



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

**July 10, 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**

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- (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 June 19, 2025
- (G) Public Meetings & Committee of Adjustment
  - Meeting to Consider – Chalet Drain
  - Meeting to Consider – Bobbett Drain 2025 - Dyck Branch
  - Presentation – Robert Foster, Auditor, Graham Scott Enns LLP – 2024 Financial Statements
  - Public Hearing – Minor Variance Application – D13-MV-09-24 – Jeff & Tammie Vannoord – 9790 Springwater Road
  - Public Meeting – Zoning By-law Application – D14-Z09-25 – Abe & Bertha Friesen-52543 John Wise 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

- DS-25-30 – Application for Consent to Sever No. E41-25 & E42-25 – Carl Thomson
- DS-25-29 – Application for Consent to Sever No. E40-25 – Carl Thomson
- FIN-25-12 - 2024 Financial Audit and Budget Performance
- FIN-25-13 - Development Charges Annual Update
- FIN-25-14 - Cash in Lieu of Parkland
- FIN-25-15 - Building Stabilization Reserve Fund Annual Report
- PW-25-23 – Drain Update Report
- PW-25-21 – Road Safety Audit – Sparta Line
- PW-25-22 - Request for Improvement – Baxter Drain

(L) By-laws

- 25-42 Chalet Line Drain
- 25-43 – Bobbett Drain Dyck Branch
- 25-41 – Friesen Rezoning

Committee of the Whole

(M) Business for Consideration

- DS-25-31 – Harvest Bowl Memorandum of Understanding

(MI) Unfinished Business

(MII) 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 – June 19, 2025 and June 26, 2025
2. Town of Aylmer Correspondence – Motion regarding funding partnership for the Aylmer Pool
3. Elgin OPP Detachment 2024 Annual Report
4. Elgin County – Joint Annual Accessibility Status Report 2023/2024
5. Joint Board of Management Minutes - Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System
  - i. Approved Minutes- March 19, 2025
  - ii. Draft Minutes - June 18, 2025
6. EECC Board of Management Minutes
  - i. Approved Minutes - May 14, 2025
  - ii. Draft Minutes – June 11, 2025
7. Community Grant Committee Meeting Draft Minutes – June 4, 2025
8. Kettle Creek Conservation Authority Minutes – May 21, 2025
9. Kettle Creek Conservation Authority – Bill 5 and Bill 17

10. Ministry of Municipal Affairs and Housing – Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17)
11. Municipality of Tweed – Amend Ontario Regulation 391/21 Blue Box
12. Correspondence from the Honourable Robert Black – Soil at Risk Initiative
13. Ministry of Rural Affairs – Rural Ontario Development program
14. Town of Bradford West Gwillimbury – Advocacy for Increased Income Support Thresholds for Canadian Veterans
15. Northcumberland County – Procurement and Advocacy for Trade Agreement Exemptions

(Q) Closed Session

(R) Confirmatory By-law

(S) Adjournment

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*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.*

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1. THAT the July 10, 2025 Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on June 19, 2025 be adopted.
3. THAT the Engineer's Report for the Chalet Drain be accepted;  
  
AND THAT By-law No. 25-42 being a by-law to provide for the Chalet drainage works be read a first and second time and provisionally adopted.
4. THAT the Court of Revision for the Chalet Drain be scheduled to be held on August 14, 2025 at 7:00p.m.
5. THAT the Engineer's Report for the Bobbett Drain - Dyck Branch be accepted;  
  
AND THAT By-law No. 25-43 being a by-law to provide for the Bobbett Drain - Dyck Branch drainage works be read a first and second time and provisionally adopted.
6. THAT the Court of Revision for the Bobbett Drain - Dyck Branch be scheduled to be held on August 14, 2025 at 7:00p.m.
7. THAT the 2024 Audited Financial Statements, as prepared by Graham Scott Enns, and presented by auditor Rob Foster, be approved as submitted;  
  
AND THAT the Mayor be authorized to sign, on behalf of Council, all required audit-related documentation and correspondence in connection with the 2024 audit.
8. THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:\_\_\_p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".
9. THAT Report No. DS-25-28 entitled "Minor Variance Application of Jeff and Tammie Vannoord (Authorized Agent: Zelinka Priamo) relating to the property located at Concession North of Talbot Road, Part of Lot 74, Part 1 of RP 11R7281 (9790 Springwater Road)" be received;  
  
AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-09-24 to permit the construction of an accessory building;  
  
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.
10. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:\_\_\_p.m.
11. 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*.
12. THAT the Planning Public Meeting adjourn at \_\_\_\_\_ p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.
13. THAT Report No. DS-25-27 entitled “Zoning By-Law Amendment Application of Abe and Bertha Friesen relating to the property located at Concession 4, Part of Lot 30 (52543 John Wise Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z09-25, BE APPROVED for the reasons set out in this Report.

14. THAT Report No. DS-25-30 entitled “Application for Consent to Sever No. E41-25 & E42-25 of Carl Thomson” be received;

AND THAT the Application for Consent to Sever of Carl Thomson, relating to the property located at Concession 10, Part Lot 24, Part Lot 23 & Concession 10 S PT Lots 23 & 24, Part 1 of RP 11R3008, and known municipally as 46365 & 46695 Crossley-Hunter Line and 46496 Lyons Line, be supported for the reasons set out in this Report;

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

AND THAT the Mayor and Clerk be authorized to sign any documents related to the required land conveyance.

15. THAT Report No. DS-25-29 entitled “Application for Consent to Sever No. E40-25 of Carl Donald Thomson” be received;

AND THAT the Application for Consent to Sever of Carl Donald Thomson, relating to the property located at Concession 11, Part of Lot 13 and 14, and known municipally as 12985 Imperial Road, be supported for the reasons set out in this Report;

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

16. THAT Report No. FIN-25-12 entitled “2024 Financial Audit and Budget Performance” be received;

AND THAT the Township's 2024 budget surpluses be allocated to reserves as outlined in the Reserve Continuity Schedule attached as Schedule B.

17. THAT Report No. FIN-25-13 entitled "Development Charges Annual Update" be received.

18. THAT Report No. FIN-25-14 entitled "Cash in Lieu of Parkland" be received.

19. THAT Report No. FIN-25-15 entitled "Building Stabilization Reserve Fund Annual Report" be received.

20. THAT Report No. PW- 25-23 entitled "Drain Update Report" be received.

21. THAT Report No. PW-25-21 entitled "Road Safety Audit – Sparta Line be received;

AND THAT the Municipal Staff be directed to prepare the necessary by-law to reduce the posted speed limit on Sparta Line as listed in this report;

AND THAT the Municipal Staff be directed to install all necessary safety signage required as listed in this report.

22. THAT Report No. PW- 25-22 entitled "Request for Improvement – Baxter Drain" be received;

AND THAT John M. Spriet, P. Eng., of Spriet Associates be appointed to prepare an Engineer's Report pursuant to *Section 78 of the Drainage Act R.S.O. 1990*.

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

- 25-42 Chalet Line Drain
- 25-43 – Bobbett Drain Dyck Branch

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

- 25-41 – Friesen Rezoning

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

25. THAT Report No. DS-25-31 entitled "The Harvest Bowl Memorandum of Understanding (MOU)" be received;

AND THAT the Committee recommends that Council approves the Memorandum of Understanding (MOU) between the Township and Mennonite Community Services of Southern Ontario, (a not-for-profit corporation under Ontario law, operating through its Harvest Bowl initiative), to outline the roles, responsibilities, and terms related to the use of municipal facilities and ongoing support for community development.

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

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

1. AMOWatchfile – June 19, 2025 and June 26, 2025
2. Town of Aylmer Correspondence – Motion regarding funding partnership for the Aylmer Pool
3. Elgin OPP Detachment 2024 Annual Report
4. Elgin County – Joint Annual Accessibility Status Report 2023/2024
5. Joint Board of Management Minutes - Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System
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7. Community Grant Committee Meeting Draft Minutes – June 4, 2025
8. Kettle Creek Conservation Authority Minutes – May 21, 2025
9. Kettle Creek Conservation Authority – Bill 5 and Bill 17
10. Ministry of Municipal Affairs and Housing – Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17)
11. Municipality of Tweed – Amend Ontario Regulation 391/21 Blue Box
12. Correspondence from the Honourable Robert Black – Soil at Risk Initiative
13. Ministry of Rural Affairs – Rural Ontario Development program
14. Town of Bradford West Gwillimbury – Advocacy for Increased Income Support Thresholds for Canadian Veterans
15. Northcumberland County – Procurement and Advocacy for Trade Agreement Exemptions

28. THAT By-law No.25-44, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

29. RESOLVED THAT we do now adjourn at \_\_\_\_\_ p.m. to meet again on August 14, 2025 at 7:00p.m.

**The Corporation of the Township of Malahide**  
**June 19, 2025 – 7:00p.m.**  
Virtual Meeting - <https://youtu.be/qhmTgP7b89A>

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

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

**Staff:** Chief Administrative Officer N. Dias, Clerk A. Adams, Director of Corporate Services A. Boylan, Director of Public Works J. Godby, and By-law Enforcement Officer M. Russell.

**Absent:** Councillor S. Lewis

**CALL TO ORDER:**

Mayor Giguère took the Chair and called the meeting to order at 7:01p.m.

**APPROVAL OF AGENDA:**

**No. 25-226**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

THAT the June 19, 2025, Regular Council Meeting Agenda be approved as amended to include two announcements.

**Carried**

**DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:**

Deputy Mayor Widner disclosed a pecuniary interest with respect to Section K – PW- 25-19 Petition for Drainage – Smith. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

**ANNOUNCEMENTS:**

Deputy Mayor Widner acknowledged the upcoming Springfield Family Fun Day taking place that Saturday, noting the significant effort put into organizing the event and expressing hope for strong community attendance.

Mayor Giguère extended congratulations to this year's Elgin-Middlesex Fire Recruit graduates, who were recognized the previous evening. She specifically acknowledged Malahide's graduates, expressing gratitude and pride in their commitment to serving the community.

**ADOPTION OF MINUTES:****No. 25-227****Moved By: Sarah Leitch****Seconded By: Rick Cerna**

THAT the minutes of the regular council meeting held on June 5, 2025 be adopted.

**Carried**

**PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:**

- Public Hearing – Minor Variance Application – D13-MV-04-25 – Kodi Becker & Jason Featherston – 51421 Pressey Line

**No. 25-228****Moved By: Mark Widner****Seconded By: Sarah Leitch**

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:06p.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 the applicant stated they were online and available to answer any questions.

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

**No. 25-229****Moved By: Mark Widner****Seconded By: Rick Cerna**

THAT Report No. DS-25-23 entitled “Minor Variance Application of Kodi Becker & Jason Featherston relating to the property located at Part Lot 6, S/S Hornby St, Plan 120 (51421 Pressey Line)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-04-25 to permit the construction of a new garage;

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;
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.

**Carried**

**No. 25-230**

**Moved By: Chester Glinski**

**Seconded By: Rick Cerna**

THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:10p.m.

**Carried**

**DELEGATIONS:**

None.

**APPROVAL OF BUSINESS (CONSENT AGENDA):**

None.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

Councillor Wilson took his seat at the Council table at 7:12p.m.

- DS-25-26 - 2024 By-law Enforcement Activity Report

**No. 25-231**

**Moved By: John H. Wilson**

**Seconded By: Sarah Leitch**

THAT Report No. DS-25-26 entitled "2024 By-law Enforcement Activity Report" be received.

**Carried**

- PW-25-19 – Petition for Drainage – Smith

Deputy Mayor Widner disclosed a pecuniary interest with respect to this agenda item. He retired from the meeting and abstained from all discussions and voting on the matter.

**No. 25-232**

**Moved By: Sarah Leitch**

**Seconded By: Rick Cerna**

THAT Report No. PW- 25-19 entitled “Petition for Drainage – Smith” be received;

AND THAT John M. Spriet, P. Eng., of Spriet Associates be appointed to prepare an Engineer’s Report pursuant to Section 4 of the Drainage Act R.S.O. 1990.

**Carried**

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

- PW-25-20 - MHIP Letter of Support

**No. 25-233**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

THAT Report No. PW- 25-20 entitled “MHIP Letter of Support” be received;

AND THAT the Council of The Corporation of the Township of Malahide supports Malahide’s participation in an application to the Municipal Housing Infrastructure Program (MHIP) for the rehabilitation of the Port Burwell Area Secondary Water Supply System’s transmission main on Nova Scotia Line;

AND FURTHER THAT the Mayor be authorized to prepare and sign a Letter of Support from Malahide for the MHIP application.

**Carried**

- HR-25-02 - Health & Safety Commitment under Occupational Health & Safety Act – Annual Compliance Update

**No. 25-234**

**Moved By: Chester Glinski**

**Seconded By: Mark Widner**

THAT Report No.HR-25-02 entitled “Health & Safety Commitment under Occupational Health & Safety Act – Annual Compliance Update” be received;

AND THAT the Mayor and Chief Administrative Officer be authorized to sign the Health & Safety Commitment on behalf of the Corporation.

**Carried**

**BY-LAWS:**

**No. 25-235**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

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

- 25-25 - Leonard Jones Drain, Branch C Extension

**Carried**

**COMMITTEE OF THE WHOLE:**

None.

**CORRESPONDENCE ITEMS:**

**No. 25-236**

**Moved By: Rick Cerna**

**Seconded By: John H. Wilson**

BE IT RESOLVED that item 2 be acknowledged, and that items 1 and 3 through 6 be received and filed:

1. AMOWatchfile – June 5, 2025 and June 12, 2025
2. Elgin County Economic Development Update – Summer 2025
3. Mapleton Church of Christ (Disciples) – 175<sup>th</sup> Anniversary Invitation
4. Resident Correspondence Regarding Council Direction – Windmill Project
5. District of Parry Sound Municipal Association – Supporting Municipal Ethics through Access and Education
6. Information and Privacy Commissioner of Ontario (IPC) – 2024 Annual Report

**Carried**



- Office of the Warden – Community Safety and Well-Being Review and Update-Resolution of Endorsement

**No. 25-237****Moved By: Sarah Leitch****Seconded By: Chester Glinski**

THAT Malahide Council hereby endorses the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan update;

AND THAT a copy of the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan and the 2025 update be posted on the municipality's website.

**Carried**

**CLOSED SESSION:****No. 25-238****Moved By: John H. Wilson****Seconded By: Rick Cerna**

THAT Council move into Closed Session at 7:34p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- Closed Meeting Minutes - May 1, 2025
- Personal matters about an identifiable individual, including municipal or local board employees and advice that is subject to solicitor/client privilege, including communications necessary for that purpose. (Section 239 (b)(f))

**Carried**

**No. 25-239****Moved By: John H. Wilson****Seconded By: Rick Cerna**

THAT Council move out of Closed Session and reconvene at 8:06p.m;

AND THAT the May 1, 2025 Closed Meeting Minutes be adopted;

AND THAT there is nothing further to report.

**Carried**

**CONFIRMATORY BY-LAW:**

**No. 25-240****Moved By: Rick Cerna****Seconded By: Sarah Leitch**

THAT By-law No.25-40, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

**Carried****ADJOURNMENT:****No. 25-241****Moved By: Mark Widner****Seconded By: Rick Cerna**

THAT Council adjourn its meeting at 8:07p.m.to meet again on July 10, 2025 at 7:00p.m.

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams



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July 10, 2025

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

Dear Members of Council:

### **Re: Audit Findings**

This letter has been prepared to assist you with your review of the consolidated financial statements of Corporation of The Township of Malahide for the year ending December 31, 2024. We look forward to meeting with you and discussing the matters outlined below.

### **Significant Matters Arising**

#### ***Changes to Audit Plan***

There were no changes to the audit plan (as previously presented to you).

#### ***Other Matters***

We have not identified any other significant matters that we wish to bring to your attention at this time.

### **Significant Difficulties Encountered**

There were no significant difficulties encountered during our audit.

### **Comments on Accounting Practices**

#### ***Accounting Policies***

The significant accounting policies used by the entity are outlined in Note 1 to the consolidated financial statements.

- There were changes from previous accounting policies. These were addressed in our Audit Planning Letter and have been implemented as required in the financial statements.
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- We did not identify any significant accounting policies in controversial or emerging areas.

### ***Significant Accounting Estimates***

The following significant estimates/judgments are contained in the consolidated financial statements:

- Allowance for tax vacancies, supplemental billings, write-offs and other adjustments
- Carrying value and useful life of tangible capital assets
- At year end potential allowances related to tax or other allowances in respect to properties including vacancies, rebates or other are evaluated. No allowances have been made at year end in respect of property taxes or other receivables.
- Environmental Provisions and Contaminated Sites (of which none were identified)
- Asset Retirement Obligations (of which none were identified)

Based on audit work performed, we are satisfied with the estimates made by management.

### ***Significant Financial Statement Disclosures***

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

### ***Uncorrected Misstatements***

We accumulated no significant uncorrected misstatements during our audit.

### ***Significant Deficiencies in Internal Control***

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the consolidated financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the consolidated financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the consolidated financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies.

### ***Written Representations***

In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the consolidated financial statements in accordance with Canadian public sector accounting standards.

### ***Other Audit Matters of Governance Interest***

We did not identify any related party relationships or transactions that were previously undisclosed to us.

We did not identify any other matters to bring to your attention at this time.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

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

Sincerely,

**GRAHAM SCOTT ENNS LLP**

*Chartered Professional Accountants*



Robert B. Foster, CPA, CA

Partner

**Acknowledgement of Members of Council:**

We have read and reviewed the above disclosures and understand and agree with the comments therein:

Per: Corporation of The Township of Malahide

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**CORPORATION OF THE TOWNSHIP  
OF MALAHIDE**

**Consolidated Financial Statements**

**December 31, 2024**

*Draft*

# **CORPORATION OF THE TOWNSHIP OF MALAHIDE**

## **Consolidated Financial Statements**

**For The Year Ended December 31, 2024**

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## **MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The accompanying consolidated financial statements are the responsibility of the management of Corporation of the Township of Malahide and have been prepared in accordance with Canadian public sector accounting standards.

These consolidated financial statements include:

- Independent Auditors' Report
- Consolidated Statement of Financial Position
- Consolidated Statement of Operations and Accumulated Surplus
- Consolidated Statement of Change in Net Financial Assets
- Consolidated Statement of Remeasurement Gains and Losses
- Consolidated Statement of Cash Flows
- Notes to the Consolidated Financial Statements
- Consolidated Schedule of Segment Disclosure

The Chief Administrative Officer and the Director of Finance are responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing the consolidated financial statements before they are submitted to Council for approval.

The integrity and reliability of Corporation of the Township of Malahide reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The consolidated financial statements have been audited on behalf of the Members of Council, Inhabitants and Ratepayers of Corporation of the Township of Malahide by Graham Scott Enns LLP in accordance with Canadian generally accepted auditing standards.

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Mr. Nathan Dias  
Chief Administrative Officer

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Mr. Adam Boylan  
Director of Finance

Aylmer, Ontario  
July 10, 2025





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## **INDEPENDENT AUDITORS' REPORT**

To the Members of Council, Inhabitants, and Rate Payers of **Corporation of the Township of Malahide**:

### **Opinion**

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

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

### **Basis for Opinion**

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

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

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

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

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

### **Auditors' Responsibilities for the Audit of the Consolidated Financial Statements**

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



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450 Sunset Drive, St. Thomas, ON N5R 5V1

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### **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

#### **Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (Continued)**

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

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

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

St. Thomas, Ontario

July 10, 2025

*Graham Scott Enns LLP*

CHARTERED PROFESSIONAL ACCOUNTANTS

Licensed Public Accountants

## CORPORATION OF THE TOWNSHIP OF MALAHIDE

**Consolidated Statement of Financial Position**  
**As At December 31, 2024**

	2024	2023
	<u>\$</u>	<u>\$</u>
<b>FINANCIAL ASSETS</b>		
Cash	3,979,939	2,393,495
Investments (Note 4)	11,913,070	11,130,346
Taxes receivable (Note 5)	3,425,611	1,608,800
Accounts receivable (Note 6)	<u>1,821,962</u>	<u>2,724,038</u>
<b>Total financial assets</b>	<u>21,140,582</u>	<u>17,856,679</u>
<b>FINANCIAL LIABILITIES</b>		
Deferred revenue - obligatory reserve funds (Note 11)	2,881,930	3,070,164
Accounts payable and accrued liabilities	2,761,019	2,876,353
Net long-term liabilities (Note 9)	<u>2,872,793</u>	<u>3,125,430</u>
<b>Total financial liabilities</b>	<u>8,515,742</u>	<u>9,071,947</u>
<b>NET FINANCIAL ASSETS</b>	<u>12,624,840</u>	<u>8,784,732</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 8)	46,612,616	47,177,472
Inventories	406,364	229,820
Prepaid expenses	<u>250,124</u>	<u>260,592</u>
<b>Total non-financial assets</b>	<u>47,269,104</u>	<u>47,667,884</u>
<b>TOTAL NET ASSETS</b>	<u>59,893,944</u>	<u>56,452,616</u>
<b>NET ASSETS IS COMPRISED OF:</b>		
<b>ACCUMULATED SURPLUS (NOTE 10)</b>	59,207,306	55,955,288
<b>ACCUMULATED REMEASUREMENT GAINS</b>	<u>686,638</u>	<u>497,328</u>
	<u>59,893,944</u>	<u>56,452,616</u>

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Consolidated Statement of Operations and Accumulated Surplus For The Year Ended December 31, 2024

	Budget (Note 15) \$	Actual 2024 \$	Actual 2023 \$
<b>REVENUES</b>			
Property taxation	8,889,529	9,022,864	8,387,859
Taxation from other governments	819,400	798,626	751,066
User charges, licenses, permits	3,117,279	3,348,906	3,209,344
Local improvement levies and development charges	161,176	197,877	1,052,942
Government transfers:			
Federal	292,644	293,384	223,399
Provincial	1,810,274	1,971,064	2,077,143
Other municipalities	1,489,177	1,651,434	1,530,710
Investment income	98,246	906,832	454,581
Penalties and interest on taxes	188,000	245,149	183,646
Contributed tangible capital assets	-	-	1,544,606
Other, fines and donations	4,700	6,990	5,960
Gain (loss) on disposal of tangible capital assets	-	11,968	(98,093)
Total revenues	<u>16,870,425</u>	<u>18,455,094</u>	<u>19,323,163</u>
<b>EXPENSES</b>			
General government	1,450,202	1,475,815	1,446,200
Fire and police protection	2,448,565	2,507,907	2,429,592
Other protective services	757,674	754,759	602,706
Transportation services	5,567,012	5,386,483	5,951,923
Waterworks and sewer	1,524,599	1,534,489	1,705,731
Garbage collection and disposal	776,296	764,554	766,280
Health services	49,027	42,102	49,305
Recreation and cultural services	1,851,216	1,685,249	1,790,553
Planning and zoning	275,039	373,608	211,264
Agriculture	<u>669,127</u>	<u>678,110</u>	<u>1,017,722</u>
Total expenses (Note 16)	<u>15,368,757</u>	<u>15,203,076</u>	<u>15,971,276</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	1,501,668	3,252,018	3,351,887
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>55,955,288</u>	<u>55,955,288</u>	<u>52,603,401</u>
<b>ACCUMULATED SURPLUS, END OF YEAR (NOTE 10)</b>	<u>57,456,956</u>	<u>59,207,306</u>	<u>55,955,288</u>

The accompanying notes are an integral part of these consolidated financial statements.

**CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**Consolidated Statement of Change in Net Financial Assets  
For The Year Ended December 31, 2024**

	Budget (Note 15) \$	Actual 2024 \$	Actual 2023 \$
<b>ANNUAL SURPLUS</b>	1,501,668	<b>3,252,018</b>	3,351,887
Acquisition of tangible capital assets	(1,983,716)	<b>(1,983,716)</b>	(3,194,362)
Amortization of tangible capital assets	2,548,572	<b>2,548,572</b>	3,070,307
Proceeds on disposal of tangible capital assets	-	<b>11,968</b>	-
Contributed tangible capital assets	-	-	(1,544,606)
Change in inventories and prepaid expenses	-	<b>(166,076)</b>	(239,645)
Loss (gain) on disposal of tangible capital assets	-	<b>(11,968)</b>	98,093
Change in accumulated remeasurement gains	<u>-</u>	<u><b>189,310</b></u>	<u>472,403</u>
<b>CHANGE IN NET FINANCIAL ASSETS</b>	2,066,524	<b>3,840,108</b>	2,014,077
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<u>8,784,732</u>	<u><b>8,784,732</b></u>	<u>6,770,655</u>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<u><u>10,851,256</u></u>	<u><u><b>12,624,840</b></u></u>	<u><u>8,784,732</u></u>

The accompanying notes are an integral part of these consolidated financial statements.

**CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**Consolidated Statement of Remeasurement Gains and Losses  
For The Year Ended December 31, 2024**

	<b>2024</b>	<b>2023</b>
	<u><b>\$</b></u>	<u><b>\$</b></u>
<b>ACCUMULATED REMEASUREMENT GAINS, BEGINNING OF YEAR</b>	<b>497,328</b>	24,925
Unrealized gains (loss) attributable to investments	<b>294,104</b>	472,403
Amounts reclassified to statement of operations through realization of (gain) loss on sale	<u><b>(104,794)</b></u>	<u>-</u>
Change in accumulated remeasurement gains	<u><b>189,310</b></u>	<u>472,403</u>
<b>ACCUMULATED REMEASUREMENT GAINS, END OF YEAR</b>	<u><b>686,638</b></u>	<u>497,328</u>
Accumulated remeasurement gains is comprised of: Investments	<u><b>686,638</b></u>	<u>497,328</u>

*Draft*

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Consolidated Statement of Cash Flows For The Year Ended December 31, 2024

	2024	2023
	<u>\$</u>	<u>\$</u>
<b>OPERATING ACTIVITIES</b>		
Annual surplus	3,252,018	3,351,887
<b>Add (deduct) items not involving cash:</b>		
Amortization of tangible capital assets	2,548,572	3,070,307
Gain on disposal of investments	(104,794)	-
Contributed tangible capital assets	-	(1,544,606)
Loss (gain) on disposal of tangible capital assets	<u>92,826</u>	<u>98,093</u>
	5,788,622	4,975,681
Change in non-cash assets and liabilities related to operations (Note 16 [b])	<u>(1,384,379)</u>	<u>(954,404)</u>
	<u>4,404,243</u>	<u>4,021,277</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of investments	(2,223,415)	(3,618,114)
Redemption of investments	<u>1,630,000</u>	<u>-</u>
	<u>(593,415)</u>	<u>(3,618,114)</u>
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(1,983,716)	(3,194,362)
Proceeds on disposal of tangible capital assets	<u>11,968</u>	<u>-</u>
	<u>(1,971,748)</u>	<u>(3,194,362)</u>
<b>FINANCING ACTIVITIES</b>		
Long-term debt repayment	<u>(252,636)</u>	<u>(244,079)</u>
<b>NET CHANGE IN CASH</b>	1,586,444	(3,035,278)
<b>CASH, BEGINNING OF YEAR</b>	<u>2,393,495</u>	<u>5,428,773</u>
<b>CASH, END OF YEAR</b>	<u><u>3,979,939</u></u>	<u><u>2,393,495</u></u>

Draft

The accompanying notes are an integral part of these consolidated financial statements.

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

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The Corporation of the Township of Malahide (the "Municipality") is a municipality in the Province of Ontario. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

### 1. CHANGE IN ACCOUNTING POLICIES

On January 1, 2024, the Municipality adopted accounting policies to conform to new standards issued under Canadian public sector accounting standards. The Municipality adopted the following standards which had the following impact:

- PS 3400 - Revenue - These standard may impact the timing of the revenue reported by the Municipality. There is no impact on the Municipality's financial reporting as a result of the adoption of this standard.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Municipality are prepared by management in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Municipality are as follows:

#### Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Municipality and which are owned or controlled by the Municipality.

#### Consolidated Entities

There are no organizations or local boards that are consolidated in these financial statements.

#### Proportionate Consolidation

The East Elgin Community Complex, a joint local board with the Town of Aylmer, is consolidated on a proportionate basis. Operation of the facility is shared equally between the two municipalities.

The Aylmer Area Secondary Water Supply System and the Port Burwell Area Secondary Water Supply System have been consolidated on a proportionate basis, based upon the water flow used by the Municipality in proportion to the total water flow provided by the joint boards.



## CORPORATION OF THE TOWNSHIP OF MALAHIDE

### Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

---

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### **Basis of Accounting**

The consolidated financial statements are prepared using the accrual basis of accounting. Revenues are recognized as they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

##### **Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

##### **i) Tangible capital assets**

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

Transportation infrastructure	20 to 50 years
Water system infrastructure	15 to 100 years
Wastewater infrastructure	50 to 100 years
Land improvements	10 to 50 years
Buildings	10 to 95 years
Machinery and equipment	2 to 10 years
Vehicles	7 to 20 years

Amortization begins the first month of the year following the year the asset is placed in service and continues to the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

##### **ii) Contributions of tangible capital assets**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

## CORPORATION OF THE TOWNSHIP OF MALAHIDE

### Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

---

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### Non-Financial Assets (continued)

##### iii) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

##### iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

##### Deferred Revenue

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work. In addition, certain user charges and fees which have been collected but for which the related services have yet to be performed. Revenue is recognized in the period when the related expense are incurred, services performed.

##### Accounting for County and School Board Transactions

Although the Municipality collects taxation on behalf of the County of Elgin and the School Boards, the taxation, other revenues, expenses, assets and liabilities with respect to the operations of the County and the school boards are not reflected in these financial statements.

##### Government Transfers

Government transfers are recognized in the consolidated financial statements as revenues in the financial period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met including performance and return requirements, and reasonable estimates of the amounts can be determined. Any amount received but restricted is recorded as deferred revenue in accordance with Section 3100 of the Public Sector Accounting Handbook and recognized as revenue in the period in which the resources are used for the purpose specified.

In addition, the Municipality periodically receives senior government capital funding in the form of infrastructure grants and receives ongoing funding from both senior levels of government as a result of an allocation of the gas tax funds.

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

---

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Employee Benefit Plans

The Municipality accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS), a multi-employer public sector pension fund, as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by the employees based on length of service and rates of pay. Employee benefits include post employment benefits. Post employment benefits are subject to actuarial valuations and are accrued in accordance with the projected benefit method, prorated on service and management's best estimate of salary escalation and retirement ages of employees. Any actuarial gains and losses related to past service of employees are amortized over the expected average remaining service period.

#### Tax Revenues

In 2024 the Municipality received \$9,821,490 (2023 - \$9,138,925) in property tax revenues for municipal purposes. The authority to levy and collect property taxes is established under the Municipal Act 2001, the Assessment Act, the Education Act, and other legislation.

The amount of the total annual property tax levy is determined each year through Council's approval of the annual budget. Municipal tax rates are set annually by Council for each class or type of property, in accordance with legislation and Council-approved policies, in order to raise the revenue required to meet operating budget requirements. Education tax rates are established by the Province each year in order to fund costs of education on a Province-wide basis.

Taxation revenues are recorded at the time billings are issued. Additional property tax revenue can be added throughout the year, related to new properties that become occupied, or that become subject to property tax, after the return of the annual assessment roll used for billing purposes. The Municipality may receive supplementary assessment rolls over the course of the year from MPAC that identify new or omitted assessments. Property taxes for these supplementary/omitted amounts are then billed according to the approved tax rate for the property class.

Taxation revenues in any year may also be reduced as a result of reductions in assessment value rising from assessment and/or tax appeals. Each year, an amount is identified to cover the estimated amount of revenue loss attributable to assessment appeals, tax appeals or other deficiencies in tax revenue (e.g. uncollectible amounts, write-offs, etc.).

## CORPORATION OF THE TOWNSHIP OF MALAHIDE

### Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

---

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### **Investment Income**

Investment income consists of interest, dividends and realized gains or losses on sale of investments is recognized as revenue in the period when it is earned. Unrealized gains and losses on investments are recognized in the accumulated remeasurement gains and losses until settlement. Once realized, these gains and losses are recognized as revenue or expenses in the consolidated statement of operations. When required by funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

##### **Financial Instruments**

The Municipality, upon initial recognition, classifies its financial instruments into two categories:

- i. fair value or;
- ii. cost or amortized cost;

Long-term debt is initially recorded at fair value and subsequently measured at amortized cost using the effective interest rate method. Transaction costs related to the issuance of long-term debt are capitalized and amortized over the term of the debt.

Other financial instruments including cash, accounts receivable, accounts payable and accrued liabilities are initially measured at fair value and subsequently measured at cost.

Investments are initially recorded at fair value and subsequently measured at fair value with the fair value determined as follows:

- i. Level 1 - Fair value measurements are those derived from quoted prices (in active markets);
- ii. Level 2 - Fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the assets, either directly (i.e. as prices) or indirectly (i.e. derived from prices);
- iii. Level 3 - Fair value measurements are those derived from valuation techniques that include inputs for the asset that are not based on observable data (unobservable inputs).

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

## CORPORATION OF THE TOWNSHIP OF MALAHIDE

### Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

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#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

##### **Environmental Provisions and Contaminated Sites**

The Municipality may be exposed to litigation or other costs of remediation due to contaminated properties in its jurisdiction. A liability for remediation is recognized in the financial statements when an environmental standard exists, contamination exceeds the standard, the government is responsible for the remediation and a reasonable estimate of the liability can be made. As at December 31, 2024 there were no properties that the Municipality was responsible to remedy and as such no liability has been accrued.

##### **Use of Estimates**

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. In addition, the Municipality's implementation of the Public Sector Accounting Handbook PS3150 has required management to make estimates of historical cost and useful lives of tangible capital assets. These estimates and assumptions are based on the best information and judgment and may differ significantly from actual results.

##### **Related Party Transactions**

Related parties exist when one party has the ability to control or has shared control over another party. Individuals that are key management personnel or close family members may also be related parties.

Disclosure is made when the transaction or events between related parties occur at a value different from what would have been recorded if they were not related and the transaction could have a material financial impact on the consolidated financial statements.

##### **Asset Retirement Obligations**

The Municipality may be exposed to obligations of remediation associated with their tangible capital assets. If a legal obligation exists of remediation for a tangible capital asset then the Municipality would be required to set up an estimated future cost and liability associated with these obligations. As at December 31, 2024 there were no tangible capital assets that Municipality has controlled, constructed, owned or used that would have a legal obligation of remediation.

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**CORPORATION OF THE TOWNSHIP OF MALAHIDE****Notes to the Consolidated Financial Statements  
For The Year Ended December 31, 2024**

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****Inter-Entity Transactions**

Transactions between related parties are recorded at carrying amounts with the exception of the following:

- i. Transactions in the normal course of business or with fair consideration are recorded at exchange amount;
- ii. Transfer of an asset or liability at nominal amounts or no consideration are recorded by the provider at carrying amounts and the recipient has the choice of either carrying amount or fair value;
- iii. Cost allocations are reported using the exchange amounts and revenues and expenses are reported on a gross basis;
- iv. Unallocated costs for the provision of goods or services may be recorded by the provider at cost, fair value or another amount dictated by policy, accountability structure or budget practice.

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## CORPORATION OF THE TOWNSHIP OF MALAHIDE

### Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

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#### 3. FINANCIAL INSTRUMENT RISKS

##### Risks and Concentrations

The Municipality is exposed to various risks through its financial instruments. The following analysis provides a measure of the Municipality's risk exposure and concentrations at the balance sheet date.

##### Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Municipality is mainly exposed to interest and price risk.

##### Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Municipality is exposed to interest rate risk on its fixed rate long-term debt. As the interest rates are fixed the Municipality doesn't believe that interest rate risk is a significant risk.

##### Price Risk

Price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Municipality is exposed to price risk through its investments in quoted One Fund investments. The following details the Municipality's portfolio sensitivity to a 1.0% increase or decrease in the market prices. At December 31, 2024, if market prices had a 1% increase or decrease with all other variables remaining the same the increase or decrease in accumulated remeasurement gains and losses on the investments for the year would have totaled \$119,000 (2023 - \$105,000).

It is management's opinion that the Municipality is not exposed to significant currency risk.

##### Liquidity Risk

Liquidity risk is the risk that a Municipality will encounter difficulty in meeting obligations associated with financial liabilities. The Municipality is exposed to this risk mainly in respect of its accounts payable, accrued liabilities and long-term debt. The Municipality doesn't believe that liquidity risk is a significant risk.

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

### 3. FINANCIAL INSTRUMENT RISKS (CONTINUED)

#### Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Municipality's main credit risks relate to its accounts receivable and taxes receivable. The Municipality manages this risk by monitoring active receivable balances and forces tax sale on properties considered unrecoverable.

At year end, the Municipality had approximately \$169,000 (2023 - \$196,000) in trade accounts receivable over 90 days of which the Municipality has deemed no allowance is necessary. The balances of taxes and utility receivables (water and sewer) are normally collectible from the property owner and the Municipality is able to force tax sale on properties to recover. In some instances the property owner may challenge property values which will in impact future recovery of taxes and potential repayments to the property owners. The Municipality actively monitors these assessment challenges and provides provisions when reasonable estimates can be made. At year end the Municipality has provided an allowance of \$nil (2023 - \$nil) for these assessment challenges and \$19,649 (2023 - \$11,227) in potential uncollectible tax assessments.

### 4. INVESTMENTS

	2024		2023	
	Cost	Market	Cost	Market
	\$	\$	\$	\$
One pooled bond securities funds	5,101,339	5,048,282	5,486,769	5,314,462
One pooled equity securities funds	2,962,261	3,693,990	2,803,888	3,483,244
One pooled high interest savings funds	2,196,480	2,196,480	1,600,000	1,600,000
Consolidated - One pooled bond	<u>966,347</u>	<u>974,318</u>	<u>742,639</u>	<u>732,640</u>
	<u>11,226,427</u>	<u>11,913,070</u>	<u>10,633,296</u>	<u>11,130,346</u>

During the year, the Municipality earned \$724,631 (2023 - \$257,964) of income in the investments and reported unrealized gain of \$294,104 (2023 - loss of \$472,403) on the schedule of remeasurement gains (losses) and a realized gain (loss) of \$104,794 (2023 - gain (loss) of \$nil) on the statement of operations.

