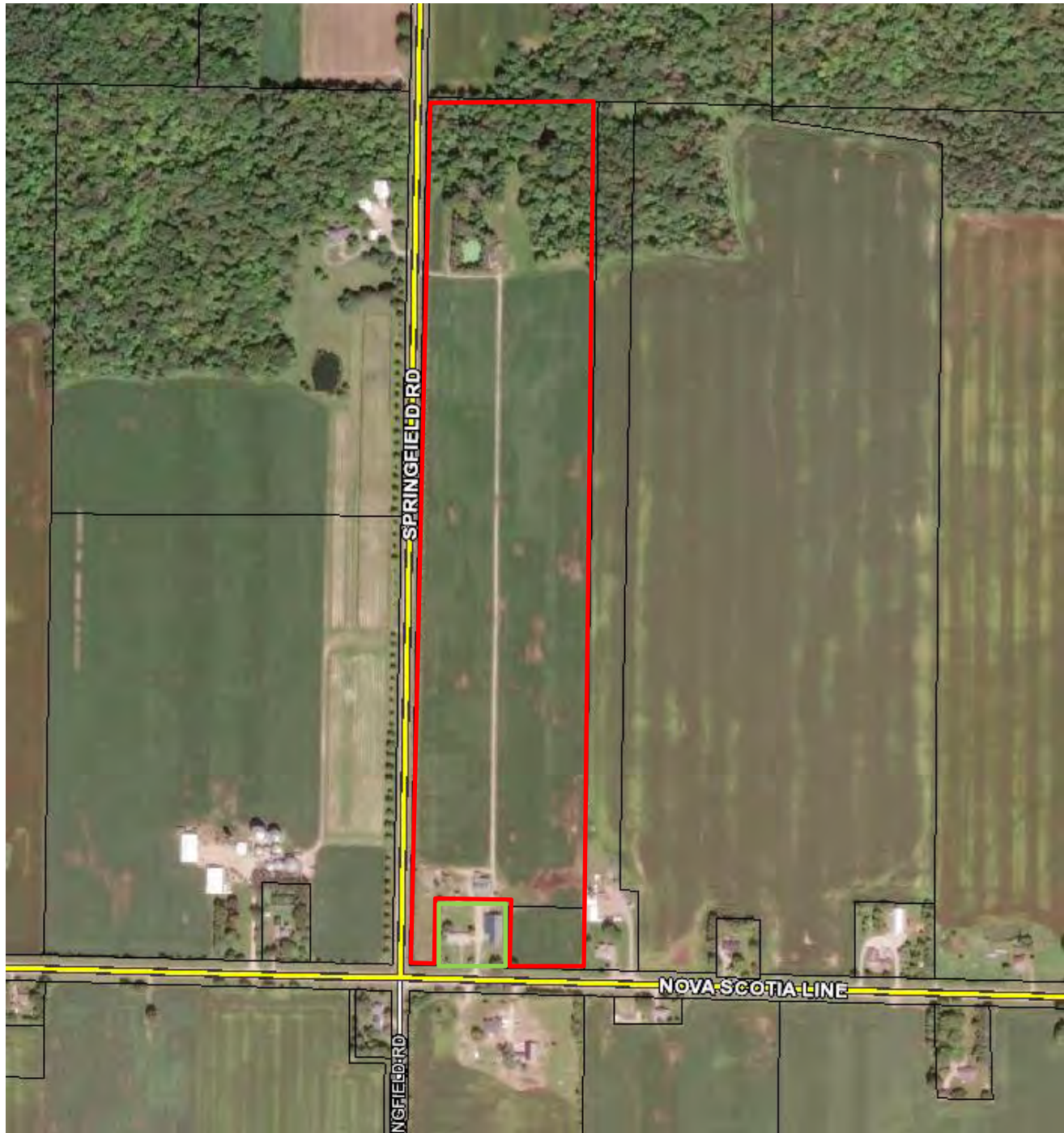
Reviewed by: T. Brown, MBPC, Principal Planner

Approved by: N. Dias, Chief Administrative Officer

APPLICATION FOR ZONING BY-LAW AMENDMENT**Owners: Ingrid Vanden Borre & Lino Couto**

51048 Nova Scotia Line
 Concession 2, Part Lot 21,
 Township of Malahide

Township
 of Malahide
 Figure 1



OFFICIAL PLAN DESIGNATION
 AGRICULTURAL

ZONING
 Large Lot Agricultural (A1)



Portion to be rezoned to 'Special
 Agriculture (A2-14)'

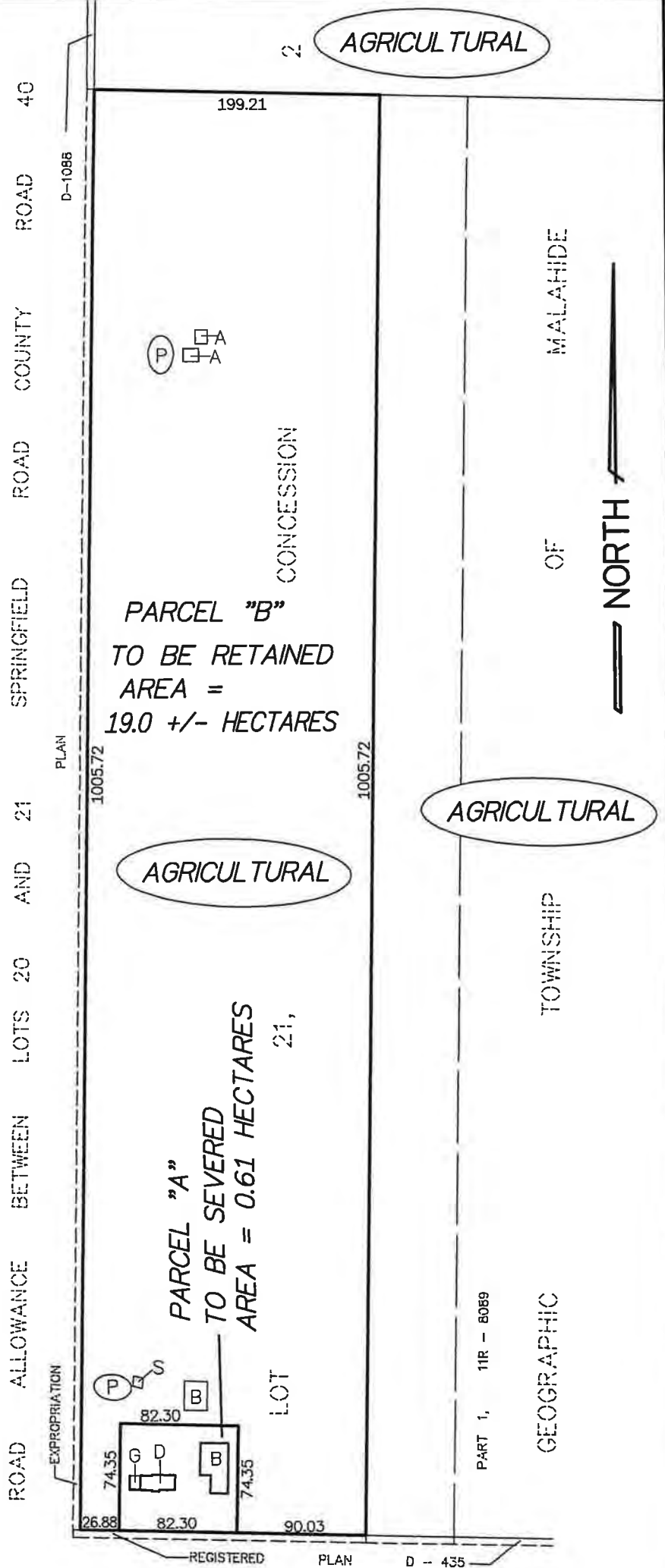


Portion to be rezoned to 'Small Lot
 Agriculture (A4-34)'

SKETCH
PREPARED ILLUSTRATING
PROPOSED SEVERANCE
FOR: INGRID VAN DEN BORRE
NOT TO SCALE


CAUTION
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- P DENOTES POND
- S DENOTES SHED
- B DENOTES BARN
- G DENOTES GREENHOUSE
- A DENOTES ACCESSORY BUILDING
- D DENOTES DWELLING



(KNOWN AS NOVA SCOTIA LINE) COUNTY ROAD 42
ROAD ALLOWANCE BETWEEN CONCESSIONS 1 AND 2

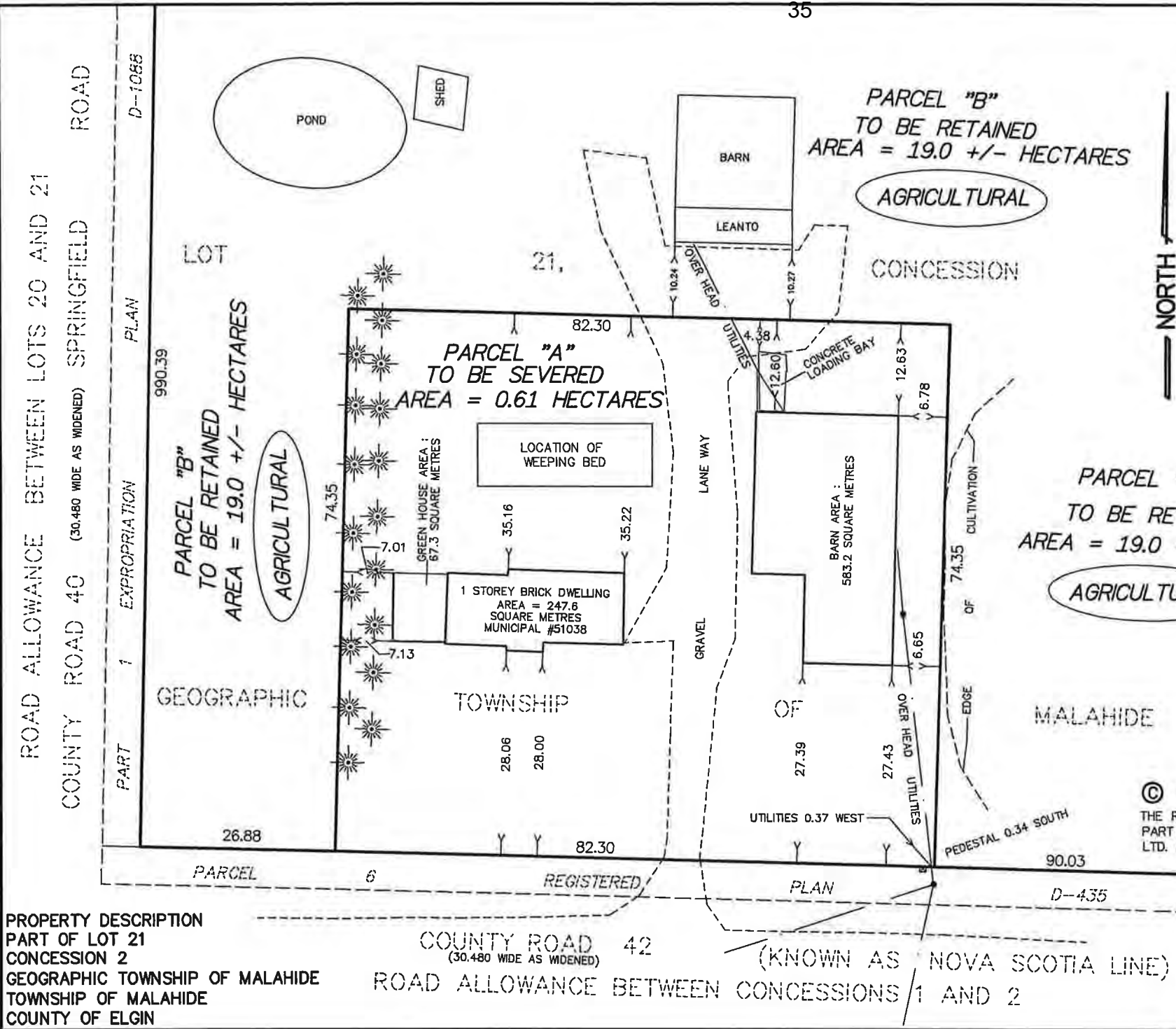
PROPERTY DESCRIPTION
PART OF LOT 21
CONCESSION 2
GEOGRAPHIC TOWNSHIP OF MALAHIDE
TOWNSHIP OF MALAHIDE
COUNTY OF ELGIN



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SURVEYING
MAPPING
GIS

DRAWN BY: GES	CHECKED BY: JGD	REFERENCE NO. 24-53-120-00
DATED: 11/18/24		



PROPERTY DESCRIPTION
PART OF LOT 21
CONCESSION 2
GEOGRAPHIC TOWNSHIP OF MALAHIDE
TOWNSHIP OF MALAHIDE
COUNTY OF ELGIN

COUNTY ROAD 42
(30.480 WIDE AS WIDENED)
ROAD ALLOWANCE BETWEEN CONCESSIONS 1 AND 2
(KNOWN AS NOVA SCOTIA LINE)


SKETCH
PREPARED ILLUSTRATING
PROPOSED SEVERANCE
FOR: INGRID VAN DEN BORRE
NOT TO SCALE

☼ DENOTES ROW OF TREES

PARCEL "B"
TO BE RETAINED
AREA = 19.0 +/- HECTARES
AGRICULTURAL

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DRAWN BY: GES	CHECKED BY: JGD	REFERENCE NO. 24-53-120-00
DATED: 11/18/24		

**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 25-32**

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

**Ingrid Vanden Borre and Lino Couto/
51038-51048 Nova Scotia Line**

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

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

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

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

1. **THAT** the area shown in diagonal hatching on the attached map, Schedule "A", and described as Part of Lot 21, Consession 2 (Concession South of Talbot Road) in the Township of Malahide, shall be removed from the "General Agricultural (A1) Zone" of By-law No. 18-22 and placed within the "Special Agricultural (A2) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A2-14" on Key Map 92 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** the area shown in cross hatching on the attached map, Schedule "A", and described as Part of Lot 21, Consession 2 (Concession South of Talbot Road), in the Township of Malahide, shall be removed from the "General Agricultural (A1) Zone" of By-law No. 18-22 and placed within the "Small Lot Agricultural (A4) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A4-34" on Key Map 92 of Schedule "A" to By-law No. 18-22, as amended.
3. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.5 SPECIAL AGRICULTURAL (A2) ZONE – 'SITE-SPECIFIC' ZONES by, adding the following new subsection.

“5.5.14 a) Defined Area

A2-14 as shown on Schedule ‘A’, Map No. 92.

b) Lot Area

Minimum 19 hectares

c) Lot Frontage

Minimum 116 metres

4. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.7 SMALL LOT AGRICULTURAL (A4) ZONE – ‘SITE-SPECIFIC’ ZONES by, adding the following new subsection.

“5.7.34 a) Defined Area

A4-34 as shown on Schedule ‘A’, Map No. 92.

b) Maximum Floor Area

Existing accessory building 583 m²

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

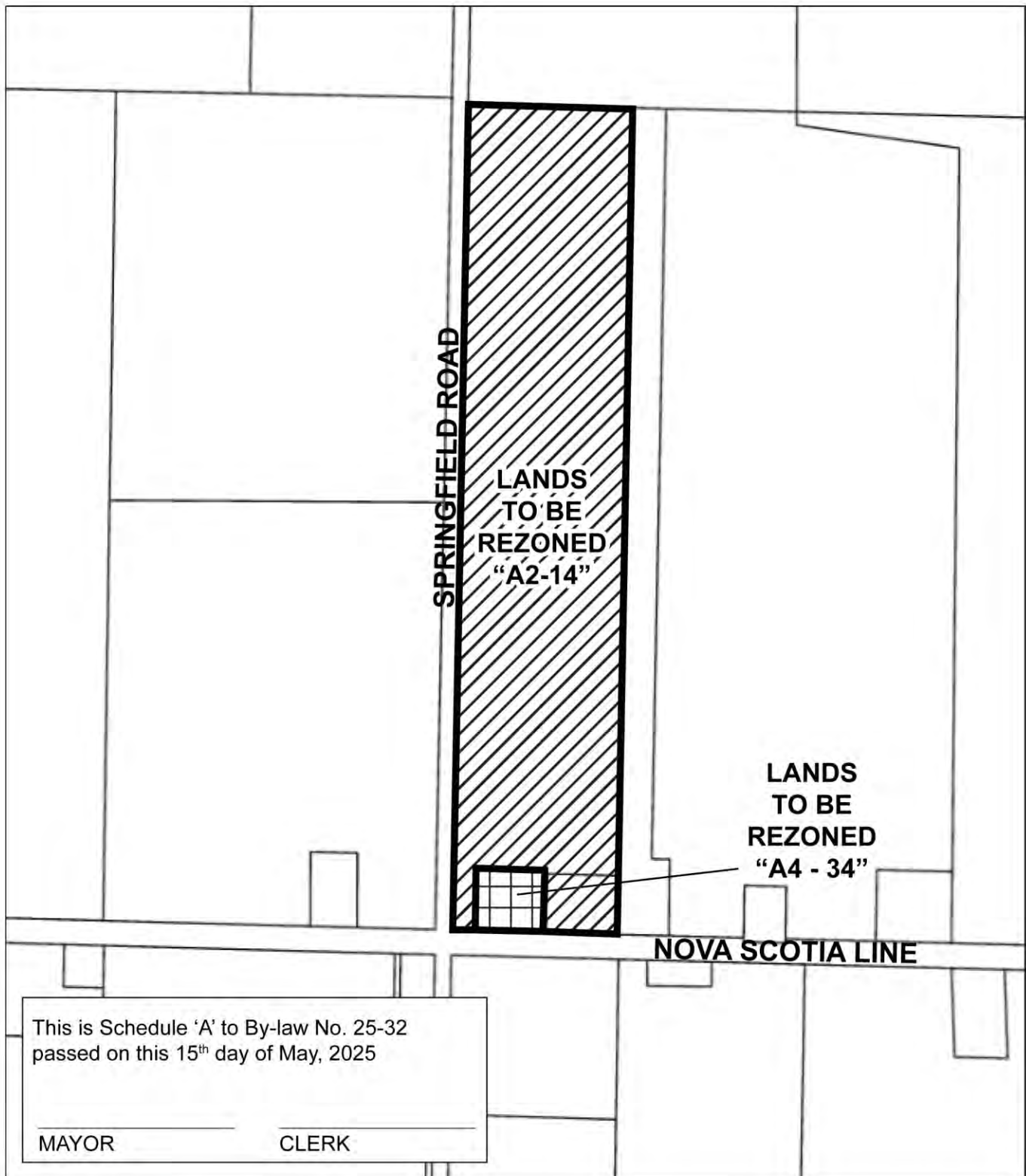
- a) Where no notice of objection has been filed with the Township’s Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the expiration of the prescribed time; or,
- b) Where notice of objection has been filed with the Township’s Clerk within the time prescribed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

READ a FIRST and SECOND time this 15th day of May, 2025.

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

Mayor – D. Giguère

Clerk – A. Adams



0 50 100 200 Metres

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

SCHEDULE 'A'
Map No. 92

1. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the Township of Malahide prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
2. In order to facilitate the approval process for the severance, the applicant is required to furnish a grading plan for both the severed and retained parcels. This plan should be prepared by a qualified professional, such as an engineer or surveyor, who will assess and confirm that sufficient lot drainage is adequate for both properties. This confirmation will ensure that the separation of one property does not lead to drainage issues on the other. If, due to existing site conditions, the certification cannot be provided, the applicant is obligated to engage a qualified professional to create a grading plan. Subsequently, the necessary site alterations and grading works must be completed before final approval of the severance is granted. This requirement aims to guarantee responsible land development practices and prevent potential future drainage complications between the severed and retained parcels.
3. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
4. Confirmation that private sewage system be confined entirely within the boundaries of the newly created parcel and that the private septic system be in conformance with all required setbacks from lot lines prior to the condition being deemed fulfilled.
5. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted prior to certification all of which are to be fully executed.
6. That all applicable property taxes, municipal fees and charges be paid to the Township of Malahide prior to the stamping of the deeds.
7. That an electronic version of the reference plan be submitted to the satisfaction of the Township of Malahide.



REPORT NO. F-25-07

TO: Mayor & Members of Council
DEPARTMENT: Fire & Emergency Services
MEETING DATE: May 15, 2025
SUBJECT: Emergency Services Quarterly Report (January – March)

RECOMMENDATION:

THAT Report No. F-25-07 entitled “Emergency Services Quarterly Activity Report (January – March)” be received.

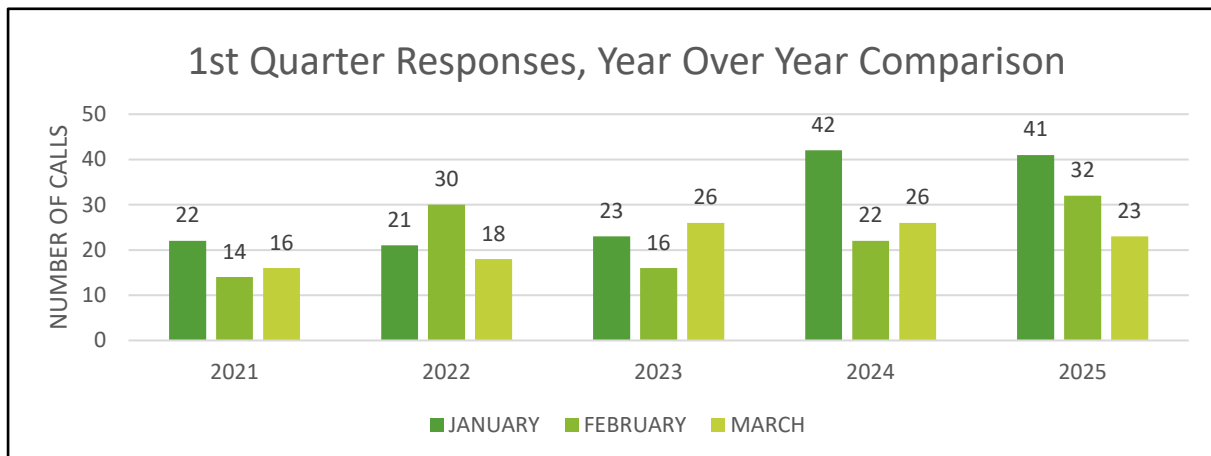
PURPOSE & BACKGROUND:

This report provides information reported for the first quarter of 2025, including dates of January 1st to March 31st, 2025.

COMMENTS & ANALYSIS:

Department Responses

The Malahide Fire Services responded to ninety-six (96) incidents this quarter as compared to ninety-four (94) in 2024, ninety-two (92) in 2023, eighty-six (86) in 2022, and sixty-two (62) in 2021. A comparison of these incidents to the same quarter of previous years is shown in the bar graph below.



Listed below is a breakdown of the type of incidents this quarter. Medical incidents accounted for sixty-three (63%) of all incidents in this quarter. The average age of persons requiring medical response was 61, with 52% being male, 42% being female and 6% unknown.

Quarterly Incidents by Type	#
Fire	7
Burn Complaint	4
Alarm Malfunction	2
Smoke Alarm (NO FIRE)	4
CO Alarm	2
Public Hazard	3
Technical Rescue MVC	13
Technical Rescue Other	0
Medical	60
Assist Other Fire Department	0
Assist Police	1
TOTAL:	96

Fire Events Loss/Save

There were seven (7) fires with a combined estimated total dollar loss of \$541,000, and a total estimated dollar saved of \$779,000.

Fire Prevention and Public Education

The following fire safety messages have been used this quarter:

January – “Give space heaters SPACE”

February – “Get out and stay out”

March – “Get out alive – plan your escape”

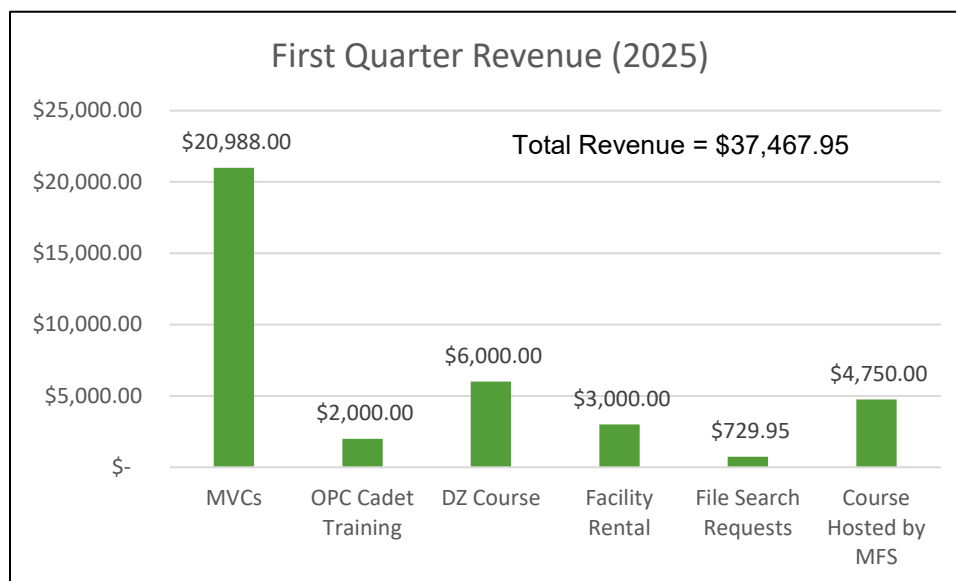
The annual “Emergency Responder Day” at the Springwater Conservation Area Maple Syrup Festival had great attendance with over 400 children and adults visiting the conservation area. MFS Fire Prevention was on-site with two apparatus and the Fire Safety House Trailer. Visitors were encouraged to take guided tours through the Fire Safety House Trailer with members of the Fire Prevention team in order to learn about home fire safety and what to do in an emergency.



Visitors also enjoyed touring the trucks with firefighters to learn about the equipment and firefighter safety. Participation also included setting up a display and handing out various public education materials to visitors of all ages.

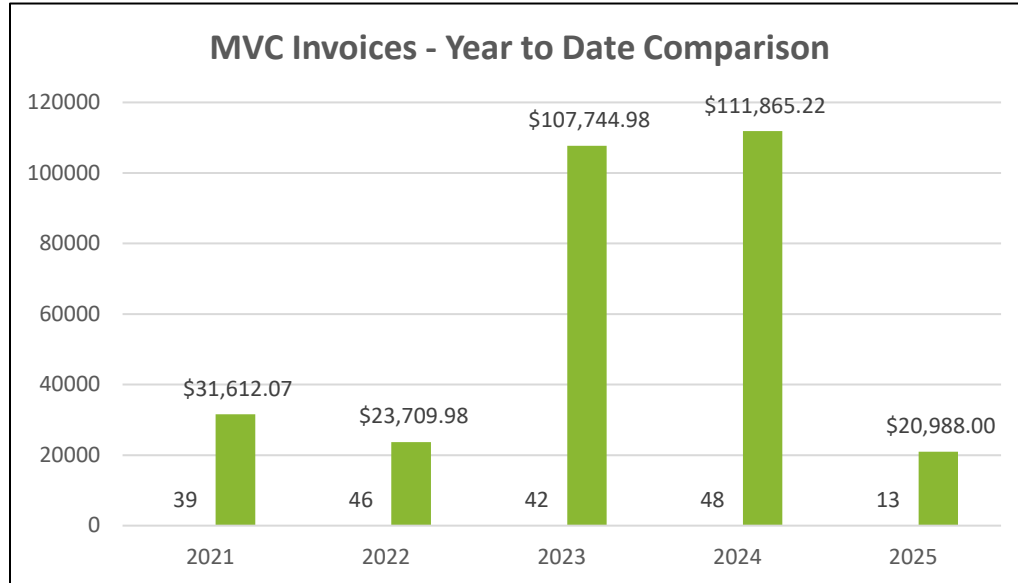
Total Quarterly Revenue

Malahide Fire Services revenue in the first quarter of 2025 is \$37,467.95 (before applicable HST). This revenue is derived from providing services at Motor Vehicle Collisions (MVCs), facilitating a DZ Course, hosting a Rope Rescue Operations Level Pilot course for the Ontario Fire College, OPC Cadet Training, and Fire File Search Requests and Tower/Facility Rentals as depicted in the graph below.



Motor Vehicle Collision Cost Recovery

Malahide Fire Services responded to thirteen (13) motor vehicle collisions (“MVC”) in the first quarter of 2025. Year-to-date invoicing for services rendered, and total for prior years, is provided below:



Facility Use

This quarter Malahide Fire Services has rented its South Station training facility to two (2) external organizations: London Police Services Emergency Response Unit and Ontario Mine Rescue. The use of the tower is extremely beneficial to organizations that perform rescue operations in order to properly train rope and rappelling techniques in a safe environment that is suited to their needs.

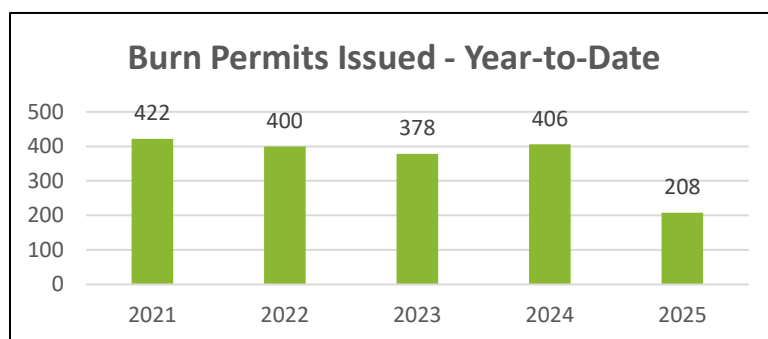
Malahide Fire Services also hosted two (2) courses for the Ontario Fire College, including the NFPA 1006 Rope Rescue Operations Pilot Course, in early February 2025. By hosting this pilot course, we were able to enroll six (6) of our firefighters at no cost, while also being involved in the development of high-quality programming with the Ontario Fire College.

Fire Safety Inspections

For this quarter, staff conducted two (2) commercial inspections. There were eight (8) orders for non-compliance issued from these inspections.

Burn Permits

Two hundred and eight (208) burn permits were issued in the first quarter of 2025.



Second Quarter Events

Below is a brief list of Malahide Fire Services events that are scheduled in the second quarter:

- April 6 – Optimist Breakfast at South Dorchester Community Hall (Fire Prevention Team)
- April 14 – OPC Cadet Training (Fire Prevention Team)
- April 14 – Home School Visit (Fire Prevention Team)
- May 8 – McHappy Day at McDonald's Aylmer (Fire Prevention Team)
- May 17 – Mobile Live Fire Training Unit (MLFTU) session at OPC
- May 18 – Victoria Day Fireworks at Port Bruce Pier (Malahide South Firefighters Association)
- May 21 – Summers' Corners Community Engagement (Fire Prevention Team)
- June 11 – Elgin County Farm Safety Day (Fire Prevention Team)
- June 18 – Firefighter Recruit Graduation Ceremony at Malahide South
- June 21 – Touch-a-Truck at the Aylmer Community Festival (Fire Prevention Team)
- June 21 – Springfield Fun Day (Fire Prevention Team)
- June 21 – Spaghetti Fundraiser Dinner at Malahide Community Place (Fire Prevention Team)

FIRE & EMERGENCY MANAGEMENT GRANTS AWARDED

Fire Protection Grant

The Fire Protection Grant program, announced in the Ontario government's 2024 budget, aims to support cancer prevention initiatives and minor infrastructure modernization for fire departments. The awarded grant of twenty-four thousand six hundred ninety-one dollars and twenty-five cents (\$24,691.25) will fully cover the cost of purchasing and installation of the washer extractor at the South Station.

Community Emergency Preparedness Grant

This funding is part of the Ontario government's initiative to enhance local emergency preparedness and response capabilities. The CEPG program supports municipalities, First Nations, and community organizations in purchasing emergency supplies and equipment, providing training, and enhancing operational preparedness to mitigate and respond effectively to emergencies. *The awarded grant of forty-nine thousand thirty-one dollars and eleven cents (\$49,031.11) will fully cover the cost of purchasing 14 Water/Ice Rescue Suits and 10 portable radios.*

Fire Marshal's Public Fire Safety Council Certification Grant

This grant provides select provincial fire departments with funding to support the purchase of firefighter training and educational needs to assist with certification requirements as part of O.Reg.343/22 (Firefighter Certification). The awarded grant of two thousand seven hundred and fifty-three dollars and fifty-four cents (\$ 2,753.54) will fully cover the cost of purchasing five (5) iPads and protective cases that the department can utilize in their training evolutions.

Prepared by: M. Badder, Fire Administrative Assistant

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

Approved by: N. Dias, Chief Administrative Officer



REPORT NO. F-25-08

TO: Mayor & Members of Council
DEPARTMENT: Fire & Emergency Services
MEETING DATE: May 15, 2025
SUBJECT: Firehouse Subs Grant

RECOMMENDATION:

THAT Report No. F-25-08 entitled “Firehouse Subs Grant” be received for information

AND THAT Malahide Council approves and authorizes the agreement between the Township and Firehouse Subs, granting the Director of Fire and Emergency Services and the Director of Corporate Services the authority to execute the grant agreement on behalf of the Township.

PURPOSE & BACKGROUND:

Malahide Fire Services applied for and has successfully secured a grant from the Firehouse Subs Public Safety Foundation of Canada in the amount of \$29,437.07. This funding will support the purchase of a Can-Am Defender Max XT HD9 side-by-side UTV, off-road utility vehicle.

The Firehouse Subs Public Safety Foundation of Canada is a charitable organization dedicated to supporting first responders by providing lifesaving equipment and resources. Their grants aim to improve the efficiency and effectiveness of emergency services, particularly in areas where access or funding may be limited.

This new equipment will significantly enhance the department’s ability to respond to emergencies in hard-to-reach or rural areas. In particular, it will improve emergency access and rescue operations on farms, in wooded areas, and during public events where conventional fire apparatus cannot be used effectively.

Malahide Fire Services operates in a largely rural environment, and this new vehicle will directly support their mandate to protect life and property by providing faster, safer, and more efficient responses to medical emergencies, fires, and rescues. This grant also supports strategic priorities related to asset optimization and responsible community growth.

COMMENTS & ANALYSIS:

The side-by-side UTV will be a critical asset for Malahide Fire Services, directly addressing the unique geographic and demographic challenges faced by the

department. With 70 volunteer firefighters covering a broad, largely rural area, the department frequently encounters situations where traditional apparatus cannot access the scene quickly or safely.

The UTV will enable the department to respond more effectively in:

- **Dense forests and trails** where missing persons or medical incidents may occur,
- **Farmland and fields** where equipment transport and rapid personnel deployment are needed, and
- **Public events and community gatherings** where maneuverability and compact emergency response are crucial.

This initiative represents a cost-effective and strategic enhancement of public safety services without imposing a financial burden on the Township, as the full cost is covered by the grant. It reflects both the department's commitment to continuous improvement and the value of external partnerships in supporting frontline emergency services.

FINANCIAL IMPLICATIONS:

The awarded grant of twenty-nine thousand four-hundred thirty-seven dollars and seven cents (\$29,437.07) will fully cover the cost of purchasing the approved equipment. No additional funding is requested at this time.

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

- Steven Tripp – Community Relations and Economic Development Manager
- Adam Boylan – Director of Corporate Services

ATTACHMENTS:

1. Firehouse Subs MOU Agreement

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

Approved by: N. Dias, Chief Administrative Officer



Firehouse Subs Public Safety Foundation of Canada ("Foundation")

FUNDING AGREEMENT between the Foundation and The Corporation of The Township of Malahide (the "Recipient")

1. Funding

The Foundation does hereby agree to make a donation of **\$29,437.07 CAD** (the "**Gift**") to **The Corporation of The Township of Malahide, Aylmer, ON** to be used for the purchase of **Can-Am Defender Max XT (Including Freight up to \$600)** (the "**Purpose**") as set out in the application and detailed in the submitted quote.

2. Obligations of the Recipient

- i) The Recipient represents and warrants that it is/will be a "qualified donee" as defined in the *Income Tax Act* (Canada) ("**ITA**") at the time of the Gift – see attached Schedule.
- ii) The Recipient will provide an acknowledgment of receipt of the EFT transfer within 10 days of receiving the funding.
- iii) The Recipient will use the Gift only for the Purpose that is detailed in the submitted quote and detailed in the application. Items purchased outside of the approved quote are the financial responsibility of the granted organization.
- iv) Respond to requests from time to time by the Foundation including, but not limited to, evidence of receipt of equipment being acquired and ITA registration number.
- v) The Recipient will provide all invoices and delivery receipts to document the purchases in order to confirm that the grant purpose has been satisfied.
- vi) Any excess funds, *including rebates of quoted tax (HST)* must be returned to the Foundation to be used for future grant awards.
- vii) **DEADLINE for submitted documentation: November 30, 2025**

3. Further Assurances

The Recipient does hereby agree to do such further acts related to the grant award acknowledgement including but not limited to press events and photo opportunities. Respond to requests for additional documents relating to the grant for reporting and auditing as the Foundation may determine to be necessary or desirable.

4. Governing Law

This Funding Agreement shall be governed by the laws of the Province of ON and any Federal laws applicable thereto.

Firehouse Subs Public Safety Foundation of Canada

The Corporation of The Township of Malahide

Date: _____

Printed Name: _____

Title: _____

Date: _____



REPORT NO. PW- 25-14

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: May 15, 2025
SUBJECT: Tender Results – Eicher Drain

RECOMMENDATION:

THAT Report No. PW- 25-14 entitled “Tender Results – Eicher Drain” be received;

AND THAT the tender for the Eicher Drain be awarded to Robinson Farm Drainage Ltd., in the amount of \$175,600.00 (plus applicable taxes).

PURPOSE & BACKGROUND:

As Council is aware, the Township of Malahide received a petition for drainage from several landowners along Glencolin Line. The petitions are to construct a new drain to service the properties at 52525, 52921 and 52711 Glencolin Line which are currently assessed into the watershed for the existing Eicher Drain. Township Council authorized for tenders to be called by resolution No. 25-112 following the first and second reading of Bylaw No. 25-21.

No. 25-112

Moved By: Chester Glinski

Seconded By: Sarah Leitch

THAT the tenders for the construction of the Eicher Drain be requested for April 25, 2025 at 11:00a.m.

Carried.

COMMENTS & ANALYSIS:

The Township of Malahide called tenders for the construction of the Eicher Drain, which closed on April 25, 2025, at 11:00 am. The Township received 5 (five) bid submissions at that time. The tender results are as follows (following page, and prices do not include taxes):

Robinson Farm Drainage Ltd. \$175,600.00

Van Bree Drainage \$176,188.00

McNally Excavating Ltd. \$187,400.00

St. Clair Mechanical Inc. \$201,655.00

PBR Excavating Inc. \$249,873.99

Engineer's Estimate: \$191,400.00

The lowest bid was received from Robinson Farm Drainage Ltd., in the amount of \$175,600.00 (plus HST). Staff are satisfied that Robinson Farm Drainage Ltd. can perform the duties tasked in this contract. The Staff would therefore recommend that the Council award the Eicher Drain tender to Robinson Farm Drainage Ltd.

FINANCIAL IMPLICATIONS:

Staff have reviewed the bid for compliance with the respective tender requirements and the lowest tender bid submission from Robinson Farm Drainage Ltd. has been recommended for award. The Engineer's estimate for construction was \$191,400.00 (plus HST).

Actual incurred project costs will be distributed to the benefitting landowners provided in the assessment schedule of the adopted engineers report.

CONSULTATION:

Spriet Associates

ATTACHMENTS:

None

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

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



REPORT NO. PW- 25-16

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: May 15, 2025
SUBJECT: Petition for Drainage – Baertsoen

RECOMMENDATION:

THAT Report No. PW- 25-16 entitled “Petition for Drainage – Baertsoen” be received;

AND THAT George Vereyken, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for the Baertsoen Petition.

PURPOSE & BACKGROUND:

The Township of Malahide has received a petition for drainage. The petition is to construct a new drain as a condition of severance that was previously approved by Malahide Council and the Elgin County Land Division Committee. This is a typical severance requirement which provides development with a legal and adequate outlet for surface/subsurface water.

The landowner, Arnold Baertsoen, has petitioned the Township to have a new drain constructed at 47340 Weldon Street in Orwell, to accommodate two new residential building lots. The estimated length of the project is 20 meters in order to extend a drain outlet northerly from the existing Orwell Drain. An overview drawing is provided at the end of this report showing the location of the proposed severance and existing Orwell Drain.

COMMENTS & ANALYSIS:

Once a landowner submits a petition, the Township is required under the *Drainage Act R.S.O. 1990*, to appoint a Drainage Engineer to prepare a Drainage Report for the Council to address the request.

Section 4(1) of the Drainage Act states:

A petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the clerk of the local municipality in which the area is situated by,

- (a) the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;

- (b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 percent of the hectarage in the area;
- (c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);
- (d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director.

The *Drainage Act* provides that Council must give consideration to the petition and, within thirty days (*Section 5.1a*) of the filing, decide whether or not to proceed. If Council decides not to proceed then written notice of its decision must be sent to each petitioner. A petitioner may appeal to the Ontario Drainage Tribunal if Council decides not to proceed, or if Council does not act on the petition within 30 days.

It may be difficult for Council to decide on the validity of the petition as it is based on the definition of the “area requiring drainage”. Initially, the petitioner(s) define the area on the petition they submit, however, the area must be defined by an engineer at the “on-site meeting” to determine the validity of the petition.

If the Council decides to proceed then written notice of its decision must be given to (*Section 5.1b*):

- (a) to each petitioner;
- (b) the clerk of each local municipality that may be affected;
- (c) the conservation authority that has jurisdiction over any lands in the area;
- (d) the Minister of Natural Resources.

The Council must appoint an engineer within sixty days (*Section 8.3*) of giving notice to proceed. The engineer appointed is to file a said report within six (6) months (*Section 39.1*) of the appointment.

Following the appointment, the engineer shall (*Section 9.1*) cause the Clerk of the municipality to send out written notice, specifying the time and place of an “on-site meeting”. The notice must be served seven days prior to the proposed site meeting.

Therefore, Staff is recommending that George Vereyken, P. Eng., of Spriet Associates Ltd., be appointed by the Council to prepare an engineer’s report.

FINANCIAL IMPLICATIONS:

N/A

CONSULTATION:

Petitioner

ATTACHMENTS:

1. Drain location map

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

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



Legend

- Elgin County Parcels
- E911
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- World Imagery

Notes

0.1 0 0.04 0.1 Kilometers



REPORT NO. PW-25-15

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: May 15, 2025
SUBJECT: Tender Results – 2025 Microsurfacing & Surface Treatment

RECOMMENDATION:

THAT Report No. PW-25-15 entitled “Tender Results – 2025 Microsurfacing & Surface Treatment” be received;

AND THAT the 2025 Microsurfacing & Surface Treatment contract be awarded to Duncor Enterprises Inc.;

AND THAT the Mayor and Clerk be authorized to enter into agreement with Duncor Enterprises Inc. of Barrie, Ontario for the purpose of completing the 2025 Microsurfacing & Surface Treatment Program.

PURPOSE & BACKGROUND:

Since 2013, the Township has participated in a purchasing co-operative with the County of Elgin to secure a Microsurfacing & Surface Treatment Contractor.

The County obtains pricing using a competitive process to procure surface treatment services. The Township procurement policy permits the Township to participate in co-operative purchasing with other government agencies or public authorities where it is in the best interest of the Township to do so. The policies of the government agencies or public authorities calling the co-operative are to be the accepted policy for that particular tender.

COMMENTS & ANALYSIS:

A formal Request for Tenders was published on the Bids & Tenders website on March 7, 2025, and closed on March 28, 2025, at 11:00 am local time. Two (2) contractors submitted bids. The low bid was received from Duncor Enterprises Incorporated of Barrie, Ontario. The Township of Malahide portion (Part 2) of the bid is valued at \$1,074,050.00 (plus HST).

The following roads are scheduled to be resurfaced (Single Surface Treatment) in 2025:

1. Bradley Creek Line – from Imperial Road to Hacienda Road (2.0km)
2. Carter Road – from Nova Scotia Line to John Wise Line (6.2km)
3. Caverly Road – from the South Limit to Brook Line (0.25km)
4. Crossley Hunter Line – from Belmont Road to Imperial Road (7.4km)
5. Hacienda Road – from John Wise Line to Talbot Line (3.7km)
6. Pressey Line – Walker Road to Pigram Road (2.5km)
7. Wilson Line – Whittaker Road to Pigram Road (1.9km)

The following roads are scheduled to be pulverized and resurfaced (Double Surface Treatment) in 2025:

1. Pressey Line – from Springfield Road to Catherine Street (0.5km)

Staff are recommending the delay of the double surface treatment on the following road segment until Summer 2026 to promote better quality results:

1. College Line – from Hacienda Road to Springfield Road (2.0km)

The contract recognizes the existing County of Elgin material installation specification and a two-year warranty period.

FINANCIAL IMPLICATIONS:

In contrast to the expected 4% unit-rate increase projected in the 2025 budget, overall submitted prices for surface treatment have increased by 5.9% in comparison to 2024 rates.

Based on the unit prices bid for 2025, Staff estimate a total expenditure of \$896,338.70 (plus HST) for single surface treatment and \$177,711.30 (plus HST) for double surface treatment resurfacing (total: \$1,074,050). The staff proposal to delay the College Line double surface treatment to 2026 equates to a total of \$144,167.40 (plus HST) being deferred to next year's capital budget.

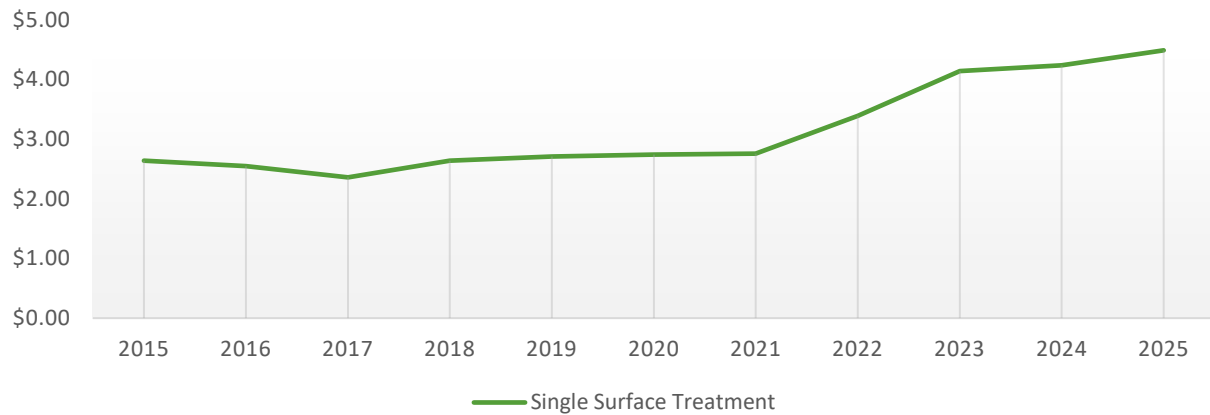
The approved 2025 budget includes \$895,000 for single surface treatment and \$185,000 for double surface treatment (\$1,080,000).

Historical unit pricing for the Surface Treatment tender are as follows:

Single Surface Treatment:

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
\$2.64	\$2.55	\$2.36	\$2.64	\$2.71	\$2.74	\$2.76	\$3.39	\$4.14	\$4.24	\$4.49

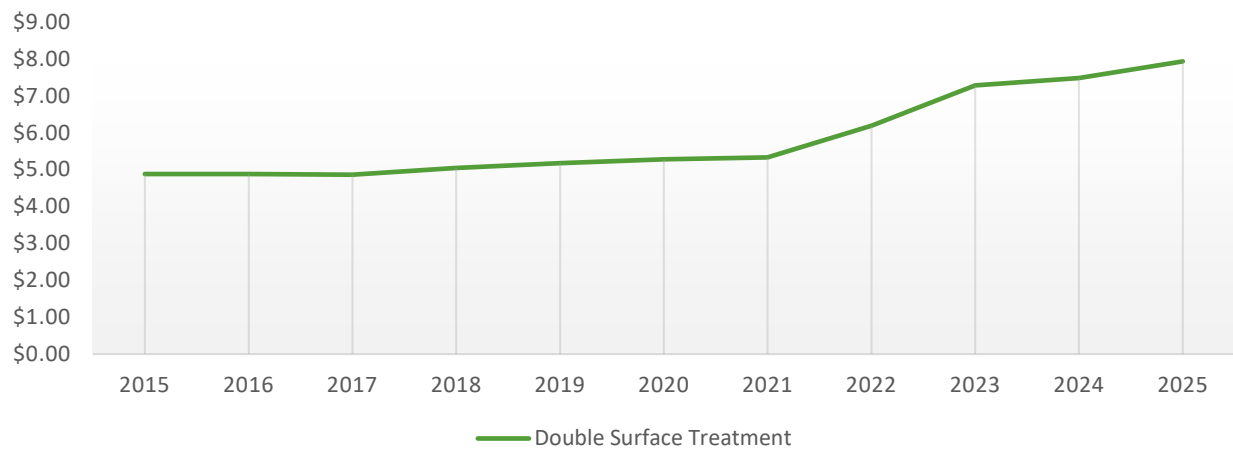
Single Surface Treatment



Double Surface Treatment:

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
\$4.88	\$4.88	\$4.86	\$5.04	\$5.17	\$5.28	\$5.33	\$6.19	\$7.28	\$7.48	\$7.93

Double Surface Treatment



Council is reminded that payment for surface treatment is based on the actual field measurement of material applied. Road widths vary and will influence the final cost.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The joint Microsurfacing and Surface Treatment Tender meets the values identified in the 2023 Strategic plan by: "Partnering wherever it makes sense to get things done better".

ATTACHMENTS:

1. County Tender T13 – Part 2 Malahide – Bid Summary

Prepared by: R. DeSutter, Roads & Construction Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

Part 2 - Township of Malahide

					Duncor Enterprises Inc.		Miller Paving Limited	
					<u>Submission 1</u>		<u>Submission 1</u>	
<u>Line Item</u>	<u>Description of Work</u>	<u>Surface Type</u>	<u>Unit</u>	<u>Est. Qty.</u>	<u>Unit Price</u>	<u>Total</u>	<u>Unit Price</u>	<u>Total</u>
2.1	Supply all labour equipment and materials to place SINGLE Surface Treatment (SST) using CLASS 5 aggregate (1/4" Quarry Granite)	SST - Class 5	m2	199630	\$ 4.4900	\$896,338.70	\$ 6.5200	\$1,301,587.60
2.2	Supply all labour equipment and materials to place DOUBLE Surface Treatment (DST) using CLASS 2 base and CLASS 6 top	DST - Class 2 & 6	m2	22410	\$ 7.9300	\$177,711.30	\$ 10.0000	\$224,100.00
Subtotal:					\$1,074,050.00		\$1,525,687.60	



REPORT NO. PW-25-17

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: May 15, 2025
SUBJECT: **Tender Results – Roadside Grass Cutting 2025-2027**

RECOMMENDATION:

THAT Report No. PW-25-17 entitled “Tender Results – Roadside Grass Cutting 2025-2027” be received;

AND THAT the Roadside Grass Cutting contract be awarded to Brad’s Lawn Care Ltd.;

AND THAT the Mayor and Clerk be authorized to enter into agreement with Brad’s Lawn Care Ltd. of Strathroy, Ontario for the purpose of completing the Roadside Grass Cutting Program.

PURPOSE & BACKGROUND:

The Township of Malahide regularly contracts roadside grass cutting services from capable service providers to maintain roadside grass along all township and county roadways.

In June 2016, the Council amended the township roadside grass cutting service level to include a double pass (3.6m) twice annually.

The current County roadside grass cutting service level includes a double pass (3.6m) for the first cut, and a single pass (1.8m) for the second cut.

The previous roadside grass-cutting contract was terminated at the end of 2024 due to ongoing quality issues from the existing service provider, and a new tender for service was issued on March 21, 2025.

COMMENTS & ANALYSIS:

A formal Request for Tenders was published on the Bids & Tenders website on March 21, 2025, and closed on April 11, 2025, at 11:00 am local time. Four (4) contractors submitted bids. The low bid was received from Brad’s Lawn Care Ltd. of Strathroy, Ontario.

The terms of the proposed contract are for a one (1) year period commencing May 1, 2025, and may be renewed annually on the anniversary date, ending no later than April 30, 2028. Pricing must remain firm for the first year of the contract. The successful contractor, upon request, will be granted a rate increase in the subsequent year(s), based on the Consumer Price Index (CPI) – Ontario All Goods Index for the proceeding twelve (12) month period, to the nearest \$0.05. Price increases must be submitted to the Township ninety (90) days before the anniversary date for each year.

The Contractor shall provide the Township with a minimum 90 days notice in advance of the start of any term if they do not wish to renew for the next additional one (1) year term.

The Township shall provide a minimum of 90 days' notice to the bidder if they choose not to exercise the option to renew for the next additional (1) year term.

Elgin County Roads:

The cutting of vegetation shall be completed 2 times annually, in the spring and in the fall. The width of cutting shall be a minimum of 3.6m from the edge of the shoulder in the spring and a minimum width of 1.8m in the fall.

The first cutting shall consist of the following:

- minimum of 3.6m (11.8 foot) swath starting at the shoulder and following the ditch slopes on both sides of the travelled portion of the road;
- The grass and brush (up to 2 inches (50mm) in diameter) shall be cut to a height of 4 inches (100mm). Areas mowed that are not acceptable to the Township will be re-mowed at the Contractor's expense;
- Vegetation shall be cut close around all signs, mailboxes and guiderail posts. A minimum width of 3.6m shall be cut behind all signs, mailboxes and guiderail;
- Vegetation shall be cut across all road property (full width of right-of-way) at intersections to achieve a clear sight distance of at least 200m in all directions from intersections.

The second cutting shall consist of the following:

- minimum of 1.8 metres (6 foot) swath starting at the shoulder and following the ditch slopes on both sides of the travelled portion of the road;
- The grass and brush (up to 2 inches (50mm) in diameter) shall be cut to a height of 4 inches (100mm). Areas mowed that are not acceptable to the Township will be re-mowed at the Contractor's expense;

- Vegetation shall be cut close around all signs, mailboxes and guiderail posts. A minimum width of 1.8m shall be cut behind all signs, mailboxes and guiderail;
- Vegetation shall be cut across all road property (full width of right-of-way) at intersections to achieve a clear sight distance of at least 200m in all directions from intersections.

A Provisional Item was included in the tender to include the option to mow one-third of all county roads per year from the edge of the shoulder to the property line on both sides of the road allowance, including grass and brush (up to 2 inches (50mm) in diameter) during the first cutting. The remaining two-thirds of county roads shall receive a first cutting of a 3.6m (11.8 foot) swath. This provisional item was quoted separately and would replace the previously identified “first cutting” of County Roads.

Township of Malahide Roads:

The cutting of vegetation shall be completed 2 times annually, in the spring and in the fall. The width of cutting shall be a minimum of 3.6m from the edge of shoulder in the spring and a minimum width of 3.6m in the fall.

The first cutting shall consist of the following:

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- Vegetation shall be cut close around all signs, mailboxes and guiderail posts. A minimum width of 3.6m shall be cut behind all signs, mailboxes and guiderail;
- Vegetation shall be cut across all road property (full width of right-of-way) at intersections to achieve a clear sight distance of at least 200m in all directions from intersections.

A provisional item was included in the tender document for the provision of labour and equipment to complete an additional mowing, on or about August 1, in the Amish Settlement Area. This additional cut shall consist of:

- minimum of 1.8 metres (6 foot) swath starting at the shoulder and following the ditch slopes on both sides of the travelled portion of the road;
- The grass and brush (up to 2 inches (50mm) in diameter) shall be cut to a height of 4 inches (100mm). Areas mowed that are not acceptable to the Township will be re-mowed at the Contractor's expense;
- Vegetation shall be cut close around all signs, mailboxes and guiderail posts. A minimum width of 1.8m shall be cut behind all signs, mailboxes and guiderail;

An additional provisional item was included in the tender document for the provision of labour and equipment by the hour for additional work (site triangles, parks, etc.) as directed by the Director of Public Works or his designate. If the contractor is asked to undertake hourly work, the Township will attempt to coordinate the scheduling of the provisional work consistent with the timing of the contractor other obligations with the Township.

FINANCIAL IMPLICATIONS:

The roadside grass cutting tender represents the most significant portion of the roadside grass and brushing budget.

The low bid submission price of \$58,080 represents a 36% increase over the 2024 price.

The total bid is divided between Township of Malahide roads operations and County of Elgin roads as required under the County Road Maintenance Agreement.

The additional Provisional Item in Part A of the tender bid is included in the total tender value, in the event additional mowing is required. The value of the additional Provisional Item in Part A for the low bid is \$4,320. Should additional mowing not be required, this value will be deducted from the total low bid value of \$58,080 upon completion of the annual contract.

The Staff recommend including the Provisional Item in Part B to mow one-third of all county roads per year from the edge of the shoulder to the property line on both sides of

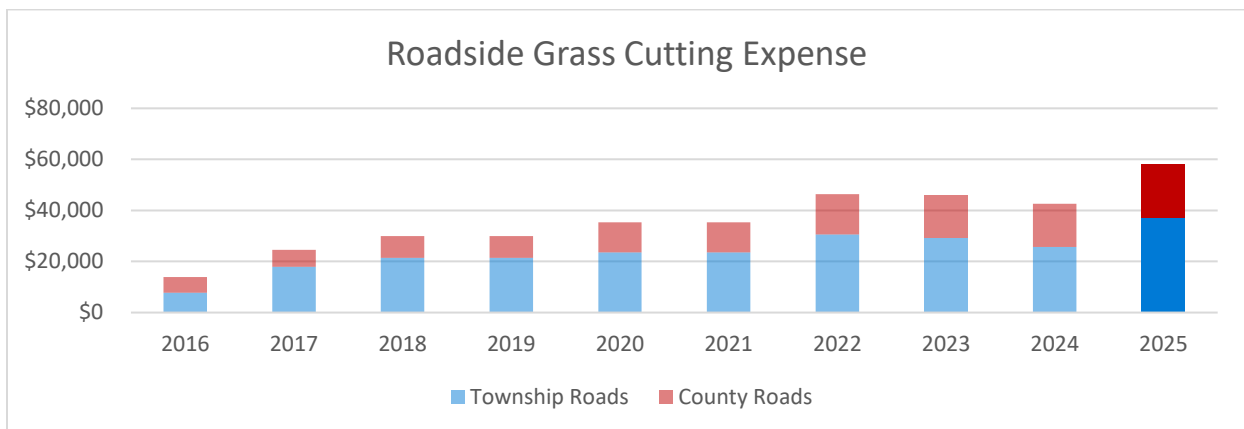
the road allowance, as the low bid does not include an additional cost to complete this work. As such, the County of Elgin portion of the low bid would be \$21,040.

The Staff do not recommend including the Provisional Item in Part C of the tender bid (Additional Cutting of Amish Settlement Area). Staff propose completing this work with municipal staff and equipment as has been done in the previous 3 years.

To provide a comparison, the previous annual roadside grass cutting prices are as follows:

AREA	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
County	\$6,154	\$6,703	\$8,531	\$8,531	\$11,853	\$11,853	\$15,823	\$16,520	\$16,920	\$21,040
Township	\$7,730	\$17,925	\$21,428	\$21,428	\$23,547	\$23,547	\$30,611	\$29,324	\$25,724	\$37,040
Total	\$13,884	\$24,627	\$29,959	\$29,959	\$35,400	\$35,400	\$46,435	\$45,844	\$42,644	\$58,080

Note: Prices include provisional item for full width county road mowing. Does not include Provisional item for additional mowing in the Amish Settlement Area



The Staff have checked with the submitted references including the Municipality of Southwest Middlesex who have provided satisfactory feedback related to previous dealings with the low bid contractor.

The recommended award at the rate of \$58,080 is in excess of the 2025 approved budget allocation of \$54,000 for the combined County and Township roadside grass cutting allotments.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The Roadside Grass Cutting Tender meets the values identified in the 2023 Strategic plan by: "Partnering wherever it makes sense to get things done better"

ATTACHMENTS:

1. PW-25-06 – Summary of Bids

Prepared by: R. DeSutter, Roads & Construction Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

66
TOWNSHIP OF MALAHIDE

UNOFFICIAL SUMMARY OF BIDS

PW-25-06 – Roadside Grass Cutting

Subject to Council's Consideration and Approval.

(Prices do not include HST)

BIDDER	PART A	PART B	PART C
Verdant DBM Inc. – Ingersoll, Ont	\$54,615.00	\$15,435.00	\$4,500.00
Brad's Lawn Care Ltd. – Strathroy, Ont	\$58,080.00	\$9,440.00	\$5,920.00
West Wood Land Care – Arva, Ont	\$74,418.20	\$13,283.20	\$4,804.00
D&D Commercial Property Maintenance Ltd. – Ingersoll, Ont	\$74,472.00	\$16,346.00	\$4,708.00

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY- LAW NO. 25-34

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

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

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

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

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

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

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

10. THAT By-law No. 25-17 be and the same is hereby repealed in its entirety effective the date that this By-law comes into force and effect.