All of the above investments are valued as Level 1 investments.



# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

### 5. TAXES RECEIVABLE

	2024	2023
	<u>\$</u>	<u>\$</u>
Current taxes receivable	2,380,116	853,611
Arrears taxes receivable	851,249	593,680
Penalties and interest	213,895	172,736
Allowance for doubtful accounts	<u>(19,649)</u>	<u>(11,227)</u>
	<u><b>3,425,611</b></u>	<u><b>1,608,800</b></u>

### 6. ACCOUNTS RECEIVABLE

	2024	2023
	<u>\$</u>	<u>\$</u>
Accounts receivable - trade and other	485,350	423,019
Government grants and funding - municipal, provincial, federal	490,533	1,021,646
Water and sewer receivables	386,503	298,947
Drainage debentures, receivables and grants receivable	282,897	665,362
Government remittances	<u>176,679</u>	<u>315,064</u>
	<u><b>1,821,962</b></u>	<u><b>2,724,038</b></u>

### 7. LINE OF CREDIT

The Municipality has available \$1,500,000 line of credit with the Royal Bank of Canada. Interest is at prime less 0.5%. At year end, the balance drawn on this facility was \$nil (2023 - \$nil).

**CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**Notes to the Consolidated Financial Statements  
For The Year Ended December 31, 2024**

**8. TANGIBLE CAPITAL ASSETS**

**December 31, 2024**

<b>Cost</b>	<b>Opening</b>	<b>Additions</b>	<b>Disposals and Adjustments</b>	<b>Ending</b>
<b><u>Infrastructure</u></b>				
Transportation infrastructure	48,465,459	1,545,600	-	<b>50,011,059</b>
Water system infrastructure	7,532,623	124,412	-	<b>7,657,035</b>
Wastewater system infrastructure	<u>3,969,627</u>	<u>-</u>	<u>-</u>	<u><b>3,969,627</b></u>
<b>Infrastructure Total</b>	<u>59,967,709</u>	<u>1,670,012</u>	<u>-</u>	<u><b>61,637,721</b></u>
<b><u>General</u></b>				
Land	747,882	-	-	<b>747,882</b>
Land improvements	4,818,978	-	-	<b>4,818,978</b>
Buildings	15,567,111	41,164	-	<b>15,608,275</b>
Machinery and equipment	3,300,854	146,722	(52,607)	<b>3,394,969</b>
Vehicles	<u>7,224,856</u>	<u>66,437</u>	<u>(78,586)</u>	<u><b>7,212,707</b></u>
<b>General Total</b>	<u>31,659,681</u>	<u>254,323</u>	<u>(131,193)</u>	<u><b>31,782,811</b></u>
Work in Progress	<u>158,400</u>	<u>85,789</u>	<u>(26,408)</u>	<u><b>217,781</b></u>
<b>Total Cost</b>	<u><u>91,785,790</u></u>	<u><u>2,010,124</u></u>	<u><u>(157,601)</u></u>	<u><u><b>93,638,313</b></u></u>

**Accumulated Amortization**

	<b>Opening</b>	<b>Amortization</b>	<b>Disposals and Adjustments</b>	<b>Ending</b>
<b><u>Infrastructure</u></b>				
Transportation infrastructure	27,897,640	1,233,782	-	<b>29,133,422</b>
Water system infrastructure	2,127,266	120,384	-	<b>2,247,650</b>
Wastewater system infrastructure	<u>909,875</u>	<u>39,778</u>	<u>-</u>	<u><b>949,653</b></u>
<b>Infrastructure Total</b>	<u>30,936,781</u>	<u>1,393,944</u>	<u>-</u>	<u><b>32,330,725</b></u>
<b><u>General</u></b>				
Land improvements	1,869,266	132,630	-	<b>2,001,896</b>
Buildings	5,269,481	404,727	-	<b>5,674,208</b>
Machinery and equipment	2,319,453	205,550	(52,607)	<b>2,472,396</b>
Vehicles	<u>4,213,337</u>	<u>411,721</u>	<u>(78,586)</u>	<u><b>4,546,472</b></u>
<b>General Total</b>	<u>13,671,537</u>	<u>1,154,628</u>	<u>(131,193)</u>	<u><b>14,694,972</b></u>
<b>Total Accumulated Amortization</b>	<u><u>44,608,318</u></u>	<u><u>2,548,572</u></u>	<u><u>(131,193)</u></u>	<u><u><b>47,025,697</b></u></u>

**Net Book Value**

	<b>Opening</b>	<b>Ending</b>
<b><u>Infrastructure</u></b>		
Transportation infrastructure	20,565,819	<b>20,877,637</b>
Water system infrastructure	5,405,357	<b>5,409,385</b>
Wastewater system infrastructure	<u>3,059,752</u>	<u><b>3,019,974</b></u>
	29,030,928	<b>29,306,996</b>
<b><u>General</u></b>		
Land	747,882	<b>747,882</b>
Land improvements	2,949,712	<b>2,817,082</b>
Buildings	10,297,630	<b>9,934,067</b>
Machinery and equipment	981,401	<b>922,573</b>
Vehicles	<u>3,011,519</u>	<u><b>2,666,235</b></u>
	17,988,144	<b>17,087,839</b>
Work in progress	<u>158,400</u>	<u><b>217,781</b></u>
<b>Total Net Book Value</b>	<u><u>47,177,472</u></u>	<u><u><b>46,612,616</b></u></u>

**CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**Notes to the Consolidated Financial Statements  
For The Year Ended December 31, 2024**

**8. TANGIBLE CAPITAL ASSETS (CONTINUED)**

**December 31, 2023**

<b>Cost</b>	<b>Opening</b>	<b>Additions</b>	<b>Disposals and Adjustments</b>	<b>Ending</b>
<b><u>Infrastructure</u></b>				
Transportation infrastructure	47,035,914	1,682,609	(253,064)	<b>48,465,459</b>
Water system infrastructure	5,363,936	2,177,838	(9,151)	<b>7,532,623</b>
Wastewater system infrastructure	<u>3,969,627</u>	<u>-</u>	<u>-</u>	<u><b>3,969,627</b></u>
<b>Infrastructure Total</b>	<u>56,369,477</u>	<u>3,860,447</u>	<u>(262,215)</u>	<u><b>59,967,709</b></u>
<b><u>General</u></b>				
Land	747,882	-	-	<b>747,882</b>
Land improvements	4,854,376	79,529	(114,927)	<b>4,818,978</b>
Buildings	15,507,828	59,283	-	<b>15,567,111</b>
Machinery and equipment	3,220,060	195,933	(115,139)	<b>3,300,854</b>
Vehicles	<u>6,664,328</u>	<u>560,528</u>	<u>-</u>	<u><b>7,224,856</b></u>
<b>General Total</b>	<u>30,994,474</u>	<u>895,273</u>	<u>(230,066)</u>	<u><b>31,659,681</b></u>
Work in progress	<u>175,151</u>	<u>45,420</u>	<u>(62,171)</u>	<u><b>158,400</b></u>
<b>Total Cost</b>	<u><u>87,539,102</u></u>	<u><u>4,801,140</u></u>	<u><u>(554,452)</u></u>	<u><u><b>91,785,790</b></u></u>

**Accumulated Amortization**

	<b>Opening</b>	<b>Amortization</b>	<b>Disposals and Adjustments</b>	<b>Ending</b>
<b><u>Infrastructure</u></b>				
Transportation infrastructure	26,530,689	1,565,071	(196,120)	<b>27,899,640</b>
Water system infrastructure	1,814,813	318,249	(5,796)	<b>2,127,266</b>
Wastewater system infrastructure	<u>870,206</u>	<u>39,669</u>	<u>-</u>	<u><b>909,875</b></u>
<b>Infrastructure Total</b>	<u>29,215,708</u>	<u>1,922,989</u>	<u>(201,916)</u>	<u><b>30,936,781</b></u>
<b><u>General</u></b>				
Land improvements	1,818,816	129,934	(79,484)	<b>1,869,266</b>
Buildings	4,867,260	402,221	-	<b>5,269,481</b>
Machinery and equipment	2,232,628	199,612	(112,787)	<b>2,319,453</b>
Vehicles	<u>3,797,786</u>	<u>415,551</u>	<u>-</u>	<u><b>4,213,337</b></u>
<b>General Total</b>	<u>12,716,490</u>	<u>1,147,318</u>	<u>(192,271)</u>	<u><b>13,671,537</b></u>
<b>Total Accumulated Amortization</b>	<u><u>41,932,198</u></u>	<u><u>3,070,307</u></u>	<u><u>(394,187)</u></u>	<u><u><b>44,608,318</b></u></u>

**Net Book Value**

	<b>Opening</b>	<b>Ending</b>
<b><u>Infrastructure</u></b>		
Transportation infrastructure	20,505,225	<b>20,565,819</b>
Water system infrastructure	3,549,123	<b>5,405,357</b>
Wastewater system infrastructure	<u>3,099,421</u>	<u><b>3,059,752</b></u>
	27,153,769	<b>29,030,928</b>
<b><u>General</u></b>		
Land	747,882	<b>747,882</b>
Land improvements	3,035,560	<b>2,949,712</b>
Buildings	10,640,568	<b>10,297,630</b>
Machinery and equipment	987,432	<b>981,401</b>
Vehicles	<u>2,866,542</u>	<u><b>3,011,519</b></u>
	18,277,984	<b>17,988,144</b>
Work in progress	<u>175,151</u>	<u><b>158,400</b></u>
<b>Total Net Book Value</b>	<u><u>45,606,904</u></u>	<u><u><b>47,177,472</b></u></u>

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

### 9. NET LONG-TERM LIABILITIES

- a) The balance of net long-term liabilities reported on the Consolidated Statement of Financial Position consists of the following:

	<b>2024</b>	2023
	<u>\$</u>	<u>\$</u>
Ontario Infrastructure and Loans Corporation, 4.06%, repayable in annual payments of \$108,409, due September 2025	<b>105,195</b>	206,246
Ontario Infrastructure and Loans Corporation, 3.26%, repayable in monthly payments of \$12,421, due February 2039	<b>1,689,354</b>	1,781,699
Ontario Infrastructure and Loans Corporation, 2.8%, repayable in semi-annual payments of \$41,025, due May 2041	<b>1,078,244</b>	1,129,035
Ontario Infrastructure and Loans Corporation, 2.74%, repayable in semi-annual payments of \$4,512, repaid in year	<u>-</u>	<u>8,450</u>
Total long-term liabilities at the end of the year	<u><b>2,872,793</b></u>	<u><b>3,125,430</b></u>

- b) Principal repayments are summarized as follows:

	Development Charges	Tax Revenue	User Charges	Total
2025	49,305	203,513	-	252,818
2026	52,622	99,630	-	152,252
2027	56,163	100,865	-	157,028
2028	59,941	102,012	-	161,953
2029	63,974	103,061	-	167,035
Beyond	<u>828,532</u>	<u>1,153,175</u>	<u>-</u>	<u>1,981,707</u>
Total	<u><b>1,110,537</b></u>	<u><b>1,762,256</b></u>	<u><b>-</b></u>	<u><b>2,872,793</b></u>

- c) Interest expense on long-term liabilities in 2024 amounted to \$95,504 (2023 - \$104,424).

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

### 10. ACCUMULATED SURPLUS

The accumulated surplus consists of individual fund surplus and reserves as follows:

	2024 \$	2023 \$
<b>SURPLUS</b>		
General revenue fund	876,040	(18,674)
Consolidated water boards reserves	1,094,020	934,998
Consolidated East Elgin Community Centre Complex reserve	122,186	101,958
Benefiting land owners	(433,627)	(290,896)
Invested in tangible capital assets	46,612,616	47,177,472
Cemetery care and maintenance	7,261	7,261
Reserves	<u>13,801,603</u>	<u>11,168,599</u>
	62,080,099	59,080,718
<b>AMOUNTS TO BE RECOVERED</b>		
Net long-term debt	<u>(2,872,793)</u>	<u>(3,125,430)</u>
<b>ACCUMULATED SURPLUS</b>	<u>59,207,306</u>	<u>55,955,288</u>
<b>RESERVES</b>		
Reserves set aside for specific purposes by council:		
Working capital	1,348,238	1,348,238
Contingencies	402,160	402,160
Roadway purposes	289,303	415,577
Water and sewer purposes	1,541,873	1,195,736
Asset replacement purposes	9,846,858	7,438,411
Other municipal services	<u>373,171</u>	<u>368,477</u>
Total reserves	<u>13,801,603</u>	<u>11,168,599</u>

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

### 11. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of the public sector accounting principles of the Chartered Professional Accountants of Canada, is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Municipality are summarized below:

	2024	2023
	<u>\$</u>	<u>\$</u>
Development charges and parkland	861,862	700,479
Canada Community Building Fund	1,213,038	1,177,278
OCIF	206,408	548,828
Building department funds	576,068	625,326
Other	<u>24,554</u>	<u>18,252</u>
	<u><u>2,881,930</u></u>	<u><u>3,070,163</u></u>

### 12. PENSION AGREEMENTS

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Each year, an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits the members have earned to date. The most recent actuarial valuation of the Plan was conducted December 31, 2024, and the results of this valuation disclosed actuarial liabilities of \$142.5 billion in respect of benefits accrued for service with actuarial assets at that date of \$139.6 billion leaving an actuarial deficit of \$2.9 billion.

Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Municipality does not recognize any share of the OMERS Pension surplus or deficit in these consolidated financial statements.

The amount contributed to OMERS for 2024 was \$310,000 (2023 - \$248,000).

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

### 13. OPERATIONS OF THE SCHOOL BOARDS AND COUNTY OF ELGIN

Requisitions were made by the School Boards and the County of Elgin requiring the Municipality to collect taxes and payments in lieu of property taxes on their behalf. The amounts collected and remitted are summarized below:

	<b>School Boards 2024 \$</b>	<b>County 2024 \$</b>	<b>School Boards 2023 \$</b>	<b>County 2023 \$</b>
Taxation	2,224,122	8,033,355	2,204,803	7,450,511
Share of payments in lieu of taxes	<u>35,943</u>	<u>712,160</u>	<u>35,818</u>	<u>874,506</u>
Amounts requisitioned	<u><b>2,260,065</b></u>	<u><b>8,745,515</b></u>	<u><b>2,240,621</b></u>	<u><b>8,325,017</b></u>

### 14. CONTINGENT LIABILITIES

From time to time, the Municipality is subject to claims and lawsuits that arise in the ordinary course of business. These claims may be covered by the Municipality's insurance up to a maximum amount per occurrence. In the opinion of management, any litigation, if successful would not have a material impact on the financial position of the Municipality.

Estimated costs to settle claims are based on available information and projections of estimated future expenses developed based on the Municipality's historical experience. Claims are reported as an operating expense in the year of the loss, where the costs are deemed to be likely and can be reasonable determined. Claim provisions are reported as a liability in the consolidated statement of financial position.

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

### 15. BUDGET FIGURES

The operating budget approved by the council of the Municipality for 2024 is reflected on the consolidated statement of operations. Budget figures have been reclassified for the purposes of these financial statements to comply with PSAB reporting requirements. These adjustments include reserve transfers, capital expenditures, amortization and debt financing and repayment.

	Approved Budget \$	Adjustments \$	PSAB Budget \$
<b>REVENUES</b>			
Property taxation	8,889,529	-	8,889,529
Taxation from other governments	819,400	-	819,400
User charges	2,369,651	747,628	3,117,279
Local improvement levies	6,372	154,804	161,176
Government transfers			
Federal	-	292,644	292,644
Provincial	978,700	831,574	1,810,274
Other municipalities	1,283,229	205,948	1,489,177
Investment income	40,000	58,246	98,246
Penalties and interest on taxes	188,000	-	188,000
Other	4,700	-	4,700
Total revenues	<u>14,579,581</u>	<u>2,290,844</u>	<u>16,870,425</u>
<b>EXPENSES</b>			
General government	1,420,572	29,630	1,450,202
Fire and police protection	2,141,682	306,883	2,448,565
Other protective services	697,311	60,363	757,674
Transportation services	4,137,748	1,429,264	5,567,012
Waterworks and sewers	1,426,081	98,518	1,524,599
Garbage collection and disposal	776,296	-	776,296
Health services	49,027	-	49,027
Recreation and cultural services	943,529	907,687	1,851,216
Planning and zoning	266,062	8,977	275,039
Agriculture	164,816	504,311	669,127
Reserve transfers and long-term debt proceeds	<u>2,556,457</u>	<u>(2,556,457)</u>	<u>-</u>
Total expenses	<u>14,579,581</u>	<u>789,176</u>	<u>15,368,757</u>
<b>BUDGETED ANNUAL SURPLUS</b>	<u>-</u>	<u>1,501,668</u>	<u>1,501,668</u>



**CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**Notes to the Consolidated Financial Statements  
For The Year Ended December 31, 2024**

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**16. SUPPLEMENTARY INFORMATION:**

	<b>2024</b>	<b>2023</b>
	<u><b>\$</b></u>	<u><b>\$</b></u>
<b>[a] Current fund expenditures by object:</b>		
Contracted services	<b>4,755,329</b>	4,944,897
Salaries, wages and employee benefits	<b>4,840,681</b>	4,537,800
Amortization	<b>2,548,572</b>	3,070,307
Materials	<b>2,774,656</b>	3,140,106
Transfer to others	<b>188,334</b>	173,742
Long-term debt interest	<u><b>95,504</b></u>	<u>104,424</u>
	<u><b>15,203,076</b></u>	<u>15,971,276</u>
<b>[b] Change in non-cash assets and liabilities related to operations:</b>		
Taxes receivable	<b>(1,816,811)</b>	(435,555)
Accounts receivable	<b>902,076</b>	(1,375,017)
Inventories and prepaid expenses	<b>(166,076)</b>	(239,645)
Accounts payable and accrued liabilities	<b>(115,334)</b>	546,963
Deferred revenue - obligatory reserve funds	<u><b>(188,234)</b></u>	<u>548,850</u>
	<u><b>(1,384,379)</b></u>	<u>(954,404)</u>

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Notes to the Consolidated Financial Statements For The Year Ended December 31, 2024

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### 17. SEGMENTED INFORMATION

The Municipality is a diversified municipal government institution that provides a wide range of services to its citizens, including contract police services, fire, roads, community services, water and sewer. For management reporting purposes the Municipality's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

The Municipality services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provided, are as follows:

#### **General government**

General government is comprised of municipal council, corporate management and program support.

#### **Protection services**

Protection services are comprised of the fire, police, conservation authority, building inspection and animal control, emergency measures and provincial offences.

#### **Transportation services**

Transportation services are comprised of roads, bridges, winter control, parking and street lighting.

#### **Environmental services**

Environmental services are comprised of the provision of safe drinking water, the collection and treatment of waste water and waste collection, disposal and recycling.

#### **Health services**

Health services are comprised of public health services and cemeteries.

**CORPORATION OF THE TOWNSHIP OF MALAHIDE****Notes to the Consolidated Financial Statements  
For The Year Ended December 31, 2024**

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**17. SEGMENTED INFORMATION (CONTINUED)****Recreation and cultural services**

Recreation and cultural services are comprised of parks, recreation programs, recreation and community facilities, and cultural services.

**Planning and development**

Planning and development is comprised of planning and zoning, commercial and industrial development, economic development and tourism, and agricultural and reforestation.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. The General Revenue Fund reports on municipal services that are funded primarily by taxation such as property and business tax revenues. Taxation and payments-in-lieu of taxes are apportioned to General Revenue Fund services based on the Fund's net surplus. Certain government transfers, transfer from other funds, and other revenues have been apportioned based on a percentage of budgeted expenses.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. For additional information see the Consolidated Schedule of Segment Disclosure.

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Consolidated Schedule of Segment Disclosure For The Year Ended December 31, 2024

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation Services \$	Planning and Development Services \$	Total \$
<b>REVENUES</b>								
Taxation and local improvements	2,450,568	2,417,193	2,910,049	753,296	49,027	871,179	370,178	9,821,490
Sales of services and regulatory fees	112,082	357,876	29,536	2,249,612	-	516,794	83,006	3,348,906
Government transfers	915,100	138,861	2,503,817	152,156	-	205,948	-	3,915,882
Other	1,093,735	-	-	65,236	-	43,073	154,804	1,356,848
Gain (loss) on disposal of tangible capital assets	-	-	11,968	-	-	-	-	11,968
	<u>4,571,485</u>	<u>2,913,930</u>	<u>5,455,370</u>	<u>3,220,300</u>	<u>49,027</u>	<u>1,636,994</u>	<u>607,988</u>	<u>18,455,094</u>
<b>EXPENSES</b>								
Salaries, wages and employees benefits	1,080,210	988,678	1,782,317	118,517	1,708	566,370	302,881	4,840,681
Long-term debt interest	-	58,919	174	-	-	36,411	-	95,504
Materials	102,692	325,402	1,456,204	129,568	27,386	699,538	33,866	2,774,656
Contracted services, rents and financial	263,283	1,299,428	594,609	1,806,433	12,399	73,511	705,666	4,755,329
External transfers	-	188,334	-	-	-	-	-	188,334
Amortization	<u>29,630</u>	<u>401,905</u>	<u>1,553,179</u>	<u>244,524</u>	<u>609</u>	<u>309,419</u>	<u>9,306</u>	<u>2,548,572</u>
	<u>1,475,815</u>	<u>3,262,666</u>	<u>5,386,483</u>	<u>2,299,042</u>	<u>42,102</u>	<u>1,685,249</u>	<u>1,051,719</u>	<u>15,203,076</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>3,095,670</u>	<u>(348,736)</u>	<u>68,887</u>	<u>921,258</u>	<u>6,925</u>	<u>(48,255)</u>	<u>(443,731)</u>	<u>3,252,018</u>

# CORPORATION OF THE TOWNSHIP OF MALAHIDE

## Consolidated Schedule of Segment Disclosure For The Year Ended December 31, 2023

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation Services \$	Planning and Development Services \$	Total \$
<b>REVENUES</b>								
Taxation and local improvements	2,329,538	1,933,333	3,521,101	391,351	48,410	728,203	186,989	9,138,925
Sales of services and regulatory fees	68,896	393,477	64,602	2,096,933	900	501,362	83,174	3,209,344
Government transfers	974,518	40,955	1,504,562	1,023,473	-	287,744	-	3,831,252
Other	594,419	105,391	-	1,594,374	-	47,346	900,205	3,241,735
Gain (loss) on disposal of tangible capital assets	-	(37,795)	(56,944)	(3,354)	-	-	-	(98,093)
	<u>3,967,371</u>	<u>2,433,361</u>	<u>5,033,321</u>	<u>5,102,777</u>	<u>49,310</u>	<u>1,564,655</u>	<u>1,170,368</u>	<u>19,323,163</u>
<b>EXPENSES</b>								
Salaries, wages and employees benefits	1,081,228	849,698	1,690,353	124,963	1,545	611,263	178,750	4,537,800
Long-term debt interest	-	59,670	401	-	-	43,992	361	104,424
Materials	147,242	305,110	1,715,590	172,094	31,321	759,261	9,488	3,140,106
Contracted services, rents and financial	187,396	1,235,956	667,626	1,734,928	15,832	75,773	1,027,386	4,944,897
External transfers	-	173,742	-	-	-	-	-	173,742
Amortization	<u>30,334</u>	<u>408,122</u>	<u>1,877,952</u>	<u>440,026</u>	<u>607</u>	<u>300,264</u>	<u>13,002</u>	<u>3,070,307</u>
	<u>1,446,200</u>	<u>3,032,298</u>	<u>5,951,922</u>	<u>2,472,011</u>	<u>49,305</u>	<u>1,790,553</u>	<u>1,228,987</u>	<u>15,971,276</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>2,521,171</u>	<u>(596,937)</u>	<u>(918,601)</u>	<u>2,630,766</u>	<u>5</u>	<u>(225,898)</u>	<u>(58,619)</u>	<u>3,351,887</u>



**REPORT NO. DS-25-28**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** **Minor Variance Application of Jeff and Tammie Vannoord, (Authorized Agent: Zelinka Priamo) relating to the property located at Concession North of Talbot Road, Part of Lot 74, Part 1 of RP 11R7281 (9790 Springwater Road)**

---

**RECOMMENDATION:**

THAT Report No. DS-25-28 entitled “Minor Variance Application of Jeff and Tammie Vannoord (Authorized Agent: Zelinka Priamo) relating to the property located at Concession North of Talbot Road, Part of Lot 74, Part 1 of RP 11R7281 (9790 Springwater Road)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-09-24 to permit the construction of an accessory building;

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.

---

**PURPOSE & BACKGROUND:**

The subject Application relates to the property located at Concession North of Talbot Road, Part of Lot 74, Part 1 of RP 11R7281, and known municipally as 9790 Springwater Road. The Application seeks relief from the maximum ground floor area and maximum building height of an accessory building in the “Hamlet Residential (HR)” to permit a 11.6m (38 ft) high, 371 m<sup>2</sup> (3,993 ft<sup>2</sup>) structure.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the July 10, 2025 hearing.

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

(if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-05-25.

---

**COMMENTS & ANALYSIS:**

The subject property is approximately 1.9 hectares (4.7 acres) in area, has approximately 230 metres (755 feet) of frontage along Springwater Road, contains an existing dwelling and a 102 m<sup>2</sup> accessory building. The property is bounded by Springwater Road to the west, the Ontario Southland Railway to the south, and a watercourse and agricultural lands outside the settlement area boundary to the north and east.

The owner is proposing to construct a new accessory building that is approximately 371 m<sup>2</sup> in size and is intended to be used for the storage of vehicles, recreational vehicles, boats, boat trailers and other personal equipment.

**County of Elgin Official Plan**

The subject property is designated “Tier 2 - Orwell” on Schedule ‘A’, Land Use Plan. The subject property is identified as having frontage along a “County Collector” (Springwater Road) on Schedule ‘B’, “Transportation Plan”. Tier 2 Settlement Areas are settlement areas that are serviced by partial municipal services and primarily permit low density residential uses (C1.1.1). The County Official Plan directs that the character of residential areas is to be maintained and enhanced, encouraging a range of housing types, and supports the efficient use of infrastructure (s. C1.1.1).

**Malahide Official Plan**

The subject property is designated “Hamlet” on Schedule ‘A1’ (Land Use Plan) and “Hamlet” on Schedule ‘A2’ (Constraints Plan). The Hamlet designation primarily permits residential uses, with the predominant land use being single detached dwellings (s. 4.3.1.3). Major residential development is to be restricted, while allowing for future growth on the basis of infill development (4.3.1.1).

**Malahide Zoning By-law No. 18-22**

The subject property is within the “Hamlet Residential (HR) Zone on Key Map F of Schedule “A” to the Township’s Zoning By-law No. 18-22.

The “Hamlet Residential (HR1) Zone” requires the following:

**Table 1. Village Residential (VR1) Zone Requirements**

<b>Zoning Provision</b>	<b>Required</b>	<b>Proposed</b>	<b>Complies?</b>
Min Lot Area	1850 m <sup>2</sup>	18,943 m <sup>2</sup>	Yes
Min Lot Frontage	25 m	230.3 m	Yes
Min Front Yard	6 m	59.5	Yes
Min Interior Side Yard	2 m	75 m	Yes
Min Rear Yard	7.5 m	31.4 m	Yes
Max Lot Coverage	30%	4.2%	Yes
Max Height	6 m	11.6	No
Max Floor Area	150 m <sup>2</sup>	371	No
Min Landscaped Open Space	30%		Yes
Min Setback from Railway	75 m	75 m	Yes

The minor variance requested through this application is to allow a maximum floor area of **371 m<sup>2</sup>** for an accessory structure, whereas the By-law requires a maximum floor area of **150 m<sup>2</sup>**, as well as permit a building height of **11.6 metres**, whereas the By-law requires a maximum of **6 metres**.

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

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

Residential and accessory uses are permitted by the Official Plan on this property. Generally, the policies of the Official Plan seek to guide orderly and logical growth and development and are not specific as to address floor area requirements for accessory structures. The proposed development would maintain the residential and rural character of the surrounding area. The application meets the general intent and purpose of the Official Plans.

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

Accessory uses and buildings are permitted within the Hamlet Residential Zone. The intent of the maximum floor area and maximum building height requirement for an accessory structure is to ensure that it remains accessory to the primary residential dwelling. While the proposed building would exceed the maximum floor area permitted, the storage of recreational vehicles and equipment may require a larger building area to accommodate them. The proposed structure would be similar in size to the existing dwelling and remain accessory and subordinate to the principal residential use of the property. The variance meets the general intent and purpose of the Zoning By-law.



### 3. The application is "minor" in nature.

Whether an application is minor is evaluated based on the scale and potential impact of the proposed variance. While the proposed structure is larger than other accessory structures that exist within the hamlet community, it is noted that the subject property is substantially larger than other residential properties in the area, and the proposed building would only represent a lot coverage of 2%. The subject lands are located on the northern edge of the settlement area boundary, with a limited number of adjacent residential uses. The proposed structure would be significantly setback from (59.5 m) and screened from view from Springwater Road and adjacent properties by existing trees/woodlot on the property. The variance is minor in nature.

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

The proposed variance would permit the construction of an accessory building that would provide additional storage space for the owners of the property. The increased size of the structure would allow for the recreational vehicles and equipment to be stored indoors, which would provide greater security and reduce visual impacts on the property.

Portions of the subject lands along the eastern lot boundary are located in an area regulated by the Conservation Authority. It is recommended that the owner consult with Catfish Creek Conservation Authority prior to construction to confirm the limits of the regulated area on the subject lands.

The variance is appropriate development and use of the subject property.

---

#### FINANCIAL IMPLICATIONS:

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

---

#### LINK TO STRATEGIC & OPERATIONAL PLANS:

<b>Priorities:</b>	<b>Unlock Responsible Growth</b>
<b>Tangible Results:</b>	<b>Policy Driven Decision Making</b>

---

**CONSULTATION:**

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

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

---

**ATTACHMENTS:**

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

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

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

**Approved by:** N. Dias, Chief Administrative Officer

**APPLICATION FOR MINOR VARIANCE****Owners: Jeff & Tammie Vannoord**


9790 Springwater Road  
 Concession NTR Part Lot 74, Part 1 of RP 11R7281


Township  
 of Malahide  
 Figure 1



OFFICIAL PLAN DESIGNATION  
 Hamlet

ZONING  
 Hamlet Residential (HR)

 Subject Lands

 Proposed Accessory Building



# SITE PLAN

OF PART OF  
**35289-0106**  
OF ALL OF  
**PT LT 74 CON NTR MALAHIDE PT 1**  
**11R7281; MALAHIDE**

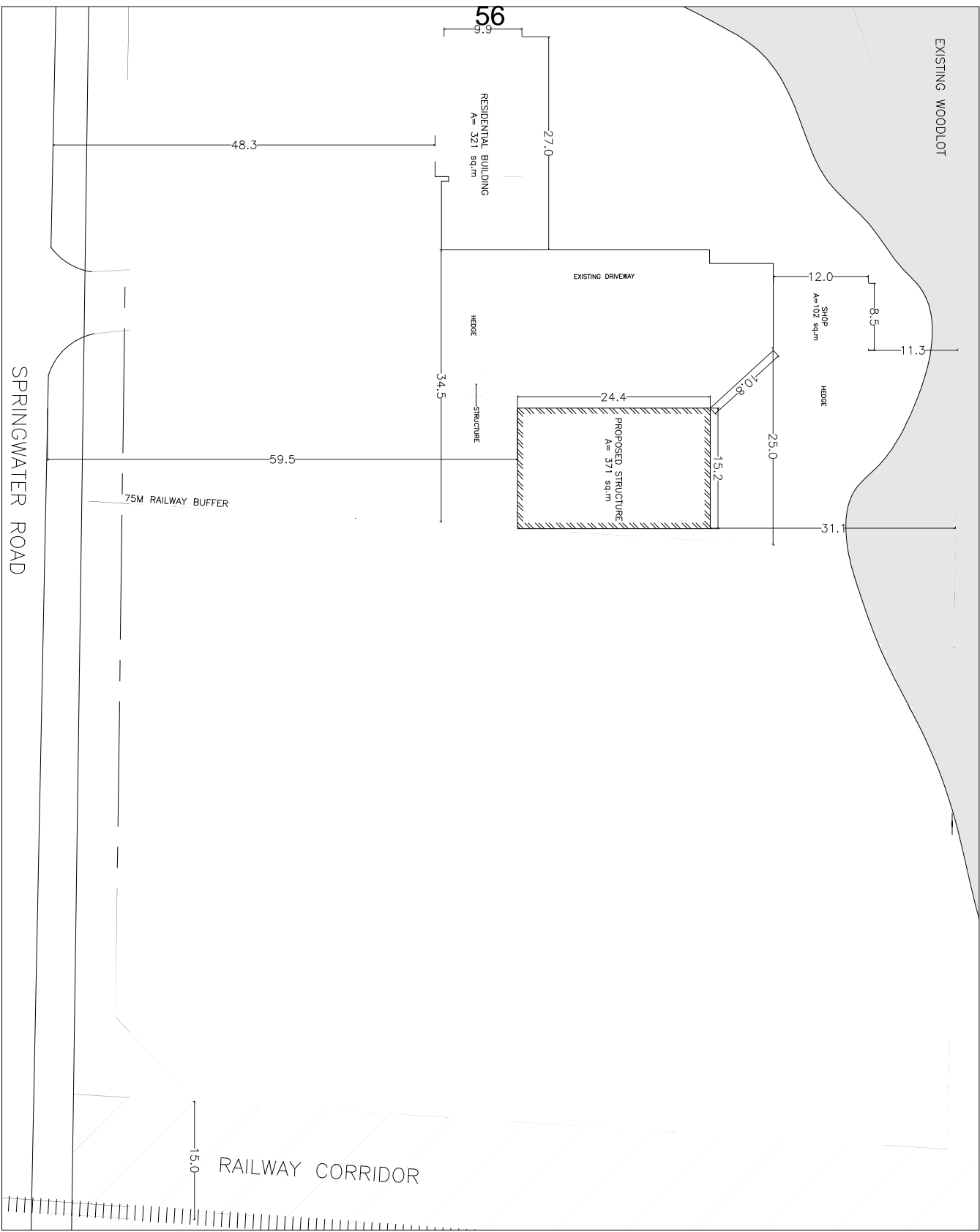
(Geographic Township of Malahide)  
**TOWNSHIP OF MALAHIDE**  
**COUNTY OF ELGIN**

## SITE STATISTICS

Existing Zone: HR

REQUIRED		PROPOSED	
Lot Area (m <sup>2</sup> )	1850.84m	18943.4	84.8m
Lot Frontage (m)	25m	25m	230.2m
Front Yard Setback (m)	6m	6m	58.6m
Interior Side Yard (m)	2m	2m	31.7m
Back Yard Setback (m)	3.75m	3.75m	31.4m
Lot Coverage (m <sup>2</sup> )	10%	10%	8.4.2%
Landscaping Open Space (m <sup>2</sup> )	30%	30%	8.2%
Height (m)	6m	6m	11.6m
Accession, Building Floor Area (m <sup>2</sup> )	150sqm	371sqm	
Setbacks From Building (m)	75m	75m	
Number of Dwellings Per Lot (max)	1	1	

\*Necessary Building Floor Area - Minor variance required  
Necessary Building Height - Minor variance required



**Zeilinka Ptyamto Ltd**  
LAND USE PLANNERS

9790 Springwater Rd  
Aylmer, Ontario  
J. Vanoord

313 Wellington Road, London, Ontario N6C 2K4 Tel: (519) 747-1137 Fax: (519) 747-2584 e-mail: z@zeilinka.com	DATE	APRIL, 2025
DRAWN BY Corrie Price	PROJECT NO. VNO/ATL/25-01	SCALE 1:700



**REPORT NO. DS-25-27**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** **Zoning By-Law Amendment Application of Abe and Bertha Friesen relating to the property located at Concession 4, Part of Lot 30 (52543 John Wise Line).**

---

**RECOMMENDATION:**

THAT Report No. DS-25-27 entitled “Zoning By-Law Amendment Application of Abe and Bertha Friesen relating to the property located at Concession 4, Part of Lot 30 (52543 John Wise Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z09-25, 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 Abe and Bertha Friesen to implement the necessary zoning provisions required to facilitate a trucking business as a home occupation. The subject lands are proposed to be rezoned from “General Agriculture (A1)” to “General Agriculture – Site Specific (A1-25)”.

The Application relates to the property located at Concession 4, Part of Lot 30 and known municipally as 52543 John Wise Line.

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

---

**COMMENTS & ANALYSIS:**

The subject property is approximately 1.7 hectares (4.2 acres) in area, has approximately 180 metres (590.5 feet) of frontage along John Wise Line and contains an existing dwelling and a 473 m<sup>2</sup> accessory building. The property is bounded by John Wise Line to the north, and agricultural farm land to the west, south, and east.

Based on the information provided, the owners of the property have been operating a small-scale trucking business on the subject lands for approximately five years. The

current use of the property is not currently permitted in the A1 zone and so the owners have filed a Zoning By-law Amendment to allow for the use to continue on the property.

### **Provincial Planning Statement (PPS)**

The PPS directs that agricultural lands shall be protected for long-term use for agriculture and permits a range of agricultural, agriculture-related, and on-farm diversified uses within prime agricultural areas (s. 2.3.1, 2.3.3.1). Home occupations are permitted within prime agricultural areas as accessory uses to the primary use of a property. The proposed amendment would not remove land from agricultural production and would not result in negative impacts on the surrounding farm operations.

### **County of Elgin Official Plan**

The subject property is designated “Agriculture Area” on Schedule ‘A’, Land Use Plan. In addition to the above, the subject property is identified as having frontage along a “Local” on Schedule ‘B’, “Transportation Plan”. The County Official Plan permits home occupations/home industries in the ‘Agriculture Area’ designation, subject to certain criteria including that the home occupation is located within the building cluster; the home occupation and the primary use rely on the same servicing infrastructure; the scale of the home occupation is appropriate; there will not be adverse impacts from noise, dust, or odour; and the traffic generated will be compatible with surrounding uses (s. C2.7.2).