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

READ a FIRST and SECOND time this 15th day of May, 2025

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

Mayor, D. Giguère

Clerk, A. Adams

TOWNSHIP OF MALAHIDE

SCHEDULE “A” TO BY-LAW 25-34

USER FEES SCHEDULE

CORPORATE SERVICES

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

ANIMAL CONTROL

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

BY-LAW ENFORCEMENT SERVICES

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

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

DEVELOPMENT SERVICES

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

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

FINANCE DEPARTMENT

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

FACILITY SERVICES DEPARTMENT

SECTION 1: Community Building Fees

All items in this section, with the exception of the Damage Deposit, are subject to HST.

MALAHIDE COMMUNITY PLACE	CURRENT FEE
Community Room A, 4 Hour Rental Minimum	\$81.94 Minimum + \$20.49/Additional Hour
Community Room B or C, 4 Hour Rental Minimum	\$140.38 Minimum + \$35.10/Additional Hour
Community Room B or C, 1 Hour Programming Rental	\$35.70/Hour
Community Rooms C & Kitchen, 4 Hour Rental Minimum	\$226.70 Minimum + \$56.68/Additional Hour
Community Rooms A,B,C, & Kitchen, 4 Hour Rental Minimum	\$329.07 Minimum + \$82.27/Additional Hour
Kitchen Only, 4 Hour Rental Minimum	\$63.25 Minimum + \$15.81/Additional Hour
Meeting Room, 4 Hour Rental Minimum	\$45.43 Minimum + \$11.36/Additional Hour
Damage Deposit	\$500.00

BASEBALL DIAMONDS	CURRENT FEE
Diamond #3 Rental – Youth, 2 Hour Game Rate	\$20.98
Diamond #1 or #2 Rental – Youth, 2 Hour Game Rate	\$40.75
Diamond #1 or #2 Rental – Adult, 2 Hour Game Rate	\$52.65
Diamond #1 & #2 – Youth, Tournament	\$93.31/Day
Diamond #1 & #2 – Adult, Tournament	\$163.26/Day
Gary Barat Pavilion, Licenced Event	\$124.95

SOUTH DORCHESTER COMMUNITY HALL	CURRENT FEE
Community Room & Kitchen, 4 Hour Rental Minimum	\$116.81 Minimum + \$29.20/Additional Hours
Kitchen Only Rental, 4 Hour Rental Minimum	\$46.20 Minimum + \$11.55/Additional Hours
Damage Deposit	\$500.00

CEMETERIES

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

EMERGENCY SERVICES

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

DRAINAGE DEPARTMENT

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

WASTE MANAGEMENT

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

ROADS DEPARTMENT

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



REPORT NO. DS-25-20

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: May 15, 2025
SUBJECT: The Springfield Swans Memorandum of Understanding (MOU)

RECOMMENDATION:

THAT Report No. DS-25-20 entitled “The Springfield Swans Memorandum of Understanding (MOU)” be received;

AND THAT Council approves the Memorandum of Understanding (MOU) between the Township and the Springfield Swans—a long-standing local service organization—setting out the roles, responsibilities, and terms governing their use of municipal facilities and continued contribution to community development.

PURPOSE & BACKGROUND:

The Springfield Swans (formerly The Lioness Club) are a designated Founding Organization and local service club that perform community and volunteer work, operating out of Springfield. Organizational activities regularly occur at both the Township’s Memorial Park (located at 51137 Ron McNeil Line, Springfield) as well as Malahide Community Place (located at 12105 Whittaker, Springfield). For many years, they have contributed volunteer and beautification efforts in Springfield. These activities are vital and play a significant role in community engagement and the promotion of local events.

However, despite their extensive use of and support for these spaces, no formal agreement previously existed to define roles, responsibilities, or terms of access. The absence of such a framework has led to occasional misalignments and uncertainties regarding facility use, programming coordination, and long-term planning.

In order to resolve these issues, the Township has established in agreeance with the organization a “Memorandum of Understanding” which aims to provide a clear framework for the above identified activities; ensuring proper co-ordination between the Springfield Swans and the Township while fostering a productive partnership.

By formalizing the relationship through this MOU, both parties can ensure the responsible and beneficial use of the Township’s facilities in a way that is both transparent and collaborative.

COMMENTS & ANALYSIS:

The MOU has been circulated to the heads of department staff within the Township for input and development. Additionally, the agreement has been shared with the Springfield Swans, who, in consultation with Township staff have reviewed and agreed to the terms and conditions outlined in the document.

The Springfield Swans and the Township acknowledge and have come to a mutual understanding as to the terms of use and conduct in regards to accessing Malahide Community Place.

The Springfield Swans and the Township also acknowledge and agree to the division of support for maintenance and other related items specified under the agreement that the organization provides at Memorial Park.

If either party exercise their right to withdraw from the agreement, The Springfield Swans and the Township agree to the terms set forth under the termination clause of the document.

FINANCIAL IMPLICATIONS:

There are no direct financial impacts from the approval of this MOU beyond administrative oversight. The 40% rental discount for MCP is consistent with previous practices and acknowledges the Swans' role as a founding partner.

LINK TO STRATEGIC & OPERATIONAL PLANS:

- Engage the Community
- Establish, document and implement service levels
- Maximize the utilization of all assets: people, facilities, and technology

CONSULTATION:

- The Springfield Swans
- Public Works Department
- Finance Department
- CRED Department

ATTACHMENTS:

1. The Springfield Swans MOU

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

Approved by: N. Dias, Chief Administrative Officer

MEMORANDUM OF UNDERSTANDING

**For the Ongoing Operations at 12105 Whittaker, Springfield, N0L 2J0
(the “Malahide Community Place” or “MCP”)**

AND

**For ongoing operations at 51137 Ron McNeil Line, Springfield
(the “MEMORIAL PARK”)**

Collectively referred to as the “FACILITIES” and individually as a “FACILITY.”

This Memorandum of Understanding (“MOU”) is made on the ____ day of _____, 2025,

BETWEEN

**The Corporation of the Township of Malahide
(the “TOWNSHIP”)**

And

**The Springfield Swans
(hereinafter referred to as the “SPRINGFIELD SWANS”)**

Collectively referred to as the “PARTIES” and individually as a “PARTY.”

1 PURPOSE

- 1.1 The purpose of this MOU is to outline the collaborative framework between the PARTIES, clarify responsibilities, and establish guidelines for the SPRINGFIELD SWANS at the FACILITIES.
- 1.2 This MOU reflects the PARTIES’ mutual commitment to avoid duplication of services, minimize taxpayer costs, and support the efficient use of municipal resources.

2 DEFINITIONS

For the purposes of this MOU, the following terms are defined as follows:

- 2.1 **“Acceptable Uses”**: Activities directly related to sustaining and supporting the work of the SPRINGFIELD SWANS. Acceptable Uses exclude any activities carried out for individual or personal financial gain.
- 2.2 **“Booking Manager”**: The TOWNSHIP official or designate responsible for receiving, reviewing, approving, or rejecting facility booking requests.
- 2.3 **“Designated Individual”**: An individual at the SPRINGFIELD SWANS with signing authority to make decisions on behalf of the SPRINGFIELD SWANS.

- 2.4 **“Facility Maintenance”**: All activities related to cleaning, repairing, and overseeing the FACILITY premises (including the interior and exterior areas) in accordance with municipal standards and the TOWNSHIP’s Rental Policies and Procedures.
- 2.5 **“Rental Policies and Procedures”**: The TOWNSHIP’s most recent documented policies that govern facility rental terms, booking processes, user guidelines, and responsibilities.
- 2.6 **“Secretary”**: The key administrative officer at the SPRINGFIELD SWANS responsible for managing communication, record and organizational documentation.

3 EFFECTIVE DATE & TERM

- 3.1 This MOU shall become effective on the date both PARTIES have signed it and shall remain in effect until terminated in accordance with Appendix D (Termination Clause), or until superseded by a new agreement.
- 3.2 The TOWNSHIP may, at its discretion, present this MOU or any amendments to Council for approval by resolution or by-law where necessary under the ***Municipal Act, 2001***.

4 SCOPE OF COOPERATION & RESPONSIBILITIES

4.1 General

- (1) The PARTIES acknowledge each other’s legal autonomy and distinct responsibilities.
- (2) The PARTIES agree to uphold the terms of this MOU in good faith.

4.2 Provision of Services

The services and responsibilities described herein are further detailed in **Appendices A through D**:

Appendix A: Booking & MCP Access

Appendix B: Facility Maintenance & Request for Approvals

Appendix C: Insurance & Risk Management Support

Appendix D: Termination Clause

5 NOTICE OF POLICY CHANGES OR AMENDMENTS

5.1 Policy Changes

- (1) In the event that either PARTY changes its internal policies or procedures in a manner that impacts this MOU, that PARTY shall provide written notice (via email, courier, or mail) to the other PARTY.

- (2) The PARTIES will meet (virtually or in-person) to align or differentiate policy provisions as necessary.

5.2 Amendments

- (1) Should either PARTY propose an amendment to this MOU, it must provide written notice of the proposed changes.
- (2) After mutual agreement, the PARTIES shall execute a written addendum, which becomes part of this MOU.

6 COMMUNICATION PROTOCOL

6.1 Primary Contacts

- (1) Each PARTY shall designate a primary contact for day-to-day communications. For the TOWNSHIP, this may be the **Booking Manager** or another appointed staff member. For the SPRINGFIELD SWANS, this may be the **Secretary** or another designated leader.

6.2 Notices and Written Correspondence

- (1) All formal notices related to amendments, violations, or termination must be sent in writing to the designated primary contact(s).
- (2) Email is considered an acceptable form of written notice unless otherwise specified by either PARTY.

APPENDICES

7 APPENDIX A: BOOKING & MCP ACCESS

7.1 Booking Requests for the MCP

- (1) The TOWNSHIP, through its **Booking Manager**, has sole discretion to approve or deny any booking application for any part of the MCP.
- (2) The SPRINGFIELD SWANS must submit booking requests at least **72 hours** in advance.
- (3) The SPRINGFIELD SWANS can continue to receive a 40% discounted rental fee, as a Founding Organization, for as long as this particular program exists at the Township.

(4) Requirement to Book for Any On-Site Presence

The SPRINGFIELD SWANS are required to book the MCP any time its members, volunteers, or representatives will be on-site or using any portion of the property, including but not limited to the building's interior, outdoor areas, parking lots, or washrooms.

- i) This applies even if the SPRINGFIELD SWANS only intend to perform work outdoors.
- ii) No use of the premises—indoors or outdoors—may occur without an approved booking.

7.2 Concurrent Usage

- (1) In principle, the SPRINGFIELD SWANS shall not operate on any day or time slot when another user group has booked the MCP, unless a written exception is granted by the TOWNSHIP.

7.3 Acceptable Uses

- (1) The SPRINGFIELD SWANS's activities must align with **Acceptable Uses** as defined in Section 2. A breach of this provision may result in the termination of this MOU.

7.4 MCP Closures

- (1) If the MCP is closed by the TOWNSHIP due to inclement weather or emergency, all bookings during that period are cancelled.

7.5 Fixtures, Decorations, & Storage

- (1) No items (decorations, fixtures, signage) may be affixed to walls or the permanent structure without prior **written approval** from the TOWNSHIP.
- (2) If the SPRINGFIELD SWANS choose to continue to access the storage room connected to Room A, of the MCP the following will apply:
 - i) TOWNSHIP staff will need to be provided adequate notice in order to access the storage area;

- ii) TOWNSHIP staff will retain control over the key to the storage room which can be requested during staffed hours;
- iii) Access to the storage room will not be provided during another booked event;
- iv) TOWNSHIP staff retain the right to require removal of items at their discretion.

7.6 Additional Provisions

- (1) Any matter not specifically addressed here shall be governed by the TOWNSHIP's **Rental Policies and Procedures**.

8 APPENDIX B: FACILITY MAINTENANCE & REQUEST FOR APPROVALS

8.1 General Maintenance at FACILITIES

- (1) The TOWNSHIP is responsible for:
 - i) Property Management;
 - ii) Grass Cutting;
 - iii) Health and Safety upgrades as required, such as repair/replacement components of the buildings and property owned by the Township;
- (2) The SPRINGFIELD SWANS will be granted allowances to provide services on MEMORIAL PARK property including:
 - i) Landscaping maintenance that enhances the natural design of MEMORIAL PARK such as de-weeding, beautifying pathways, and implementation of plants and shrubbery that contribute to the aesthetic of the park;
 - ii) The installation and display of winter decorations, including lighting, wooden displays and other signage are permitted subject to adequate insurance and municipal approval;
 - iii) The continuation of the Paver Program will proceed, with the understanding that the SPRINGFIELD SWANS, as the designated owners of the asset, will assume full responsibility for its ongoing maintenance and care.
- (3) The SPRINGFIELD SWANS acknowledge the TOWNSHIP retains full rights to modify, occupy or permit the occupation of the park by others, at our sole discretion

8.2 Emergency Protocols at the MCP

- (1) If an emergency or fire alarm occurs during the SPRINGFIELD SWANS use of the MCP, the SPRINGFIELD SWANS must vacate immediately (removing all equipment and vehicles) and shall not re-enter until the TOWNSHIP provides clearance.

8.3 Preventative Measures

- (1) The SPRINGFIELD SWANS will:
 - i) Promptly move any structures or objects identified by the TOWNSHIP as impeding TOWNSHIP operations;
 - ii) Acknowledge that hydroelectricity bills are the responsibility of the TOWNSHIP and any future installations that require the use of hydroelectricity will require the approval of the TOWNSHIP.

8.4 Requesting Approvals for Changes

- (1) **Scope:** Any semi-permanent addition, installation, or alteration to the FACILITY, including exterior structures or signage, requires **written approval** from the TOWNSHIP.

(2) **Process:**

- i) The SPRINGFIELD SWANS must submit a written request detailing the proposed changes, the cost, the rationale, and any other relevant information.
- ii) The TOWNSHIP will review and respond (approve, deny, or conditionally approve) within a reasonable timeframe, potentially requiring more details.

8.5 Compliance with Building Code

- (1) Any new or existing structures not owned by the TOWNSHIP must comply with the **Ontario Building Code** and be approved by the TOWNSHIP's Building Department.
- (2) If a structure is found to be non-compliant, the SPRINGFIELD SWANS must cease using it until rectified in accordance with the ***Building Code Act, 1992***.

9 APPENDIX C: INSURANCE & RISK MANAGEMENT SUPPORT

9.1 Risk Avoidance

- (1) The SPRINGFIELD SWANS shall not knowingly undertake any activity that exposes the TOWNSHIP to undue risk or liability.

9.2 Insurance Coverage

- (1) The SPRINGFIELD SWANS directors, officers, and volunteers shall be covered under the SPRINGFIELD SWANS own **general liability and errors & omissions policy** with limits of not less than \$2,000,000 (two million dollars) per occurrence.
- (2) **Additional Insured:** The SPRINGFIELD SWANS shall name or confirm that the TOWNSHIP is recognized as an additional insured on the SPRINGFIELD SWANS's policy, to the extent permissible by law or the insurer's guidelines.

9.3 Property Insurance

- (1) The TOWNSHIP will maintain property insurance coverage on the FACILITIES and its contents (owned by the TOWNSHIP).
- (2) The TOWNSHIP bears responsibility for preventative maintenance. This excludes equipment or assets stored inside or on location at FACILITIES (e.g. shed) that are owned by the SPRINGFIELD SWANS.

9.4 Indemnification

- (1) The SPRINGFIELD SWANS agree to indemnify and hold harmless the TOWNSHIP, its elected officials, and employees from and against all claims, demands, losses, or liabilities arising out of the SPRINGFIELD SWANS operations under this MOU, except where such claims are due to the TOWNSHIP's negligence or willful misconduct.

10 APPENDIX D: TERMINATION CLAUSE

10.1 Grounds for Termination

- (1) This MOU may be terminated under any of the following circumstances:
 - i) Voluntary withdrawal by either PARTY, via **written notice**;
 - ii) Breach of the MOU terms by either PARTY that is not remedied within a reasonable timeframe after written notice.

10.2 Notice & Acknowledgment

- (1) Written notice of termination must be delivered to the primary contact(s) of the other PARTY.
- (2) Termination becomes effective once the other PARTY acknowledges receipt of the notice.

10.3 Asset Removal

- (1) Within **60 days** of acknowledging termination, the SPRINGFIELD SWANS must remove all personal property from FACILITIES.
- (2) Failure to remove items within this timeframe **transfers ownership** of such items to the TOWNSHIP, with no recourse or compensation owed to the SPRINGFIELD SWANS.

10.4 Return of TOWNSHIP Assets

- (1) Any TOWNSHIP-owned property, documents, or other items in the SPRINGFIELD SWANS possession must be promptly returned upon termination or as directed by the TOWNSHIP.

SIGNATURES

IN WITNESS WHEREOF, the PARTIES have caused this MOU to be executed by their duly authorized representatives on the date(s) indicated below.

FOR THE SPRINGFIELD SWANS

Name: Kelly Pearson

Title/Position: Designated Individual - Memorial Park Chair

Date:

Name: Rosemary Kennedy

Title/Position: Designated Individual - Secretary

Date:

FOR THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

Name: Allison Adams

Title/Position: Clerk

Date:

Name: Dominique Giguère

Title/Position: Mayor

Date:



REPORT NO. FIN-25-09
TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: May 15, 2025
SUBJECT: Asset Management Plan Update

RECOMMENDATION:

THAT Report No. FINANCE-25-09 entitled “Asset Management Plan Update” be received;

AND THAT Council approve and endorse the Township’s 2025 Asset Management Plans, as appended.

PURPOSE & BACKGROUND:

In 2015, the Province passed the Infrastructure for Jobs and Prosperity Act with Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure. The regulation sets out detailed requirements for municipalities to ensure the long-term sustainability of municipal infrastructure through the preparation of an Asset Management Plan, achieved through various milestones, by July 1, 2025. An overview of the Township’s progress towards these milestones is provided in the table below.

Deadline	Legislative Requirements	Status
July 1, 2022	An approved asset management plan which identifies core assets, their current levels of service and the cost to maintain those levels of service.	Complete
July 1, 2024	An approved asset management plan which identifies <u>all</u> assets, their current levels of service and the cost to maintain those levels of service.	Complete
July 1, 2025	An approved asset management plan which identifies all assets, their <u>proposed levels of service</u> and the cost to maintain those levels of service.	Council Approval Required

The Township’s 2025 Asset Management Plans, as appended to this report, expands the Township asset planning beyond current asset service levels for all asset categories to proposed asset service levels, as legislatively required by July 1, 2025.

A list of improvements made from the Township's 2024 Asset Management Plan is provided below:

- Bridges & culverts condition and lifecycle activities updated using the Township's 2024 bi-annual inspection report
- Facility inventory, condition and lifecycle management activities formulated using the 2023 & 2024 facility inspection reports which cover all municipally owned facilities.
- Asset lifecycle management activities reviewed and aligned with municipal and industry best practices
- Establishment of proposed asset levels of service and performance indicators.
- Establishment of asset risk profiles, evaluating the likelihood and consequence of asset failures.
- Long-term modelling of the effects of the Township's recommended lifecycle strategies on service levels.
- Improved accuracy of asset inventories through staff reviews.
- Costing information updated to account for recent inflationary pressures and market prices.
- Asset funding strategies integrated with the Township's 2023 water and sewer rate study and annual budgeting process

COMMENTS & ANALYSIS:

STATE OF LOCAL INFRASTRUCTURE

The Township's \$646.5 million in capital assets were historically constructed, purchased or acquired to provide services to the community. Ontario Regulation 588/17 requires the Township to identify the current levels of service by each of its asset categories. The 2025 Asset Management Plan primarily uses asset condition to measure current service levels. Over 80% of the Township's assets (roads and bridges) have had their conditions professionally assessed within the last two years. The remainder of asset conditions are based on their respective ages and their expected useful lives based on historical trends.

An aggregate condition scoring for each asset category is provided in the subsequent table. For more information, asset conditions are provided in further detail within the 2025 Asset Management Plan.

Condition Score	Asset Category	Condition Description
Brand New		Recently constructed; no signs of deterioration
Very Good	Sidewalks & Guiderails Wastewater Assets Public Spaces	Only a few elements show general signs of deterioration
Good	Bridges Ball Diamonds Streetlights Water Assets Facilities	Some elements show signs of deterioration; a few elements have significant deficiencies
Fair	Road Segments Equipment Structural Culverts Heavy Trucks & Fire Fleet	General signs of deterioration; some elements have significant deficiencies
Poor	Light Trucks & Construction Fleet	Approaching end of service life; large portion of elements have significant deficiencies
Very Poor		Widespread signs of advanced deterioration; elements show signs of imminent failure affecting service
End of Life		Failure has occurred; asset no longer providing service

SERVICE LEVELS

In addition to condition assessments, core municipal infrastructure assets require the tracking of technical service levels as prescribed by O. Reg. 588/17. The Township's asset management plan must also include service levels for non-core assets which may be set by the municipality. This entails developing a set of asset service standards and metrics to measure performance against those standards. Current service levels for all asset classes were detailed in the previously adopted 2024 Asset Management Plans, the proposed levels of service for each asset category are now required by July 1st, 2025 per O. Reg 588/17.

An aggregate condition scoring for each asset class is provided in the subsequent table. These mandatory technical service levels, and how the Township's assets scored in them, are further detailed within the 2025 Asset Management Plan.

Asset Class	Current Service Level	Proposed Service Level Target
Road Segments	System: Rural, collector roads Paved Average PCI: "Good" Unpaved Average PCI: "Fair"	System: Rural, collector roads Paved Average PCI: "Fair" Unpaved Average PCI: "Fair"
Bridges & Structural Culverts	Bridge Average BCI: "Good" Structural Culvert Average BCI: "Fair"	Bridge Average BCI: "Fair" Structural Culvert Average BCI: "Fair"
Facilities & Public Spaces	Facility Closures: 0 Public Space Closures: 0	Facility Closures: 0 Public Space Closures: 0
Fleet	Min. Fire Fleet Condition: "Fair" Min. Light Truck Condition: "Poor" Min. Heavy Truck Condition: "Fair" Min. Construction Fleet Condition: "Poor"	Min. Fire Fleet Condition: "Fair" Min. Light Truck Condition: "Poor" Min. Heavy Truck Condition: "Fair" Min. Construction Fleet Condition: "Poor"
Water Distribution System	Properties Connected: 25% Fire Flow Coverage: 100% Boil Water Advisories: 0 Watermain Breaks: 0	Properties Connected: 25% Fire Flow Coverage: 100% Boil Water Advisories: 0 Watermain Breaks: 0
Wastewater Collection System	Properties Connected: 9% Basement Backups: 0	Properties Connected: 9% Basement Backups: 0

LIFECYCLE MANAGEMENT

A lifecycle management strategy identifies the recommended activities required to achieve desired levels of service through an asset's useful life. Lifecycle activities are the specified actions that can be performed on assets in order to maintain service levels and extend service life, thereby minimizing long-term costs. Each asset category within the 2025 Asset Management includes staff's recommended lifecycle strategy, lifecycle activity timing, their effect on asset longevity and their associated costs. These lifecycle management strategies are applied against the Township's asset inventory to forecast service level trends and establish long-term budgeting requirements.

FUNDING STRATEGY

Similar to the Township's capital budgeting philosophy, the 2025 Asset Management Plan recommends the replacement of assets be paid for by those who use them while they are in service. From a practical perspective, this means a portion of Township taxes and user fees are collected for the sole purpose of being retained in a reserve until assets require

replacement. This results in a fair distribution of costs amongst current and future ratepayers. Investment earnings on reserves and cost savings from debt avoidance result in lower taxes and rates in the long-term under this funding model.

Based on the Township's aforementioned lifecycle management strategies and their respective costs, property tax and user fee contributions to reserves for infrastructure replacement are expected to be insufficient. The Township's 2025 Asset Management Plan details a long-term strategy to correct this trend, as required by O. Reg. 588/17. Three separate long-term financial plans are included within the Asset Management Plan, each of which is summarized below.

Water Distribution System

The funding strategy for the water distribution system proposes a 100% reserve funding model, which can be implemented by increasing the transfer to reserves annually and through investment income. The proposed strategy would not increase the average annual fixed user fee rates by more than 5.3%, which aligns with the current Rate Study Report (2022).

Wastewater Collection System

The funding strategy for the wastewater collection system also proposes a 100% reserve funding model which can be implemented by increasing the transfer to reserves to increase annually, and through investment income. The proposed strategy would not increase the average annual user fees by more than 3.4%, which aligns with the current Rate Study Report (2022).

Property Tax Funded Assets

The funding strategy for the general tax levy-based assets identifies a mix of capital reserve and provincial/federal funding sources. This model would be implemented through an increase to transfers to the Capital Reserve annually. The proposed strategy requires a dedicated annual property tax levy increase solely for asset replacement at an average 2.5% each year.

NEXT STEPS

To attain legislative compliance and maintain grant eligibility, it is recommended Council approve, in principle, the Township's 2025 Draft Asset Management Plan prior to July 1, 2025. Council is encouraged to provide feedback and direction where it deems appropriate to help guide the next version of the Township's Asset Management Plan. Capital project selection and the setting of taxes and user fees are explicitly determined by Council through its annual budgeting process, not through approval of its Asset Management Plan. However, staff draw upon the Township's Asset Management Plan to

establish its annual budgets, therefore, Council may consider the 2025 Draft Asset Management Plan as an early pre-view of staff's recommendations for upcoming budgets.

ATTACHMENTS:

1. Asset Management Plan – Water Distribution System
2. Asset Management Plan – Wastewater Collection System
3. Asset Management Plan – General Tax Levy

Prepared by: T. Jones, Asset Management Analyst

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

Approved by: N. Dias, Chief Administrative Officer

2025

ASSET MANAGEMENT PLAN

WATER DISTRIBUTION SYSTEM



The **TOWNSHIP** *of*
MALAHIDE



A proud tradition, a bright future.

May, 2025
www.malahide.ca

EXECUTIVE SUMMARY

Overview

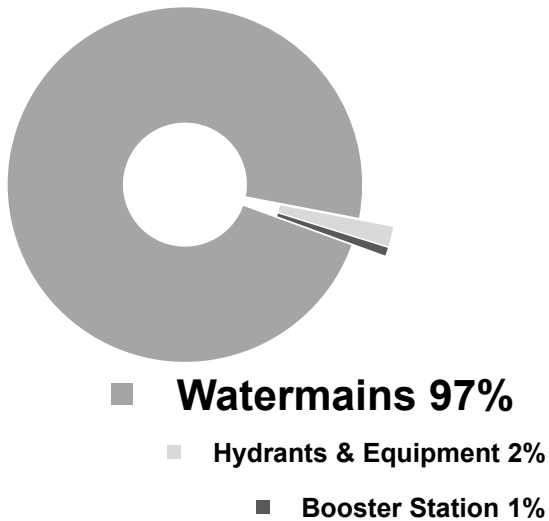
The primary focus of this asset management plan is to manage the Township's physical assets in a manner that will support the sustainable provision of municipal services to Township residents.

In addition, the plan should provide a sufficiently documented framework that will enable continuous improvement and updates of the plan, to ensure its relevancy over the long-term.








Therefore, the asset management plan, and the progress with respect to its implementation, will be evaluated based on the Township's ability to meet these goals and objectives.

State of Infrastructure

Township-owned water assets represent a total current replacement cost of \$54.97 million, broken down as follows:



This is summary of the Township's asset categories and their average current condition state:

	Watermains	22KM	"Very Good"
	Hydrants	47	"Good"
	Meters	650	"Fair"
	Booster Station	1	"Good"
	Sample Stations	12	"Good"
	SCADA	1	"Good"
	Equipment	2	"Very Good"



Levels of Service

A level of service analysis defines performance measures by which service objectives can be evaluated. Services are broken into two attributes, scope and quality. For each service attribute, qualitative community descriptions are outlined along with technical metrics that will be used to measure the community descriptions.

The current scope of municipal services is proposed to remain the same for the 10-year forecast period due to low population growth as reported by

Statistics Canada. This means that where asset-based services are available currently, they are proposed to remain for at least the next 10 years.

The following is a summary of the proposed levels of service described in this plan with regards to water distribution system levels of service (LOS):

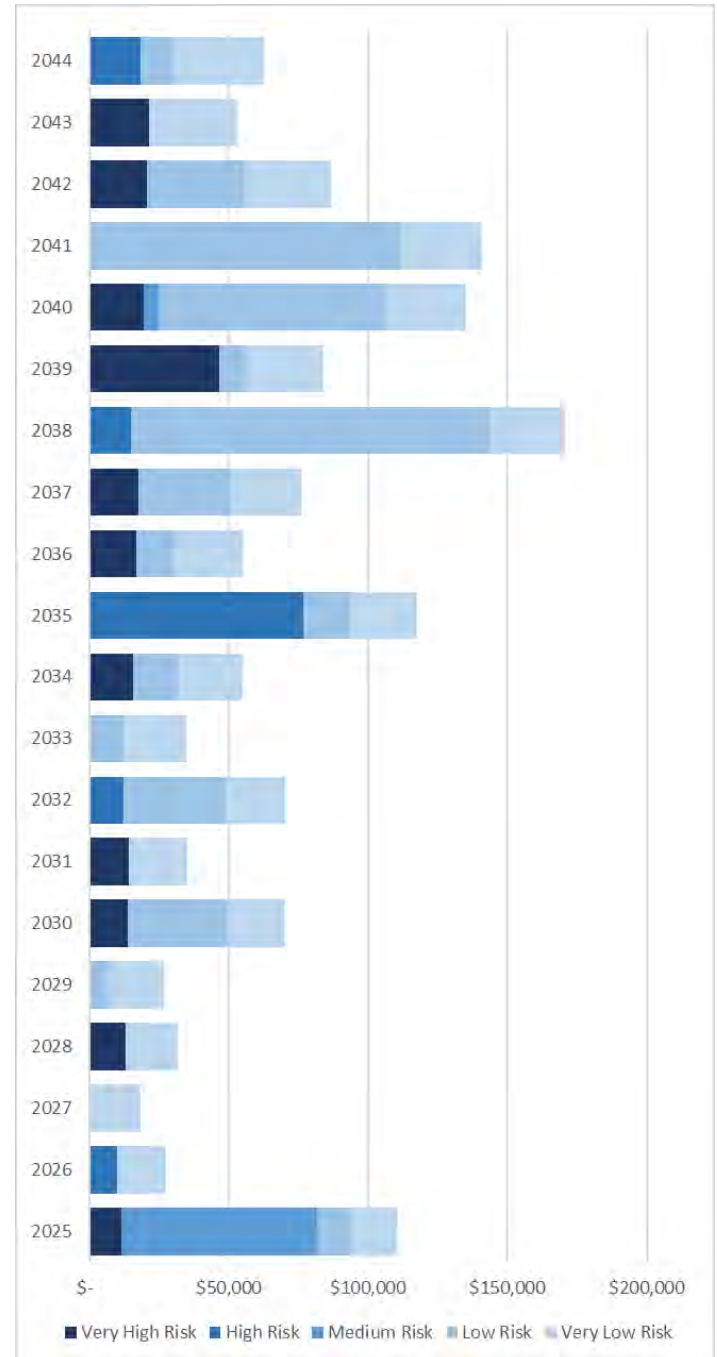
	CURRENT & PROPOSED LOS
SCOPE	Availability Limited to Current Locations
RELIABILITY	No Interruptions Due to Main Breaks & No Boil Water Advisories

Lifecycle Management

Municipal assets have many operational and capital activities and treatments performed on them over the course of their useful lives. Should these activities not take place due to financial constraints, there is an associated risk to achieving desired service levels.

Risks have been assessed in terms of the likelihood and impact of asset failures. Lifecycle activities have been forecasted for a period of 20 years in terms of both activity costs and the associated risk.

The following is a forecast of the annual lifecycle costs:



Funding Strategy

A funding strategy should sustainably fund the lifecycle management strategy of an asset. The funding strategy contained herein focuses on examining how the Township can fund the lifecycle activities required to maintain its assets at the current and/or proposed levels of service.

Funding sources can include: capital-related reserves, debt financing, and provincial/federal grants. The type and timing of funding sources may affect the general tax-levy rates in the short-term, and ultimately affect long-term financial sustainability.

The Township proposes to fund the asset management program through a combination of grants and capital-related reserves. This means taking advantage of grants as they become available, and strategically building reserves through the general tax levy and through strategic investment.

A summary of the funding strategy is as follows:

Recommendations

Substantial investment in capital will be required over the forecast period, and through the recommendations provided in the funding strategy, proactive steps would be taken to sustainably fund the Township's network of assets.

It is recommended that:

- Consideration of this Asset Management Plan be made as part of the annual budgeting process to ensure sufficient capital funds are available to fund the Asset Management Plan; and
- That this Asset Management plan be updated as needed to reflect the current priorities of the Township, and reviewed at least every 5 years.
- That annual reports be made regarding the implementation of proposed service levels.

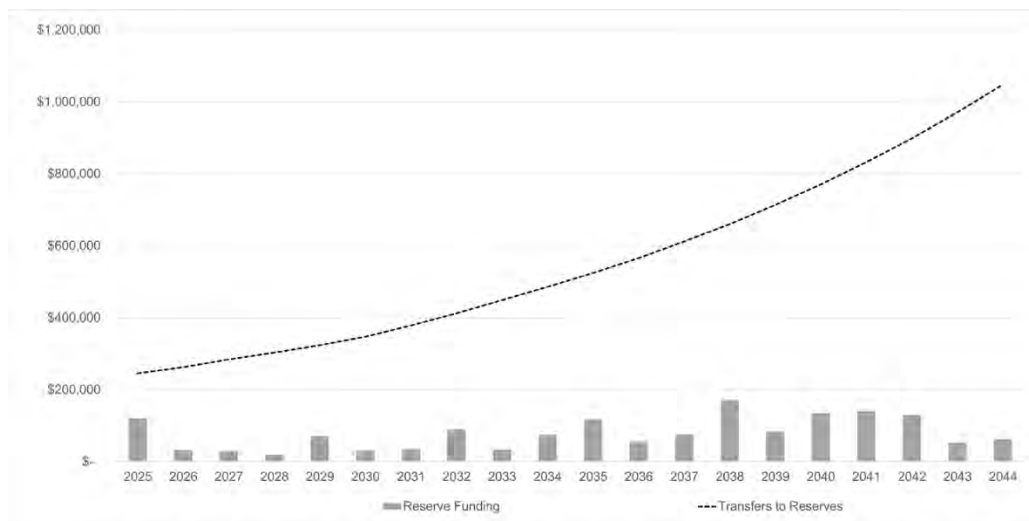


TABLE OF CONTENTS

INTRODUCTION.....	6
Overview	6
Legislative Context	7
Plan Development	9
Maintenance and Integration	10
STATE OF LOCAL INFRASTRUCTURE	11
Summary	11
LEVELS OF SERVICE	15
Overview	15
LIFECYCLE MANAGEMENT STRATEGY	18
Overview	18
Lifecycle Activities	18
Lifecycle Activity Cost Forecast.....	21
Lifecycle Activity Risk Assessment.....	22
Funding Strategy.....	25
Overview	25
RECOMMENDATIONS.....	29
APPENDIX A: GUIDING DOCUMENTS	31
APPENDIX B: STATE OF INFRASTRUCTURE.....	32
APPENDIX C: MAPS	34
APPENDIX D: LEVELS OF SERVICE	35
APPENDIX E: DETAILED COST FORECASTS.....	37

Definitions, Abbreviations, and Acronyms

ULR	Useful Life Remaining
IJPA	Infrastructure for Jobs and Prosperity Act
KPI	Key Performance Indicator
LOS	Levels of Service
SCADA	Supervisory Control and Data Acquisition System
SFD	Single Family Dwelling

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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

INTRODUCTION







OVERVIEW

The main objective of an asset management plan is to use a municipality's best available information to develop a comprehensive long-term plan for capital assets. In addition, the plan should provide a sufficiently documented framework that will enable continuous improvement and updates of the plan, to ensure its relevancy over the long-term.

Township's goals and objectives with respect to asset management are identified in the Township's Strategic Asset Management Policy. A major theme within that policy is for the Township's physical assets to be managed in a manner that will support the sustainable provision of municipal services to Township residents.

Through the implementation of the asset management plan, the Township's practice should evolve to provide services at levels proposed within this document. Moreover, infrastructure and other capital assets should be maintained at condition levels that provide a safe and functional environment for its residents. Therefore, the asset management plan, and the progress with respect to its implementation, will be evaluated based on the Township's ability to meet these goals and objectives. The water provided to this system flows through one of three other systems: Port Burwell Area or Aylmer Area Secondary Water Supply Systems, or the Town of Aylmer Water System, and is treated at the Elgin Primary Water System.

The following assets are included in this asset management plan:

WATERMAINS	HYDRANTS	WATER METERS
		
SAMPLE STATIONS	BOOSTER STATION	EQUIPMENT & SCADA
		

LEGISLATIVE CONTEXT

ASSET MANAGEMENT

Asset management planning in Ontario has evolved significantly over the past decade. Before 2009, capital assets were recorded by municipalities as expenditures in the year of acquisition or construction. The long-term issue with this approach was the lack of a capital asset inventory, both in the municipality's accounting system and financial statements. As a result of revisions to section 3150 of the Public Sector Accounting Board handbook, effective for the 2009 fiscal year, municipalities were required to capitalize tangible capital assets, thus creating an inventory of assets. In 2012, the province launched the Municipal Infrastructure Strategy. As part of that initiative, municipalities and local service boards seeking provincial funding were required to demonstrate how any proposed project fits within a detailed asset management plan. In addition, asset management plans encompassing all municipal assets needed to be prepared by the end of 2016 to meet Federal Gas Tax agreement requirements.

To assist in defining the components of an asset management plan, the Province produced a document entitled *Building Together: Guide for Municipal Asset Management Plans*. This guide documented the components, information, and analysis that were required to be included in municipal asset management plans under this initiative. The province's Infrastructure for Jobs and Prosperity Act, 2015 (IIPA) was proclaimed on May 1, 2016. This legislation detailed principles for evidence-based and sustainable long-term infrastructure planning. IIPA also gave the province the authority to guide municipal asset management planning by way of regulation.

In late 2017, the province introduced O. Reg. 588/17 under IIPA. The intent of O. Reg. 588/17 is to establish a standard format for municipal asset management plans. Specifically, the regulations require that asset management plans be developed that define the current and proposed levels of service, identify the lifecycle activities that would be undertaken to achieve these levels of service, and provide a financial strategy to support the levels of service and lifecycle activities. This plan has been developed to address the requirements of O. Reg. 588/17 utilizing the best information available to the Township at this time. Watson & Associates Economists Ltd. (Watson) was retained by the Township of Malahide (Township) in 2018 to update the Township's Strategic Asset Management Policy and Asset Management Plan (dated November 29, 2013). In 2022, Township Staff undertook an update of the Watson plan (dated February 20, 2019), ensuring the Township's asset management practices were compliant with Ontario Regulation 588/17.

Due July 1, 2024, O. Reg. 588/17 requires municipal asset management plans to be updated for all capitalized assets. This update should include updated asset inventories,

current levels of service, lifecycle activities, and funding strategies. This plan will be a tool for Township staff and Council to use during various decision-making processes, including the annual budgeting and future capital grant applications. This plan will serve as a road map for sustainable infrastructure planning going forward. With this current update to the asset management plan, the intent is to continue compliance with Ontario Regulation 588/17.

WATER

The Ontario Water Resources Act, 1990 focuses on both groundwater and surface water throughout the province. The Water Resources Act regulates well construction, operation and abandonment in addition to the approval, construction and operation of “water works”. Ontario’s Environmental Assessment Act, 1990 generally requires an environmental assessment of any major public or designated private undertaking in order to determine the ecological, cultural, economic and social impact of the project. The Act also establishes a “Class Environmental Assessment” process for planning certain municipal projects. Municipal projects that may be affected include municipal road, water, and sewage and storm water projects. For wastewater projects, the purpose of the municipal class environmental assessment is to ensure that projects will be “undertaken to address problems affecting the operation and efficiency of existing systems, to accommodate future growth of communities, or to address water source contamination problems”.

The Sustainable Water and Sewage Systems Act, 2002 outlines the framework for implementing full cost accounting to ensure long term sustainability of municipal water supplies. The Act requires municipalities to assess the costs of water and to develop plans to charge appropriate rates and generate sufficient revenue to finance capital and operating costs of sewer and water systems.

The Clean Water Act, 2006 is a major part of the Ontario government's commitment to ensuring that every Ontarian has access to safe drinking water. Protecting water at its source is the first step in the multi-barrier approach to source water protection. By stopping contaminants from getting into sources of drinking water — lakes, rivers and aquifers — we can provide the first line of defence in the protection of our environment and the health of Ontarians. For the first time, communities will be required to create and carry out a plan to protect the sources of their municipal drinking water supplies. Like the Clean Water Act, the Safe Drinking Water Act, 2002 was initiated by Justice O’Connor’s inquiry into the Walkerton tragedy in 2000. As a result of the Act, all municipal drinking water systems must obtain an approval from the Director of the Ministry of the Environment in order to operate, and operators must be trained and certified to provincial standards. The Act also provides a framework for testing with legally-binding standards for contaminants in drinking water and the mandatory use of licensed and accredited laboratories for drinking water testing.

PLAN DEVELOPMENT

The asset management plan was developed using a program that leverages the Township's asset management principles as identified within its strategic asset management policy, capital asset database information, and staff input in identifying current and proposed levels of service, as informed by the Council, as well as proposed asset management strategies.

The development of the Township's asset management plan is based on the steps summarized below:

Inventory	Compile available information pertaining to the Township's capital assets to be included in the plan, including attributes such as size/material type, useful life, age, accounting valuation and current valuation. Update current valuation, where required, using benchmark costing data or applicable inflationary indices.
State of Local Infrastructure	Define and assess the state of local infrastructure through current asset conditions, based on a combination of Township staff input, existing asset reports, and an asset age-based condition analysis.
Levels of Service	Define and document current levels of service, as well as proposed levels of service, based on discussions with Township Council and staff, and consideration of various background reports.
Lifecycle Activities	Develop a strategy that provides for the activities required to sustain the levels of service discussed above. The strategy summarizes these activities in the forecast of annual capital and operating expenditures required to achieve these level of service outcomes.
Financing Strategy	Develop a financing strategy to support the lifecycle management strategy. The funding strategy informs how the capital and operating expenses arising from the asset management strategy will be funded over the forecast period, and may be accommodated in the annual budget process.
Document	Document the comprehensive Asset Management Plan in a formal report to inform future decision-making and to communicate planning to municipal stakeholders.
Publish	Make the Asset Management Plan and all relevant background information and reports available to the public. The Asset Management Plan, Strategic Asset Management Policy, and relevant reports to Council will be available on the Township's website, in addition to all background information made available upon request.

MAINTENANCE AND INTEGRATION

It should be noted, that while this report covers a forecast period of 20 years, the full lifecycle of the Township's assets were considered in the calculations. In this context, the asset management plan should be updated as the strategic priorities and capital needs of the Township change. This can be accomplished in conjunction with specific legislative requirements (i.e. 5-year review of asset management plan under Infrastructure for Jobs and Prosperity Act), as well as the Township's annual budget process.

Further integration into other Township financial/planning documents would assist in ensuring the ongoing accuracy of the asset management plan, as well as the integrated financial/planning documents. The asset management plan has been developed to allow linkages to a number of strategic documents, as identified in the Township's Strategic Asset Management Policy. Township staff have the tools available to perform updates to the asset management plan as necessary.

In the future, the asset management plan will continue to be updated by Township staff to more closely integrate with other studies and reports pertaining to Township assets. For example, the strategies identified in this asset management plan should be updated to include the biennial OSIM and Road Needs Study reports.

When updating the asset management plan, it should be noted that the state of local infrastructure, proposed levels of service, lifecycle management strategy, and financing strategy are integrated and impact each other. For example, the financing strategy outlines how the asset management strategy will be funded. The lifecycle management strategy illustrates the costs required to maintain expected levels of service at a sustainable level. The proposed levels of service component summarize and link each service area to specific assets contained in the state of local infrastructure section and thus determines how these assets will be used to provide expected service levels.

STATE OF LOCAL INFRASTRUCTURE

SUMMARY

The Township of Malahide monitors the state of its assets to varying degrees. This is an analysis of the Township's assets, the condition of these assets, and the current replacement costs of the assets. O. Reg. 588/17 requires that for each asset category included in the asset management plan, the following information must be identified:

- Summary of the assets;
- Replacement cost of the assets;
- Average age of the assets (it is noted that the Regulation specifically requires average age to be determined by assessing the age of asset components);
- Information available on condition of assets; and
- Approach to condition assessments (based on recognized and generally accepted good engineering practices where appropriate)

Type	Inventory	Average Age	Replacement Costs	Average Condition	Assessment Approach
Water Mains	22.3 km	25	\$53.6 million	"Very Good"	Age-Triggered Staff & Consultant Inspections
Hydrants	47	17	\$0.4 million	"Good"	Semi-annual Consultant Inspections
Water Meters	639	13	\$0.4 million	"Fair"	Failure-Triggered Staff Inspections
Booster Station	1	8	\$0.4 million	"Good"	Age-Triggered Staff & Consultant Inspections
Sample Stations	12	9	\$0.08 million	"Good"	Age-Triggered Staff & Consultant Inspections
SCADA	1	6	\$0.06 million	"Good"	Age-Triggered Staff Inspections
Equipment	2	4	\$0.02 million	"Very Good"	Age-Triggered Staff Inspections
Total	-	16	\$54.9 million	"Good"	

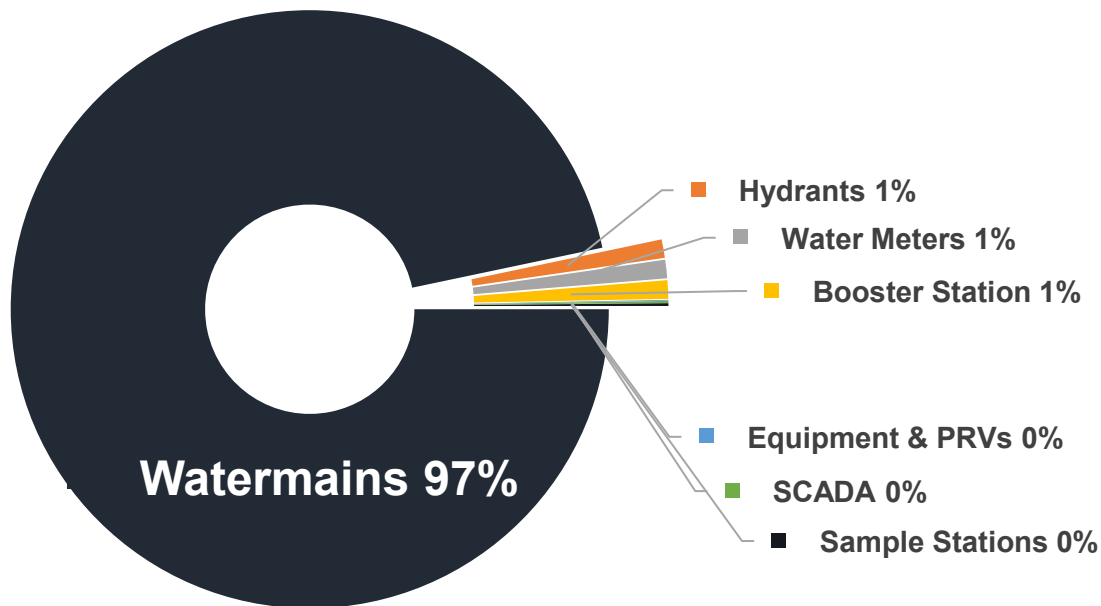
REPLACEMENT COST

An analysis of the current replacement costs for each asset class is necessary to ensure the accuracy of future capital replacement cost forecasts. Replacement costs are defined as costs required to fully replace an asset and may include engineering, acquisition, labour and supplies, etc.

Replacement cost can be calculated or estimated based on historical cost, current market cost, or recent procurements for similar works. Replacement costs may also be dependent on the asset's environment, with proximity of environmentally or culturally sensitive areas, or the impact of inflated component costs, all contributing the overall replacement cost.

For watermains, hydrants and meters, sample stations, equipment, SCADA and PRVs, replacement costs were calculated based on current market value data, as collected through the Township's procurement process. For the booster station, a combination of inflated historical costs, component costs, and current market costs were utilized to determine current replacement costs.

Total replacement costs are estimated at \$54.9 million and are broken down by asset class in the figure below. This graph shows that the largest replacement costs belong to the watermain asset category.



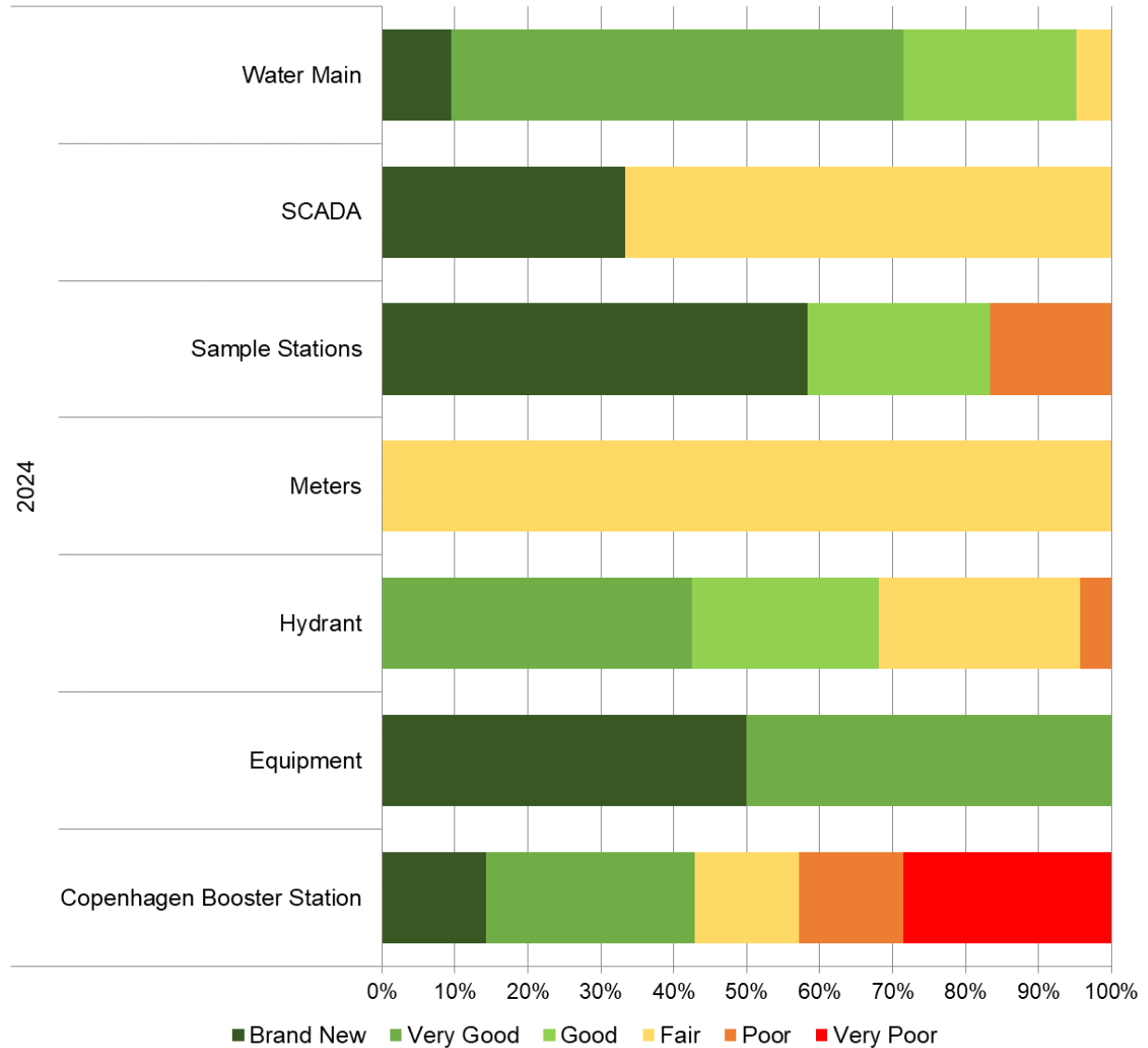
CONDITION ASSESSMENT

As assets age, their condition degrades which can ultimately impact service delivery. The processes adopted for assessing the condition of assets will allow the municipality to gain valuable ongoing insight into the levels of service being provided and will guide long-term investment planning for new and existing infrastructure. Asset condition is routinely assessed through well-defined processes to identify operational repairs, maintenance program planning, as well as capital renewal needs. The information is also used for reporting on the state of infrastructure. Periodic inspections and condition assessment processes for all major assets are well defined. Asset-specific inspection and condition assessment approaches are described in the State of Infrastructure Summary section above.

In the absence of formal condition assessment information, condition is derived from the age and lifespan of the asset. While asset age may provide some limited context to the functional state of an asset, an assessed physical condition is a better measure of where an asset is in its lifecycle. The Township's Asset Management Plan provides a physical condition status rating for each asset category. This physical condition rating is provided on a scale of "Brand New", being a perfect condition, to "End of Life, indicating an asset at the end of its service life.

Brand New	Recently constructed with no signs of deterioration.
Very Good	Only a few elements show general signs of deterioration.
Good	Some elements show signs of deterioration and a few elements with significant deficiencies.
Fair	General signs of deterioration with some elements showing significant deficiencies.
Poor	Approaching end of service life, with a large portion of elements showing significant deficiencies.
Very Poor	Widespread signs of advanced deterioration with elements showing signs of imminent failure affecting service.
End of Life	Failure has occurred and the asset is no longer providing service.

The municipality's water distribution system assets are at varying stages in their lifespans and have varying conditions. Based upon analysis of asset condition using 2023 to 2024 data, asset conditions have been maintained, indicating the municipality is keeping pace with investing in the rehabilitation of its assets. Analysis undertaken for the 2025 AMP, using 2024 data only, indicates condition assessments as follows:



LEVELS OF SERVICE

OVERVIEW

Municipal services are guided by Corporate and Council strategic master plans and policies. The Township of Malahide Strategic Plan 2023-2033 outlines the service expectations of the municipality, and the guiding values and priorities that will move the community towards the desired vision.

THE VISION	"A Township defined by its rural character, close-knit community, and good quality of life."
THE MISSION	<ul style="list-style-type: none"> ✓ To provide essential services that are timely, cost-effective, easy to access and aligned with policies. ✓ To provide affordable cultural and recreational activities aligned with community needs. ✓ To provide information that promotes understanding and participation.
VALUES & PRIORITIES	<ul style="list-style-type: none"> ✓ Long-Term View ✓ Community Engagement ✓ Responsible Growth ✓ Maximize Utilization of Assets ✓ Establish, Document, & Implement Service Levels
RESULTS	<ul style="list-style-type: none"> ✓ Long-term, affordable solution to water infrastructure ✓ New Opportunities to Participate in Services ✓ Easy Access to More Relevant Information
METRICS	Community & Technical Service Level Metrics

CURRENT LEVELS OF SERVICE

A levels of service analysis defines the levels of service being provided by a municipality and enables the municipality to periodically evaluate these service levels. Core assets (Roads, Bridges & Structural Culverts, Municipal Drinking Water Assets, and Wastewater System Assets) have prescribed levels of service reporting requirements under O. Reg. 588/17. These requirements include levels of service reporting from two different levels, i.e. community levels of service and technical levels of service. Community levels of service describe service levels in terms that residents understand and reflect their scope and quality expectations of assets. Technical levels of service describe the scope and quality or reliability of assets through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services.

For each service attribute, qualitative metrics can be best described as community descriptions and the associated technical metrics should be a method of measuring the community descriptions in a consistent and reliable way. Technical metrics may differ by asset category based on data availability. Current levels of service must be based on data collected in the previous two-year period, this plan uses data collected from the 2023-2024 period.

In order to better communicate service levels please refer to Appendix D: Service Levels. Below is a summary of the current scope and reliability of municipal water distribution system services.

CURRENT SCOPE OF SERVICE

RESTRICTED AVAILABILITY

The municipal drinking water availability is restricted to specific geographic areas.

CURRENT RELIABILITY OF SERVICE

NO INTERRUPTIONS

There were no interruptions in service due to watermain breaks and no issuances of boil water advisories.

PROPOSED LEVELS OF SERVICE

Proposed levels of service must also be identified for each asset category by July 1st, 2025 per O. Reg 588/17. The proposed service levels will require a detailed explanation of why they are appropriate, give options with associated risks in regards to long-term sustainability, explain why they differ from current service levels, and whether they are achievable and affordable. The proposed levels of service must be forecasted for a minimum ten-year period, from the date of the plan publication.

For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, assumptions need to be made regarding future changes in population and how those changes will affect current and proposed levels of service. The 2021 population estimate of the Township of Malahide, as reported by Statistics Canada, was 9,308. This represents an increase of 0.2% from the previous census estimate in 2016. Assuming that growth remains at this level for the next ten years, the current level of service will be sufficient for the forecasted period.

The current service levels and lifecycle funding strategy will be maintained as the proposed service levels. Proposing to maintain current levels of service is appropriate for the Township of Malahide because they reflect historical and forecasted trends in the scope and reliability of municipal asset services. These trends have been based on current lifecycle activities, that have been developed as the lowest cost options, and have been forecasted into an achievable and affordable funding strategy with the lowest risk to long-term sustainability.

Please refer to the subsequent Lifecycle Strategy section for more information on specific activities and the risks associate with failing to perform these activities. Proposed service levels are described as annual targets for the 2025-2044 forecasted period. For more detailed description of the performance measures for both current and proposed levels of service, please refer to Appendix D: Levels of Service. Below is a summary of the proposed scope and quality of services provided by municipal assets.

PROPOSED SCOPE OF SERVICE

RESTRICTED AVAILABILITY

The water distribution system will continue to be restricted to specific geographic areas due to the low projected growth in the municipality.

PROPOSED RELIABILITY OF SERVICE

NO INTERRUPTIONS

The municipality will strive to ensure there are no interruptions in service due to watermain breaks and no issuances of boil water advisories.

LIFECYCLE MANAGEMENT STRATEGY

OVERVIEW

Lifecycle management strategies are required to maintain the current and proposed levels of service. A lifecycle management strategy identifies the recommended lifecycle activities required to achieve desired levels of service. Lifecycle activities are the specified actions that can be performed on assets in order to increase service level and extend service life. These actions can be carried out on a planned schedule in a prescriptive manner, or through a reactionary approach where the treatments are only carried out when specified conditions are met. O. Reg. 588/17 requires that all potential lifecycle activity options be presented, with the aim of analyzing these options in search of identifying the set of lifecycle activities that can be undertaken at the lowest cost to maintain current levels of service or to provide proposed levels of service.

Asset management plans must include a 10-year capital plan that forecasts the lifecycle activities resulting from the lifecycle management strategy. What follows are the lifecycle management strategies for all asset classes contained within this asset management plan, with each section focusing on an individual asset category. Although a considerable amount of effort has been spent on developing lifecycle management strategies informed by observed asset conditions, there are still some assets for which the lifecycle management strategy is age-based. The expenditure forecasts resulting from the lifecycle management strategies for each asset category are also included and have been developed for a 20-year forecast period. Please refer to Appendix E: Detailed Cost Forecasts for more information.

There are risks inherent with any lifecycle strategy regarding restrictive funding sources. A lifecycle strategy may include activities to be performed that are reliant on previous activities having been performed. With municipal funding sources being restrictive, and with the priority for limited resources being placed on legislative compliance, there may be trade-offs between competing lifecycle activity investments that require strategic consideration. The risk of not completing lifecycle activities at the time of need could result in degraded asset performance, a shorter useful life for assets, and sacrificing long-term sustainability for short-term needs.

LIFECYCLE ACTIVITIES

This section pertains to the lifecycle activities that the Township currently employs in the management of its asset network. These capital lifecycle treatment activities require significant investment over time; therefore, ongoing operation and maintenance plans are essential to ensure that capital asset investment is optimized. A successful operation and

maintenance plan will enable assets to meet service level expectations from the community.

The operation and maintenance plan activities required to maintain current service levels are outlined in the table below.

Asset	Operations & Maintenance Plan
Watermains	Maintenance activities include day-to-day monitoring to detect and undertake repairs to fittings.
Hydrants	Periodic maintenance activities include operating and lubricating hydrants twice a year to keep them in good working condition to achieve the maximum life expectancy.
Water Meters	Water meter efficacy is monitored on a regular basis with a superficial review being done monthly and a more in-depth review being undertaken on a quarterly basis. The only maintenance activity conducted on water meters is the as-needed replacement of frost plates.
Booster Station	Maintenance activities include general repair of components as needed including the replacement of pump impellers biennially, and performance is monitored.
Sample Stations	Maintenance activities include periodic operation and repair of stations to keep them in good working condition to achieve the maximum life expectancy.
SCADA	Maintenance activities include periodic maintenance such as disc inspections, and program upgrades and backups conducted by a third-party consultant.
Equipment	Equipment maintenance includes routine cleanings, and as needed component repair.
PRV	There is no maintenance conducted separate from capital replacements.