The proposed use would be located within the cluster of existing buildings and would rely upon the same servicing infrastructure. Empty trailers would be stored within the existing building, with trucks parked outdoors. No other equipment or storage of goods on-site is proposed. The scale of the business is limited to its three employees, and there would be limited additional traffic, considering that trailers are driven to the business’s clients’ locations for transport. The nearest adjacent dwellings would be located approximately 150 metres away. The owners of the business would reside on the property, and the proposed would employ one other off-site employee.

### **Malahide Official Plan**

The subject property is designated “Agriculture” on Schedule ‘A1’ (Land Use Plan) and “Hazard Lands” on Schedule ‘A2’ (Constraints Plan). In addition to agricultural uses, the Official Plan permits secondary uses provided these uses are compatible with agricultural uses and do not contribute to land use conflicts (s. 2.1.2.2).

Empty trailers and the associated office space for the business would be enclosed within the existing building on the property, which reduces any impact of the proposed use on adjacent areas. The only outdoor storage would be for the parking of trucks. Additionally, should the application be approved, the Township will require Site Plan Control approval for the proposed development to regulate the scale of the use and provide the Township with the ability to require measures, such as fencing or screening, to ensure there are no

impacts on the adjacent properties. With the implementation of Site Plan control, the proposed home occupation use would not result in negative impacts on the surrounding agricultural lands.

### **Malahide Zoning By-law No. 18-22**

The subject property is within the “General Agricultural (A1) Zone on Key Map 76 of Schedule “A” to the Township’s Zoning By-law No. 18-22.

The Zoning By-law Amendment would rezone the subject lands to “General Agricultural – Site Specific (A1-25)”. The proposed amendment would include site-specific provisions to permit the following:

- A trucking business as a home occupation.
- Limit the maximum floor area of the home occupation to 473 m<sup>2</sup>, which is the size of the existing building on the property.

The intent of the maximum floor area and maximum lot coverage provisions is to ensure that accessory uses remain secondary to the principal use on a property. An increased floor area is proposed to allow for trailers to be parked indoors, as opposed to in a visible parking area. Additionally, staff are proposing site-specific provisions to limit the number of trucks and trailers on-site at one time (three trucks and three trailers), and the maximum parking area permitted (1,450 m<sup>2</sup>). These additional provisions would ensure that the scale of the proposed home occupation use remains appropriate and accessory to the principal use. Additionally, it is noted that the current A1 zoning that applies to the subject lands does not have a maximum floor area restriction for accessory structures and would permit a greater lot coverage than the proposed A1 site-specific zone. As a result, while the Zoning Amendment proposes an increased floor area, it would have less of an impact compared to the size of buildings that would be permitted as-of-right.

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### **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:**

<b>Priorities:</b>	<b>Unlock Responsible Growth</b>
<b>Tangible Results:</b>	<b>Policy Driven Decision Making</b>



---

**CONSULTATION:**

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

- No comments have been received from agencies or the public.

---

**ATTACHMENTS:**

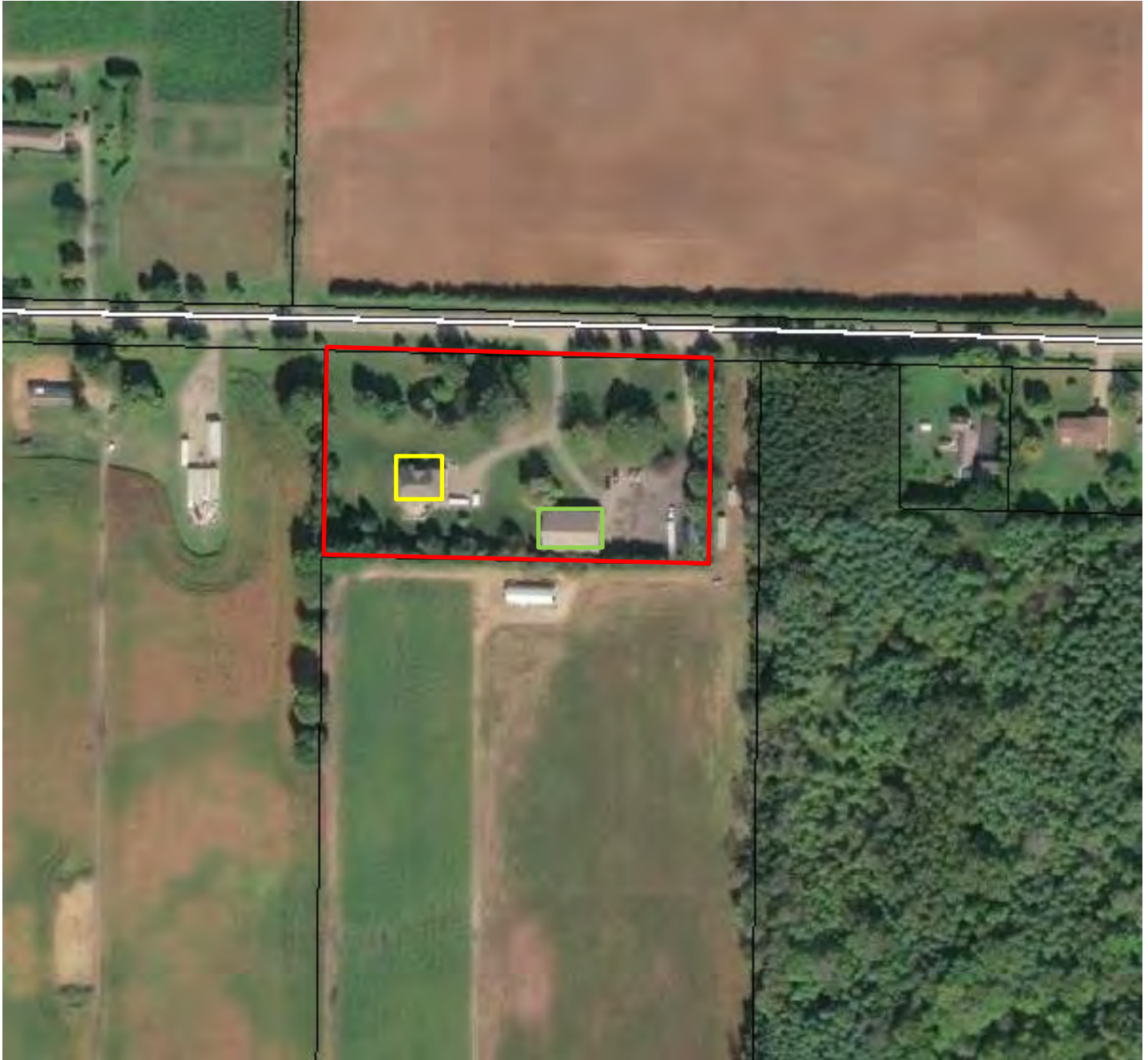
1. Report Photo;
2. Application Sketch; and
3. By-law.

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

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

**Approved by:** N. Dias, Chief Administrative Officer



**APPLICATION FOR ZONING AMENDMENT****Owners: Abe & Bertha Friesen**52543 John Wise Line  
Concession 4, Part of Lot 30Township  
of Malahide  
Figure 1OFFICIAL PLAN DESIGNATION  
AgricultureZONING  
General Agricultural (A1)

Subject Lands

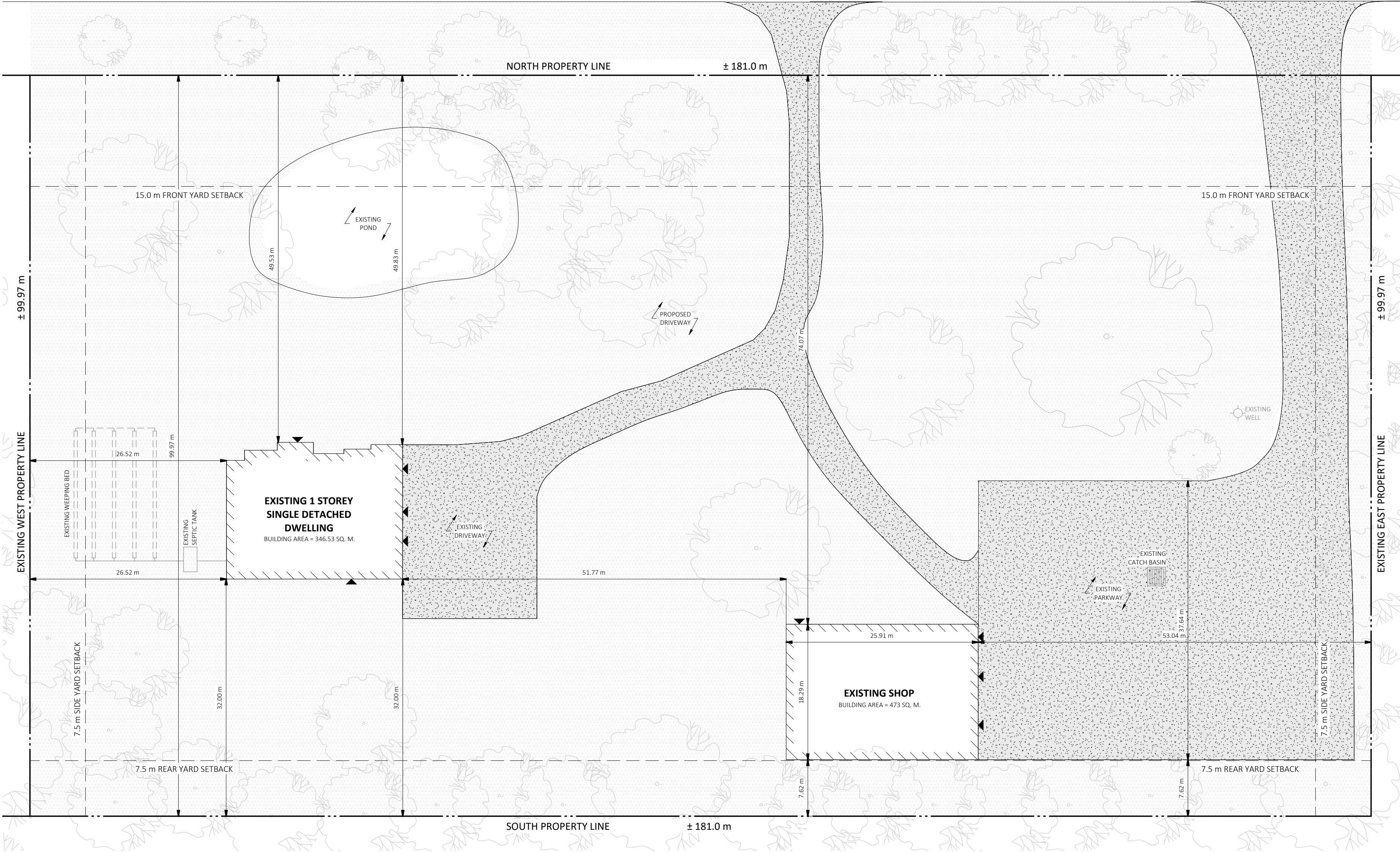


Existing Dwelling



Existing Accessory Building

JOHN WISE LINE



SITE PLAN LEGEND

PROPOSED GRAVEL DRIVEWAY

EXISTING GRAVEL DRIVEWAY

LANDSCAPE AREA

PROPOSED TREE

EXISTING TREE

EXISTING TREE TO BE REMOVED

THIS DRAWING IS THE PROPERTY OF FINE LINE DRAFTING AND DESIGN INC. & CANNOT BE MODIFIED AND/OR REPRODUCED WITHOUT THE PERMISSION OF FINE LINE DRAFTING AND DESIGN INC.

THE CONTRACTOR MUST VERIFY ALL DIMENSIONS ON SITE AND REPORT AND DISCREPANCIES TO THE DRAFTSPERSON, BEFORE PROCEEDING WITH THE WORK.

DRAWINGS ARE NOT TO BE SCALED.

No.	CHRONOLOGY	DATE
1	PRELIM DRAWING SET TO CLIENT	2024.10.01

PROJECT NORTH

TRUE NORTH

No.	REVISIONS	DATE

FINE LINE

DRAFTING & DESIGN INC.

FINE LINE DRAFTING AND DESIGN INC.

519-871-4299

rodneym@finelinedraftingdesign.ca

finelinedraftingdesign.ca

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

Rodney Friesen

Personal BCIN: 114065

Firm BCIN: 126303

CLIENT

ABE AND BERTHA FRIESEN

PROJECT NAME

FRIESEN RESIDENCE

52543 JOHN WISE LINE, AYLMEER,  
ONTARIO N5H 2R5

DRAWING TITLE

SITE PLAN

DATE	2024.10.01	SHEET NO.
SCALE	As indicated	SP1.1
PROJECT NO.	2024-092	

**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
BY-LAW NO. 25-41**

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

**Abe and Bertha Friesen/Rodney Friesen  
52543 John Wise 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 hatching on the attached map, Schedule "A", and described as Concession 4, Part of Lot 30 (Concession South of Talbot Road), in the Township of Malahide, shall remain in the "General Agricultural (A1) Zone" of By-law No. 18-22 and shall be subject to the added provisions of Section 5.4 of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A1-25" on Key Map 76 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.4 GENERAL AGRICULTURAL (A1) ZONE – 'SITE-SPECIFIC' ZONES, by adding the following new subsection.

- "5.4.25 a) Defined Area**  
***A1-25 as shown on Schedule 'A', Map No. 76.***
- b) Permitted Uses**  
***Trucking business as a home occupation***  
***All other uses in the A1 zone.***
- c) Maximum Floor Area**  
***Home Occupation*** **473 m2**
- d) Maximum Number of Trucks** **3**
- e) Maximum Number of Trailers** **3**

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

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

**READ** a **FIRST** and **SECOND** time this 10th day of July, 2025

**READ** a **THIRD** time and **FINALLY PASSED** this 10th day of July, 2025.

---

Mayor – D. Giguère

---

Clerk – A. Adams



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

**SCHEDULE 'A'**  
Map No. 76





**REPORT NO. DS-25-30**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** **Application for Consent to Sever No. E41-25 & E42-25 of Carl Thomson, relating to the property located at Concession 10, Part Lot 24, Part Lot 23 & Concession 10 S PT Lots 23 & 24, Part 1 of RP 11R3008 (46365 & 46695 Crossley-Hunter Line, 46496 Lyons Line)**

---

**RECOMMENDATION:**

THAT Report No. DS-25-30 entitled “Application for Consent to Sever No. E41-25 & E42-25 of Carl Thomson” be received;

AND THAT the Application for Consent to Sever of Carl Thomson, relating to the property located at Concession 10, Part Lot 24, Part Lot 23 & Concession 10 S PT Lots 23 & 24, Part 1 of RP 11R3008, and known municipally as 46365 & 46695 Crossley-Hunter Line and 46496 Lyons Line, be supported for the reasons set out in this Report;

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

AND THAT the Mayor and Clerk be authorized to sign any documents related to the required land conveyance.

---

**PURPOSE & BACKGROUND:**

The subject application for Consent to Sever (the “Application”) has been submitted by Eugenio DiMeo on behalf of Carl Thomson, to recreate three separate farm lots that have merged on title.

The Application relates to the property located at Concession 10, Part Lot 24, and known municipally as 46365 & 46695 Crossley-Hunter Line and 46496 Lyons Line.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on July 23, 2025.

---

**COMMENTS & ANALYSIS:**

The subject lands are approximately 132.7 hectares (328 acres) in area, has approximately 1,479 metres (4852.3 feet) of broken frontage along Crossley-Hunter Line, has approximately 1,174 metres of broken frontage along Belmont Road, has approximately 874 metres of frontage on Lyons Line, and contains an existing dwelling and several barn structures. Based on the information provided within the application, the subject lands consisted of three separate lots that have merged on title after being in the same ownership. The owner is proposing to recreate these three separate parcels.

Parcel A (as shown on the attached report photo) will have an area of approximately 40 hectares (98.7 acres), have approximately 490 metres of frontage on Belmont Road, have approximately 605 metres of frontage along Crossley-Hunter Line, and contains no buildings or structures.

Parcel B will have an area of approximately 20.9 hectares (51.8 acres), have approximately 189 metres of broken frontage along Crossley-Hunter Line, and contains no buildings or structures.

Parcel C (the retained parcel) will have an area of approximately 72.4 hectares (179 acres), have approximately 684 metres of frontage on Belmont Road, have approximately 874 metres of frontage on Lyons Line, and contain the existing dwelling and several agricultural buildings.

**Provincial Planning Statement (PPS)**

The PPS permits the creation of new lots for agricultural uses, provided the lots are of a size that is appropriate for the type of agricultural uses common in the area and are of a suitable size to ensure flexibility of agricultural operations. The proposed lots would be of a size that is consistent with numerous other farm parcels in the area and would meet the minimum lot and frontage requirements of the A1 zone proposed to be applied to the property. Both the severed and retained lots would continue to be used for agricultural purposes, specifically field crop production and the raising of livestock.

The subject lands are located on the adjacent lands of a natural heritage feature. The PPS does not permit development and site alteration on adjacent lands to natural heritage features unless it has been demonstrated that there will be no negative impacts. Given that the purpose of the proposed severance is to split an agricultural lot and no new uses or buildings are proposed, it is not anticipated that there would be any impact of the proposed lot creation on adjacent natural heritage features.

**County of Elgin Official Plan**

The subject lands are designated as 'Agriculture' under the County of Elgin Official Plan. This designation permits a range of agricultural uses. The proposed severed and retained

parcels are proposed to continue to be used for the agricultural purposes, primarily crop production and the raising of livestock.

The County Official Plan permits the creation of new agricultural lots provided the proposed severed and retained lots each have a lot area of generally 40 hectares or meet the lot area requirements of the local Official Plan (Section E1.2.3.4). The Malahide Official Plan contains separate requirements for agricultural lot sizes, which each of the proposed lots would be in compliance with.

The subject property is adjacent to a 'Significant Woodland'. The Official Plan does not permit development and site alteration on adjacent lands to natural heritage features unless it has been demonstrated that there will be no negative impacts. Given that the purpose of the proposed severance is to split an agricultural lot and no new uses or buildings are proposed, it is not anticipated that there would be any impact of the proposed lot creation on adjacent natural heritage features.

### **Malahide Official Plan**

The subject property is designated 'Agriculture', on Schedule 'A'; - Land Use Plan. This designation permits a range of agricultural uses. The Official Plan does not contain minimum lot area requirements for agricultural lots but directs that these requirements will be stipulated in the Zoning By-law (Section 2.1.6). The Official Plan allows for agricultural lots to be created that deviate from the minimum lot size prescribed in the Zoning By-law provided both the severed and retained lots shall be for agricultural uses; the lots are of a size appropriate for the type of agricultural uses common in the area; the size of the parcels are sufficiently large to permit making changes to the type of farming; compliance with the M.D.S. formula I; and that both parcels are viable agricultural units (Section 2.1.6).

The size of the proposed severed and retained lots would be consistent with the minimum lot area requirements of the Zoning By-law and with agricultural lots in the surrounding area, and would be of a size that would be able to accommodate the proposed agricultural uses, including crop production and the raising of livestock. The application would comply with Minimum Distance Separation requirements.

A portion of the subject lands around the Catfish Creek Drain are designated as 'Hazard Lands'. Development is not permitted on Hazard Lands without approval from the conservation authority. No buildings or structures or uses other than those existing are proposed. It is noted that any future development or site alteration within the Hazard Lands would require approval from the Conservation Authority.

### **Malahide Zoning By-law No. 18-22**

The subject property is within the "General Agricultural (A1) Zone", on Key Map 9 of Schedule "A" to the Township's Zoning By-law No. 22-18, and a portion of the subject property is identified as "Conservation Authority Regulated Lands Overlay". The proposed severed and retained lots would comply with the minimum lot area requirement of 20



hectares and the minimum lot frontage requirement of 150 metres. The existing buildings will also comply with all other requirements of the Zoning By-law.

### **Required Daylight Triangle**

Public Works staff have provided comments that a daylight triangle is required at the southeastern corner of Belmont Road and Crossley-Hunter Line in accordance with County Engineering standards. The conveyance of land is recommended as a condition of any consent approval.

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### **FINANCIAL IMPLICATIONS:**

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

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### **LINK TO STRATEGIC & OPERATIONAL PLANS:**

<b>Priorities:</b>	<b>Unlock Responsible Growth</b>
<b>Tangible Results:</b>	<b>Policy Driven Decision Making</b>

---

### **ATTACHMENTS:**

1. Report Photo;
2. Application Sketch; and
3. Recommended Conditions.

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

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

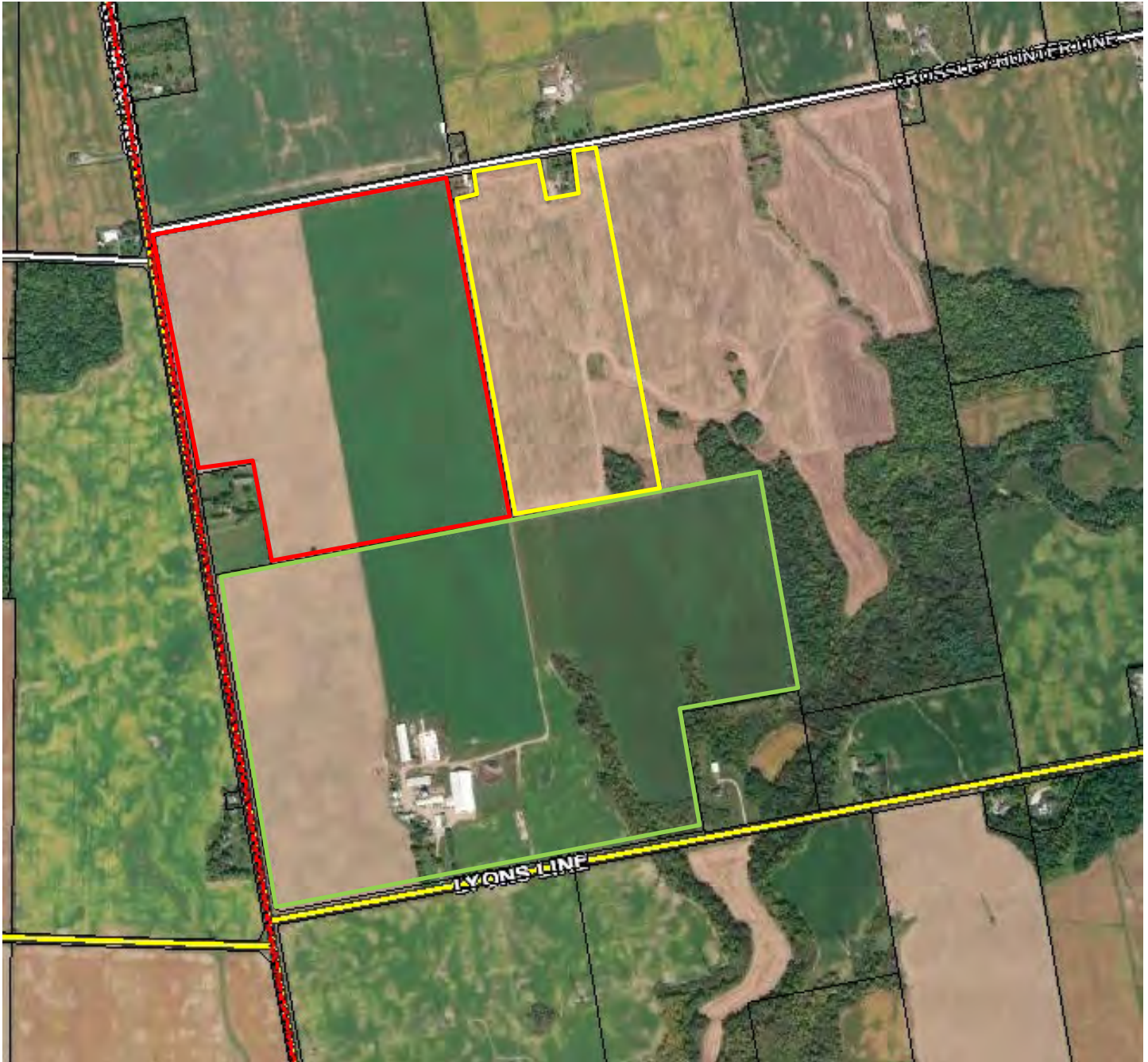
**Approved by:** N. Dias, Chief Administrative Officer

**APPLICATION FOR CONSENT****Owners: Carl Thomson**

46365 &amp; 46695 Crossley-Hunter Line, 46496 Lyons Line

Concession 10 Part Lot 24, Part Lot 23

Concession 10 S PT Lot 23 &amp; 24, Part 1 of RP 11R3008

Township  
of Malahide  
Figure 1**OFFICIAL PLAN DESIGNATION**

Agriculture

**ZONING**

General Agricultural (A1)

Special Agricultural (A2)

Large Lot Agricultural (A3)



Parcel A (Severed)



Parcel B (Severed)



Parcel C (Retained)

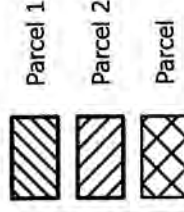
# Site Plan

340801402013800  
46496 LYONS LINE  
Legal Description  
SOUTH DORCHESTER CON 10 S  
PT LOTS 23 AND 24  
AND RP11R3008 PT PART 1

340801402013700  
46695 CROSSLEY HUNTER LINE  
Legal Description  
CROSSLEY HUNTER LINE  
S/S CON; 10 PT LOT 23

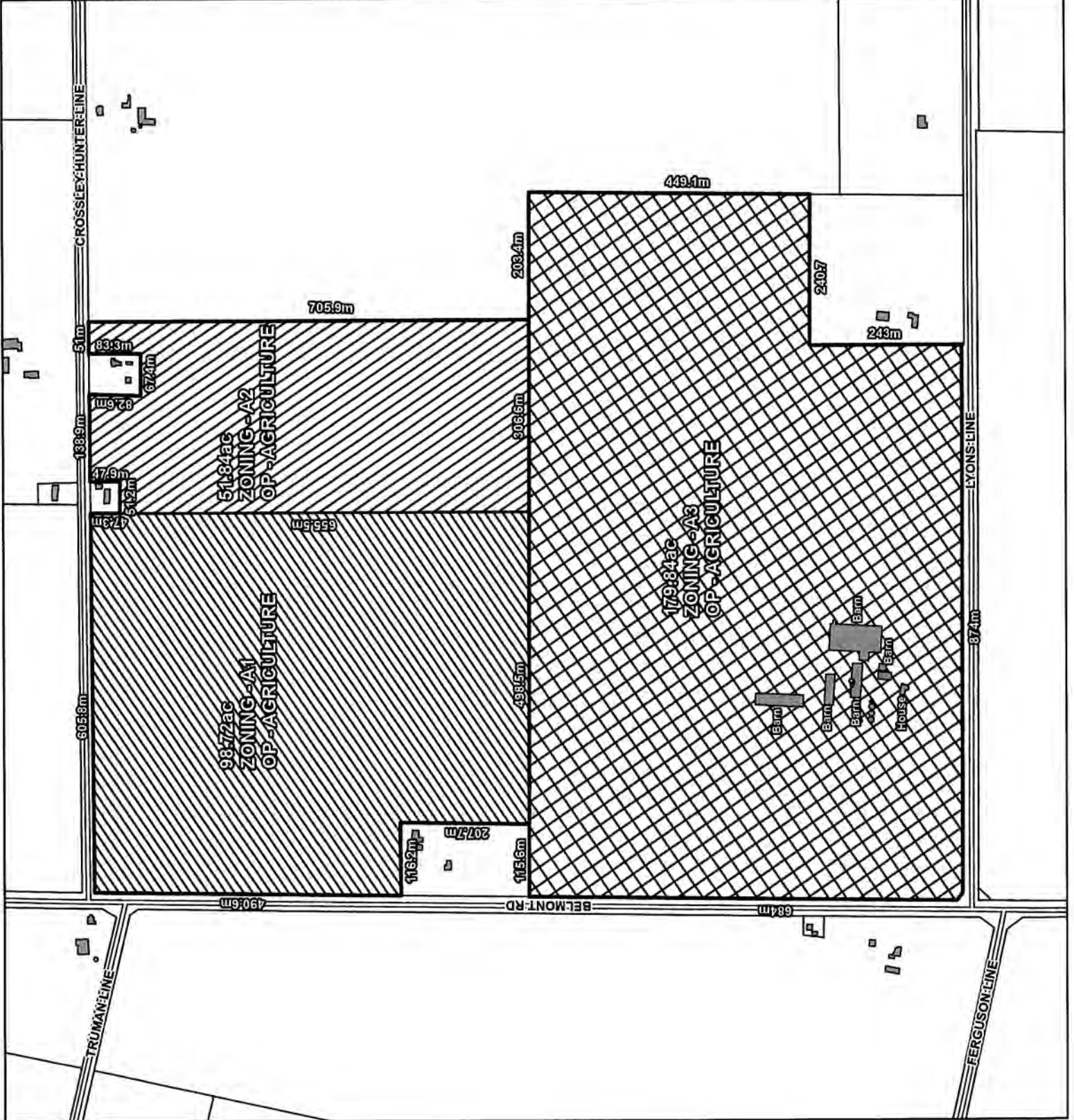
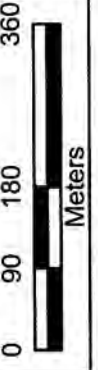
340801402013925  
46365 CROSSLEY HUNTER LINE  
Legal Description  
CON 10 N PT LOT 24

Proposed  
Land Severance  
Three Parcels



Projection: NAD 83  
UTM Zone 17

Date: Sept. 14, 2024  
This drawing is neither a  
legally recorded map  
nor a survey and is not  
intended to be used as one.



**Consent Application E41-25 & E42-25 – Recommended Conditions**

1. That the required road widening (daylight triangle) is to be complete or the necessary agreements are in place with sufficient security posted to cover the costs of the works prior to the condition being deemed fulfilled.
2. 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.
3. That all required land dedications are complete prior to the stamping of the deed.
4. 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.
5. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
6. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.





**REPORT NO. DS-25-29**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** **Application for Consent to Sever No. E40-25 of Carl Donald Thomson, relating to the property located at Concession 11, Part of Lot 13 and 14 (12985 Imperial Road)**

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**RECOMMENDATION:**

THAT Report No. DS-25-29 entitled “Application for Consent to Sever No. E40-25 of Carl Donald Thomson” be received;

AND THAT the Application for Consent to Sever of Carl Donald Thomson, relating to the property located at Concession 11, Part of Lot 13 and 14, and known municipally as 12985 Imperial Road, be supported for the reasons set out in this Report;

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

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**PURPOSE & BACKGROUND:**

The subject application for Consent to Sever (the “Application”) has been submitted by Eugene DiMeo on behalf of the owner, to permit the severance of an existing farm dwelling that has become surplus to the needs of an agricultural operation as a result of farm consolidation.

The Application relates to the property located at Concession 11, Part of Lot 13 and 14, and known municipally as 12985 Imperial Road.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on July 23, 2025.

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**COMMENTS & ANALYSIS:**

The subject lands consist of an agricultural farm parcel that is approximately 27.8 hectares (68.6 acres) in area, has approximately 268 metres of frontage on Imperial Road (County Road 73), and currently contains an existing farm dwelling, an accessory detached garage, and two vacant farm buildings.

The owner owns several other farm holdings within the Township, and the existing dwelling on the subject lands has become surplus to the needs of the farm operation. The proposed severed parcel is approximately 0.37 hectares (0.91 acres) in area, has approximately 43.9 metres of frontage along Imperial Road, and contains the existing dwelling and detached garage. The proposed retained parcel is approximately 27.5 hectares (67.9 acres) in area, has approximately 223 metres of broken frontage along Imperial Road, and would contain the two existing vacant barns as well as be used for agricultural production.

### **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).

The proposed severed parcel is of a minimum size (0.37 ha) to accommodate the existing buildings and private septic system, and no land would be removed from agricultural production. A Zoning By-law Amendment will be required as a condition of any consent approval to rezone the proposed retained parcel to prohibit future residential uses 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 500 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, and the western portion of the property is designated as "Significant Woodland" on Appendix 1, "Environmental Resource Areas".

Lot creation is permitted for lands within the "Agricultural Area" designation for the purposes of severing a residence surplus to a farming operation, provided that development of a new residence is prohibited on any retained farmland (Section E1.2.3.4b). A Zoning By-law Amendment will be required to 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 (s.

D1.2.7). The proposed development (lot creation) is located over 500 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 western 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 an open public road.

The Official Plan also requires that the proposed retained farm parcel be of a 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 a 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 20 of Schedule “A” to the Township’s Zoning By-law No. 22-18.

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 would be rezoned to the “Special Agriculture (A2)” zone to prohibit new residential uses. The proposed severed parcel will be rezoned to reflect the rural residential nature of the property, and site-specific provisions will be included to recognize the location and size of the existing detached garage.

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### **FINANCIAL IMPLICATIONS:**

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

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### **LINK TO STRATEGIC & OPERATIONAL PLANS:**

<b>Priorities:</b>	<b>Unlock Responsible Growth</b>
<b>Tangible Results:</b>	<b>Policy Driven Decision Making</b>

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### **CONSULTATION:**

N/A

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### **ATTACHMENTS:**

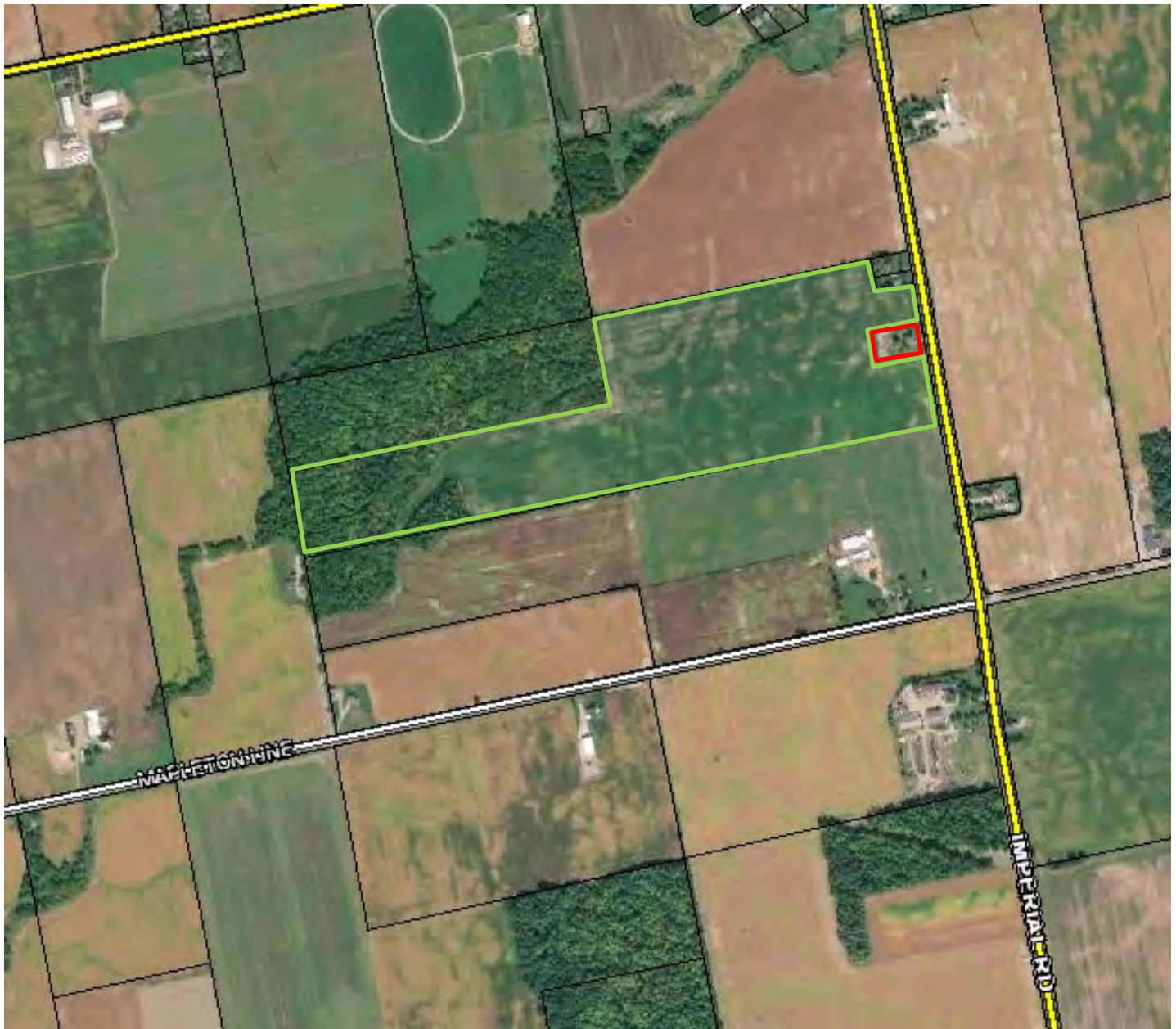
1. Report Photo;
2. Application Sketch; and
3. Recommended Conditions.

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

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

**Approved by:** N. Dias, Chief Administrative Officer



**APPLICATION FOR CONSENT****Owners: Carl Thomson**12985 Imperial Road  
Concession 11, Part Lots 13 & 14Township  
of Malahide  
Figure 1**OFFICIAL PLAN DESIGNATION**

Agriculture

**ZONING**

General Agricultural (A1)



Severed Parcel



Retained Parcel

340801402014500  
12985 IMPERIAL RD

Legal Description  
CON 11 PT LOTS 13,14

### Proposed Land Severance Two Parcels



### Parcel 1

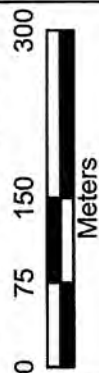


Parcel

Projection: NAD 83  
UTM Zone 17

Date: Sept. 14, 2024

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one.



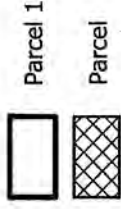


# Site Plan

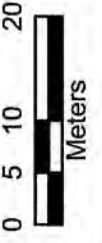
340801402014500  
12985 IMPERIAL RD

Legal Description  
CON 11 PT LOTS 13,14

Proposed  
Land Severance  
Two Parcels



Projection: NAD 83  
UTM Zone 17  
Date: Sept. 14, 2024  
This drawing is neither a  
legally recorded map  
nor a survey and is not  
intended to be used as one.





**Consent Application E40-25 – 12985 Imperial Road – Recommended Conditions**

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 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. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
5. Confirmation that private sewage system be confined entirely within the boundaries of the newly created parcel. That system be in conformance with all required setbacks from lot lines prior to the condition being deemed fulfilled.
6. 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.
7. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
8. That an electronic version of the reference plan be submitted to the satisfaction of the Township.
9. That the applicant is responsible to apply and pay all fees to the Township with respect to Civic Addressing Numbers/Signage for the severed and retained portions of property prior to the condition being deemed fulfilled.



**REPORT NO. FIN-25-12**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** **2024 Financial Audit and Budget Performance**

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**RECOMMENDATION:**

THAT Report No. FIN-25-12 entitled “2024 Financial Audit and Budget Performance” be received;

AND THAT the Township’s 2024 budget surpluses be allocated to reserves as outlined in the Reserve Continuity Schedule attached as Schedule B.

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**PURPOSE & BACKGROUND:**

The purpose of this report is to provide Council with an overview of the Township’s 2024 financial results and the outcome of the annual audit. It is intended to summarize key financial information and highlight relevant context to support Council’s review and understanding of the Township’s year-end financial position.

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**COMMENTS & ANALYSIS:**

**2024 Financial Audit**

The 2024 financial audit was completed by the Township’s appointed auditor, Graham Scott Enns LLP. The following documents are included in the agenda package for Council’s review:

- Audit Findings Letter – Provides a qualitative summary of the audit process and confirms that no significant issues or difficulties were encountered.
- Draft Audited Financial Statements – Presents the Township’s financial position and results of operations for the year ended December 31, 2024.

The audit was completed without issue. Specifically:

- No significant matters are required to be brought to Council’s attention;
- No significant difficulties were encountered during the audit;

- No significant uncorrected misstatements were identified; and
- No significant deficiencies in internal controls were noted.

The audited financial statements can be a useful reference for Council, particularly in presenting the Township's balance sheet position, including its assets, liabilities, and accumulated surplus. These elements are not typically included in the Township's annual budget, which focuses on operating revenues and expenditures. However, the audited statements are prepared on a consolidated basis, incorporating not only the Township's operations but also its proportionate share of jointly owned entities such as the East Elgin Community Complex, the Aylmer Area Secondary Water Supply System, and the Port Burwell Area Secondary Water Supply System.

It is also important to note that while municipal budgets are prepared under the Municipal Act, 2001, audited financial statements follow Public Sector Accounting Standards, resulting in differences that affect comparability. For example:

- Transfers to reserves are treated as expenses in the budget but are not recorded as expenses in the financial statements;
- Capital costs may be fully expensed in the budget but are capitalized as assets on the financial statements, where they are excluded from annual expenses;
- Amortization of capital assets is recorded in the financial statements but not budgeted;
- Revenue recognition differs, particularly for capital grants, which are often received and budgeted upfront but only recognized in the financial statements as related project costs are incurred.

These differences help explain why the Township's financial statement surplus appears significantly higher than the annual budget surplus. While both documents are accurate within their respective frameworks, they serve distinct purposes and must be interpreted accordingly.

### **Property Tax Supported Operating Budget**

Each year, the Township sets its property tax levy based on projected net operating expenditures, the total cost of delivering services after accounting for revenues such as user fees and service charges.

In 2024, approved net operating expenditures totaled \$8,868,829. Actual year-end expenditures were \$7,993,985, resulting in surplus property tax funds of \$874,845. This compares to a surplus of \$552,016 in 2023.

Staff generally consider results that align closely with the budget, after accounting for unforeseen events or operational adjustments, to be a positive outcome. While the goal

is to match taxation levels closely to operating needs, some costs, particularly those related to maintenance, service timing, or demand-driven activities, can vary meaningfully from year to year.

In most cases, staff had a strong read on 2024 financial trends, and many of the significant variances have already been addressed in the 2025 Budget. This demonstrates an active effort to close sources of recurring surpluses and improve overall budget accuracy.

A detailed breakdown of the 2024 operating surplus is provided in the following table. As in prior years, staff have included explanatory notes for departmental variances exceeding \$20,000 to assist Council in reviewing key areas of deviation.

<b>2024 Property Tax Supported Operating Budget</b>					
<b>Department</b>	<b>Division</b>	<b>2024 Budget</b>	<b>2024 Net Cost</b>	<b>Surplus / (Deficit)</b>	<b>Note</b>
General Government	Council	183,609	171,184	12,425	
	Administration	1,192,197	1,132,254	59,943	<b>a</b>
	Animal Control	0	(4,767)	4,767	
Development Services	Planning	205,362	280,485	(75,123)	<b>b</b>
	By-law Enforcement	65,000	40,533	24,467	<b>c</b>
Emergency Services	Fire	874,115	873,371	744	
	Emergency Management	81,519	68,429	13,090	
	Police	1,040,517	1,024,621	15,896	
Public Works	Road Operations	2,793,935	2,487,285	306,650	<b>d</b>
	County Roads	0	(20,863)	20,863	<b>e</b>
	Waste Management	352,512	252,099	100,413	<b>f</b>
	Streetlights & Sidewalks	18,000	20,538	(2,538)	
	Drainage	133,944	155,583	(21,639)	<b>g</b>
	Parks	99,785	98,682	1,103	
	Recreation	322,199	306,448	15,751	
	Cemeteries	49,027	41,494	7,533	
Debt & Reserves	Debt Servicing	318,099	305,067	13,032	
	Reserves	2,548,457	2,548,457	0	
Other	Other Revenues	(1,935,100)	(2,204,224)	269,124	<b>h</b>



External Boards	Conservation	194,992	190,098	4,894	
	EECC	330,660	227,211	103,449	i
<b>Total</b>		<b>\$8,868,829</b>	<b>\$7,993,985</b>	<b>\$874,845</b>	

**Notes:**

**a) Administration, \$59,943 Surplus**

The Administration department concluded 2024 with a net surplus of \$59,944. This surplus is primarily attributable to personnel-related savings of approximately \$70,000, resulting from the reallocation of certain staff resources during the year to better reflect where time and responsibilities are actually spent. These adjustments reduced overall staffing costs within the Administration department.

These savings helped offset pressures in other areas, most notably in legal expenditures, which totaled \$112,800 against a budget of \$40,000, an overage of \$72,800. The overage was driven by complex legal matters arising in 2024, including work related to the proposed boundary adjustment with the Town of Aylmer and the review of the East Elgin Community Complex (EECC) governance framework.

The department also benefited from revenues exceeding budget estimates by \$70,700, primarily due to the sale of land allowances, cost recovery agreements, and grant funding received during the year. These revenue sources were largely one-time in nature and are not expected to recur annually.

Expenditures in information technology and software also exceeded budget by \$23,500, reflecting unplanned licensing renewals and system support requirements.

Adjustments were made in the 2025 Budget to reflect these trends. Legal, IT and software, and wage allocations have all been updated to better align with actual anticipated needs going forward.

**b) Planning, \$75,123 Deficit**

In 2024, the Planning department experienced a significant overexpenditure, primarily due to elevated consulting costs, which totaled \$193,750 against a budget of \$54,000. For much of the year, the department was without a qualified planner or a dedicated customer service representative, leaving no internal capacity to manage planning files. To maintain service levels and avoid delays, many applications were redirected to external consultants, resulting in higher-than-budgeted costs.

Although additional staff were hired in the latter part of 2024, the vacancies that existed for much of the year resulted in an offsetting wage surplus of approximately \$48,000. In

addition, planning application fees generated \$84,000, which helped recover some of the increased costs associated with consultant-led file processing.

Since that time, the Township has staffed its current complement of planning positions, and while reliance on external consultants has not been eliminated, it has been somewhat reduced in 2025. A net budget adjustment of \$57,000 was made in the 2025 Budget to better reflect the revised staffing structure and expected consultant requirements going forward.

#### **c) By-Law Enforcement, \$24,467 Surplus**

The Township originally budgeted \$65,000 in 2024 for by-law enforcement services provided by the Municipality of Bayham, based on an anticipated usage rate of approximately 50% of the shared by-law enforcement officer's time. Actual service demand has trended significantly lower than expected, resulting in a projected year-end surplus of \$24,467. This trend was identified during the development of the 2025 budget, and the corresponding budget line was reduced by \$23,000 to reflect a more accurate usage estimate. The Township remains satisfied with its by-law enforcement clearance rate and continues to view this arrangement as a cost-effective means of service delivery.

#### **d) Road Operations, \$296,199 Surplus**

The Township recorded a 2024 operating surplus of \$306,650 in Road Operations, with \$187,292 attributable to reduced spending on road network maintenance. This variance does not reflect a reduction in overall investment in the road network, but rather a continued shift in how roadwork is budgeted and accounted for. Much of the Township's roadwork is now planned and delivered through the capital budget, which offers a more appropriate and flexible funding mechanism for infrastructure needs that vary annually depending on the scope and timing of specific projects.

To reflect this shift, the 2025 Budget included a \$90,550 reduction to Road Operations. In addition, several road-related operating accounts were frozen for 2025, pending a clearer indication of future needs. This approach, following two consecutive years of sizeable operating surpluses in this area, ensures that budgeted resources remain aligned with actual service delivery while preserving the Township's overall commitment to road infrastructure investment.

Wages within the Road Operations division generated a surplus of \$90,850 in 2024. This was the first year of implementation under the new collective agreement, and the budgeted wage provisions were slightly overstated. As a result, actual wage costs were lower than anticipated. The 2025 Budget includes a corresponding adjustment, which is lower than what might otherwise have been required. With this correction, the Township expects a more accurate accounting for wages going forward, while recognizing that

wage costs can still vary year to year depending on the specific nature and volume of roadwork undertaken.

Spending on road facilities exceeded budget by approximately \$31,000. This budget area has historically trended above expectations, with similar overages noted in prior years, including 2019. While a small increase was included in the 2025 Budget, it was likely insufficient given this pattern. It is expected that the 2026 Budget will need to more fully account for ongoing operational requirements at the Township's public works shops.

Vehicle expenses in 2024 totaled \$473,639, remaining within the approved budget of \$484,092. Revenues, primarily made up of recoveries from Elgin County for use of the Township's fleet on County projects, exceeded budget estimates by \$75,800. This resulted in a net surplus in vehicle operations, reflecting both effective cost control and higher-than-anticipated external recoveries.

A summary of road operations variances is provided in the table below.

Category	Variance
Road Network Maintenance	187,300
Wages	90,850
Facilities	(31,000)
Vehicle Recoveries from County	75,800
Other (various)	(16,300)
Total	<b>\$306,650</b>

#### **e) County Roads, \$20,863 Surplus**

The Township receives funding from the County of Elgin through the Roads Maintenance Agreement (RMA) to carry out routine maintenance on designated County roads. In 2024, expenditures for County road maintenance totalled \$904,525 against a base funding allocation of \$853,600.

While base funding under the RMA resulted in recoveries of \$857,156, the Township also completed additional ad hoc works outside the scope of the agreement. These works, carried out during 2024, were subsequently back-billed to the County, resulting in additional recoveries of \$68,232. In total, the Township received \$925,388 in County recoveries, consisting of \$857,156 under the base agreement and \$68,232 from ad hoc works.

After accounting for all revenues and expenditures, County Roads operations yielded a net annual surplus of \$23,763. It is recommended that this surplus be transferred to the County Roads Reserve, increasing its balance from a deficit of \$58,403 to \$37,540. This transfer will support future capital needs and offset the cumulative shortfall in this area.

#### **f) Waste Management, \$100,413 Surplus**

The Township realized a 2024 operating surplus of \$100,412 in its waste management program. This surplus primarily relates to how cost recoveries from Circular Materials Ontario (CMO) were budgeted. These recoveries stem from recent legislative changes that shifted responsibility for recycling collection to producers under a provincially mandated framework.

The 2024 Budget had incorporated a preliminary recovery rate of \$6.06 per household based on early estimates from CMO. However, the actual rate was subsequently revised to \$7.88 per household to reflect updated cost factors, including fuel prices and promotion and education expenses.

This issue was identified by staff in advance of the 2025 Budget process, and a significant budget reduction was implemented to avoid similar surpluses in future years. Accordingly, the 2025 Budget includes an \$85,900 reduction to the Township's property tax levy to better align with the updated cost recovery model.

### **Drainage, \$21,639 Deficit**

Unanticipated legal expenses related to a disputed drainage matter resulted in unbudgeted costs of approximately \$15,000. In addition, unexpected vehicle repairs and higher-than-anticipated costs for drainage locates contributed to further overages of \$6,100 and \$1,600, respectively. These combined variances resulted in a modest operating deficit for the department in 2024.

### **g) Other Revenues, \$269,124 Surplus**

The Township recorded a 2024 operating surplus of \$269,125 under Other Revenues, driven by a combination of factors.

Supplementary taxation contributed approximately \$130,000 to the surplus, primarily due to the reclassification of several properties from farm to residential following late Agricorp filings. This reclassification is expected to reverse in 2025, resulting in a potential shortfall, an outcome that was noted during the development of the 2025 Budget.

Interest on outstanding taxes totaled \$252,791, exceeding the budget estimate of \$188,000. This reflects the impact of a substantial tax receivable balance that staff continue to actively manage and pursue for collection. Additionally, interest earned on the Township's operating accounts totaled \$149,361, significantly surpassing the budgeted figure of \$40,000. This increase is attributable to stronger-than-anticipated interest rates and the presence of stable cash balances, supported in part by significant capital project carryovers. These carryovers resulted in the Township holding funds that were not immediately required, generating additional interest revenue.

### **h) East Elgin Community Complex (EECC), \$103,449 Surplus**

The East Elgin Community Complex generated a surplus in 2024 of which half is shared by the Township of Malahide. The sources of the surplus can be identified in the EECC 2024 audited financial statements as presented to the Board of Management on May 14, 2025.

### **Rate Supported Operating Budgets**

The Township's water budget generated a net deficit of \$25,319 in 2024, primarily due to lower than expected water billing revenues resulting from system water loss. In contrast, the Township's sewer budget yielded a surplus of \$6,592, with no significant budget variances noted. As both water and sewer services are funded exclusively through their respective user rates, these budgets are maintained separately from the Township's property tax-supported budget. No exceptional variances were identified in either service area. It is recommended that the water deficit be funded from the Water Reserve, while the sewer surplus be transferred to the Sewer Reserve.

### **Capital Budget**

The Township's total capital budget was \$5,273,230 in 2024, of which \$2,144,939 was spent. An amount of \$2,571,825 was carried forward through the 2025 Capital Budget approval process to complete ongoing projects. The remaining \$556,466 represents a true capital surplus and has been retained in reserves to fund future capital needs.

Notable project surpluses contributing to this balance include approximately \$373,000 in road operations, driven by a combination of favourable pricing, lower-than-anticipated quantities of road inputs, and project-specific efficiencies. This includes surplus funds from the Double Surface Treatment Rehabilitation program, which benefited from efficiencies during reconstruction activities on College Line and Chalet Line. Similarly, the Single Surface Treatment and Single Surface Treatment with Edge programs produced savings due to lower-than-anticipated unit pricing. In the case of the edge treatment program, an additional surplus was realized due to an overestimate in the projected cost calculation formula used to prepare the 2024 budget estimate, which was corrected for 2025.

Additional capital savings include \$67,000 in unused funding for the road share of drainage allowance estimates, which act as contingency funding for unknown works where the Township is a benefitting landowner under the Drainage Act. A further \$40,000 originally budgeted for implementation of the Parks and Recreation Master Plan was not used, as this was a placeholder amount; staff intend to retool this initiative with direction from the new Facilities Manager. Another \$24,200 remained unused from the Strategic Plan implementation budget. The capital program also reflects a \$21,300 surplus related to server upgrades. However, as these upgrades are proceeding in 2025, this funding should have been carried forward, and its absence will result in a corresponding deficit in the 2025 capital program.

Offsetting these surpluses is a \$79,000 deficit associated with the Talbot Street East watermain project. This shortfall will be reimbursed through the Investing in Canada Infrastructure Program (ICIP), as the Township expects to receive funding for this project in 2025.

Schedule A, attached to this report, provides the full list of 2024 capital project variances.

### **Reserves**

As outlined in Schedule B (Reserves Continuity Schedule), the Township closed 2024 with total reserves of \$18,184,839, up from an opening balance of \$14,076,765. Of the aggregated surplus, \$853,985 is unrestricted and may be distributed a reserve of Council choosing. Staff are recommending it to be directed to the Capital Reserve, which serves as the Township's primary funding envelope for infrastructure projects.

The approved 2025 Capital Budget includes a draw of approximately \$2.4 million from the Capital Reserve. Based on this planned expenditure, the Township's total reserves are projected to decline to approximately \$15.8 million by year-end 2025.

As has been consistently noted through the Township's annual budget process and Asset Management Plan, current contributions to capital reserves are not sufficient to meet long-term infrastructure funding requirements. While the allocation of annual operating and capital surpluses to the Capital Reserve does not eliminate the need to bring funding and expenditures into long-term alignment, it does enhance the Township's financial flexibility and allows greater control over the pace at which this gap is bridged.

In light of the capital surpluses experienced in 2024, staff will continue to review historical pricing assumptions to determine whether future budget estimates can be reduced, with the objective of minimizing future tax-supported contributions without compromising service levels. Additionally, staff will demonstrate the effect of the 2025 budget surplus on reserve balances and capital affordability as part of the 2026 budget document, ensuring Council and the public have a clear understanding of the impact of prior-year results on forward-looking financial planning.

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### **ATTACHMENTS:**

- Schedule A) Capital Budget
- Schedule B) Reserve Continuity Schedule

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

**Approved by:** N. Dias, Chief Administrative Officer

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## Schedule A) 2024 Capital Budget

	Budget	Actual	Carried to 2025 Budget	Surplus/ (Deficit)
<b>Roads</b>				
Road Safety Audits	\$40,000	\$0	\$10,000	\$30,000
Reconstruction w/ Storm Sewers - Pressey Line	\$578,000	\$25,412	\$552,588	\$0
Double Surface Treatment (75mm)	\$896,900	\$677,303	\$0	\$219,597
Single Surface Treatment	\$384,700	\$363,976	\$0	\$20,724
Single Surface Treatment w/ Edge Padding	\$204,200	\$105,428	\$0	\$98,772
Gravel Resurfacing	\$332,300	\$331,294	\$0	\$1,006
Guiderails	\$100,000	\$67,162	\$32,838	\$0
OSIM Inspections	\$10,000	\$7,276	\$0	\$2,724
	<b>\$2,546,100</b>	<b>\$1,577,851</b>	<b>\$595,426</b>	<b>\$372,823</b>
<b>Bridges &amp; Culverts</b>				
Remaining Broadway St Bridge Engineering	\$0	\$437	\$0	-\$437
	<b>\$0</b>	<b>\$437</b>	<b>\$0</b>	<b>-\$437</b>
<b>Fleet</b>				
Equipment	\$3,500	\$3,997	\$0	-\$497
Truck Replacements	\$979,000	\$66,437	\$910,000	\$2,563
	<b>\$982,500</b>	<b>\$70,434</b>	<b>\$910,000</b>	<b>\$2,066</b>
<b>Drains</b>				
Drainage Allowance	\$210,000	\$142,648	\$0	\$67,352
	<b>\$210,000</b>	<b>\$142,648</b>	<b>\$0</b>	<b>\$67,352</b>
<b>Fire &amp; Emergency Services</b>				
SCBA & Bunker Gear	\$46,800	\$46,698	\$0	\$102
Radios & Pagers	\$5,000	\$4,503	\$0	\$497
Hoses, Nozzles & Adaptors	\$8,300	\$8,967	\$0	-\$667
Tech Rescue Equipment	\$6,000	\$2,927	\$0	\$3,073
Tanker 3	\$727,500	\$60,377	\$667,200	-\$77
General Equipment Allowance	\$9,100	\$3,401	\$0	\$5,699
	<b>\$802,700</b>	<b>\$126,873</b>	<b>\$667,200</b>	<b>\$8,627</b>
<b>Parks</b>				
Parks & Rec Master Plan Implementation	\$40,000	\$0	\$0	\$40,000
Playground wood chips	\$30,200	\$20,840	\$0	\$9,360
	<b>\$70,200</b>	<b>\$20,840</b>	<b>\$0</b>	<b>\$49,360</b>

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## Schedule A) 2024 Capital Budget

	Budget	Actual	Carried to 2025 Budget	Surplus/ (Deficit)
<b>Facilities</b>				
Admin Office HVAC	\$43,000	\$0	\$43,000	\$0
Fire Hall 3 HVAC	\$50,000	\$0	\$50,000	\$0
SDCH - Tables & Chairs	\$2,000	\$1,829	\$0	\$171
South Works Yard Water Softener	\$4,000	\$0	\$0	\$4,000
Facility Condition Assessment	\$15,000	\$18,708	\$0	-\$3,708
Council Chambers Furniture Replacement	\$17,000	\$10,537	\$7,000	-\$537
	<b>\$131,000</b>	<b>\$31,074</b>	<b>\$100,000</b>	<b>-\$74</b>
<b>East Elgin Community Complex</b>				
Township Share of EECC Capital	\$369,430	\$11,588	\$299,199	\$58,644
	<b>\$369,430</b>	<b>\$11,588</b>	<b>\$299,199</b>	<b>\$58,644</b>
<b>Administration &amp; Governance</b>				
Strategic Plan	\$25,000	\$768	\$0	\$24,232
Allowance for Equipment Replacements	\$4,500	\$0	\$0	\$4,500
Server Replacement	\$49,300	\$27,995	\$0	\$21,305
	<b>\$78,800</b>	<b>\$28,763</b>	<b>\$0</b>	<b>\$50,037</b>
<b>Water</b>				
Water Meter Replacements	\$16,500	\$25,760	\$0	-\$9,260
PLC Replacements	\$3,000	\$0	\$0	\$3,000
Talbot Street East Watermain Replacement	\$0	\$78,884	\$0	-\$78,884
Copenhagen Standby Generator	\$5,000	\$0	\$0	\$5,000
Sample Stations	\$14,000	\$9,670	\$0	\$4,330
	<b>\$38,500</b>	<b>\$114,313</b>	<b>\$0</b>	<b>-\$75,813</b>
<b>Sewer</b>				
PLC Replacements	\$3,000	\$0	\$0	\$3,000
Springfield Pump Rebuild	\$17,500	\$9,921	\$0	\$7,579
Springfield Air Valves	\$11,000	\$8,751	\$0	\$2,249
Forcemain Air Valves	\$7,500	\$0	\$0	\$7,500
Springfield Soft Start Pump	\$5,000	\$1,448	\$0	\$3,552
	<b>\$44,000</b>	<b>\$20,120</b>	<b>\$0</b>	<b>\$23,880</b>
<b>Total</b>	<b>\$5,273,230</b>	<b>\$2,144,939</b>	<b>\$2,571,825</b>	<b>\$556,466</b>



## Schedule B) Reserve Continuity

	2024 Opening Balance	2024 Net Transfers	2024 Investment Income	Surplus/ (Deficit) Distributions	2024 Closing Balance
<b>Obligatory Reserve Funds</b>					
Building Stabilization Reserve Fund	\$625,325	\$0	\$34,139	-\$83,397	\$576,067
Development Charges Reserve Fund	\$678,454	\$111,226	\$36,497	\$0	\$826,177
Canada Community Building Fund	\$1,177,278	\$3,852	\$31,908	\$0	\$1,213,038
Ontario Community Infrastructure Fund	\$548,828	\$429,604	\$37,300	\$0	\$1,015,732
Cash in Lieu of Parkland	\$22,026	\$12,500	\$1,159	\$0	\$35,685
Ontario Cannabis Legalization Fund	\$14,530	\$0	\$0	\$0	\$14,530
Restricted Grants & Donations	\$3,722	\$6,301	\$0	\$0	\$10,023
County Roads	-\$58,401	\$0	\$0	\$20,860	-\$37,541
	<b>\$3,011,762</b>	<b>\$563,483</b>	<b>\$141,003</b>	<b>-\$62,537</b>	<b>\$3,653,711</b>
<b>Restricted Fees &amp; Levies</b>					
Water	\$150,205	\$149,189	\$19,967	-\$25,319	\$294,042
Sewer	\$1,045,531	\$139,438	\$56,269	\$6,592	\$1,247,830
Springfield Streetlights & Sidewalks	\$284,310	\$4,900	\$15,765	\$3,898	\$308,873
Avon Streetlights	\$1,971	\$0	\$0	\$0	\$1,971
Cemeteries	\$89,197	\$0	\$4,694	\$0	\$93,891
	<b>\$1,571,214</b>	<b>\$293,528</b>	<b>\$96,695</b>	<b>-\$14,829</b>	<b>\$1,946,607</b>
<b>Contingency &amp; Stabilization</b>					
Contingency & Stabilization	\$1,348,238	\$0	\$0	\$0	\$1,348,238
Municipal Elections	\$8,000	\$8,000	\$0	\$0	\$16,000
Planning & Development	\$279,280	\$0	\$0	\$0	\$279,280
	<b>\$1,635,518</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,643,518</b>
<b>Projects &amp; Initiatives</b>					
Capital Reserve	\$7,456,111	\$1,738,653	\$490,094	\$853,985	\$10,538,843
Modernization Fund	\$402,160	\$0	\$0	\$0	\$402,160
	<b>\$7,858,271</b>	<b>\$1,738,653</b>	<b>\$490,094</b>	<b>\$853,985</b>	<b>\$10,941,003</b>
<b>Total</b>	<b>\$14,076,765</b>	<b>\$2,603,663</b>	<b>\$727,792</b>	<b>\$776,619</b>	<b>\$18,184,839</b>



**REPORT NO. FIN-25-13**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** Development Charges Annual Report

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**RECOMMENDATION:**

THAT Report No. FIN-25-13 entitled “Development Charges Annual Update” be received.

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**PURPOSE & BACKGROUND:**

The Township retained Watson & Associates Economists Ltd., to undertake a Development Charges Background Study and update the Township’s development charges. During 2021, Council received the study and a new development charges bylaw was later passed. The study provides a detailed explanation of the Township’s development charge policies, relevant legislative requirements and restrictions, as well as a summary of the rate-setting process and eligible costs. The study is available on the Township’s website for those looking for additional information not contained within this report.

The Development Charges Act, section 43(1) states that “The Treasurer of a municipality shall, each year on or before such date as the council of a municipality directs, give the council a financial statement relating to development charge by-laws and reserve funds established under section 33”. In addition, paragraphs 12 and 13 of Ontario Regulation 82/98 indicate the information to be included in the report.

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**COMMENTS & ANALYSIS:**

**Development Charges Rates**

The Township collects Development Charges generally at the time of issuance of building permits, as per Section 26 of the D.C. Act, 1997. Development charge rates are indexed each September using the Non-residential Building Construction Price Index in accordance with section 5 of the Township’s development charges by-law and section 7 of the Development Charges Act. The Township’s active development charge rates are provided below for information.

Development Charge Rates		
Single and semi-detached dwellings	\$11,037	per residential unit
*Other multiples	\$8,665	
Apartments (2+ bedrooms)	\$6,697	
Apartments (bachelor or 1 bedroom)	\$4,295	
**Special Care/special dwelling units	\$3,529	
Non-residential	\$3.98	per sq. ft
<i>*other than single-detached, semi-detached, apartments or special care units</i>		
<i>** assisted living facilities (subject to conditions)</i>		

## 2024 Development Charges Reporting

Schedules A and B, as appended to this report, includes development charges transaction details required to be reported to Council as prescribed in the Development Charges Act.

Schedule "A" provides a summary of the development charges collected during 2024 as per the Township's development charges bylaw, including reserve fund transactions and balances. Development charges collections during the year were \$154,299 (2023-160,797). Growth-related costs for library services have exceeded development charge revenues, thereby drawing its service category into a negative balance, which will be funded through future development charge collections.

A total of \$43,073 in development charges was used to offset annual debenture payments pertaining to Malahide Community Place and South Dorchester Community Hall, which were assessed as growth-related in the Township's development charges background study and therefore eligible to be offset through development charge revenues.

A summary of development charges activities and obligatory reserve fund transfers relating to by-law 21-63 is detailed below.

Development Charges Reserve Fund	
Balance as of January 1, 2024	\$678,454
Add: Development charges collected	154,299
Add: Interest earned	36,497
Less: Transfers to capital projects	(43,073)
Balance as of December 31, 2023	\$826,177

Funds remaining in the Development Charges Reserve Fund are considered to be committed for projects as identified in the 2021 Development Charges Background Study. The funds will be used to offset growth-related capital projects as eligible costs are incurred.

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**ATTACHMENTS:**

1. Schedule A – Statement of Development Charges Reserve Fund

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

**Approved by:** N. Dias, Chief Administrative Officer

**Schedule A**  
**Township of Malahide**  
**Statement of Development Charges Reserve Fund**

Description	Services to which the Development Charge Relates (examples)					Total
	Non-Discounted Services		Discounted Services			
	Services Related to a Highway	Protection <sup>4</sup>	Administration	Parks and Recreation <sup>5</sup>	Library	
Opening Balance, January 1, 2024	559,282	-26,985	66,635	85,500	-5,979	678,454
Plus:						
Development Charge Collections	61,921	61,275	7,583	22,878	643	154,299
Accrued Interest	28,977	1,574	3,462	3,068	0	37,081
Repayment of Monies Borrowed from Fund and Associated Interest <sup>1</sup>	0	0	0	0	0	0
Sub-Total	90,898	62,849	11,045	25,946	643	191,380
Less:						0
						0
Amount Transferred to Capital (or Other) Funds <sup>2</sup>	0	0	0	43,073	0	43,073
Amounts Refunded	0	0	0	0	0	0
Amounts Loaned to Other D.C. Service Category for Interim Financing	0	405	0	0	179	584
Credits <sup>3</sup>	0	0	0	0	0	0
Sub-Total	0	405	0	43,073	179	43,657
						0
Closing Balance, December 31, 2024	650,180	35,458	77,680	68,374	-5,515	826,177

<sup>1</sup> No DCs were used to provide interim financing for non-growth related projects

<sup>2</sup> Growth-related portion of Malahide Community Place annual debenture

<sup>3</sup> No credit agreements currently in place

<sup>4</sup> Service category includes: Fire Services

<sup>5</sup> Service category includes: Indoor Recreation Services and Parkland Development Services

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.



**REPORT NO. FIN-25-14**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** Cash in Lieu of Parkland Annual Report

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**RECOMMENDATION:**

THAT Report No. FIN-25-14 entitled "Cash in Lieu of Parkland" be received.

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Under Section 42 of the Planning Act, the Township may require, as a condition of development, that land be conveyed to the municipality for park or other public recreational purposes. Alternatively, the Township may require a payment in lieu, of the value of the land otherwise required to be conveyed. In May of 2012, the Township of Malahide passed By-law No. 12-40, being a by-law requiring such lands or cash-in-lieu of lands for parkland be conveyed to the municipality for new development. This is established at 2% for Commercial/Industrial and 5% for all other cases as set out in the Planning Act. Once collected, these funds must be held in a reserve fund, allocated interest and spent only for the acquisition of land to be used for park or other recreational purposes including the erection, improvement or repair of buildings and the acquisition of machinery. The Planning Act requires the Treasurer to report the collection of and allocation of funds collected through Section 42 of the Planning Act annually. A summary of the Township's Cash In Lieu of Parkland Reserve Fund is provided for review.

Cash in Lieu of Parkland Reserve Fund	
January 1, 2024	\$22,026
Fees Collected	\$12,500
Interest Earned	\$1,159
December 31, 2024	\$35,685

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

**Approved by:** N. Dias, Chief Administrative Officer



**REPORT NO. FIN-25-15**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** Building Stabilization Reserve Fund Annual Report

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**RECOMMENDATION:**

THAT Report No. FIN-25-15 entitled “Building Stabilization Reserve Fund Annual Report” be received.

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**PURPOSE & BACKGROUND:**

The Building Code Act, 1992, S.O. 1992, c. 23 (the “Act”) prescribes that a municipality is required to prepare a report every twelve months that reports on the fees it prescribes for the application and issuance of permits and costs to administer and enforce the Act in its area of jurisdiction. The Township’s building permits have been unmodified since 2019. A full list of the Township’s active permit fees is appended to this report.

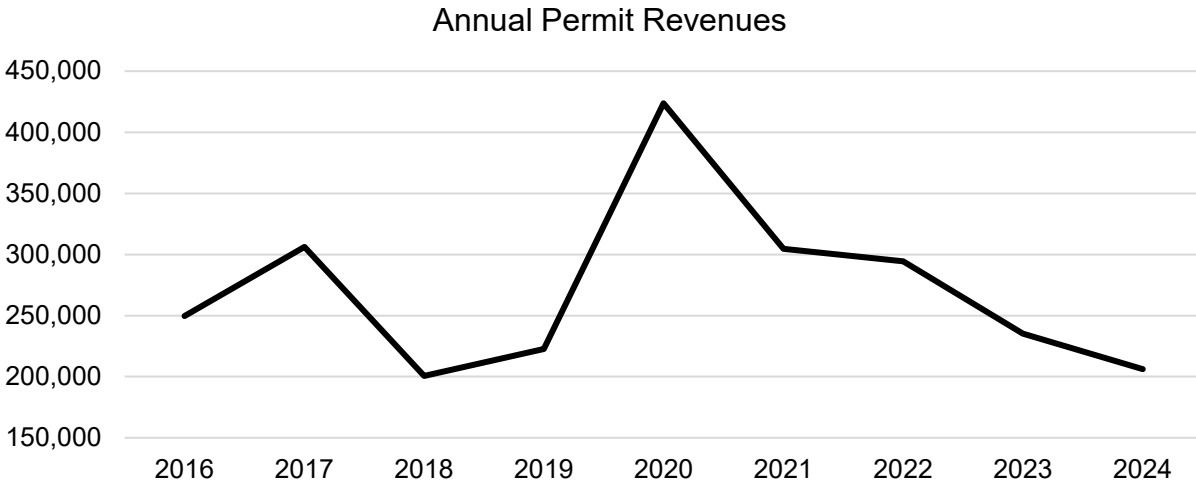
A municipality is permitted to have a reserve fund, which is available to manage the risks involved in the operation of a Building Division. Construction downturns, capital purchases, litigation and changes in legislation are examples of factors which may place stress on the annual budget. It is for these types of unexpected expenses that the Township’s Building Stabilization Reserve Fund was established.

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**COMMENTS & ANALYSIS:**

**Building Services Financial Operations**

In 2023, the Township incurred operating costs of \$428,517 to administer and enforce the Building Code Act. Annual revenues included \$206,259 in building permit fees and \$138,861 in recoveries from the Municipality of Bayham, for a total of \$345,120. This resulted in an operating deficit of \$83,397. The shortfall appears to be primarily due to a decline in construction activity and slower economic growth within the Township, which reduced building permit revenue. For reference, the average annual building permit revenue from 2016 to 2023 was \$279,595. A historical summary of annual permit revenues is provided in the subsequent graph.



A full financial summary for Building Services' 2024 operating budget is attached to this report for additional information.

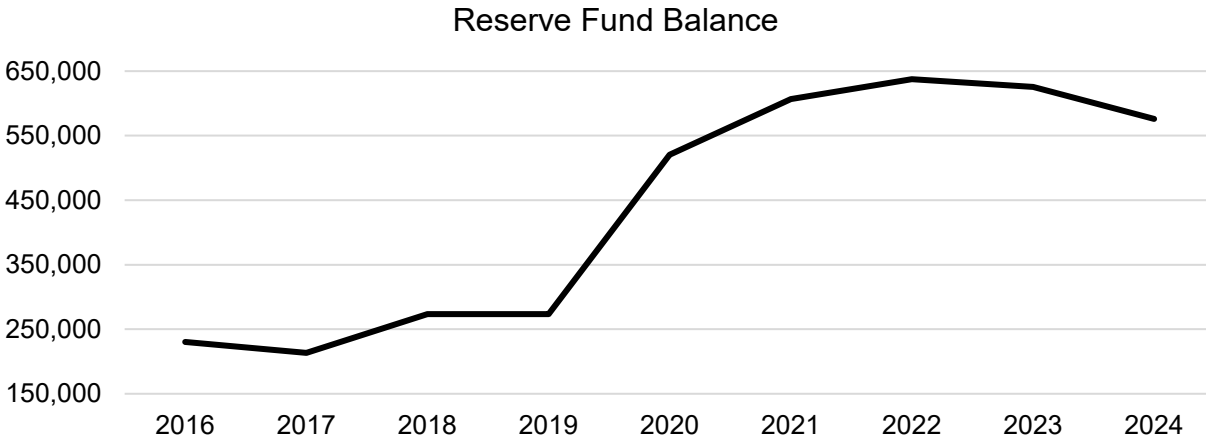
### **Building Stabilization Reserve Fund**

The Township began 2024 with a Building Stabilization Reserve Fund balance of \$625,325. Interest earnings of \$34,139 were added to the fund in accordance with the Act. After accounting for the 2024 operating deficit of \$83,397, the year-end reserve balance is projected to be \$576,068.

Since 2016, the reserve fund has grown from \$230,284, reaching a peak of \$637,528 in 2022. The most significant increase occurred in 2020 when building permit revenues rose to \$423,697. However, growth has since slowed, suggesting that in a slower development environment, current permit fees may no longer be sufficient to cover the cost-of-service delivery. A chart summarizing the historical balance of the reserve fund is included within this report.

<b>Building Stabilization Reserve Fund</b>	
2024 Opening Balance	\$625,325
Add: Accrued Interest	34,139
Less: 2024 Operating Deficit	(83,397)
<b>2024 Closing Balance</b>	<b>\$576,068</b>





### **Impact on Building Permit Fee Schedule**

The Township has not adjusted its building permit fees since 2015, largely due to the strong position of the Building Stabilization Reserve Fund. While the reserve has provided a buffer against fluctuations in permit revenue, the cost of administering building services continues to rise due to inflationary pressures. As such, maintaining a sustainable financial model will require ongoing monitoring of both the reserve balance and the relationship between annual revenues and expenditures.

To ensure that building services continue to be funded by applicants rather than through general taxation, a review of the building permit fee schedule is identified as a priority action item under the Township's Strategic Plan. Staff intend to undertake this review in 2026, with a view to aligning fees more closely with the actual cost of service delivery and to consider the introduction of an inflationary indexing mechanism.