The capital lifecycle activities required to maintain current service levels include a combination of rehabilitation, renewal, component replacement, and total replacement. The capital lifecycle activity process begins when a treatment activity is triggered by a condition threshold as a result of either its age or as a result of an inspection. The triggered activity is reviewed by a combination of staff, operational consultants, and/or by engineering consultants to determine its relevance for that specific asset at that specific time. If the need is significant and the risk to service interruption is high, the activity moves to a more detailed level of scope and budget definition so that it can be included in the budgetary decision-making process.

The capital lifecycle activity treatments required to maintain current service levels are outlined in the table below.

Asset Class	Capital Lifecycle Activity Treatments
Watermains	Lifecycle activities for watermains include the total replacement of watermain sections as the assets are approaching the end of their lifecycle. This may be forecasted based on age and confirmed closer to replacement dates through detailed condition assessments. The lifecycle strategy for watermains is a replacement prior to the asset degrading to a point where the risk of failure becomes statistically more likely to occur. Water mains are triggered for replacement to minimize the risk of failure which could cause a significant threat to public safety.
Hydrants	Lifecycle activities for hydrants include a rebuilding of the internal components and a full replacement at the end of their lifecycle. The lifecycle strategy as defined for hydrants is a combination of a preservation and replacement strategy, which means that an asset will receive a rehabilitation treatment before its eventual replacement. If budgetary constraints prevent a hydrant rehabilitation from occurring as it becomes due, the asset will continue to degrade to a point that it needs to be replaced.
Water Meters	Lifecycle activities for water meters include only the replacement of a water meter triggered upon failure of the asset. Due to the lower risk associated with meter failures, meters are replaced at that time. As the individual asset's condition is degraded over time, the timing of the eventual replacement could vary significantly from one asset to another due to unique internal and environmental factors. Therefore an average number of failures is forecasted annually.

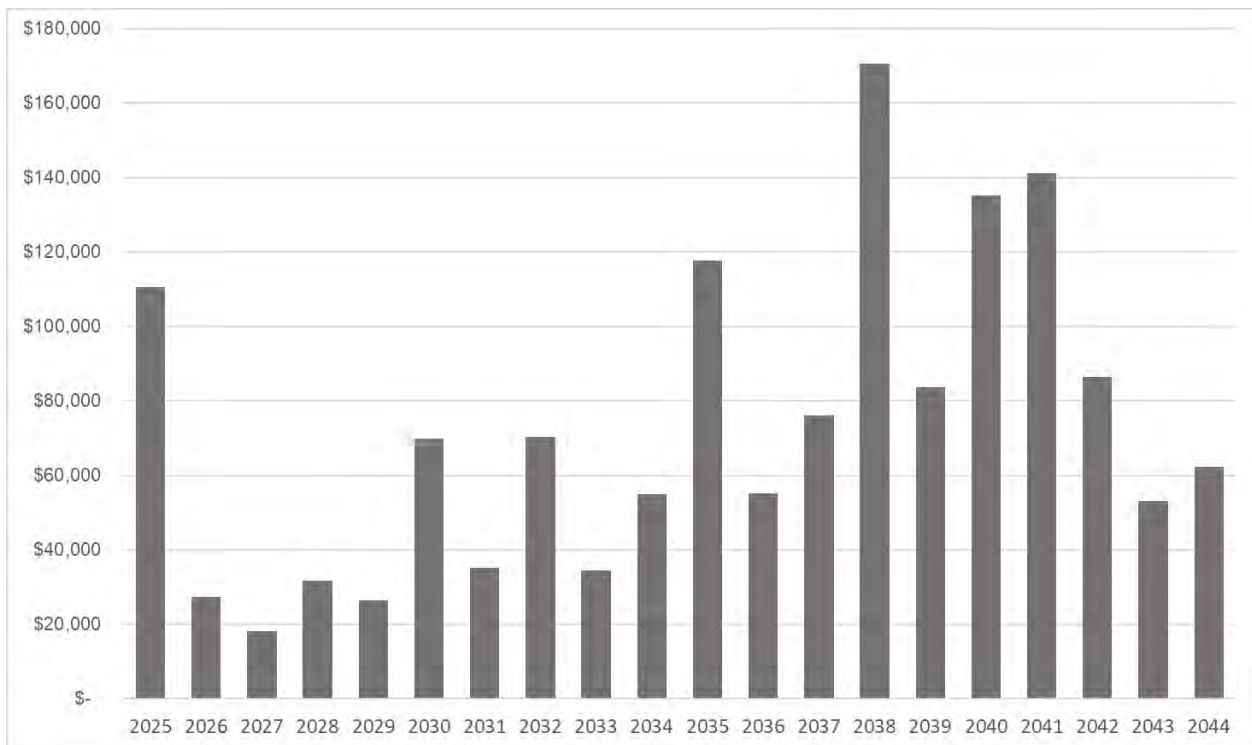
Booster Station	Lifecycle activities for the booster station includes only component rehabilitations and replacements at the end of their lifecycle. Total station reconstruction is not included in this plan as further investigation into servicing needs is required. This strategy is intended to replace the common high-level components of an asset that deteriorate over time. It is assumed that by replacing these components over time, and through continual maintenance activities of the asset as a whole, the overall condition of an asset will remain in fair or better condition. This implies that the core structural and sub-structural components of the facility will not degrade appreciably. If circumstances arise in which a reconstruction is deemed necessary, then the outputs of this strategy would need to be modified in light of these changes. As some examples, a building's capacity could be deemed insufficient for servicing needs or some event could harm the structural or sub-structural elements of a building, both of which could necessitate the reconstruction or relocation of an asset. In such cases, the existing capital plans for these assets would need to be readdressed through an update to this asset management plan.
Sample Stations	Lifecycle activities for sample stations include the total replacement of the asset upon reaching the end of its lifecycle.
SCADA	Lifecycle activities for SCADA includes the upgrade of components only.
Equipment	Lifecycle activities for equipment assets includes only an eventual replacement when the asset begins to show signs of failure.
PRVs	Lifecycle activities for PRV assets includes only an eventual replacement at the end of the 5-year lifecycle.

LIFECYCLE ACTIVITY COST FORECAST

O. Reg. 588/17 requires a 10-year capital plan that forecasts the costs of implementing the lifecycle management strategy, and the lifecycle activities required therein, in order to maintain current levels of service during the forecast period. This plan has been developed for a 20-year forecast period. Outline in the figure below is the overall activity cost forecast for the municipality by asset class. Please refer to Appendix E: Detailed Cost Forecasts for a breakdown of activity costs per year per asset class.

The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns with the historical 20-year annual average rate of inflation as witnessed in Statistics Canada's Building Construction Price Index. The forecast also includes a 20% estimated cost for engineering, environmental assessments, and geotechnical studies, etc., for major projects.

The lifecycle replacement activities planned for water distribution system assets are projected to cost approximately \$1.4 million over the 20-year forecast period, with an average annual expenditure of \$70,000, following the lifecycle management strategy as outlined. There are also costs forecasted for the undertaking of third-party consultant rate studies and asset condition assessments. A summary of the lifecycle activity costs for the 20-year forecast period is outlined below.



LIFECYCLE ACTIVITY RISK ASSESSMENT

The 20-year capital forecast above represents the recommended lifecycle activities necessary to maintain assets which will provide services at the desired level. Recognizing that municipal funding is limited, there will always be risks present with the sustainability of services. The goal is to reduce or minimize these risks whenever/wherever they are present through responsible asset management. Risks be calculated related to the possible failure of an asset by assessing the likelihood or Probability of Failure (POF) of an asset and by the effect or Consequence of Failure (COF) of an asset.

The Probability of Failure of an asset is basically defined as the likelihood that the asset will fail in the near future. The best indicator of possible failure is the asset's current condition. This is why it is important that conditional assessments on assets are completed on a regular basis, especially for higher-value assets and assets critical to the delivery of services. Other indicators that should be factored into the Probability of Failure are the current age and the expected lifespan of an asset.

The Consequence of Failure is a much more complicated factor to measure with differing perspectives regarding the consequence of a service interruption. In order to counteract these biases, several service factors were considered such as health & safety, environmental consideration, legal & regulatory compliance, liability, service usage, and strategic goals. Asset COF was then weighted based on the relative importance of each service provided. The resulting asset risk factor can easily be compared across all asset classes which allows for prioritizing of asset lifecycle costs across various services.

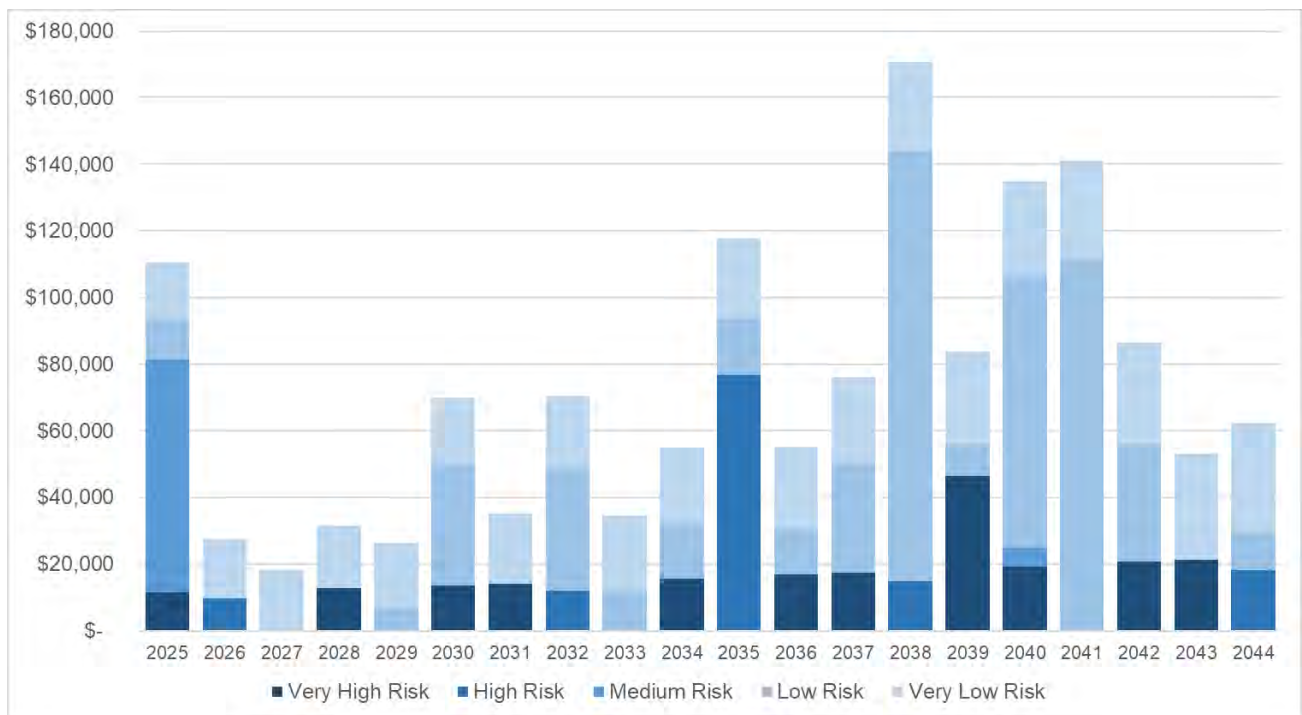
The scale being utilized for risk assessments throughout this AMP is shown below:

Very High Risk	High probability of failure, resulting in a complete service interruption, affecting a large number of users.
High Risk	High probability of failure, resulting in a partial service interruption, affecting a large number of users.
Medium Risk	Medium probability of failure, resulting a partial service interruption, affecting a limited number of users.
Low Risk	Low probability of failure, resulting in partial service interruption, affecting a limited number of users.
Very Low Risk	Low probability of failure, resulting in a very small service interruption affecting a very small number of users.

The best risk mitigation strategy is to conduct lifecycle activities on assets as they are recommended. When a lifecycle activity is conducted on an asset, it will result in an improvement to the asset's risk factor by decreasing the likelihood of failure. Allowing assets to continue to deteriorate by not performing lifecycle activities will lead to increased annual maintenance costs and will increase the cost of services in the long-term by shortening the lifespan of an asset. This will put an increased strain on the financial sustainability of services in the long-term.

If a lifecycle activity is not conducted on a high-risk asset, the probability of a service interruption is also increased. Frequent, ongoing service interruptions may also lead to the damage of a municipality's reputation, decreasing the ability of a municipality to attract new businesses or prospective new residents. Asset risk factors may also be affected by changes in the consequence of an asset's failure, possibly due to new regulations, but for the purposes of this AMP, those factors are forecasted to remain consistent in the long-term.

The following represents the 20-year lifecycle activity cost forecast in terms of asset risk.



FUNDING STRATEGY

OVERVIEW

A funding strategy should sustainably fund the lifecycle management strategy of an asset. The funding strategy contained herein focuses on examining how the Township can fund the lifecycle activities required to maintain its assets at the current and/or proposed levels of service. The strategies presented are a suggested approach which should be examined and re-evaluated during the annual budgeting processes to ensure the sustainability of the Township's financial position as it relates to its assets.

FUNDING SOURCES

Table below summarizes the recommended strategy to fund the asset lifecycle costs identified for taxy levy-based. These funding forecasts were based on the funding sources identified in the Township's 2025 budget. The lifecycle costs required to sustain established levels of service are being recovered through several methods:

- Provincial/Federal grant funding has not been included in this forecast as its future availability is unknown.
- Debt financing is not required, the financing strategy does not include debt financing over the forecast period.
- The Township will be dependent upon maintaining healthy capital reserves/reserve funds in order to provide the remainder of the required lifecycle funding over the forecast period. This will require the Township to proactively adjust amounts being transferred to these capital reserves during the annual budget process.

FUNDING SHORTFALL

This funding strategy has been developed to be fully funded, and therefore no funding shortfall has been identified. However, this means that if identified user fee increases are not implemented at expected amounts then shortfalls may present themselves if service level expectations are maintained. In such an event, the difference could be made up through increases to the revenue streams over-and-above those presented hereafter.

USER FEE IMPACT

While the annual funding requirement may fluctuate, it is important for the Township to implement a consistent, yet increasing, annual investment in capital so that the excess annual funds can accrue in capital reserve funds. In 2022, an in-depth analysis of user fees was completed by Watson & Associates Economists Ltd. The adopted report has guided the asset management plan for the water distribution systems.

A 5% annual increase in fixed user fee rates was recommended by the Water Rate Study 2022, for the forecast period of 2022-2032. The funding strategy identified in Table 7 presents a 20-year funding forecast that is based solely on capital reserves. As such, it is recommended that a similar average annual increase of 5.3% be continued over the 20-year forecast period. This will allow the Township of Malahide to maintain the reserves necessary to fund water distribution system asset lifecycle activities and maintain current service levels.

FUNDING STRATEGY

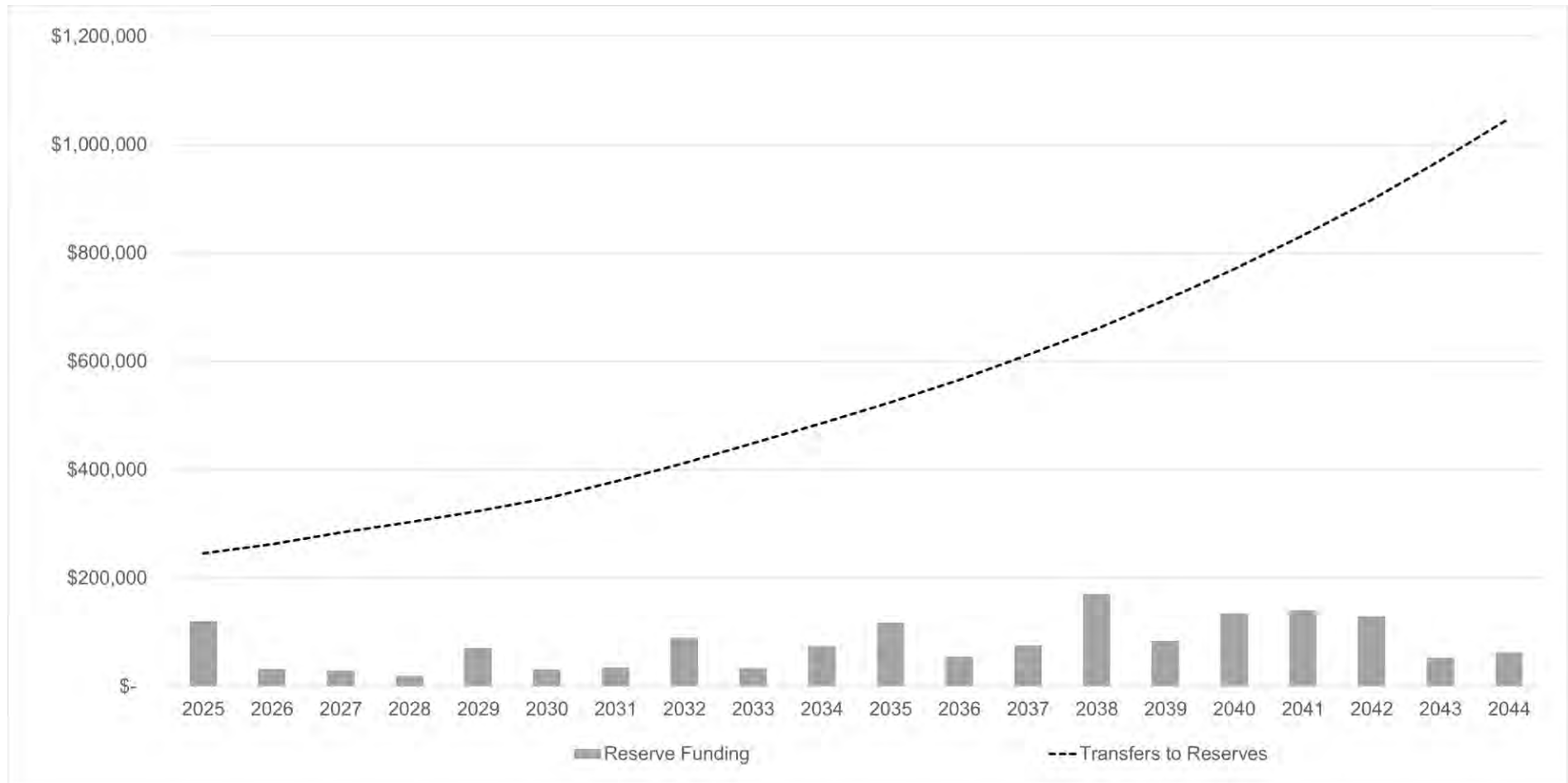
The Capital Budget Funding Strategy – Water Distribution System chart and figure below present the 20-year funding strategy for all forecasted, user fee-based, capital expenditures. This funding forecast is based on the current lifecycle activities identified in this plan over their full expected lifetime. The lifecycle rehabilitation and renewal activities planned for assets are projected to cost, on average, approximately \$78,000 per year over the forecast period. The funding strategy for these costs is to primarily finance from reserves with contributions from additional funding streams, when available. There will be an annual increase to the transfer to reserves from operating for the forecast period. Due to the lengthy life expectancy of water distribution system assets, forecasted transfers to reserves may exceed the requirements in the 20-year forecasted period however they are necessary to fund future replacements beyond the forecasted period.

Reserve investments are projected to earn an additional 7% in investment interest annually, increasing the overall reserve balance and contributing to future infrastructure projects.

CAPITAL BUDGET FUNDING STRATEGY – WATER DISTRIBUTION SYSTEM (\$MILLIONS)

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Capital Costs	\$0.12	\$0.03	\$0.03	\$0.02	\$0.07	\$0.03	\$0.04	\$0.09	\$0.03	\$0.07	\$0.12	\$0.06	\$0.08	\$0.17	\$0.08	\$0.14	\$0.14	\$0.13	\$0.05	\$0.06
% Grant Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% Debt Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% Reserve Funding	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Operating Costs	\$0.88	\$0.93	\$0.97	\$1.01	\$1.06	\$1.10	\$1.15	\$1.20	\$1.24	\$1.30	\$1.35	\$1.40	\$1.46	\$1.52	\$1.58	\$1.65	\$1.72	\$1.79	\$1.86	\$1.94
Revenue	\$1.13	\$1.19	\$1.25	\$1.31	\$1.38	\$1.45	\$1.53	\$1.61	\$1.69	\$1.78	\$1.87	\$1.97	\$2.07	\$2.18	\$2.30	\$2.42	\$2.55	\$2.69	\$2.83	\$2.98
Transfer to Reserves	\$0.25	\$0.26	\$0.28	\$0.30	\$0.32	\$0.35	\$0.38	\$0.41	\$0.45	\$0.49	\$0.52	\$0.57	\$0.61	\$0.66	\$0.71	\$0.77	\$0.83	\$0.90	\$0.97	\$1.05
Reserve Balance	\$0.47	\$0.72	\$1.02	\$1.35	\$1.67	\$2.07	\$2.51	\$2.94	\$3.49	\$4.06	\$4.64	\$5.36	\$6.13	\$6.89	\$7.82	\$8.79	\$9.86	\$11.06	\$12.45	\$13.93
User Fee Impact	6.5%	5.2%	5.2%	5.1%	5.1%	5.1%	5.3%	5.3%	5.4%	5.1%	5.2%	5.2%	5.2%	5.3%	5.3%	5.3%	5.3%	5.4%	5.4%	5.4%

CAPITAL BUDGET FUNDING STRATEGY – WATER DISTRIBUTION SYSTEM



RECOMMENDATIONS

CURRENT CONSIDERATIONS

The following recommendations have been provided for consideration:

- That the Township of Malahide Asset Management Plan for the Water Distribution System be received and endorsed by Council;
- That consideration of this Asset Management Plan be made as part of the annual budgeting process to ensure sufficient capital funds are available to fund the Asset Management Plan; and
- That this Asset Management plan be updated as needed to reflect the current priorities of the Township.

Substantial investment in capital will be required over the forecast period, and through the recommendations provided in the funding strategy, proactive steps would be taken to sustainably fund the Township's network of assets.

Funding has been recommended to meet the annual lifecycle funding target, which identifies the long-term annual investment level necessary to meet the current levels of service. This funding takes the form of transfers to capital reserves, and is reflected in the sizeable positive balances reached in the final years of the forecast period.

FUTURE IMPROVEMENTS

Areas of future enhancement to the Township's asset management plan have been noted, and a summary of these improvements has been listed below:

- **Levels of Service** – Images that illustrate the different condition states of assets can be helpful in communicating levels of service to stakeholders. A number of representative condition sample images could be provided for each Asset Class. The Township should seek to provide additional images in future iterations of this asset management plan.
- **Age-Based Assets** – **Modified Remaining Useful Life:** The lifecycle needs for a number of the Township's asset categories and are currently assessed based on asset age. In the future, it would be beneficial for the Township to assign a remaining useful life to these various assets, based on observed condition and performance. This would enable the Township to more accurately plan for required interventions, such as replacements, based on observed asset characteristics.

- **Lifecycle Activities** – The lifecycle activities included in this plan are a like-for-like rehabilitation or replacement. In light of evolving best practices, and the introduction of new technology, contingencies should be included for enhancements to assets at the time of rehabilitation or replacement. This would not include growth-related capital, only enhancements that maintain current service levels.
- **Growth-Related Capital** – This plan does not currently include the costs associated with the lifecycle activities and maintenance of expansionary capital. Future updates to this plan should incorporate the expected costs of the acquisition, rehabilitation, and replacement of these assets to more fully explore the sustainability of the Township's network of assets. Examining these growth-related capital needs and their impacts on the financing strategy will provide for a comprehensive assessment of the sustainability of the Township's overall asset management system.
- **Condition Assessments:** The condition assessment of water assets was largely based on age-based degradation models. Future improvements to these plans should include a more detailed condition review and inspection program. More detail regarding condition assessments is especially important for assets that have been componentized. Componentized assets require an enhanced level of review of the costs of lifecycle activities required by individual components.

APPENDIX A: GUIDING DOCUMENTS

The Township of Malahide used the following guiding documents in creating this AMP:

- Township of Malahide Official Plan;
- 2018 Strategic Asset Management Policy;
- 2020 Township of Malahide Service Delivery & Organizational Review (Performance Concepts Consulting);
- 2022 Asset Management Plan;
- 2022 Rate Study (Watson & Associates Economists LTD.); and
- 2023-2033 Township of Malahide Strategic Plan.

APPENDIX B: STATE OF INFRASTRUCTURE

WATER DISTRIBUTION NETWORK ASSETS

Water distribution network assets provide for the distribution of municipal drinking water to the community. These assets are vital to the distribution of drinking water and represent the highest risk to public safety. The network consists of 22,321 meters of PVC watermains of various sizes, 47 hydrants of various flow rates, 12 sample stations, and 1 booster station. The water distribution network is located in the Copenhagen area, extending from the limits of the Town of Aylmer, in the Port Bruce area, in the Grovesend area, and located in the Village of Orwell. The system is supplied by two systems, Port Burwell Area Secondary Water Supply System and Aylmer Area Secondary Water Supply System, and the water is treated by the Elgin Primary Supply System. The Copenhagen booster station asset provides support to the municipal drinking system for the purposes of providing additional pressure in the village of Copenhagen. The station is categorized by components assets which have their own distinct lifecycle activities and represent a moderate risk to public safety. The booster station components consist of 2 active pumps, 1 back-up pump, the structure, the electrical systems, check valves, and a pressure reducing valve. The condition of assets is based on a combination of age-based estimates, and staff and consultant-based inspections.



WATERMAINS



HYDRANTS



SAMPLE STATIONS






BOOSTER STATION

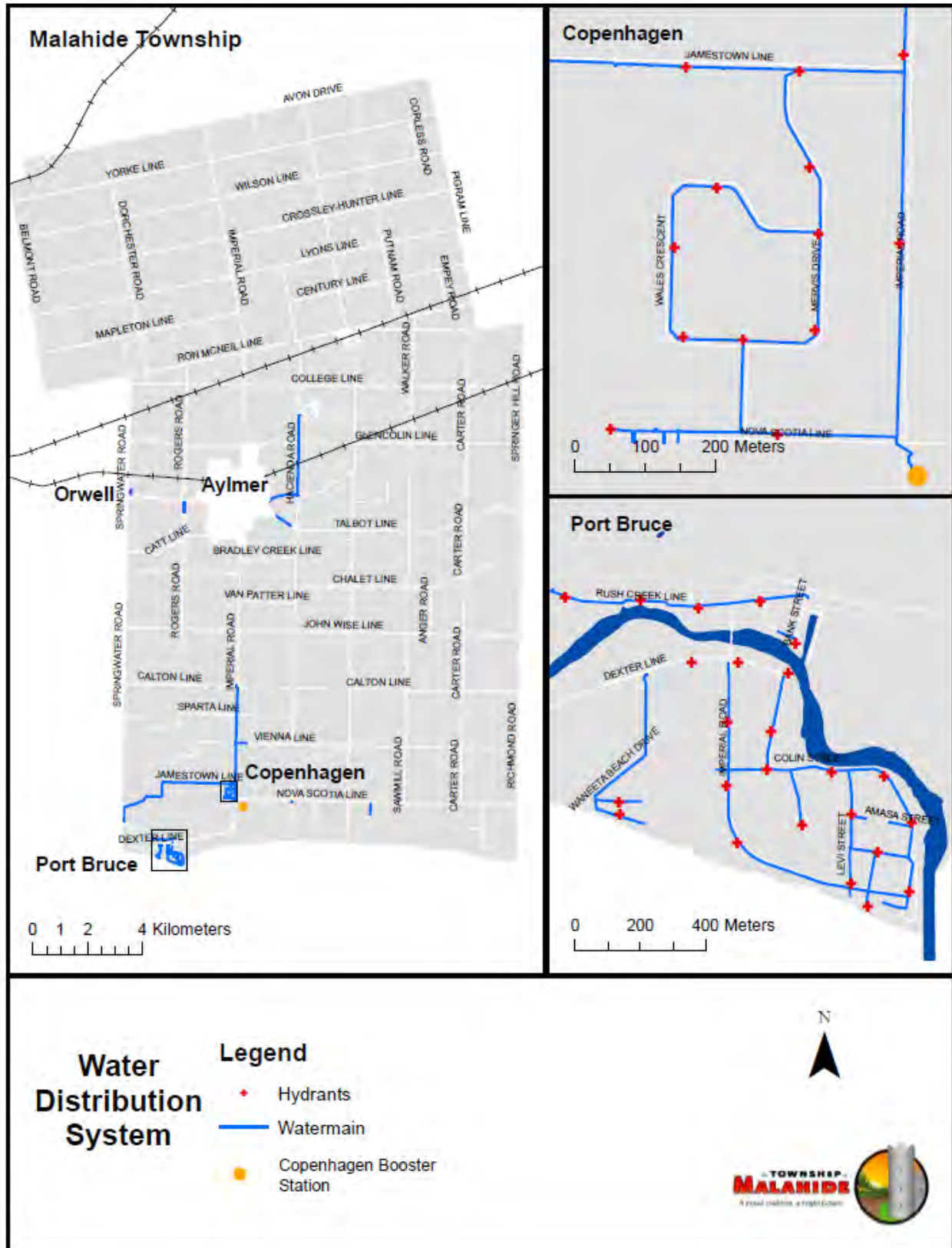
QUANTITY	22.32 KM	47	12	1
CURRENT REPLACEMENT VALUE	\$53.6 MILLION	\$0.417 MILLION	\$0.084 MILLION	\$0.402 MILLION
AVERAGE AGE	25	17	12	8
AVERAGE CONDITION	“VERY GOOD”	“GOOD”	“GOOD”	“GOOD”

EQUIPMENT & MONITORING ASSETS

Water Distribution System equipment and monitoring assets include water meters, equipment for the reading of those meters, and assets that provided for the monitoring of water quality and quantity. Water meters provide information regarding the consumption of municipal drinking water for the purposes of generating utility billings. These assets are important to the collection of user fees and represent a very low risk to public safety. Equipment assets include a remote water meter reader and a belt-clip water meter reader. These assets are important to collecting data from water meters regarding the consumption of municipal drinking water for the purposes of generating utility billings. These assets are currently required to read the style of water meters used by the municipality but represent a very low risk to public safety. The Supervisory Control and Data Acquisition System (SCADA) assets provide information regarding the quality and quantity of available municipal drinking water for the purposes of providing a legislated service level. These assets are important to the control of municipal drinking water and represent a medium risk to public safety. The SCADA network consists of 1 PLC and 1 PLC cabinet located at the Copenhagen Booster Station, and 1 shared server located at the municipal office. The condition of assets is based on a combination of age-based estimates, and staff and consultant-based inspections.

	 WATER METERS	 EQUIPMENT	 SCADA
QUANTITY	650	2	3
CURRENT REPLACEMENT VALUE	\$0.412 MILLION	\$0.016 MILLION	\$0.062 MILLION
AVERAGE AGE	13	4	6
AVERAGE CONDITION	“FAIR”	“VERY GOOD”	“GOOD”

APPENDIX C: MAPS



APPENDIX D: LEVELS OF SERVICE

WATER ASSETS – LEVELS OF SERVICE

ATTRIBUTE	O.REG. 588/17	CURRENT (2024)	PROPOSED (2025-2044)
SCOPE	COMMUNITY LOS 1. Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system. 2. Description, which may include maps, of the user groups or areas of the municipality that have fire flow.	Areas connected to the water distribution system include: Port Bruce, Copenhagen, Orwell, Grovesend, areas near the limits of the Town of Aylmer, and the Ontario Police College. <i>See Appendix C</i> Available/adequate fire flow coverage is described as a minimum 90-meter distance from a property to a fire hydrant, however the Township has attained a Water Tanker Shuttle Accreditation and is able to convey municipal drinking water to any location in the municipality for the purposes of fire suppression.	Current areas connected to the water distribution system will continue to be maintained, no further expansion of services is proposed. The Township will maintain a Water Tanker Shuttle Accreditation in order to continue to convey municipal drinking water to any location in the municipality for the purposes of fire suppression.
	TECHNICAL LOS 1. Percentage of properties connected to the municipal water system. 2. Percentage of properties where fire flow is available.	Percentage of total number of properties connected to the community's water distribution system: 26% Percentage of total properties with available/adequate fire flow coverage: 100%	Percentage of total number of properties connected to the community's water supply and distribution system will not significantly increase: 26% Percentage of total properties with available/adequate fire flow coverage will remain: 100%

ATTRIBUTE	O.REG. 588/17	CURRENT (2024)	PROPOSED (2025-2044)
RELIABILITY	<p>COMMUNITY LOS</p> <p>Description of boil water advisories and service interruptions.</p>	<p>A boil water advisory is issued when authorities suspect or have confirmed the presence of harmful microorganisms in the drinking water supply.</p> <p>There were no boil water advisory events that took place in 2024.</p> <p>There were no service interruptions due to watermain break events that took place in 2024.</p>	<p>The municipality will operate and maintain the system to ensure there are no boil water advisory events in the future.</p> <p>The municipality will operate and maintain the system to ensure there are no service interruptions due to watermain break events in the future.</p>
	<p>TECHNICAL LOS</p> <ol style="list-style-type: none"> 1. The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system. 2. The number of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system. 	<p>Number of connection-days per year of boil water advisories compared to the total number of properties connected to the water distribution system:</p> <p>0 Days per Year</p> <p>Number of connection-days per year due to watermain breaks compared to the total number of properties connected to the water distribution system:</p> <p>0 Days per Year</p>	<p>Target number of connection-days per year of boil water advisories compared to the total number of properties connected to the water distribution system:</p> <p>0 Days per Year</p> <p>Target number of connection-days per year due to watermain breaks compared to the total number of properties connected to the water distribution system:</p> <p>0 Days per Year</p>

APPENDIX E: DETAILED COST FORECASTS

Water Distribution System Expenditure Forecast (\$)

Assets	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Watermains	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water meters	17,048	17,644	18,262	18,901	19,563	20,247	20,956	21,689	22,449	23,234	24,048	24,889	25,760	26,662	27,595	28,561	29,561	30,595	31,666	32,774
Hydrants	2,000	-	-	-	11,000	11,000	-	23,360	12,089	-	-	13,403	-	129,217	-	61,520	111,428	16,475	-	-
Booster Station	81,494	-	11,500	-	20,500	-	14,129	-	-	23,843	-	16,781	17,369	-	56,149	24,830	-	20,628	21,350	11,535
Sample Stations	-	-	-	-	-	-	-	-	-	-	-	-	32,843	-	-	-	-	-	-	-
PRV	20,000	-	-	-	20,000	-	-	-	-	-	20,000	-	-	-	-	20,104	-	-	-	-
SCADA	-	15,000	-	-	-	-	-	11,957	-	-	76,712	-	-	14,698	-	-	-	-	-	18,068
Equipment	-	-	-	-	-	-	-	13,286	-	7,820	-	-	-	-	-	-	-	18,741	-	-
Misc. Studies	-	-	-	-	-	-	-	20,000	-	20,000	-	-	-	-	-	-	-	43,000	-	-
Total	120,542	32,644	29,762	18,901	71,063	31,247	35,085	90,292	34,538	74,897	120,760	55,073	75,972	170,577	83,744	135,015	140,989	129,439	53,016	62,377

2025

ASSET MANAGEMENT PLAN

WASTEWATER COLLECTION SYSTEM

The **TOWNSHIP** *of*
MALAHIDE



A proud tradition, a bright future.

May, 2025
www.malahide.ca

EXECUTIVE SUMMARY

Overview

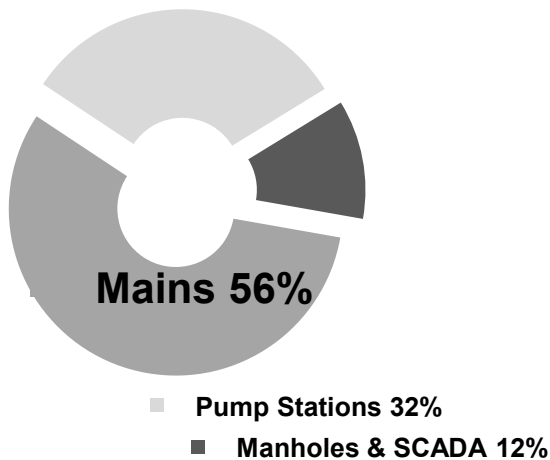
The primary focus of this asset management plan is to manage the Township's physical assets in a manner that will support the sustainable provision of municipal services to Township residents.

In addition, the plan should provide a sufficiently documented framework that will enable continuous improvement and updates of the plan, to ensure its relevancy over the long-term.





Therefore, the asset management plan, and the progress with respect to its implementation, will be evaluated based on the Township's ability to meet these goals and objectives.

State of Infrastructure

Township-owned wastewater assets represent a total current replacement cost of \$15.91 million, broken down as follows:



This is summary of the Township's asset categories and their average current condition state:

	Mains	22KM	"Very Good"
	Manholes	80	"Good"
	Pump Stations	2	"Good"
	SCADA	1	"Good"



Levels of Service

A level of service analysis defines performance measures by which service objectives can be evaluated. Services are broken into two attributes, scope and quality. For each service attribute, qualitative community descriptions are outlined along with technical metrics that will be used to measure the community descriptions.

The current scope of municipal services is proposed to remain the same for the 10-year forecast period due to low population growth as reported by Statistics Canada. This means that where asset-based services are available currently, they are proposed to remain for at least the next 10 years.

The following is a summary of the proposed levels of service described in this plan with regards to wastewater collection system levels of service (LOS):

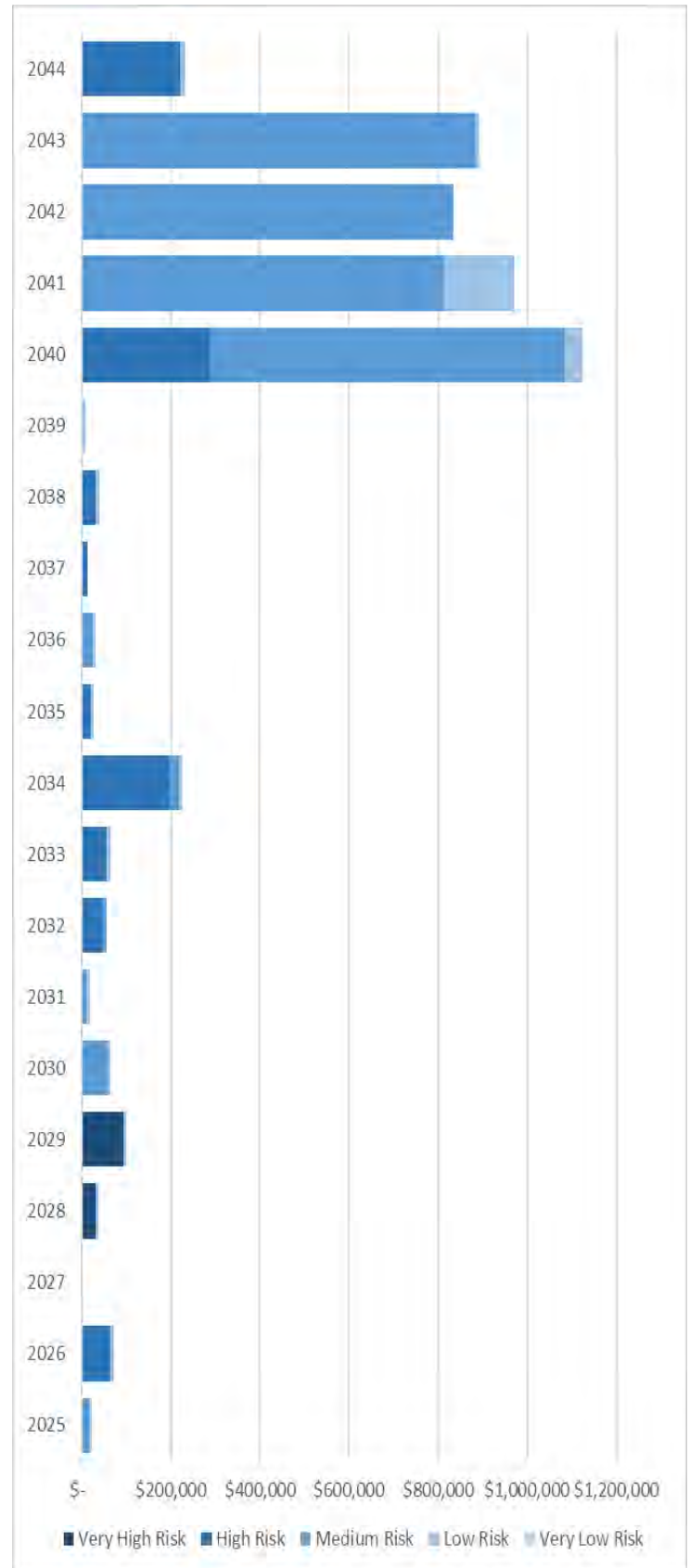
	CURRENT & PROPOSED LOS
SCOPE	Availability Limited to Current Locations
RELIABILITY	No Instances of Overflows or Basement Back-Ups & No Effluent Violations

Lifecycle Management

Municipal assets have many operational and capital activities and treatments performed on them over the course of their useful lives. Should these activities not take place due to financial constraints, there is an associated risk to achieving desired service levels.

Risks have been assessed in terms of the likelihood and impact of asset failures. Lifecycle activities have been forecasted for a period of 20 years in terms of both activity costs and the associated risk.

The following is a forecast of the annual lifecycle costs:



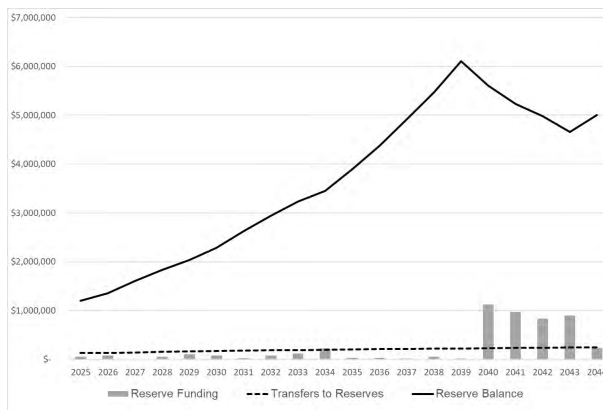
Funding Strategy

A funding strategy should sustainably fund the lifecycle management strategy of an asset. The funding strategy contained herein focuses on examining how the Township can fund the lifecycle activities required to maintain its assets at the current and/or proposed levels of service.

Funding sources can include: capital-related reserves, debt financing, and provincial/federal grants. The type and timing of funding sources may affect the general tax-levy rates in the short-term, and ultimately affect long-term financial sustainability.

The Township proposes to fund the asset management program through a combination of grants and capital-related reserves. This means taking advantage of grants as they become available, and strategically building reserves through the general tax levy and through strategic investment.

A summary of the funding strategy is as follows:



Recommendations

Substantial investment in capital will be required over the forecast period, and through the recommendations provided in the funding strategy, proactive steps would be taken to sustainably fund the Township's network of assets.

It is recommended that:

- Consideration of this Asset Management Plan be made as part of the annual budgeting process to ensure sufficient capital funds are available to fund the Asset Management Plan; and
- That this Asset Management plan be updated as needed to reflect the current priorities of the Township, and reviewed at least every 5 years.
- That annual reports be made regarding the implementation of proposed service levels.

TABLE OF CONTENTS

INTRODUCTION.....	6
Overview	6
Legislative Context	7
Plan Development	9
Maintenance and Integration	10
State of Local Infrastructure	11
Summary.....	11
LEVELS OF SERVICE.....	15
Overview	15
LIFECYCLE MANAGEMENT STRATEGY	18
Overview	18
Lifecycle Activities	19
Lifecycle Activity Cost Forecast.....	20
Lifecycle Activity Risk Assessment.....	21
Funding Strategy.....	24
Overview	24
RECOMMENDATIONS.....	28
APPENDIX A: GUIDING DOCUMENTS	30
APPENDIX B: STATE OF INFRASTRUCTURE.....	31
APPENDIX C: MAPS	33
APPENDIX D: LEVELS OF SERVICE	34
APPENDIX E: DETAILED COST FORECASTS.....	36

Definitions, Abbreviations, and Acronyms

ULR	Useful Life Remaining
IJPA	Infrastructure for Jobs and Prosperity Act
KPI	Key Performance Indicator
LOS	Levels of Service
SCADA	Supervisory Control and Data Acquisition System
SFD	Single Family Dwelling
kWh	Kilowatt-hour

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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

INTRODUCTION

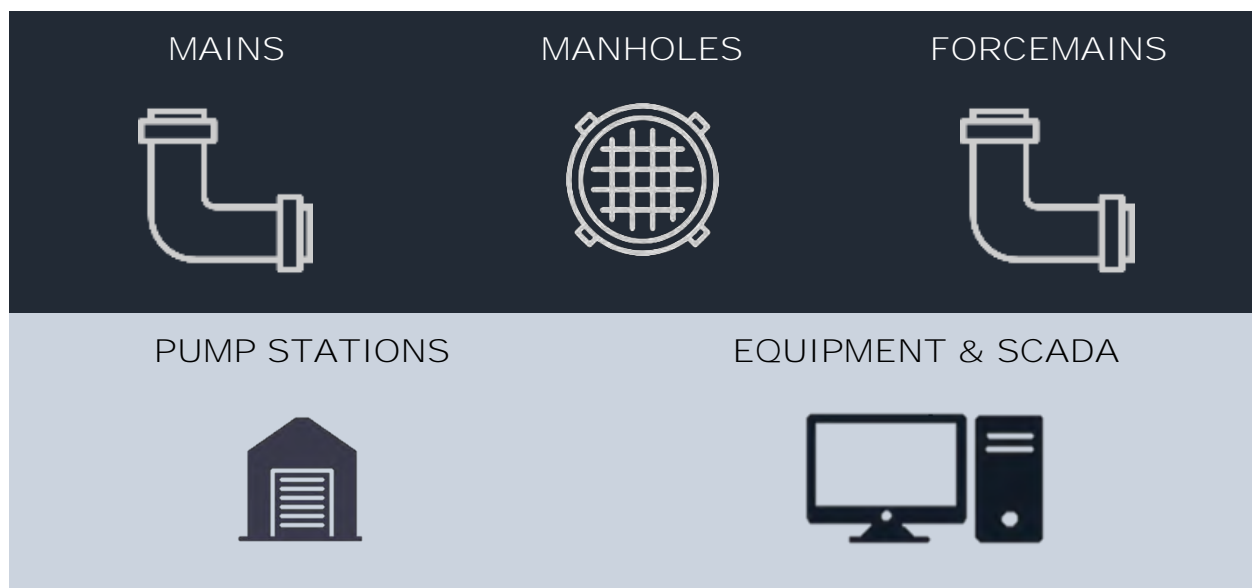
OVERVIEW

The main objective of an asset management plan is to use a municipality's best available information to develop a comprehensive long-term plan for capital assets. In addition, the plan should provide a sufficiently documented framework that will enable continuous improvement and updates of the plan, to ensure its relevancy over the long-term. The Township's goals and objectives with respect to asset management are identified in the Township's Strategic Asset Management Policy.

A major theme within that policy is for the Township's physical assets to be managed in a manner that will support the sustainable provision of municipal services to Township residents. Through the implementation of the asset management plan, the Township's practice should evolve to provide services at levels proposed within this document. Moreover, infrastructure and other capital assets should be maintained at condition levels that provide a safe and functional environment for its residents. Therefore, the asset management plan, and the progress with respect to its implementation, will be evaluated based on the Township's ability to meet these goals and objectives.

The wastewater collection system is comprised of collection related assets only. The assets related to the treatment of wastewater and the transmission of wastewater from the collection system to the treatment facility are owned and operated by the Town of Aylmer.

The following assets are included in this asset management plan:



LEGISLATIVE CONTEXT

ASSET MANAGEMENT

Asset management planning in Ontario has evolved significantly over the past decade. Before 2009, capital assets were recorded by municipalities as expenditures in the year of acquisition or construction. The long-term issue with this approach was the lack of a capital asset inventory, both in the municipality's accounting system and financial statements. As a result of revisions to section 3150 of the Public Sector Accounting Board handbook, effective for the 2009 fiscal year, municipalities were required to capitalize tangible capital assets, thus creating an inventory of assets.

In 2012, the province launched the Municipal Infrastructure Strategy. As part of that initiative, municipalities and local service boards seeking provincial funding were required to demonstrate how any proposed project fits within a detailed asset management plan. In addition, asset management plans encompassing all municipal assets needed to be prepared by the end of 2016 to meet Federal Gas Tax agreement requirements. To assist in defining the components of an asset management plan, the Province produced a document entitled *Building Together: Guide for Municipal Asset Management Plans*. This guide documented the components, information, and analysis that were required to be included in municipal asset management plans under this initiative. The province's Infrastructure for Jobs and Prosperity Act, 2015 (IJPA) was proclaimed on May 1, 2016. This legislation detailed principles for evidence-based and sustainable long-term infrastructure planning. IJPA also gave the province the authority to guide municipal asset management planning by way of regulation.

In late 2017, the province introduced O. Reg. 588/17 under IJPA. The intent of O. Reg. 588/17 is to establish a standard format for municipal asset management plans. Specifically, the regulations require that asset management plans be developed that define the current and proposed levels of service, identify the lifecycle activities that would be undertaken to achieve these levels of service, and provide a financial strategy to support the levels of service and lifecycle activities. This plan has been developed to address the requirements of O. Reg. 588/17 utilizing the best information available to the Township at this time. Watson & Associates Economists Ltd. (Watson) was retained by the Township of Malahide (Township) in 2018 to update the Township's Strategic Asset Management Policy and Asset Management Plan (dated November 29, 2013). In 2022, Township Staff undertook an update of the Watson plan (dated February 20, 2019), ensuring the Township's asset management practices were compliant with Ontario Regulation 588/17. Due July 1, 2024, O. Reg. 588/17 requires municipal asset management plans to be updated for all capitalized assets. This update should include

updated asset inventories, current levels of service, lifecycle activities, and funding strategies. This plan will be a tool for Township staff and Council to use during various decision-making processes, including the annual budgeting and future capital grant applications. This plan will serve as a road map for sustainable infrastructure planning going forward. With this current update to the asset management plan, the intent is to continue compliance with Ontario Regulation 588/17.

WASTEWATER

The Ontario Water Resources Act focuses on both groundwater and surface water throughout the province. The Water Resources Act regulates sewage disposal and “sewage works” and prohibits the discharge of polluting materials that may impair water quality. The Environmental Protection Act is the primary pollution control legislation in Ontario and can be used interchangeably with the Water Resources Act. The legislation prohibits discharge of any contaminants in to the environment that cause or are likely to cause adverse effects. Amounts of approved contaminants must not exceed limits prescribed by the regulations. The Act also requires that spills of pollutants are reported and cleaned up promptly. The Environmental Protection Act also has the authority to establish liability on the party at fault. One section of the Act imposes a duty on corporate officers and directors to take all reasonable care to prevent the corporation from causing or permitting unlawful discharges of contaminants into the natural environment.

Ontario’s Environmental Assessment Act generally requires an environmental assessment of any major public or designated private undertaking in order to determine the ecological, cultural, economic and social impact of the project. The Act also establishes a “Class Environmental Assessment” process for planning certain municipal projects. Municipal projects that may be affected include municipal road, water, and sewage and storm water projects. For wastewater projects, the purpose of the municipal class environmental assessment is to ensure that projects will be “undertaken to address problems affecting the operation and efficiency of existing systems, to accommodate future growth of communities, or to address water source contamination problems”. The municipal Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) replaces the numerous pipe-by-pipe Environmental Compliance Approvals (ECAs) that were previously required for components of municipal sewage collection systems under the Environmental Assessment Act. This approval applies to all the sewage works components of a municipal sewage collection system and includes any new sewage works that may be added to the system and any alterations to structures or equipment within the system. The Sustainable Water and Sewage Systems Act outlines the framework for implementing full cost accounting to ensure long term sustainability of municipal water supplies. The Act requires municipalities to assess the costs of water and

to develop plans to charge appropriate rates and generate sufficient revenue to finance capital and operating costs of sewer and water systems.

PLAN DEVELOPMENT

The asset management plan was developed using a program that leverages the Township's asset management principles as identified within its strategic asset management policy, capital asset database information, and staff input in identifying current and proposed levels of service, as informed by the Council, as well as proposed asset management strategies.

The development of the Township's asset management plan is based on the steps summarized below:

Inventory	Compile available information pertaining to the Township's capital assets to be included in the plan, including attributes such as size/material type, useful life, age, accounting valuation and current valuation. Update current valuation, where required, using benchmark costing data or applicable inflationary indices.
State of Local Infrastructure	Define and assess the state of local infrastructure through current asset conditions, based on a combination of Township staff input, existing asset reports, and an asset age-based condition analysis.
Levels of Service	Define and document current levels of service, as well as proposed levels of service, based on discussions with Township Council and staff, and consideration of various background reports.
Lifecycle Activities	Develop a strategy that provides for the activities required to sustain the levels of service discussed above. The strategy summarizes these activities in the forecast of annual capital and operating expenditures required to achieve these level of service outcomes.
Financing Strategy	Develop a financing strategy to support the lifecycle management strategy. The funding strategy informs how the capital and operating expenses arising from the asset management strategy will be funded over the forecast period, and may be accommodated in the annual budget process.
Document	Document the comprehensive Asset Management Plan in a formal report to inform future decision-making and to communicate planning to municipal stakeholders.
Publish	Make the Asset Management Plan and all relevant background information and reports available to the public. The Asset Management Plan, Strategic Asset Management Policy, and relevant

reports to Council will be available on the Township's website, in addition to all background information made available upon request.

MAINTENANCE AND INTEGRATION

It should be noted, that while this report covers a forecast period of 20 years, the full lifecycle of the Township's assets was considered in the calculations. In this context, the asset management plan should be updated as the strategic priorities and capital needs of the Township change. This can be accomplished in conjunction with specific legislative requirements (i.e. 5-year review of asset management plan under Infrastructure for Jobs and Prosperity Act), as well as the Township's annual budget process. Further integration into other Township financial/planning documents would assist in ensuring the ongoing accuracy of the asset management plan, as well as the integrated financial/planning documents. The asset management plan has been developed to allow linkages to a number of strategic documents, as identified in the Township's Strategic Asset Management Policy. Township staff have the tools available to perform updates to the asset management plan as necessary.

In the future, the asset management plan will continue to be updated by Township staff to more closely integrate with other studies and reports pertaining to Township assets. For example, the strategies identified in this asset management plan should be updated to include the biennial OSIM and Road Needs Study reports. When updating the asset management plan, it should be noted that the state of local infrastructure, proposed levels of service, lifecycle management strategy, and financing strategy are integrated and impact each other. For example, the financing strategy outlines how the asset management strategy will be funded. The lifecycle management strategy illustrates the costs required to maintain expected levels of service at a sustainable level. The proposed levels of service component summarize and link each service area to specific assets contained in the state of local infrastructure section and thus determines how these assets will be used to provide expected service levels.

STATE OF LOCAL INFRASTRUCTURE

SUMMARY

The Township of Malahide monitors the state of its assets to varying degrees. This is an analysis of the Township's assets, the condition of these assets, and the current replacement costs of the assets. O. Reg. 588/17 requires that for each asset category included in the asset management plan, the following information must be identified:

- Summary of the assets;
- Replacement cost of the assets;
- Average age of the assets (it is noted that the Regulation specifically requires average age to be determined by assessing the age of asset components);
- Information available on condition of assets; and
- Approach to condition assessments (based on recognized and generally accepted good engineering practices where appropriate)

Type	Inventory	Average Age	Replacement Costs	Average Condition	Assessment Approach
Collection Mains	7.5 km	25	\$5.9 million	"Very Good"	Age-Triggered Staff & Consultant Inspections
Manholes	80 units	20	\$1.7 million	"Fair"	Age-Triggered Staff & Consultant Inspections
Pump Stations	2 stations	10	\$5.1 million	"Good"	Age-Triggered Staff & Consultant Inspections
Force Mains	3.6 km	16	\$2.9 million	"Very Good"	Age-Triggered Staff & Consultant Inspections
SCADA	2 Sites	5	\$0.1 million	"Good"	Age-Triggered Staff & Consultant Inspections
TOTAL	-	17	\$15.9 million		

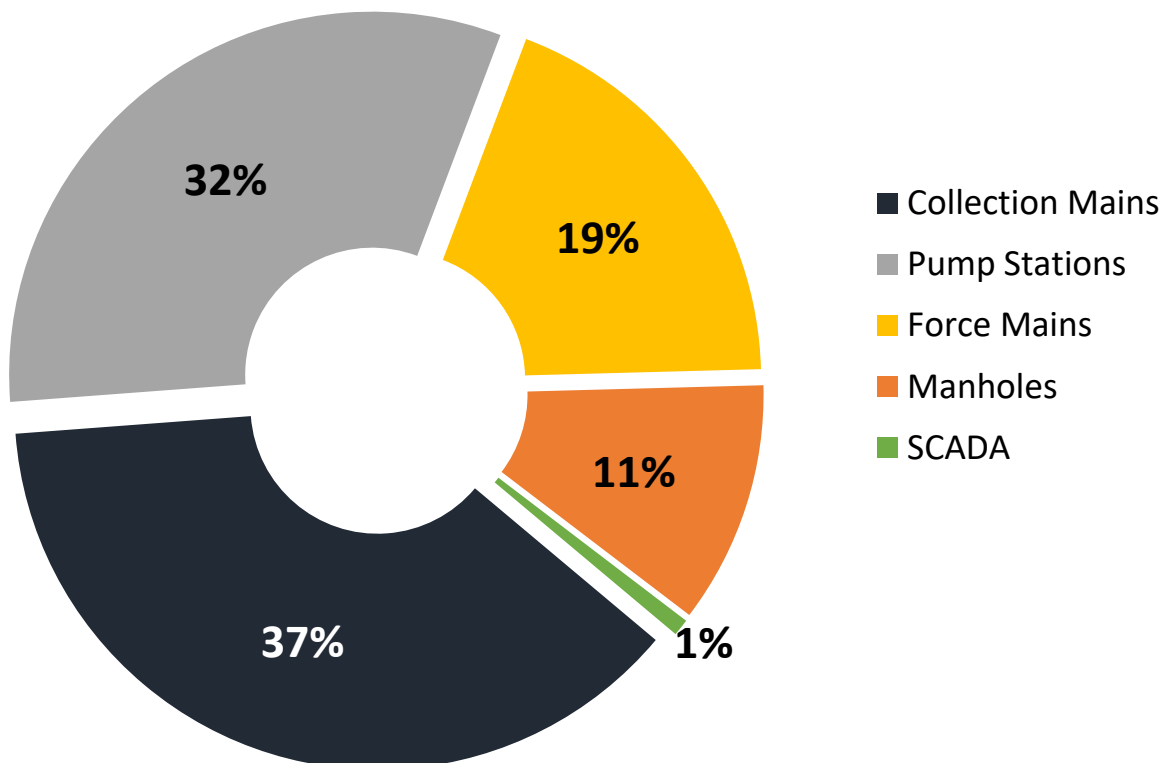
REPLACEMENT COST

An analysis of the current replacement costs for each asset class is necessary to ensure the accuracy of future capital replacement cost forecasts. Replacement costs are defined as costs required to fully replace an asset and may include engineering, acquisition, labour and supplies, etc.

Replacement cost can be calculated or estimated based on historical cost, current market cost, or recent procurements for similar works. Replacement costs may also be dependent on the asset's environment, with proximity of environmentally or culturally sensitive areas, or the impact of inflated component costs, all contributing the overall replacement cost.

For collection mains, force mains, manholes, and SCADA, replacement costs were calculated based on current market value data, as collected through the Township's procurement process. For the pump stations, a combination of inflated historical costs, component costs, and current market costs were utilized to determine current replacement costs.

Total replacement costs are estimated at \$15.9 million and are broken down by asset class in the figure below. This graph shows that the largest replacement costs belong to the collection main asset category.