In the interim, staff are satisfied that the current fee structure and reserve fund balance remain adequate to support operations.

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### **ATTACHMENTS:**

- Schedule A) 2024 Building Service Operating Summary

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

**Approved by:** N. Dias, Chief Administrative Officer

# Schedule A) 2024 Building Services Operating Summary

	2024			2025		
	Budget	Actuals	Variance	Budget	Actuals	Variance
<b>Building Expenses</b>						
Wage Related	\$219,461	\$222,165	-\$2,704	\$331,809	\$312,775	\$19,034
Contracted Building Inspectors	\$50,000	\$53,283	-\$3,283	\$10,000	\$67,529	-\$57,529
Computer Software	\$18,550	\$12,734	\$5,816	\$15,000	\$13,192	\$1,808
Vehicle Expenses	\$3,213	\$3,066	\$147	\$3,831	\$4,792	-\$961
Equipment & Supplies	\$1,000	\$3,737	-\$2,737	\$1,450	\$1,132	\$318
Administrative Overhead	\$27,350	\$27,350	\$0	\$28,700	\$29,097	-\$397
<b>Total Expenses</b>	<b>\$319,574</b>	<b>\$322,335</b>	<b>-\$2,761</b>	<b>\$390,790</b>	<b>\$428,517</b>	<b>-\$37,727</b>
<b>Revenue</b>						
Building Permits	\$270,800	\$211,348	\$59,452	\$225,800	\$182,202	\$43,598
Septic Permits	\$25,000	\$23,744	\$1,256	\$20,000	\$24,057	-\$4,057
Recoveries from Bayham	\$17,400	\$40,955	-\$23,555	\$90,000	\$138,861	-\$48,861
<b>Total Revenue</b>	<b>\$313,200</b>	<b>\$276,047</b>	<b>\$37,153</b>	<b>\$335,800</b>	<b>\$345,120</b>	<b>-\$9,320</b>
<b>Building Code Act Transfers</b>						
Building Stabilization Reserve	-\$6,374	-\$46,288	\$39,914	-\$54,990	-\$83,397	\$28,407
<b>Total Transfers</b>	<b>-\$6,374</b>	<b>-\$46,288</b>	<b>\$39,914</b>	<b>-\$54,990</b>	<b>-\$83,397</b>	<b>\$28,407</b>
<b>Net From Taxes</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**REPORT NO. PW- 25-23**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Public Works  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** Drain Update Report

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**RECOMMENDATION:**

THAT Report No. PW- 25-23 entitled "Drain Update Report" be received.

---

**PURPOSE & BACKGROUND:**

This report provides Council with an update on the status of the various current/in-progress drainage works as of July 1, 2025.

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**COMMENTS & ANALYSIS:**

<b>Name of Report</b>	<b>Date of petition</b>	<b>Meetings</b>	<b>Status</b>
Ashton Street Drain	February 2024	April 2024	Construction complete
Baxter Drain Improvement	June 2025		Council to appoint engineer in July
Bobbett Drain	June 2024	September 2024	Consideration July 10
Brooks Drain Branch A	May 2025	June 2025	Waiting for design
Chalet Line Drain	March 2024	April 2024	Consideration July 10
Cook Drain (Church Addition)	February 2020	September 2019	Pending MTO approval
Eicher Drain	May 2024	July 2024	Construction Complete
Ketchabaw Drain	September 2023	March 2024	Construction in progress
Learn Drain Improvement	April 2024	October 2024	Waiting for design
Leonard Jones Drain Extension	May 2024	July 2024	Construction Complete
Newell Drain Relocation	October 2022	December 2022	Pending design for relocation

<b>Name of Report</b>	<b>Date of petition</b>	<b>Meetings</b>	<b>Status</b>
Orwell Drain	May 2025		On-site meeting pending
Pressey Line Drain	October 2021	July 2022	Construction Complete
Priester Drain	January 2022	April 2022	Construction in progress
Pritchard Drain	April 2023	Aug 2023	Waiting for agency approvals
Staley Drain - Wagler	November 2023	November 2023	Waiting for design from CJD
Summers Drain No.3	April 2023	June 2023	Preliminary design pending
Superior Street – Center Street Drain, Branch A	May 2025		On-site meeting pending
D. Versnick Drain	December 2023	April 2024	Construction summer 2025
Woolleyville Line Drain	November 2017	Ongoing	Spriet to prepare revised design for east end only

---

**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-25-21**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Public Works  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** Road Safety Audit – Sparta Line

---

**RECOMMENDATION:**

THAT Report No. PW-25-21 entitled “Road Safety Audit – Sparta Line be received;

AND THAT the Municipal Staff be directed to prepare the necessary by-law to reduce the posted speed limit on Sparta Line as listed in this report;

AND THAT the Municipal Staff be directed to install all necessary safety signage required as listed in this report.

---

**PURPOSE & BACKGROUND:**

The Township of Malahide received a request from a local resident of Sparta Line to investigate safety concerns related to vehicle speed and visibility on Sparta Line between Pulley Road and Imperial Road.

Many municipal roads that were originally constructed decades ago would not meet current engineering or safety standards if built today. Nonetheless, the Township remains responsible for maintaining a safe road network. Historically, the Township has addressed identified deficiencies as they arise, ensuring that the roadway remains safe and functional for all users.

The staff initiated a road safety audit of the road segment in question to determine hazards and provide recommendations for improvement.

---

**COMMENTS & ANALYSIS:**

Staff have reviewed the recommendations contained in the Road Safety Audit and wish to present the Council with a strategy to incorporate the recommendations to ensure their timely integration into the road network.

To summarize the findings, there are two general categories of recommendations which need to be addressed. Staff would categorize those as Speed Limit Reductions, and Hazard & Warning Signage. Specifically, Staff have been reviewing how best to integrate these recommendations into the municipal budget with the least impact.

Staff have taken a conservative approach in preparing the recommendations for this Report. When it comes to public safety and viewed through the lens of the Township's perceived legal responsibility, it is in the Township's best interest to address these types of deficiencies expeditiously.

#### Speed Limit Reductions:

This Road Safety Audit identified several locations with vertical and horizontal deficiencies in road alignment that contribute to reduced visibility and pose a safety risk to motorists. These deficiencies, when combined with the existing road geometry, may lead to accidents or other hazardous situations if not addressed.

To improve safety and enhance visibility, the audit recommends reducing the speed limit to 60 km/hr in these areas, as well as the installation of Advisory Speed Signs at critical locations. This change will allow drivers to better navigate the challenging road conditions and reduce the likelihood of accidents.

The audit recommends, based on the geometrical characteristics, reducing the speed limit from 80km/hr to 60km/hr in the following location:

Sparta Line, from 0.5km east of Pulley Road to 3.7km east of Pulley Road.

#### Hazard & Warning Signage:

The Road Safety Audit suggests the installation of several new signs along the road to improve delineation and warn motorists of upcoming changes in road geometry. These signs will provide advanced notice of curves, slopes, and other critical features that require driver awareness.

These signs include:

- Steep Hill signs
- Curve Ahead signs
- Hidden Entrance signs
- Chevron signs

Additionally, the audit recommends the installation of hazard signage on hydro poles located within the clear zone. This measure will further alert drivers to potential hazards and ensure that all safety aspects of the road environment are addressed.



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**FINANCIAL IMPLICATIONS:**

Staff estimate that the cost to purchase and install the signs will be approximately \$13,000.00. The cost to purchase and install the signage is NOT included in the approved 2025 Budget and will have to be funded from another source or deferred to the 2026 budget process.

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

The Sparta Line Road Safety Audit meets the values identified in the 2023 Strategic plan by: "Being flexible and solution-oriented".

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**CONSULTATION:**

- Local Residents
- Manager of Roads & Construction
- Director of Public Works

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**ATTACHMENTS:**

- Sparta Line Road Safety Audit

**Prepared by:** R. DeSutter, Roads & Construction Manager

**Reviewed by:** J. Godby, Director of Public Works

**Approved by:** N. Dias, Chief Administrative Officer



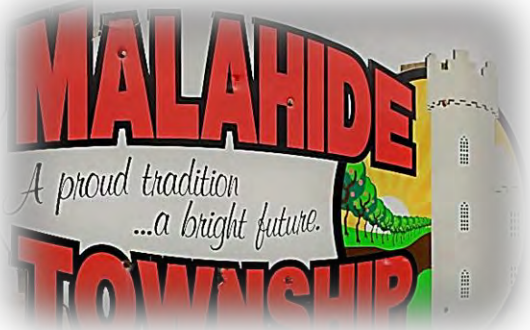


# Sparta Line

## Road Safety Audit

Audit Stage: Existing Condition

Report for: Township of Malahide





## Information Page

DATE: 01.21.2025

CLIENT: Township of Malahide

PROJECT NUMBER:

QUALITY RECORD:

<i><b>Issue</b></i>	<i><b>Date</b></i>	<i><b>Description</b></i>	<i><b>Prepared By</b></i>	<i><b>Reviewed By</b></i>
<b>1</b>	11.11.2024	First Issue	Ryan DeSutter	
<b>2</b>	01.10.2025	Draft Report	Ryan DeSutter	Steve Adams
<b>3</b>	01.21.2025	Final Report	Ryan DeSutter	Steve Adams

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# 1. Executive Summary

The Township of Malahide has undertaken an existing condition Road Safety Audit (RSA) of Sparta Line from Pulley Road to Imperial Road (5.3km).

This report identifies several locations of vertical and horizontal deficiencies in the road alignment that are contributing to reduced visibility and posing a safety risk to motorists. These deficiencies, when combined with the existing road geometry, may lead to accidents or other hazardous situations if not addressed.

To improve safety and enhance visibility, the report recommends reducing the speed limit to 60 km/hr in these areas, as well the installation of Advisory Speed signs at critical locations. This change will allow drivers to better navigate the challenging road conditions and reduce the likelihood of accidents.

Additionally, the report suggests the installation of several new signs along the road to improve delineation and warn motorists of upcoming changes in road geometry. These signs will provide advanced notice of curves, slopes, and other critical features that require driver awareness.

Finally, the report recommends the installation of hazard signage on hydro poles located within the clear zone. This measure will further alert drivers to potential hazards and ensure that all safety aspects of the road environment are addressed.

In conclusion, the proposed actions, including speed limit reductions, enhanced signage, and hazard markings, will significantly improve road safety and reduce the risks associated with current deficiencies in alignment and visibility.



## 2. List of Abbreviations

AADT	Average Annual Daily Traffic Volume
County	County of Elgin
FSI	Fatality or Serious Injury Likely
GDG	Geometric Design Guide for Canadian Roads (TAC Standards)
MTO	Ontario Ministry of Transportation
OGRA	Ontario Good Roads Association
OTM	Ontario Traffic Manual
RSA	Road Safety Audit
SWOOP	Southwest Ontario Orthophotography Project
TAC	Transportation Association of Canada
Township	Township of Malahide

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## 5. Introduction

The Township of Malahide has conducted an Existing Conditions Safety Audit (referred to as RSA or audit) for Sparta Line, spanning 5.3 km from Pulley Road to Imperial Road, located within the Township of Malahide, County of Elgin.

The location of the RSA is shown in Figure 1 and Unique Audit Locations are shown in Figure 2.



Figure 1: Location Map (source: Elgin Mapping)

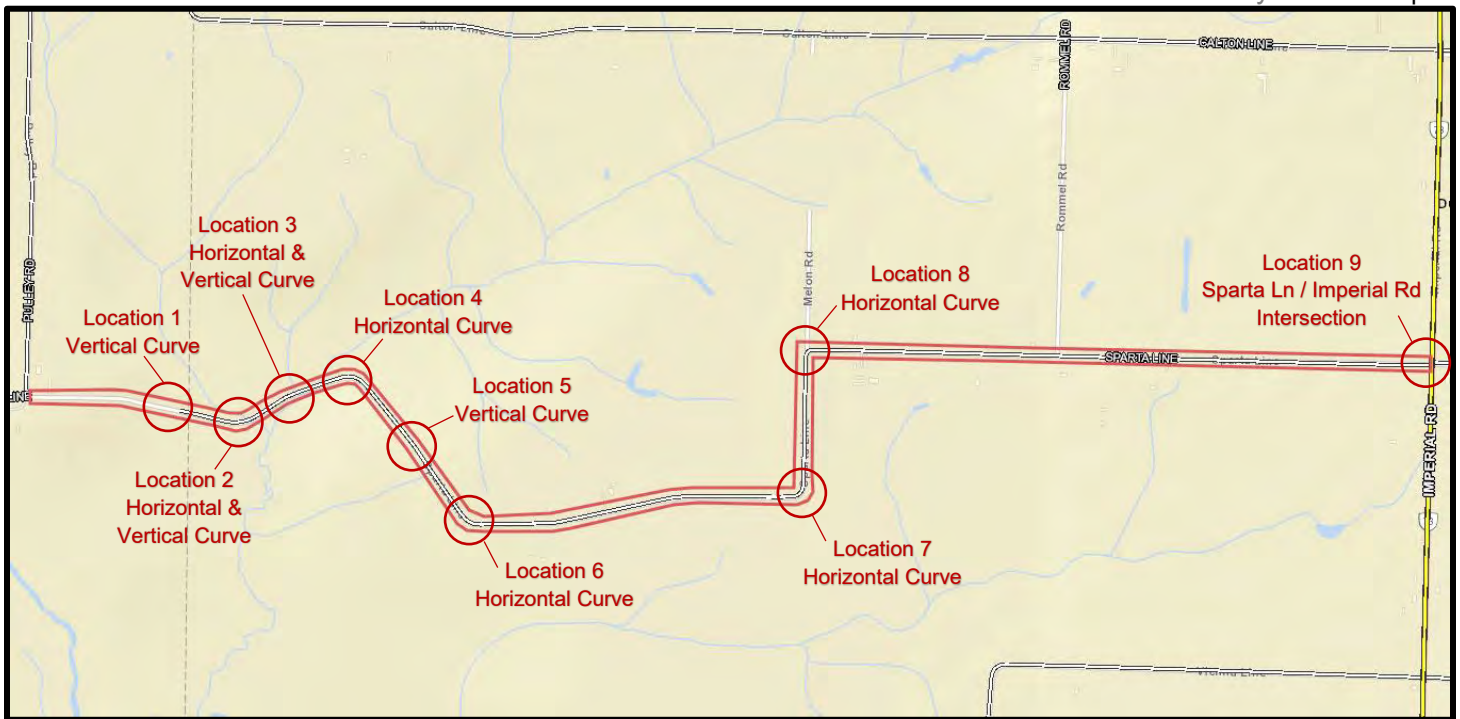


Figure 2: Unique Audit Locations (source: Elgin Mapping)

## 5.1 Purpose of Report

The purpose of this report is to document the findings of the complete RSA and offer recommended mitigation measures to identified road safety risks and hazards

## 5.2 Scope and Limitations

This report has been prepared by the Township of Malahide for the Township of Malahide and may only be used and relied on by the client for the purpose set out in Section 5.1 of this report.

## 6. Guidance for RSA

An RSA (Road Safety Audit) is an internationally recognized process used to identify risks and hazards related to road safety. The main goal of an RSA is to reduce road trauma at the audited location.

While implementing the recommendations from the audit will enhance safety at the location, it will not eliminate all road user risks.

The RSA process is formal, and the client must document their responses to audit findings and recommendations in writing. If the client decides not to accept certain recommendations, they should provide justifications in the written response. The client is not required to accept all audit findings and recommendations but should consider them alongside other project factors. It is not the auditor's role to approve the client's response to the audit.

All aspects of road safety should be carefully considered in the management of a road network, including during the RSA process.

In simple terms, the RSA aims to achieve the following:

- Identify and assess key crash types that could lead to fatalities or serious injuries.
- Evaluate potential crash forces in relation to tolerable levels, regardless of likelihood, when identifying and addressing risks and hazards.
- Review audit findings and consider appropriate mitigation measures.

While RSAs aim to identify risks for all types of crashes, particular attention is given to those that could lead to fatal or serious injuries. Therefore, a strong understanding of road safety is crucial for everyone involved in the RSA process.



## 6.1 The RSA Process

The simplified process to undertake an RSA is shown by Figure 2 – The RSA Process (OGRA – Road Safety Audit: Technical Guidelines, 2023), reproduced as Figure 3 shown below:

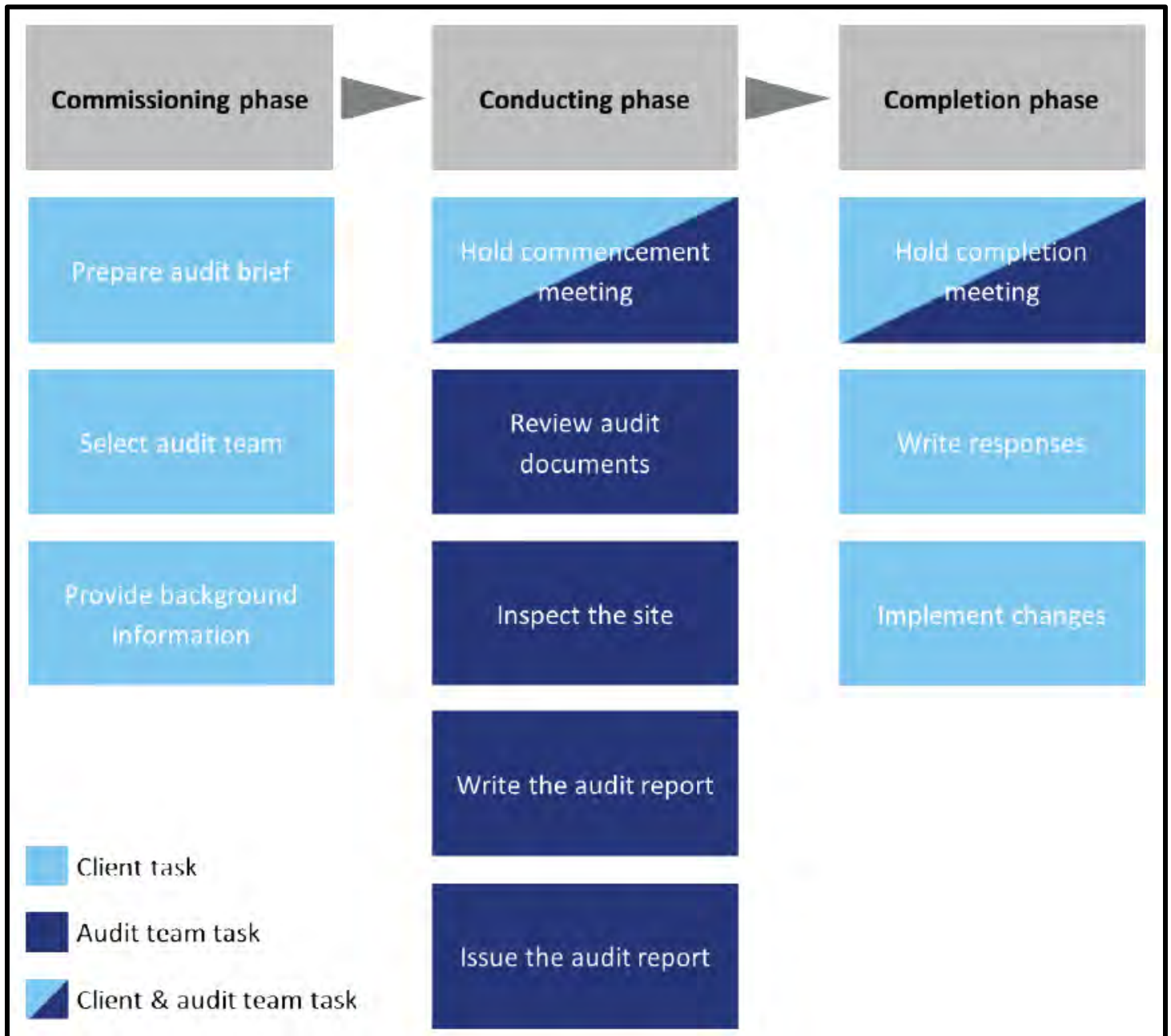


Figure 3: The RSA Process (OGRA - Road Safety Audit: Technical Guidelines, 2023)



## 7. Conducting the RSA

### 7.1 Selection of the RSA Team

In Ontario, the guidelines for forming an RSA team specify that all members must be properly qualified to conduct the audit. The team must include a team leader and at least one additional member, making the minimum team size two people. Details of the RSA team are provided in Table 1.

*Table 1: RSA Team*

Name	Role	Employer
<b>Ryan De Sutter</b>	Lead Auditor	Township of Malahide
<b>Steve Adams</b>	Review Auditor	Municipality of Bayham

### 7.2 Existing Conditions

Sparta Line is a rural collector road situated in the Township of Malahide, County of Elgin. The segment being examined is approximately 5.3 km in length, running generally west to east between Pulley Road and Imperial Road. The municipal boundary between the Township of Malahide and the Municipality of Central Elgin runs through this road segment, located about 500 meters east of the Sparta Line / Pulley Road intersection. For the purposes of this study, the starting chainage of 0+000 (or 0.0m) will be defined as the point where Sparta Line intersects Pulley Road.

Sparta Line functions as a rural collector road, serving both commuting traffic and local residents, and is classified as a Class 4 road under O. Reg. 239/02 Minimum Maintenance Standards for Municipal Highways. The posted speed limit is 80 km/h, with some advisory speed reductions due to the road's horizontal geometry. The average annual daily traffic volume (AADT) is approximately 300 vehicles per day. Vehicle speeds were consistent with expectations given the road's geometry, with an average speed of 63 km/h on the western section and 79 km/h on the eastern section.

Since 2017, there have been a total of 11 reported collisions on Sparta Line within the audit limits, including the intersection with Imperial Road. Of these 11 collisions, two involved animals (deer), two



were caused by weather conditions or poor visibility, and one collision report lacked details. The remaining incidents were attributed to operator error.

The road features a single lane in each direction, with an average lane width of 3.25 meters. There are no clearly defined shoulders along the road segment, and the total paved surface width is approximately 6.5 meters.

Sparta Line has two distinct geometric characteristics along its length. The western section (Sta. 0+000 to 3+320) has notable horizontal and vertical variations in its alignment, which includes locations with restricted stopping sight distance. In contrast, the eastern section (Sta. 3+320 to 5+350) has a generally straight horizontal alignment and a flat vertical profile, providing an adequate stopping sight distance for the posted speed limit..

The Antonissen Aggregate Pit is situated near the boundary between the western and eastern portions of Sparta Line (Sta. 3+320). As a result, this section of the road experiences a significantly higher percentage of commercial vehicles compared to similar roads in the area. The eastern portion of Sparta Line has a commercial vehicle percentage of approximately 16%, while the western portion has around 13%. In comparison, the average commercial traffic percentage on other roads within the Township of Malahide is 6.5%.

## 7.3 Undertaking the RSA

### 7.3.1 Site Inspection

Table 2 lists site inspections completed for the audit.

*Table 2: Site Inspections*

Activity	Location	Date	Time
<b>Initial Site Inspection</b>	Sparta Line, Malahide	11/08/2024	1:00pm
<b>Topographic Survey</b>	Sparta Line, Malahide	11/18/2024	9:00am
<b>Day site inspection</b>	Sparta Line, Malahide	11/19/2024	10:00am
<b>Night site inspection</b>	Sparta Line, Malahide	01/09/2025	6:30am

Photos taken during the site inspection are included as Appendix A.

### 7.3.2 Risk Assessment

Risk and hazards identified by the audit have been assigned a risk rating based on the likelihood and severity of the crash type associated with the risk or hazard.

The OGRA risk assessment matrix (Figure 3 – Risk Assessment Framework (OGRA – Road Safety Audit: Technical Guidelines, 2023)), reproduced as Figure 4 shown below:



			SEVERITY				
			Insignificant	Minor	Moderate	Serious	Fatal
			Property damage	Minor first aid	Major first aid	Admitted to hospital	Death within 30 days
LIKELIHOOD (includes exposure)	Almost certain	≥1 per qtr	Medium	High	High	Extreme (FSI)	Extreme (FSI)
	Likely	3-12 months	Medium	Medium	High	Extreme (FSI)	Extreme (FSI)
	Possible	1-3 years	Low	Medium	High	High (FSI)	Extreme (FSI)
	Unlikely	3-7 years	Low	Low	Medium	High (FSI)	Extreme (FSI)
	Rare	7 years +	Low	Low	Low	Medium (FSI)	High (FSI)

FSI outcome threshold

Figure 4: Risk Assessment Framework (OGRA - Road Safety Audit: Technical Guidelines, 2023)

Corresponding to the assessed level of risk, OGRA provides the following priorities for mitigation:

- **Low** – Should be corrected if the treatment cost is low;
- **Medium** – Should be corrected or the risk significantly reduced if the treatment cost is moderate, but not high;
- **High** – Should be corrected or the risk significantly reduced even if the treatment cost is high; or
- **Extreme** – Must be corrected regardless of cost.

The risk matrix is intended to be used in conjunction with the severity guidance sheet (Figure 4 – Severity guidance matrix (OGRA – Road Safety Audit: Technical Guidelines, 2023)), reproduced as Figure 5 below. The severity guidance sheet provides an indication of crash severity outcomes for a range of crash types and crash speeds.



		Impact speed (km/h)										
		<10	10	20	30	40	50	60	70	80	90	≥100
Crash type	VRU <sup>9</sup> vs HV <sup>10</sup>	<p>The heatmap shows three distinct regions of injury severity:           <ul style="list-style-type: none"> <li><b>Minor injury:</b> Located in the bottom-left corner, corresponding to 'Head on car vs car' at speeds &lt;10 to 30 km/h.</li> <li><b>Moderate injury:</b> A diagonal band extending from the middle-left to the top-right, covering 'Side impact car vs car', 'Side impact car vs HV', 'Car vs pole/tree', and 'VRU vs car' across various speed ranges.</li> <li><b>Serious injury:</b> A diagonal band extending from the top-left to the middle-right, covering 'VRU<sup>9</sup> vs HV<sup>10</sup>' and 'VRU vs car' at higher speeds.</li> <li><b>Fatal:</b> Located in the top-right corner, corresponding to 'VRU<sup>9</sup> vs HV<sup>10</sup>' at speeds ≥60 km/h.</li> </ul> </p>										
	VRU vs car											
	Car vs pole/tree											
	Side impact car vs HV											
	Side impact car vs car											
	Head on car vs HV											
	Head on car vs car											

Figure 5: Severity Guidance Matrix (OGRA - Road Safety Audit: Technical Guidelines, 2023)

## 8. RSA Findings and Risk Assessments

Tables containing audit findings and risk assessments is included as Appendix B.

## 9. Conclusions

This RSA has been conducted in accordance with the Road Safety Audit: Technical Guidelines (OGRA, 2023).

The findings and recommendations of the RSA are provided for consideration and response by the client.

Auditors:



**Ryan De Sutter, CRS-I, CMM III**

Lead Safety Auditor

21 January 2025



**Steve Adams, CRS-I**

Review Safety Auditor

21 January 2025

## Appendix 'A': Site Photos



Photo 1: Sparta Line Location 1: Vertical Curve - Looking East



Photo 2: Sparta Line Location 1: Vertical Curve – Looking West





Photo 3: Sparta Line Location 2: Horizontal Curve - Looking East



Photo 4: Sparta Line Location 2: Horizontal Curve - Looking West





Photo 5: Sparta Line Location 3: Horizontal Curve - Looking East



Photo 6: Sparta Line Location 3: Horizontal Curve - Looking West





Photo 7: Sparta Line Location 4: Horizontal Curve - Looking East



Photo 8: Sparta Line Location 4: Horizontal Curve - Looking West





Photo 9: Sparta Line Location 5: Vertical Curve - Looking East



Photo 10: Sparta Line Location 5: Vertical Curve - Looking West





Photo 11: Sparta Line Location 6: Horizontal Curve - Looking East



Photo 12: Sparta Line Location 6: Horizontal Curve - Looking West





Photo 13: Sparta Line Location 7: Horizontal Curve - Looking East



Photo 14: Sparta Line Location 7: Horizontal Curve - Looking West



Photo 15: Sparta Line Location 8: Horizontal Curve - Looking East



Photo 16: Sparta Line Location 8: Horizontal Curve - Looking West





Photo 17: Sparta Line / Imperial Road Intersection Location 9 - Looking East



Photo 18: Sparta Line / Imperial Road Intersection Location 9 - Looking South






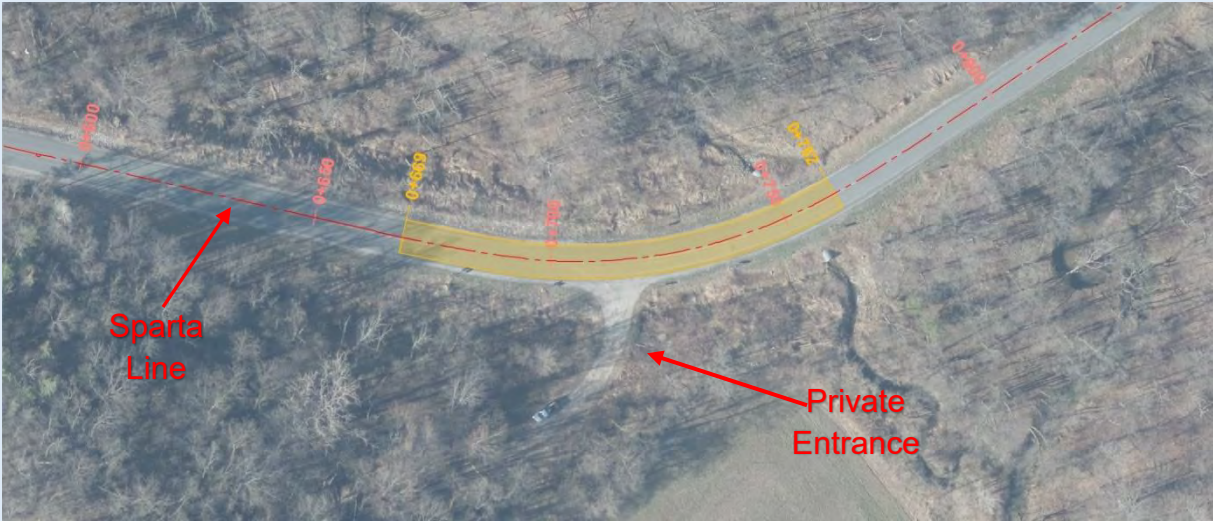
Photo 19: Sparta Line / Imperial Road Intersection Location 9 - Looking North



## Appendix 'B': RSA Risk Assessments


Audit Findings	Risk Assessment			Recommendations
	Likelihood	Severity	Level of Risk	
Audit Location 1 – Vertical Crest Curve (sta. 0+383 to sta. 0+456)				
				
[Aerial Photography (SWOOP, 2020)]				
1. This section of Sparta Line currently has a vertical crest curve with reduced stopping sight distance. The current k-value for the vertical crest curve is 11 and a stopping sight distance of 78m. The stopping sight distance in the westbound direction is increased to 98m due to an uphill grade of 9%, and decreased to 48m in the eastbound direction due to a downhill grade of 9%.	Rare	Serious	Medium (FSI)	Consider: (Note: Hazard Zone identified is within Municipality of Central Elgin jurisdiction area.)  a) Overall Speed Limit reduction to 60km/hr from the Township of Malahide west boundary limit to 1.6km west of Imperial Road.  c) Steep Hill signage indicating a slope of 10% in the eastbound lane in advance of hazard area.




Audit Findings	Risk Assessment			Recommendations
	Likelihood	Severity	Level of Risk	
Audit Location 2 – Horizontal & Vertical Curve (sta. 0+669 to sta. 0+762)				
				
[Aerial Photography (SWOOP, 2020)]				
1. This section of Sparta Line currently has a horizontal & vertical curve with reduced stopping sight distance. The current radius for horizontal circular curve is 110m and a stopping sight distance of 65m in the westbound direction, and a stopping sight distance of 45m in the eastbound direction.  2. The current k-value for the vertical sag curve is 9 and a stopping sight distance of 53m. The stopping sight distance in the westbound direction is increased to 73m due to an uphill grade of 10%, and decreased to 23m in the eastbound direction due to a downhill grade of 10%.	Rare	Serious	Medium (FSI)	Consider:  a) Replace eastbound Curve Ahead sign and install westbound Reverse Curve sign (applicable to hazard location 2 & 3 – 120m between curves).  b) Advisory Speed Limit signage indicating a 40km/hr advisory speed in both directions approaching the hazard area.  c) Recommend partial illumination of roadway throughout the hazard area



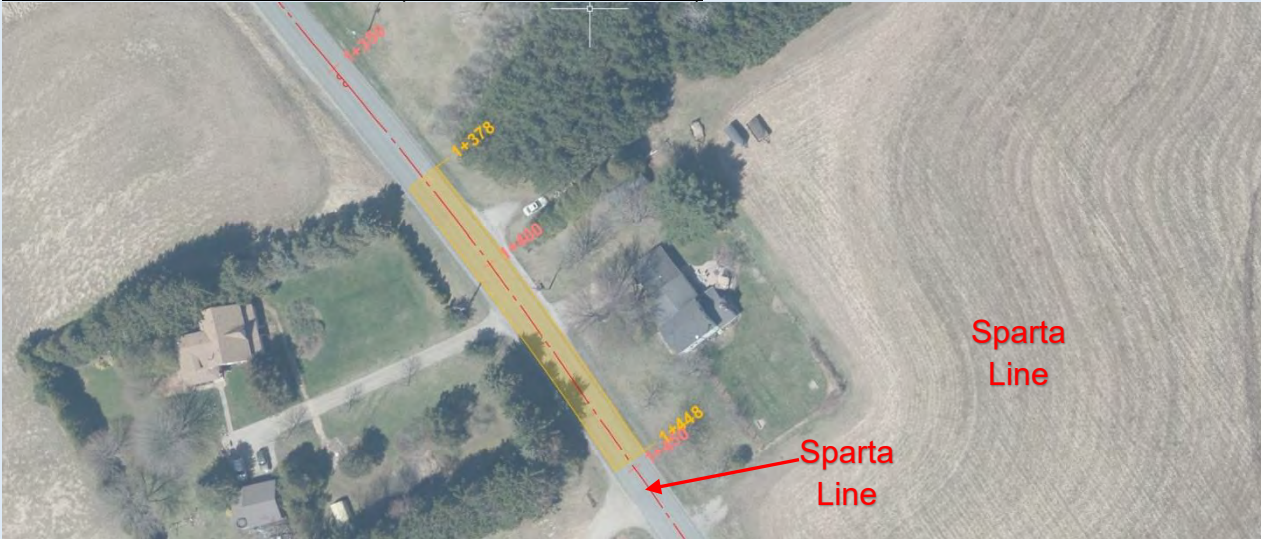


Audit Findings	Risk Assessment			Recommendations
	Likelihood	Severity	Level of Risk	
Audit Location 3 – Horizontal & Vertical Curve (sta. 0+868 to sta. 1+013)				
<div><div>Sparta Line</div></div> <p>[Aerial Photography (SWOOP, 2020)]</p>				
<p>1. This section of Sparta Line currently has a horizontal &amp; vertical curve with reduced stopping sight distance. The current radius for horizontal circular curve is 170m and a stopping sight distance of 65m in the westbound direction, and a stopping sight distance of 85m in the eastbound direction.</p> <p>2. The current k-value for the vertical sag curve is 26 and a stopping sight distance of 118m. The stopping sight distance in the westbound direction is reduced to 108m due to a downhill grade of 5%, and increased to 128m in the eastbound direction due to an uphill grade of 5%.</p>	Rare	Serious	<b>Medium (FSI)</b>	<p>Consider:</p> <ul style="list-style-type: none"><li>a) Replace eastbound Curve Ahead sign and install westbound Reverse Curve sign (applicable to hazard location 2 &amp; 3 – 120m between curves).</li><li>b) Advisory Speed Limit signage indicating a 40km/hr advisory speed in both directions approaching the hazard area.</li><li>c) Recommend partial illumination of roadway throughout the hazard area</li></ul>



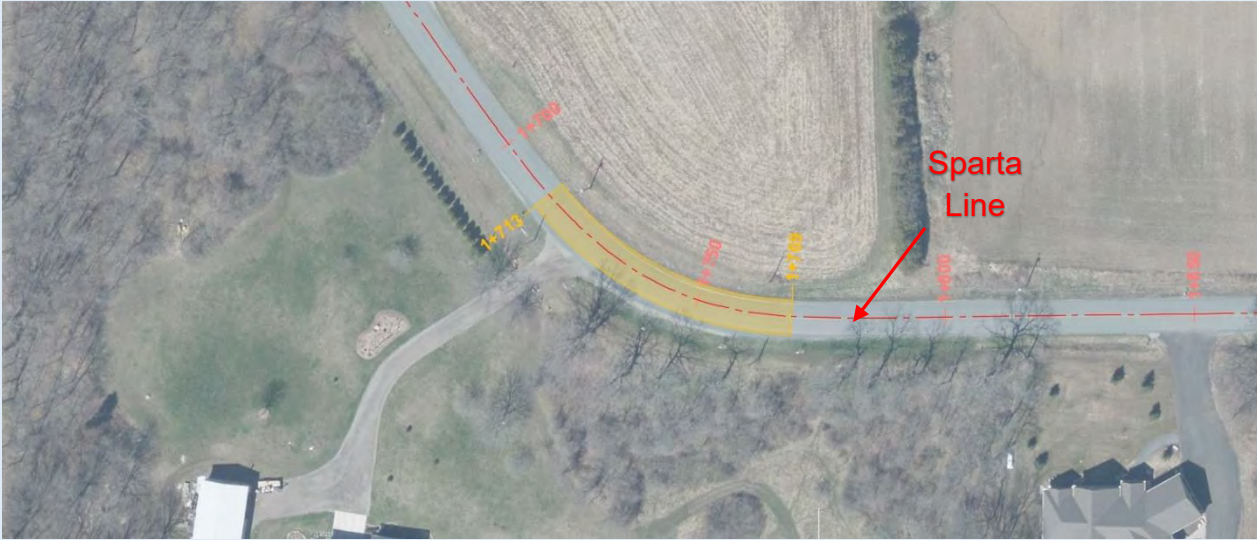
Audit Findings	Risk Assessment			Recommendations
	Likelihood	Severity	Level of Risk	
Audit Location 4 – Horizontal & Vertical Curve (sta. 1+055 to sta. 1+193)				
				
[Aerial Photography (SWOOP, 2020)]				
1. This section of Sparta Line currently has a horizontal curve creating reduced stopping sight distance. The current radius for horizontal circular curve is 60m and a stopping sight distance of 30m in the westbound direction, and a stopping sight distance of 45m in the eastbound direction.  2. The existing road has a gradient of 9% throughout the hazard area. The stopping sight distance in the westbound direction is reduced to 15m due to a downhill grade of 9%, and increased to 60m in the eastbound direction due to an uphill grade of 9%.	Rare	Serious	Medium (FSI)	Consider:  a) Installation of Sharp Curve Ahead signage and 30km/hr Advisory Speed signage in the eastbound direction.  b) Replace westbound Steep Hill sign, with Steep Hill signage indicating a slope of 10%  c) Remove existing Advisory Speed tab on existing Steep Hill sign post.  d) Recommend partial illumination of roadway throughout the hazard area



Audit Findings	Risk Assessment			Recommendations
	Likelihood	Severity	Level of Risk	
Audit Location 5 – Vertical Curve (sta. 1+378 to sta. 1+448)				
				
[Aerial Photography (SWOOP, 2020)]				
1. This section of Sparta Line currently has a vertical crest curve with reduced stopping sight distance. The current k-value for the vertical crest curve is 8 and a stopping sight distance of 49m. The stopping sight distance in the westbound direction is remains at 49m due to an uphill grade of 3%, and increased to 59m in the eastbound direction due to an uphill grade of 5%.	Rare	Serious	Medium (FSI)	Consider:  a) Installation of Hidden Entrance signage in both directions to advise of reduced visibility of entrances






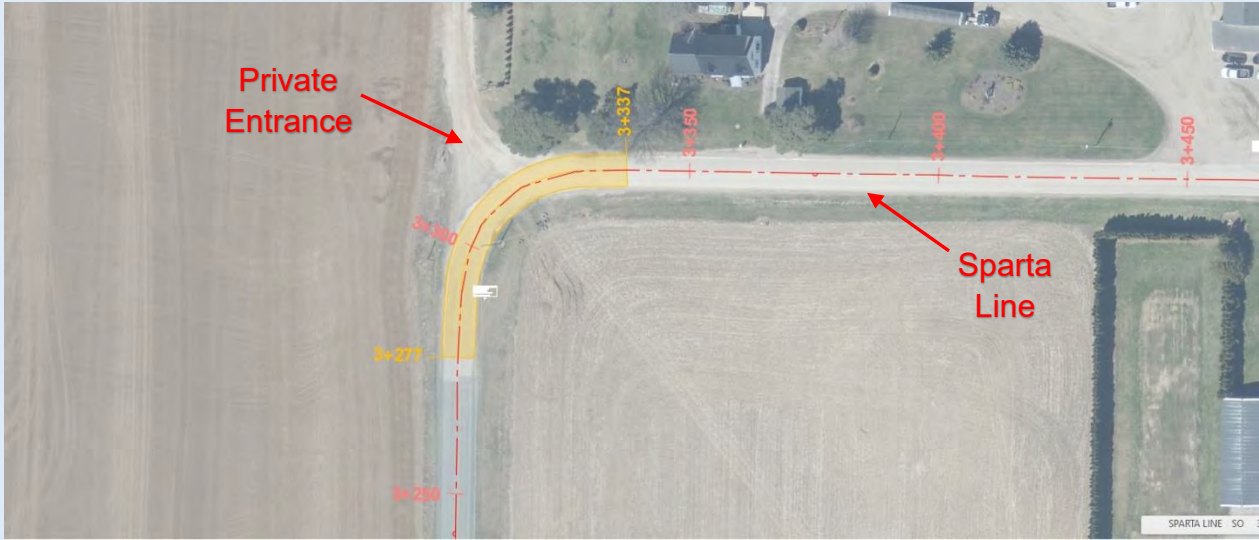
Audit Findings	Risk Assessment			Recommendations
	Likelihood	Severity	Level of Risk	
<u>Audit Location 6 – Horizontal Curve (sta. 1+713 to sta. 1+769)</u>				
				
[Aerial Photography (SWOOP, 2020)]				
1. This section of Sparta Line currently has a horizontal curve with reduced stopping sight distance. The current radius for horizontal circular curve is 65m and a stopping sight distance of 45m in the westbound direction, and a stopping sight distance of 30m in the eastbound direction.	Rare	Serious	<b>Medium (FSI)</b>	Consider: a) Replace existing Turn Signs in both directions with Sharp Curve signage. Existing 30km/hr Advisory Speed signs to remain in place.






Audit Findings	Risk Assessment			Recommendations
	Likelihood	Severity	Level of Risk	
Audit Location 7 – Horizontal Curve (sta. 2+810 to sta. 2+879)				
				
[Aerial Photography (SWOOP, 2020)]				
1. This section of Sparta Line currently has a horizontal curve with reduced stopping sight distance. The current radius for horizontal circular curve is 40m and a stopping sight distance of 30m in the westbound direction, and a stopping sight distance of 25m in the eastbound direction.	Rare	Serious	Medium (FSI)	Consider: a) Replace existing Advisory Speed signs with 20km/hr Advisory Speed signs.  b) Replace westbound Sharp Curve sign with Turn Sign  b) Install Chevron signage around outside of curve in both directions.  c) Remove existing Checker board Sign





Audit Findings	Risk Assessment			Recommendations
	Likelihood	Severity	Level of Risk	
Audit Location 8 – Horizontal Curve (sta. 3+277 to sta. 3+337)				
				
[Aerial Photography (SWOOP, 2020)]				
1. This section of Sparta Line currently has a horizontal curve with reduced stopping sight distance. The current radius for horizontal circular curve is 25m and a stopping sight distance of 25m in the westbound direction, and a stopping sight distance of 25m in the eastbound direction.	Rare	Serious	Medium (FSI)	Consider:  a) Replace existing Advisory Speed signs with 20km/hr Advisory Speed signs.  b) Replace existing Sharp Curve signs in both directions with Turn Signs  b) Install Chevron signage around outside of curve in both directions.  c) Remove existing Checker board Sign



Audit Findings	Risk Assessment			Recommendations
	Likelihood	Severity	Level of Risk	
<u>Audit Location 9 – Imperial Road &amp; Sparta Line Intersection</u>				
				
[Aerial Photography (SWOOP, 2020)]				
1. The Imperial Road & Sparta Line intersection currently has insufficient stopping sight distance on Imperial Road for north and south bound vehicles to avoid a collision in the event a vehicle traveling east bound on Sparta Line fails to stop. South bound traffic travelling on Imperial Road has a stopping sight distance of 72m, and the north bound traffic has a stopping sight distance of 58m. Imperial Road is a County of Elgin road, with an assumed 100km/hr design speed	Rare	Serious	<b>Medium (FSI)</b>	Consider:  a) Recommend acquisition of sight triangles in the northwest and southwest quadrants of the intersection.  b) Tree removals within the sight triangles should be facilitated to provide adequate visibility.  c) Recommend installation of Checker Board sign on east side of Imperial Road to delineate the termination of the roadway.



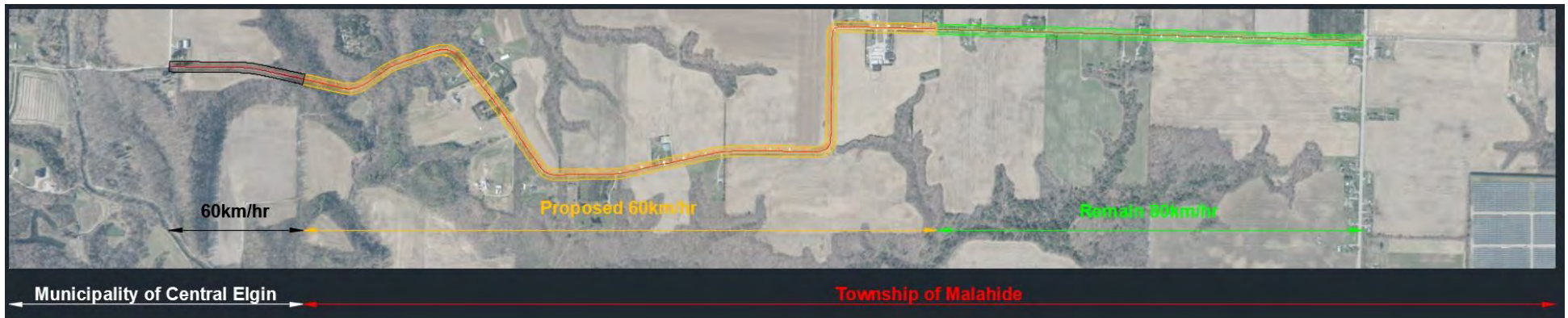
Audit Findings	Risk Assessment			Recommendations
	Likelihood	Severity	Level of Risk	
Audit Location – Various Hydro Pole Locations throughout Study Limits				
				
[Aerial Photography (SWOOP, 2020)]				
1. A total of 24 hydro poles within the study limits currently do not meet the 3.0m clear zone offset from edge of road required for a 80km/hr speed limit. The flagged hydro poles currently not meeting clear zone requirement have existing offsets of 1.3m to 2.8m from edge of road.	Rare	Serious	Medium (FSI)	Consider: a) Installation of hazard identification markers on existing identified hydro poles to delineate hazard locations (in direction of travel).   WA33R

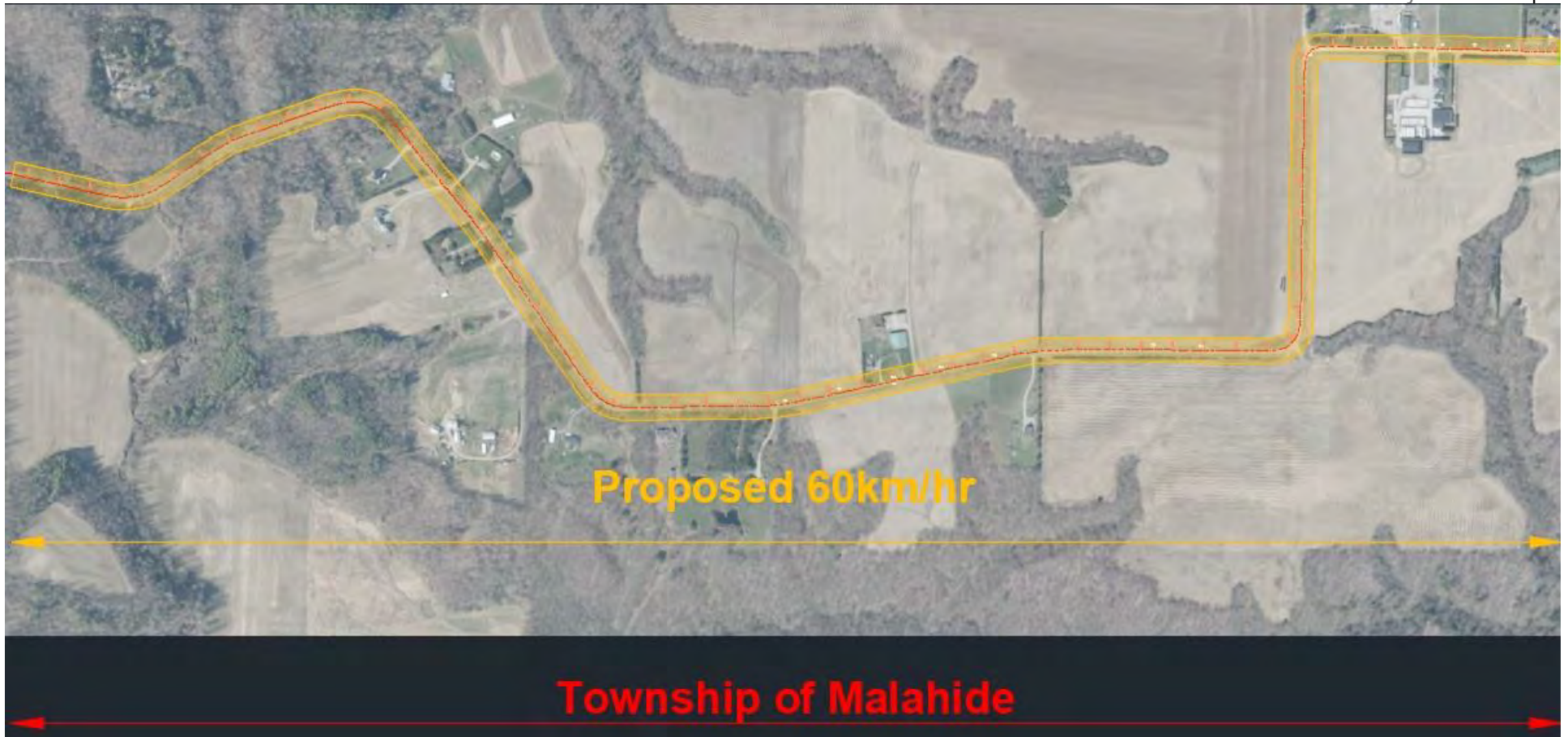




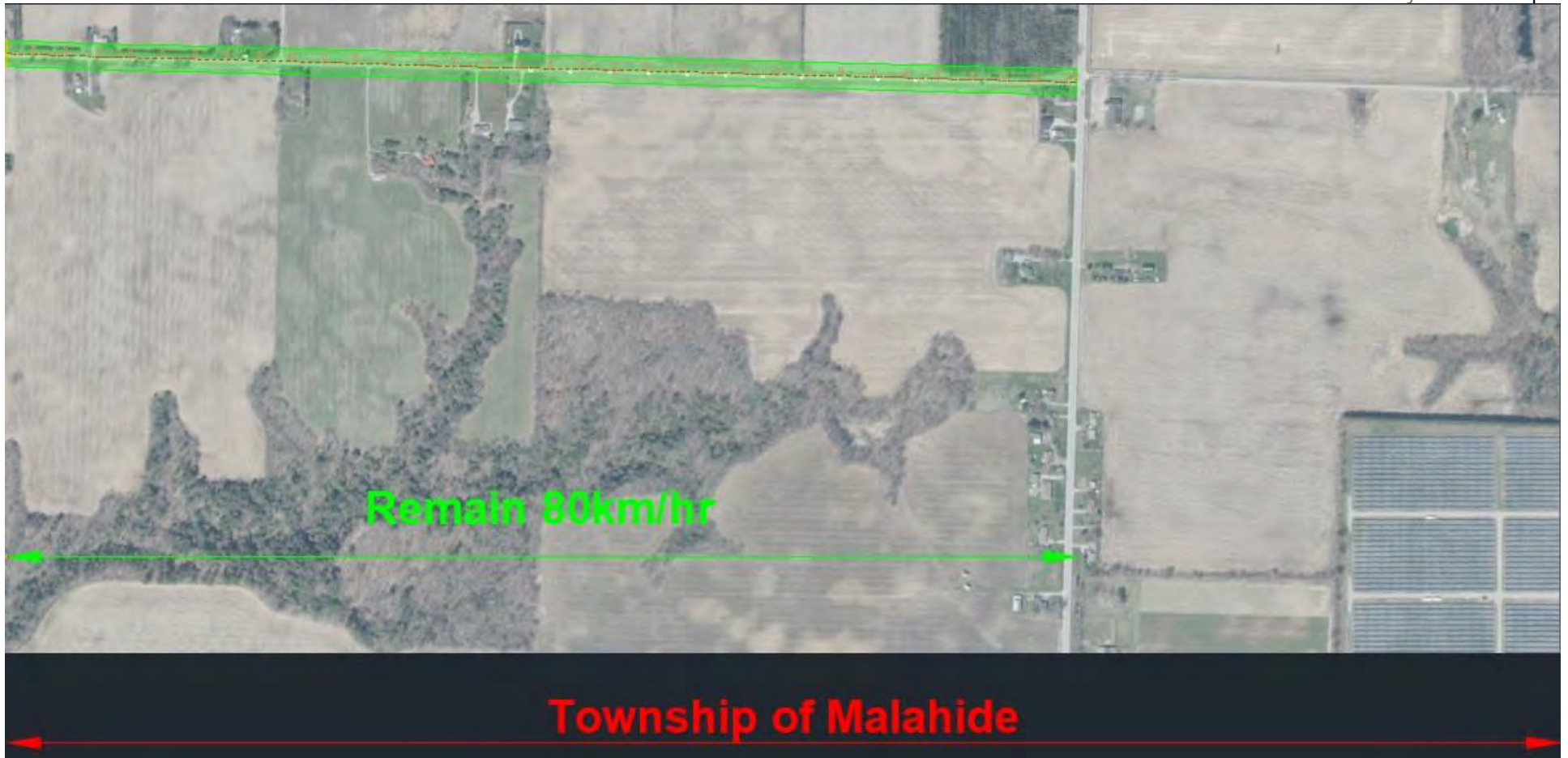
## Appendix 'C': Drawings & Plans

## Proposed Speed Zones:





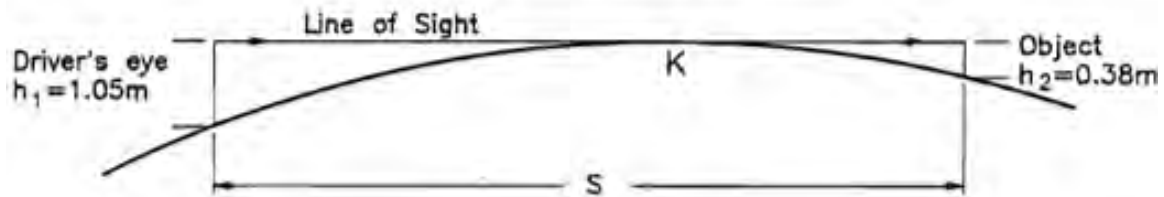




## Appendix 'D': Calculations

## CREST CURVE STOPPING SIGHT DISTANCE - WESTBOUND

LOCATION #1 - Sta. 0+383 to Sta. 0+456

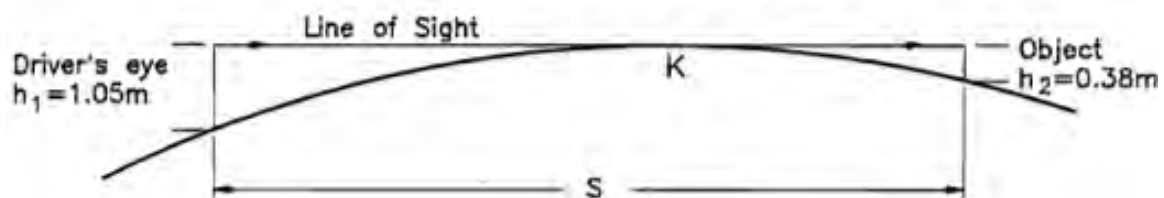


$$K = \frac{S^2}{200 h_1 (1 + \sqrt{h_2/h_1})^2}$$

K =	11.05	SSD =	78 m
h <sub>1</sub> =	1.08 m	Slope <sub>downward</sub> =	20 m
h <sub>2</sub> =	0.38 m	SSD <sub>downward</sub> =	98 m
V <sub>posted</sub> =	80 km/hr	V <sub>calculated</sub> =	60 km/hr
Slope <sub>1</sub> =	-1%		
Slope <sub>2</sub> =	9%		

## CREST CURVE STOPPING SIGHT DISTANCE - EASTBOUND

LOCATION #1 - Sta. 0+383 to Sta. 0+456

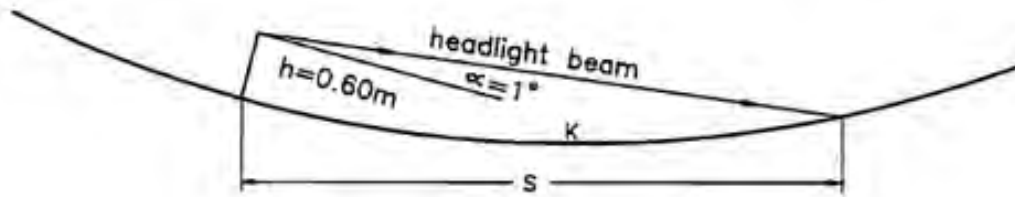


$$K = \frac{S^2}{200 h_1 (1 + \sqrt{h_2/h_1})^2}$$

K =	11.05	SSD =	78 m
h <sub>1</sub> =	1.08 m	Slope <sub>downward</sub> =	-30 m
h <sub>2</sub> =	0.38 m	SSD <sub>downward</sub> =	48 m
V <sub>posted</sub> =	80 km/hr	V <sub>calculated</sub> =	40 km/hr * CRITICAL
Slope <sub>1</sub> =	1%		
Slope <sub>2</sub> =	-9%		



SAG CURVE STOPPING SIGHT DISTANCE - WESTBOUND  
LOCATION #2 - Sta. 0+669 to Sta. 0+762

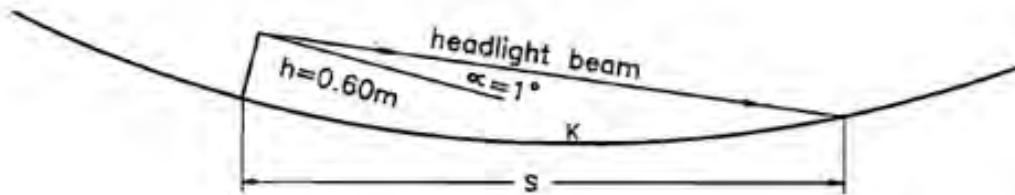


$$K = \frac{S^2}{200 (h + S \tan \alpha)}$$

$K = 9.09$   
 $h = 0.6 \text{ m}$   
 $V_{\text{posted}} = 80 \text{ km/hr}$   
 $\text{slope}_1 = 10\%$   
 $\text{slope}_2 = 0\%$

SSD =	53 m
Slope <sub>correction</sub> =	20 m
SSD <sub>correction</sub> =	73 m
V <sub>calculated</sub> =	50 km/hr

SAG CURVE STOPPING SIGHT DISTANCE - EASTBOUND  
LOCATION #2 - Sta. 0+669 to Sta. 0+762



$$K = \frac{S^2}{200 (h + S \tan \alpha)}$$

$K = 9.09$   
 $h = 0.6 \text{ m}$   
 $V_{\text{posted}} = 80 \text{ km/hr}$   
 $\text{slope}_1 = -10\%$   
 $\text{slope}_2 = 0\%$

SSD =	53 m
Slope <sub>correction</sub> =	-30 m
SSD <sub>correction</sub> =	23 m
V <sub>calculated</sub> =	30 km/hr * CRITICAL





HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #2 - Sta. 0+669 to Sta. 0+762 - WESTBOUND

$$e + f = \frac{V^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$V$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M = 5 \text{ m}$

$R = 110 \text{ m}$

$V_{\text{posted}} = 80 \text{ km/hr}$

$e = 0.04 \text{ m/m}$

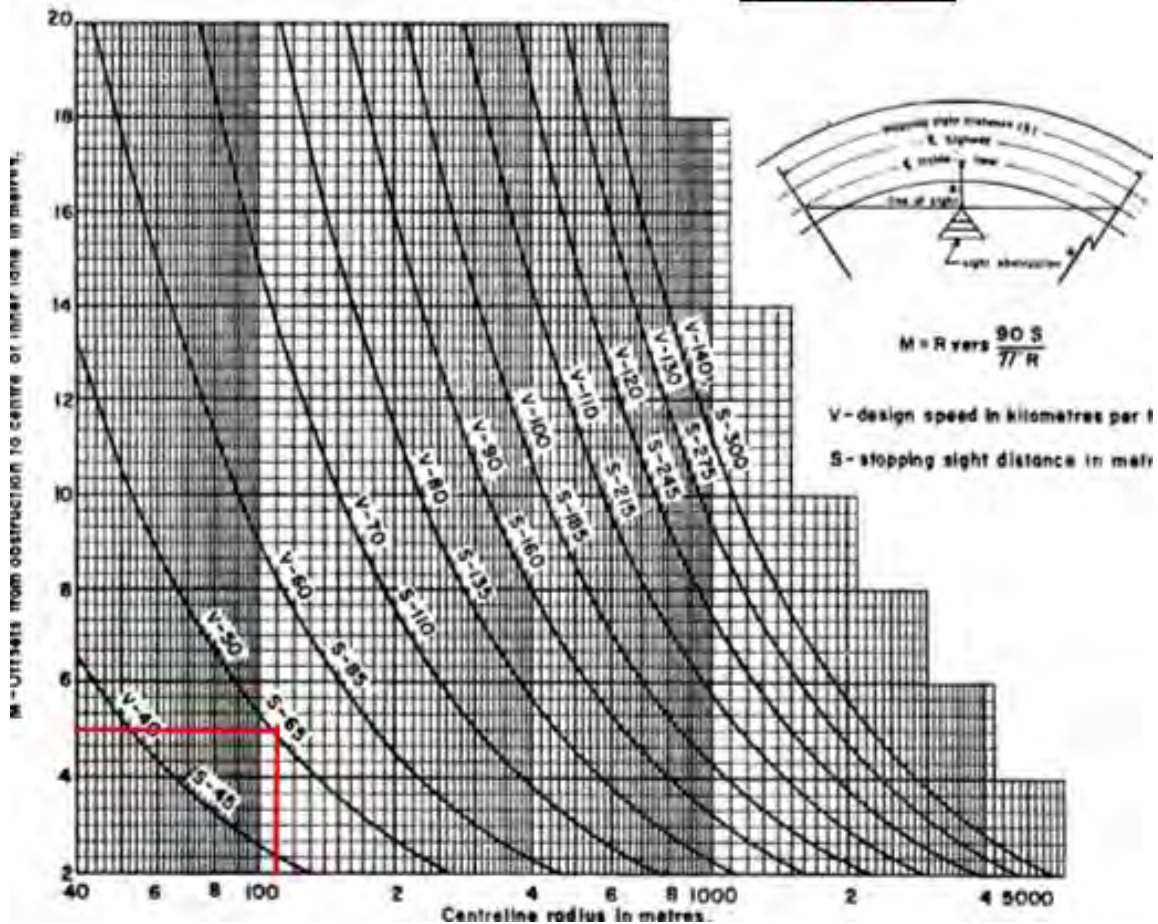
$f = 0.14$

$V_{\text{calculated}} = 50 \text{ km/hr}$

$SSD_{\text{calculated}} = 65 \text{ m}$

$V_{\text{graphical}} = 50 \text{ km/hr} \quad \text{+ CRITICAL}$

$SSD_{\text{graphical}} = 65 \text{ m}$



HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #2 - Sta. 0+669 to Sta. 0+762 - EASTBOUND

$$e + f = \frac{v^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$v$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M$  = 7 m

$R$  = 110 m

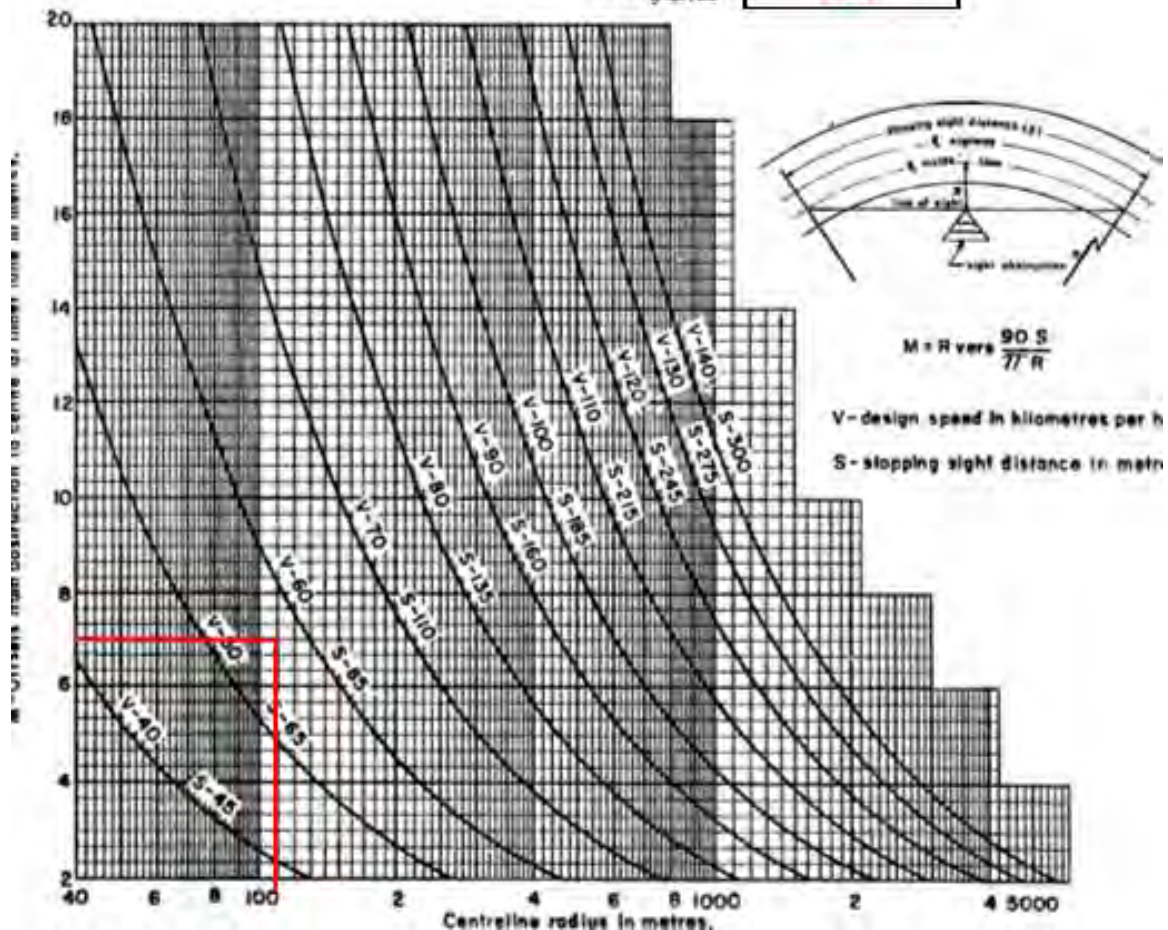
$V_{\text{posted}}$  = 80 km/hr

$e$  = -0.02 m/m

$f$  = 0.14

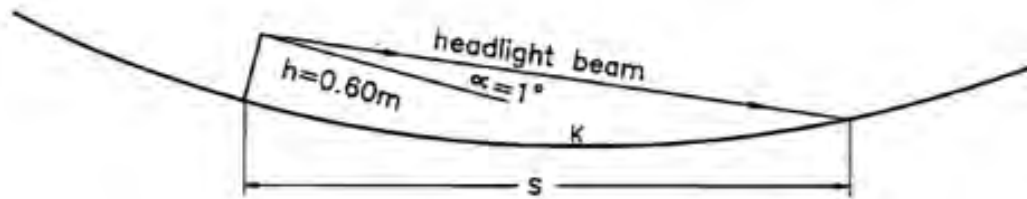
$V_{\text{calculated}}$  = 41 km/hr \* CRITICAL  
 $SSD_{\text{calculated}}$  = 45 m

$V_{\text{graphical}}$  = 50 km/hr  
 $SSD_{\text{graphical}}$  = 65 m





SAG CURVE STOPPING SIGHT DISTANCE - WESTBOUND  
LOCATION #3 - Sta. 0+868 to Sta. 1+013

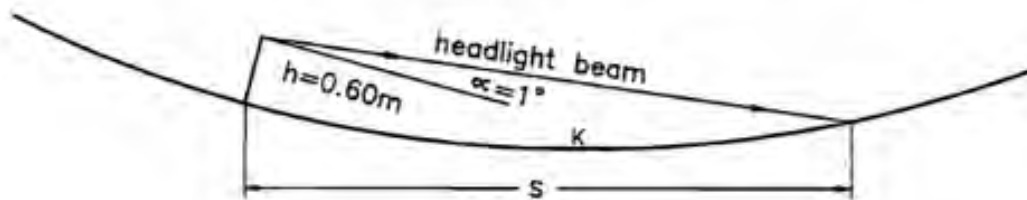


$$K = \frac{S^2}{200 (h + S \tan \alpha)}$$

$K = 26.29$   
 $h = 0.6 \text{ m}$   
 $V_{\text{posted}} = 80 \text{ km/hr}$   
 $\text{slope}_1 = -5\%$   
 $\text{slope}_2 = -1\%$

SSD =	118 m
Slope <sub>direction</sub> =	-10 m
SSD <sub>direction</sub> =	108 m
V <sub>calculated</sub> =	60 km/hr * CRITICAL

SAG CURVE STOPPING SIGHT DISTANCE - EASTBOUND  
LOCATION #3 - Sta. 0+868 to Sta. 1+013



$$K = \frac{S^2}{200 (h + S \tan \alpha)}$$

$K = 26.29$   
 $h = 0.6 \text{ m}$   
 $V_{\text{posted}} = 80 \text{ km/hr}$   
 $\text{slope}_1 = 5\%$   
 $\text{slope}_2 = 1\%$

SSD =	118 m
Slope <sub>direction</sub> =	10 m
SSD <sub>direction</sub> =	128 m
V <sub>calculated</sub> =	70 km/hr



HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #3 - Sta. 0+868 to Sta. 1+013 - WESTBOUND

$$e + f = \frac{V^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$V$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M = 16 \text{ m}$

$R = 170 \text{ m}$

$V_{\text{posted}} = 80 \text{ km/hr}$

$e = 0.01 \text{ m/m}$

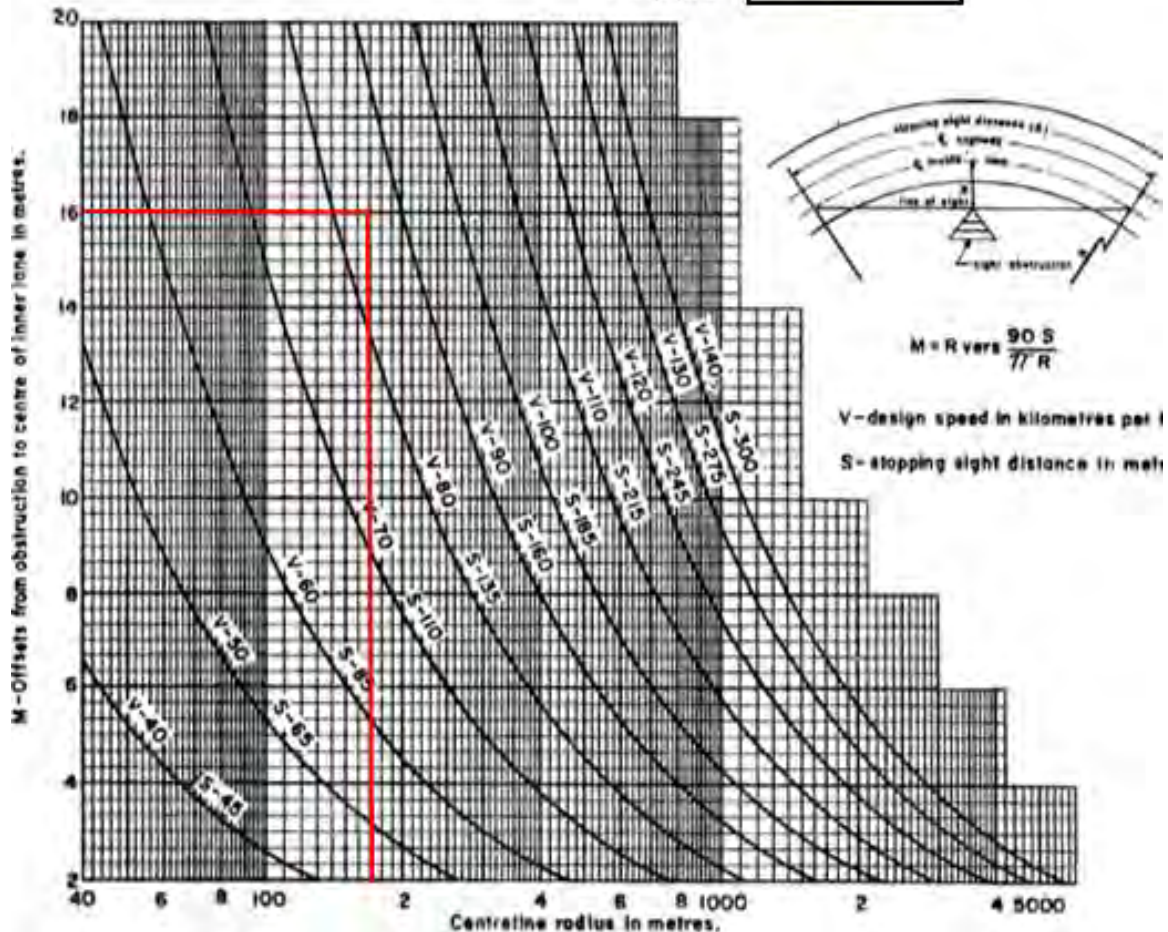
$f = 0.14$

$V_{\text{calculated}} = 57 \text{ km/hr} \quad \text{+ CRITICAL}$

$SSD_{\text{calculated}} = 65 \text{ m}$

$V_{\text{graphical}} = 80 \text{ km/hr}$

$SSD_{\text{graphical}} = 135 \text{ m}$





HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #3 - Sta. 0+868 to Sta. 1+013 - EASTBOUND

$$e + f = \frac{v^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$v$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M = 12 \text{ m}$