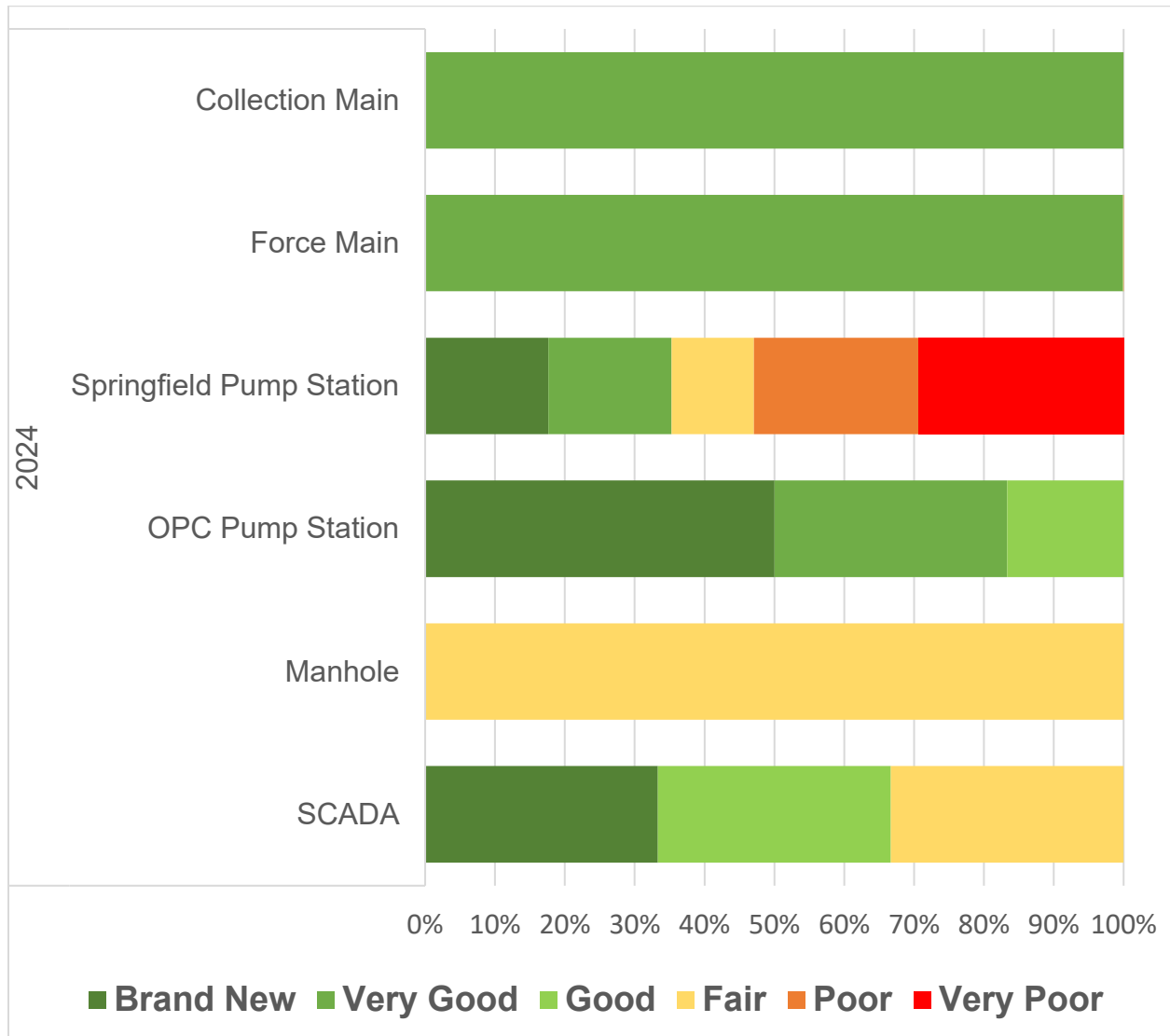
CONDITION ASSESSMENT

As assets age, their condition degrades which can ultimately impact service delivery. The processes adopted for assessing the condition of assets will allow the municipality to gain valuable ongoing insight into the levels of service being provided and will guide long-term investment planning for new and existing infrastructure. Asset condition is routinely assessed through well-defined processes to identify operational repairs, maintenance program planning, as well as capital renewal needs. The information is also used for reporting on the state of infrastructure. Periodic inspections and condition assessment processes for all major assets are well defined. Asset-specific inspection and condition assessment approaches are described in the State of Infrastructure Summary section above.

In the absence of formal condition assessment information, condition is derived from the age and lifespan of the asset. While asset age may provide some limited context to the functional state of an asset, an assessed physical condition is a better measure of where an asset is in its lifecycle. The Township's Asset Management Plan provides a physical condition status rating for each asset category. This physical condition rating is provided on a scale of "Brand New", being a perfect condition, to "End of Life, indicating an asset at the end of its service life.

Brand New	Recently constructed with no signs of deterioration.
Very Good	Only a few elements show general signs of deterioration.
Good	Some elements show signs of deterioration and a few elements with significant deficiencies.
Fair	General signs of deterioration with some elements showing significant deficiencies.
Poor	Approaching end of service life, with a large portion of elements showing significant deficiencies.
Very Poor	Widespread signs of advanced deterioration with elements showing signs of imminent failure affecting service.
End of Life	Failure has occurred and the asset is no longer providing service.

The municipality's water distribution system assets are at varying stages in their lifespans and have varying conditions. Based upon analysis of asset condition using 2023 to 2024 data, asset conditions have been maintained, indicating the municipality is keeping pace with investing in the rehabilitation of its assets. Analysis undertaken for the 2025 AMP, using 2024 data only, indicates condition assessments as follows:



LEVELS OF SERVICE

OVERVIEW

Municipal services are guided by Corporate and Council strategic master plans and policies. The Township of Malahide Strategic Plan 2023-2033 outlines the service expectations of the municipality, and the guiding values and priorities that will move the community towards the desired vision.

THE VISION	"A Township defined by its rural character, close-knit community, and good quality of life."
THE MISSION	<ul style="list-style-type: none"> ✓ To provide essential services that are timely, cost-effective, easy to access and aligned with policies. ✓ To provide affordable cultural and recreational activities aligned with community needs. ✓ To provide information that promotes understanding and participation.
VALUES & PRIORITIES	<ul style="list-style-type: none"> ✓ Long-Term View ✓ Community Engagement ✓ Responsible Growth ✓ Maximize Utilization of Assets ✓ Establish, Document, & Implement Service Levels
RESULTS	<ul style="list-style-type: none"> ✓ Long-term, affordable solution to water infrastructure ✓ New Opportunities to Participate in Services ✓ Easy Access to More Relevant Information
METRICS	Community & Technical Service Level Metrics

CURRENT LEVELS OF SERVICE

A levels of service analysis defines the levels of service being provided by a municipality and enables the municipality to periodically evaluate these service levels. Core assets (Roads, Bridges & Structural Culverts, Municipal Drinking Water Assets, and Wastewater System Assets) have prescribed levels of service reporting requirements under O. Reg. 588/17. These requirements include levels of service reporting from two different levels, i.e. community levels of service and technical levels of service. Community levels of service describe service levels in terms that residents understand and reflect their scope and quality expectations of assets. Technical levels of service describe the scope and quality or reliability of assets through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services.

For each service attribute, qualitative metrics can be best described as community descriptions and the associated technical metrics should be a method of measuring the community descriptions in a consistent and reliable way. Technical metrics may differ by asset category based on data availability. Current levels of service must be based on data collected in the previous two-year period, this plan uses data collected from the 2023-2024 period.

In order to better communicate service levels please refer to Appendix D: Service Levels. Below is a summary of the current scope and reliability of wastewater collection system services.

CURRENT SCOPE OF SERVICE

RESTRICTED AVAILABILITY

The wastewater collection system availability is restricted to specific geographic areas.

CURRENT RELIABILITY OF SERVICE

NO INTERRUPTIONS

There were no instances of basement back-ups.

PROPOSED LEVELS OF SERVICE

Proposed levels of service must also be identified for each asset category by July 1st, 2025 per O. Reg 588/17. The proposed service levels will require a detailed explanation of why they are appropriate, give options with associated risks in regards to long-term sustainability, explain why they differ from current service levels, and whether they are achievable and affordable. The proposed levels of service must be forecasted for a minimum ten-year period, from the date of the plan publication.

For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, assumptions need to be made regarding future changes in population and how those changes will affect current and proposed levels of service. The 2021 population estimate of the Township of Malahide, as reported by Statistics Canada, was 9,308. This represents an increase of 0.2% from the previous census estimate in 2016. Assuming that growth remains at this level for the next ten years, the current level of service will be sufficient for the forecasted period.

The current service levels and lifecycle funding strategy will be maintained as the proposed service levels. Proposing to maintain current levels of service is also appropriate for the Township of Malahide because they reflect historical and forecasted trends in the scope and reliability of municipal asset services. These trends have been based on current lifecycle activities, that have been developed as the lowest cost options, and have been forecasted into an achievable and affordable funding strategy with the lowest risk to long-term sustainability.

Please refer to the subsequent Lifecycle Strategy section for more information on specific activities and the risks associate with failing to perform these activities. Proposed service levels are described as annual targets for the 2025-2034 forecast period. For more detailed description of the performance measures for both current and proposed levels of service, please refer to Appendix D: Levels of Service. Below is a summary of the proposed scope and quality of services provided by municipal assets.

PROPOSED SCOPE OF SERVICE

RESTRICTED AVAILABILITY

The wastewater collection system will continue to be restricted to specific geographic areas due to the low projected growth in the municipality.

PROPOSED RELIABILITY OF SERVICE

NO INTERRUPTIONS

The municipality will operate and maintain the system to ensure there are no basement back-up events.

LIFECYCLE MANAGEMENT STRATEGY

OVERVIEW

Lifecycle management strategies are required to maintain the current and proposed levels of service. A lifecycle management strategy identifies the recommended lifecycle activities required to achieve desired levels of service. Lifecycle activities are the specified actions that can be performed on assets in order to increase service level and extend service life. These actions can be carried out on a planned schedule in a prescriptive manner, or through a reactionary approach where the treatments are only carried out when specified conditions are met. O. Reg. 588/17 requires that all potential lifecycle activity options be presented, with the aim of analyzing these options in search of identifying the set of lifecycle activities that can be undertaken at the lowest cost to maintain current levels of service or to provide proposed levels of service.

Asset management plans must include a 10-year capital plan that forecasts the lifecycle activities resulting from the lifecycle management strategy. What follows are the lifecycle management strategies for all asset classes contained within this asset management plan, with each section focusing on an individual asset category. Although a considerable amount of effort has been spent on developing lifecycle management strategies informed by observed asset conditions, there are still some assets for which the lifecycle management strategy is age-based. The expenditure forecasts resulting from the lifecycle management strategies for each asset category are also included and have been developed for a 20-year forecast period. Please refer to Appendix E: Detailed Cost Forecasts for more information.

There are risks inherent with any lifecycle strategy regarding restrictive funding sources. A lifecycle strategy may include activities to be performed that are reliant on previous activities having been performed. With municipal funding sources being restrictive, and with the priority for limited resources being placed on legislative compliance, there may be trade-offs between competing lifecycle activity investments that require strategic consideration. The risk of not completing lifecycle activities at the time of need could result in degraded asset performance, a shorter useful life for assets, and sacrificing long-term sustainability for short-term needs.

LIFECYCLE ACTIVITIES

This section pertains to the lifecycle activities that the Township currently employs in the management of its asset network. These capital lifecycle treatment activities require significant investment over time; therefore, ongoing operation and maintenance plans are essential to ensure that capital asset investment is optimized. A successful operation and maintenance plan will enable assets to meet service level expectations from the community.

The operation and maintenance plan activities required to maintain current service levels are outlined in the table below.

Asset	Operations & Maintenance Plan
Collection Mains	Maintenance activities include monitoring on a regular basis with a flushing and camera review being done on a four-year basis.
Manholes	Maintenance activities include monitoring on a regular basis with a flushing and camera review being done on a four-year basis.
Pump Stations	Maintenance activities include general repair of components as needed and the cleaning of wet wells on a quarterly basis.
Force Mains	Maintenance activities include general repair of components as needed and quarterly chamber inspections and pumping out of air relief chambers.
SCADA	Maintenance activities include periodic maintenance such as disc inspections, and program upgrades and backups conducted by a third-party consultant.

The capital lifecycle activities required to maintain current service levels include a combination of rehabilitation, renewal, component replacement, and total replacement. The capital lifecycle activity process begins when a treatment activity is triggered by a condition threshold as a result of either its age or as a result of an inspection. The triggered activity is reviewed by a combination of staff, operational consultants, and/or by engineering consultants to determine its relevance for that specific asset at that specific time. If the need is significant and the risk to service interruption is high, the activity moves to a more detailed level of scope and budget definition so that it can be included in the budgetary decision-making process.

The capital lifecycle activity treatments required to maintain current service levels are outlined in the table below.

Asset	Capital Lifecycle Activity Treatments
Collection Mains	The lifecycle strategy for wastewater collection mains is a replacement prior to the asset degrading to a point where the risk of failure becomes statistically more likely to occur.
Manholes	The lifecycle strategy for manholes is a replacement prior to the asset degrading to a point where the risk of failure becomes statistically more likely to occur.
Pump Stations	Lifecycle activities include rehabilitation of the components of a pump station: replacement of pumps, pipes, electrical, valves, vents, meters, generators, and structural components. Individual components will have specific replacement schedules and contribute to an overall asset condition. Ensuring these schedules are adhered to will result in the overall asset continuing to provide current levels of service and will minimize the risk of failure.
Force Mains	Lifecycle activities include rehabilitation of the components of a force main through the replacement of the four air release valves, as well as sections of pipe.
SCADA	Lifecycle activities include rehabilitation of SCADA through the upgrade of software and the replacement of servers, PLCs and cabinets.

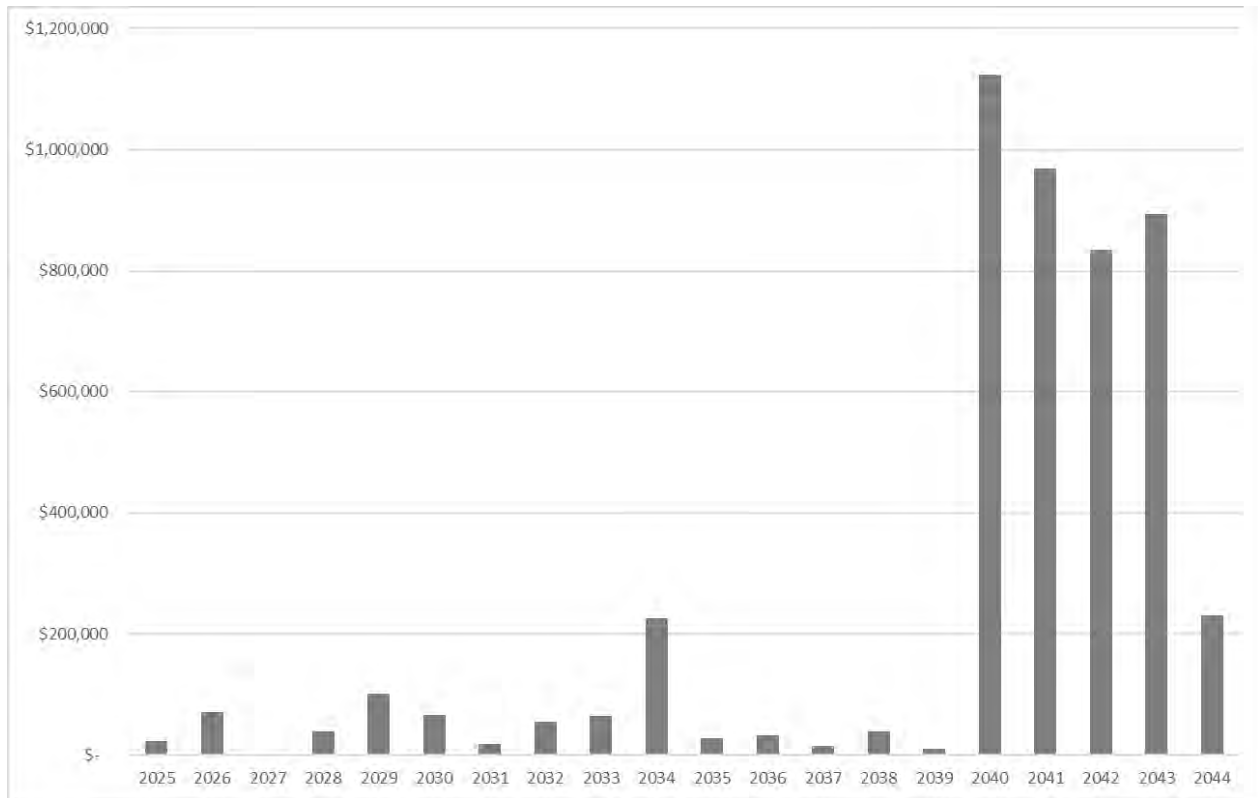
LIFECYCLE ACTIVITY COST FORECAST

O. Reg. 588/17 requires a 10-year capital plan that forecasts the costs of implementing the lifecycle management strategy, and the lifecycle activities required therein, in order to maintain current levels of service during the forecast period. This plan has been developed for a 20-year forecast period. Outline in the figure below is the overall activity cost forecast for the municipality by asset class. Please refer to Appendix E: Detailed Cost Forecasts for a breakdown of activity costs per year per asset class.

The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns with the historical 20-year annual average rate of inflation as witnessed in Statistics

Canada's Building Construction Price Index. The forecast also includes a 20% estimated cost for engineering, environmental assessments, and geotechnical studies, etc., for major projects.

The lifecycle replacement activities planned for water distribution system assets are projected to cost approximately \$4.6 million over the 20-year forecast period, with an average annual expenditure of \$230,000, following the lifecycle management strategy as outlined. There are also costs forecasted for the undertaking of third-party consultant rate studies and asset condition assessments. A summary of the lifecycle activity costs for the 20-year forecast period is outlined below.



LIFECYCLE ACTIVITY RISK ASSESSMENT

The 20-year capital forecast above represents the recommended lifecycle activities necessary to maintain assets which will provide services at the desired level. Recognizing that municipal funding is limited, there will always be risks present with the sustainability of services. The goal is to reduce or minimize these risks whenever/wherever they are present through responsible asset management. Risks be calculated related to the possible failure of an asset by assessing the likelihood or Probability of Failure (POF) of an asset and by the effect or Consequence of Failure (COF) of an asset.

The Probability of Failure of an asset is basically defined as the likelihood that the asset will fail in the near future. The best indicator of possible failure is the asset's current condition. This is why it is important that conditional assessments on assets are completed on a regular basis, especially for higher-value assets and assets critical to the delivery of services. Other indicators that should be factored into the Probability of Failure are the current age and the expected lifespan of an asset.

The Consequence of Failure is a much more complicated factor to measure with differing perspectives regarding the consequence of a service interruption. In order to counteract these biases, several service factors were considered such as health & safety, environmental consideration, legal & regulatory compliance, liability, service usage, and strategic goals. Asset COF was then weighted based on the relative importance of each service provided. The resulting asset risk factor can easily be compared across all asset classes which allows for prioritizing of asset lifecycle costs across various services.

The scale being utilized for risk assessments throughout this AMP is shown below:

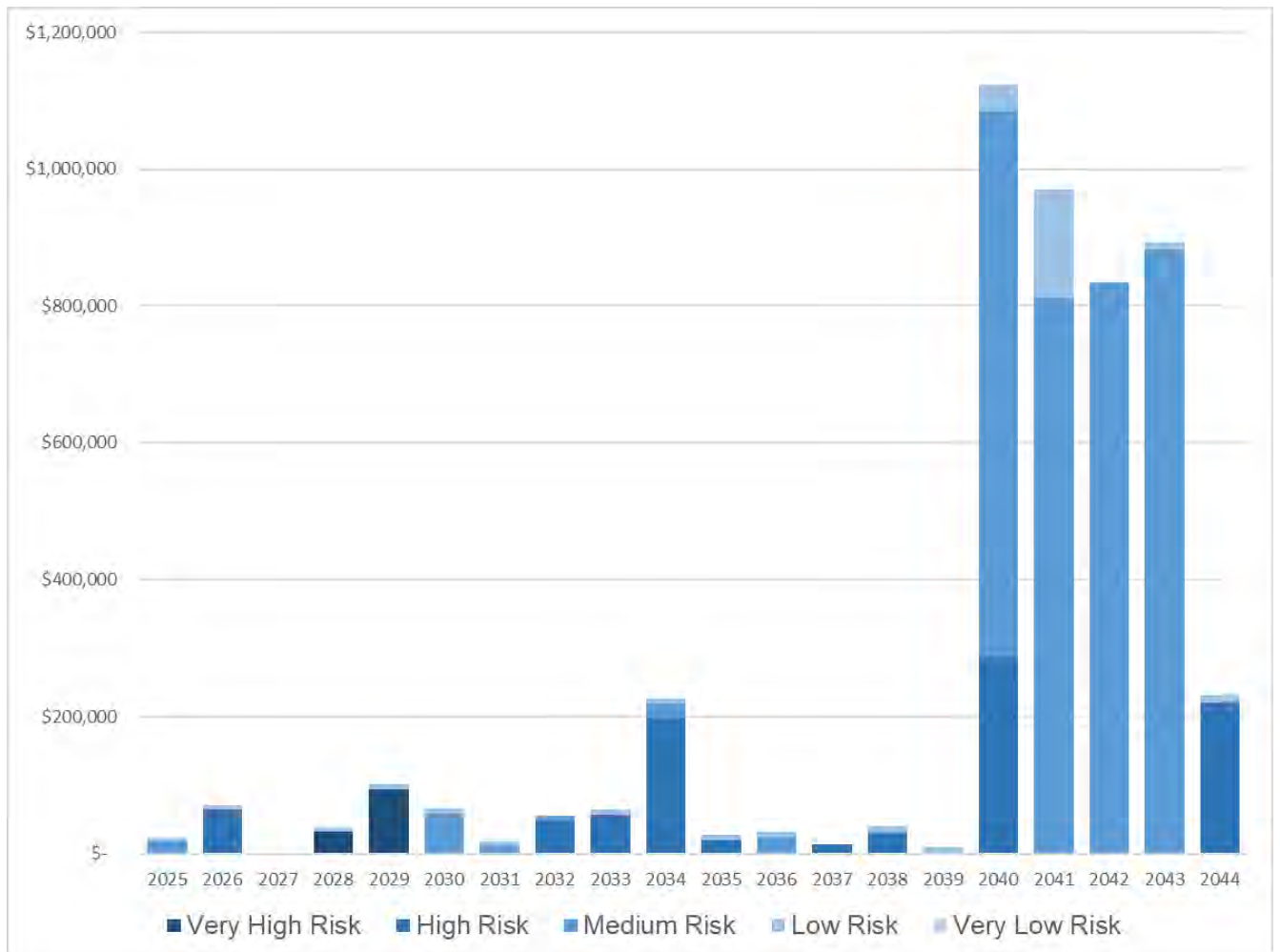
Very High Risk	High probability of failure, resulting in a complete service interruption, affecting a large number of users.
High Risk	High probability of failure, resulting in a partial service interruption, affecting a large number of users.
Medium Risk	Medium probability of failure, resulting a partial service interruption, affecting a limited number of users.
Low Risk	Low probability of failure, resulting in partial service interruption, affecting a limited number of users.
Very Low Risk	Low probability of failure, resulting in a very small service interruption affecting a very small number of users.

The best risk mitigation strategy is to conduct lifecycle activities on assets as they are recommended. When a lifecycle activity is conducted on an asset, it will result in an

improvement to the asset's risk factor by decreasing the likelihood of failure. Allowing assets to continue to deteriorate by not performing lifecycle activities will lead to increased annual maintenance costs and will increase the cost of services in the long-term by shortening the lifespan of an asset. This will put an increased strain on the financial sustainability of services in the long-term.

If a lifecycle activity is not conducted on a high-risk asset, the probability of a service interruption is also increased. Frequent, ongoing service interruptions may also lead to the damage of a municipality's reputation, decreasing the ability of a municipality to attract new businesses or prospective new residents. Asset risk factors may also be affected by changes in the consequence of an asset's failure, possibly due to new regulations, but for the purposes of this AMP, those factors are forecasted to remain consistent in the long-term.

The following represents the 20-year lifecycle activity cost forecast in terms of asset risk. For lifecycle activity cost/risk forecasts by asset category, please refer to Appendix F: Forecasts.



FUNDING STRATEGY

OVERVIEW

A funding strategy should sustainably fund the lifecycle management strategy of an asset. The funding strategy contained herein focuses on examining how the Township can fund the lifecycle activities required to maintain its assets at the current and/or proposed levels of service. The strategies presented are a suggested approach which should be examined and re-evaluated during the annual budgeting processes to ensure the sustainability of the Township's financial position as it relates to its assets.

FUNDING SOURCES

Table below summarizes the recommended strategy to fund the asset lifecycle costs identified for taxy levy-based. These funding forecasts were based on the funding sources identified in the Township's 2025 budget. The lifecycle costs required to sustain established levels of service are being recovered through several methods:

- Provincial/Federal grant funding has not been included in this forecast as its future availability is unknown.
- Debt financing is not required, the financing strategy does not include debt financing over the forecast period.
- The Township will be dependent upon maintaining healthy capital reserves/reserve funds in order to provide the remainder of the required lifecycle funding over the forecast period. This will require the Township to proactively adjust amounts being transferred to these capital reserves during the annual budget process.

FUNDING SHORTFALL

This funding strategy has been developed to be fully funded, and therefore no funding shortfall has been identified. However, this means that if identified user fee increases are not implemented at expected amounts then shortfalls may present themselves if service level expectations are maintained. In such an event, the difference could be made up through increases to the revenue streams over-and-above those presented hereafter.

USER FEE IMPACT

While the annual funding requirement may fluctuate, it is important for the Township to implement a consistent, yet increasing, annual investment in capital so that the excess annual funds can accrue in capital reserve funds. In 2022, an in-depth analysis of user fees was completed by Watson & Associates Economists Ltd. The adopted report has guided the asset management plan for the wastewater collection system.

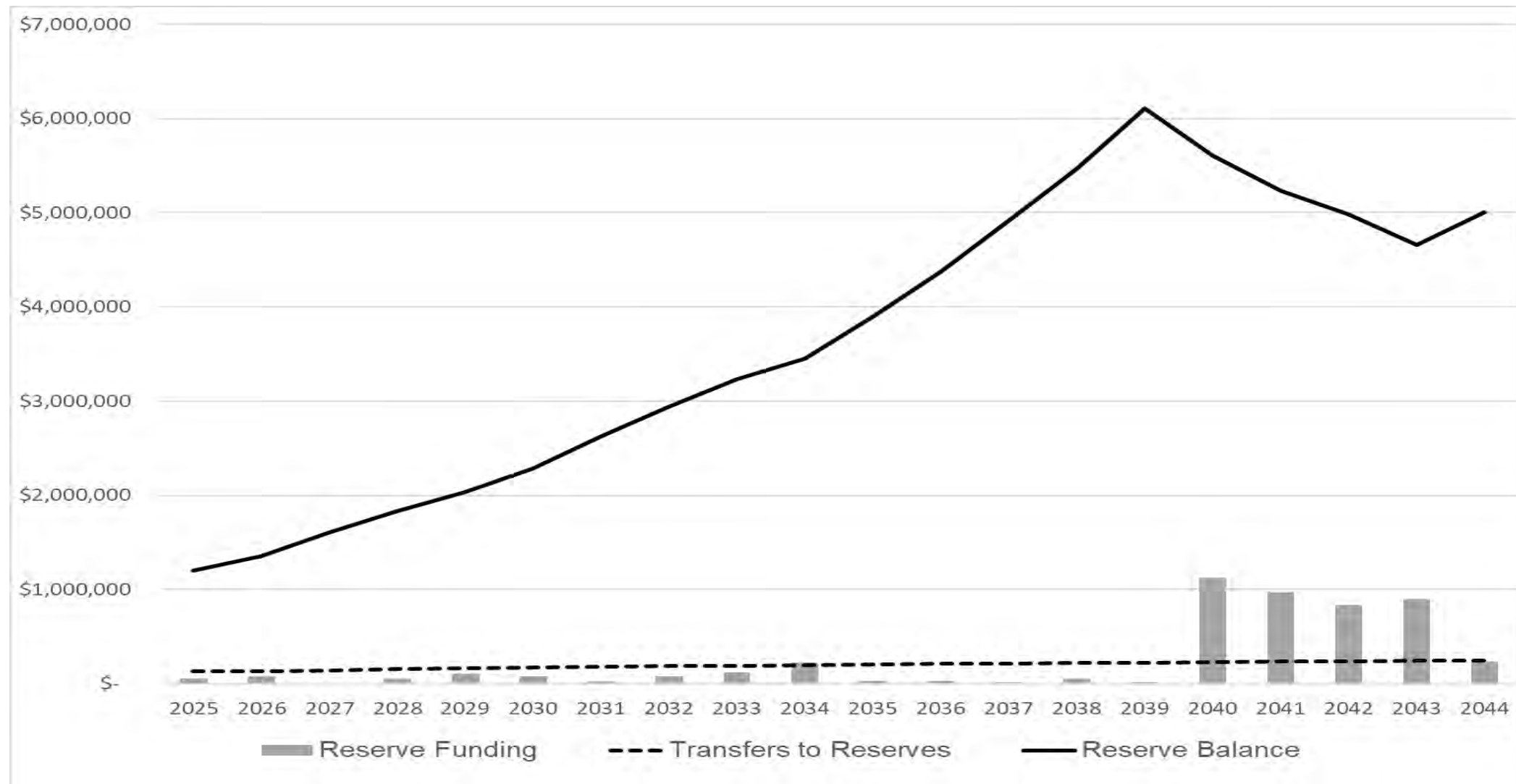
A 3.5% annual increase in fixed user fee rates was recommended by the Wastewater Rate Study 2022, for the forecast period of 2022-2032. The funding strategy identified in Table 7 presents a 20-year funding forecast that is based solely on capital reserves. As such, it is recommended that the same average annual increase of 3.5% as proposed in the Wastewater Rate Study 2022, be utilized over the 20-year forecast period. This will allow the Township of Malahide to maintain the reserves necessary to fund wastewater collection system asset lifecycle activities and maintain current service levels.

FUNDING STRATEGY

The Capital Budget Funding Strategy – Wastewater Collection System chart and figure below present the 20-year funding strategy for all forecasted, user fee-based, capital expenditures. This funding forecast is based on the current lifecycle activities identified this plan over their full expected lifetime. The lifecycle rehabilitation and renewal activities planned for assets are projected to cost, on average, approximately \$239,000 per year over the forecast period. The funding strategy for these costs is to primarily finance from reserves with contributions from additional funding streams, when available. There will be an annual increase to the transfer to reserves from operating for the forecast period. Due to the lengthy life expectancy of water distribution system assets, forecasted transfers to reserves may exceed the requirements in the 20-year forecasted period however they are necessary to fund future replacements beyond the forecasted period.

Reserve investments are projected to earn an additional 7% in investment interest annually, increasing the overall reserve balance and contributing to future infrastructure projects.

CAPITAL BUDGET FUNDING STRATEGY – WASTEWATER COLLECTION SYSTEM



RECOMMENDATIONS

CURRENT CONSIDERATIONS

The following recommendations have been provided for consideration:

- That the Township of Malahide Asset Management Plan be received and approved by Council;
- That consideration of this Asset Management Plan be made as part of the annual budgeting process to ensure sufficient capital funds are available to fund the Asset Management Plan; and
- That this Asset Management plan be updated as needed over time to reflect the current priorities of the Township.

Substantial investment in capital will be required over the forecast period, and through the recommendations provided in the funding strategy, proactive steps would be taken to sustainably fund the Township's network of assets.

Funding has been recommended to meet the annual lifecycle funding target, which identifies the long-term annual investment level necessary to meet the current levels of service. This funding takes the form of transfers to capital reserves, and is reflected in the sizeable positive balances reached in the final years of the forecast period.

FUTURE IMPROVEMENTS

Areas of future enhancement to the Township's asset management plan have been noted, and a summary of these improvements has been listed below:

- **Levels of Service** - Images that illustrate the different condition states of assets can be helpful in communicating levels of service to stakeholders. A number of representative condition sample images could be provided for each Asset Class. The Township should seek to provide additional images in future iterations of this asset management plan.
- **Wastewater Condition Assessments:** The condition assessment of wastewater assets was largely based on age-based degradation models. Future improvements to these plans should include a more detailed condition review and inspection program. More detail regarding condition assessments is especially important for assets that have been componentized. Componentized assets require an enhanced level of review of the costs of lifecycle activities required by individual components, not currently tracked separately.

- **Age-Based Assets – Modified Remaining Useful Life:** The lifecycle needs for a number of the Township's asset categories and are currently assessed based on asset age. In the future, it would be beneficial for the Township to assign a remaining useful life to these various assets, based on observed condition and performance. This would enable the Township to more accurately plan for required interventions, such as replacements, based on observed asset characteristics.
- **Growth-Related Capital:** This plan does not currently include the costs associated with the lifecycle activities and maintenance of expansionary capital. Future updates to this plan should incorporate the expected costs of the acquisition, rehabilitation, and replacement of these assets to more fully explore the sustainability of the Township's network of assets. Examining these growth-related capital needs and their impacts on the financing strategy will provide for a comprehensive assessment of the sustainability of the Township's overall asset management system.

APPENDIX A: GUIDING DOCUMENTS





The Township of Malahide used the following guiding documents in creating this AMP:

- Township of Malahide Official Plan;
- 2018 Strategic Asset Management Policy;
- 2020 Township of Malahide Service Delivery & Organizational Review (Performance Concepts Consulting);
- 2022 Asset Management Plan;
- 2022 Rate Study (Watson & Associates Economists LTD.); and
- 2023-2033 Township of Malahide Strategic Plan.

APPENDIX B: STATE OF INFRASTRUCTURE

WASTEWATER COLLECTION NETWORK ASSETS

Wastewater collection network assets provided for the collection and transmission of municipal wastewater from the community. These assets are vital to the collection of wastewater and represent a high risk to public safety. The network consists of 7,513 meters of PVC mains of various sizes and 80 manholes, located in the village of Springfield, 2 stations, located at the south end the village of Springfield and at the Ontario Police College, and 3,630 meters of high-pressure mains, divided into 3 sections, with 4 air release chambers and air valves, extending from the Springfield Pump Station to the Ontario Police College Pump Station. Manhole assets provide for the access to collection mains for the purposes of inspections and maintenance. These assets are vital to the maintenance of collection mains and represent a low risk to public safety. Manholes are in approximately the same condition state having been installed the same expected lifecycle. Pump station assets provide for the transmission of wastewater through force mains at a higher pressure so wastewater can travel longer distances. These assets are vital to the transmission of wastewater from the community and represent a high risk to public safety. Pump stations have been componentized with vital components having specific lifecycle activity schedules.

				
	COLLECTION MAINS	FORCE MAINS	MANHOLES	PUMP STATIONS
QUANTITY	7.5 KM	3.6 KM	80	2
CURRENT REPLACEMENT VALUE	\$6 MILLION	\$3 MILLION	\$1.7 MILLION	\$5 MILLION
AVERAGE AGE	25	16	20	15
AVERAGE CONDITION	“VERY GOOD”	“VERY GOOD”	“GOOD”	“GOOD”

EQUIPMENT & MONITORING ASSETS

Wastewater Collection System equipment and monitoring assets include assets that provided for the monitoring of wastewater. The Supervisory Control and Data Acquisition System (SCADA) assets provide information regarding the wastewater entering and leaving the 2 pump stations for the purposes of providing a legislated service level. These assets are important to the control of wastewater and represent a medium risk to public safety. The SCADA network consists of 1 PLC and 1 PLC cabinet located at each pump station, and 1 shared server located at the municipal office, with a total current replacement cost of \$119,000. The Springfield pump station PLC is in a “Brand New” condition state while the PLC cabinet is in a “Fair” condition state. The Ontario Police College pump station PLC and PLC cabinet are both in a “Very Good” condition state. SCADA software is in a “Fair” condition state. The condition of assets is based on a combination of age-based estimates, and staff and consultant-based inspections.



SCADA

QUANTITY

5

CURRENT REPLACEMENT VALUE

\$0.119 MILLION

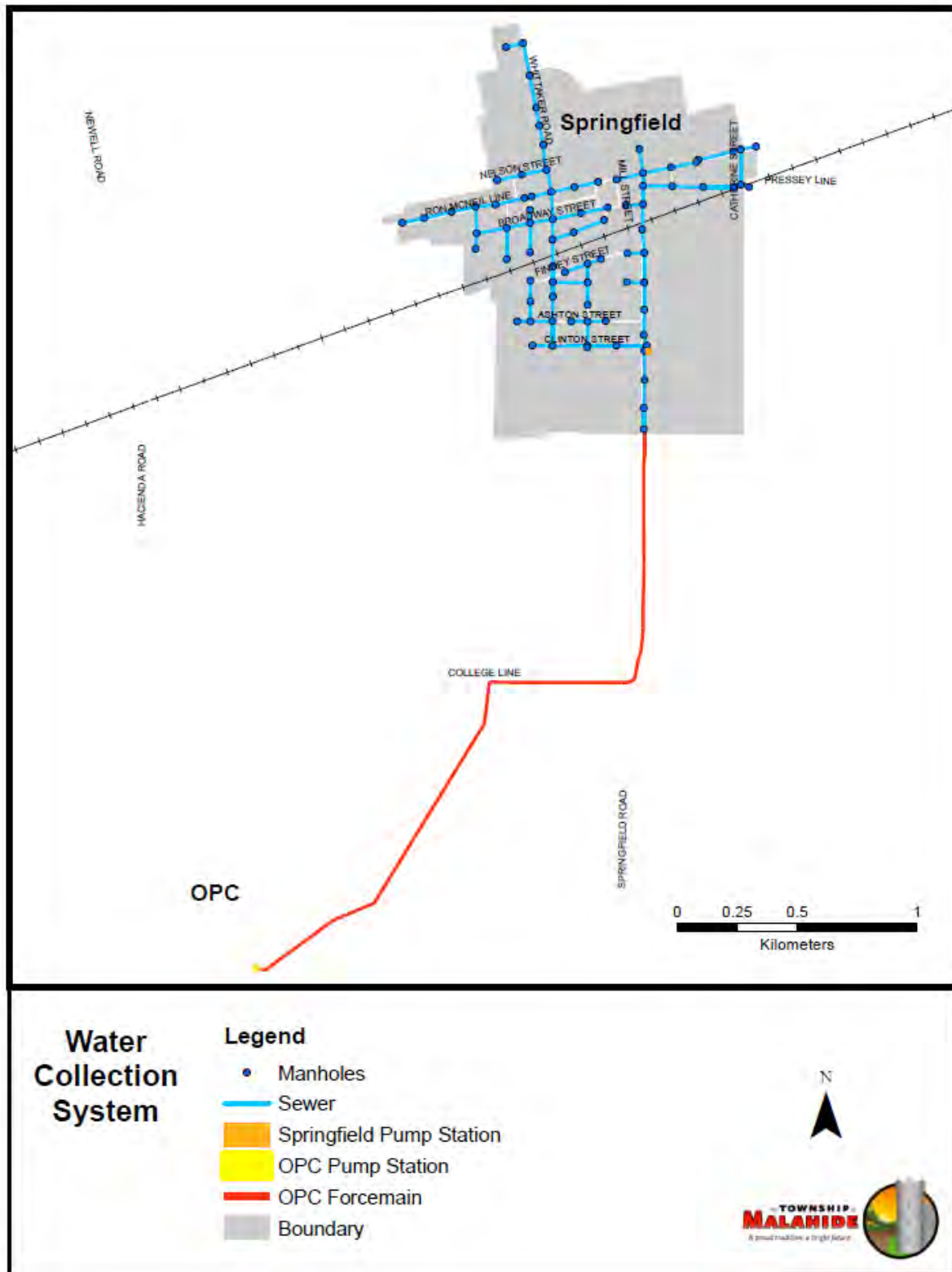
AVERAGE AGE

5

AVERAGE CONDITION

“GOOD”

APPENDIX C: MAPS



APPENDIX D: LEVELS OF SERVICE

WASTEWATER ASSETS – LEVELS OF SERVICE

ATTRIBUTE	O.REG. 588/17	CURRENT (2024)	PROPOSED (2025-2044)
SCOPE	COMMUNITY LOS Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system.	Areas connected to the wastewater collection system include: The village of Springfield. <i>See Appendix C</i>	Current areas connected to the wastewater collection system will be maintained, no further expansion of services is proposed.
	TECHNICAL LOS Percentage of properties connected to the municipal wastewater system.	Percentage of total number of properties connected to the community's wastewater collection system: 9%	Target percentage of total number of properties connected to the community's wastewater collection system: 9%

ATTRIBUTE	O.REG. 588/17	CURRENT (2024)	PROPOSED (2025-2044)
RELIABILITY	<p>COMMUNITY LOS</p> <ol style="list-style-type: none"> 1. Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes. 2. Description frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches. 3. Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes. 4. Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid events described in paragraph 3. 5. Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system. 	<ol style="list-style-type: none"> 1. There are no combined sewers in the municipal wastewater collection system. 2. Same as above. 3. Stormwater can only enter system through manhole covers or unauthorized direct connections of sump pumps in residences. 4. Manholes are equipped with rain catcher inserts to provide a stormwater barrier to reduce infiltration. Sump pump are not permitted to be discharged to the sanitary sewer through municipal bylaw. 5. There are no sewage treatment plants in the municipal wastewater collection system. 	<ol style="list-style-type: none"> 1. There are no combined sewers in the municipal wastewater collection system. 2. Same as above. 3. Manhole covers and remaining unauthorized sump pump connections will remain the only way stormwater can enter the sanitary sewers. 4. Manholes will continue to be equipped with rain catcher inserts. When unauthorized sump pump connections are discovered, the municipality will strive to eliminate the connections. 5. There are no proposals to add a sewage treatment facility to the wastewater collection system.
	<p>TECHNICAL LOS</p> <ol style="list-style-type: none"> 1. The number of connection-days per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system. 2. The number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system. 3. The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system. 	<ol style="list-style-type: none"> 1. Not Applicable 2. Basement backup connection-days: 0 Days Per Year 3. Not Applicable 	<ol style="list-style-type: none"> 1. Not applicable 2. Basement backup connection-days target: 0 Days Per Year 3. Not applicable.

APPENDIX E: DETAILED COST FORECASTS

Wastewater Collection System Expenditure Forecast (\$)

Assets	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Manholes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	769,001	795,916	823,773	852,605	-
Collection Mains	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Force Main	17,000	6,000	-	6,311	6,532	17,000	6,998	-	7,496	7,758	8,030	8,311	-	8,903	9,214	9,537	158,470	-	10,574	\$10,944
Springfield P.S.	21,000	49,000	-	31,807	94,152	-	10,579	7,300	112,848	147,016	-	23,459	13,872	-	-	-	14,923	10,297	29,847	\$82,377
OPC P.S.	10,000	-	-	-	-	58,612	-	-	-	-	19,424	-	-	-	-	344,823	-	-	-	-
SCADA	4,000	20,000	-	-	-	-	-	47,142	-	71,081	-	-	-	30,222	-	-	-	-	-	\$137,418
Misc. Studies	1,5000	-	-	15,000	-	-	-	22,500	-	-	-	-	-	15,000	-	-	-	-	-	-
Total	53,500	75,000	-	53,118	100,684	75,612	17,577	76,942	120,344	225,856	27,454	31,770	13,872	54,125	9,214	1,123,361	969,309	834,070	893,025	\$230,739

2025

ASSET MANAGEMENT PLAN

GENERAL TAX LEVY

The **TOWNSHIP** *of*
MALAHIDE



A proud tradition, a bright future.

May, 2025

www.malahide.ca

EXECUTIVE SUMMARY

Overview

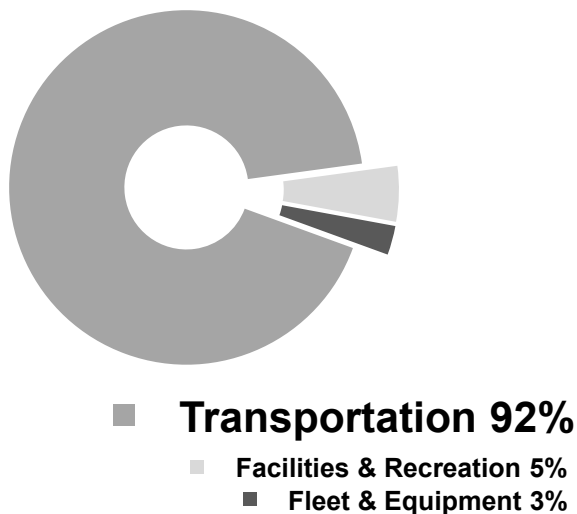
The primary focus of this asset management plan is to manage the Township's physical assets in a manner that will support the sustainable provision of municipal services to Township residents.

In addition, the plan should provide a sufficiently documented framework that will enable continuous improvement and updates of the plan, to ensure its relevancy over the long-term.

Therefore, the asset management plan, and the progress with respect to its implementation, will be evaluated based on the Township's ability to meet these goals and objectives.

State of Infrastructure

Township-owned assets represent a total current replacement cost of \$575.6 million, broken down as follows:



This is summary of the Township's asset categories and their average current condition state:

	Roads	273KM	"Fair"
	Streetlights	144	"Good"
	Sidewalks	4,996M	"Very Good"
	Guiderail	5,223M	"Good"
	Bridges & Culverts	33	"Good"
	Facilities	7	"Good"
	Public Spaces	36	"Good"
	Ball Diamonds	3	"Good"
	Fleet	41	"Fair"
	Equipment	1,954	"Fair"

VERY GOOD

FAIR

VERY POOR

Levels of Service

A level of service analysis defines performance measures by which service objectives can be evaluated. Services are broken into two attributes, scope and quality. For each service attribute, qualitative community descriptions are outlined along with technical metrics that will be used to measure the community descriptions.

The current scope of municipal services is proposed to remain the same for the 10-year forecast period due to low population growth as reported by Statistics Canada. This means that where asset-based services are available currently, they are proposed to remain for at least the next 10 years.

The following is a summary of the proposed levels of service described in this plan with regards to service scope and average quality:

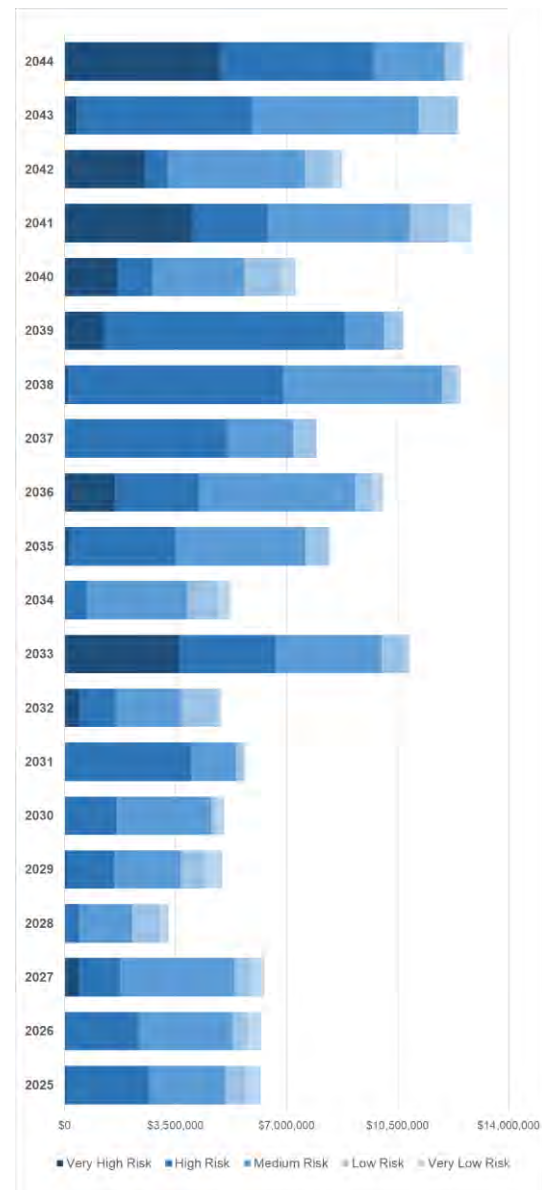
Roads	Fair condition with limited interruptions
Bridges & Culverts	Good condition with few interruptions
Sidewalks	Fair condition with limited interruptions
Streetlights	Fair condition with limited interruptions
Facilities	Fair condition with limited interruptions
Public Spaces	Fair condition with limited interruptions
Ball Diamonds	Fair condition with limited interruptions
Fleet	Fair condition with limited interruptions
Equipment	Fair condition with limited interruptions
Guiderail	Fair condition with limited interruptions

Lifecycle Management

Municipal assets have many operational and capital activities and treatments performed on them over the course of their useful lives. Should these activities

not take place due to financial constraints, there is an associated risk to achieving desired service levels. Risk have been assessed in terms of the likelihood and impact of asset failures. Lifecycle activities have been forecasted for a period of 20 years in terms of both activity costs and the associated risk.

The following is a forecast of the annual lifecycle costs:



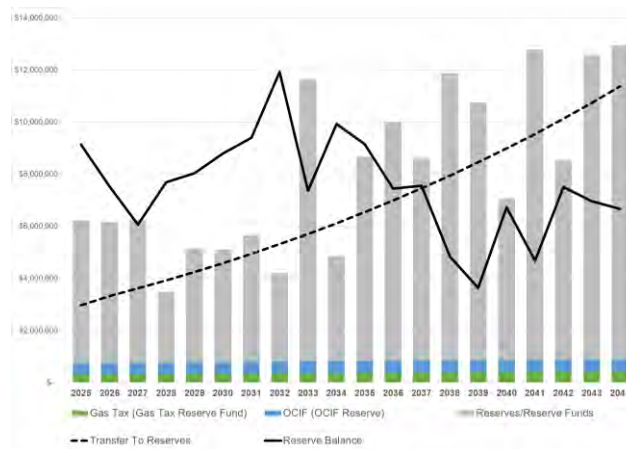
Funding Strategy

A funding strategy should sustainably fund the lifecycle management strategy of an asset. The funding strategy contained herein focuses on examining how the Township can fund the lifecycle activities required to maintain its assets at the current and/or proposed levels of service.

Funding sources can include: capital-related reserves, debt financing, and provincial/federal grants. The type and timing of funding sources may affect the general tax-levy rates in the short-term, and ultimately affect long-term financial sustainability.

The Township proposes to fund the asset management program through a combination of grants and capital-related reserves. This means taking advantage of grants as they become available, and strategically building reserves through the general tax levy and through strategic investment.

A summary of the funding strategy is as follows:



Recommendations

Substantial investment in capital will be required over the forecast period, and through the recommendations provided in the funding strategy, proactive steps would be taken to sustainably fund the Township's network of assets.

It is recommended that:

- Consideration of this Asset Management Plan be made as part of the annual budgeting process to ensure sufficient capital funds are available to fund the Asset Management Plan; and
- That this Asset Management plan be updated as needed to reflect the current priorities of the Township, and reviewed at least every 5 years.
- That annual reports be made regarding the implementation of proposed service levels.

TABLE OF CONTENTS

INTRODUCTION.....	7
Overview	7
Legislative Context	8
Plan Development	9
Maintenance and Integration	10
STATE OF INFRASTRUCTURE	11
Summary.....	11
LEVELS OF SERVICE	15
Overview	15
LIFECYCLE MANAGEMENT STRATEGY	19
Overview	19
Lifecycle Activities	20
Lifecycle Activity Cost Forecast.....	23
Lifecycle Activity Risk Assessment.....	24
FUNDING STRATEGY	27
Overview	27
RECOMMENDATIONS.....	31
APPENDIX A: GUIDING DOCUMENTS	34
APPENDIX B: STATE OF INFRASTRUCTURE	35
APPENDIX C: MAPS	40
APPENDIX D: LEVELS OF SERVICE	45
APPENDIX E: DETAILED COST FORECASTS	51

Glossary

CL	Centreline
BCI	Bridge Condition Index
UL	Useful Life
GTF	Federal Gas Tax Fund
G/S	Gravel
HCB	High-Class Bituminous
HVAC	Heating, Ventilation, and Air Conditioning
IJPA	Infrastructure for Jobs and Prosperity Act
KPI	Key Performance Indicator
LCB	Low-Class Bituminous
LOS	Levels of Service
MMS	Minimum Maintenance Standards
OCIF	Ontario Community Infrastructure Fund
OSIM	Ontario Structure Inspection Manual
ULR	Useful Life Remaining

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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

INTRODUCTION

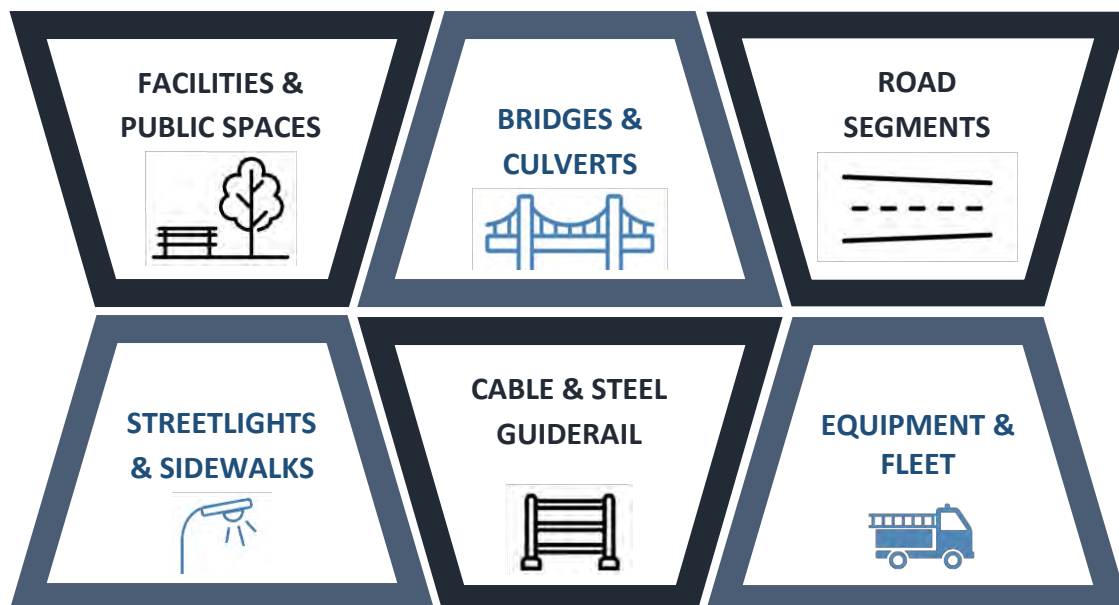
OVERVIEW

The main objective of an asset management plan is to use a municipality's best available information to develop a comprehensive long-term plan for capital assets. In addition, the plan should provide a sufficiently documented framework that will enable continuous improvement and updates of the plan, to ensure its relevancy over the long-term.

The Township's goals and objectives with respect to asset management are identified in the Township's Strategic Asset Management Policy. A major theme within that policy is for the Township's physical assets to be managed in a manner that will support the sustainable provision of municipal services to Township residents.

Through the implementation of the asset management plan, the Township's practice should evolve to provide services at levels proposed within this document. Moreover, infrastructure and other capital assets should be maintained at condition levels that provide a safe and functional environment for its residents. Therefore, the asset management plan, and the progress with respect to its implementation, will be evaluated based on the Township's ability to meet these goals and objectives.

The following assets are included in this asset management plan:



LEGISLATIVE CONTEXT

Asset management planning in Ontario has evolved significantly over the past decade. Before 2009, capital assets were recorded by municipalities as expenditures in the year of acquisition or construction. The long-term issue with this approach was the lack of a capital asset inventory, both in the municipality's accounting system and financial statements. As a result of revisions to section 3150 of the Public Sector Accounting Board handbook, effective for the 2009 fiscal year, municipalities were required to capitalize tangible capital assets, thus creating an inventory of assets.

In 2012, the province launched the Municipal Infrastructure Strategy. As part of that initiative, municipalities and local service boards seeking provincial funding were required to demonstrate how any proposed project fits within a detailed asset management plan. In addition, asset management plans encompassing all municipal assets needed to be prepared by the end of 2016 to meet Federal Gas Tax agreement requirements.

To assist in defining the components of an asset management plan, the Province produced a document entitled *Building Together: Guide for Municipal Asset Management Plans*. This guide documented the components, information, and analysis that were required to be included in municipal asset management plans under this initiative. The province's Infrastructure for Jobs and Prosperity Act, 2015 (IIPA) was proclaimed on May 1, 2016. This legislation detailed principles for evidence-based and sustainable long-term infrastructure planning. IIPA also gave the province the authority to guide municipal asset management planning by way of regulation.

In late 2017, the province introduced O. Reg. 588/17 under IIPA. The intent of O. Reg. 588/17 is to establish a standard format for municipal asset management plans. Specifically, the regulations require that asset management plans be developed that define the current and proposed levels of service, identify the lifecycle activities that would be undertaken to achieve these levels of service, and provide a financial strategy to support the levels of service and lifecycle activities. This plan has been developed to address the requirements of O. Reg. 588/17 utilizing the best information available to the Township at this time.

Due July 1st, 2025, O. Reg. 588/17 requires municipal asset management plans to be updated to include proposed levels of service. The changes include updated asset inventories, current and proposed levels of service, updated lifecycle activity forecasts and funding strategies. This plan will serve as a road map for sustainable infrastructure planning going forward. With this current update to the asset management plan, the intent is to continue compliance with Ontario Regulation 588/17.

PLAN DEVELOPMENT

The asset management plan was developed using a program that leverages the Township's asset management principles as identified within its strategic asset management policy, capital asset database information, and staff input in identifying current and proposed levels of service, as informed by the Council, as well as proposed asset management strategies.

The development of the Township's asset management plan is based on the steps summarized below:

Inventory	Compile available information pertaining to the Township's capital assets to be included in the plan, including attributes such as size/material type, useful life, age, accounting valuation and current valuation. Update current valuation, where required, using benchmark costing data or applicable inflationary indices.
State of Local Infrastructure	Define and assess the state of local infrastructure through current asset conditions, based on a combination of Township staff input, existing asset reports, and an asset age-based condition analysis.
Levels of Service	Define and document current levels of service, as well as proposed levels of service, based on discussions with Township Council and staff, and consideration of various background reports.
Lifecycle Activities	Develop a strategy that provides for the activities required to sustain the levels of service discussed above. The strategy summarizes these activities in the forecast of annual capital and operating expenditures required to achieve these level of service outcomes.
Financing Strategy	Develop a financing strategy to support the lifecycle management strategy. The funding strategy informs how the capital and operating expenses arising from the asset management strategy will be funded over the forecast period, and may be accommodated in the annual budget process.
Document	Document the comprehensive Asset Management Plan in a formal report to inform future decision-making and to communicate planning to municipal stakeholders.
Publish	Make the Asset Management Plan and all relevant background information and reports available to the public. The Asset Management Plan, Strategic Asset Management Policy, and relevant reports to Council will be available on the Township's website, in addition to all background information made available upon request.

MAINTENANCE AND INTEGRATION

It should be noted, that while this report covers a forecast period of 20 years, the full lifecycle of the Township's assets were considered in the calculations. In this context, the asset management plan should be updated as the strategic priorities and capital needs of the Township change. This can be accomplished in conjunction with specific legislative requirements (i.e. 5-year review of asset management plan under Infrastructure for Jobs and Prosperity Act), as well as the Township's annual budget process.

Further integration into other Township financial/planning documents would assist in ensuring the ongoing accuracy of the asset management plan, as well as the integrated financial/planning documents. The asset management plan has been developed to allow linkages to a number of strategic documents, as identified in the Township's Strategic Asset Management Policy. Township staff have the tools available to perform updates to the asset management plan as necessary.

In the future, the asset management plan will continue to be updated by Township staff to more closely integrate with other studies and reports pertaining to Township assets. For example, the strategies identified in this asset management plan should be updated to include the biennial OSIM and Road Needs Study reports.

When updating the asset management plan, it should be noted that the state of local infrastructure, proposed levels of service, lifecycle management strategy, and financing strategy are integrated and impact each other. For example, the financing strategy outlines how the asset management strategy will be funded. The lifecycle management strategy illustrates the costs required to maintain expected levels of service at a sustainable level. The proposed levels of service component summarizes and links each service area to specific assets contained in the state of local infrastructure section and thus determines how these assets will be used to provide expected service levels.