$R = 170 \text{ m}$

$V_{\text{posted}} = 80 \text{ km/hr}$

$e = 0.045 \text{ m/m}$

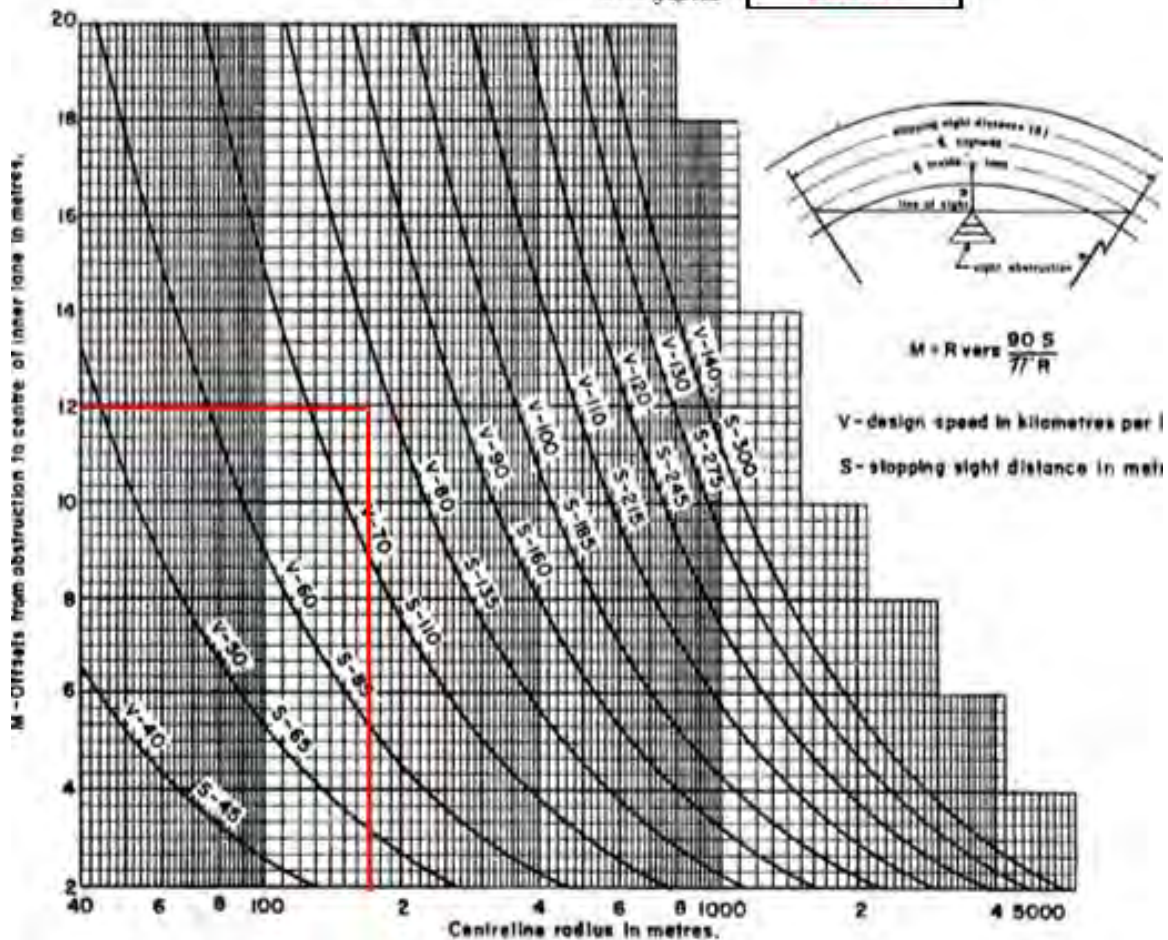
$f = 0.14$

$V_{\text{calculated}} = 63 \text{ km/hr}$  \* CRITICAL

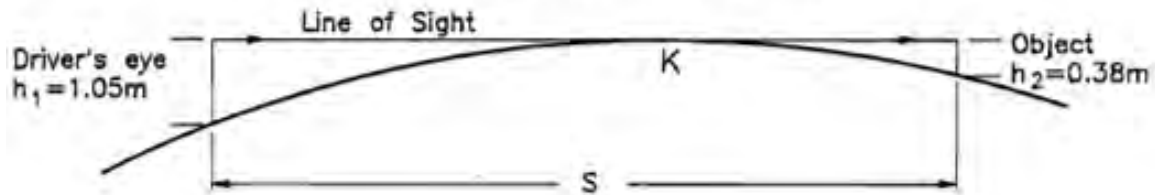
$SSD_{\text{calculated}} = 85 \text{ m}$

$V_{\text{graphical}} = 70 \text{ km/hr}$

$SSD_{\text{graphical}} = 110 \text{ m}$



CREST CURVE STOPPING SIGHT DISTANCE - WESTBOUND  
LOCATION #4 - Sta.1+055 to Sta. 1+193

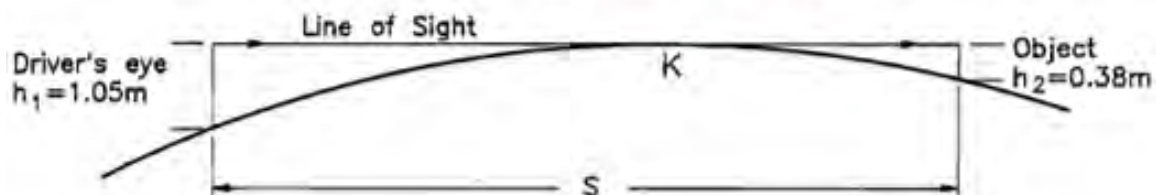


$$K = \frac{S^2}{200 h_1 (1 + \sqrt{h_2/h_1})^2}$$

$K =$   
 $h_1 = 1.08 \text{ m}$   
 $h_2 = 0.38 \text{ m}$   
 $V_{\text{posted}} = 80 \text{ km/hr}$   
 $\text{slope}_1 = -9\%$   
 $\text{slope}_2 = -9\%$

SSD =	30 m	* FROM HORIZONTAL CALCULATION
Slope <sub>connection</sub> =	-30 m	
SSD <sub>connection</sub> =	0 m	
V <sub>calculated</sub> =	30 km/hr	* CRITICAL

CREST CURVE STOPPING SIGHT DISTANCE - EASTBOUND  
LOCATION #4 - Sta.1+055 to Sta. 1+193



$$K = \frac{S^2}{200 h_1 (1 + \sqrt{h_2/h_1})^2}$$

$K =$   
 $h_1 = 1.08 \text{ m}$   
 $h_2 = 0.38 \text{ m}$   
 $V_{\text{posted}} = 80 \text{ km/hr}$   
 $\text{slope}_1 = 1\%$   
 $\text{slope}_2 = -9\%$

SSD =	45 m	* FROM HORIZONTAL CALCULATION
Slope <sub>connection</sub> =	-30 m	
SSD <sub>connection</sub> =	15 m	
V <sub>calculated</sub> =	30 km/hr	* CRITICAL





HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #4 - Sta. 1+055 to Sta. 1+193 - WESTBOUND

$$e + f = \frac{v^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$v$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M = 11 \text{ m}$

$R = 60 \text{ m}$

$V_{\text{passed}} = 80 \text{ km/hr}$

$e = -0.02 \text{ m/m}$

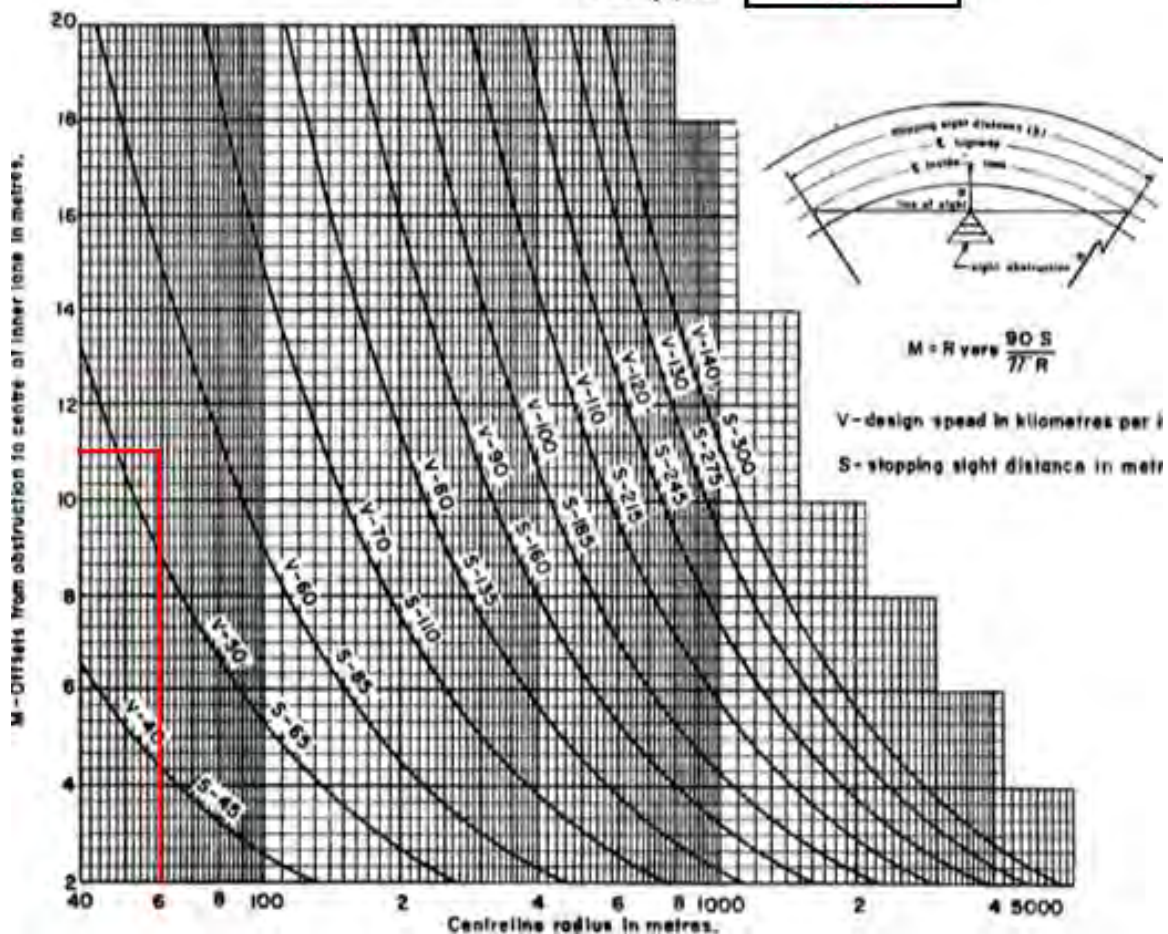
$f = 0.14$

$V_{\text{calculated}} = 31 \text{ km/hr} \quad \text{* CRITICAL}$

$SSD_{\text{calculated}} = 30 \text{ m}$

$V_{\text{graphical}} = 50 \text{ km/hr}$

$SSD_{\text{graphical}} = 65 \text{ m}$



HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #4 - Sta. 1+055 to Sta. 1+193 - EASTBOUND

$$e + f = \frac{V^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$V$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M = 7.3 \text{ m}$

$R = 60 \text{ m}$

$V_{\text{passed}} = 80 \text{ km/hr}$

$e = 0.076 \text{ m/m}$

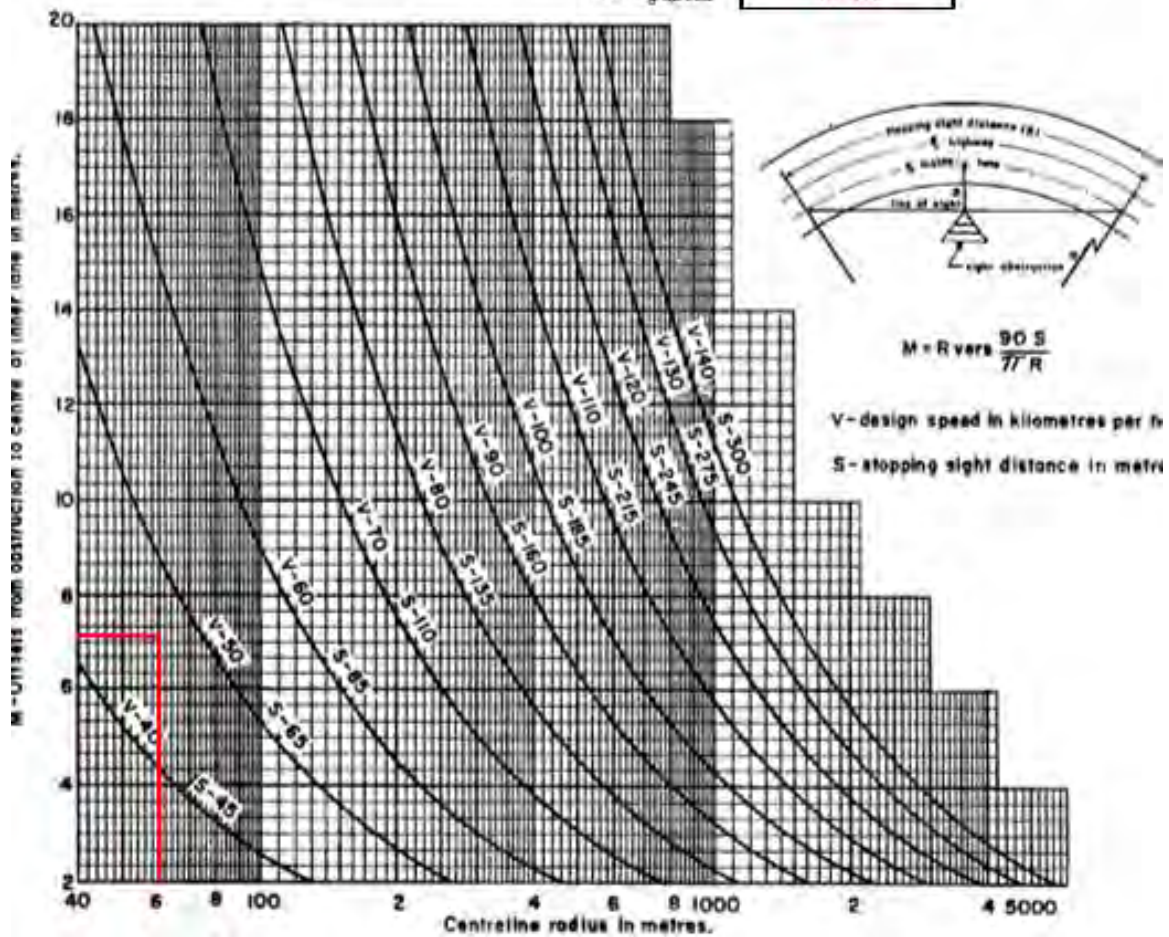
$f = 0.14$

$V_{\text{calculated}} = 41 \text{ km/hr}$

$SSD_{\text{calculated}} = 45 \text{ m}$

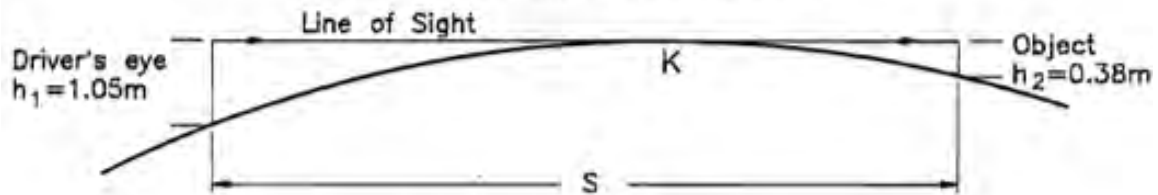
$V_{\text{graphical}} = 40 \text{ km/hr}$  \*CRITICAL

$SSD_{\text{graphical}} = 45 \text{ m}$





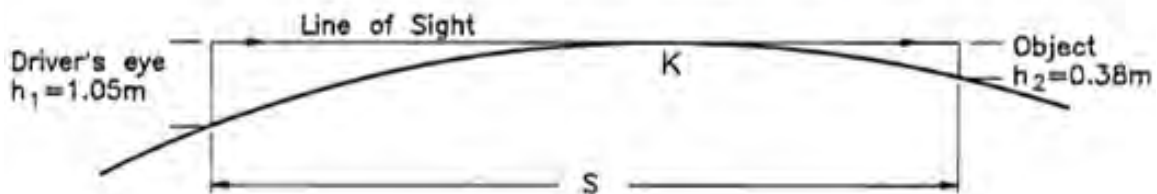
CREST CURVE STOPPING SIGHT DISTANCE - WESTBOUND  
LOCATION #5 - Sta. 1+378 to Sta. 1+448



$$K = \frac{S^2}{200 h_1 (1 + \sqrt{h_2/h_1})^2}$$

K =	8.33	SSD =	68 m
h <sub>1</sub> =	1.08 m	Slope <sub>correction</sub> =	-10 m
h <sub>2</sub> =	0.38 m	SSD <sub>correction</sub> =	58 m
V <sub>posted</sub> =	80 km/hr	V <sub>calculated</sub> =	40 km/hr * CRITICAL
Slope <sub>1</sub> =	3%		
Slope <sub>2</sub> =	-5%		

CREST CURVE STOPPING SIGHT DISTANCE - EASTBOUND  
LOCATION #5 - Sta. 1+378 to Sta. 1+448



$$K = \frac{S^2}{200 h_1 (1 + \sqrt{h_2/h_1})^2}$$

K =	8.33	SSD =	68 m
h <sub>1</sub> =	1.08 m	Slope <sub>correction</sub> =	-10 m
h <sub>2</sub> =	0.38 m	SSD <sub>correction</sub> =	58 m
V <sub>posted</sub> =	80 km/hr	V <sub>calculated</sub> =	40 km/hr * CRITICAL
Slope <sub>1</sub> =	5%		
Slope <sub>2</sub> =	-3%		



HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #6 - Sta. 1+713 to Sta. 1+769 - WESTBOUND

$$e + f = \frac{v^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$v$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M = 6 \text{ m}$

$R = 65 \text{ m}$

$V_{\text{passed}} = 80 \text{ km/hr}$

$e = 0.10 \text{ m/m}$

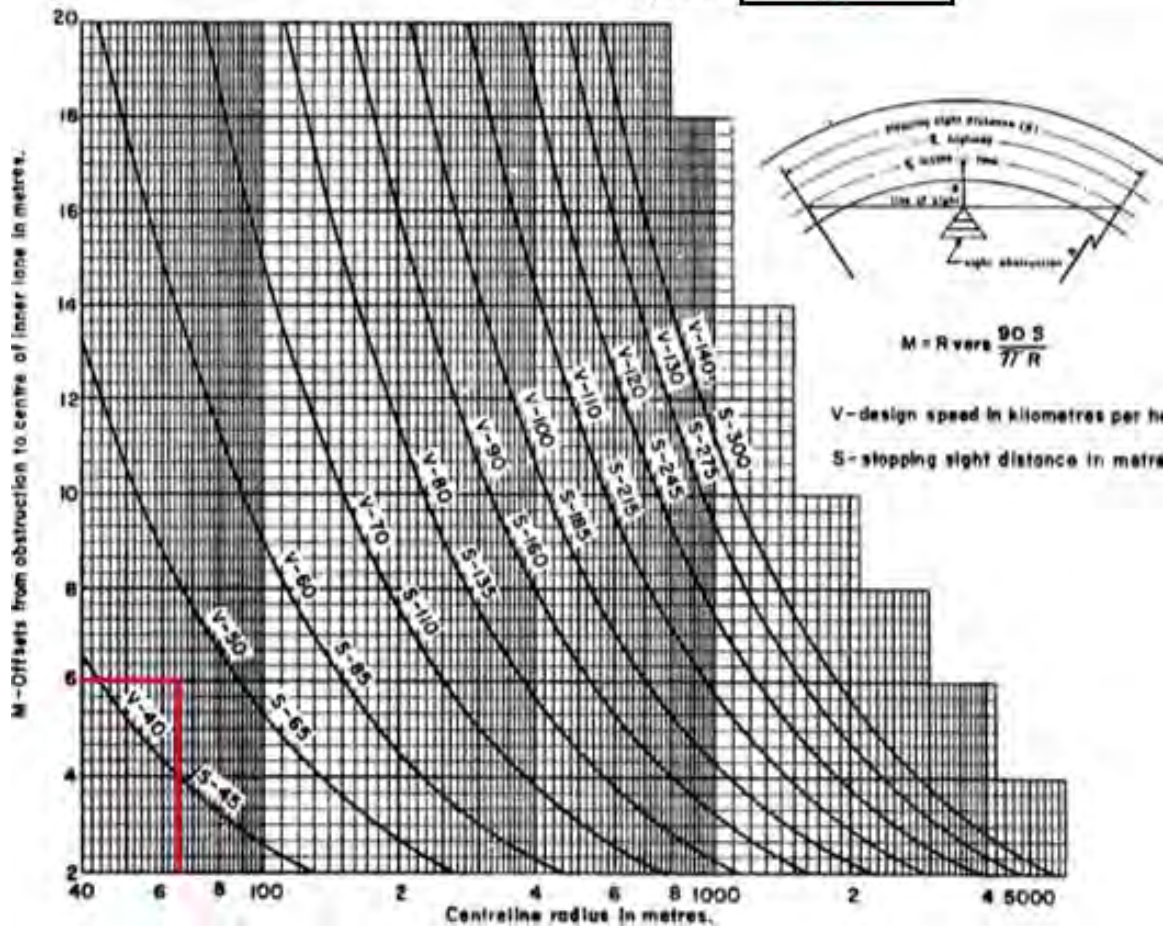
$f = 0.14$

$V_{\text{calculated}} = 45 \text{ km/hr}$

$SSD_{\text{calculated}} = 45 \text{ m}$

$V_{\text{graphical}} = 40 \text{ km/hr} \text{ * CRITICAL}$

$SSD_{\text{graphical}} = 45 \text{ m}$



HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #6- Sta. 1+713 to Sta. 1+713 - EASTBOUND

$$e + f = \frac{v^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$v$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M = 9.38 \text{ m}$

$R = 65 \text{ m}$

$V_{\text{posted}} = 80 \text{ km/hr}$

$e = 0.008 \text{ m/m}$

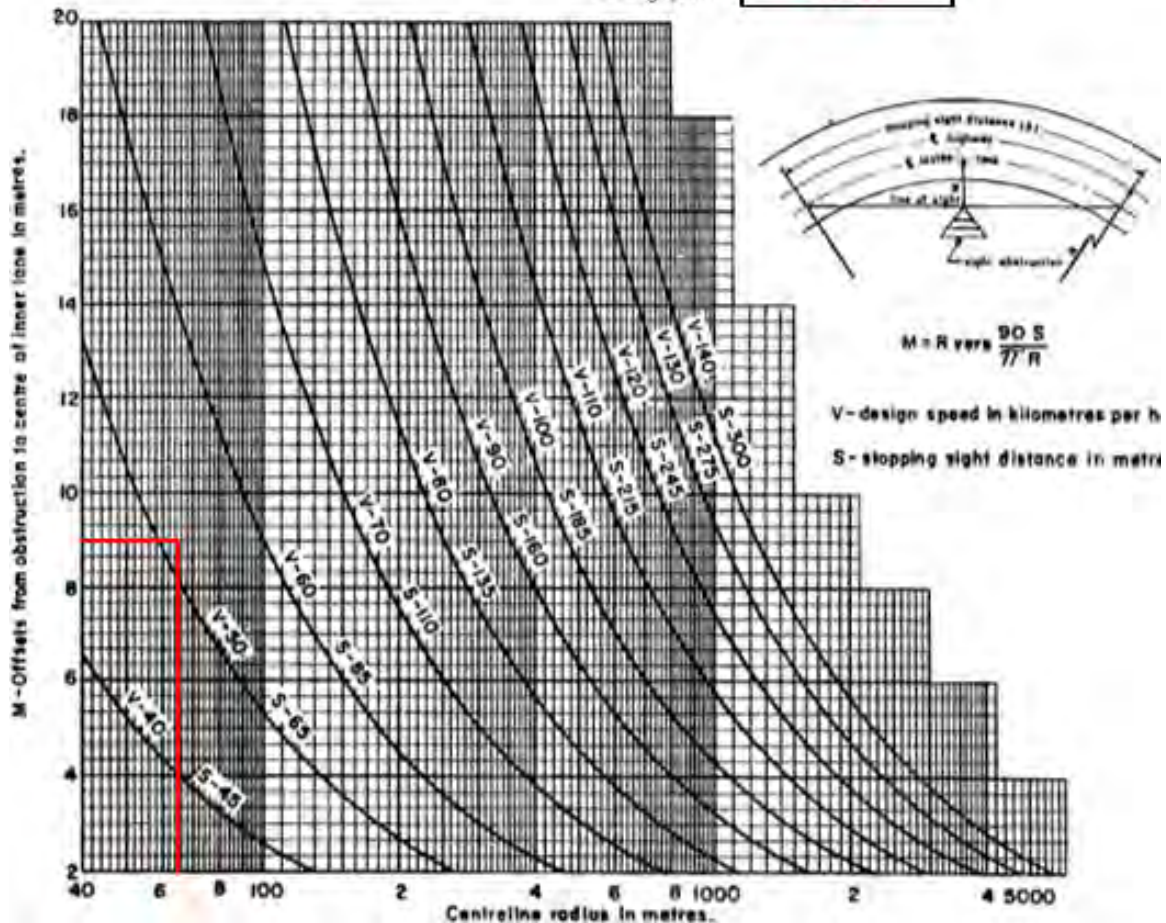
$f = 0.14$

$V_{\text{calculated}} = 35 \text{ km/hr}$  \* CRITICAL

$SSD_{\text{calculated}} = 30 \text{ m}$

$V_{\text{graphical}} = 50 \text{ km/hr}$

$SSD_{\text{graphical}} = 65 \text{ m}$





HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #7 - Sta.2+810 to Sta. 2+879 - WESTBOUND

$$e + f = \frac{V^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$V$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M$  = m

$R$  = 40 m

$V_{\text{posted}}$  = 80 km/hr

$e$  = 0.07 m/m

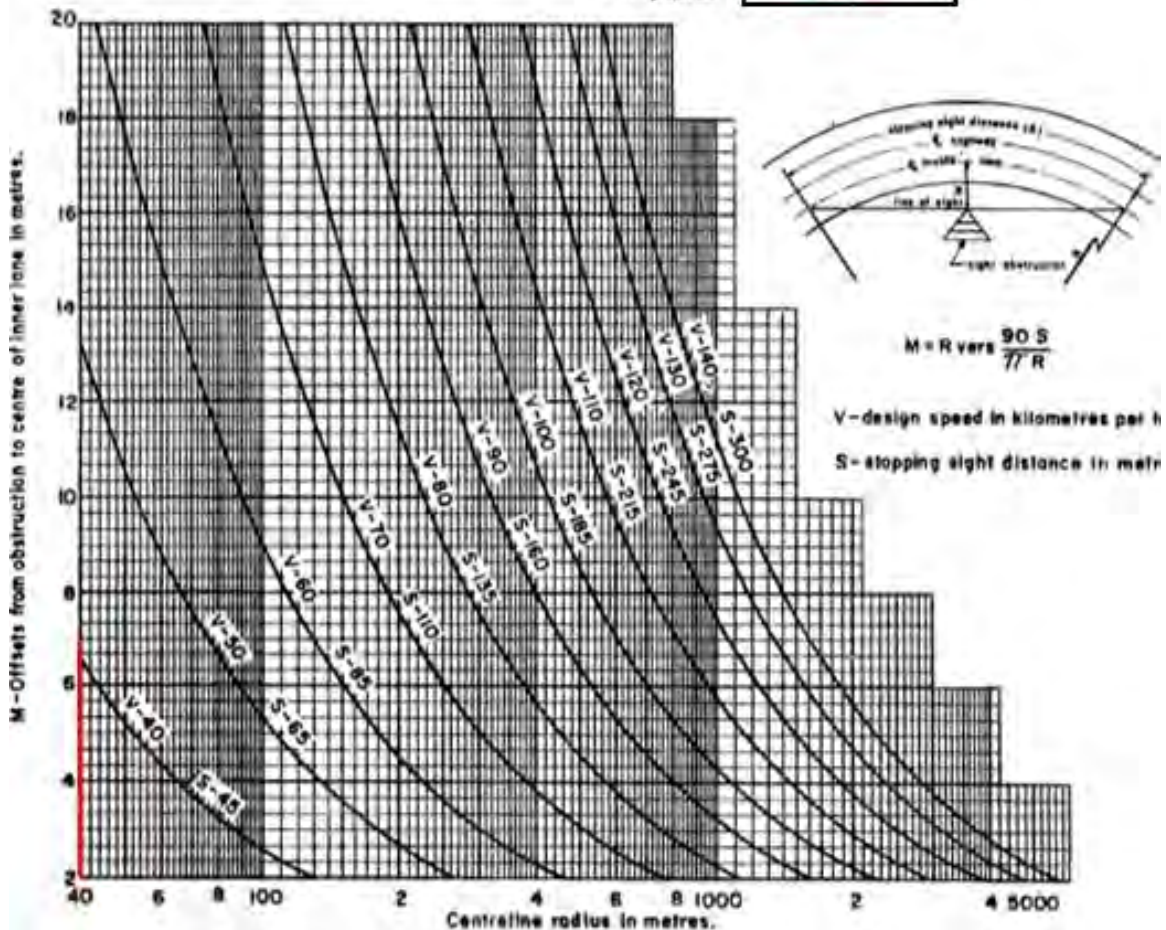
$f$  = 0.14

$V_{\text{calculated}}$  = 33 km/hr \* CRITICAL

$SSD_{\text{calculated}}$  = 30 m

$V_{\text{graphical}}$  = 40 km/hr

$SSD_{\text{graphical}}$  = 45 m



HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #7 - Sta.2+810 to Sta. 2+879 - EASTBOUND

$$e + f = \frac{v^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$v$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M =$  m

$R =$  40 m

$V_{\text{posted}} =$  80 km/hr

$e =$  0.016 m/m

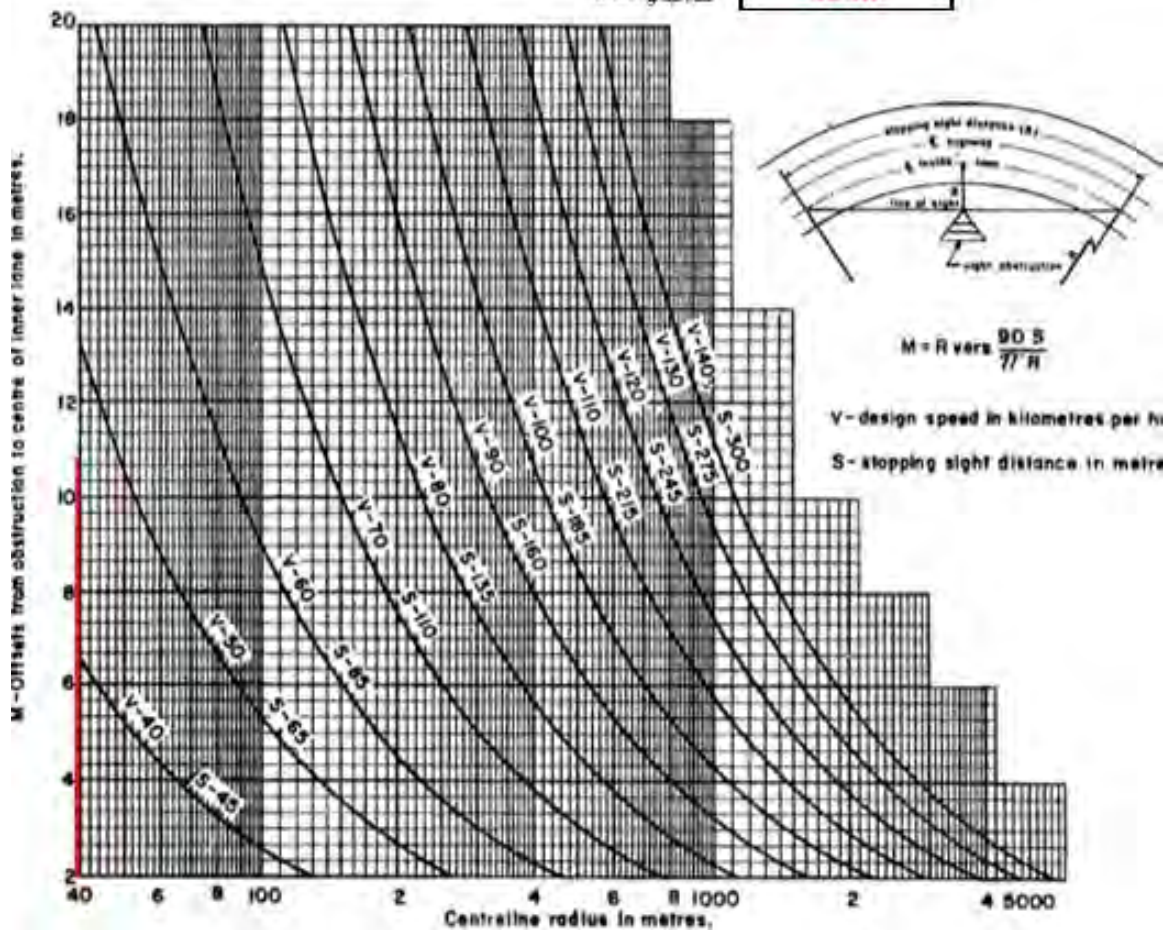
$f =$  0.14

$V_{\text{calculated}} =$  28 km/hr \* CRITICAL

$SSD_{\text{calculated}} =$  25 m

$V_{\text{graphical}} =$  40 km/hr

$SSD_{\text{graphical}} =$  45 m





HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #8 - Sta. 3+277 to Sta. 3+337 - WESTBOUND

$$e + f = \frac{v^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$v$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M$  = m

$R$  = 25 m

$V_{\text{posted}}$  = 80 km/hr

$e$  = 0.00 m/m

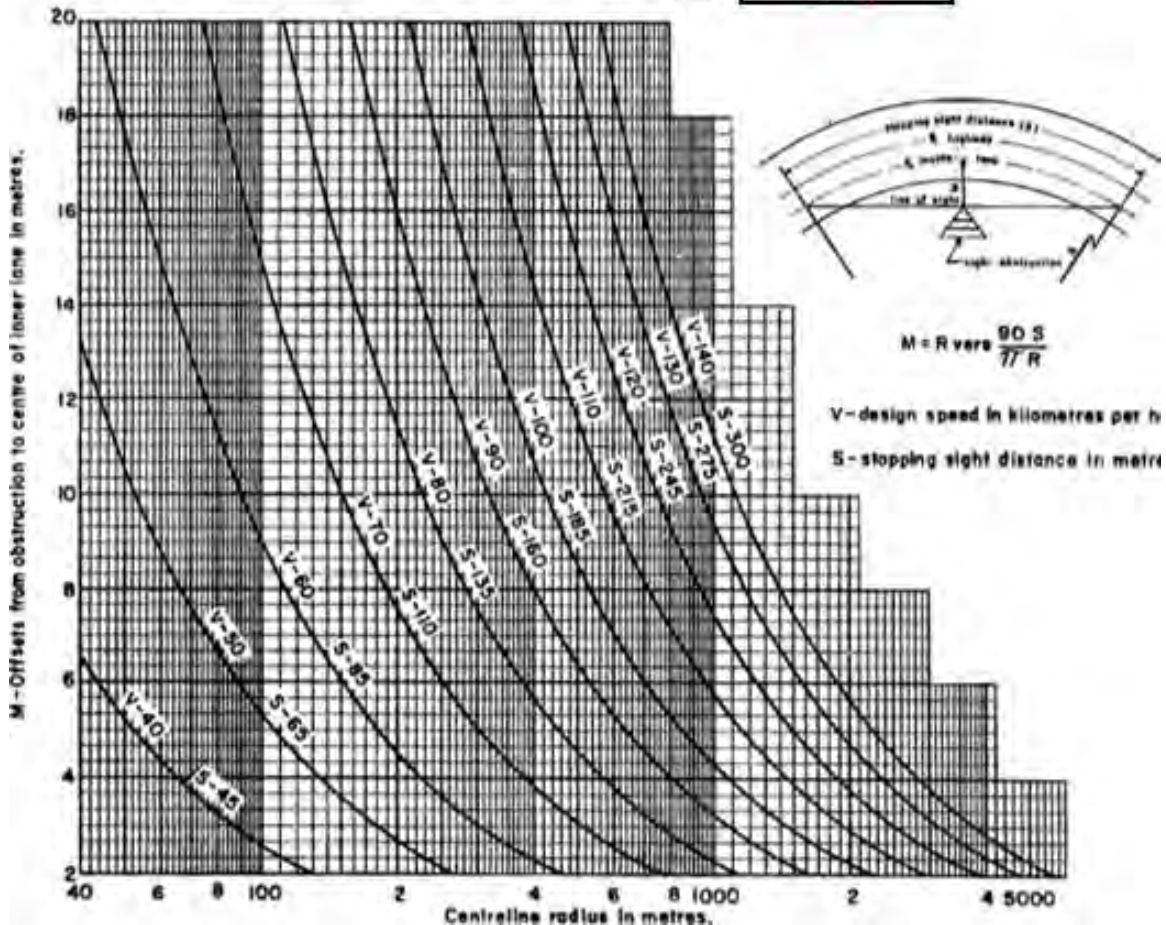
$f$  = 0.14

$V_{\text{calculated}}$  = 21 km/hr \* CRITICAL

$SSD_{\text{calculated}}$  = 25 m

$V_{\text{graphical}}$  = 40 km/hr

$SSD_{\text{graphical}}$  = 45 m





HORIZONTAL CURVE STOPPING SIGHT DISTANCE  
LOCATION #8 - Sta. 3+277 to Sta. 3+337 - EASTBOUND

$$e + f = \frac{v^2}{127R}$$

where  $e$  = pavement superelevation (tangent of the angle) the value of  $e$  being positive if the pavement slopes toward the centre of the curve