STATE OF INFRASTRUCTURE

SUMMARY

The Township of Malahide monitors the state of its assets to varying degrees, the following is a summary of those assets. For information about the state of a specific asset class, please refer to Appendix B: State of Infrastructure. O. Reg. 588/17 requires that for each asset category included in the asset management plan, the following information must be identified:

- Summary of the assets;
- Replacement cost of the assets;
- Average age of the assets; and
- Information available on condition of assets and the approach to assessments

Asset Class	Subcategory	Inventory	Average Age	Replacement Costs	Average Condition	Condition Approach
Roads	Road Segments	273KM	24	\$487 million	“Fair”	2-3year Inspections
	Sidewalks	4,996M	13	\$0.8 million	“Very Good”	Annual Inspections
	Streetlights	144	9	\$0.1 million	“Good”	Annual Inspections
	Guiderail	5,223M	Unknown	\$2.9 million	“Good”	Annual Inspections
Bridges & Culverts	Bridges/ Structural Culverts	33	32	\$40.4 million	“Good”	Biennial OSIM Inspections
Facilities & Public Spaces	Facilities	7	16	\$22.6 million	“Good”	Monthly Inspections
	Public Spaces	36	Unknown	\$6.2 million	“Good”	Monthly Inspections
	Ball Diamonds	3	7	\$0.3 million	“Good”	Monthly Inspections
Fleet & Equipment	Fleet	41	8	\$12.6 million	“Fair”	Age-Triggered Inspections
	Equipment	~2000	9	\$2.7 million	“Fair”	Age-Triggered Inspections
Total		-	-	\$575 million	“Good”	-

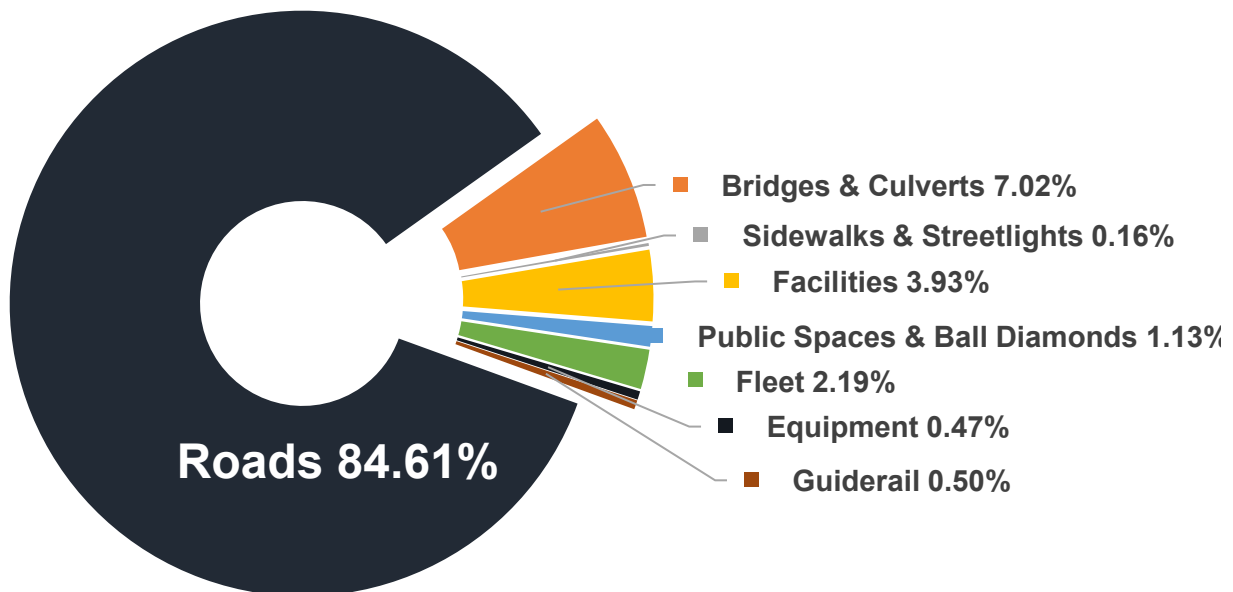
REPLACEMENT COST

An analysis of the current replacement costs for each asset class is necessary to ensure the accuracy of future capital replacement cost forecasts. Replacement costs are defined as costs required to fully replace an asset and may include engineering, acquisition, labour and supplies, etc.

Replacement cost can be calculated or estimated based on historical cost, current market cost, or recent procurements for similar works. Replacement costs may also be dependent on the asset's environment, with proximity of environmentally or culturally sensitive areas, or the impact of inflated component costs, all contributing the overall replacement cost.

For bridges and structural culverts, replacement costs were calculated based on previously completed third-party consultant inspection reports. For roads, streetlights and sidewalks, fleet and equipment, and guiderails, replacement costs were calculated based on current market value data, as collected through the Township's procurement process. For facilities, a combination of inflated historical costs, component costs, and current market costs were utilized to determine current replacement costs.

Total replacement costs are estimated at \$575.6 million and are broken down by asset class in the figure below. It is important to note that this figure does not include the water distribution system assets or wastewater collection system assets as they are detailed in separate plans. This graph shows that the largest replacement costs belong to the road segment asset class.



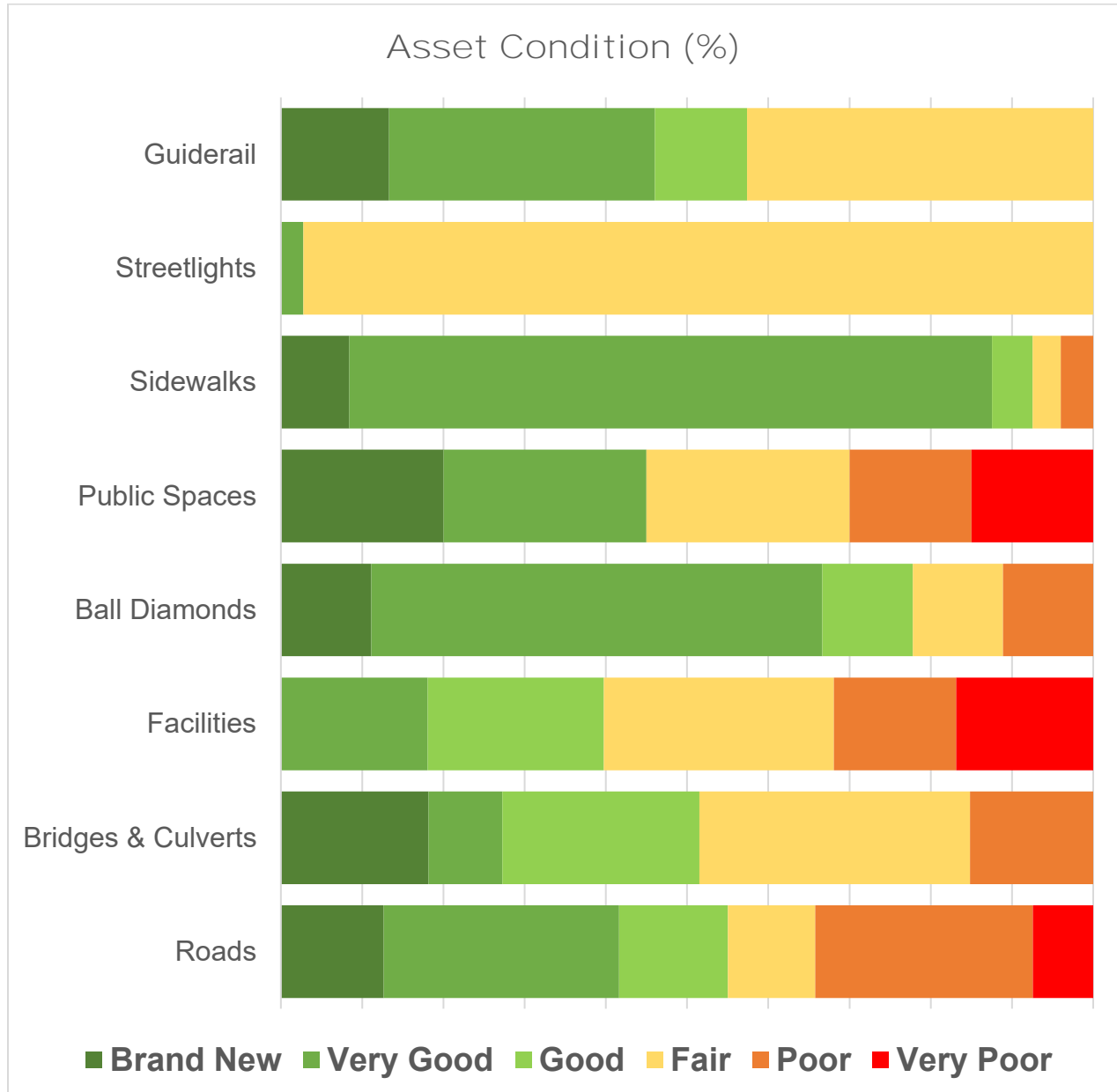
CONDITION ASSESSMENT

As assets age, their condition degrades which can ultimately impact service delivery. The processes adopted for assessing the condition of assets will allow the municipality to gain valuable ongoing insight into the levels of service being provided and will guide long-term investment planning for new and existing infrastructure. Asset condition is routinely assessed through well-defined processes to identify operational repairs, maintenance program planning, as well as capital renewal needs. The information is also used for reporting on the state of infrastructure. Periodic inspections and condition assessment processes for all major assets are well defined. Asset-specific inspection and condition assessment approaches are described in the State of Infrastructure Summary section above.

In the absence of formal condition assessment information, condition is derived from the age and lifespan of the asset. While asset age may provide some limited context to the functional state of an asset, an assessed physical condition is a better measure of where an asset is in its lifecycle. The Township's Asset Management Plan provides a physical condition status rating for each asset category. This physical condition rating is provided on a scale of "Brand New", being a perfect condition, to "End of Life, indicating an asset at the end of its service life.

Brand New	Recently constructed with no signs of deterioration.
Very Good	Only a few elements show general signs of deterioration.
Good	Some elements show signs of deterioration and a few elements with significant deficiencies.
Fair	General signs of deterioration with some elements showing significant deficiencies.
Poor	Approaching end of service life, with a large portion of elements showing significant deficiencies.
Very Poor	Widespread signs of advanced deterioration with elements showing signs of imminent failure.
End of Life	Failure has occurred and the asset is no longer providing service.

The municipality's assets are at varying stages in their lifespans and have varying conditions. Based upon analysis of asset condition using 2023 to 2024 data, asset conditions have been maintained, indicating the municipality is keeping pace with investing in the rehabilitation of its assets. The condition analysis undertaken for the 2025 AMP, using 2024 data only, indicates the distribution of assets across condition assessments are as follows:



LEVELS OF SERVICE

OVERVIEW

A levels of service analysis defines the levels of service being provided by a municipality and enables the municipality to periodically evaluate these service levels. Service level metrics are prescribed for core assets under O. Reg. 588/17, requiring both qualitative and technical metrics to describe specific service attributes for core assets. Non-core asset service level metrics may be set by the municipality, and for the purposes of this plan, will be based primarily on the reliability of assets overall and of asset components.

Levels of service are reported on from two different levels, community levels of service and technical levels of service. Community levels of service describe service levels in terms that residents understand and reflect their scope and quality expectations of assets. Technical levels of service describe the scope and quality of assets through performance measures that can be quantified, evaluated, and detail how effectively a municipality provides services.

O. Reg. 588/17 requires descriptions of both current levels of service and proposed levels of service for each asset category. Current levels of service must be based on data collected in the previous two-year period, and proposed levels of service must be forecasted for a minimum ten-year period, from the date of the plan publication.

For example, a community description of an asset might be that it is “safe and reliable”. The associated technical metric should be a method of measuring that community description in a consistent and reliable way, such as assessing the condition of the asset through regular inspections using a well-defined condition scale. The current level of service of the asset in this example would be the condition ratings from the previous two-year period, and the proposed service level would be the target condition rating that the municipality would like to achieve in the next ten-year period.

IMPACTS OF GROWTH ON SERVICE LEVELS

For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, assumptions need to be made regarding future changes in population and how those changes will affect asset lifecycle activities required to achieve current and proposed levels of service. The 2021 population estimate of the Township of Malahide, as reported by Statistics Canada, was 9,308. This represents an increase of 0.2% from the previous census estimate in 2016. Assuming that growth remains at this level for the next ten years, the current lifecycle activities outlined in this report will remain sufficient to maintain the current and proposed levels of service.

IMPACTS OF MUNICIPAL POLICY ON SERVICE LEVELS

The Township of Malahide Strategic Plan 2023-2033 outlines the vision of the community, the expectations of the services the municipality will provide, and the guiding values and priorities that will move the community towards the results it would like to achieve.

THE VISION	"A Township defined by its rural character, close-knit community, and good quality of life."
THE MISSION	<ul style="list-style-type: none"> ✓ To provide essential services that are timely, cost-effective, easy to access and aligned with policies. ✓ To provide affordable cultural and recreational activities aligned with community needs. ✓ To provide information that promotes understanding and participation.
VALUES & PRIORITIES	<ul style="list-style-type: none"> ✓ Long-Term View ✓ Community Engagement ✓ Responsible Growth ✓ Maximize Utilization of Assets ✓ Establish, Document, & Implement Service Levels
RESULTS	<ul style="list-style-type: none"> ✓ Optimized Use of Facilities ✓ New Opportunities to Participate in Services ✓ Easy Access to More Relevant Information
METRICS	Community & Technical Service Level Metrics

CURRENT LEVELS OF SERVICE

Asset management plans must identify the current levels of service being provided for each asset category per O. Reg. 588/17. Current levels of service are based on data collected from the 2023-2024 period.

In order to better communicate community service levels, in terms of the scope of service that assets are providing, please refer to Appendix C: Maps and Appendix D: Levels of Service. Below is a summary of the current scope and quality of municipal asset services:

SCOPE OF SERVICE	CURRENT
NO RESTRICTIONS	Bridges & Structural Culverts are not restricted based on usage.
FEW RESTRICTIONS	Roads are predominately rural, collectors.
RELIABILITY OF SERVICE	CURRENT
VERY RELIABLE	Facilities have no closures due to asset component condition failures.
QUALITY OF SERVICE	CURRENT
“GOOD” CONDITION	Bridges & Structural Culverts are kept safe and in good repair on average per <i>The Public Transportation and Highway Improvement Act, 1990</i>
“FAIR” CONDITION	Roads are maintained in a state of fair condition on average per <i>O.REG 239/02 Minimum Maintenance Standards</i> . Individual fleet units performing fire services or winter control services are kept in a fair or better condition state.
“POOR” CONDITON	Individual fleet units performing support services or construction services are kept in a poor or better condition state.

PROPOSED LEVELS OF SERVICE

Proposed levels of service must also be identified for each asset category per O. Reg 588/17. The proposed service levels will require a detailed explanation of why they are appropriate, give options with associated risks in regards to long-term sustainability, explain why they differ from current service levels, and whether they are achievable and affordable. Proposed service levels are described as annual targets for the 2025-2034 forecast period.

The proposed levels of service are appropriate for the Township of Malahide because they reflect historical and forecasted trends in the scope, quality, and reliability of municipal asset services. These trends have been based on current lifecycle activities, that have been developed as the lowest cost options, and have been forecasted into an achievable and affordable funding strategy. In order to better communicate service levels, in terms of specific asset categories, please refer to Appendix D: Levels of Service. Below is a summary of the proposed levels of service provided by municipal assets:

SCOPE OF SERVICE	PROPOSED
NO RESTRICTIONS	Bridges & Structural Culverts will continue to have no restricted traffic usages.
FEW RESTRICTIONS	Roads will continue to be predominately rural, collectors.
RELIABILITY OF SERVICE	PROPOSED
VERY RELIABLE	Facilities will continue to have no closures due to asset component condition failures.
QUALITY OF SERVICE	PROPOSED
“GOOD” OR BETTER CONDITION	Bridges will continue to be kept safe and in good repair on average per <i>The Public Transportation and Highway Improvement Act, 1990</i>
“FAIR” OR BETTER CONDITION	Roads will continue to be maintained in a state of fair or better condition on average per <i>O.REG 239/02 Minimum Maintenance Standards</i> . Individual fleet units performing fire services or winter control services will be kept in a fair or better condition state.
“POOR” OR BETTER CONDITON	Individual fleet units performing support services or construction services will be kept in a poor or better condition state.

LIFECYCLE MANAGEMENT STRATEGY

OVERVIEW

Lifecycle management strategies are required to maintain the current and proposed levels of service. A lifecycle management strategy identifies the recommended lifecycle activities required to achieve desired levels of service. Lifecycle activities are the specified actions that can be performed on assets in order to increase service level and extend service life. These actions can be carried out on a planned schedule in a prescriptive manner, or through a reactionary approach where the treatments are only carried out when specified conditions are met. O. Reg. 588/17 requires that all potential lifecycle activity options be presented, with the aim of analyzing these options in search of identifying the set of lifecycle activities that can be undertaken at the lowest cost to maintain current levels of service or to provide proposed levels of service.

Asset management plans must include a 10-year capital plan that forecasts the lifecycle activities resulting from the lifecycle management strategy. What follows are the lifecycle management strategies for all asset classes contained within this asset management plan, with each section focusing on an individual asset category. Although a considerable amount of effort has been spent on developing lifecycle management strategies informed by observed asset conditions, there are still some assets for which the lifecycle management strategy is age-based. The expenditure forecasts resulting from the lifecycle management strategies for each asset category are also included and have been developed for a 20-year forecast period. Please refer to Appendix E: Detailed Cost Forecasts for more information.

There are risks inherent with any lifecycle strategy regarding restrictive funding sources. A lifecycle strategy may include activities to be performed that are reliant on previous activities having been performed. With municipal funding sources being restrictive, and with the priority for limited resources being placed on legislative compliance, there may be trade-offs between competing lifecycle activity investments that require strategic consideration. The risk of not completing lifecycle activities at the time of need could result in degraded asset performance, a shorter useful life for assets, and sacrificing long-term sustainability for short-term needs.

LIFECYCLE ACTIVITIES

This section pertains to the lifecycle activities that the Township currently employs in the management of its asset network. These capital lifecycle treatment activities require significant investment over time; therefore, ongoing operation and maintenance plans are essential to ensure that capital asset investment is optimized. A successful operation and maintenance plan enables assets to meet service level expectations from the community. The operation and maintenance plan activities required to maintain current service levels are outlined in the table below.

Asset Class	Operations & Maintenance Plan
Roads	Maintenance activities include day-to-day tasks to keep the road network in a state of repair that is reasonable per Section 44 of the <i>Municipal Act, 2001</i> . These tasks include maintaining road surface continuity, and winter snow removal, in accordance with the legislated standards prescribed in O.REG 239/02 Minimum Maintenance Standards.
Bridges & Culverts	Maintenance activities include periodic maintenance including brushing, rip rap replacement, and annually contracted washing.
Sidewalks & Streetlights	Maintenance activities include general repair of components as needed including the replacement of bulbs in streetlights or repair of cracks in sidewalks.
Fleet	Fleet maintenance activities include routine maintenance such as oil and filter replacements, tire changes, replacement of brakes, belts, and washing vehicles, etc.
Equipment	Equipment maintenance includes routine cleanings, and as needed component repair.
Guiderail	Maintenance activities include periodic maintenance such as brushing, tightening cables or repair of components as needed.
Facilities & Public Spaces	Maintenance activities include routine cleanings, grass cutting, mechanical and electrical equipment maintenance, and ball diamond grading, along with as needed component repair.

The capital lifecycle activities required to maintain current service levels include a combination of rehabilitation, renewal, component replacement, and total replacement. The capital lifecycle activity process begins when a treatment activity is triggered by a condition threshold as a result of either its age or as a result of an inspection. The triggered activity is reviewed by a combination of staff, committees, and/or by engineering consultants to determine its relevance for that specific asset at that specific time. If the need is significant and the risk to service interruption is high, the activity moves to a more detailed level of scope and budget definition so that it can be included in the budgetary decision-making process.

The capital lifecycle activity treatments required to maintain current service levels are outlined in the table below.

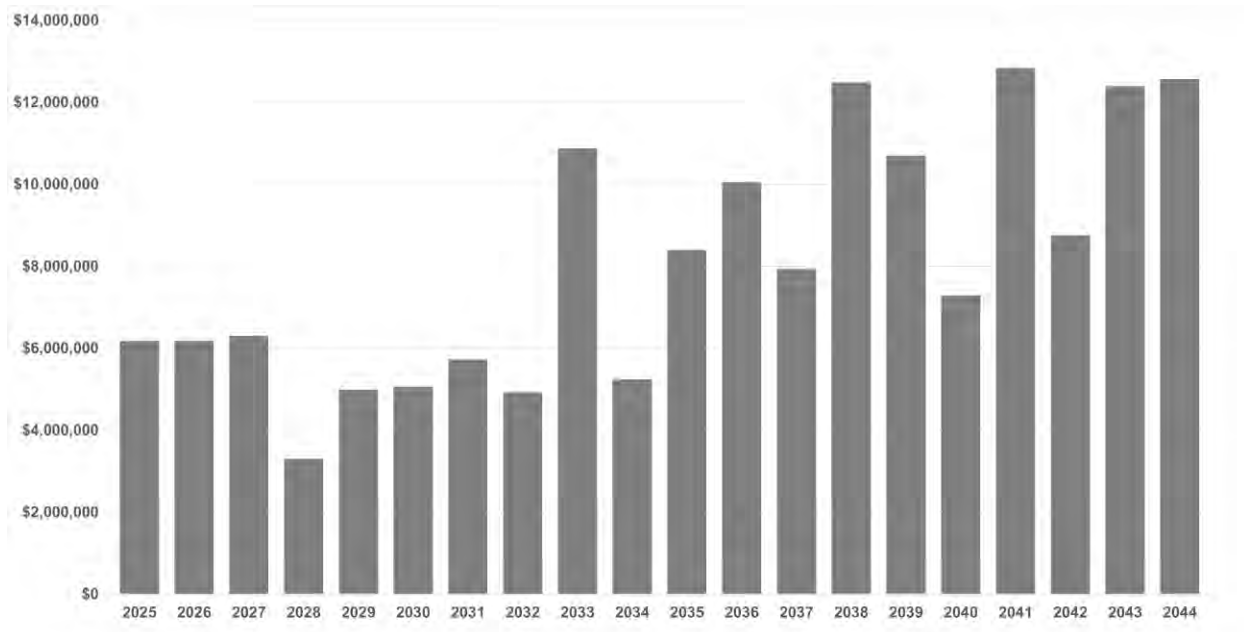
Asset Class	Capital Lifecycle Activity Treatments
Roads	Lifecycle activities for LCB roads include scheduled single surface treatments with edge padding, with an eventual double surface treatment rehabilitation at the end of the asset's lifecycle. Lifecycle activities for G/S roads include scheduled resurfacing with an eventual base and surface rehabilitation treatment at the end of the lifecycle. Lifecycle activities for HCB roads include scheduled crack sealing and resurfacing activities with an eventual reconstruction treatment at the end of the lifecycle.
Bridges & Culverts	Lifecycle activities for bridges include waterproofing the decks with an eventual rehabilitation treatment at the end of the lifecycle. Lifecycle activities for structural culverts include only an eventual reconstruction treatment at the end of the lifecycle.
Guiderail	Lifecycle activities for guiderail assets includes both component replacement and total reconstruction as needed at the end of the lifecycle. It should be noted that total replacement of a guiderail asset segment will require conformity with applicable regulations.
Sidewalks & Streetlights	Lifecycle activities for streetlights and sidewalks includes only an eventual reconstruction or replacement treatment at the end of the lifecycle.
Fleet	Lifecycle activities for fleet assets includes only an eventual replacement at the end of the lifecycle. While there are no legislative requirements with respect to service lives of fire vehicles (i.e. tankers, rescue trucks, and pumpers), specific age-based service life schedules are recommended by

	<p>insurance underwriters. Failure to follow the replacement schedules of fire vehicles as recommended by insurance underwriters can result in increased insurance premiums for the Township and its residents. Therefore, it is imperative that fire vehicles be replaced according to these recommendations. From a level of service perspective, the intent is to ensure that no fire vehicles fall beyond their useful lives.</p>
Equipment	<p>Lifecycle activities for equipment assets includes only an eventual replacement at the end of the lifecycle. There are legislated service lives for several types of firefighting equipment, including bunker gear and self-contained breathing apparatuses. The National Fire Protection Association, Occupational Health & Safety regulations, and the Minister of Labour all set industry-wide best practices on the useful life of firefighting equipment. Therefore, it is imperative that firefighting equipment be replaced as the ULR reaches zero percent.</p>
Facilities & Public Spaces	<p>Lifecycle activities for facility assets includes only component rehabilitations and replacements at the end of their lifecycle. Total facility reconstruction is not included in this plan as further investigation into community needs is required. This strategy is intended to replace the common high-level components of an asset that deteriorate over time. It is assumed that by replacing these components over time, and through continual maintenance activities of the asset as a whole, the overall condition of an asset will remain in fair or better condition. This implies that the core structural and sub-structural components of a facility or public space asset will not degrade appreciably. Therefore, the reconstruction or relocation of a facility or public space asset has not been modeled within this plan. If circumstances arise in which a reconstruction is deemed necessary, then the outputs of this strategy would need to be modified in light of these changes. As some examples, a building's capacity could be deemed insufficient for Township needs or some event could harm the structural or sub-structural elements of a building, both of which could necessitate the reconstruction or relocation of an asset. In such cases, the existing capital plans for these assets would need to be readdressed through an update to this asset management plan. Lifecycle activities for parks, pier, ball diamonds, and cemetery assets includes only component replacement at the end of its lifecycle.</p>

LIFECYCLE ACTIVITY COST FORECAST

O. Reg. 588/17 requires a 10-year capital plan that forecasts the costs of implementing the lifecycle management strategy, and the lifecycle activities required therein, in order to maintain current levels of service during the forecast period. This plan has been developed for a 20-year forecast period. Outline in the figure below is the overall activity cost forecast for the municipality by asset class. Please refer to Appendix E: Detailed Cost Forecasts for a breakdown of activity costs per year per asset class.

The expenditure forecast includes a capital inflation factor of 3.5% annually, which aligns with the historical 20-year annual average rate of inflation as witnessed in Statistics Canada's Building Construction Price Index. The forecast also includes a 20% estimated cost for engineering, environmental assessments, and geotechnical studies, etc., for major projects. A summary of the lifecycle activity costs for the 20-year forecast period is outlined below.



The lifecycle activities planned for road segment assets are projected to cost approximately \$121.4 million over the 20-year forecast period, with an average annual expenditure of \$6 million, following the lifecycle management strategy as outlined.

The lifecycle activities planned for bridge and culvert assets are projected to cost approximately \$20.7 million over the 20-year forecast period, with an average annual expenditure of approximately \$1 million. The lifecycle replacement activities planned for guiderail assets are projected to cost approximately \$53,900 over the 20-year forecast period with an average annual expenditure of approximately \$2,700. New guiderail asset

requirements identified in Phase 2 of the Roads Safety Audit are currently being installed in a phased-in approach, resulting in an additional \$100,000 per year until 2030.

The lifecycle activities planned for equipment assets are projected to cost approximately \$5.67 million over the 20-year forecast period, with an estimated average annual expenditure of approximately \$283,500. The lifecycle replacement activities planned for fleet assets are projected to cost approximately \$1.1 million over the 20-year forecast period, with an average annual expenditure of approximately \$21,900.

The lifecycle activities planned for sidewalks and streetlight assets are projected to cost approximately \$249,000 over the 20-year forecast period, with an average annual expenditure of approximately \$12,500. The lifecycle replacement activities planned for facility & public space assets are projected to cost approximately \$9.8 million over the 20-year forecast period, with an average annual expenditure of approximately \$488,900. Building condition assessments are currently underway and are expected to result in additional building component replacement requirements.

There are additional capital costs for shared-ownership assets that the Township does not manage such as those within the East Elgin Community Centre. The Township of Malahide and the Town of Aylmer share ownership of the EECC in a 50/50 split. Therefore the 10-year capital cost forecast, as submitted by the Town of Aylmer, is 50% the responsibility of the Township of Malahide and has been included in this forecast. For the remaining 10 years in the 20-year forecast, an average annual capital cost for the EECC has been included.

There are also municipal drainage construction projects that the municipality must pay an assessed portion of, per the *Drainage Act 1990*, that may be petitioned at any time by any landowner and are difficult to predict. An allowance of \$100,000 per year has been forecasted for these projects based on average expenditures during the last 10-years.

LIFECYCLE ACTIVITY RISK ASSESSMENT

The 20-year capital forecast above represents the recommended lifecycle activities necessary to maintain assets which will provide services at the desired level. Recognizing that municipal funding is limited, there will always be risks present with the sustainability of services. The goal is to reduce or minimize these risks whenever/wherever they are present through responsible asset management. Risks be calculated related to the possible failure of an asset by assessing the likelihood or Probability of Failure (POF) of an asset and by the effect or Consequence of Failure (COF) of an asset.

The Probability of Failure of an asset is basically defined as the likelihood that the asset will fail in the near future. The best indicator of possible failure is the asset's current

condition. This is why it is important that conditional assessments on assets are completed on a regular basis, especially for higher-value assets and assets critical to the delivery of services. Other indicators that should be factored into the Probability of Failure are the current age and the expected lifespan of an asset.

The Consequence of Failure is a much more complicated factor to measure with differing perspectives regarding the consequence of a service interruption. In order to counteract these biases, several service factors were considered such as health & safety, environmental consideration, legal & regulatory compliance, liability, service usage, and strategic goals. Asset COF was then weighted based on the relative importance of each service provided. The resulting asset risk factor can easily be compared across all asset classes which allows for prioritizing of asset lifecycle costs across various services.

The scale being utilized for risk assessments throughout this AMP is shown below:

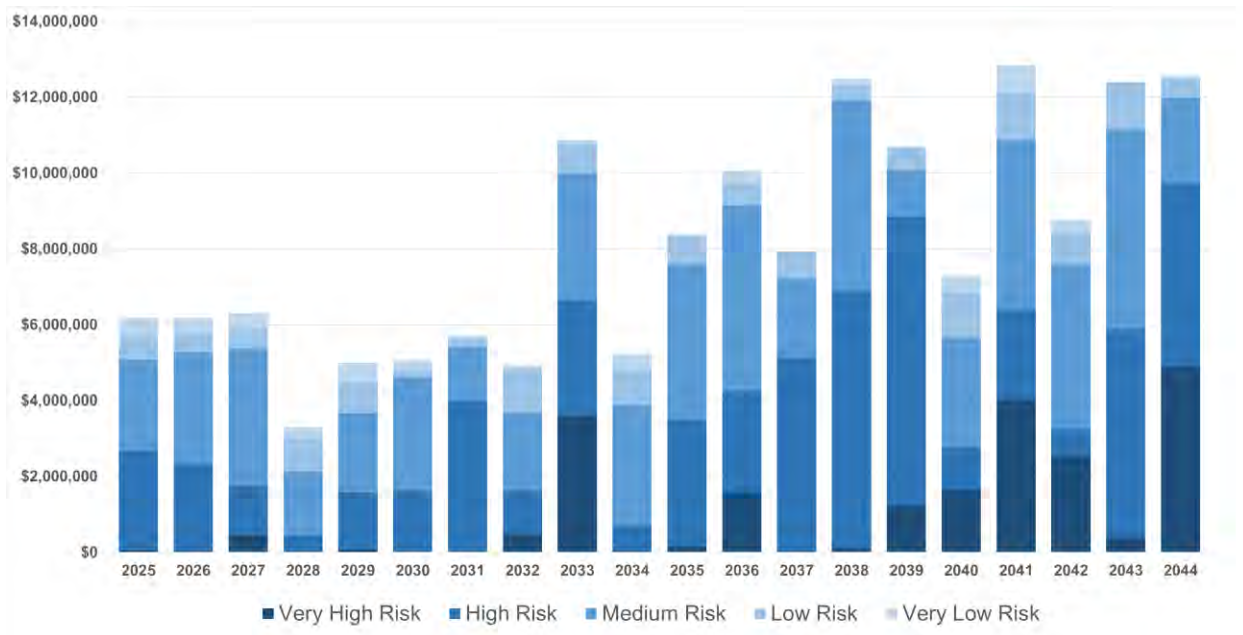
Very High Risk	High probability of failure, resulting in a complete service interruption, affecting a large number of users.
High Risk	High probability of failure, resulting in a partial service interruption, affecting a large number of users.
Medium Risk	Medium probability of failure, resulting a partial service interruption, affecting a limited number of users.
Low Risk	Low probability of failure, resulting in partial service interruption, affecting a limited number of users.
Very Low Risk	Low probability of failure, resulting in a very small service interruption affecting a very small number of users.

The best risk mitigation strategy is to conduct lifecycle activities on assets as they are recommended. When a lifecycle activity is conducted on an asset, it will result in an

improvement to the asset's risk factor by decreasing the likelihood of failure. Allowing assets to continue to deteriorate by not performing lifecycle activities will lead to increased annual maintenance costs and will increase the cost of services in the long-term by shortening the lifespan of an asset. This will put an increased strain on the financial sustainability of services in the long-term.

If a lifecycle activity is not conducted on a high-risk asset, the probability of a service interruption is also increased. Frequent, ongoing service interruptions may also lead to the damage of a municipality's reputation, decreasing the ability of a municipality to attract new businesses or prospective new residents. Asset risk factors may also be affected by changes in the consequence of an asset's failure, possibly due to new regulations, but for the purposes of this AMP, those factors are forecasted to remain consistent in the long-term.

The following represents the 20-year lifecycle activity cost forecast in terms of asset risk.



FUNDING STRATEGY

OVERVIEW

A funding strategy should sustainably fund the lifecycle management strategy of an asset. The funding strategy contained herein focuses on examining how the Township can fund the lifecycle activities required to maintain its assets at the current and/or proposed levels of service. The strategies presented are a suggested approach which should be examined and re-evaluated during the annual budgeting processes to ensure the sustainability of the Township's financial position as it relates to its assets.

FUNDING SOURCES

Table below summarizes the recommended strategy to fund the asset lifecycle costs identified for tax levy-based. These funding forecasts were based on the funding sources identified in the Township's 2024 budget. The lifecycle costs required to sustain established levels of service are being recovered through several methods:

- Ontario Community Infrastructure Fund (OCIF) formula-based funding is identified for years in which the funding amount is known (2023-2024). The 2024 level of OCIF funding is then maintained for the remaining years of the forecast, recognizing the OCIF as a stable and long-term funding source for capital projects.
- Gas tax funding has been shown as a stable and long-term funding source for eligible capital projects. Annual funding estimates are based on Township's 2024 budget, the funding in subsequent years has been maintained at the 2024 level.
- Provincial/Federal grant funding has not been included in this forecast as its future availability is unknown.
- Debt financing is not required, the financing strategy does not include debt financing over the forecast period.
- The Township will be dependent upon maintaining healthy capital reserves/reserve funds in order to provide the remainder of the required lifecycle funding over the forecast period. This will require the Township to proactively adjust amounts being transferred to these capital reserves during the annual budget process.

FUNDING SHORTFALL

This funding strategy has been developed to be fully funded, and therefore no funding shortfall has been identified. However, this means that if identified grants are not received at expected amounts then shortfalls may present themselves if service level expectations

are maintained. In such an event, the difference could be made up through increases to the revenue streams over-and-above those presented hereafter.

TAX LEVY IMPACT

While the annual funding requirement may fluctuate, it is important for the Township to implement a consistent, yet increasing, annual investment in capital so that the excess annual funds can accrue in capital reserve funds. Table 9-1 presents a summary of the impacts on the tax levy as a result of this funding strategy. These impacts layer on assessment increases resulting from new assessment growth, assumed to be approximately 1% annually.

In order to fund the recommended asset lifecycle activities over the forecast period using the Township's own available funding sources (i.e. using taxation, Gas Tax funding, OCIF funding, and grants), an increase in the Township's taxation levy would be required. The average annual taxation levy increase for capital assets is 2% for the forecast period.

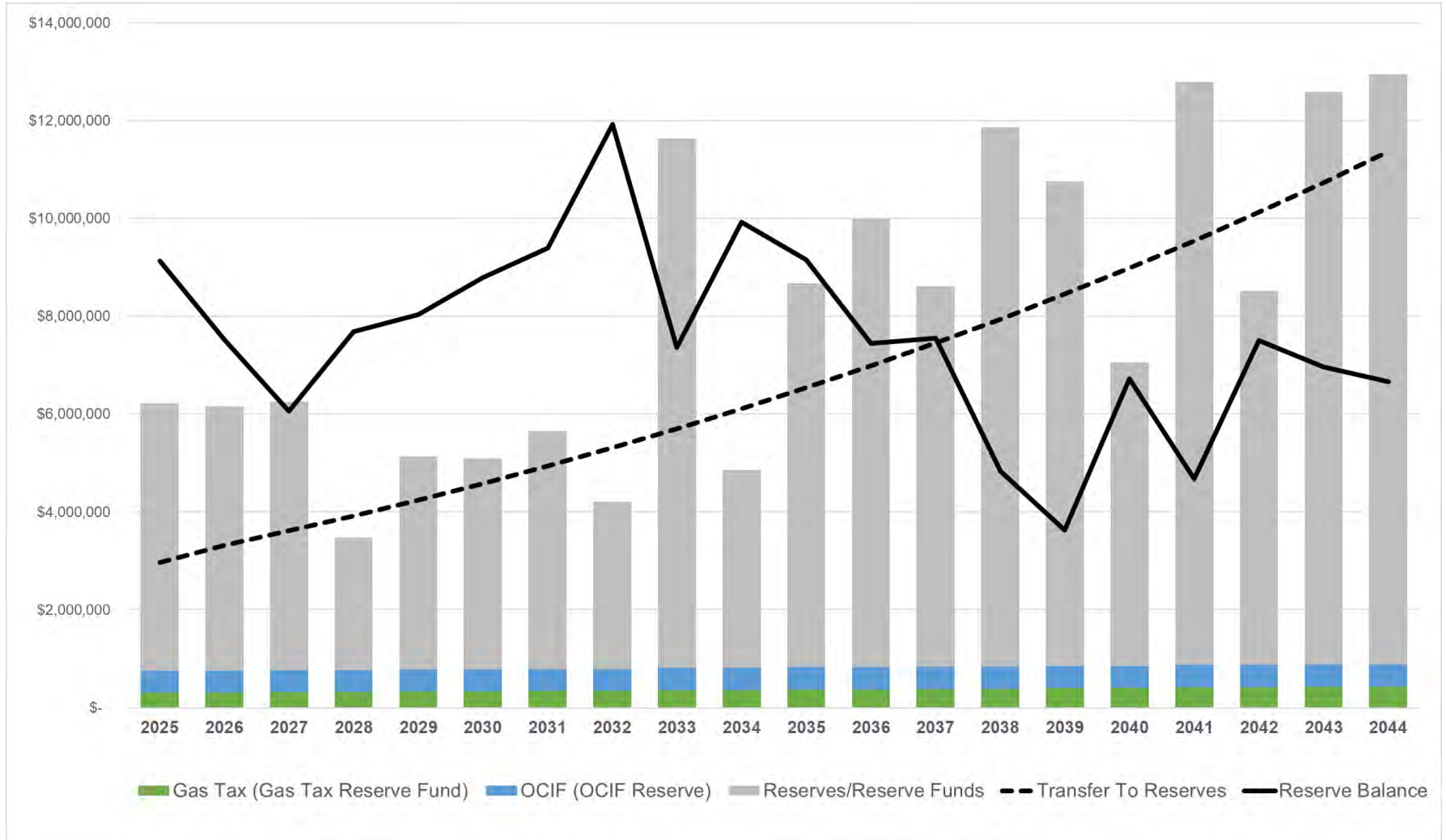
The taxation impacts identified above include inflationary adjustments to the Township's operating costs and revenues as identified in its 2025 budget (e.g. general operating inflation of 3% annually). However, if other funding sources become available (as mentioned above) or if maintenance practices allow for the deferral of capital works, then the impact on the Township's taxation levy would potentially decrease or smooth out over the forecast period.

FUNDING STRATEGY

The Capital Budget Funding Strategy – Tax Levy chart and figure below present the 20-year funding strategy for all forecasted, tax levy-based, capital expenditures. This funding forecast is based on the current lifecycle activities identified this plan. The lifecycle rehabilitation and renewal activities planned for assets are projected to cost, on average, approximately \$9.5 million per year over the forecast period. The funding strategy for these costs is to primarily finance from reserves with contributions from additional funding streams, when available. There will be an annual increase to the transfer to reserves from operating for the forecast period.

Reserve investments are projected to earn an additional 7% in investment interest annually, increasing the overall reserve balance and contributing to future infrastructure projects.

CAPITAL BUDGET FUNDING STRATEGY – TAX LEVY



RECOMMENDATIONS

CURRENT CONSIDERATIONS

The following recommendations have been provided for consideration:

- That the Township of Malahide Asset Management Plan be received and endorsed by Council;
- That consideration of this Asset Management Plan be made as part of the annual budgeting process to ensure sufficient capital funds are available to fund the Asset Management Plan; and
- That this Asset Management plan be updated as needed to reflect the current priorities of the Township.

Substantial investment in capital will be required over the forecast period, and through the recommendations provided in the funding strategy, proactive steps would be taken to sustainably fund the Township's network of assets.

Funding has been recommended to meet the annual lifecycle funding target, which identifies the long-term annual investment level necessary to meet the current levels of service. This funding takes the form of transfers to capital reserves, and is reflected in the sizeable positive balances reached in the final years of the forecast period.

FUTURE IMPROVEMENTS

Areas of future enhancement to the Township's asset management plan have been noted, and a summary of these improvements has been listed below:

- Levels of Service – Images that illustrate the different condition states of assets can be helpful in communicating levels of service to stakeholders. A number of representative condition sample images could be provided for each Asset Class. The Township should seek to provide additional images in future iterations of this asset management plan.
- Age-Based Assets – Modified Remaining Useful Life: The lifecycle needs for a number of the Township's asset categories and are currently assessed based on asset age. In the future, it would be beneficial for the Township to assign a remaining useful life to these various assets, based on observed condition and performance. This would enable the Township to more accurately plan for required interventions, such as replacements, based on observed asset characteristics.

- **Lifecycle Activities** – The lifecycle activities included in this plan are a like-for-like rehabilitation or replacement. In light of evolving best practices, and the introduction of new technology, contingencies should be included for enhancements to assets at the time of rehabilitation or replacement. This would not include growth-related capital, only enhancements that maintain current service levels.
- **Growth-Related Capital** – This plan does not currently include the costs associated with the lifecycle activities and maintenance of expansionary capital. Future updates to this plan should incorporate the expected costs of the acquisition, rehabilitation, and replacement of these assets to more fully explore the sustainability of the Township's network of assets. Examining these growth-related capital needs and their impacts on the financing strategy will provide for a comprehensive assessment of the sustainability of the Township's overall asset management system.
- **Port Bruce Harbour** – This plan includes lifecycle activities associated with the Port Bruce Harbour and associated assets based on what is included in the Township's 4-year budget. Future updates to this plan should endeavour to incorporate these assets more comprehensively into this plan, including an analysis of levels of service and required lifecycle activities over a long-term horizon.
- **Facility Condition Assessments** – In 2023 the Township engaged a consultant to inspect and make recommendations regarding 4 facilities; MCP, SDCH, SCH, and the administrative office. The recommendations have been reviewed by staff and appropriate inclusions have been made in this plan. The consultant was also engaged in 2024 to complete inspections on the remaining Township facilities; north works yard, south works yard, and the south firehall. Once these 2024 inspections have been completed and reviewed, the appropriate inclusions should be made to future revisions of this plan. The Township Staff should evaluate available options for staff-conducted inspections in a manner consistent with consultant inspections, on an ongoing basis. This is especially important to ensure that facility recommendations align with desired service levels, and that facility usage is optimized per the Township's identified strategic priorities.
- **Bridges and Culverts**: The analysis presented in this report with respect to the Township's bridges and culverts has been based on information contained in the Township's 2022 OSIM report. The next update to this plan should incorporate the findings of the Township's latest biennial 2024 OSIM report. Included in the next

biennial 2026 OSIM RFP, should be a review non-structural culverts that don't qualify for the legislated inspection (less than 3m span) but which still represent a significant financial risk to the Township. There are large diameter culverts or culverts with a significant amount of overburden which should be inspected and shown on a replacement schedule. The replacement of these culverts (which, for the most part, are located at the bottom of ravines) may be financially challenging for the Township in the near future. A full inventory and inspection of all non-structural culverts should be completed so that a determination can be made to include specific culverts that represent a high financial risk and/or to include all non-structural culverts as a pooled asset in future plan revisions.

- **Guiderail Assets** - A roads safety audit is an integral component of the Township's Road Design and Planning Program. A comprehensive road safety audit reviews the as-is condition of the Township road network safety and signage program and advises on required enhancements to safety elements on specific road segments. A road safety audit was initiated in 2017 to be conducted in three phases by a consulting engineer. The first and second phases of the audit have been completed and plans have been made to integrate the guiderail recommendations into the asset management plan. Phase 2 of the road safety audit was received by Council in 2022, identified several locations requiring installation of new steel beam guiderail. Staff proposed a phased approach to address the locations requiring guiderail, to be completed over an eight-year period, which was endorsed by Council (Resolution No. 22-203). The steel beam guiderail requirements identified in Phase 2 of the road safety audit have an estimated cost of \$850,000. The phased approach to address the locations requiring guiderail proposes a \$100,000 annual capital budget until the requirements have been met. As of 2023, only 30% of the phase 2 recommended new guiderail assets have been installed and included in this plan. As the remaining assets are installed, they should be incorporated into future versions of the Asset Management Plan.

APPENDIX A: GUIDING DOCUMENTS





The Township of Malahide used the following guiding documents in creating this AMP:

- Township of Malahide Official Plan;
- 2018 Road Safety Audit – Phase 1 (CJDL Consulting Engineers);
- 2018 Strategic Asset Management Policy;
- 2020 Township of Malahide Service Delivery & Organizational Review (Performance Concepts Consulting);
- 2021 State of the Infrastructure and Asset Management Plan for Roads (4 Roads Management Services);
- 2021 Township of Malahide Parks and Recreation Master Plan (McQueen Galloway Associates);
- 2021 Road Safety Audit – Phase 2 (CJDL Consulting Engineers);
- 2021 Facilities Consolidation and Optimization Plan (Stirling Rothesay Consulting);
- 2022 Asset Management Plan;
- 2022 Bridge and Culvert Inspection and Assessment Report (Spriet Associates);
- 2023 Building Condition Assessments (Egis Group); and
- 2023-2033 Township of Malahide Strategic Plan.

APPENDIX B: STATE OF INFRASTRUCTURE

ROAD NETWORK ASSETS

Road network assets include road segments, which connect communities and residents throughout the municipality, and supporting assets; sidewalks, streetlights, and guiderails. All road network assets are inspected and maintained in accordance with the legislated standards prescribed in O.REG 239/02 Minimum Maintenance Standards. The condition assessment methodology for road network assets involves performing a Pavement Condition Index update every two-to-three years, and annual condition assessments for supporting assets. The total current replacement value has been estimated based on market prices collected through the Township of Malahide's procurement process.

	 ROADS	 STREETLIGHTS	 SIDEWALKS	 GUIDERAILS
QUANTITY	273 KM	144	5 KM	6.5 KM
CURRENT REPLACEMENT VALUE	\$596 MILLION	\$0.139 MILLION	\$0.831 MILLION	\$2.784 MILLION
AVERAGE AGE	24	10	14	Unknown
AVERAGE CONDITION	“FAIR”	“GOOD”	“VERY GOOD”	“GOOD”

BRIDGES & STRUCTURAL CULVERTS

Bridge and structural culvert assets are those that connect residents throughout a community, spanning many watercourses. All bridges and structural culverts are inspected and maintained in accordance with the legislated standards prescribed in O.REG 104/97 Standards for Bridges. All bridges and structural culverts are inspected every two years creating a strong foundation of data for the asset management plan. For this AMP, the condition assessment methodology for bridges and structural culverts involves performing an inspection per the requirements of the Ontario Structural Inspection Manual conducted by a third-party consultant. The replacement value has been estimated based on market prices and on replacement costs from the Township's 2024 Bridge and Culvert Inspection (OSIM) report as prepared by Ambashi Engineering (dated Sept, 2024).



BRIDGES






STRUCTURAL CULVERTS

	BRIDGES	STRUCTURAL CULVERTS
QUANTITY	14	19
CURRENT REPLACEMENT VALUE	\$25.7 MILLION	\$23.4 MILLION
AVERAGE AGE	25	39
AVERAGE CONDITION	“GOOD”	“FAIR”

FACILITIES & PUBLIC SPACES

Facility and public space assets are those that are used by the public and by staff and provide both directly and indirectly for many municipal services. Assets are inspected and maintained in accordance with best practices. The asset class summary has been informed by Township staff, by the Facilities Consolidation and Optimization Plan as prepared by Stirling Rothesay Consulting Inc. (November, 2021), and by the Building Condition Assessments as prepared by McIntosh Perry (October, 2023) and by EGIS Group (July, 2024).

Add locations to map			
	FACILITIES	PUBLIC SPACES	BALL DIAMONDS
QUANTITY	7	17	3
CURRENT COMPONENT REPLACEMENT VALUE	\$33.2 MILLION*	\$6.4 MILLION*	\$0.3 MILLION*
AVERAGE AGE	17	Unknown	9
AVERAGE CONDITION	“FAIR”	“VERY GOOD”	“GOOD”

*The total current replacement value of the facilities and public spaces network assets consists of componentized values estimated in the above noted Building Condition Assessment report, and are categorized by exterior & interior elements, mechanical elements, electrical elements, open spaces surrounding assets (parking lots, fencing, sidewalks, etc.), park elements (playgrounds, trails, seating, etc.), baseball diamond elements (fencing, netting, lighting, dugouts, etc.), and pier components (shore protection, etc.).

EQUIPMENT

The Township currently owns and manages approximately 2000 pieces of equipment assets. The asset class summary has been informed by Township staff, as equipment is inspected frequently with usage. The condition assessment methodology is based on the estimate life remaining for individual equipment units. The replacement value has been estimated based on the inflation purchase price or based on current quotations.

The public works category of equipment can be summarized as a combination of communications, facility, fleet attachment and transportable equipment. The fire category of equipment can be summarized a combination of communications, fire suppression and rescue equipment. Administrative equipment is primarily comprised of computers and servers.



PUBLIC WORKS



FIRE



ADMIN

	PUBLIC WORKS	FIRE	ADMIN
QUANTITY	925	956	73
CURRENT REPLACEMENT VALUE	\$0.89 MILLION	\$1.74 MILLION	\$0.13 MILLION
AVERAGE AGE	11	10	7
AVERAGE CONDITION	“FAIR”	“FAIR”	“FAIR”

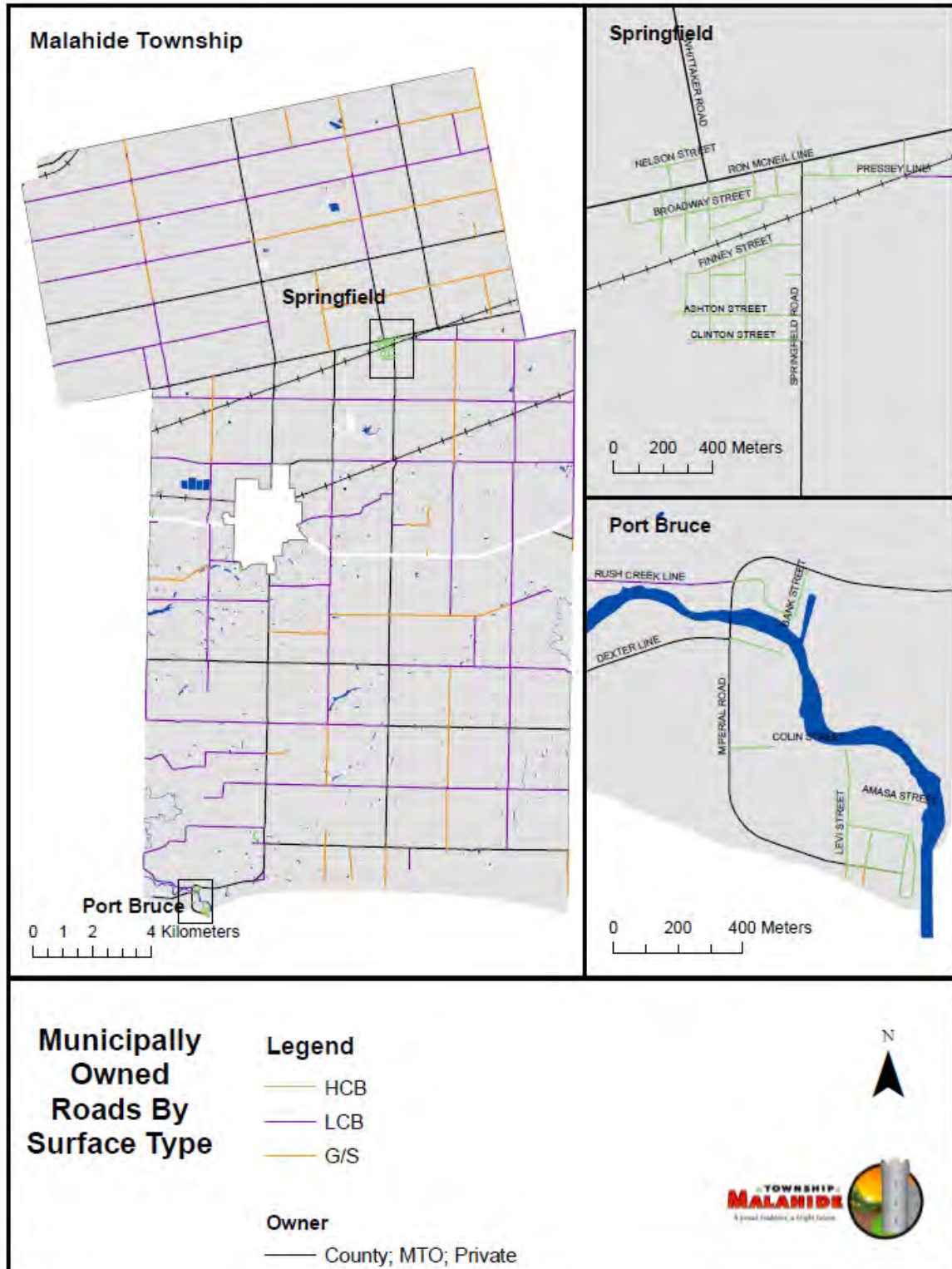
FLEET

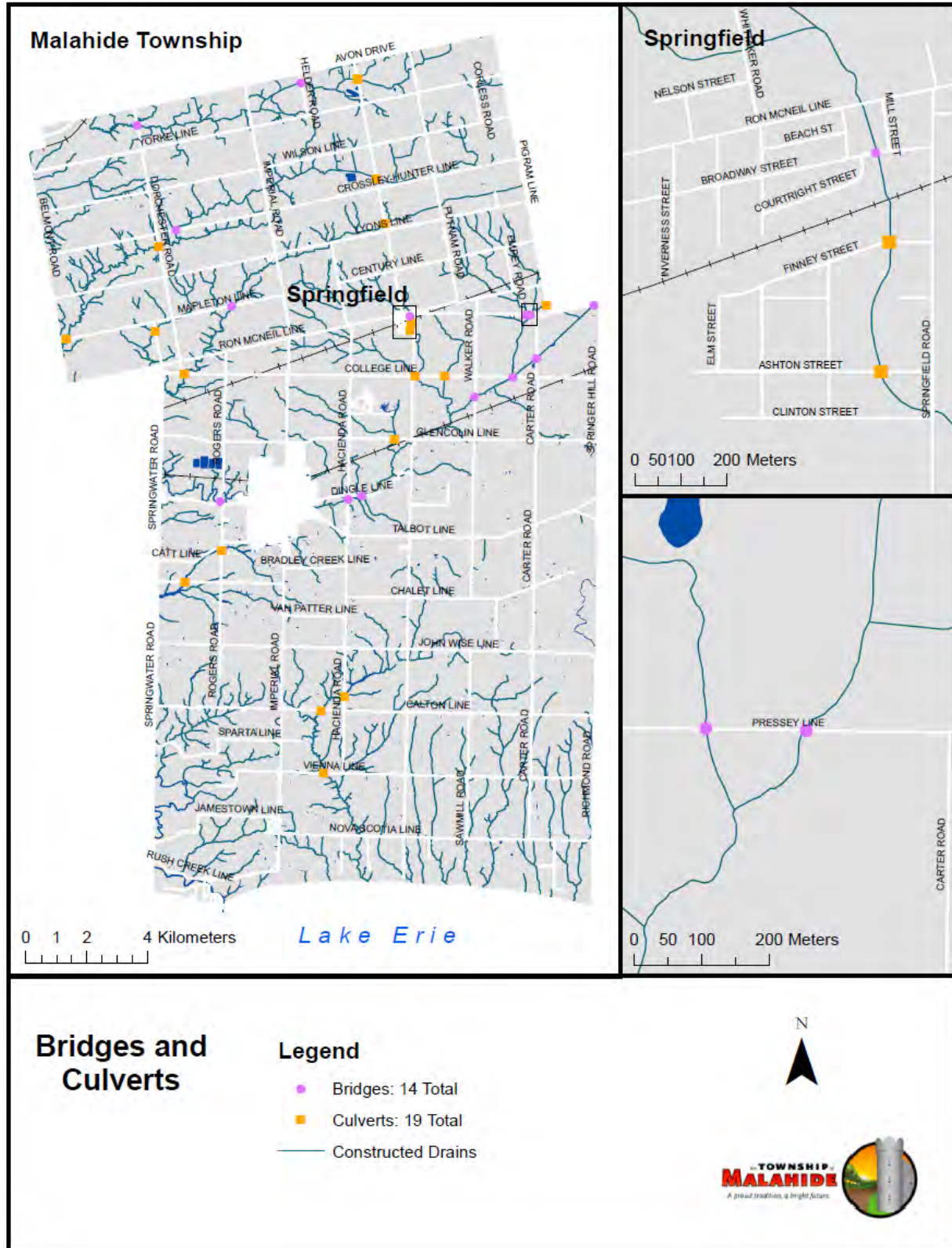
Township fleet assets are those that indirectly provide for municipal services and are operated by staff only. The replacement value has been based on current market value. There is currently one fire service apparatus, and one heavy truck that were in-service in 2024 and included in the total replacement cost below, but are not to be replaced upon the end of their useful life.

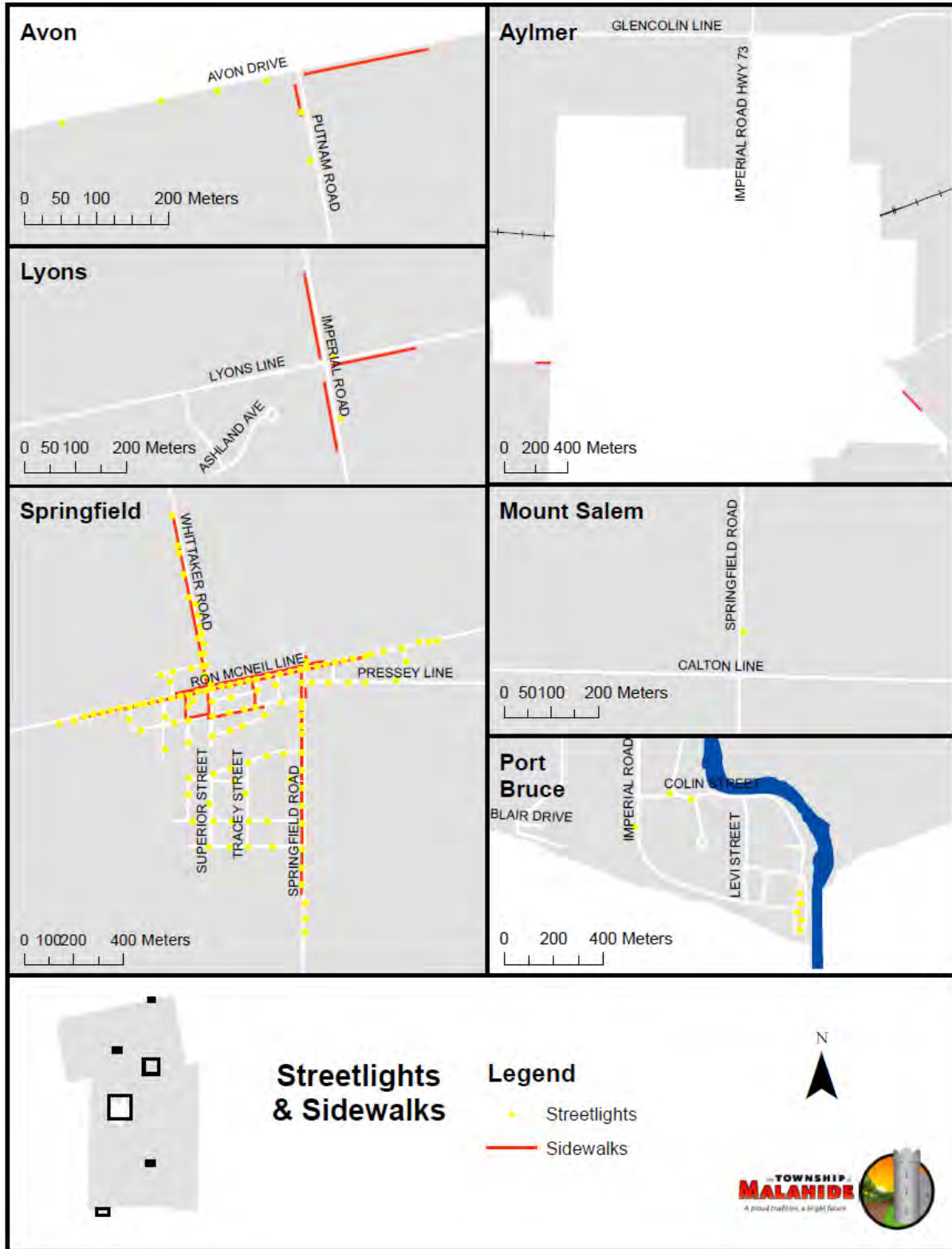
A condition analysis of fleet may include the age, mileage, engine hours and annual maintenance costs. Heavy trucks are required to be inspected annually by a Ministry of Transportation licenced third party in order to attain a safety certificate required for registration. Fire apparatus must be inspected and certified on an annual basis per O.REG 714/94 Firefighters – Protective Equipment. All other vehicles are inspected and maintained in accordance with best practices.

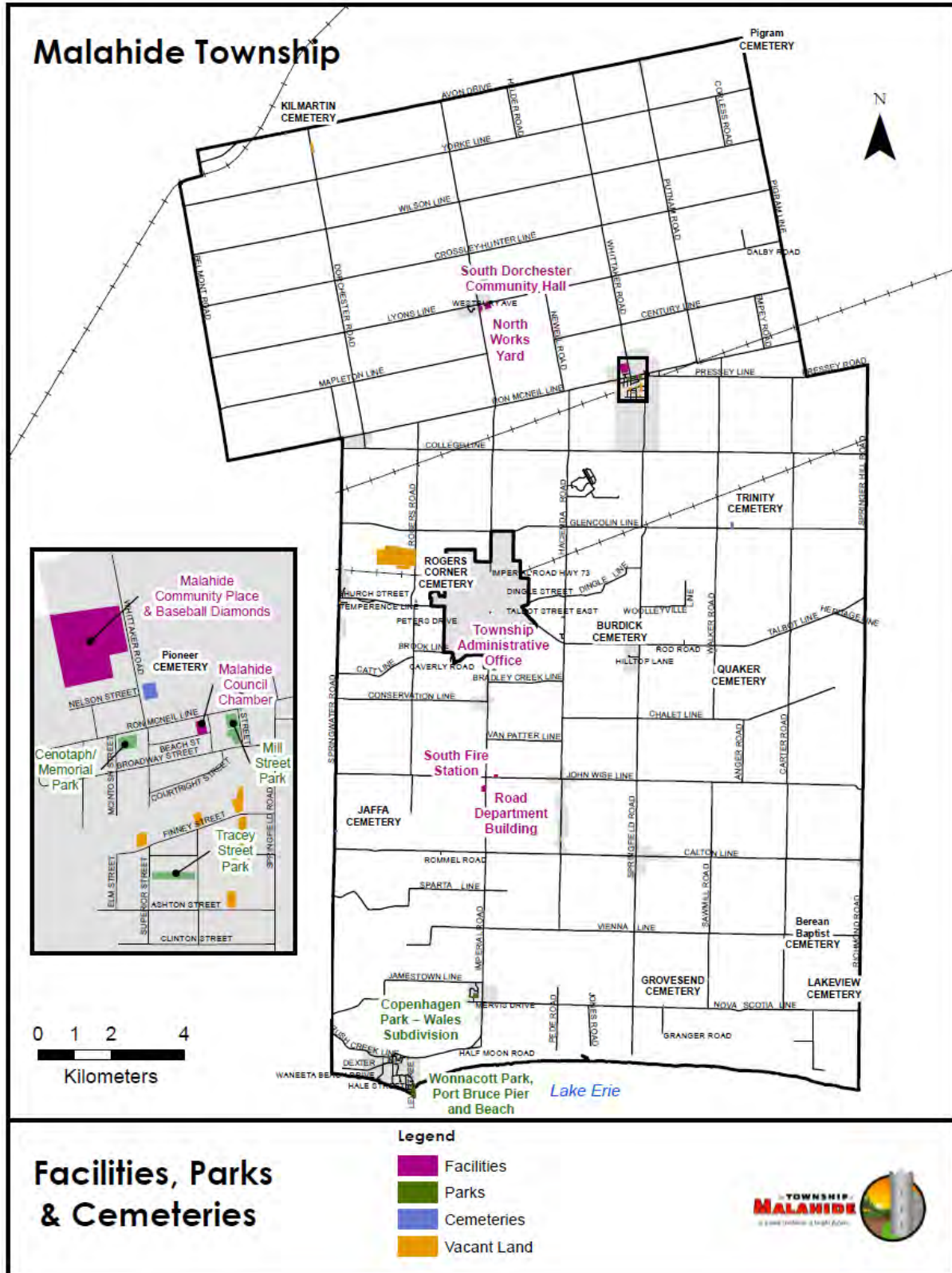
	PICKUP TRUCKS	HEAVY TRUCKS	CONSTRUCTION FLEET	FIRE APPARATUS
QUANTITY	15	9	6	10
CURRENT REPLACEMENT VALUE	\$1.08 MILLION	\$4.22 MILLION	\$2.15 MILLION	\$6.88 MILLION
AVERAGE AGE	6	10	10	14
AVERAGE CONDITION	“FAIR”	“GOOD”	“FAIR”	“GOOD”

APPENDIX C: MAPS

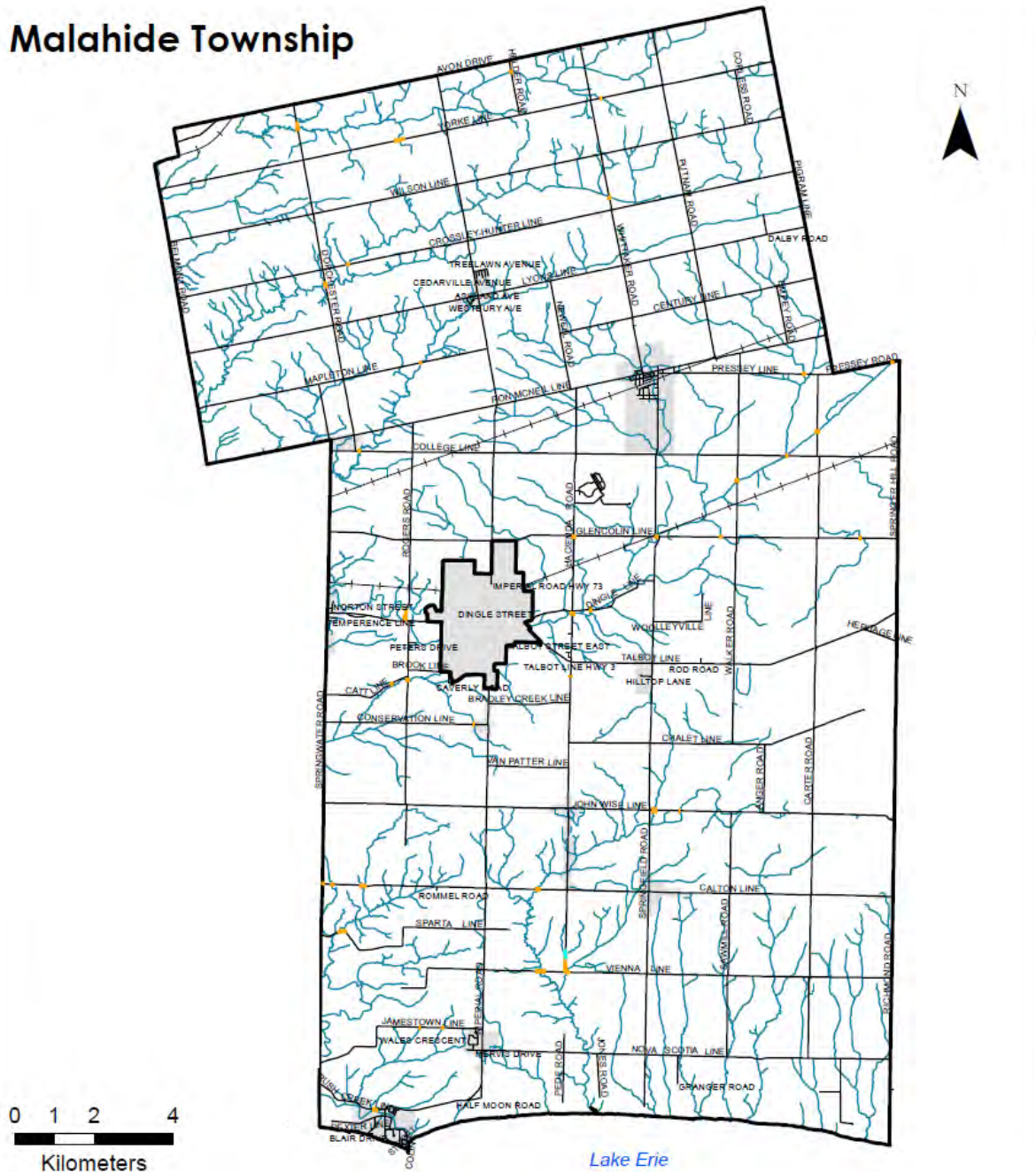








Malahide Township



Guidrails

Legend

- Guiderrails
— Constructed Drains






APPENDIX D: LEVELS OF SERVICE

ROAD SEGMENTS – LEVELS OF SERVICE

ATTRIBUTE	O.REG. 588/17	CURRENT (2024)	PROPOSED
SCOPE	COMMUNITY LOS Description, which may include maps, of the road network in the municipality and its level of connectivity.	The network of roads is comprised predominately of rural, collector roads. Overall, the Township of Malahide provides good connectivity to residents. Please refer to Appendix C: Maps.	The Township of Malahide will continue to provide a network of roads that is predominately comprised of rural, collector roads. Overall, the municipality will strive to provide good connectivity to residents.
	TECHNICAL LOS Number of lane-kilometres of each of arterial roads, collector roads, and local roads as a proportion of square kilometres of land area of the municipality.	Lane KM to Land KM ² : Arterial: 0.00 KM/KM ² Collector: 1.02 KM/KM ² Local: 0.37 KM/KM ²	Lane KM to Land KM ² Targets: Arterial: 0.00 KM/KM ² Collector: 1.02 KM/KM ² Local: 0.37 KM/KM ²



ROAD SEGMENT – LEVELS OF SERVICE (CONT.)

ATTRIBUTE	O.REG. 588/17	CURRENT (2024)	PROPOSED
QUALITY	<p>COMMUNITY LOS</p> <p>Description or images that illustrate the different levels of road class pavement condition.</p>	<p>The network of roads meets current provincial road maintenance standards.</p> <p>a) Example of “Fair” condition.</p>  <p>b) Example of “Good” condition.</p>  <p>c) Example of “Very Good” condition.</p> 	<p>The municipality will strive to continue to provide a network of roads that meets current and anticipated provincial road maintenance standards, by maintaining both paved and unpaved roads in a reasonable state of repair.</p>
	<p>TECHNICAL LOS</p> <p>The average pavement condition index value for paved roads.</p> <p>The average surface condition for unpaved roads.</p>	<p>Average paved road PCI: 71 “Good”</p> <p>Average unpaved road condition: 53 “Fair”</p>	<p>Average Paved Road PCI Target: >50 out of 100 “Fair”</p> <p>Average Unpaved Road Condition Target: >50 out of 100 “Fair”</p>

BRIDGES & STRUCTURAL CULVERTS – LEVELS OF SERVICE

ATTRIBUTE	O.REG. 588/17	CURRENT (2024)	PROPOSED
SCOPE	COMMUNITY LOS Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists).	Bridges and culverts are utilized by all modes of travel, i.e. passenger vehicles, emergency vehicles, pedestrians, cyclists, slow-moving vehicles, heavy transport vehicles, etc., and provide good connectivity in the community. Please refer to Appendix C: Maps.	The Township of Malahide proposes to keep usage restrictions on bridges and structural culverts to a minimum to maintain a good level of connectivity in the community.
	TECHNICAL LOS Percentage of bridges in the municipality with loading or dimensional restrictions.	Percentage of bridges with restrictions: 0%	Percentage of bridges with restrictions target: 0%

BRIDGES & STRUCTURAL CULVERTS – LEVELS OF SERVICE (CONT.)

ATTRIBUTE	O.REG. 588/17	CURRENT (2024)	PROPOSED
QUALITY	<p>COMMUNITY LOS</p> <p>1. Description or images of the condition of bridges and how this would affect use of the bridges.</p> <p>2. Description or images of the condition of culverts and how this would affect use of the culverts.</p>	<p>The network of bridge and structural culvert assets meets current provincial maintenance standards.</p> <p>a) Example of “Fair” condition.</p>  <p>b) Example of “Good” condition.</p>  <p>c) Example of “Very Good” condition.</p>	<p>The municipality will strive to continue to provide a network of bridge and structural culvert assets that meets current and anticipated provincial maintenance standards, by keeping bridges in a good or better state of repair on average, and structural culverts in a fair or better state of repair on average.</p>
	<p>TECHNICAL LOS</p> <p>1. For bridges in the municipality, the average bridge condition index value.</p> <p>2. For structural culverts in the municipality, the average bridge condition index value.</p>	<p>Average Bridge BCI: 81 “Very Good”</p> <p>Average Culvert BCI: 68 “Fair”</p>	<p>Average Bridge BCI Target: >71 out of 100 “Good”</p> <p>Average Culvert BCI Target: >61 out of 100 “Fair”</p>

FACILITIES & PUBLIC SPACES – LEVELS OF SERVICE

ATTRIBUTE	SET BY MUNICIPALITY	CURRENT (2024)	PROPOSED
RELIABILITY	<p>COMMUNITY LOS</p> <p>Description of the reliability of facilities and public spaces in terms of providing service.</p>	The municipality reliably provides facility and public space services to residents and visitors of the municipality with a limited number of closures due to asset component condition failures.	The municipality will strive to reliably provide facility and public space services to residents and visitors of the municipality by limiting the number of closures due to asset component condition failures.
	<p>TECHNICAL LOS</p> <ol style="list-style-type: none"> For facilities in the municipality, the number of days of facility closures due to mechanical, electrical, interior or exterior element condition failures. For public spaces and baseball diamonds in the municipality, the number of days of asset components out-of-service due to condition failures. 	<ol style="list-style-type: none"> Facility Closure Days Due to Component Condition Failures: 0 Closures Out-Of-Service Days of Public Space Components: 0 Closures 	<ol style="list-style-type: none"> Facility Closure Days Due to Component Condition Failures Target: 0 Closures Out-Of-Service Days of Public Space Components Target: 0 Closures

FLEET – LEVELS OF SERVICE

ATTRIBUTE	SET BY MUNICIPALITY	CURRENT (2024)	PROPOSED
QUALITY	COMMUNITY LOS Description of the performance of fleet assets.	Fleet assets owned by the municipality meet current performance expectations for delivering services.	The municipality will strive to ensure fleet assets meet current and anticipated performance expectations for delivering services.
	TECHNICAL LOS The minimum condition of fleet assets, by fleet asset category type.	Minimum Fire Fleet ULR: “Fair” Minimum Light Truck ULR: “Poor” Minimum Heavy Truck ULR: “Fair” Minimum Construction Fleet: “Poor”	Minimum Fire Fleet ULR: “Fair” Minimum Light Truck ULR: “Poor” Minimum Heavy Truck ULR: “Fair” Minimum Construction Fleet ULR: “Poor”

APPENDIX E: DETAILED COST FORECASTS

Road Segment Asset Network – Detailed Cost Forecast (\$)

Assets	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
HCB - Reconstruction	552,588	0	0	0	0	242,195	0	0	0	0	1,966,685	2,048,805	2,242,149	1,285,499	1,554,556	0	0	0	2,618,800	1,929,183
HCB - Microsurfacing	0	0	43,318	0	0	0	0	0	0	0		20,874	0	0	0	0	30,662	0	0	0
HCB - Crack Sealing	14,375	0	0	5,304	0	0	0	0	7,791	0	0	0	0	14,170	33,476	16,154	9,262	11,200	0	0
LCB – Pulverize & Resurface	0	0	202,167	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LCB - Double Surface Treatment Rehabilitation	608,304	942,691	1,293,084	691,034	704,584	754,751	2,650,127	95,107	2,147,207	0	815,744	0	2,188,898	4,928,973	2,138,061	0	417,383	0	1,775,263	1,091,268
LCB - Single Surface with Edge Treatment	893,034	1,283,804	1,328,852	1,357,185	1,318,446	932,020	593,697	1,331,861	1,632,990	2,010,595	1,797,672	1,927,903	1,188,480	241,242	1,601,238	2,303,361	3,037,257	2,385,077	2,585,907	1,563,959
LCB – Single Surface Treatment	123,028	174,176	151,095	90,176	139,747	191,690	102,441	104,449	111,886	392,861	14,099	318,307	0	120,928	0	324,487	730,682	316,951	0	61,874
G/S - Reconstruction	0	0	0	0	0	0	0	0	0	0	0	0	0	1,534,840	2,445,842	0	1,048,887	0	3,724,696	0
G/S - Gravel Resurfacing Every 5 years	316,599	372,110	252,414	261,888	402,076	385,191	452,729	307,100	318,627	489,187	468,644	550,814	373,634	170,809	595,171	570,177	616,807	454,583	104,188	890,145
Condition Assessments	170,000	0	0	0	0	65,000	0	0	0	0	70,000	0	0	0	0	75,000	0	0	0	0
Total	2,677,928	2,772,781	3,270,930	2,405,588	2,564,853	2,570,846	3,798,993	1,838,518	4,218,501	2,892,643	5,132,844	4,866,703	5,993,161	8,296,461	8,368,345	3,289,179	5,890,940	3,167,812	10,808,854	5,536,429

Bridge & Structural Culvert Asset Network – Detailed Cost Forecast (\$)

Assets	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	20443
B-1 Dorchester	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-10 Dingle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-11 Hacienda	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	204,496
B-12 Rogers South	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-13 Pressey Line	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-14 Broadway	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-2 Helder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45,499
B-3 Crossley Hunter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-4 Mapleton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	104,414
B-5 Pressey West	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-6 Pressey East	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B-7 Carter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25,205	277,256	0	0
B-8 College	0	0	0	0	0	0	0	0	0	0	0	0	0	101,766	1,119,425	0	0	0	0	0
B-9 Walker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-1 Whittaker Con. 7 N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	116,723	1,283,949	0	0	0	0
C-10 College Middle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	361,548
C-11 College East	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	79,149
C-12 Glencolin	0	0	0	0	0	0	0	51,099	562,088	0	0	0	0	0	0	0	0	0	0	0
C-13 Rogers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-14 Conservation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	206,518	2,271,697	0	0

C-15 Hacienda	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	344,128	3,785,405	0	0	0
C-16 Calton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-17 Vienna	0	0	0	0	0	0	0	327,500	3,602,504	0	0	0	0	0	0	0	0	0	0	0
C-19 Finney	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-2 Whittaker Con. 7 S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-20 Ashton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-21 Springwater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-3 Whittaker Con. 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-4 Dorchester	0	0	0	0	0	0	0	0	0	0	126,780	1,394,580	0	0	0	0	0	0	0	0
C-5 Whittaker Con. 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-6 Mapleton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	376,303	4,139,333
C-7 Pigram	0	39,592	435,510	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-9 College West	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OSIM Report	0	15,000	0	20,000	0	25,000	0	30,000	0	35,000	0	40,000	0	45,000	0	50,000	0	55,000	0	60,000
Total	0	54,592	435,510	20,000	0	25,000	0	408,599	4,164,593	35,000	126,780	1,434,580	0	146,766	1,236,148	1,678,076	4,017,128	2,603,953	376,303	4,994,440

Streetlight & Sidewalk Asset Network – Detailed Cost Forecast (\$)

Assets	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Streetlights - Avon	0	0	0	0	0	0	0	0	0	8,164	0	0	0	0	0	0	0	0	0	0
Streetlights - Pt. Bruce	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,464	0	0	0	0	0
Streetlights - Springfield	0	0	0	0	0	0	20,863	29,214	52,585	73,475	0	0	0	0	0	0	0	0	0	0
Sidewalks - Avon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,149	0	0	0	0
Sidewalks - Aylmer East	0	0	0	0	0	0	0	0	0	0	0	35,936	0	0	0	0	0	0	0	0
Sidewalks - Lyons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sidewalks - Springfield	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	20,863	29,214	52,585	81,639	0	35,936	0	0	6,464	16,149	0	0	0	0

Facility & Public Space Asset – Detailed Cost Forecast (\$)

Assets	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Admin Office	46,594	0	0	0	0	102,074	158,550	19,913	41,180	33,693	23,134	9,404	0	70,993	0	26,416	0	25,986	0	0
Firehall #3/ Council	51,419	0	0	0	0	0	116,715	54,963	65,373	60,407	13,229	0	109,747	0	63,890	27,150	21,031	59,742	0	0
Firehall #4/ SDCH	0	0	27,656	0	0	45,059	133,168	91,799	66,564	83,863	0	0	0	36,154	111,176	134,626	579,697	3,648	1,972	0
MCP	202,802	0	7,546	0	0	66,439	104,431	215,890	6,479	268,210	0	24,789	101,165	0	0	479,463	862,722	12,642	0	0
Firehall #5	0	0	0	0	0	0	42,278	0	0	87,773	128,875	172,276	66,585	141,064	35,432	85,166	0	36,963	0	39,212
North Works Yard	0	16,018	21,700	0	0	317,982	115,891	64,331	15,916	10,176	111,535	193,655	38,015	0	0	0	32,748	54,311	51,615	0
South Works Yard	0	84,591	76,401	22,891	95,491	50,222	6,149	193,725	51,076	0	0	4,973	37,672	540,833	23,984	0	20,407	21,190	13,899	3,524
Inactive Cemeteries	0	0	0	0	0	0	17,119	0	0	0	0	0	0	0	0	0	0	0	0	0
Active Cemeteries	0	0	0	0	0	0	6,847	0	0	0	0	0	0	0	0	114,411	0	0	0	0
Pier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27,050	0	0	0	0	0
Parks	0	0	0	0	74,876	0	10,008	0	0	71,139	32,156	0	81,744	0	0	8,641	14,117	0	115,905	100,371
Ball Diamonds	27,182	25,865	11,246	0	0	0	0	0	13,824	0	22,364	36,486	15,863	37,528	0	122,756	0	0	22,883	0
Open Spaces	15,000	0	0	34,946	229,505	0	17,066	0	0	0	7,555	0	0	0	195,862	281,542	24,073	96,125	0	0
South Shop Lunchroom	0	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SDCH Cardlock	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Admin Renovation	47,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park Bench Pads	6,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Diamond Drainage	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Port Bruce Master Plan	0	110,000	150,000	45,000	60,000	0	0	25,000	0	0	0	0	0	0	0	0	0	0	0	0
Total	455,997	276,474	294,548	102,838	459,872	581,776	753,222	640,621	260,413	615,260	338,848	441,583	450,792	826,572	457,395	1,280,170	1,554,795	310,606	206,273	143,106

Equipment Asset – Detailed Cost Forecast (\$)

Assets	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Roads	105,175	104,597	6,119	124,339	11,005	1,514	1,567	50,288	72,131	41,026	120,208	27,761	18,680	1,994	42,444	35,571	175,236	2,288	256,206	6,714
Fire Services	164,717	114,370	251,349	105,184	111,868	110,173	89,842	120,136	727,274	97,729	209,600	217,072	191,063	197,170	183,456	105,258	167,296	252,041	175,965	310,265
Facilities & Public Spaces	0	27,730	10,238	6,325	6,705	17,652	7,182	12,844	49,741	7,623	211,556	9,623	8,829	27,752	9,458	31,029	0	30,971	17,752	32,282
Admin	4,355	4,507	4,665	62,603	4,997	5,172	5,353	5,540	74,353	5,935	6,142	6,357	6,580	88,308	7,049	7,295	7,551	7,815	104,882	8,372
Total	274,246	251,204	272,371	298,450	134,575	134,511	103,945	188,808	923,500	152,313	547,507	260,813	225,152	315,224	242,406	179,154	350,083	293,115	554,805	357,633

Fleet Asset – Detailed Cost Forecast (\$)

Assets	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Fire Fleet	691,200	106,950	956,136	0	1,014,365	0	554,529	0	1,176,599	0	1,211,205	1,159,296	0	1,134,442	0	0	0	0	0	0
Heavy Trucks	402,081	983,454	0	0	0	1,106,886	0	587,148	0	622,905	0	660,840	573,272	1,402,171	0	0	0	1,578,155	0	837,133
Light Trucks	300,000	66,950	90,177	149,257	168,826	75,353	0	209,079	487,706	110,906	201,587	0	245,827	95,455	98,318	264,854	628,388	214,870	289,414	113,978
Construction Fleet	0	360,600	562,754	0	0	0	0	0	0	0	771,421	794,563	0	0	0	0	0	0	0-	613,897
Total	1,393,281	1,477,954	1,609,067	149,257	1,183,191	1,182,239	554,529	796,226	1,664,305	733,811	2,184,213	2,614,699	819,099	2,632,068	98,318	264,854	628,388	1,793,026	289,414	1,565,008

Guiderail Asset Network – Detailed Cost Forecast (\$)

Assets	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
EXISTING REHABILITATION	0	0	0	0	0	0	0	0	0	0	0	0	0	100,731	0	0	0	0	0	0
NEW INSTALLATION	132,838	115,000	115,000	135,000	140,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	132,838	115,000	115,000	135,000	140,000	0	0	0	0	0	0	0	0	100,731	0	0	0	0	0	0

**REPORT NO. CAO-25-03**

TO: Mayor & Members of Council
DEPARTMENT: Chief Administrative Officer
MEETING DATE: May 15, 2025
SUBJECT: **Strong Mayor Powers Implementation for the Township of Malahide**

RECOMMENDATION:

THAT Report CAO-25-03 entitled “Strong Mayor Powers Implementation for the Township of Malahide” be received for information;

AND THAT the Committee recommends staff bring forward the draft resolutions herein and amendments to Township’s procedural by-law, policies and employment agreements for Council consideration to align municipal operations with responsible use of attained provincial strong mayor powers.

PURPOSE & BACKGROUND:

On April 9, 2025, the Government of Ontario announced that it would expand strong mayor powers to the heads of councils of single-tier and lower-tier municipalities with councils consisting of six or more members. This extends strong mayor powers to an additional 169 municipalities effective May 1, 2025. Accordingly, 216 out of 444 municipalities, equivalent to approximately half of all municipalities in Ontario, will attain strong mayor powers.

The Province will implement this change through an amendment of O. Reg. 530/22. A portal for the submission of written comments by the public was open until April 16, 2025. Originally passed under the Strong Mayors, Building Homes Act, 2022, strong mayor powers were introduced as additional governance tools to align municipal decision-making with provincial priorities, and as a means to address housing affordability and supply on perceived development restrictions, development costs, and permit delays.

Prior to the provision of strong mayor powers, the traditional system limited the authority of the head of council. Despite a statutory reference in Section 225 of the Municipal Act, 2001, referring to the role of the head of council as Chief Executive Officer of the municipality, the head of council played a largely symbolic figurehead role. The traditional system provided no real authority for the head of council to act unilaterally on behalf of the municipal corporation. Strong mayor powers now provide the head of council with provincial authority to make certain unilateral decisions without a majority vote of council.

Throughout this report, specific clauses of the Municipal Act, 2001, have been provided in green font for ease of reference.

Section 225 of the Municipal Act, 2001, outlines the following regarding the traditional role of the head of council:

225. It is the role of the head of council,

- a. to act as chief executive officer of the municipality;
- b. to preside over council meetings so that its business can be carried out efficiently and effectively;
- c. to provide leadership to the council;
 - o c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
- d. to represent the municipality at official functions; and
- e. to carry out the duties of the head of the council under this or any other Act.

Section 226.1 outlines the chief executive officer duties of the head of council:

226.1 As chief executive officer of a municipality, the head of council shall,

- a. uphold and promote the purposes of the municipality;
- b. promote public involvement in the municipality's activities;
- c. act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- d. participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

The analysis below provides for the additional powers and duties building on the section references above that will be provided to the head of council effective May 1, 2025. It should also be noted as these powers are provided through statute by the province, thus Township has no legal capacity to revoke these additional powers – they are provided as of right to the head of council through the authority of the Municipal Act, 2001. Only the specific powers outlined in Section 284.13(1) may be delegated by the head of council. Suggested resolutions provided herein are proposed for consideration to ensure responsible use of these powers.

COMMENTS & ANALYSIS:

The head of council now receives additional powers and duties, known as strong mayor powers and duties effective May 1, 2025.

1. **Delegate certain powers.** The head of council may delegate certain strong mayor powers to council. These include the following: appointing a chief administrative officer; and creating, assigning functions and appointing chairs of committees of council.

The head of council may also delegate certain strong mayor powers to either council or the municipality's chief administrative officer. These include the following: hiring certain municipal division heads; and changing the organizational structure of a municipality.

Note: It is with Section 284.13 (Delegation of Powers) in mind that many of the recommendations herein have been drafted for endorsement via Council resolution.

It should also be noted that Section 284.13 does not allow for the delegation of certain powers (veto powers or staff direction, for example); instead, recommendations have been drafted to encourage guidelines for the responsible use of these non-delegation powers.

The Head of Council has reviewed this report and concurs with the governance approach described herein.

Key Points:

- The head of council in their sole authority, may delegate certain strong mayor powers to the CAO or council. Accordingly, the head of council in their sole authority, may also at any time revoke such delegations.

Delegation

284.13 (1) Subject to the prescribed limitations, if any, the head of council may delegate their powers and duties under the following sections:

1. Section 284.5 (chief administrative officer).
2. Section 284.6 (organizational structure).
3. Section 284.7 (local boards).
4. Section 284.8 (committees). 2022, c. 18, Sched. 2, s. 1.

Same

(2) The rules in subsection 23.1 (2) apply with necessary modifications to a delegation under subsection (1). 2022, c. 18, Sched. 2, s. 1

2. **Appoint a chief administrative officer.** The head of council has the authority to exercise general control and management of the affairs of the municipality for the purpose of ensuring its efficient and effective operation, and can unilaterally choose to appoint or terminate the municipality's chief administrative officer. Accordingly, the CAO now reports directly to the head of the council; it is with the delegated authority of the head of council that the CAO can exercise general control and management of the affairs of the municipality.

Key Points:

- The powers of the CAO are held as of right with the head of council, and are provided to the CAO through delegation by the head of council.

- The head of council has sole authority to hire and terminate a CAO subject to legal requirements.
- The CAO is now a direct report to the head of council.

Powers re chief administrative officer

284.5 The powers of a municipality under section 229, with respect to the chief administrative officer, are assigned to the head of council. 2022, c. 18, Sched. 2, s. 1. (see a & b directly below)

(a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and

(b) performing such other duties as are assigned by the municipality. 2001, c. 25, s. 229.

Transition

284.15 (1) A person who held one of the following positions immediately before the municipality was designated under this Part shall continue in that position unless they are dismissed or their appointment is revoked, as the case may be, by a head of council:

1. Chief administrative officer.
2. Chair or vice-chair of a local board.
3. Chair or vice-chair of a committee. 2022, c. 18, Sched. 2, s. 1.

Same

(2) A head of council may dismiss or revoke the appointment of a person set out in subsection (1) regardless of when that person started in their position. 2022, c. 18, Sched. 2, s. 1.

Suggested Recommendations for Implementation:

Recommendation 2.1 – Delegation of Authority of CAO Powers to the CAO

WHEREAS Section 284.5 of the Municipal Act, 2001 assigns to the head of council the powers previously granted to the municipality under Section 229 with respect to the Chief Administrative Officer (CAO);

AND WHEREAS Council including the head of council recognizes the importance of continuity, administrative independence, and the professional role of the CAO in ensuring the effective and efficient operation of the municipality;

NOW THEREFORE BE IT RESOLVED THAT Council respectfully requests that the head of council consider issuing a written delegation of authority under Section 284.5 to the CAO, consistent with past governance practices, in order to preserve the CAO's operational oversight and management responsibilities.

Recommendation 2.2 – Delegation of Authority of CAO Appointment and Dismissal to Council

WHEREAS Section 284.5 of the Municipal Act, 2001 assigns to the head of council the powers previously conferred upon the municipality under Section 229 with respect to the appointment and management of the Chief Administrative Officer (CAO);

AND WHEREAS Section 284.15 provides that the head of council may unilaterally appoint or dismiss the CAO;

AND WHEREAS the CAO serves as the principal staff advisor to Council, and their leadership and performance are foundational to effective municipal governance, strategic execution, and organizational integrity;

AND WHEREAS Council including the head of council, believes that the appointment and dismissal of the CAO should be made with the collective endorsement of Council to ensure democratic legitimacy, stability, and alignment with Council's overall priorities;

NOW THEREFORE BE IT RESOLVED THAT Council respectfully requests that the head of council delegate their authority under Section 284.5 of the Municipal Act, 2001, to Council as a whole, with respect to the appointment, performance management, and dismissal of the Chief Administrative Officer;

AND THAT such delegation be provided in writing and made publicly available;

AND THAT the Human Resources Manager be directed to work with legal counsel to develop a framework or protocol governing the process for Council-led CAO recruitment, appointment, performance review, and termination decisions, consistent with relevant employment and governance best practices.

Recommendation 2.3 – Enhanced Severance for the CAO

Note: Discussion with senior management of nearby municipalities that have recently attained strong mayor powers, including Aylmer, Central Elgin and St Thomas, have revealed the intent to enhance severance provisions for the CAO and Division Head positions in the circumstance that these positions are unilaterally terminated without cause by the head of council, opposed to the former practice via a majority vote of council.

WHEREAS Section 284.15 of the Municipal Act, 2001 provides the head of council with the authority to unilaterally dismiss the Chief Administrative Officer (CAO), regardless of when the appointment was made;

AND WHEREAS Council including the head of council values continuity, professional independence, and administrative stability in the office of the CAO;

AND WHEREAS the unilateral exercise of dismissal powers by the head of council, without cause, may create uncertainty and undermine executive recruitment and retention if not accompanied by appropriate contractual safeguards;

NOW THEREFORE BE IT RESOLVED THAT Council directs that the CAO's employment agreement be reviewed and amended to include enhanced severance provisions that:

- Provide contractual notice or pay-in-lieu in the event of termination without cause initiated solely by the head of council under Section 284.15;
- Reflect the level of responsibility, statutory role, and executive leadership expected of the CAO;
- Include a clause clarifying that enhanced severance does not apply where termination is with cause;

AND THAT legal counsel be retained to prepare recommended severance language for incorporation into the CAO employment agreement, consistent with best practices in public executive employment standards.

3. **Hire municipal division heads and change the organizational structure.** The head of council can hire and terminate certain municipal division heads – **excluding** the positions to which statutory roles have been assigned.

In Malahide's current structure, this would mean the Manager of Legislative Services (appointed as Clerk), the Director of Finance (appointed as Treasurer), the Integrity Commissioner, the Chief Building Official, and the Director of Emergency Services (appointed as Fire Chief), **cannot** be hired/terminated by the head of council.

On the other hand, in Malahide's structure, the head of council can hire/terminate the CAO and the Director of Public Works.

The head of council can also choose to create and re-organize the structure of the municipality subject to legal requirements, including any terms in existing collective agreements or applicable contracts. This broad flexibility provides significant hiring and termination power where the head of council can restructure the organization as needed to necessitate the hiring and termination of eligible department heads.

Key Points:

- The head of council has sole authority to hire and terminate specific municipal division heads subject to legal requirements.
- The head of council has sole authority to reorganize the organizational structure subject to legal requirements.

- The broad authority of the head of the council in making hiring/termination and re-organization decisions in their sole authority will necessitate the need for updated severance clauses in employment agreements, specifically to ensure the retention of senior management who now may be terminated without cause without any consultation from the majority of council.

Powers re organizational structure

284.6 (1) Subject to subsection (3), the powers of the municipality with respect to determining the organizational structure of the municipality are assigned to the head of council. 2022, c. 18, Sched. 2, s. 1.

(2) Subject to subsection (3) and the regulations, subsection (1) includes the power to hire, dismiss or exercise any other prescribed employment powers with respect to the head of any division or the head of any other part of the organizational structure. 2022, c. 18, Sched. 2, s. 1.

Limitation

(3) The powers assigned under subsection (1) do not include the power to hire, dismiss or exercise any other prescribed employment powers with respect to any of the following persons:

1. The clerk or deputy clerk.
2. A treasurer or deputy treasurer.
3. An Integrity Commissioner.
4. An Ombudsman.
5. An Auditor General.
6. A registrar, as described in section 223.11.
7. A chief building official, as defined in the Building Code Act, 1992.
8. A chief of police, as defined in the Police Services Act.
9. A fire chief, as defined in the Fire Protection and Prevention Act, 1997.
10. A medical officer of health, as defined in the Health Protection and Promotion Act.
11. Other officers or heads of divisions required to be appointed under this or any other Act.
12. Any other prescribed persons. 2022, c. 18, Sched. 2, s. 1.

Transition

(4) Any organizational structure in place in a municipality immediately before being designated under this Part shall continue unless the organizational structure is changed by the head of council under subsection (1). 2022, c. 18, Sched. 2, s. 1.

Same

(5) The head of any division or of any other part of the organizational structure who held that position immediately before the municipality was designated under this Part shall continue in that position unless they are dismissed by the head of council under subsection (2). 2022, c. 18, Sched. 2, s. 1.

Same

(6) A head of council may exercise a power under subsection (2) with respect to a person regardless of when that person started their employment. 2022, c. 18, Sched. 2, s. 1.

Suggested Recommendations for Implementation:**Recommendation 3.1 – Delegation of Authority for Re-organization, Hiring & Dismissal of Division Head Powers to the CAO**

WHEREAS Section 284.6 of the Municipal Act, 2001 assigns to the head of council the authority to determine the organizational structure of the municipality, including the power to hire and dismiss division heads, subject to certain statutory exceptions under subsection (3);

AND WHEREAS Council including the head of council recognizes that stable, transparent, and well-managed organizational leadership is essential for effective municipal governance;

AND WHEREAS Council including the head of council values the professional administrative role of the Chief Administrative Officer (CAO) in providing consistent oversight of staffing and organizational planning;

NOW THEREFORE BE IT RESOLVED THAT Council respectfully requests that the head of council voluntarily delegate their authority under Section 284.6(1) and (2) to the Chief Administrative Officer, subject to:

- The CAO consulting with Council before implementing any substantial changes to the municipal organizational structure; and
- Council being informed in advance of any proposed hiring or dismissal of division heads, other than in emergency or time-sensitive situations.

AND THAT such delegation be documented in writing, either by way of formal Mayor's direction under the Act or through a governance protocol, and made available to Council and senior staff.

Recommendation 3.2 – Enhanced Severance for Division Heads

Note: Discussion with senior management of nearby municipalities that have recently attained strong mayor powers, including Aylmer, Central Elgin and St Thomas, have revealed the intent to enhance severance provisions for the CAO and Division Head positions in the circumstance that these positions are unilaterally terminated without cause by the head of council, opposed to the former practice via a majority vote of council.

WHEREAS Section 284.6(2) of the Municipal Act, 2001 provides the head of council with exclusive authority to hire and dismiss division heads or heads of other parts of the organizational structure, subject to specific statutory exceptions under subsection (3);

AND WHEREAS Council including the head of council recognizes the importance of maintaining a fair, respectful, and stable employment environment for senior municipal staff;

AND WHEREAS the unilateral exercise of dismissal powers by the head of council, without cause, may create uncertainty and undermine morale if not accompanied by appropriate contractual safeguards;

NOW THEREFORE BE IT RESOLVED THAT Council directs the CAO, in consultation with legal counsel, to review and update the employment agreements of all affected division heads to include enhanced severance provisions that:

- Provide contractual notice or pay-in-lieu in the event of termination without cause initiated solely by the head of council under Section 284.6(2);
- Reflect the seniority and responsibilities of each position and align with best practices in executive employment standards;
- Include a clause clarifying that enhanced severance provisions do not apply where termination is with cause;

AND THAT legal counsel prepares standard severance language that can be adapted to existing and future senior staff employment contracts.

4. **Create, assign functions and appoint chairs of committees.** The head of council can appoint chairs and vice-chairs of local boards. They can also create new committees of council where all members are council members and assign their functions. The mayor is also able to appoint the chairs and vice-chairs of such committees of council.

Key Points:

- The head of council has sole authority to appoint the chairs and vice-chairs for prescribed local boards.
- The head of council has sole authority to establish or dissolve committees, assign functions of committees, and appoint chairs and vice chairs.

Powers re local boards

284.7 The power of the municipality to appoint chairs and vice-chairs of local boards is assigned to the head of council for any prescribed local board or local board within a prescribed class of local boards. 2022, c. 18, Sched. 2, s. 1.

Powers re committees

284.8 Subject to the regulations, if any, the following powers of the municipality with respect to prescribed committees, or committees within a prescribed class of committees, are assigned to the head of council:

1. The power to establish or dissolve committees.
2. The power to appoint chairs and vice-chairs of committees.
3. The power to assign functions to committees. 2022, c. 18, Sched. 2, s. 1.

Suggested Recommendations for Implementation:

Recommendation 4.1 – Responsible Use of Powers Regarding the Appointment of Chairs & Vice-Chairs to Local Boards

WHEREAS Section 284.7 of the Municipal Act, 2001 assigns to the head of council the power to appoint the chairs and vice-chairs of any prescribed local board or class of local boards, subject to regulations;

AND WHEREAS Council including the head of council recognizes the importance of ensuring that appointments to local board leadership positions reflect the competencies, experience, and confidence of both the public and Council;

NOW THEREFORE BE IT RESOLVED THAT Council respectfully requests that the head of council consult with Council prior to appointing or reappointing chairs or vice-chairs to any local board, and that any such appointments be informed by:

- The qualifications and performance of prospective appointees;
- The strategic priorities of the municipality and the mandate of the respective board;
- Principles of equity, transparency, and fair representation;

AND THAT the head of council consider issuing a written policy or protocol outlining how these appointments will be communicated and justified to Council and the public.

Recommendation 4.2 – Responsible Use of Powers Regarding Committees of Council

WHEREAS Section 284.8 of the Municipal Act, 2001 assigns to the head of council the authority to:

- Establish or dissolve prescribed committees;
- Appoint chairs and vice-chairs of prescribed committees; and

- Assign functions to such committees;

AND WHEREAS committees are essential tools for good governance, detailed review, and transparent decision-making;

NOW THEREFORE BE IT RESOLVED THAT Council respectfully requests that the head of council exercise their authority under Section 284.8 in consultation with Council, and that:

- Any proposal to create, dissolve, or restructure a committee be presented to Council for discussion prior to implementation;
- Appointments to committee leadership reflect a balanced and inclusive approach that encourages full Council participation;
- The assignment of committee functions aligns with Council's strategic goals and legislative mandates;

AND THAT the Head of council consider establishing a governance protocol to guide how committee-related decisions will be made and communicated to Council and the public.

5. **Bring forward matters for council consideration related to provincial priority.**

The head of council can bring forward matters for council consideration if they are of the opinion that considering the matter could potentially advance a provincial priority under O. Reg. 580/22 (currently building 1.5 million new residential units by December 31, 2031; or constructing and maintaining infrastructure to support housing including transit, roads, utilities and servicing). These matters brought for consideration still require rules, notice or public consultation, if applicable, prior to the exercise of a particular municipal authority.

Key Points:

- The head of council has sole authority to table matters for council consideration that pertain to prescribed provincial priorities. Required rules for consideration if applicable would still apply.

Provincial priorities

284.9 (1) The Lieutenant Governor in Council may, by regulation, prescribe provincial priorities for the purposes of sections 284.10, 284.11 and 284.11.1. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 5 (1).

Same

(2) For greater certainty, sections 284.10, 284.11 and 284.11.1 only apply if the Lieutenant Governor in Council prescribes provincial priorities. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 5 (2).

Powers re meetings

284.10 (1) Despite any procedure by-law passed by the municipality under subsection 238 (2), if the head of council is of the opinion that considering a particular matter could potentially advance a prescribed provincial priority, the head of council may require the council to consider the matter at a meeting. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 6.

Interpretation

(2) In this section, “meeting” has the same meaning as in subsection 238 (1). 2022, c. 18, Sched. 2, s. 1.

Suggested Recommendations for Implementation:

Recommendation 5.1 – Responsible Use of Powers Regarding Provincial Priorities

WHEREAS Section 284.10 of the Municipal Act, 2001 authorizes the head of council to require that Council consider a matter at a meeting, if in the head of council’s opinion the matter could potentially advance a prescribed provincial priority;

AND WHEREAS this authority is granted notwithstanding the municipality’s existing procedure by-law, and is intended to support the timely advancement of key provincial objectives such as housing and infrastructure development;

AND WHEREAS Council and the head of council supports the responsible use of this authority in a manner that upholds transparency, legislative compliance, and collaborative governance;

NOW THEREFORE BE IT RESOLVED THAT Council encourages the head of council to adopt a governance protocol to guide the responsible use of Section 284.10 powers, including the following principles:

- Transparency – The Mayor will provide written notice to Council, via the Clerk, identifying the matter to be considered, the applicable prescribed provincial priority, and the rationale for requiring its consideration;
- Consultation – The Mayor will, where practicable, consult with the CAO and members of Council prior to invoking Section 284.10, to ensure the matter is sufficiently developed and ready for Council’s deliberation;
- Agenda Management – The Clerk will include the item on the next appropriate Council agenda and ensure that all members receive supporting materials in accordance with the notice requirements in the municipality’s procedure by-law;

- Public Communication – When the matter is brought forward, the Clerk will clearly identify on the agenda that the item has been placed pursuant to Section 284.10, including a link to the relevant provincial priority, for public awareness;
- Recordkeeping – The invocation of Section 284.10 and associated documentation will be retained by the Clerk in the Council record and made publicly accessible unless subject to closed session rules under the Act.

AND THAT Council direct the Clerk to work with the Mayor and CAO to prepare a draft protocol consistent with the above principles for review and endorsement by Council.

6. **By-law power related to provincial priorities.** The Mayor can propose certain municipal by-laws if they are of the opinion that the proposed by-law could potentially advance a prescribed provincial priority under O. Reg. 580/22 (currently building 1.5 million new residential units by December 31, 2031; or constructing and maintaining infrastructure to support housing including transit, roads, utilities and servicing). By-laws authorized in this manner must be made under the Municipal Act, 2001, Planning Act, or Section 2 of the Development Charges Act.

When proposing the by-law, the mayor must provide a copy of the proposed by-law and their reasons for the proposal to the clerk and each member of council. The mayor can require council to consider and vote on the proposed by-law at a meeting (despite any rules in a local procedure by-law). By-laws proposed by the mayor using this power are passed if more than one-third of all council members vote in favour of the by-law (3/7 members in Malahide). The mayor is also able to vote on passing the by-law.

The procedural by-law and by-laws related to filling a vacancy on council are excluded from this power. There is also a separate process related to proposing the municipal budget.

Key Points:

- The head of council has sole authority to table by-laws that for council consideration that pertain to prescribed provincial interests. Only 3/7 votes are required for these by-laws to pass.

Powers re by-laws

284.11.1 (1) This section applies with respect to by-laws under,
 (a) this Act and the regulations, other than under any prescribed section;
 (b) the *Planning Act* and its regulations, other than under any prescribed section;
 and
 (c) any other prescribed Act or regulation or prescribed section of an Act or regulation. 2022, c. 24, Sched. 3, s. 8.

Procedure

(2) Despite any procedure by-law passed by the municipality under subsection 238 (2) and subject to any prescribed requirements, if the head of council is of the opinion that a by-law could potentially advance a prescribed provincial priority, the head of council may propose the by-law to the council and require the council to consider and vote on the proposed by-law at a meeting. 2022, c. 24, Sched. 3, s. 8.

Same

(3) The head of council shall, in accordance with the regulations, provide to the clerk and to each member of council,

(a) a copy of any by-law proposed under subsection (2); and

(b) the head of council's reasons for the proposal. 2022, c. 24, Sched. 3, s. 8.

More than one-third vote required

(4) Despite any procedure by-law passed by the municipality under subsection 238 (2) and despite section 245, a by-law described in subsection (2) is passed if more than one third of the members of council vote in favour of the by-law. 2022, c. 24, Sched. 3, s. 8.

Head of council may vote

(5) For greater certainty, the head of council may vote as a member of council in a vote to pass a by-law described in subsection (2). 2022, c. 24, Sched. 3, s. 8.

Suggested Recommendations for Implementation:**Recommendation 6.1 – Responsible Use of Powers Regarding Mayor-Proposed By-laws**

WHEREAS Section 284.11.1 of the Municipal Act, 2001, as amended, permits the head of council to propose a by-law and require that Council consider and vote on the by-law if, in the opinion of the head of council, it could potentially advance a prescribed provincial priority;

AND WHEREAS such a by-law may be passed with support from more than one-third of Council, notwithstanding the municipality's procedure by-law and the standard majority voting requirement in Section 245;

AND WHEREAS Council including the head of council recognizes the legitimate intent of this provision to advance provincial priorities such as housing, infrastructure, and transit, but also recognizes the importance of maintaining public trust, accountability, and the deliberative function of Council;

NOW THEREFORE BE IT RESOLVED THAT Council encourages the head of council to adopt a written governance protocol to guide the responsible use of Section 284.11.1 powers, including the following elements:

- Advance Notice and Consultation – The Mayor will, where practicable, provide advance notice to the CAO and Council of any intention to introduce a by-law under Section 284.11.1, including time for internal consultation and staff review;
- Clear Rationale – The Mayor will provide a written rationale to accompany any proposed by-law, identifying the specific provincial priority they seek to advance and how it aligns with the municipality's strategic goals;
- Transparency to the Public – The Clerk will ensure that any proposed by-law introduced under Section 284.11.1 is clearly identified as such on the Council agenda and published with supporting documentation in advance of the meeting;
- Recordkeeping and Accessibility – A public record will be maintained of all by-laws proposed under Section 284.11.1, including voting outcomes and related correspondence, and made available through the municipal website;
- Post-Decision Review – Where a by-law is passed with support from more than one-third but less than a majority of Council, Council may request a subsequent report from the CAO evaluating the implementation implications of the by-law, including any operational, financial, or legal risks.

AND THAT Council direct the CAO and Clerk to assist the Mayor in preparing a formal draft of this protocol, for presentation to Council and incorporation into the municipality's governance framework.

7. **Veto power and council override.** The head of council can choose to veto certain by-laws if they are of the opinion that all or part of the by-law could potentially interfere with a provincial priority under O. Reg. 580/22 (currently building 1.5 million new residential units by December 31, 2031; or constructing and maintaining infrastructure to support housing including transit, roads, utilities and servicing). Only by-laws approved by council made under the Municipal Act, 2001, the Planning Act, and section 2 of the Development Charges Act may be vetoed by the mayor.

There is a separate veto process related to the municipal budget.

It is up to the mayor to determine if they will consider vetoing a by-law, regardless of whether they attend a council meeting. The head of council must provide written notice to council of their intent to consider vetoing the by-law on or within two days after council voted in favour of the by-law.

If the head of council decides to use their veto within 14 days after the day council voted in favour of the by-law, the head of council must provide a written veto document (which includes the veto and reasons for the veto) to the Clerk on the day they use the veto power. The Clerk must then share the written document with each

member of Council by the next business day and also make the written document available to the public.

If the head of council uses their veto power, Council then has the ability to override the veto. Within 21 days after the Clerk provides the written veto document to the members of council, council may override the veto if two-thirds (5/7 in Malahide) of all council members vote to override the veto. During this process, the head of council remains as a member of council for council decision-making with one vote.

Key Points:

- The head of the council has sole authority to veto by-laws passed by the council, which in the sole option of head of the council are seen to interfere with prescribed provincial priorities.
- Veto process:
 - Council passes a by-law.
 - head of council reviews by-law to assess if it interferes with prescribed provincial priorities.
 - Within 2 days after the by-law is passed Mayor must provide notice of intent to veto the by-law.
 - If no veto notice is provided by the head of council, the by-law automatically comes into effect after 2 days, or upon the explicit approval by the head of council .
 - If notice was given, the head of council has within 14 days to formally veto the by-law from its date of passing (veto document must be in writing, with reason and published).
 - One business day after receiving the veto, the clerk must publish the veto document.
 - Council has within 21 days of receipt of veto notice to attempt to override the veto (override requires 5/7 vote in Malahide).
 - If their override is successful the by-law passes immediately, if not, the by-law is not passed.
- When is a by-law deemed to have passed?
 - If the Mayor does NOT issue a notice of intent to veto:
The by-law is deemed passed either:
 - Immediately upon written approval by the Mayor, or
 - Automatically after two days from the council's original vote if no explicit approval or notice of intent to veto is provided.
 - If the Mayor DOES issue a notice of intent to veto (within two days of council approval):
The by-law passes only upon:
 - The Mayor's subsequent written approval, or
 - After 14 days, provided the Mayor does not formally veto the by-law within that period.
 - If a veto is formally issued:
 - The by-law is not passed unless council overrides the veto by a two-thirds majority vote within 21 days of receiving the veto

notice. If overridden, the by-law passes on the date of the successful override vote.

Veto powers

Application

284.11 (1) This section applies with respect to by-laws under,
 (a) this Act and the regulations, other than under any prescribed section;
 (b) the Planning Act and its regulations, other than any prescribed section; and
 (c) any other prescribed Act or regulation or prescribed section of an Act or regulation. 2022, c. 18, Sched. 2, s. 1.

By-law for consideration

(2) Despite any procedure by-law passed by the municipality under subsection 238 (2) and subject to subsection (3) of this section, if the head of council is of the opinion that all or part of a by-law that is subject to this section could potentially interfere with a prescribed provincial priority, the head of council may provide written notice to the council of the intent to consider vetoing the by-law. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 7.

Same, timing

(3) If the head of council intends to consider vetoing the by-law, the head of council shall provide the written notice described in subsection (2) on or before the earlier of two days after the day council voted in favour of the by-law or the prescribed deadline, if any. 2022, c. 18, Sched. 2, s. 1.

By-law commencement

(4) Despite any other Act, a by-law that is subject to this section shall be deemed not to have been passed by council until,
 (a) if notice has not been given under subsection (3), the earlier of,
 (i) the day written approval of the by-law is given by the head of council to the municipality, and
 (ii) two days after the day council voted in favour of the by-law or the prescribed deadline, as the case may be; or
 (b) if notice has been given under subsection (3), the earlier of,
 (i) the day written approval of the by-law is given by the head of council to the municipality, and
 (ii) 14 days, or such other prescribed time period, after the day the council voted in favour of the by-law. 2022, c. 18, Sched. 2, s. 1.

Veto powers

(5) Subject to subsection (6), if the head of council is of the opinion that all or part of the by-law could potentially interfere with a prescribed provincial priority, the head of council may veto the by-law by providing to the clerk, on the day of the veto, a written veto document that includes the veto and the reasons for the veto. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 7.

Same, timing

(6) The head of council shall not veto a by-law after giving approval under subclause (4) (b) (i) or after the expiry of the time period described in subclause (4) (b) (ii), as the case may be. 2022, c. 18, Sched. 2, s. 1.

Duties of clerk

(7) If the head of council vetoes a by-law the clerk shall,
 (a) by the next business day after the clerk receives the written veto document under subsection (5), provide each member of council, other than the head of council, a copy of the written veto document; and
 (b) make the written veto document available to the public in accordance with the regulations, if any. 2022, c. 18, Sched. 2, s. 1.

Effect of veto

(8) If the head of council vetoes a by-law, clause (4) (b) does not apply and the by-law shall be deemed not to have been passed by council. 2022, c. 18, Sched. 2, s.1.

Override of veto

(9) Within 21 days, or such other prescribed time period, after the day the clerk provides the written veto document to the members of council under clause (7) (a), council may override the head of council's veto if two-thirds of the members of council vote to override the veto. 2022, c. 18, Sched. 2, s. 1.

Head of council may vote

(10) For greater certainty, the head of council may vote as a member of council in a vote to override a veto. 2022, c. 18, Sched. 2, s. 1.

Effect of override

(11) If the council overrides the veto, subsection (8) does not apply and the by law shall be deemed to have passed on the day the council votes to override the veto. 2022, c. 18, Sched. 2, s. 1.

No notice

(12) The head of council shall not give notice under subsection (3) after giving approval under subclause (4) (a) (i). 2022, c. 18, Sched. 2, s. 1.

Immunity

284.14 A decision made, or a veto power or other power exercised, legally and in good faith under this part shall not be quashed or open to review in whole or in part by any court because of the unreasonableness or supposed unreasonableness of the decision or exercise of the veto power or other power. 2022, c. 18, Sched. 2, s.1.

Suggested Recommendations for Implementation:

7.1 Responsible Use of Veto Powers

WHEREAS Section 284.11 of the Municipal Act, 2001 grants the head of council the power to veto a by-law passed by Council if the head of council believes that the by-law could potentially interfere with a prescribed provincial priority;

AND WHEREAS the exercise of this power delays the enactment of Council-approved by-laws and may override the decision of a majority of elected representatives, unless two-thirds of Council votes to override the veto;

AND WHEREAS Council including the head of council recognizes the need for provincial priorities to be considered in local decision-making but also affirms the importance of transparent, consultative, and democratically grounded governance;

NOW THEREFORE BE IT RESOLVED THAT Council encourages the head of council to adopt a formal governance protocol for the responsible use of veto powers under Section 284.11, guided by the following principles:

- Transparency – When providing notice of intent to consider a veto under subsection 284.11(2), the head of council will include a written rationale identifying the specific provincial priority at issue and how the by-law may interfere with it;
- Consultation with Council – Before exercising a veto, the head of council will, where practicable, consult with Council members and the CAO to explore whether amendments or compromises might satisfy both provincial priorities and local policy goals;
- Use as a Last Resort – The head of council will exercise the veto power only after alternative approaches — such as amendments — have been considered;
- Public Disclosure – The Clerk will ensure that all veto notices and written rationales are published in a timely and accessible manner on the municipal website, consistent with the requirements of subsection 284.11(7);
- Council Override Preparedness – Upon receipt of a veto notice, the Clerk will circulate clear information to Council about the override process under subsection 284.11(9), including timelines and voting thresholds;

AND THAT the Clerk be directed to work with the head of council and CAO to prepare a formal draft of the protocol for consideration and public release.

8. **Direct Staff.** The head of council can direct staff to do certain things related to their additional powers and duties. Direction from the head of council to staff under this authority must be provided in writing. For example, the head of council could direct staff to undertake research and provide advice on policies and programs or to implement any decisions related to their additional powers and duties.

Key Points:

- The head of council in their sole authority may direct staff in writing to undertake research or provide advice on policies or programs or powers and duties related to strong mayor powers, or undertake specific duties such as the implementation of a decision by the head of council, or making information available as per regulation. (These directions must be lawful).

Directions to municipal employees

284.3 For the purposes of exercising powers or performing duties under this Part, the head of council may, in writing, exercise the powers of the municipality to direct municipal employees to,

(a) undertake research and provide advice to the head of council and the municipality on policies and programs of the municipality or of the head of council as they relate to the powers and duties under this Part; and

(b) carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the head of council under this Part. 2022, c. 18, Sched. 2, s. 1.

284.4 (1) If the head of council exercises a power or performs a duty under this Part, the head of council shall do so in writing and in accordance with the regulations, if any. 2022, c. 18, Sched. 2, s. 1.

Making information available

(2) The head of council shall, in accordance with the regulations, make any prescribed information and documents available to the public and to any other prescribed persons or classes of persons. 2022, c. 18, Sched. 2, s. 1.

Suggested Recommendations for Implementation:

8.1 Responsible Use of Staff Direction Powers

WHEREAS Section 284.3 of the Municipal Act, 2001 authorizes the head of council, for the purposes of exercising powers or duties under Part VI.1 (Strong Mayor Powers), to direct municipal employees in writing to:

- (a) undertake research and provide advice to the head of council and the municipality related to policies and programs under Part VI.1; and

(b) carry out duties related to the exercise of strong mayor powers, including the implementation of related decisions;

AND WHEREAS Section 284.4 requires that any such direction be made in writing, and Ontario Regulation 530/22 requires the retention and public disclosure of these directives where practicable;

AND WHEREAS Council including the head of council recognizes the importance of maintaining organizational clarity, respect for the administrative structure of the municipality, and transparency in communications with staff;

NOW THEREFORE BE IT RESOLVED THAT Council encourages the head of council to adopt a governance protocol for the responsible use of Section 284.3 powers, guided by the following principles:

- Written Format and Recordkeeping
 - All directions to municipal employees under Section 284.3 will be made in writing, citing the relevant strong mayor power being exercised.
 - Copies will be filed with the Clerk in accordance with O. Reg. 530/22 and maintained in the municipal record.
- Respect for Administrative Hierarchy
 - While direct communication with staff is permitted under Section 284.3, the mayor will make all reasonable efforts to coordinate direction through the CAO, to preserve operational clarity and uphold the statutory role of the CAO under Section 229.
- Transparency and Public Access
 - Where appropriate and not subject to confidentiality, written directives will be made available to Council and the public via the Clerk, in accordance with Section 3 of O. Reg. 530/22.
- Limiting Scope to Strong Mayor Powers
 - The head of council will ensure that staff directions issued under Section 284.3 are strictly limited to actions related to powers and duties under Part VI.1, and will not duplicate or override Council-approved workplans or unrelated administrative matters.
- Staff Workload and Feasibility
 - Where directives involve significant time or resource commitments, the Mayor will consult with the CAO to assess feasibility and avoid operational conflict with existing staff responsibilities.

AND THAT the Clerk and CAO be directed to work with the head of council to develop a written protocol consistent with these principles, to be incorporated into the municipality's governance framework and made available for public reference.

9. **Municipal budget process.** The head of council is required to propose the annual budget for the municipality no later than February 1st. The proposed budget would have to be shared with each member of council, the clerk, and the public. If the head of council does not share the proposed budget by February 1st council will attain responsibility to prepare and adopt a budget.

After receiving the proposed budget from the head of council, council can amend the proposed budget by resolution in a 21 day review period. The head of council has 5 days from the end of the review period to veto the council amendment with written rationale provided to each council member and the clerk on the day of the veto. Council may override the veto if two-thirds (5/7 in Malahide) of all council members vote to override the veto within 10 days of when it is made. Council and head of council may also pass resolutions to shorten respective review, veto and override periods.

Note: The written documentation requirements for the head of council when using the veto power and by-law power related to provincial priorities, and for the municipal budget process are separate.

Key Points:

- The head of council now has a statutory duty to present council with a budget by Feb 1 for a specific budget year.
- Budget Process:
 - Head of council drafts a proposed municipal budget according to provincial legislation
 - The proposed budget is provided to council by Feb 1
 - Council may pass resolutions to amend the proposed budget within 21 days
 - head of council assesses the amendments made by council and decides to accept or veto them within 5 days from the end of the review period.
 - Council may override the veto with a 5/7 vote in Malahide within 10 days.
 - After resolving vetos and overrides (if any) the budget is officially adopted

Powers and duties re. budget

284.16 (1) In accordance with this section and subject to the regulations, the powers and duties of a municipality with respect to proposing and adopting a budget are assigned to the head of council of the municipality. 2022, c. 18, Sched. 2, s. 1.

Proposed budget

(2) The head of council shall, in accordance with the regulations, prepare a proposed budget for the municipality and provide the proposed budget to the council for the council's consideration. 2022, c. 18, Sched. 2, s. 1.

Council may adopt or amend budget

(3) After receiving the proposed budget, council may, in accordance with the regulations, pass a resolution making an amendment to the proposed budget. 2022, c. 18, Sched. 2, s. 1.

Veto power

(4) The head of council may, in accordance with the regulations, veto a resolution passed under subsection (3). 2022, c. 18, Sched. 2, s. 1.

Override of veto

(5) Council may, in accordance with the regulations, override the head of council's veto under subsection (4) if two-thirds of the members of council vote to override the veto. 2022, c. 18, Sched. 2, s. 1.

Adoption of budget

(6) The budget for the municipality shall be adopted in accordance with the regulations. 2022, c. 18, Sched. 2, s. 1.

Same

(7) For greater certainty, the regulations may provide for the circumstances in which the budget is deemed to be adopted. 2022, c. 18, Sched. 2, s. 1.

Suggested Recommendations for Implementation:**9.1 Responsible Use of Municipal Budget Powers**

WHEREAS Section 284.16 of the Municipal Act, 2001 assigns to the head of council the powers and duties of the municipality with respect to proposing and adopting the municipal budget;

AND WHEREAS the head of council is responsible for preparing a proposed budget and providing it to Council for consideration, and has the authority to veto any amendment passed by Council, subject to a two-thirds Council override;

AND WHEREAS Council including the head of council recognizes the importance of fiscal transparency, sound financial stewardship, and inclusive collaboration in the development of the municipal budget;

NOW THEREFORE BE IT RESOLVED THAT Council encourages the head of council to adopt and communicate a formal governance protocol for the preparation and presentation of the municipal budget under Section 284.16, which reflects the following principles:

- Early Engagement – The mayor will engage with Council at the outset of the budget cycle to identify strategic priorities, service level expectations, and areas of fiscal concern;

- Staff-Led Technical Preparation – The CAO and Treasurer will continue to prepare the technical foundation of the budget, including revenue forecasts, departmental submissions, and reserve strategies, in accordance with applicable regulations and accounting standards;
- Consultation Prior to Tabling – The Mayor will consult with the CAO and individual Council members in advance of tabling the proposed budget, to ensure that the document reflects a balance of priorities and supports consensus-building;
- Transparency in Amendments and Vetoes – If the Mayor intends to veto an amendment passed by Council under Section 284.16(3), a written rationale will be provided to the Clerk and Council outlining the basis of the veto and the provincial priority or financial principle it supports;
- Public Communication – The Clerk and Treasurer will ensure that all major milestones in the budget process, including proposed budget release, amendment discussions, and any veto or override votes, are clearly communicated to the public through the municipality's website and standard channels;
- Post-Adoption Debrief – Following final budget adoption, the CAO and Treasurer will present a summary of final outcomes to Council and the public, including any material changes resulting from the exercise of veto or override powers.

AND THAT the Clerk be directed to work with the head of council, CAO, and Treasurer to prepare a draft protocol consistent with these principles for presentation to Council and publication in the budget process calendar.

10. **Filling a vacant head of council seat.** If a vacancy occurs in the seat of the head of the council, Malahide will now be required to fill the head of the council's seat through a by-election. A vacant head of council seat has to be declared vacant at the next council meeting after the seat becomes vacant, except where the vacancy has occurred due to the death of the head of council. After declaring the vacancy, a by-law must be passed to initiate the by-election in 60 days. Nominations can be filled once the by-law is passed.

In terms of exceptions, the vacancy is not required to be filled if the vacancy occurs 90 days before voting day in the year of a regular election. If the vacancy happens after March 31 in the year of a regular municipal election, the by-election is omitted and vacancy will have to be filled by appointment. It is important to note the appointed head of council will not have strong mayor powers.

Strong mayor powers and duties do not transfer to an interim or acting head of council. Strong mayor powers and duties are only attained once a new head of council has been elected pursuant via a by-election. However, if a head of council is

elected via by-election chooses to delegate certain strong mayor powers, these powers can still be exercised by the individuals to whom the powers were delegated to in the event the head of council's seat becomes vacant.

Key Points:

- In the circumstance of a vacancy, strong mayor powers are only transferred to an incumbent if elected pursuant via a by-election.
- In the circumstance of a vacancy, any delegated strong mayor powers would continue to be in effect until rescinded by a new head of council who is elected via by-election.

Vacancy, head of council

284.12 (1) Despite section 263, if a vacancy occurs in the office of the head of council, the municipality shall, subject to subsection (3) and in accordance with the regulations, if any, require a by-election to be held, in accordance with the *Municipal Elections Act, 1996*, to fill the vacancy. 2022, c. 18, Sched. 2, s. 1.

Rules applying to filling vacancy

(2) Subject to subsection (3) and the regulations, if any, the following rules apply to filling a vacancy in the office of head of council:

1. Within 60 days after the day a declaration of vacancy is made under section 262 with respect to the vacancy, the municipality shall pass a by-law requiring a by-election be held to fill the vacancy.
2. Despite paragraph 1, if a court declares the office of head of council to be vacant, the council shall act under subsection (1) within 60 days after the court makes its declaration.
3. Despite subsection (1), if the vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy. 2022, c. 18, Sched. 2, s. 1.

Vacancy after March 31 in the year of a regular election

(3) Subject to the regulations, if any, if a vacancy in the office of head of council occurs after March 31 in the year of a regular election,

- (a) within 60 days after the day a declaration of vacancy is made under section 262 with respect to the vacancy, the municipality shall fill the vacancy by appointing a person who has consented to accept the office if appointed; and
- (b) the municipality is deemed not to be prescribed for the purposes of this Part for the remainder of the term of the head of council appointed under clause (a). 2022, c. 18, Sched. 2, s. 1.

Vacancy — upper-tier municipalities

(4) The Minister may, by regulation, prescribe the procedures, rules and other matters pertaining to vacancies in upper-tier municipalities that will apply despite anything in this section. 2022, c. 18, Sched. 2, s. 1.

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

Letter from Minister of Municipal Affairs & Housing

Prepared by: N. Dias, Chief Administrative Officer
& D. Giguere, Mayor

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
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**Ministère des
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Tél. : 416 585-7000



234-2025-1992

May 1, 2025

Dear Head of Council:

To follow up on [our government's announcement from April 9, 2025](#), I am pleased to inform you that as of May 1, 2025, we have expanded strong mayor powers to heads of council of an additional 170 municipalities. This includes your municipality.

Heads of council in strong mayor municipalities are able to:

- Choose to appoint the municipality's chief administrative officer.
- Hire certain municipal division heads, and establish and re-organize divisions.
- Create committees of council, assign their functions and appoint the Chairs and Vice-Chairs of committees of council.
- Veto certain by-laws if they are of the opinion that all or part of the by-law could potentially interfere with a prescribed provincial priority, such as housing, transit and infrastructure.
- Bring forward matters for council consideration if they are of the opinion that considering the matter could potentially advance a prescribed provincial priority.
- Propose certain municipal by-laws if they are of the opinion that the proposed by-law could potentially advance a prescribed provincial priority. Council can pass these by-laws if more than one-third of all council members vote in favour.
- Propose the municipal budget, which would be subject to council amendments and a separate mayoral veto and council override process.

Some strong mayor powers are related to prescribed provincial priorities that are identified in [O. Reg 580/22](#).

Heads of council in strong mayor municipalities are subject to existing accountability and transparency rules, as well as certain additional rules. For example, when the head of council exercises many of the strong mayor powers and performs many of the strong mayor duties, they are required to provide written documentation to the municipal clerk and members of council by the next business day. They must also make this written documentation available to the public.

- 2 -

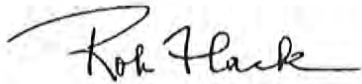
For more information on strong mayor powers and duties please see:

- The Strong Mayor chapter of the [Ontario Municipal Councillor's Guide](#)
- Part VI.1 of the Municipal Act, 2001 – [Special Powers and Duties of the Head of Council](#)
- Regulations made under the Municipal Act, 2001 that relate to strong mayor powers and duties: [O. Reg 580/22](#); [O. Reg. 530/22](#)

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at 437-996-2487 or tanner.zelenko@ontario.ca.

Please accept my best wishes.

Sincerely,



Hon. Rob Flack
Minister of Municipal Affairs and Housing

c: Robert Dodd, Chief of Staff
Martha Greenberg, Deputy Minister
Caspar Hall, Assistant Deputy Minister, Local Government Division
Sean Fraser, Assistant Deputy Minister, Municipal & Housing Operations Division
Municipal Clerk and Chief Administrative Officer



May 01, 2025

- AMO releases *Engaging Youth in Local Democracy* report.
- AMO's Guidance Resources on Electricity Procurements.
- Emergency Preparedness Week: May 4 - 11, 2025.
- New Health and Safety Water Stream fund.
- Nominations open for Medal of Distinction in Public Administration.
- Join the timely conversation on democracy: AMO's Rural Healthy Democracy Forum.
- Join your colleagues at the AMO 2025 Conference.
- Submit your application for the PJ Marshall Awards.
- Before you know it, it's August! AMO 2025 Conference trade show selling out fast!
- Teeny Tiny Summits 2025 line-up - Registration is open.
- AMO Trade and Tariff Forum - June 6.
- Planning for people in your community: May 8 virtual workshop.
- All Risk Municipal Grant applications due today.
- Virtual Net-Zero Workshop registration now open.
- AMCTO-Mitacs Municipal Innovation Internship Program.
- Ontario Bike Summit.
- Net-Zero Communities Accelerator Program coming to Ontario.
- Careers.

AMO Matters

Improving the health of local democracies requires a renewed focus on engaging the young people in our communities. Through AMO's Healthy Democracy Project and in partnership with Apathy is Boring, we've developed a new [Engaging Youth in Local Democracy](#) resource that will help you learn how to better engage youth in your communities with actionable strategies and tactics for elected officials, municipalities, and public sector organizations.

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.

Provincial Matters

Ontario's theme for Emergency Preparedness Week, "Plan for Every Season", encourages residents to stay safe, practiced, and prepared. Access digital resources through [Publications Ontario](#) or [order your print materials today](#).

Intake is open for Ontario's new Health and Safety Water Stream fund to help municipalities and First Nations build, repair and expand aging water infrastructure. [Apply now!](#)

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

Partnering with the Rural Ontario Municipal Association (ROMA), AMO's Rural Healthy Democracy Forum will bring together municipal and sector leaders, academics and experts for insightful discussions on the state of democracy in rural Ontario. [Register today](#) as there is **limited space available**.

AMO's 2025 Annual Conference is back in Ottawa. In this unprecedented time, coming together with municipal and provincial and key sector partners is more important than ever. [Register for AMO 2025](#) and [book your accommodations today](#).

The Peter J. Marshall Municipal Innovation Award celebrates municipal governments in Ontario that implement new and innovative ways to make public services, facilities, and infrastructure better for Ontarians. View full details [here](#).

Connect with over 3,000 of Ontario's municipal leaders representing Ontario's 444 municipalities and a \$68 billion sector at the AMO 2025 Conference in Ottawa this August. Click [here](#) to download the Exhibitor Package and [here](#) for the Sponsorship Package. Limited space available.

ROMA in partnership with the Minister of Rural Affairs, are happy to share the 2025 Teeny Tiny Summit line-up. These compelling events are designed with innovation in mind for Ontario's rural communities. Registration and information is available for the Summit in [Manitowadge](#) and [Prince Edward County](#).

In this unprecedented time, AMO is holding a forum on tariff and trade disruptions, their impact on Ontario municipalities and business sector, and how municipalities and business can seize new opportunities to improve economic resiliency and mitigate the impact of tariffs. [Register today](#).

Land use planning is a complicated matter. This workshop equips councillors with the skills and knowledge necessary to secure funding, build community trust, ensure legal compliance, drive local economic growth and more. [Register for the May 8 Unlocking Opportunity through Understanding Human Rights Based Approach to Municipal Planning workshop](#).

LAS

Applications for the [All Risk Municipal Grant](#) are due today by 4 pm EST. Three municipalities will receive \$10,000 towards their risk management initiative. Enter your risk project today!

Have you registered for LAS' virtual net zero workshop yet? Join us online on June 18 to learn how you can cut energy costs, boost savings and incorporate low carbon initiatives in your municipal buildings. [Register today](#).

Municipal Wire*

The AMCTO-Mitacs [Municipal Innovation Internship Program](#) is an application-based program that matches Ontario municipal governments with post-secondary students studying in Ontario. Ontario municipalities can now [submit their project proposal\(s\)](#) for consideration by May 9. The internship program will take place from January-August 2026.

The [Ontario Bike Summit](#), Canada's largest cycling and active transportation conference, will be in Windsor from May 27-29. Be inspired by success stories including enhancing infrastructure and design, citizen safety and economic development.

Small and mid-sized Ontario municipalities are invited to [submit an expression of interest](#) to participate in Quest Canada's Net-Zero Communities Accelerator program by June 13.

Careers

[Zoning Officer - Town of Halton Hills](#). Closing Date: May 21, 2025

[Manager of Operations - County of Renfrew](#). Closing Date: May 14, 2025

[Chief Executive Officer - Grand Erie Public Health](#). Closing Date: May 28, 2025.

About AMO

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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](#)



May 08, 2025

In This Issue:

- AMO releases *Engaging Youth in Local Democracy* report.
- AMO resources to support your classroom engagement.
- New resources added to AMO's Gender Based Violence Toolkit.
- Emergency Preparedness Week: May 4 - 11, 2025.
- New Health and Safety Water Stream fund.
- Nominations open for Medal of Distinction in Public Administration.
- Only 20 spots remaining for AMO Rural Healthy Democracy Forum!
- Join colleagues at the AMO 2025 Conference - Ontario's premier municipal event.
- Showcase your innovation - PJ Marshall Awards submissions are now open.
- Before you know it, it's August! AMO 2025 Conference trade show selling out fast!
- Teeny Tiny Summits 2025 - Don't miss these important community building events.
- AMO's workshop on planning for people in your community: May 8 virtual workshop.
- Article - Investing in Uncertain Times!
- Virtual Net-Zero Workshop registration now open.
- BPS Energy Reporting Portal now open.
- Blog: My Experience as a Co-op Student.
- Every Second Counts! Know when to call 9-1-1.
- Humber Polytechnic Emergency Management Symposium - June 6, Toronto.
- AMCTO-Mitacs Municipal Innovation Internship Program.
- Ontario Bike Summit.
- Net-Zero Communities Accelerator Program coming to Ontario.
- Careers.

AMO Matters

Improving the health of local democracies requires a renewed focus on engaging young people in our communities. Through AMO's Healthy Democracy Project and in partnership with Apathy is Boring, we've developed a new [Engaging Youth in Local Democracy](#) resource that will help you learn how to better engage youth in your communities with actionable strategies and tactics for elected officials, municipalities, and public sector organizations.

[AMO's Municipal Rep Day program](#) provides AMO's members with a set of resources they can use when visiting classrooms in their communities. Resources and guides for teachers and elected officials can support a productive and engaging visit with students and help ignite interest in local government with future voters and community leaders.

To commemorate Red Dress Day on May 5, new resources from the Ontario Native Women's Association and Native Women's Association of Canada have been added to [AMO's Gender Based Violence Toolkit](#).

Provincial Matters

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ONE Investment

2025 is shaping up to be one for history books with our federal election and trade tensions with the US. Such developments inevitably feed into the financial markets, fostering an atmosphere of uncertainty. [Read our recent article *Investing in an Uncertain Market*](#) to learn more

LAS

Have you registered for LAS' virtual net zero workshop yet? Join us online on June 18 to learn how you can cut energy costs, boost savings and incorporate low carbon initiatives in your municipal buildings. [Register today](#).

The BPS Reporting season is well underway. Municipalities must report their 2024 energy consumption by July 1 under [O.Reg 25/23](#). Contact bpssupport@ontario.ca for more information. If you are an [EPT subscriber](#), this information can be easily downloaded from our software and uploaded to the portal. If you also use our [natural gas](#) or [electricity](#) programs, this data has been automatically imported into EPT - no data entry required.

Interning at AMO/LAS is a great way for students to gain public sector knowledge while earning some school money. [Read the latest blog](#) about our winter intern's experience

Municipal Wire*

Every Second Counts is a province-wide education campaign launched this week to combat 9-1-1 call misuse. Please explore the [campaign and share broadly](#) with residents in your communities.

Join [Humber Polytechnic Broadcast-Broadband Convergence B²C Lab](#) in a one-day free informational symposium on June 6 to present emerging emergency communications technologies using the ATSC 3.0 broadcast communications system. There are new solutions using broadcast that can bolster risk mitigation strategies for municipalities while offering enhanced capabilities. [Register today!](#)

The AMCTO-Mitacs [Municipal Innovation Internship Program](#) is an application-based program that matches Ontario municipal governments with post-secondary students studying in Ontario. Ontario municipalities can now [submit their project proposal\(s\)](#) for consideration by May 9. The internship program will take place from January-August 2026.

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Careers

[Senior Planner/Aménageur principal; aménageuse principale - Ministry of Municipal Affairs and Housing/Ministère des Affaires municipales et du Logement](#). Closing Date: May 23, 2025, 11:59 pm EDT.

[Team Lead/Chef d'équipe - Ministry of Municipal Affairs and Housing/Ministère des Affaires municipales et du Logement](#). Closing Date: May 23, 2025, 11:59 pm EDT.

[Manager Court Operations/Chef de l'administration des tribunaux - Ministry of the Attorney General/Ministère du Procureur général](#) Closing Date: May 22, 2025 11:59 pm EDT.

[Director of Human Resources - Kingston Police Service Board](#). Closing Date: June 5, 2025.

[Licensed Mechanic A - Town of Oakville](#). Closing Date: May 14, 2025.

[Economic Development Officer - City of Quinte West](#). Closing Date: May 19, 2025, 11:59 pm EDT.

[Supervisor of Taxation, Revenue & Billing - City of Kawartha Lakes](#). Closing Date: May 23, 2025.

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[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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May 6, 2025

To: Municipal Clerks – County of Elgin

Re: Notice to Destroy Weeds – 2025

Once a year, municipalities are requested to publish in the local media a notice to destroy weeds. The notice must inform residents that noxious weeds are to be destroyed. All complaints received by your office regarding noxious weeds are to be referred to myself at 519-631-1270 ext. 231.

Cost sharing these notices between municipalities is acceptable.

The *Weed Control Act* R.S.O. 1990, Chapter W.5 is primarily concerned with the control of noxious weeds that interfere with lands used for agricultural and horticultural industries.

The intent of the *Weed Control Act* is:

1. To reduce the infestation of noxious weeds that impact on the industries of agriculture and horticulture;
2. To reduce plant diseases by eliminating plant disease hosts such as common barberry and European buckthorn;
3. To reduce health hazards to livestock caused by poisonous plants;

The *Weed Control Act* is not to be used for property standards issues. If you or your council have any concerns regarding this, I would be happy to attend your next scheduled council meeting.

Please include in your media notice that all weeds must be destroyed by June 16, 2025. You can refer to the attached example for reference. If possible, try to utilize your municipal crest with these notices. Ads should run as soon as possible. You should also consider posting this notice on your municipal website as well.

Please refer to the attached Schedule for a current list of noxious weeds in Ontario.

If there are concerns in your municipality with any of the weeds on the Ontario Schedule of Noxious Weeds, I can be available to provide positive identification and to provide control advice for your ratepayers.

County of Elgin
Administrative Services
450 Sunset Drive
St. Thomas, ON N5R 5V1
Phone: 519-631-1460
www.elgincounty.ca

I look forward to working with each municipality over the coming months. If you have any questions or concerns, feel free to contact me at any time.

Yours truly,

A handwritten signature in blue ink, appearing to read "Jeff Lawrence".

Jeff Lawrence
Elgin County Weed Inspector

Tel.: (519) 631-1270 ext. 231

Fax: (519) 631-5026

Email: jeff@kettlecreekconservation.on.ca

SCHEDULE OF NOXIOUS WEEDS

ITEM	COMMON NAME	SCIENTIFIC NAME
1	Barberry, common	<i>Berberis vulgaris</i> L.
2	Bedstraw, smooth	<i>Galium mollugo</i> L.
3	Buckthorn, European	<i>Rhamnus cathartica</i> L.
4	Chervil, wild	<i>Anthriscus sylvestris</i> (L.) Hoffman
5	Coltsfoot	<i>Tussilago farfara</i> L.
6	Crupina, common	<i>Crupina vulgaris</i> Cass.
7	Cupgrass, woolly	<i>Eriochloa villosa</i> (Thunb.) Kunth
8	Dodder spp.	<i>Cuscuta</i> spp.
9	Dog-strangling vine	<i>Vincetoxicum rossicum</i> (Kleopow) Barbar.
10	Dog-strangling vine, black	<i>Vincetoxicum nigrum</i> (L.) Moench
11	Goatgrass, jointed	<i>Aegilops cylindrica</i> Host
12	Hogweed, Giant	<i>Heracleum, mantegazzianum</i> Sommier & Levier
13	Knapweed spp.	<i>Centaurea</i> spp.
14	Kudzu	<i>Pueraria montana</i> (Lour.) Merr.
15	Parsnip, Wild	<i>Pastinaca sativa</i> L.
16	Poison-hemlock	<i>Conium maculatum</i> L.
17	Poison-ivy	<i>Toxicodendron radicans</i> (L.) Kuntze
18	Ragweed spp.	<i>Ambrosia</i> spp.
19	Ragwort, tansy	<i>Senecio jacobaea</i> L.
20	Sow-thistle spp.	<i>Sonchus</i> spp.
21	Spurge, Cypress	<i>Euphorbia cyparissias</i> L.
22	Spurge, leafy	<i>Euphorbia esula</i> L.
23	Thistle, bull	<i>Cirsium vulgare</i> (Savi) Tenore
24	Thistle, Canada	<i>Cirsium arvense</i> (L.) Scopoli
25	Tussock, serrated	<i>Nassella trichotoma</i> Hackel ex Arech.



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

e-mail: admin@catfishcreek.ca • www.catfishcreek.ca

February 19, 2025

Township of Malahide
87 John Street South
Aylmer, ON N5H 2C3

Attention: Nathan Dias, Chief Administrative Officer

Dear Mr. Dias:

RE: 2025 Municipal Levy

Please find enclosed an Executive Summary of the Catfish Creek Conservation Authority's 2025 Preliminary Draft Budget and General Levy apportionment. Copies of the full detailed Budget document are available upon request.

Attached to the Draft Budget is a schedule indicating each municipality's apportionment based on the updated CVA data provided by the Ministry of Municipal Affairs and Housing to the Ministry of the Environment, Conservation, and Parks. The Township of Malahide's apportionment is 36.2556% of the total Municipal General Levy.

After adjustments, the levy for the Township of Malahide will increase by \$16,042.17. The Township of Malahide's total Levy for 2025 of \$176,463.91.

The Draft Budget and Levy apportionment was circulated to each municipality in October, 2024, for the 30 day notice period in accordance with the Conservation Authorities Act, Budget and Apportionment Regulation.

An invoice for the 2025 Municipal Levy is inclosed for your administration purposes.

If you have any questions concerning the attached information, please do not hesitate to contact our office at your convenience.

Sincerely,

Mr. Dusty Underhill
General Manager / Secretary-Treasurer

DU / ss
Enclosures

MISSION STATEMENT: "To communicate and deliver resource management services and programs in order to achieve social and ecological harmony for the watershed"





CATFISH CREEK CONSERVATION AUTHORITY

2025 FINAL BUDGET

April 10, 2025

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2025
SUMMARY OF REVENUE AND EXPENDITURES
last modified February 11, 2025

	2025 Budget	2024 Budget	2024 Projected
REVENUE			
Provincial Grants (Transfer Payments)	\$41,215.00	\$41,215.00	\$41,215.00
Other Provincial Grants	\$2,878.86	\$42,206.78	\$34,654.73
Other Grants - N\E	\$790.00	\$0.00	\$790.40
Federal Grants	\$0.00	\$138,710.18	\$71,589.63
Employment Program Grants	\$15,000.00	\$15,000.00	\$33,729.84
Municipal General Levies	\$486,721.80	\$442,474.36	\$442,474.36
Donations/Sponsorships	\$35,300.00	\$30,929.35	\$49,277.30
Camp User Fees & Sales	\$742,000.00	\$727,649.00	\$740,956.62
Maple Syrup	\$43,900.00	\$41,080.00	\$46,457.50
Other Revenue	\$103,791.00	\$79,299.61	\$167,235.81
Previous Year's Surplus (Deficit)	\$955.54	\$9,204.92	\$9,204.92
TOTAL To/From Reserves	\$321,610.30	\$198,573.04	-\$8,054.04
TOTAL REVENUE	\$1,794,162.50	\$1,766,342.24	\$1,629,532.07
MANDATORY PROGRAMS			
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$171,437.42	\$152,975.78	\$135,303.01
2 FLOOD FORECASTING & WARNING	\$280,358.97	\$274,434.00	\$283,872.99
3 DROUGHT AND LOW WATER RESPONSE	\$18,908.02	\$17,732.88	\$16,932.44
4 ICE MANAGEMENT	\$27,807.35	\$25,797.86	\$25,531.18
5 INFRASTRUCTURE (Dam)	\$27,347.89	\$24,766.80	\$23,498.67
6&7 ACT REVIEWS & PLAN REVIEW	\$3,494.72	\$3,267.81	\$2,849.31
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$56,408.83	\$46,949.19	\$45,932.18
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$97,097.29	\$86,900.35	\$83,717.04
12 WATER QUALITY (PGMN & PSMP)	\$10,203.08	\$9,366.44	\$8,506.90
13 SOURCE PROTECTION	\$2,878.86	\$6,267.78	\$3,544.36
SUB TOTAL: MANDATORY PROGRAMS Expenditures	\$695,942.43	\$648,458.89	\$629,688.08
OTHER PROGRAMS AND SERVICES			
WATERSHED STEWARDSHIP	\$15,741.21	\$19,877.23	\$35,495.38
ENVIRONMENTAL EDUCATION	\$16,500.00	\$16,253.61	\$13,714.47
SPECIAL & CAPITAL PROJECTS	\$121,142.19	\$209,485.18	\$68,256.71
VEHICLE & EQUIPMENT OPERATIONS	\$82,952.05	\$75,319.80	\$50,485.15
MAPLE SYRUP PROGRAM	\$48,900.00	\$45,080.00	\$38,056.35
SPRINGWATER CONSERVATION AREA	\$812,984.62	\$751,867.53	\$737,252.41
AMORTIZATION EXPENSE			\$55,628.00
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,098,220.07	\$1,117,883.35	\$998,888.47
TOTAL EXPENSES	\$1,794,162.50	\$1,766,342.24	\$1,628,576.55
NET Profit (Loss)	\$0.00	\$0.00	\$955.52

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2025
REVENUE SOURCES

PROGRAM	2025 BUDGET TOTALS	MNRF GRANT	GENERAL LEVY	OTHER PROVINCIAL GRANTS	OTHER GRANTS - N/E	EMPLOYMENT GRANTS	FEDERAL GRANTS	DEFERRED REVENUE	RESERVES	SURPLUS (DEFICIT)	DONATIONS	INCOME
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$ 171,437.42	\$ -	\$ 93,407.94	\$ -					\$ 60,573.94	\$ 955.54	\$ 1,000.00	\$ 15,500.00
2 FLOOD FORECASTING & WARNING	\$ 280,358.97	\$ 41,215.00	\$ 239,143.97	\$ -								
3 DROUGHT AND LOW WATER RESPONSE	\$ 18,908.02		\$ 18,908.02									
4 ICE MANAGEMENT	\$ 27,807.35	\$ -	\$ 27,807.35									
5 INFRASTRUCTURE (Dam)	\$ 27,347.89	\$ -	\$ 27,347.89	\$ -								
6&7 ACT REVIEWS & PLAN REVIEW	\$ 3,494.72		\$ 3,494.72									
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$ 56,408.83	\$ -	\$ 51,408.83									\$ 5,000.00
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$ 97,097.29		\$ 15,000.00	\$ -	\$ 790.00		\$ -		\$ 53,366.29		\$ 14,600.00	\$ 13,341.00
12 WATER QUALITY (PGMN & PSMP)	\$ 10,203.08		\$ 10,203.08									
13 SOURCE PROTECTION	\$ 2,878.86			\$ 2,878.86								
SUB TOTAL: MANDATED PROGRAMS Revenue	\$ 695,942.43	\$ 41,215.00	\$ 486,721.80	\$ 2,878.86	\$ 790.00	\$ -	\$ -	\$ -	\$ 113,940.23	\$ 955.54	\$ 15,600.00	\$ 33,841.00
WATERSHED STEWARDSHIP	\$ 15,741.21			\$ -					\$ 9,791.21		\$ 200.00	\$ 5,750.00
ENVIRONMENTAL EDUCATION	\$ 16,500.00								\$ -		\$ 8,500.00	\$ 8,000.00
SPECIAL & CAPITAL PROJECTS	\$ 121,142.19						\$ -	\$ -	\$ 115,942.19		\$ 4,000.00	\$ 1,200.00
VEHICLE & EQUIPMENT OPERATIONS	\$ 82,952.05								\$ 27,952.05			\$ 55,000.00
MAPLE SYRUP PROGRAM	\$ 48,900.00								\$ -		\$ 5,000.00	\$ 43,900.00
SPRINGWATER CONSERVATION AREA	\$ 812,984.62					\$ 15,000.00			\$ 53,984.62		\$ 2,000.00	\$ 742,000.00
SUB TOTAL: OTHER PROGRAMS Revenue	\$ 1,098,220.07	\$ -	\$ -	\$ -		\$ 15,000.00	\$ -	\$ -	\$ 207,670.07	\$ -	\$ 19,700.00	\$ 855,850.00
TOTALS	\$ 1,794,162.50	\$ 41,215.00	\$ 486,721.80	\$ 2,878.86	\$ 790.00	\$ 15,000.00	\$ -	\$ -	\$ 321,610.30	\$ 955.54	\$ 35,300.00	\$ 889,691.00

**CATFISH CREEK CONSERVATION AUTHORITY
2025 MUNICIPAL GENERAL LEVY COMPARISON**

Municipality	CVA Apport. %	2024 General Levy	General Levy Change Due to New CVA	2024 General Levy With New CVA	Approved General Levy Increase	2025 Total Levy
Aylmer, Town of	26.0182%	113,262.37	1,861.49	115,123.86	11,512.39	126,636.25
Central Elgin, Municipality of	28.0888%	123,739.28	546.46	124,285.74	12,428.57	136,714.31
Malahide, Township of	36.2556%	163,104.90	-2,683.16	160,421.73	16,042.17	176,463.91
South-West Oxford, Township of	3.4097%	15,281.74	-194.69	15,087.05	1,508.70	16,595.75
St. Thomas, City of	6.2277%	27,086.07	469.91	27,555.98	2,755.60	30,311.57
	100%	442,474.36	0.00	442,474.36	44,247.44	486,721.80

Footnotes:

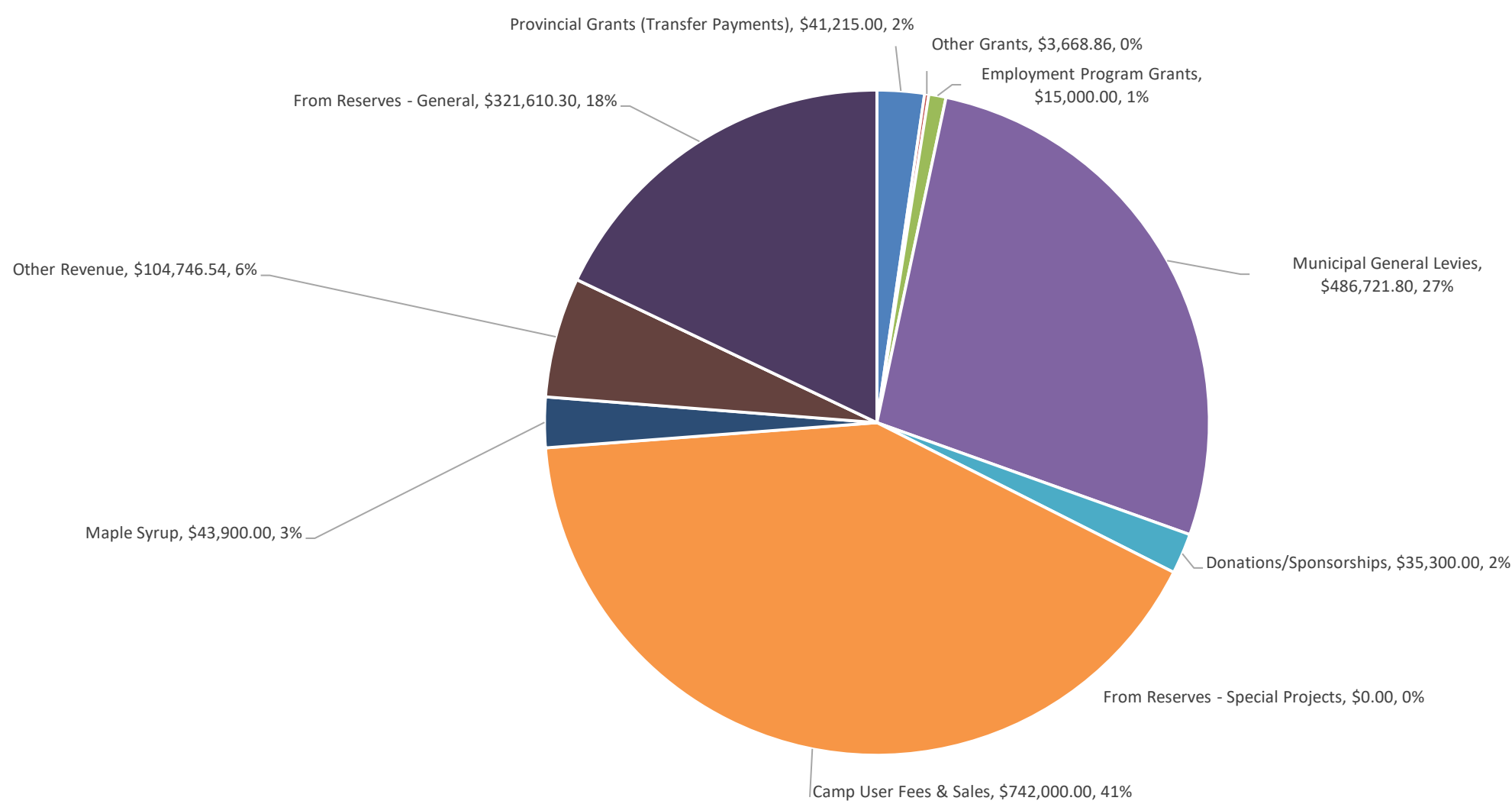
* Levies partially support the costs of operating the provincially mandated responsibilities of municipal plan input and review. Operating grants for provincially
The Special Planning Levy is calculated based on past, existing, and anticipated program activity. The municipality has the option of recovering this Special

Data for Calculation of Sliding Scale of Grants and Levy for 2025

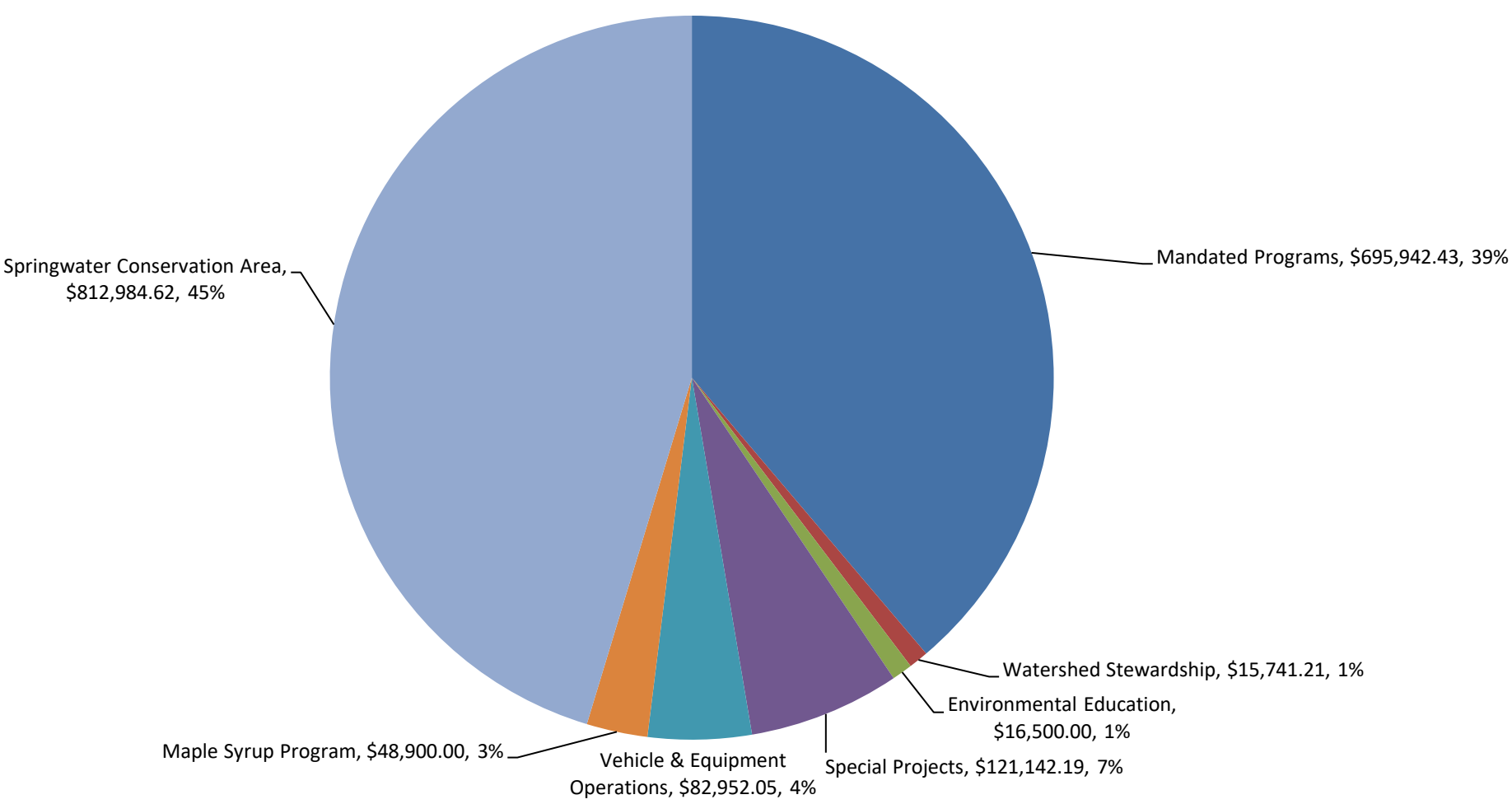
Municipality	% of Municipality in Watershed	2024 Tax Year Current Value Assessment (CVA) (Modified)		2024 Tax Year CVA (Modified) in CA jurisdiction	CVA Based Apportionment Percentage
Aylmer, Town of	100%	781,861,672		781,861,672	26.0182%
Central Elgin, Municipality of	40%	2,110,212,609		844,085,044	28.0888%
Malahide, Township of	82%	1,328,662,599		1,089,503,331	36.2556%
South-West Oxford, Township of	8%	4,678,658,861		187,146,354	3.4097%
St. Thomas, City of	4%	1,280,797,330		102,463,786	6.2277%
		10,180,193,070		3,005,060,187	100%

The apportionment figures are calculated from assessment data provided by the Municipal Property Assessment Corporation (MPAC), and further revised based on the Conservation Authority Levies Regulation (Ontario Regulation 670/00 under the Conservation Authorities Act).

CCCA Revenue Sources - 2025



CCCA Expenditure Sources - 2025



\$120
per
player



ElginCounty

**20
25**

WARDEN'S CHARITY GOLF TOURNAMENT



DATE

Friday, June 13, 2025



SHOTGUN START

10:00 am



THE BLUFFS GOLF CLUB

35593 Lake Line
Port Stanley, ON

TOURNAMENT BENEFICIARY:

H♥SPICE OF ELGIN

REGISTER NOW



www.elgincounty.ca/golf



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of April 2, 2025
Approved May 7, 2025

Members in attendance:

Dave Beres, Chair	Town of Tillsonburg
Doug Brunton, Vice-Chair	Norfolk County
Shelley Ann Bentley	Haldimand County
Robert Chambers	County of Brant
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Jim Palmer	Township of Norwich
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide

Regrets:

Peter Ypma	Township of South-West Oxford
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Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Manager of Watershed Services
Saifur Rahman, Manager of Engineering and Infrastructure
Jessica King, Social Media and Marketing Associate
Paul Gagnon, Lands and Waters Supervisor
Nicole Sullivan, HR Coordinator/Executive Assistant

1. Welcome and Call to Order

The Vice-Chair called the meeting to order at 8:13p.m., Wednesday, April 2, 2025.

The Chair vacated his seat for the meeting. The Vice-Chair, Doug Bruton, chaired the Board of Director's meeting.

A-42/25

Moved by J. Palmer
Seconded by T. Masschaele

THAT the Vice Chair, Doug Brunton, is appointed Acting Chair for the Board of Director's Meeting April 2, 2025.

Carried

2. Additional Agenda Items

A-43/25

Moved by M. Columbus
Seconded by R. Weisler

THAT LPRCA Board of Directors remove item A under Section 11: Closed Session

Carried

3. Approval of the Agenda

A-44/25

Moved by R. Weisler

Seconded by J. Palmer

THAT the LPRCA Board of Directors approves the agenda as amended.

Carried

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of the Previous Meeting

a) Board of Directors Annual General Meeting March 7, 2025

A-45/25

Moved by M. Columbus

Seconded by C. Van Paassen

THAT the minutes of the LPRCA Annual General Meeting held March 7, 2025 be adopted as circulated.

Carried

6. Business Arising

There was no business arising from the previous minutes.

7. Review of Committee Minutes

No committee minutes presented.

8. Correspondence

A letter of support from the Township of Norwich and a News release from the Government of Ontario in regards to the new Cabinet were included in the package.

A-46/25

Moved by J. Palmer

Seconded by M. Columbus

THAT the correspondences outlined in the Board of Directors agenda of April 2, 2025 be received as information.

Carried

9. Development Applications

a) Section 28 Regulations Approved Permits (L. Mauthe)

Tom Masschaele asked staff if the first development application in the report on Hastings Dr. lots were owned by Norfolk County. Leigh-Anne Mauthe confirmed the lots were owned by Norfolk County.

A-47/25

Moved by S. Bentley

Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated April 2, 2025 as information.

Carried

10. New Business

a) General Manager's Report (J. Maxwell)

Judy Maxwell provided a report summarizing operations this past month and provided a few recent updates.

Mike Columbus asked if the Authority can send another letter to the new Minister of the Environment and Parks in regards to the frozen planning and permitting fees. Judy Maxwell responded that based on current Conservation Ontario news it would be best for this letter for go before the 2026 budget.

A-48/25

Moved by S. Bentley

Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the General Manager's Report for March 2025 as information.

Carried

b) 2025 Tree Order (P. Gagnon)

Paul Gagnon presented the LPRCA 2025 tree order, highlighting that since the report more trees have been ordered and the tree list in Attachment A may differ depending on the stock that survives the winter.

Robert Chambers asked specifically about the Kentucky Coffee Tree and if it is Carolinian and where can one see a tree in the watershed. Paul Gagnon let the Board know that there are approximately 100 Kentucky Coffee tree saplings planted last year in Backus CA and

that it is considered a Carolinian species.

A-49/25

Moved by T. Masschaele
Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the 2025 tree order as information.

Carried

c) Ecological Survey for Selected LPRCA Properties (J. Maxwell)

Judy Maxwell presented the Ecological Survey for selected LPRCA properties update.

*P. Gagnon left the meeting at 8:28pm

A-50/25

Moved by J. Palmer
Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the report as information.

Carried

d) Canadian Protected and Conserved Database (J. Maxwell)

Judy Maxwell presented the Canadian Protected and Conserved Database report to the Board.

Mike Columbus asked staff if putting the woodlots onto this database will affect the Authority's ability to harvest. Judy Maxwell responded that it will not, as these tracts were already separately designated by the Board to be Natural Heritage Woodlots and were not part of the Authority's harvesting cycle.

Mike Columbus and Tom Masschaele both asked if putting the properties on the database would allow for the database to have more control over the lands and apply restrictions and wanted staff to be clear that the lands will not switch control. Judy Maxwell informed the Board that no, as per the Director's email, the federal government cannot exert more control over the lands and will not add any additional policy or regulations.

Chris Van Paassen asked which of the LPRCA Heritage Woodlots were going to be added to the database. Judy Maxwell responded needing time to find the exact names of the 7 woodlots.

*The board agreed to circle back to this discussion once more information was obtained.

*At 8:58 p.m. the Board returned to this discussion.

Judy Maxwell informed the Board of the 7 Heritage Woodland lots that will be input into the database; Watson CA, Harvey tract, Carr tract, Hepburn tract, Moulton tract, Burwell tract, and Harris Floyd tract.

A-51/25

Moved by R. Weisler

Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the report as information;

AND

That the LPRCA Board of Directors support the Government of Canada's goal of conserving 30 percent of Canada's land and water by 2030;

AND

That the LPRCA Board of Directors endorse the Long Point Biosphere Region's initiative to make a submission to Environment and Climate Change Canada (ECCC), on behalf of Long Point Region Conservation Authority, to have 7 Natural Heritage Woodlands equaling 854.24 Acres/345.70 hectares added to the Canadian Protected and Conserved Areas Database.

Carried

e) Vehicle Tender (A. LeDuc)

Aaron LeDuc presented the $\frac{3}{4}$ tonne truck tender to the Board.

Shelly-Ann Bentley asked staff if the product was on the lot, and if not, would it be affected by the tariffs. Aaron LeDuc informed the Board that it most likely was not on lot due to the colour request and it is unknown if the tariffs will affect these purchases

A-52/25

Moved by M. Columbus

Seconded by J. Palmer

THAT the LPRCA Board of Directors accepts the tender submitted by Stauffer Motors for the purchase of one new 2025 F250 Super Duty XL 4x4 Regular Cab Pickup Truck for \$56,544.00 (excluding HST).

Carried

f) Vehicle Tender (A. LeDuc)

Aaron LeDuc presented the $\frac{1}{2}$ tonne truck tender to the Board.

Tom Masschaele asked staff why the Authority is not just going to purchase two, 250s as the price was so close. Aaron LeDuc let the Board know that a discussion was had, and going forward into the 2026 budget that is the plan, but for the 2025 year the Authority is keeping with the approved budget.

Mike Columbus inquired after the engine size, and was it a V8. Aaron LeDuc replied in the

affirmative.

Doug Brunton asked if the HST was recovered on these vehicles. Aaron LeDuc informed the Board that for motor pool the HST is recovered.

A-53/25

Moved by R. Chambers

Seconded by R. Weisler

THAT the LPRCA Board of Directors accepts the tender submitted by Heaslip Ford for the purchase of one new 2025 Ford F150 4x4 Regular Cab Pickup Truck for \$55,263.57 (excluding HST).

Carried

g) Front Loader Tractor Tender (A. LeDuc)

Aaron LeDuc presented the Front Loader Tractor tender to the Board.

Doug Brunton inquired after the horsepower of the Norfolk Tractor bid and asked after which staff did the specifications on the tender. Aaron LeDuc informed the board it was a 38-40 horsepower and Judy Maxwell and the Authority's workshop supervisor did the specifications.

A-54/25

Moved by J. Palmer

Seconded by R. Weisler

THAT the LPRCA Board of Directors accepts the tender submitted by Norfolk Tractor for the purchase of one new 2025 L3902 Kubota Tractor for \$34,670.00 (excluding HST).

Carried

h) Zero Turn Tender (A. LeDuc)

Aaron LeDuc presented the Zero Turn tender to the Board.

Doug Brunton asked staff if the mower was a diesel or gas. Judy Maxwell let the board know it was a diesel, 19 horsepower.

A-55/25

Moved by T. Masschaele

Seconded by J. Palmer

THAT the LPRCA Board of Directors accepts the tender submitted by Norfolk Tractor for the purchase of one new 2025 Kubota ZD1011-3-54 Zero Turn mower for \$17,900.00 (excluding HST).

Carried

i) Septic Tender (A. LeDuc)

Aaron LeDuc presented the septic tender report to the Board.

A-56/25

Moved by R. Weisler

Seconded by T. Masschaele

THAT the 2025 contract for septic services at Backus Heritage CA, Deer Creek CA, Norfolk CA, and Waterford North CA be awarded to Bayside Septic Services 2012 Inc.,

AND

THAT the 2025 contract for septic services at Haldimand CA be awarded to Frankie's Pumping.

Carried

The closed session began at 9:01 p.m.

*S. Rahman left the meeting at 9.01p.m.

11. Closed Meeting

A-57/25

Moved by S. Bentley

Seconded by M/ Columbus

THAT the LPRCA Board of Directors does now enter into a closed session to discuss:

- A proposed or pending acquisition or disposition of land by the Authority

Carried

The Board reconvened in open session at 9:15 p.m.

Next meeting: May 7, 2025, Source Protection Authority at 6:00 p.m. and Board of Directors at 6:30 p.m.

Adjournment

The Chair adjourned the meeting at 9:16 p.m.

Doug Brunton
Acting Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/ns



LONG POINT REGION CONSERVATION AUTHORITY
Hearing Board Meeting Minutes of April 2, 2025
Approved May 7, 2025

Members in attendance:

Dave Beres, Chair	Town of Tillsonburg
Doug Brunton, Vice-Chair	Norfolk County
Shelley Ann Bentley	Haldimand County
Robert Chambers	County of Brant
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Jim Palmer	Township of Norwich
Chris Van Paassen	Norfolk County
Peter Ypma	Township of South-West Oxford
Rainey Weisler	Municipality of Bayham/Township of Malahide

Regrets: None

Staff in attendance:

Judy Maxwell, General Manager
 Aaron LeDuc, Manager of Corporate Services
 Leigh-Anne Mauthe, Manager of Watershed Services
 Saifur Rahman, Manager of Engineering and Infrastructure
 Jessica King, Social Media and Marketing Associate
 Paul Gagnon, Lands and Waters Supervisor
 Nicole Sullivan, HR Coordinator/Executive Assistant

1. Roll Call and Call to Order

The Vice-chair called the Hearing to order at 6:30 p.m., Wednesday, April 2, 2025.

The Chair vacated his seat for the Hearing Board. The Vice-Chair, Doug Bruton, chaired the Hearings.

A-37/25

Moved by T. Masschaele
 Seconded by J. Palmer

THAT the Vice Chair, Doug Brunton, is appointed Acting Chair for the Hearing Board.

Carried

The roll was called to conduct the following Hearing under Section 28 of the *Conservation Authorities Act*.

A-38/25

Moved by M. Columbus
 Seconded by S. Bentley

THAT the LPRCA Board of Directors does now sit as a Hearing Board.

Carried

2. Declaration of Conflicts of Interest

None Declared.

3. Hearing: LPRCA-191/24 – Michaud and Da Silva and LPRCA 51/25 Scott McKinney.

4. Chair's Opening Remarks for Hearing LPRCA- 191/24

The Chair's opening remarks for LPRCA-191/24 Michaud and Da Silva were read and the guidelines and process to be followed for the hearing were reviewed.

5. Presentation by Long Point Region Conservation Authority Staff

Leigh-Anne Mauthe introduced the Agent, Kim Dziegiel, and applicants Julie Michaud and Rosa Da Silva, and then proceeded to present the staff report and presentation.

Staff recommended refusal to grant a permit for this application for the following reasons:

1. The construction of the proposed structure within and adjacent to the slope is contrary to Long Point Region Conservation Authority policies for development in the Riverine Erosion hazard. These policies have been implemented to reduce or eliminate preventable risk to life and property damage from erosion and unstable slopes, and
2. The control of erosion is affected by the development in that it increases the potential for damage from slope instability and erosion.

6. Presentation by the Applicant

Kim Dziegiel, Agent, addressed the Board on behalf of the Applicant requesting approval of the application.

Kim Dziegiel, addressed the Board on behalf of the Applicant requesting approval of the application. A presentation was submitted by the applicant in advance of the hearing and included in the agenda package.

Kim Dziegiel reviewed the submitted documents. Ms. Dziegiel highlighted the engineered designs and the engineer stamp of approval on those designs and the letter of support for the designs. Ms. Dziegiel mentioned that a geo-technical engineer will also be brought in. Ms. Dziegiel noted that there is no other spot on the property for the garage to go.

7. Questions

There were no questions from Staff or the applicant.

Staff and the proponent responded to questions from the Board.

Mike Columbus asked Kim Dziegiel who the geo-technical engineer is. Kim Dziegiel responded that they had not hired the geo-technical engineer yet, but will be getting one.

Chris Van Paassen asked if there was anyway to move the garage closer to the road or to move it a few feet at all as the slope there is a problem. Kim Dziegiel informed the board that the reasoning for the placement of the garage has to do with the placement of the existing house. The garage

placed where the drawings have it allows for it to be attached to the house.

Robert Chambers asked Kim Dziegiel to her knowledge was there any slope failures on that slope over the last 10 to 20 years. Kim Dziegiel responded to her knowledge in the negative.

The members entered the closed session of the Hearing Board at 6:52 p.m.

A-39/25

Moved by M. Columbus
Seconded by S. Bentley

THAT the LPRCA Hearing Board does now enter into a closed session to discuss:

- Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority.

Carried

8. Reconvene in Public Forum

The LPRCA Hearing Board reconvened in open session at 7:11 p.m.

9. Hearing Board Decision for LPRCA-191/24

The Chair advised Julie Michaud and Rosa Da Silva that the permit has been refused. The Notice of Decision will be forwarded by staff.

10. Chair's Opening Remarks for Hearing LPRCA-51/25

The Chair's opening remarks for LPRCA-51/25 Scott McKinney were read and the guidelines and process to be followed for the hearing were reviewed.

11. Presentation by Long Point Region Conservation Authority Staff

Leigh-Anne Mauthe introduced the Agent, David McPherson and applicants Scott and Sue McKinney, and proceeded to present the staff report and presentation.

Staff recommended refusal to grant a permit for this application for the following reasons:

1. The construction of the proposed structure adjacent to the unstable slope is contrary to Long Point Region Conservation Authority policies for development in the Lake Erie Shoreline Erosion hazard. These policies have been implemented to reduce or eliminate preventable risk to life and property damage from erosion and unstable slopes, and
2. The control of erosion is affected by the development in that it increases the potential for damage from slope instability and erosion.

12. Presentation by the Applicant

David McPherson addressed the Board on behalf of the Applicant requesting approval of the application.

David McPherson presented to the board the work the applicants are proposing. The land was purchased by the McKinney's in 2010. In 2021, the McKinney's hired G. Douglas Vallee to construct a carport which was approved by LPRCA and Norfolk County with no objections to

the concept of the building. The final inspection was approved in 2022. The house on the property was extensively renovated in 2023, finalized in 2024 with the approval of Norfolk County and LPRCA. In January of 2025, the McKinney's put in an application to enclose the carport, and was refused as the application becomes a major development and can become habitable space.

David McPherson notes that the existing footprint of the carport will not change, and the additional breezeway of 12² feet is not equal to habitable space. David McPherson argues that the changing of the carport to a garage and the addition of the breezeway will have no effect on rainwater discharge, will not affect the slope stability, will not cause new erosion or negatively affect the control of erosion, will not add any additional structural load on the bank, and is above the storm surge level and current lake level.

David McPherson informs the Board that all along the shoreline in front of the property is steel and concrete blocks which should allow for a lesser allowance to the setbacks.

David McPherson discussed how this proposed development is in accord with and not contrary to the Provincial Policy Statement, the *Conservation Authorities Act* Section 28 Regulation, and the Norfolk County official plan.

13. Questions

There were no questions from Staff or the applicant.

Staff and the proponent responded to questions from the Board.

Chris Van Paassen asked if the shoreline protection installed at the beach was all the way across to other neighbours and not just in front of the McKinney's. David McPherson responded in the positive, and Scott McKinney informed the board that there is concrete block next to the steel on one side and steel all along the other side.

Doug Brunton asked about the geodetic elevation level and the garage floor elevation. David McPherson informed the board that the geodetic elevation was 175.5 and that the garage floor was 191.09, making it a difference of 16.99.

The members entered the closed session of the Hearing Board at 7:45 p.m. Peter Ypma recused himself from the closed session as he was not present for the entirety of the applicant's presentation.

A-40/25

Moved by J. Palmer

Seconded by T. Masscahele

THAT the LPRCA Hearing Board does now enter into a closed session to discuss:

- Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority.

Carried

14. Reconvene in Public Forum

The LPRCA Hearing Board reconvened in open session at 7:55 p.m.

15. Hearing Board Decision for LPRCA 187/24

The Chair advised Sue and Scott McKinney that the permit has been approved. The Notice of Decision will be forwarded by staff.

16. Adjournment

A-41/25

Moved by J. Palmer

Seconded by R. Weisler

That the LPRCA Board of Directors does now adjourn from sitting as a Hearing Board.

Carried

The Chair adjourned the Hearing at 7:58 p.m.

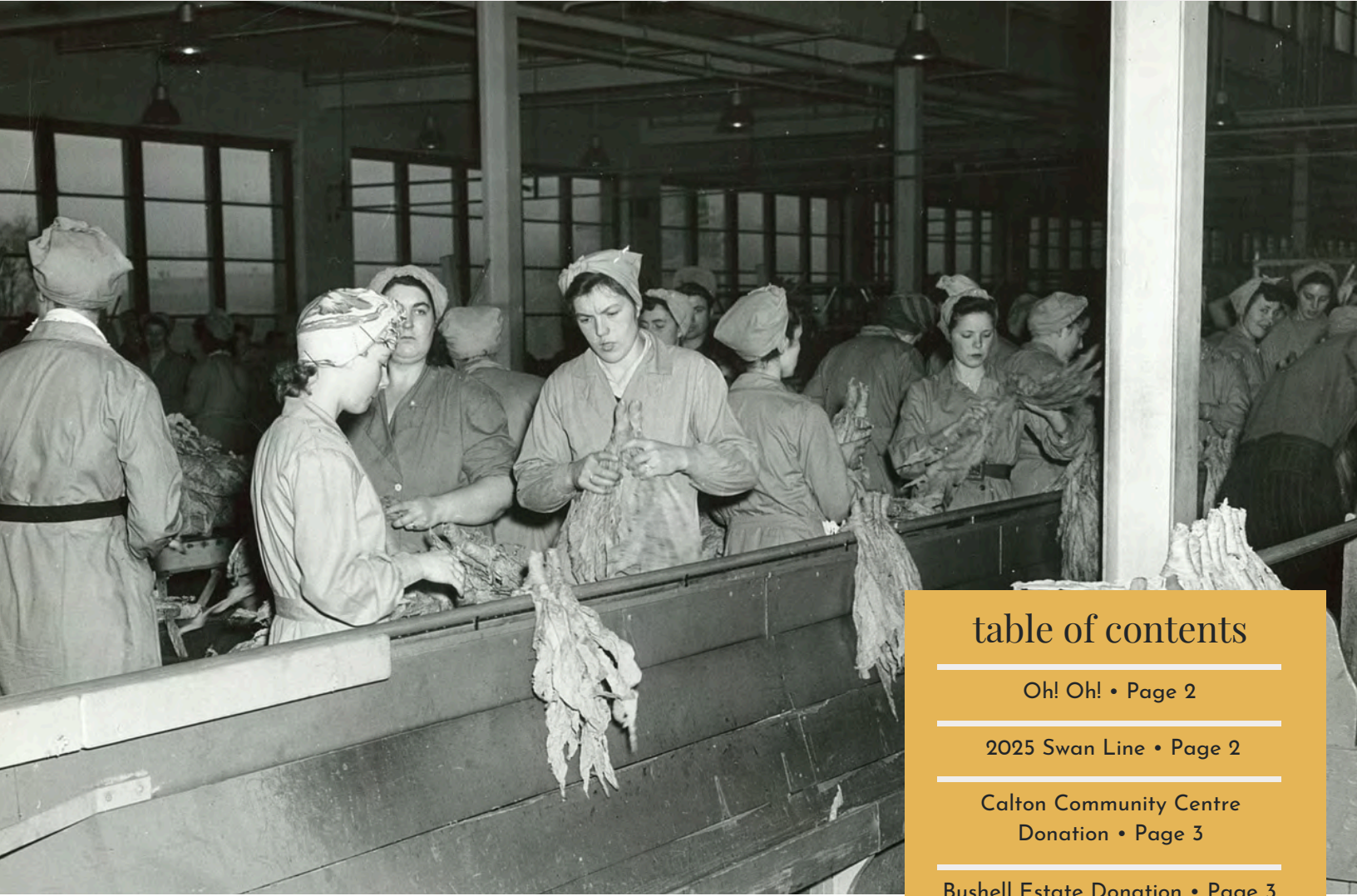
Doug Brunton
Acting Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/ns

News from the AMMA

May - June 2025



From Farm to Factory

Our newest exhibit, *From Farm to Factory*, is now open! This exhibit explores the history of industry in Aylmer and Malahide, considering the role that Carnation Milk, the Aylmer Canning Company, and Imperial Tobacco played in our local economy and community.

The exhibit will be open Monday to Friday, 10 am to 5 pm. Evenings and weekends are by appointment. Regular weekend hours for this exhibit will begin in the summer!

table of contents

Oh! Oh! • Page 2

2025 Swan Line • Page 2

Calton Community Centre
Donation • Page 3

Bushell Estate Donation • Page 3

Garage Sale • Page 4

Then and Now • Page 4

New Acquisitions • Page 5

From Our Archives • Page 5

New Building Updates • Page 5

Upcoming Events • Page 6

Volunteer Updates • Page 6

Memberships, Sponsors,
Supporters • Pages 7-10

Oh! Oh!

An Exhibit Featuring the Work of
Ron Allen

We are so excited to be partnering with local artist and cartoonist Ron Allen to showcase a collection of his works! Stop by our new building on Tuesdays, Thursdays, and Saturdays this summer to view an exhibit featuring Ron's work over the last four decades.

Stay tuned for details about the opening reception!



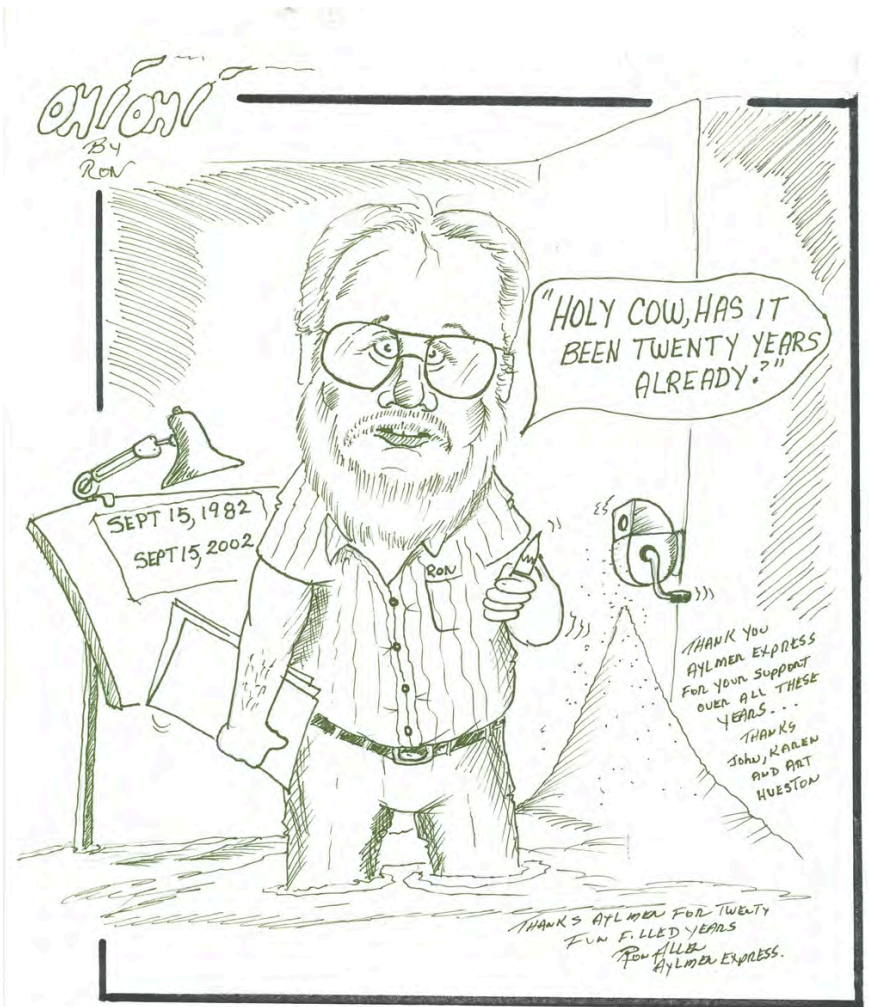
Dates:

Tuesdays, Thursdays,
and Saturdays
June through August
1 to 4 pm



Location:

75 Talbot St. E.,
Aylmer



2025 Swan Line

The Tundra Swan Line has officially ended for 2025. This year marked the 40th year of the initiative. The Tundra Swan Line (519-773-7926 (SSE-SWAN)) began in 1985 as a community service to update swan fans and birdwatchers on the migration of the Tundra Swan. Early each spring, the Elgin Stewardship Council (ESC) begins to track the swans as they migrate through our area, stopping off at the Aylmer Wildlife Management Area, where the ESC volunteers feed and monitor the swans daily. Eastlink provides this complimentary phone line, and museum volunteers update the daily messages with the current swan count and relevant information.

This year, the swans arrived on March 10th, with 65 reported on the first day. A total of 13,849 swans were counted between March 10 and the last day of counting on April 2. This is up significantly from the 2,351 swans counted in 2024. This year we received a total of 18,584 views on the swan line page on our website. A total breakdown of the number of swans recorded each day from 2023 to 2025 is available on our website at: <https://aylmermuseum.ca/swan-line/>



Photograph courtesy of David Helsdon

Thank you to the Calton Community Centre

We were very grateful to receive a kind donation of \$2,500 from the Calton Community Centre in November! The funds will be allocated to the general operations of the museum and to the care of our extensive collections.

For over fifty years, the Calton Community Centre was located in the former Calton Schoolhouse. This was a union schoolhouse, serving School Section No. 7 of Malahide and School Section No. 6 of Bayham. The first school constructed in this union section was a wood frame building located on the northwest corner of the main intersection in Calton. In 1860, this frame schoolhouse closed, and a new, larger wood frame school was constructed on land donated by the VanVelzer family. In 1915, the building was veneered with brick. By 1949, overcrowding was becoming an issue, with as many as 60 students attending the one-room school. In the fall of 1951, construction of a new two-room school began on the northeast corner of the intersection, next to the Baptist Church. This school was designed by Charles Gillin and built by Ray James, both of London, for a total cost of \$42,000. In 1952, the original schoolhouse was converted into a community hall. Bayham/Malahide U.S.S. No. 6/7 was closed in 1970, and on April 24, 1976, the building was sold for \$32,000 to Charles Philip Corp. The board of directors of the Community Centre chose to sell the building in the early 2000s.

We are so incredibly grateful that the Calton Community Centre corporation chose to distribute its funds locally, and to institutions like ours that strive to preserve local heritage. Thank you so much!



Undated photograph of the students of the Calton schoolhouse



Image of the Calton Schoolhouse from the 1913 Farming and Industrial Number of the Aylmer Express.

Thanks to the Bushell Estate and the ESCF

We're pleased to announce that we recently received a generous donation of \$2,000 from the Estate of Donna Vera Bushell through the Elgin-St. Thomas Community Foundation. This support played a vital role in the development of our featured exhibit, *From Farm to Factory*.

This exhibit explores the rich history of Aylmer's industrial growth, focusing on three major contributors to local commerce and community— the Aylmer Canning Company, Carnation Milk, and Imperial Tobacco. Through this funding, we were able to create an engaging and informative display that highlights how these industries shaped our town's economy and daily life. We extend our sincere gratitude to the Estate of Donna Vera Bushell within Elgin-St. Thomas Community Foundation for making this project possible.



Photograph of Donna Vera Evans Bushell courtesy of the Young and Free Press

Garage Sale

May 3, 2025

Stop by our new building for our indoor garage sale! We have plenty of antiques, collectibles, books, garden décor, Christmas décor, children's toys, and miscellaneous household items.

The sale will take place at 75 Talbot St. E. in downtown Aylmer, on Saturday, May 3rd, from 8 am to 2 pm.

Proceeds from the sale will benefit the museum's general operations and the care of our extensive collections.

We can't wait to see you there!

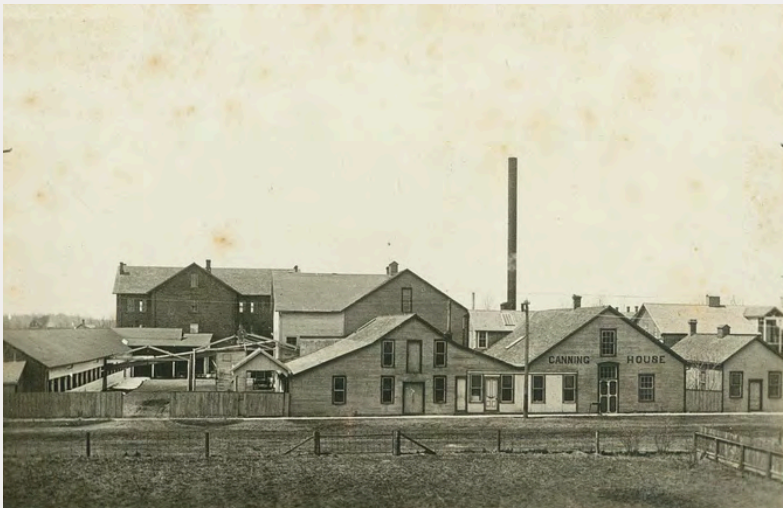


Then and Now

Aylmer Canning Company

Then: Photograph of the first location of the Aylmer Canning and Evaporating Company, located at the corner of South Street and Fourth Avenue. Photograph taken by Clarke Studios in 1898. For more information about the Aylmer Canning Company, visit our current exhibit, *From Farm to Factory*.

Now: Photograph of the residential area that occupies the corner now



New Acquisitions

April 2025

At our acquisition meeting in April we accepted 7 artifacts from 3 donors into our collection. One notable donation was the framed diploma seen on the right. The diploma was issued to Peter Walker McMurrich McLay by the Faculty of Doctors and Surgeons of the University of Glasgow on December 19, 1872.

A special thank you to Acquisition Committee members Pat White, Kelly Pearson, Deb Addley, Jim McCallum, and Allan Cross for their assistance and expertise every month!



From Our Archives

100 Years Ago

Photograph of the solar eclipse taken in Aylmer on January 24, 1925 by Robinson Photography Studio in Aylmer.

H.F. Robinson was a photographer who operated Robinson Photo Studio in Aylmer from 1922 to 1925.



New Building Updates

After reviewing our draft Building Condition Assessment, the museum decided to proceed with destructive testing to narrow down the extent of the renovations we can expect to undertake. On April 21st and 22nd representatives from the engineering firm met with a 3rd party contractor and cut a series of 20 holes in the drywall throughout the building to assess its structural integrity. This should give us a more informed cost estimate and game plan for the next stage of the project.

The Relocation Fund currently contains approximately \$230,000.



292 Upcoming Events



Exhibit Open

Our featured exhibit, *From Farm to Factory*, is open now at our 14 East St. location.



Oh! Oh!

An exhibit showcasing the work of Ron Allen! On display this summer at our 75 Talbot St. E. location! Stay tuned for further details!



Garage Sale

Join us for our indoor garage sale on May 3, 2025, from 8 am to 2 pm at our 75 Talbot St. E. location



Tour of Homes

Save the date for our 21st Annual Christmas Tour of Homes! The tour will take place the weekend of November 14th to 16th.



Like us on Facebook:

facebook.com/AylmerMalahideMuseumArchives



Follow us on Instagram:

instagram.com/aylmermuseum

Volunteer Updates

by Sarah Bentley, Interim Volunteer Coordinator

Ferne Taggart (*right*) was kind enough to assist us with our most recent garage sale. Thank you, Ferne!

Director James McCallum is still hard at work on digitizing our archives! He currently has 8,556 database records to his name. Thank you, Jim!

Cathy Kasza and Bozena Boadway have returned after our winter break to assist us with our collections management. We currently have them repackaging artifacts to ensure they'll be safe for decades to come. Thank you both!

The Tour of Homes Committee had its kick-off meeting for the year. We're currently reviewing a few homes to potentially feature on the tour. We're excited to get started on our most popular fundraiser of the year!

A special shout-out to the volunteers who help us with the volunteer program at Jackpot Time Gaming Entertainment! Thanks to your efforts, we received over \$35,000 in 2024. Thank you all!

If you'd like to start volunteering with us, we would love to have you! Call us at (519) 773-9723 or email me at collections@aylmermuseum.ca if you're interested!



Photograph of Ferne Taggart at our most recent garage sale.

Many thanks to Rob Perry and the Aylmer Express for publishing the story on the front page that week! (Image courtesy of Rob Perry and the Aylmer Express.)

Membership, Sponsors, and Supporters



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Springfield Swans

~ are members of Swans Ontario, a service organization that provides help and assistance to the community by volunteering. To assist those in need ~ to support fellow members ~ someone who offers their hand in friendship willingly. Are part of a team that strives to make a difference in the community through fundraising, service work, making donations and having fun! Springfield Swans maintain the Mary H Pearson Memorial Garden (Cenotaph Park, Springfield), host an annual Senior's "Christmas in July" event and a monthly Senior's afternoon on the second Tuesday of each month. Donations primarily are kept to local ventures, and include the school, fire department, parade, Fun Day, and area charities like the Aylmer Museum. Fundraising is varied and includes an annual Community Beef Supper (each year in support of a new charity), Bake Sales, Community Birthday Calendars and assignments at Jackpot Time Entertainment Centre in St Thomas. Anyone who is 18 years of age or older, who is service minded and invited into the club may be a member.

"Volunteering for a Better Community"

Check out our Facebook Page: Springfield Swans Club - Ontario — PO Box 179, Springfield, ON N0L 2J9



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Membership, Sponsors, and Supporters

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 Ann Donkers
 Susan Graves
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 Mike & Penny Hilliker
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 Bill Murch
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 Shirley Fallowfield
 Robert Habkirk
 Herb & Jeannette Kebbel
 Melanie MacNeil
 Patrick & MaryAnn Hunter
 Donald Kunz
 Mary Jane Lampman
 Carolyn Pasquier
 Kim & DJ Smale
 Bertha Strickland

If you have not paid your 2025 membership and still wish to do so, please contact Kathi at officemanager@aylmermuseum.ca.

2025 Founder

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 Doreen & Jim MacIntyre
 Dave & Judy Mennill
 Kelly Pearson
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 Knights of Columbus
 Tom Hill

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 Canadian Museum Association
 Canada Summer Jobs
 Community Foundations of Canada
 Eastlink
 Inclusive Communities Consulting
 Springfield Swans
 Town of Aylmer
 Township of Malahide
 Ministry of Tourism, Culture & Sport
 Young Canada Works

Thank you all for your continued support!



Good morning Allison,

Today, MPAC is honoured to share three significant documents with you.

First, we present our [2024 Annual Report](#), which celebrates our many achievements throughout the past year. These accomplishments are a testament to our collaborative efforts with municipal and provincial partners, the innovative solutions we have introduced over the last year, and our steadfast determination to deliver exceptional value to the people of Ontario.

As part of our commitment to accountability and transparency, we are also happy to share our annual [Performance Report](#). This document provides measures on how well we are meeting our goals in areas such as capturing new assessment, the proportion of property assessments that are accepted without going to appeal, Customer Contact Centre satisfaction, and many more.

The third document is a copy of MPAC's Financial Statements for the Year Ended December 31, 2024. If you have any questions regarding the Financial Statements, please contact Mary Meffe, Vice-President, Corporate Services and Chief Financial Officer, at (289) 539-0306 or mary.meffe@mpac.ca.

As we strive to uphold the highest standards in service delivery as a global leader in property assessment, we are grateful for your continued support.

Should you have any questions regarding the reports, please do not hesitate to contact me.

Yours truly,

Alan Spacek
Chair, MPAC Board of Directors

Copy Nicole McNeill, President & CAO
 Jamie Bishop, VP, Public Affairs & Customer Experience
 Mary Meffe, VP, Corporate Services & CFO

Township of Champlain

Resolution
Regular Council Meeting

Agenda Number: 11.1.
Resolution Number 2025-120
Title: Councillor Gerry Miner - Surveillance and Monitoring of Heavy Vehicles in Ontario
Date: April 24, 2025

Moved By: Gérard Miner
Seconded By: Paul Burroughs

Whereas the Council of the Township of Champlain is of the opinion that additional surveillance and monitoring of heavy vehicles in Ontario is required to ensure the safety of other motorists, property owners, and pedestrians.

Be it resolved that the Township of Champlain calls upon the Government of Ontario to: increase surveillance and spot checks of all heavy vehicles travelling on Ontario roads; as well as monitoring the testing standards maintained by privately-owned heavy licensing facilities.

Be it further resolved that this resolution be forwarded to the Minister of Transportation of Ontario, the Minister of Municipal Affairs and Housing, the MPP Glengarry-Prescott-Russell, the Ontario Provincial Police, AMO and all municipalities in Ontario.

Carried

Certified True Copy of Resolution

Alison Collard, Clerk Date:

Canton de Champlain
Résolution
Réunion régulière du Conseil

No. du point à l'ordre du jour: 11.1.
No. du point 2025-120
Titre: Conseiller Gerry Miner - Surveillance et contrôle des véhicules lourds en Ontario
Date: le 24 avril 2025

Proposée par: Gérard Miner
Appuyée par: Paul Burroughs

Attendu que le Conseil du Canton de Champlain est de l'avis qu'une surveillance et un contrôle accrus des véhicules lourds en Ontario sont nécessaires pour assurer la sécurité des autres automobilistes, des propriétaires fonciers et des piétons.

Qu'il soit résolu que le Canton de Champlain demande au gouvernement de l'Ontario d'accroître la surveillance et les vérifications de tous les véhicules lourds circulant sur les routes de l'Ontario, et de contrôler les normes de vérification maintenues par les installations privées d'immatriculation des véhicules lourds; et

De plus, qu'il soit résolu que cette résolution soit transmise au ministre des Transports de l'Ontario, au ministre des Affaires municipales et du Logement, au député provincial de Glengarry-Prescott-Russell, à la Police provinciale de l'Ontario, à l'AMO et à toutes les municipalités de l'Ontario.

Adoptée

Copie certifiée conforme

Alison Collard, greffière Date :



THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0

PH: 705-643-2158 FAX: 705-643-2311

LARDERLAKE.CA

Prime Minister of Canada
House of Commons
Ottawa, ON K1A 0A6

April 25th, 2025

To whom it May Concern:

Please be advised that at the Township of Larder Lake Regular Council Meeting held Tuesday, April 8th, 2025, the following resolution of support was adopted:

Resolution: 5

Moved by: Councillor Armstrong

Seconded by: Councillor Hull

That Council supports item 6.3.1 of letters and communications from the Town of Fort Frances regarding the Sovereignty of Canada

Carried

Sincerely,

A handwritten signature in black ink, appearing to read "Crystal Labbe", is written over a horizontal line.

Crystal Labbe
CAO/ Clerk Treasurer

Enc. Fort Frances Resolution of Council
Resolution of support Township of Larder Lake



FORTFRANCES

RESOLUTION OF COUNCIL

Monday, February 10, 2025

Oral Motion

**“THAT Council supports the Town of Halton Hills Resolution No. 2025-0010 regarding the
Sovereignty of Canada.”**

Moved by Wendy Brunetta, Seconded by Steven Maki, Motion Carried by Council.

WHEREAS President Trump has suggested that with the use of “economic force” such as tariffs, Canada should become the 51st state of the United States, and further he suggests that many Canadians would agree;

AND WHEREAS Canada is a sovereign nation with a peaceful history of self-governance dating to its Confederation in 1867;

AND WHEREAS the Canadian identity is marked by a deep-rooted pride in its heritage and culture founded by French and British settlement, enriched by Indigenous culture and traditions, and by more than a century and a half of multicultural immigration;

AND WHEREAS Canada has significant global standing, consistently supporting its allies, including the United States, in global conflicts such as two world wars, and wars in Korea and Afghanistan; and in international coalitions and in being consistently recognized as among the top countries in the world for quality of life;

AND WHEREAS the shared history of the United States and Canada has been one of friendship, respect, and neighbourly relations;

NOW THEREFORE be it resolved that the Council of the Town of Fort Frances categorically rejects any efforts by incoming President Trump or any others to undermine the sovereignty of Canada. We stand united with our Ontario Premier Doug Fort and our Canadian Prime Minister Justin Trudeau for a Canada that remains strong, free, independent, and characterized by peace, order, and good government.

AND FURTHER THAT the Mayor prepare correspondence containing this resolution for circulation to the office of the American president through our Canadian diplomatic channels with copies to The Right Honourable Justin Trudeau, Prime Minister, The Honourable Melanie Joly, Minister of Foreign Affairs, MP Michael Chong, Premier Doug Ford, The Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade of Ontario, MPP Ted Arnott, Leaders of the Opposition Parties, AMO, FCM, and all municipalities in Ontario.

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE
69 Fourth Avenue, Larder Lake, ON
Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- ☒ Thomas Armstrong
☐ Patricia Hull
☐ Paul Kelly
☐ Lynne Paquette

SECONDED BY:

- ☐ Thomas Armstrong
☒ Patricia Hull
☐ Paul Kelly
☐ Lynne Paquette

Motion #: 5
Resolution #: 5
Date: April 8, 2025

BE IT RESOLVED THAT the Council of the Corporation of the township of Larder Lake supports the resolution from the Town of Fort Frances regarding the Sovereignty of Canada

Recorded vote requested: ☐

	For	Against
Tom Armstrong	✓	
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair: 


*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.



**THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX
RESOLUTION OF COUNCIL**

Member Present	YES	NO	DATE: APRIL 23, 2025
-----------------------	------------	-----------	-----------------------------

Councillor A. Cornelissen	✓	_____	MOVED BY:
---------------------------	---	-------	------------------

Councillor C. Daigle	✓	_____	
----------------------	---	-------	---

Councillor B. Irwin	✓	_____	SECONDED BY:
---------------------	---	-------	---------------------

Councillor S. Nirta	✓	_____	
---------------------	---	-------	--

Deputy Mayor P. Hodgins	✓	_____	
-------------------------	---	-------	--

Mayor B. Ropp	✓	_____	
---------------	---	-------	--

RESULT: Carried

WHEREAS the Province has announced the expansion of strong mayor powers to another 169 municipalities as of May 1, 2025 in addition to the 47 municipalities which currently have received strong mayor powers; and

WHEREAS the Province claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape, and accelerate the delivery of key priorities; and Whereas research from the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has identified that: a) there is no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and b) strong mayor powers have blurred the political-administrative authority between the roles of head of council and chief administrative officers (CAOs), threatening the neutrality of the public service and politicizing local government leadership; and

WHEREAS strong mayor powers is an erosion to the democratic process of an historically non-partisan municipal governance structure;

NOW THEREFORE the Council of the North Middlesex hereby resolves to reject the strong mayor powers granted to it, and requests that the Province repeal the legislation, or offer the option to municipalities to opt out of strong mayor powers; and

THAT this Resolution be forwarded to the Minister of Municipal Affairs & Housing Rob Flack, Premier Doug Ford, MPP Steve Pinsonneault, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.



52 Seguin Street, Parry Sound, Ontario P2A 1B4
 Tel: (705) 746-2101 • Fax: (705) 746-7461 • www.parrysound.ca

Office of the Mayor

April 22, 2025

Honourable Rob Flack
 Minister of Municipal Affairs & Housing
 College Park, 17th floor,
 777 Bay St.
 Toronto ON M7A 2J3

Via email: minister.mah@ontario.ca

Dear Minister Flack,

On behalf of Council of the Town of Parry Sound, please accept my congratulations on your recent appointment as Minister of Municipal Affairs & Housing. It's an important Ministry and we look forward to working with you and Ministry staff.

The Ministry of Municipal Affairs & Housing provided notice on April 9th that the Ministry was seeking comments regarding its intent to extend strong mayor powers to an additional 169 municipalities, including the Town of Parry Sound. The comment period was open until April 16th. These additional powers are not powers that I as Mayor believe are necessary and do not wish to exercise them. At our April 15th meeting, Council unanimously voted to reject strong mayor powers, request the province to repeal the legislation, or alternatively permit municipalities to opt out.

We were disappointed that there was no previous communication before the April 9th letter, with a comment period of only one week. Contrary to provincial claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape and accelerate the delivery of key priorities, research by the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has found no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and moreover the strong mayor powers have blurred the political-administrative authority between the roles of head of council and Chief Administrative Officers (CAOs) and senior staff, threatening the neutrality of the public service and politicizing local government leadership. We have seen very questionable use by mayors with strong mayor powers.

Our public expects a democratic process. Given the overwhelming use of executive orders by the current US President and multiple respected analysts' concerns about the US slipping into authoritarianism, our country and its democratic institutions should be safeguarding these democratic principles that provide accountability to the public and not undermining them.

We encourage the provincial government to repeal this legislation.

Sincerely,



Jamie McGarvey
Mayor, Town of Parry Sound

c.c. Premier Doug Ford
MPP Graydon Smith
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
Members of Town of Parry Sound Council
CAO Clayton Harris
Clerk Rebecca Johnson

**THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL**

NO. 2025 – 047

DIVISION LIST

YES NO

DATE: April 15, 2025

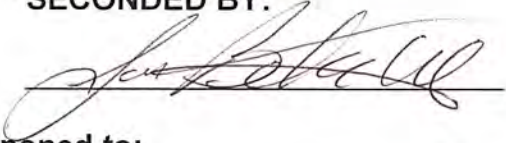
Councillor **G. ASHFORD**
Councillor **J. BELESKEY**
Councillor **P. BORNEMAN**
Councillor **B. KEITH**
Councillor **D. McCANN**
Councillor **C. McDONALD**
Mayor **J. McGARVEY**

☒ ☐
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☒ ☐
☒ ☐

MOVED BY:



SECONDED BY:



CARRIED: ☒ **DEFEATED:** ☐ **Postponed to:** _____

Whereas the Province has announced the expansion of strong mayor powers to another 169 municipalities as of May 1, 2025 in addition to the 47 municipalities which currently have received strong mayor powers; and

Whereas the Province claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape, and accelerate the delivery of key priorities; and

Whereas research from the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has identified that: a) there is no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and b) strong mayor powers have blurred the political-administrative authority between the roles of head of council and chief administrative officers (CAOs), threatening the neutrality of the public service and politicizing local government leadership; and

Whereas strong mayor powers is an erosion to the democratic process of an historically non-partisan municipal governance structure;

Now Therefore the Council of the Corporation of the Town of Parry Sound hereby resolves to reject the strong mayor powers granted to it, and requests that the Province repeal the legislation, or offer the option to municipalities to opt out of strong mayor powers; and

That this Resolution be forwarded to the Minister of Municipal Affairs & Housing Rob Flack, Premier Doug Ford, MPP Graydon Smith, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.



Mayor Jamie McGarvey

April 24, 2025

Hon. Doug Ford
Premier of Ontario
Via email: Premier@ontario.ca

At the April 16, 2025 regular meeting of the Council of the Township of Zorra, the following resolution was passed:

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets and planning decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminishes the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Zorra opposes the expansion of Strong Mayor Powers;

AND THAT the Council formally expresses its opposition to the Ontario government's proposal to expand Strong Mayor Powers to preserve local democracy, transparency, and accountability;

AND THAT the Council encourages advocacy for democratic principles and for municipal governance systems that prioritize collaboration, inclusivity, and democratic engagement;

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to the Ontario Premier, the Minister of Municipal Affairs and Housing, all Ontario municipalities, as well as the Association of Municipalities of Ontario (AMO) for further action.

Disposition: Carried

Yours truly,



Karen Martin
Clerk
Township of Zorra

25-009

CC: Hon. Rob Flack, Minister of Municipal Affairs and Housing minister.mah@ontario.ca
All Ontario Municipalities
Association of Municipalities of Ontario (AMO) resolutions@amo.on.ca

Executive Services
99-A Advance Avenue, Napanee, ON K7R 3Y5 www.greaternapanee.com

April 23, 2025

Township of Rideau Lakes
1439 County Road 8
Delta, ON K0E 1G0
Sent via email: mtruelove@rideaulakes.ca

Re: Strong Mayor Powers

To Whom It May Concern,

Please be advised that the Council of the Town of Greater Napanee passed a resolution at its regular session meeting of April 22, 2025 in support of your correspondence regarding Strong Mayor Powers Legislation. A copy of the resolution is enclosed for your reference.

Please do not hesitate to contact me at jwalters@greaternapanee.com if you require any further information with respect to this resolution.

Sincerely,



Jessica Walters
Clerk

cc: Honourable Premier Doug Ford
Honourable Ric Bresee, MPP Hastings-Lennox and Addington
Honourable Rob Flack, Minister of Municipal Affairs and Housing
AMO
AMCTO
All Ontario municipalities

RESOLUTION #194/25 Pinnell Jr., Norrie

That the Town of Greater Napanee sends a letter of support to the Township of Rideau Lakes in regard to their opposition of Ontario Expanding Strong Mayor Powers to 169 Additional Municipalities, and that the Town of Greater Napanee also request to be excluded from the Strong Mayor Powers;

And that a copy of the letter of support be sent to the Honorable Premier Doug Ford, the Honorable MPP Ric Bresee; the Honorable Rob Flack, Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario, and all other municipalities in Ontario for their consideration and support.

For: 5 Opposed: 2 Abstained:0 Absent: 0

CARRIED.

For:

Councillor Schenk, Councillor Hicks, Councillor Pinnell Jr., Councillor Norrie, Councillor Martin

Opposed:

Mayor Richardson, Deputy Mayor Calver



**TOWNSHIP OF RIDEAU LAKES
Special Council Meeting**

RESOLUTION 104-2025
Title: MSC (PW) Rec #78-2025 re: Strong Mayor Powers (for Council approval)
Date: Wednesday, April 16, 2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor P. Banks

WHEREAS at the Municipal Services Committee meeting held April 14, 2025, Recommendation #78-2025 was passed related to the recent announcement from the Government of Ontario on Strong Mayor Powers to an additional 169 municipalities effective May 1, 2025;

AND WHEREAS said recommendation further requested that the Province remove Rideau Lakes from the Strong Mayor Powers Legislation;

NOW THEREFORE be it resolved that the Council of The Corporation of the Township of Rideau Lakes concurs with MSC Recommendation #78-2025.

YES: 5 NO: 2 ABSTAIN: 0 CONFLICT: 0 ABSENT: 1

Carried

YES: 5 Councillor J. Banks Councillor Carr Councillor Dunfield Councillor Hutchings
 Deputy Mayor P. Banks

NO: 2 Councillor Maxwell Councillor Pollard

CONFLICT: 0

ABSTAIN: 0

ABSENT: 1 Mayor Hoogenboom



**TOWNSHIP OF RIDEAU LAKES
Municipal Services Committee (PW)**

RECOMMENDATION: 78-2025

Title: Ontario Proposing to Expand Strong Mayor Powers to 169
Additional Municipalities

Date: Monday, April 14, 2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor P. Banks

WHEREAS the Government of Ontario has announced an expansion of strong mayor powers to an additional 169 municipalities, effective May 1, 2025;

AND WHEREAS these powers allow mayors to unilaterally override council decisions, appoint senior municipal staff, and set budgets without majority council approval, undermining the principles of democratic governance;

AND WHEREAS municipal governance functions best through a collaborative decision-making process where elected councils, representing the collective voice of their communities, work alongside experienced municipal staff;

AND WHEREAS there is no evidence to suggest that strong mayor powers have increased housing starts, contrary to the provincial government's stated justification for their implementation;

AND WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) has raised concerns that strong mayor powers blur the lines between political leadership and administrative expertise, threatening the neutrality of municipal public service;

AND WHEREAS the City of Orillia recently experienced a situation where its mayor unilaterally overturned a council decision regarding the hiring of a Chief Administrative Officer, demonstrating the potential for these powers to be misused;

AND WHEREAS the Township of Rideau Lakes has also experienced governance challenges resulting from mayoral overreach, further highlighting the risks posed by concentrating authority in a single elected official;

AND WHEREAS democratic principles require that municipal governance remain a system of "one person, one vote" rather than granting disproportionate power to a single individual;

NOW THEREFORE be it resolved that the Council of the Township of Rideau Lakes:

1. Strongly opposes the expansion of strong mayor powers to additional municipalities, including Rideau Lakes;
2. Calls on the Government of Ontario to reverse this decision and uphold the traditional balance of municipal governance; and
3. Directs the Clerk to send a copy of this resolution to:
 - The Honourable Rob Flack Minister of Municipal Affairs and Housing
 - MPP Steve Clark
 - The Honourable Premier of Ontario Doug Ford
 - The Association of Municipalities of Ontario (AMO)
 - The Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO)
 - All Ontario municipalities for their consideration and support.

AND FURTHER that the Province be requested to remove Rideau Lakes from the Strong Mayor Powers Legislation.

YES: 5 NO: 3 ABSTAIN: 0 ABSENT: 0

Carried

YES: 5

Councillor J. Banks Councillor Carr Councillor Dunfield
Councillor Hutchings Deputy Mayor P. Banks

NO: 3

Mayor Hoogenboom Councillor Maxwell Councillor Pollard



52 Seguin Street, Parry Sound, Ontario P2A 1B4
Tel: (705) 746-2101 • Fax: (705) 746-7461 • www.parrysound.ca

Office of the Mayor

April 22, 2025

Honourable Rob Flack
Minister of Municipal Affairs & Housing
College Park, 17th floor,
777 Bay St.
Toronto ON M7A 2J3

Via email: minister.mah@ontario.ca

Dear Minister Flack,

On behalf of Council of the Town of Parry Sound, please accept my congratulations on your recent appointment as Minister of Municipal Affairs & Housing. It's an important Ministry and we look forward to working with you and Ministry staff.

The Ministry of Municipal Affairs & Housing provided notice on April 9th that the Ministry was seeking comments regarding its intent to extend strong mayor powers to an additional 169 municipalities, including the Town of Parry Sound. The comment period was open until April 16th. These additional powers are not powers that I as Mayor believe are necessary and do not wish to exercise them. At our April 15th meeting, Council unanimously voted to reject strong mayor powers, request the province to repeal the legislation, or alternatively permit municipalities to opt out.

We were disappointed that there was no previous communication before the April 9th letter, with a comment period of only one week. Contrary to provincial claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape and accelerate the delivery of key priorities, research by the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has found no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and moreover the strong mayor powers have blurred the political-administrative authority between the roles of head of council and Chief Administrative Officers (CAOs) and senior staff, threatening the neutrality of the public service and politicizing local government leadership. We have seen very questionable use by mayors with strong mayor powers.

Our public expects a democratic process. Given the overwhelming use of executive orders by the current US President and multiple respected analysts' concerns about the US slipping into authoritarianism, our country and its democratic institutions should be safeguarding these democratic principles that provide accountability to the public and not undermining them.

We encourage the provincial government to repeal this legislation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jamie McGarvey', with a long horizontal line extending to the right.

Jamie McGarvey
Mayor, Town of Parry Sound

c.c. Premier Doug Ford
MPP Graydon Smith
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
Members of Town of Parry Sound Council
CAO Clayton Harris
Clerk Rebecca Johnson

**THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL**

NO. 2025 – 047

DIVISION LIST

YES NO

DATE: April 15, 2025

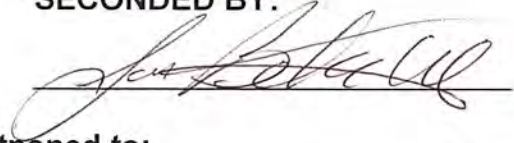
Councillor **G. ASHFORD**
Councillor **J. BELESKEY**
Councillor **P. BORNEMAN**
Councillor **B. KEITH**
Councillor **D. McCANN**
Councillor **C. McDONALD**
Mayor **J. McGARVEY**

☒ ☐
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MOVED BY:



SECONDED BY:



CARRIED: ☒ **DEFEATED:** ☐ **Postponed to:** _____

Whereas the Province has announced the expansion of strong mayor powers to another 169 municipalities as of May 1, 2025 in addition to the 47 municipalities which currently have received strong mayor powers; and


Whereas the Province claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape, and accelerate the delivery of key priorities; and

Whereas research from the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has identified that: a) there is no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and b) strong mayor powers have blurred the political-administrative authority between the roles of head of council and chief administrative officers (CAOs), threatening the neutrality of the public service and politicizing local government leadership; and

Whereas strong mayor powers is an erosion to the democratic process of an historically non-partisan municipal governance structure;

Now Therefore the Council of the Corporation of the Town of Parry Sound hereby resolves to reject the strong mayor powers granted to it, and requests that the Province repeal the legislation, or offer the option to municipalities to opt out of strong mayor powers; and

That this Resolution be forwarded to the Minister of Municipal Affairs & Housing Rob Flack, Premier Doug Ford, MPP Graydon Smith, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.



Mayor Jamie McGarvey

April 16, 2025

The Honorable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Re: Motion regarding Opposition to Expansion of Strong Mayor Powers

At their Regular Meeting of Council on April 16, 2025, the Council of the Town of Aylmer endorsed the following resolution:

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets and planning decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminishes the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Aylmer opposes the expansion of Strong Mayor Powers;

AND THAT the Council formally expresses its opposition to the Ontario government's proposal to expand Strong Mayor Powers to preserve local democracy, transparency, and accountability;

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to the Ontario Premier, the Minister of Municipal Affairs and Housing, all Ontario municipalities, as well as the Association of Municipalities of Ontario (AMO) for further action.

Thank you,

Owen Jaggard

Director of Legislative Services/Clerk | Town of Aylmer

46 Talbot Street West, Aylmer, ON N5H 1J7

519-773-3164 Ext. 4913 | Fax 519-765-1446

ojaggard@town.aylmer.on.ca | www.aylmer.ca

CC:

Hon. Rob Flack rob.flack@pc.ola.org

Association of Municipalities of Ontario resolutions@amo.on.ca

All municipalities

April 16, 2025

Honourable Premier Doug Ford
Via Email: premier@ontario.ca

Honourable Rob Flack, Minister of Municipal Affairs and Housing
Via Email: rob.flack@ontario.ca

Dear Premier Ford and Minister Flack,

Re: Opposition to Strong Mayor Powers – Proposed Amendments to O. Reg. 530/22

Please be advised that at its Regular Meeting held Monday, April 14, 2025, the Council of the Town of Kingsville passed the following resolution respecting the matter referenced in the above subject line:

78-04142025

Moved By: Councillor Gaffan

Seconded By: Deputy Mayor DeYong

Whereas on April 9, 2025, the Government of Ontario (hereafter, the “Province”), led by Premier Doug Ford, announced a proposal to expand by “Strong Mayor Powers” as provided for by Part VI.1 of the *Municipal Act, 2001*, to the heads of council in 169 additional municipalities, including the Town of Kingsville, effective May 1, 2025;

And whereas Strong Mayor Powers erode democratic process and have fundamentally altered the historic model of local governance, which has existed for almost two centuries, by:

- providing the head of council with the authority to unilaterally give direction and make certain decisions without a consensus from a majority of the members of council; and,
- creating a power imbalance by providing the head of council with special powers that other members do not generally have.

And whereas the Province is undermining the local governance model and municipal independence by attempting to advance its priorities through municipalities, and downloading its responsibilities to the same.

Now therefore be it resolved that:

- The Council of the Corporation of the Town of Kingsville ("Council") **opposes** the expansion of Strong Mayor Powers, as announced on April 9, 2025;
- That Council **requests** that the proposed amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities not include the Town of Kingsville; and;
- That Council **directs** the Acting Manager of Municipal Governance/Clerk to forward a copy of this resolution to Doug Ford, Premier of Ontario; Rob Flack, Minister of Municipal Affairs and Housing; All Four Local MPPs; AMCTO, AMO and All Ontario Municipalities

Carried.

Sincerely,



Angela Toole, Acting Manager of Municipal Governance/Clerk

Email: atoole@kingsville.ca

Phone: 519-733-2305 ext. 223

cc. Anthony Leardi, MPP, Essex
 Trevor Jones, MPP, Chatham-Kent - Leamington
 Andrew Dowie, MPP, Windsor-Tecumseh
 Lisa Gretzky, MPP, Windsor West
 AMCTO
 AMO
 All Ontario Municipalities



**TOWNSHIP OF RIDEAU LAKES
Special Council Meeting**

RESOLUTION 104-2025
Title: MSC (PW) Rec #78-2025 re: Strong Mayor Powers (for Council approval)
Date: Wednesday, April 16, 2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor P. Banks

WHEREAS at the Municipal Services Committee meeting held April 14, 2025, Recommendation #78-2025 was passed related to the recent announcement from the Government of Ontario on Strong Mayor Powers to an additional 169 municipalities effective May 1, 2025;

AND WHEREAS said recommendation further requested that the Province remove Rideau Lakes from the Strong Mayor Powers Legislation;

NOW THEREFORE be it resolved that the Council of The Corporation of the Township of Rideau Lakes concurs with MSC Recommendation #78-2025.

YES: 5 NO: 2 ABSTAIN: 0 CONFLICT: 0 ABSENT: 1

Carried

YES: 5 Councillor J. Banks Councillor Carr Councillor Dunfield Councillor Hutchings
Deputy Mayor P. Banks

NO: 2 Councillor Maxwell Councillor Pollard

CONFLICT: 0

ABSTAIN: 0

ABSENT: 1 Mayor Hoogenboom



**TOWNSHIP OF RIDEAU LAKES
Municipal Services Committee (PW)**

RECOMMENDATION: 78-2025

Title: Ontario Proposing to Expand Strong Mayor Powers to 169
Additional Municipalities

Date: Monday, April 14, 2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor P. Banks

WHEREAS the Government of Ontario has announced an expansion of strong mayor powers to an additional 169 municipalities, effective May 1, 2025;

AND WHEREAS these powers allow mayors to unilaterally override council decisions, appoint senior municipal staff, and set budgets without majority council approval, undermining the principles of democratic governance;

AND WHEREAS municipal governance functions best through a collaborative decision-making process where elected councils, representing the collective voice of their communities, work alongside experienced municipal staff;

AND WHEREAS there is no evidence to suggest that strong mayor powers have increased housing starts, contrary to the provincial government's stated justification for their implementation;

AND WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) has raised concerns that strong mayor powers blur the lines between political leadership and administrative expertise, threatening the neutrality of municipal public service;

AND WHEREAS the City of Orillia recently experienced a situation where its mayor unilaterally overturned a council decision regarding the hiring of a Chief Administrative Officer, demonstrating the potential for these powers to be misused;

AND WHEREAS the Township of Rideau Lakes has also experienced governance challenges resulting from mayoral overreach, further highlighting the risks posed by concentrating authority in a single elected official;

AND WHEREAS democratic principles require that municipal governance remain a system of "one person, one vote" rather than granting disproportionate power to a single individual;

NOW THEREFORE be it resolved that the Council of the Township of Rideau Lakes:

1. Strongly opposes the expansion of strong mayor powers to additional municipalities, including Rideau Lakes;
2. Calls on the Government of Ontario to reverse this decision and uphold the traditional balance of municipal governance; and
3. Directs the Clerk to send a copy of this resolution to:
 - The Honourable Rob Flack Minister of Municipal Affairs and Housing
 - MPP Steve Clark
 - The Honourable Premier of Ontario Doug Ford
 - The Association of Municipalities of Ontario (AMO)
 - The Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO)
 - All Ontario municipalities for their consideration and support.

AND FURTHER that the Province be requested to remove Rideau Lakes from the Strong Mayor Powers Legislation.

YES: 5 NO: 3 ABSTAIN: 0 ABSENT: 0

Carried

YES: 5

Councillor J. Banks Councillor Carr Councillor Dunfield
Councillor Hutchings Deputy Mayor P. Banks

NO: 3

Mayor Hoogenboom Councillor Maxwell Councillor Pollard

Grant Bivol
Town Clerk
Town of Niagara on the Lake
VIA EMAIL: clerks@notl.com

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

April 16, 2025

RE: Support Resolution – Town of Niagara on the Lake Council Resolution regarding
Amendment of Subsection 29(1.2) of the Ontario Heritage Act

Please be advised that Township of Puslinch Council, at its meeting held on March 26, 2025
considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2025-100:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

**That the Consent Agenda item 6.11 listed for MARCH 26, 2025 Council meeting be
received for information; and**

**Whereas Township of Puslinch Council supports the Town of Niagara on the Lake
Council Resolution regarding Amendment of Subsection 29(1.2) of the Ontario
Heritage Act, that Council direct staff to prepare a support resolution accordingly.**

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information
and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

CC: Minister of Citizenship and Multiculturalism Hon. Michael Ford, Minister of Municipal Affairs
and Housing Hon. Paul Calandra, The Association of Municipalities of Ontario, MPP Thompson,
all Ontario Municipalities

February 26, 2025

Honourable Doug Ford,
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

EMAIL: Doug.fordco@pc.ola.org

Dear Premier Ford,

**RE: Requests the Province of Ontario Reconsider the Amendment of
Subsection 29(1.2) of the Ontario Heritage Act**

Please be advised that at its meeting of February 25, 2025, Council of the Town of Niagara on-the-Lake adopted the following resolution:

1. Now Therefore Be It Hereby Resolved That Niagara-on-the-Lake Town Council endorses the resolution from the Municipality of South Huron requesting the Province reconsider the amendment to Subsection 29(1.2) of the Ontario Heritage Act.
2. Be It Resolved That copies of this resolution be forwarded to Minister Premier Doug Ford, the Minister of Municipal Affairs and Housing, the Minister of Citizenship and Multiculturalism, local Members of Provincial Parliament (MPPs); and MPP Thompson.
3. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

If you have any questions or require further information, please contact our office at 905-468-3266.

Sincerely,



Grant Bivol
Town Clerk

c.c. Minister of Citizenship and Multiculturalism Hon. Michael Ford - Michael.Ford@ontario.ca
Minister of Municipal Affairs and Housing Hon. Paul Calandra - minister.mah@ontario.ca
The Association of Municipalities of Ontario - resolutions@amo.on.ca
All local Members of Provincial Parliament (MPPs)
MPP Thompson - lisa.thompsonco@pc.ola.org
All 444 Municipalities of Ontario

April 15, 2025

SENT VIA EMAIL

Premier of Ontario
Legislative Building
Queens Park
Toronto, ON, M7A 1A4
VIA EMAIL: premier@ontario.ca

Attn: The Honourable Doug Ford, Premier of Ontario

Re: Resolution# 20250414-011 - Opposition to Strong Mayor Designation for the Town of Amherstburg

At its regular meeting on **April 14, 2025**, Amherstburg Town Council passed **Resolution 20250414-011** in response to the Province's recent proposal to designate Amherstburg as a "**Strong Mayor**" municipality, effective May 1, 2025.

WHEREAS the Province of Ontario has proposed to designate the Town of Amherstburg as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

WHEREAS the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

WHEREAS the Town of Amherstburg has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision-making; and,

WHEREAS many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

WHEREAS the Town of Amherstburg did not formally request or express a desire to be designated under the Strong Mayor framework; and,

WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

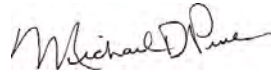
THEREFORE BE IT RESOLVED that Amherstburg Town Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the Town of Amherstburg from the list of municipalities designated under the Strong Mayor legislation;

AND BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all regional Members of Provincial

Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

We thank you for your attention to this matter and urge you to respect the democratic wishes of our Council and community.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Prue". The signature is fluid and cursive, with the first name "Michael" written in a larger, more prominent script than the last name "Prue".

Michael Prue, Mayor
Town of Amherstburg

Cc: The Honourable Paul Calandra (Minister of Municipal Affairs and Housing)
Regional Members of Provincial Parliament
All Ontario Municipalities
The Association of Municipalities of Ontario (AMO)

April 14, 2025

Honourable Rob Flack
 Ministry of Municipal Affairs and Housing
 17th Floor, 777 Bay St.
 Toronto, ON M7A 2J3
rob.flack@pc.ola.org

Dear Minister,

RE: Opposition to Proposed Amendments to O.Reg. 530/22 to Expand Strong Mayor Powers

I am writing to express my opposition to the government's proposed expansion of Strong Mayor powers to include the Town of Saugeen Shores. As the Mayor of Saugeen Shores, I am concerned about the implications of this policy change on our local governance. Please consider this letter as the Town of Saugeen Shores submission on O.Reg. 530/22 which is available for comment until April 16th.

In my experience, the 'Council Manager' system of governance has always served our municipality well. Specifically, when it comes to advancing our shared priority of building more housing to serve our residents, Saugeen Shores Council has demonstrated flexible and determined leadership. Our Council has enabled housing by reducing red tape resulting in the construction of more than 600 multi-family residential units in the last two years alone. Given the strong and sustained commitment of our Council to these efforts, I do not see how the introduction of Strong Mayor powers will accelerate the construction of housing (or the pursuit of other priority areas) in any way. On the contrary, vesting these new powers in the Mayor threatens to disrupt long-established and effective processes, sidelining elected members of Council with effects that may be contrary to the interests of our residents.

Saugeen Shores has thrived for decades on the principle of shared leadership. We have an effective team of elected representatives working in partnership with a professional staff to achieve goals that are transparently set out in our Strategic Plan and annual Business Plans. This approach to governance is foundational to building trust between the municipality and the residents that it serves. I fear that the unilateral decision-making enabled by Strong Mayor powers would erode this trust and disrupt the collaborative environment that has long been at the heart of the democratic tradition of our Council and community.

I urge you to reconsider the expansion of Strong Mayor powers. If the government has a strong desire to advance these major changes to the governance of our municipality, I

request that you engage in a thorough consultation process with our Council and the residents of our community before moving forward. It is crucial that any changes to local governance structures be made in close partnership with the communities they impact.

Thank you for your attention to this matter. I look forward to your response and hope that we can work together in the interest of ensuring strong local governance in Saugeen Shores.

Sincerely,

A handwritten signature in black ink, appearing to be 'Luke Charbonneau', written in a cursive style.

Luke Charbonneau, Mayor
Town of Saugeen Shores

cc. Doug Ford, Premier of Ontario
Lisa Thompson, MPP, Minister of Rural Affairs
Council, Town of Saugeen Shores
All Ontario Municipalities

From: [Clerks](#)
To: premier@ontario.ca; rob.flack@pc.ola.org; Ernie.Hardemanco@pc.ola.org; resolutions@amo.on.ca; roma@roma.on.ca
Subject: Tillsonburg Town Council Decision Letter - April 14, 2025 - Strong Mayor Powers
Date: April 15, 2025 8:40:53 AM
Attachments: [Outlook-cid_image0.png](#)

Hello,

At the April 14, 2025, meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2025-125

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

THAT Council receive item 12.8 Ministry of Municipal Affairs and Housing Letter Re: Strong Mayor Powers, as information;

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation on May 1, 2025, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets, planning and operational decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminish the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Tillsonburg;

1. Does not support the proposed strong mayor powers as currently outlined;
2. Supports specific powers to mayors as it pertains to identifiable decisions regarding housing, development, infrastructure and transit to provide tools that reduce obstacles that can stand in the way of new housing and infrastructure developments;
3. Strongly suggests that free reign of decision-making regarding hiring, firing, committees and so forth be removed from the proposed authority;
4. Strongly suggests that members of current Council were duly elected officials by citizens with the awareness of one vote per council member and majority votes are the democratic process;
5. Requests that the Provincial Strong Mayor Powers proposed to take effect on May 1, 2025, be deferred to allow for greater clarity and that the Province seek collaborative

input from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO);

6. Directs staff to forward this resolution immediately to Minister Flack, Premier Ford, MPP Hardeman, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), and all Ontario Municipalities before April 16, 2025.

Regards,

Amelia Jaggard

Deputy Clerk

Town of Tillsonburg

10 Lisgar Ave

Tillsonburg, ON N4G 5A5

Phone: 519-688-3009 Ext. 4041

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www.springwater.ca
2231 Nursery Road
Minesing, Ontario
L9X 1A8 Canada

Honourable Premier Doug Ford
Doug.Fordco@pc.ola.org

Sent via electronic mail

May 8, 2025

Dear Honourable Premier Doug Ford

At its Regular meeting on May 7, 2025, the Township of Springwater's Council passed resolution C195-2025 opposing Strong Mayor Powers.

Resolution C195-2025

Moved by: Cabral
Seconded by: Fisher

Whereas the Ontario government has expanded the "strong mayor" powers to 169 additional municipalities, which grants mayors in these municipalities more authority, particularly concerning the control of municipal budgets and planning decisions; and,

Whereas this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power; and,

Whereas the expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminishes the role of elected municipal councillors in representing the diverse interests of the community; and,

Whereas concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are able to bypass council decisions without adequate consultation or oversight.

Now therefore be it resolved that the Council of the Township of Springwater opposes the Strong Mayor Powers; and

That the Council formally expresses its opposition to the Ontario government's expansion of the Strong Mayor Powers to preserve local democracy, transparency, and accountability.

Further Be It Resolved That a copy of this motion be forwarded to the Ontario Premier, the Minister of Municipal Affairs and Housing, MPP Doug Downey, all Ontario municipalities, as well as the Association of Municipalities of Ontario (AMO) for further action.

Carried

The Clerk's Department can be reached via email at clerks@springwater.ca or by phone at 705-728-4784, Ext. 2304.

Regards,

A handwritten signature in cursive script, appearing to read 'Cayla Reimer', written in dark ink.

Cayla Reimer
Deputy Clerk,
Township of Springwater

cc: Hon. Rob Flack, Minister of Municipal Affairs and Housing
Hon. MPP Doug Downey
All Ontario Municipalities
Association of Municipalities of Ontario

May 8, 2025

Hon. Rob Flack
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay St.
Toronto, ON M7A 2J3

Re: Opposition to Strong Mayor Powers in the Municipality of North Perth

Please be advised that the Council of the Municipality of North Perth passed the following resolution at their meeting on April 29, 2025:

Moved by Doug Kellum Seconded by Dave Johnston

THAT: The Council of the Municipality of North Perth expresses its desires to the Ministry of Municipal Affairs and Housing to reverse the grant of Strong Mayor Powers to the Municipality of North Perth;

AND THAT: The letter be circulated to Premier Doug Ford, Minister of Municipal Affairs and Housing Rob flack, Perth Wellington MPP Matthew Rae, Association of Municipality of Ontario (AMO) and all Ontario Municipalities.

On behalf of the Council of the Municipality of North Perth, please accept this letter as an official request to have strong mayor powers removed from the Municipality of North Perth.

Regards,



Sarah Carter
Acting Clerk/Legislative Services Supervisor

Enclosure

CC: The Honourable Doug Ford, Premier of Ontario
Matthew Rae, Perth Wellington MPP
Association of Municipalities of Ontario
All Ontario Municipalities



City of Stratford, Corporate Services Department

Clerk's Office

City Hall, P. O. Box 818, Stratford, Ontario N5A 6W1

Tel: 519-271-0250, extension 5237

Email: clerks@stratford.ca

Website: www.stratford.ca

May 1, 2025

Sent via email: premier@ontario.ca

The Honourable Doug Ford,
Premier of Ontario
Legislative Building
Queens Park
Toronto, ON, M7A 1A4

Dear Premier Ford,

Re: Resolution R2025-174 - Opposition to Strong Mayor Designation for the City of Stratford

At the April 28, 2025, Regular meeting, Stratford City Council adopted the following resolution in response to the Province's proposal to designate Stratford as a "Strong Mayor" municipality, effective May 1, 2025.

WHEREAS the Province of Ontario has proposed to designate the City of Stratford as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

WHEREAS the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

WHEREAS the City of Stratford has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision making; and,

WHEREAS many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

WHEREAS the City of Stratford did not formally request or express a desire to be designated under the Strong Mayor framework; and,

WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

THEREFORE BE IT RESOLVED that Stratford City Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the City of Stratford from the list of municipalities designated under the Strong Mayor legislation;

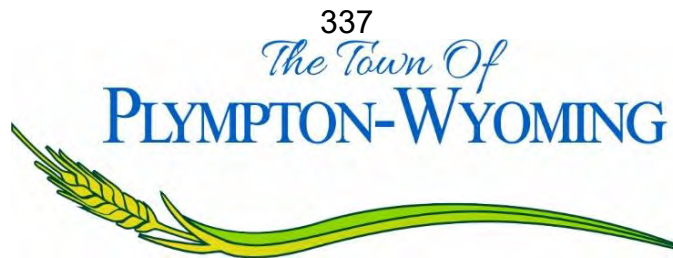
AND BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Member of Provincial Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

Sincerely,

T. Dafoe

Tatiana Dafoe, Clerk
City of Stratford

Cc: The Honourable Rob Flack, Minister of Municipal Affairs and Housing
Matthew Rae, Member of Provincial Parliament, Perth - Wellington
All Ontario Municipalities
The Association of Municipalities of Ontario



April 30, 2025

Hon. Doug Ford
Premier of Ontario
premier@ontario.ca

Hon. Rob Flack
Minister of Municipal Affairs and Housing
rob.flack@pc.ola.org

Mr. Bob Bailey, MPP Sarnia-Lambton
bob.bailey@pc.ola.org

Re: Strong Mayor Powers

Please be advised that the Council of the Town of Plympton-Wyoming at its Regular Council meeting on April 30th, 2025, passed the following motion:

Motion #14

Moved by Kristen Rodrigues
Seconded by Alex Boughen

WHEREAS the Government of Ontario announced on April 9th, 2025, that it will extend “**Strong Mayor Powers**” to an additional 169 Municipalities;

AND WHEREAS the Province only accepted comments on the government’s intentions until April 16, 2025 with the new powers set to begin on May 1, 2025;

AND WHEREAS the timeline for feedback from municipal councils was unreasonably short, especially when considering many of the impacted councils generally only meet one to two times monthly, with the added staff time required to prepare reports and provide more detailed information on the impact of the provincial legislation;

AND WHEREAS the intent of the legislation is to build more homes faster, The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), which has been tracking the use of strong mayor powers since they were first introduced in Toronto and Ottawa in 2022, said there is no evidence

to suggest this legislation has any impact on the number of housings starts in municipalities that have been granted the powers;

AND WHEREAS the new powers include the ability to set budgets, veto bylaws, pass bylaws with just one-third of their council's support, appoint senior civil servants, and solely delegate and oversee the CAO position, which further erodes the lines of an elected official's position and impairs the ability of council to work as a whole on behalf of the community;

NOW THEREFORE be it resolved that the council for the Town of Plympton-Wyoming fully supports the existing electoral process under which the residents duly elected all council members and value a collaborative and council-driven approach to decision making without impairment on any members of council;

AND FURTHER That Council respects the province's intent, but the imposition of Strong Mayor Powers results in an erosion of the democratic process and further deteriorates the promotion of diversity in municipal representation;

AND FURTHER The Council of the Town of Plympton-Wyoming is formally opposed to the use of Strong Mayor Powers and requests that the province repeal the Strong Mayor Powers Legislation all together as a matter of upholding the democratic rights of all elected officials;

AND FURTHER, that in the absence of a repeal, the Town of Plympton-Wyoming Council requests that the province allows municipalities the option to formally decline as a matter of record with the province.

Carried.

If you have any questions regarding the above motion, please do not hesitate to contact the undersigned.



Sincerely,
Dianne Gould-Brown
dgould-brown@plympton-wyoming.ca
Executive Assistant – Deputy Clerk
Town of Plympton-Wyoming

cc: All Ontario Municipalities
Association of Municipalities of Ontario

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 25-35**

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 June 5, 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 5th day of June, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 5th day of June, 2025.

Mayor, D. Giguère

Clerk, A. Adams