$f$  = coefficient of side friction force between vehicle tire and road pavement

$v$  = speed of the vehicle in kilometres per hour

$R$  = radius of curve in metres

$M$  = m

$R$  = 25 m

$V_{\text{posted}}$  = 80 km/hr

$e$  = 0.04 m/m

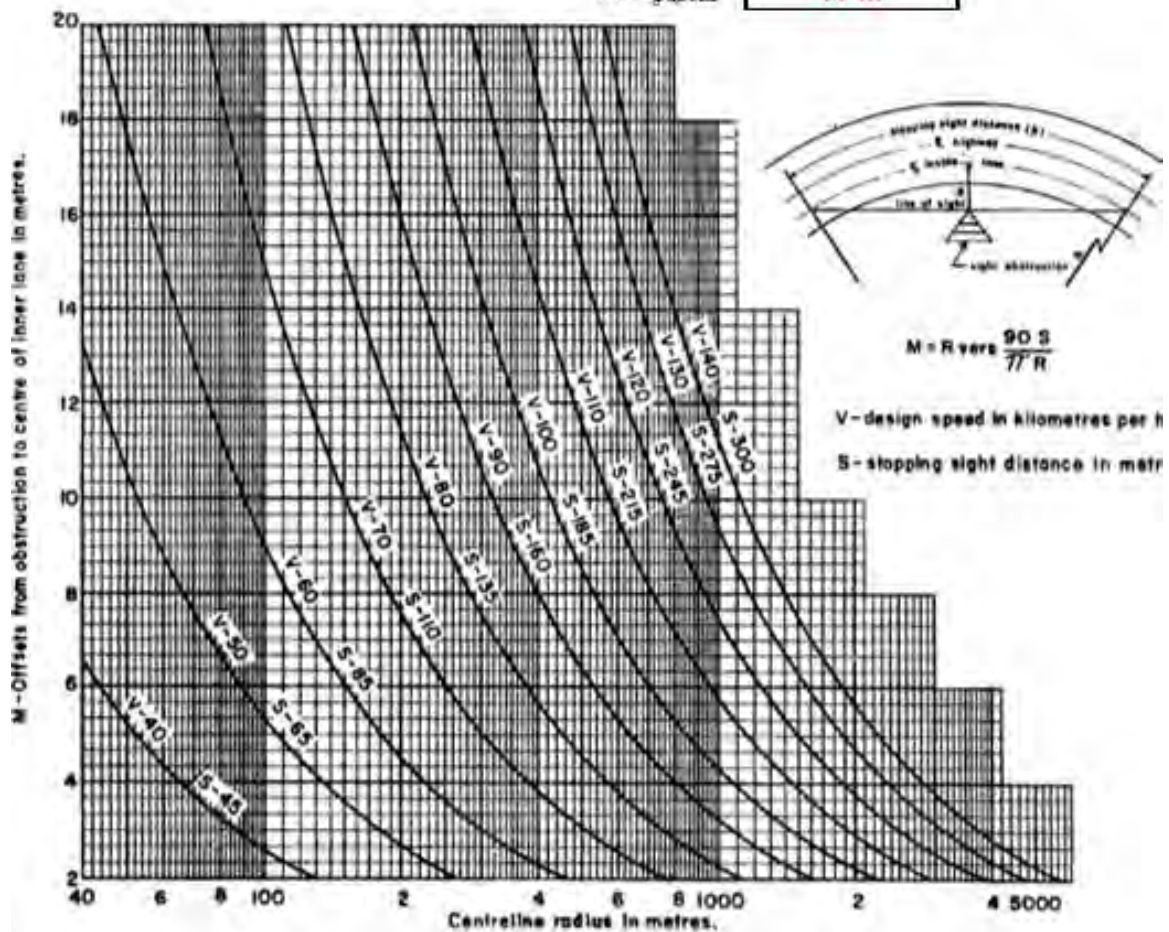
$f$  = 0.14

$V_{\text{calculated}}$  = 24 km/hr \* CRITICAL

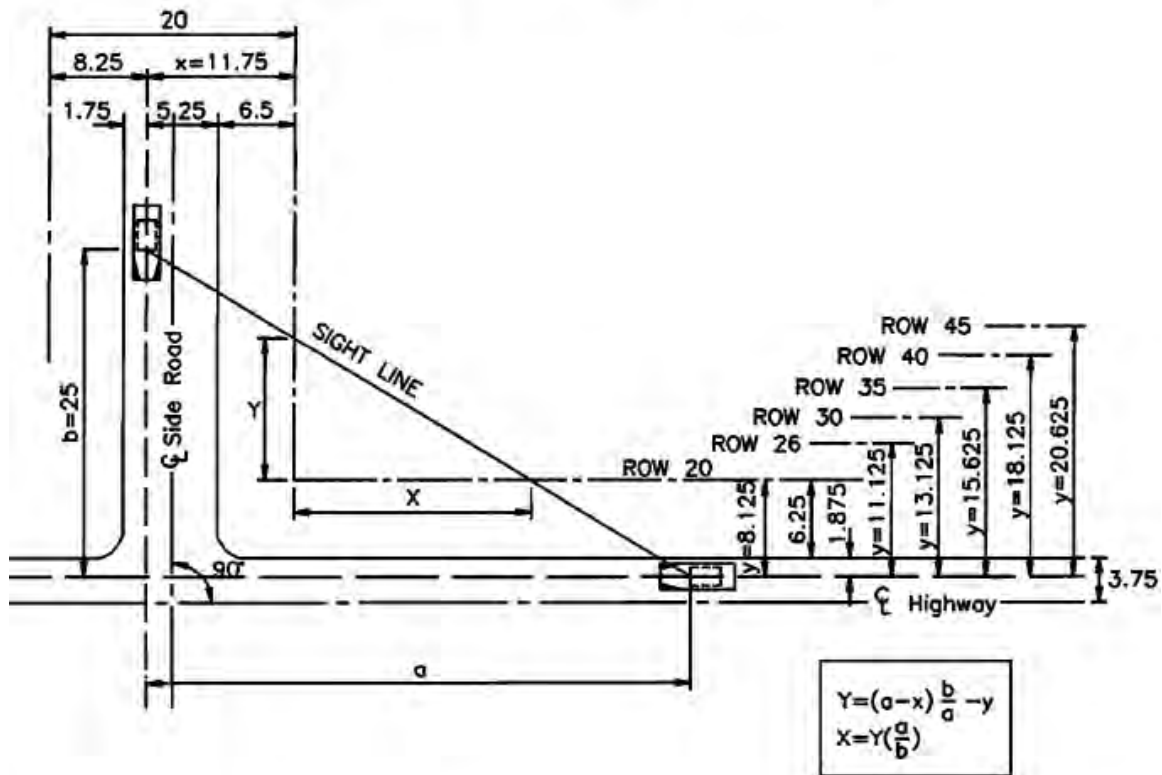
$SSD_{\text{calculated}}$  = 25 m

$V_{\text{graphical}}$  = 40 km/hr

$SSD_{\text{graphical}}$  = 45 m



INTERSECTION STOPPING SIGHT DISTANCE  
LOCATION #9 - SPARTA LINE & IMPERIAL ROAD



Imperial Road design Speed = 100 km/hr

a = 85

b = 25

y = 8.125

x = 11.75

Y = 14 m

X = 46 m

SSD = 185 m



Illumination Warrant Conditions - Summary		
Road Name	Location	Rating
Sparta Line	Location #1 - Vertical Crest Curve (sta. 0+383 to sta. 0+456)	74
Sparta Line	Location #2 - Horizontal & Vertical Curve (sta. 0+669 to sta. 0+762)	110
Sparta Line	Location #3 - Horizontal & Vertical Curve (sta. 0+868 to sta. 1+013)	99
Sparta Line	Location #4 - Horizontal & Vertical Curve (sta. 1+055 to sta. 1+193)	110
Sparta Line	Location #5 - Vertical Curve (sta. 1+378 to sta. 1+448)	73
Sparta Line	Location #6 - Horizontal Curve (sta. 1+713 to sta. 1+769)	74
Sparta Line	Location #7 - Horizontal Curve (sta. 2+810 to sta. 2+879)	74
Sparta Line	Location #8 - Horizontal Curve (sta. 3+277 to sta. 3+337)	74
Sparta Line	Location #9 - Sparta Line & Imperial Road Intersection	67

Roadway: Sparta LineLimits: Location #1 - Vertical Crest Curve (sta. 0+383 to sta. 0+456)Date: 10-Jan-25

Geometric Factors							
Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Number of Lanes	two	----	Three	Four	Five	Centre turning lane not present - 10	0
						If centre turning lane present - 100	0
Lane Drop	Two lanes are merged into one lane					75	0
Lane Width	> 3.50m	3.50m	3.25m	3.00m	< 3.00m	2	4
Max horizontal curvature (in degrees & radius) along any portion of the road segment	< 3.0° (580m)	3.0° - 6.0° (290m - 579m)	6.1° - 8.0° (220m - 289m)	8.1° - 10.0° (175m - 219m)	>10.0° (175m) or max curvature for the speed of road	10	0
Max downhill approach grades at or immediately before intersection on any leg	< 3.0°	3.1° - 3.9° and meets design guidelines for type & speed of road	4.0° - 4.9° and meets design guidelines for type & speed of road	5.0° - 7.0° and meets design guidelines for type & speed of road	>7.0° or exceeds max gradient for the type & speed of road	10	40
Sight Distance	> 210m	151-210m	91-150m	60-90m	< 60m	1	4



Median Width (m)	> 15m or barrier	----	10-15m	----	< 10m	1	4
Bike Lanes	No Bike Path	----	----	----	Bike Path Provided	2	0
Crosswalk	No Crosswalk	----	Painted Crosswalk	----	Bike Path Provided	2	0
Sidewalks	No Sidewalk	>5m from road	1-5m from road	----	Sidewalk abutting road	2	0
SUBTOTAL (Operational Factors)							52

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Road Classification	5,6	4	3	2	1	5	5
Median Openings or Driveway Entrances per km	< 3.0	3.0 - 5.0	5.1 - 8.0	8.1 - 10.0	> 10.0	5	0
Operating Speed	< 50	60	70	80	> 80	5	5
Parking	No Parking	Loading Zone	Off-Peak Only	Permitted One Side	Permitted both Sides	2	8
Pedestrian Traffic at Night (peds / km)	0 - 10	11 - 30	31 - 60	61 - 100	> 100	3	0
SUBTOTAL (Operational Factors)							18

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		



Adjacent road sections	> 2.0 km apart	----	500m - 2.0 km apart	----	< 500m apart	50	0
Type of land use	Undev.	Agri	Res.	Light Ind. Com.	Heavy Ind. Com.	4	4
Lighted Development	None	0 - 40%	41 - 60%	61 - 80%	Continuous	4	0
Railroad Tracks	None	----	Signalized	----	Signalized & Gates	10	0
Bridges						5	0
SUBTOTAL (Operational Factors)							4

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Ave. Ann. Night-time collision rate over the last 3-yr	0	1 per yr / km	2 per yr / km	----	> 2 per yr / km	< 3 collisions per year / km = 30	0
						3 or more collision per year / km = 50	0
SUBTOTAL (Operational Factors)							0

**Illumination Warrant Conditions****74**

Total Points > or = 200	Full Lighting Warranted
Total Points > 75, but less than 200:	Partial Lighting Warranted at key decision points, conflict points, and/or hazards
Total Points < or = 75	Lighting not Warranted





Roadway: Sparta LineLimits: Location #2 - Horizontal & Vertical Curve (sta. 0+669 to sta. 0+762)Date: 10-Jan-25

Geometric Factors							
Classification Factors	Rating					Weight	Score
	0	1	2	3	4		Weight x Ratings
Number of Lanes	two	----	Three	Four	Five	Centre turning lane not present - 10	0
						If centre turning lane present - 100	0
Lane Drop	Two lanes are merged into one lane					75	0
Lane Width	> 3.50m	3.50m	3.25m	3.00m	< 3.00m	2	4
Max horizontal curvature (in degrees & radius) along any portion of the road segment	< 3.0° (580m)	3.0° - 6.0° (290m - 579m)	6.1° - 8.0° (220m - 289m)	8.1° - 10.0° (175m - 219m)	>10.0° (175m) or max curvature for the speed of road	10	40
Max downhill approach grades at or immediately before intersection on any leg	< 3.0°	3.1° - 3.9° and meets design guidelines for type & speed of road	4.0° - 4.9° and meets design guidelines for type & speed of road	5.0° - 7.0° and meets design guidelines for type & speed of road	>7.0° or exceeds max gradient for the type & speed of road	10	40
Sight Distance	> 210m	151- 210m	91-150m	60-90m	< 60m	1	4



Median Width (m)	> 15m or barrier	----	10-15m	----	< 10m	1	4
Bike Lanes	No Bike Path	----	----	----	Bike Path Provided	2	0
Crosswalk	No Crosswalk	----	Painted Crosswalk	----	Bike Path Provided	2	0
Sidewalks	No Sidewalk	>5m from road	1-5m from road	----	Sidewalk abutting road	2	0
SUBTOTAL (Operational Factors)							92

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Road Classification	5,6	4	3	2	1	5	5
Median Openings or Driveway Entrances per km	< 3.0	3.0 - 5.0	5.1 - 8.0	8.1 - 10.0	> 10.0	5	0
Operating Speed	< 50	60	70	80	> 80	5	5
Parking	No Parking	Loading Zone	Off-Peak Only	Permitted One Side	Permitted both Sides	2	8
Pedestrian Traffic at Night (peds / km)	0 - 10	11 - 30	31 - 60	61 - 100	> 100	3	0
SUBTOTAL (Operational Factors)							18

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		



Adjacent road sections	> 2.0 km apart	----	500m - 2.0 km apart	----	< 500m apart	50	0
Type of land use	Undev.	Agri	Res.	Light Ind. Com.	Heavy Ind. Com.	4	0
Lighted Development	None	0 - 40%	41 - 60%	61 - 80%	Continuous	4	0
Railroad Tracks	None	----	Signalized	----	Signalized & Gates	10	0
Bridges						5	0
SUBTOTAL (Operational Factors)							0

**Operational Factors**

Classification Factors	Rating					Weight	Score
	0	1	2	3	4		Weight x Ratings
Ave. Ann. Night-time collision rate over the last 3-yr	0	1 per yr / km	2 per yr / km	----	> 2 per yr / km	< 3 collisions per year / km = 30	0
						3 or more collision per year / km = 50	0
SUBTOTAL (Operational Factors)							0

**Illumination Warrant Conditions****110**

Total Points > or = 200	Full Lighting Warranted
Total Points > 75, but less than 200:	Partial Lighting Warranted at key decision points, conflict points, and/or hazards
Total Points < or = 75	Lighting not Warranted



Roadway: Sparta LineLimits: Location #3 - Horizontal & Vertical Curve (sta. 0+868 to sta. 1+013)Date: 10-Jan-25

Geometric Factors							
Classification Factors	Rating					Weight	Score
	0	1	2	3	4		Weight x Ratings
Number of Lanes	two	----	Three	Four	Five	Centre turning lane not present - 10	0
						If centre turning lane present - 100	0
Lane Drop	Two lanes are merged into one lane					75	0
Lane Width	> 3.50m	3.50m	3.25m	3.00m	< 3.00m	2	4
Max horizontal curvature (in degrees & radius) along any portion of the road segment	< 3.0° (580m)	3.0° - 6.0° (290m - 579m)	6.1° - 8.0° (220m - 289m)	8.1° - 10.0° (175m - 219m)	>10.0° (175m) or max curvature for the speed of road	10	40
Max downhill approach grades at or immediately before intersection on any leg	< 3.0°	3.1° - 3.9° and meets design guidelines for type & speed of road	4.0° - 4.9° and meets design guidelines for type & speed of road	5.0° - 7.0° and meets design guidelines for type & speed of road	>7.0° or exceeds max gradient for the type & speed of road	10	30
Sight Distance	> 210m	151- 210m	91-150m	60-90m	< 60m	1	3
Median Width (m)	> 15m or barrier	----	10-15m	----	< 10m	1	4



Bike Lanes	No Bike Path	----	----	----	Bike Path Provided	2	0
Crosswalk	No Crosswalk	----	Painted Crosswalk	----	Bike Path Provided	2	0
Sidewalks	No Sidewalk	>5m from road	1-5m from road	----	Sidewalk abutting road	2	0
SUBTOTAL (Operational Factors)							81

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Road Classification	5,6	4	3	2	1	5	5
Median Openings or Driveway Entrances per km	< 3.0	3.0 - 5.0	5.1 - 8.0	8.1 - 10.0	> 10.0	5	0
Operating Speed	< 50	60	70	80	> 80	5	5
Parking	No Parking	Loading Zone	Off-Peak Only	Permitted One Side	Permitted both Sides	2	8
Pedestrian Traffic at Night (peds / km)	0 - 10	11 - 30	31 - 60	61 - 100	> 100	3	0
SUBTOTAL (Operational Factors)							18

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Adjacent road sections	> 2.0 km apart	----	500m - 2.0 km apart	----	< 500m apart	50	0



Type of land use	Undev.	Agri	Res.	Light Ind. Com.	Heavy Ind. Com.	4	0
Lighted Development	None	0 - 40%	41 - 60%	61 - 80%	Continuous	4	0
Railroad Tracks	None	----	Signalized	----	Signalized & Gates	10	0
Bridges						5	0
SUBTOTAL (Operational Factors)							0
Operational Factors							
Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Ave. Ann. Night-time collision rate over the last 3-yr	0	1 per yr / km	2 per yr / km	----	> 2 per yr / km	< 3 collisions per year / km = 30	0
						3 or more collision per year / km = 50	0
SUBTOTAL (Operational Factors)							0

Illumination Warrant Conditions

99

Total Points > or = 200	Full Lighting Warranted
Total Points > 75, but less than 200:	Partial Lighting Warranted at key decision points, conflict points, and/or hazards
Total Points < or = 75	Lighting not Warranted





Roadway: Sparta LineLimits: Location #4 - Horizontal & Vertical Curve (sta. 1+055 to sta. 1+193)Date: 10-Jan-25

Geometric Factors							
Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Number of Lanes	two	----	Three	Four	Five	Centre turning lane not present - 10	0
						If centre turning lane present - 100	0
Lane Drop	Two lanes are merged into one lane					75	0
Lane Width	> 3.50m	3.50m	3.25m	3.00m	< 3.00m	2	4
Max horizontal curvature (in degrees & radius) along any portion of the road segment	< 3.0° (580m)	3.0° - 6.0° (290m - 579m)	6.1° - 8.0° (220m - 289m)	8.1° - 10.0° (175m - 219m)	>10.0° (175m) or max curvature for the speed of road	10	40
Max downhill approach grades at or immediately before intersection on any leg	< 3.0°	3.1° - 3.9° and meets design guidelines for type & speed of road	4.0° - 4.9° and meets design guidelines for type & speed of road	5.0° - 7.0° and meets design guidelines for type & speed of road	>7.0° or exceeds max gradient for the type & speed of road	10	40
Sight Distance	> 210m	151-210m	91-150m	60-90m	< 60m	1	4



Median Width (m)	> 15m or barrier	----	10-15m	----	< 10m	1	4
Bike Lanes	No Bike Path	----	----	----	Bike Path Provided	2	0
Crosswalk	No Crosswalk	----	Painted Crosswalk	----	Bike Path Provided	2	0
Sidewalks	No Sidewalk	>5m from road	1-5m from road	----	Sidewalk abutting road	2	0
SUBTOTAL (Operational Factors)							92

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Road Classification	5,6	4	3	2	1	5	5
Median Openings or Driveway Entrances per km	< 3.0	3.0 - 5.0	5.1 - 8.0	8.1 - 10.0	> 10.0	5	0
Operating Speed	< 50	60	70	80	> 80	5	5
Parking	No Parking	Loading Zone	Off-Peak Only	Permitted One Side	Permitted both Sides	2	8
Pedestrian Traffic at Night (peds / km)	0 - 10	11 - 30	31 - 60	61 - 100	> 100	3	0
SUBTOTAL (Operational Factors)							18

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		



Adjacent road sections	> 2.0 km apart	----	500m - 2.0 km apart	----	< 500m apart	50	0
Type of land use	Undev.	Agri	Res.	Light Ind. Com.	Heavy Ind. Com.	4	0
Lighted Development	None	0 - 40%	41 - 60%	61 - 80%	Continuous	4	0
Railroad Tracks	None	----	Signalized	----	Signalized & Gates	10	0
Bridges						5	0
SUBTOTAL (Operational Factors)							0

**Operational Factors**

Classification Factors	Rating					Weight	Score
	0	1	2	3	4		Weight x Ratings
Ave. Ann. Night-time collision rate over the last 3-yr	0	1 per yr / km	2 per yr / km	----	> 2 per yr / km	< 3 collisions per year / km = 30	0
						3 or more collision per year / km = 50	0
SUBTOTAL (Operational Factors)							0

**Illumination Warrant Conditions****110**

Total Points > or = 200	Full Lighting Warranted
Total Points > 75, but less than 200:	Partial Lighting Warranted at key decision points, conflict points, and/or hazards
Total Points < or = 75	Lighting not Warranted



Roadway: Sparta Line Limits: Location #5 - Vertical Curve (sta. 1+378 to sta. 1+448) Date: 10-Jan-25

Geometric Factors							
Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Number of Lanes	two	----	Three	Four	Five	Centre turning lane not present - 10	0
						If centre turning lane present - 100	0
Lane Drop	Two lanes are merged into one lane					75	0
Lane Width	> 3.50m	3.50m	3.25m	3.00m	< 3.00m	2	4
Max horizontal curvature (in degrees & radius) along any portion of the road segment	< 3.0° (580m)	3.0° - 6.0° (290m - 579m)	6.1° - 8.0° (220m - 289m)	8.1° - 10.0° (175m - 219m)	>10.0° (175m) or max curvature for the speed of road	10	0
Max downhill approach grades at or immediately before intersection on any leg	< 3.0°	3.1° - 3.9° and meets design guidelines for type & speed of road	4.0° - 4.9° and meets design guidelines for type & speed of road	5.0° - 7.0° and meets design guidelines for type & speed of road	>7.0° or exceeds max gradient for the type & speed of road	10	30
Sight Distance	> 210m	151- 210m	91-150m	60-90m	< 60m	1	4



Median Width (m)	> 15m or barrier	----	10-15m	----	< 10m	1	4
Bike Lanes	No Bike Path	----	----	----	Bike Path Provided	2	0
Crosswalk	No Crosswalk	----	Painted Crosswalk	----	Bike Path Provided	2	0
Sidewalks	No Sidewalk	>5m from road	1-5m from road	----	Sidewalk abutting road	2	0
SUBTOTAL (Operational Factors)							42

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Road Classification	5,6	4	3	2	1	5	5
Median Openings or Driveway Entrances per km	< 3.0	3.0 - 5.0	5.1 - 8.0	8.1 - 10.0	> 10.0	5	5
Operating Speed	< 50	60	70	80	> 80	5	5
Parking	No Parking	Loading Zone	Off-Peak Only	Permitted One Side	Permitted both Sides	2	8
Pedestrian Traffic at Night (peds / km)	0 - 10	11 - 30	31 - 60	61 - 100	> 100	3	0
SUBTOTAL (Operational Factors)							23

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		



Adjacent road sections	> 2.0 km apart	----	500m - 2.0 km apart	----	< 500m apart	50	0
Type of land use	Undev.	Agri	Res.	Light Ind. Com.	Heavy Ind. Com.	4	8
Lighted Development	None	0 - 40%	41 - 60%	61 - 80%	Continuous	4	0
Railroad Tracks	None	----	Signalized	----	Signalized & Gates	10	0
Bridges						5	0
SUBTOTAL (Operational Factors)							8

**Operational Factors**

Classification Factors	Rating					Weight	Score
	0	1	2	3	4		Weight x Ratings
Ave. Ann. Night-time collision rate over the last 3-yr	0	1 per yr / km	2 per yr / km	----	> 2 per yr / km	< 3 collisions per year / km = 30	0
						3 or more collision per year / km = 50	0
SUBTOTAL (Operational Factors)							0

**Illumination Warrant Conditions****73**

Total Points > or = 200	Full Lighting Warranted
Total Points > 75, but less than 200:	Partial Lighting Warranted at key decision points, conflict points, and/or hazards
Total Points < or = 75	Lighting not Warranted





Roadway: Sparta Line Limits: Location #6 - Horizontal Curve (sta. 1+713 to sta. 1+769) Date: 10-Jan-25

Geometric Factors							
Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Number of Lanes	two	----	Three	Four	Five	Centre turning lane not present - 10	0
						If centre turning lane present - 100	0
Lane Drop	Two lanes are merged into one lane					75	0
Lane Width	> 3.50m	3.50m	3.25m	3.00m	< 3.00m	2	4
Max horizontal curvature (in degrees & radius) along any portion of the road segment	< 3.0° (580m)	3.0° - 6.0° (290m - 579m)	6.1° - 8.0° (220m - 289m)	8.1° - 10.0° (175m - 219m)	>10.0° (175m) or max curvature for the speed of road	10	40
Max downhill approach grades at or immediately before intersection on any leg	< 3.0°	3.1° - 3.9° and meets design guidelines for type & speed of road	4.0° - 4.9° and meets design guidelines for type & speed of road	5.0° - 7.0° and meets design guidelines for type & speed of road	>7.0° or exceeds max gradient for the type & speed of road	10	0
Sight Distance	> 210m	151-210m	91-150m	60-90m	< 60m	1	4



Median Width (m)	> 15m or barrier	----	10-15m	----	< 10m	1	4
Bike Lanes	No Bike Path	----	----	----	Bike Path Provided	2	0
Crosswalk	No Crosswalk	----	Painted Crosswalk	----	Bike Path Provided	2	0
Sidewalks	No Sidewalk	>5m from road	1-5m from road	----	Sidewalk abutting road	2	0
SUBTOTAL (Operational Factors)							52

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Road Classification	5,6	4	3	2	1	5	5
Median Openings or Driveway Entrances per km	< 3.0	3.0 - 5.0	5.1 - 8.0	8.1 - 10.0	> 10.0	5	0
Operating Speed	< 50	60	70	80	> 80	5	5
Parking	No Parking	Loading Zone	Off-Peak Only	Permitted One Side	Permitted both Sides	2	8
Pedestrian Traffic at Night (peds / km)	0 - 10	11 - 30	31 - 60	61 - 100	> 100	3	0
SUBTOTAL (Operational Factors)							18

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		



Adjacent road sections	> 2.0 km apart	----	500m - 2.0 km apart	----	< 500m apart	50	0
Type of land use	Undev.	Agri	Res.	Light Ind. Com.	Heavy Ind. Com.	4	4
Lighted Development	None	0 - 40%	41 - 60%	61 - 80%	Continuous	4	0
Railroad Tracks	None	----	Signalized	----	Signalized & Gates	10	0
Bridges						5	0
SUBTOTAL (Operational Factors)							4

**Operational Factors**

Classification Factors	Rating					Weight	Score
	0	1	2	3	4		Weight x Ratings
Ave. Ann. Night-time collision rate over the last 3-yr	0	1 per yr / km	2 per yr / km	----	> 2 per yr / km	< 3 collisions per year / km = 30	0
						3 or more collision per year / km = 50	0
SUBTOTAL (Operational Factors)							0

**Illumination Warrant Conditions****74**

Total Points > or = 200	Full Lighting Warranted
Total Points > 75, but less than 200:	Partial Lighting Warranted at key decision points, conflict points, and/or hazards
Total Points < or = 75	Lighting not Warranted



Roadway: Sparta LineLimits: Location #7 - Horizontal Curve (sta. 2+810 to sta. 2+879)Date: 10-Jan-25

Geometric Factors							
Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Number of Lanes	two	----	Three	Four	Five	Centre turning lane not present - 10	0
						If centre turning lane present - 100	0
Lane Drop	Two lanes are merged into one lane					75	0
Lane Width	> 3.50m	3.50m	3.25m	3.00m	< 3.00m	2	4
Max horizontal curvature (in degrees & radius) along any portion of the road segment	< 3.0° (580m)	3.0° - 6.0° (290m - 579m)	6.1° - 8.0° (220m - 289m)	8.1° - 10.0° (175m - 219m)	>10.0° (175m) or max curvature for the speed of road	10	40
Max downhill approach grades at or immediately before intersection on any leg	< 3.0°	3.1° - 3.9° and meets design guidelines for type & speed of road	4.0° - 4.9° and meets design guidelines for type & speed of road	5.0° - 7.0° and meets design guidelines for type & speed of road	>7.0° or exceeds max gradient for the type & speed of road	10	0
Sight Distance	> 210m	151-210m	91-150m	60-90m	< 60m	1	4



Median Width (m)	> 15m or barrier	----	10-15m	----	< 10m	1	4
Bike Lanes	No Bike Path	----	----	----	Bike Path Provided	2	0
Crosswalk	No Crosswalk	----	Painted Crosswalk	----	Bike Path Provided	2	0
Sidewalks	No Sidewalk	>5m from road	1-5m from road	----	Sidewalk abutting road	2	0
SUBTOTAL (Operational Factors)							52

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Road Classification	5,6	4	3	2	1	5	5
Median Openings or Driveway Entrances per km	< 3.0	3.0 - 5.0	5.1 - 8.0	8.1 - 10.0	> 10.0	5	0
Operating Speed	< 50	60	70	80	> 80	5	5
Parking	No Parking	Loading Zone	Off-Peak Only	Permitted One Side	Permitted both Sides	2	8
Pedestrian Traffic at Night (peds / km)	0 - 10	11 - 30	31 - 60	61 - 100	> 100	3	0
SUBTOTAL (Operational Factors)							18

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		



Adjacent road sections	> 2.0 km apart	----	500m - 2.0 km apart	----	< 500m apart	50	0
Type of land use	Undev.	Agri	Res.	Light Ind. Com.	Heavy Ind. Com.	4	4
Lighted Development	None	0 - 40%	41 - 60%	61 - 80%	Continuous	4	0
Railroad Tracks	None	----	Signalized	----	Signalized & Gates	10	0
Bridges						5	0
SUBTOTAL (Operational Factors)							4

**Operational Factors**

Classification Factors	Rating					Weight	Score
	0	1	2	3	4		Weight x Ratings
Ave. Ann. Night-time collision rate over the last 3-yr	0	1 per yr / km	2 per yr / km	----	> 2 per yr / km	< 3 collisions per year / km = 30	0
						3 or more collision per year / km = 50	0
SUBTOTAL (Operational Factors)							0

**Illumination Warrant Conditions****74**

Total Points > or = 200	Full Lighting Warranted
Total Points > 75, but less than 200:	Partial Lighting Warranted at key decision points, conflict points, and/or hazards
Total Points < or = 75	Lighting not Warranted





Roadway: Sparta Line Limits: Location #8 - Horizontal Curve (sta. 3+277 to sta. 3+337) Date: 10-Jan-25

Geometric Factors							
Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Number of Lanes	two	----	Three	Four	Five	Centre turning lane not present - 10	0
						If centre turning lane present - 100	0
Lane Drop	Two lanes are merged into one lane					75	0
Lane Width	> 3.50m	3.50m	3.25m	3.00m	< 3.00m	2	4
Max horizontal curvature (in degrees & radius) along any portion of the road segment	< 3.0° (580m)	3.0° - 6.0° (290m - 579m)	6.1° - 8.0° (220m - 289m)	8.1° - 10.0° (175m - 219m)	>10.0° (175m) or max curvature for the speed of road	10	40
Max downhill approach grades at or immediately before intersection on any leg	< 3.0°	3.1° - 3.9° and meets design guidelines for type & speed of road	4.0° - 4.9° and meets design guidelines for type & speed of road	5.0° - 7.0° and meets design guidelines for type & speed of road	>7.0° or exceeds max gradient for the type & speed of road	10	0
Sight Distance	> 210m	151-210m	91-150m	60-90m	< 60m	1	4



Median Width (m)	> 15m or barrier	----	10-15m	----	< 10m	1	4
Bike Lanes	No Bike Path	----	----	----	Bike Path Provided	2	0
Crosswalk	No Crosswalk	----	Painted Crosswalk	----	Bike Path Provided	2	0
Sidewalks	No Sidewalk	>5m from road	1-5m from road	----	Sidewalk abutting road	2	0
SUBTOTAL (Operational Factors)							52

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Road Classification	5,6	4	3	2	1	5	5
Median Openings or Driveway Entrances per km	< 3.0	3.0 - 5.0	5.1 - 8.0	8.1 - 10.0	> 10.0	5	0
Operating Speed	< 50	60	70	80	> 80	5	5
Parking	No Parking	Loading Zone	Off-Peak Only	Permitted One Side	Permitted both Sides	2	8
Pedestrian Traffic at Night (peds / km)	0 - 10	11 - 30	31 - 60	61 - 100	> 100	3	0
SUBTOTAL (Operational Factors)							18

**Operational Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		



Adjacent road sections	> 2.0 km apart	----	500m - 2.0 km apart	----	< 500m apart	50	0
Type of land use	Undev.	Agri	Res.	Light Ind. Com.	Heavy Ind. Com.	4	4
Lighted Development	None	0 - 40%	41 - 60%	61 - 80%	Continuous	4	0
Railroad Tracks	None	----	Signalized	----	Signalized & Gates	10	0
Bridges						5	0
SUBTOTAL (Operational Factors)							4

**Operational Factors**

Classification Factors	Rating					Weight	Score
	0	1	2	3	4		Weight x Ratings
Ave. Ann. Night-time collision rate over the last 3-yr	0	1 per yr / km	2 per yr / km	----	> 2 per yr / km	< 3 collisions per year / km = 30	0
						3 or more collision per year / km = 50	0
SUBTOTAL (Operational Factors)							0

**Illumination Warrant Conditions****74**

Total Points > or = 200	Full Lighting Warranted
Total Points > 75, but less than 200:	Partial Lighting Warranted at key decision points, conflict points, and/or hazards
Total Points < or = 75	Lighting not Warranted



Roadway: Sparta LineLimits: Location #9 - Sparta Line & Imperial Road IntersectionDate: 10-Jan-25

Geometric Factors								
Classification Factors	Rating					Weight		Score Weight x Ratings
	0	1	2	3	4			
Channelization	none	left turn lans on major legs	left turn lanes on all legs, right turn on major	left and right turn lanes on major legs	left and right turn lanes on all legs	raised & operating speeds less than 60km/hr on at least one channelized approach OR	15	0
						raised & operating speed greater than 60km/hr on at least one channelized approach OR	20	0
						Painted only	5	0
Approach sight distance on the most constrained approach (relative to recommended minimum SSD or intersection sight distance)	100% +	75% - 99%	50% - 74%	25% - 49%	< 25%	at unsignalized Intersection	10	0
						At signalized Intersections	5	0
Horizontal curvature (in degrees & radius) at or immediately before intersection on any leg	< 3.0° (580m)	3.0° - 6.0° (290m - 579m)	6.1° - 8.0° (220m - 289m)	8.1° - 10.0° (175m - 219m)	>10.0° (175m) or max curvature for the speed of road	10		0
Angle of Intersection or Offset intersection	90° Angle	80° or 100° Angle	----	70° or 110° Angle	<70° or >110° Angle or Offset Intersection	5		20



Downhill approach grades at or immediately before intersection on any leg	< 3.0°	3.1° - 3.9° and meets design guidelines for type & speed of road	4.0° - 4.9° and meets design guidelines for type & speed of road	5.0° - 7.0° and meets design guidelines for type & speed of road	>7.0° or exceeds max gradient for the type & speed of road	3	0
Number of Legs	3	4	5	6 or more	----	3	3
Number of Approach Legs	----	----	----	----	> 1 lane required to stop or yield	2	8
SUBTOTAL (Operational Factors)							31

Operational Factors							
Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Signalized Intersection	Mandatory Factor (75pts)					75	0
Four way flasher	None	----	----	----	Present	5	0
Stop Control	No control	One Stop Sign	Two Stop Sign	----	All Way	10	20
Intersecting Road Class	County Road with Township Road	----	----	----	County Road with County Road	5	
Operating Speed on Major Road	40km/hr or less	50km/hr	55km/hr	65km/hr	70km/hr or over	2	8



Operating Speed on Minor Road	40km/hr or less	50km/hr	55km/hr	65km/hr	70km/hr or over	2	8
SUBTOTAL (Operational Factors)							36

**Environmental Factors**

Classification Factors	Rating					Weight	Score Weight x Ratings
	0	1	2	3	4		
Adjacent Lit Section	Mandatory Factor (75pts)					75	0
Lighted Development within 150m of intersection	----	in 1 quad	in 2 quad	in 3 quad	in 4 quad	5	0
SUBTOTAL (Operational Factors)							0

**Collision History**

Classification Factors	Rating					Weight	Score
	0	1	2	3	4		Weight x Ratings
Ave. Ann. Night-time collision rate over the last 3-yr	0	1 per yr	2 per yr	----	> 2 per yr	< 3 collisions per year / km = 15	0
						3 or more collision per year / km = 25	0
SUBTOTAL (Operational Factors)							0

**Illumination Warrant Conditions**

67

Total Points > or = 200	Full Lighting Warranted
Total Points > 75, but less than 200:	Partial Lighting Warranted at key decision points, conflict points, and/or hazards
Total Points < or = 75	Lighting not Warranted







**REPORT NO. PW- 25-22**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Public Works  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** Request for Improvement – Baxter Drain

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**RECOMMENDATION:**

THAT Report No. PW- 25-22 entitled “Request for Improvement – Baxter Drain” be received;

AND THAT John M. Spriet, P. Eng., of Spriet Associates be appointed to prepare an Engineer’s Report pursuant to *Section 78* of the *Drainage Act R.S.O. 1990*.

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**PURPOSE & BACKGROUND:**

The Township of Malahide received a Request for Improvement to upgrade the Baxter Drain that services properties south of Talbot Line (Hwy No. 3), between Walker Road and Springfield Road. The landowner at 51588 Chalet Line has requested that the existing drain be reconstructed to alleviate drainage issues he is having on his property.

The existing Baxter Drain was constructed pursuant to a report completed by Fred A. Bell, dated January 14, 1925.

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**COMMENTS & ANALYSIS:**

As per *Sections 6 and 7 of the Drainage Act R.S.O. 1990*, once Council has initiated the drain improvement, notice will be sent out to local municipalities, local conservation authorities and the Ontario Ministry of Agriculture, Food and Rural Affairs. These agencies have the right to request an environmental appraisal or a cost-benefit analysis at their own expense.

Staff have examined the drain and area in question and are recommending that Council accept the landowner's Request for Improvement and proceed with the provisions as outlined in *Section 78* of the *Drainage Act R.S.O. 1990*.

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

The estimated construction date for this project is projected to be sometime in 2026.

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**FINANCIAL IMPLICATIONS:**

The estimated costs for improving this drain will be determined once the scope of work is identified through an Engineer's Report, as outlined in the *Drainage Act*. Surrounding landowners within the watershed may also be assessed a portion of the costs to be determined by the engineer.

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**CONSULTATION:**

John Walker Sr. – Property Owner / Petitioner

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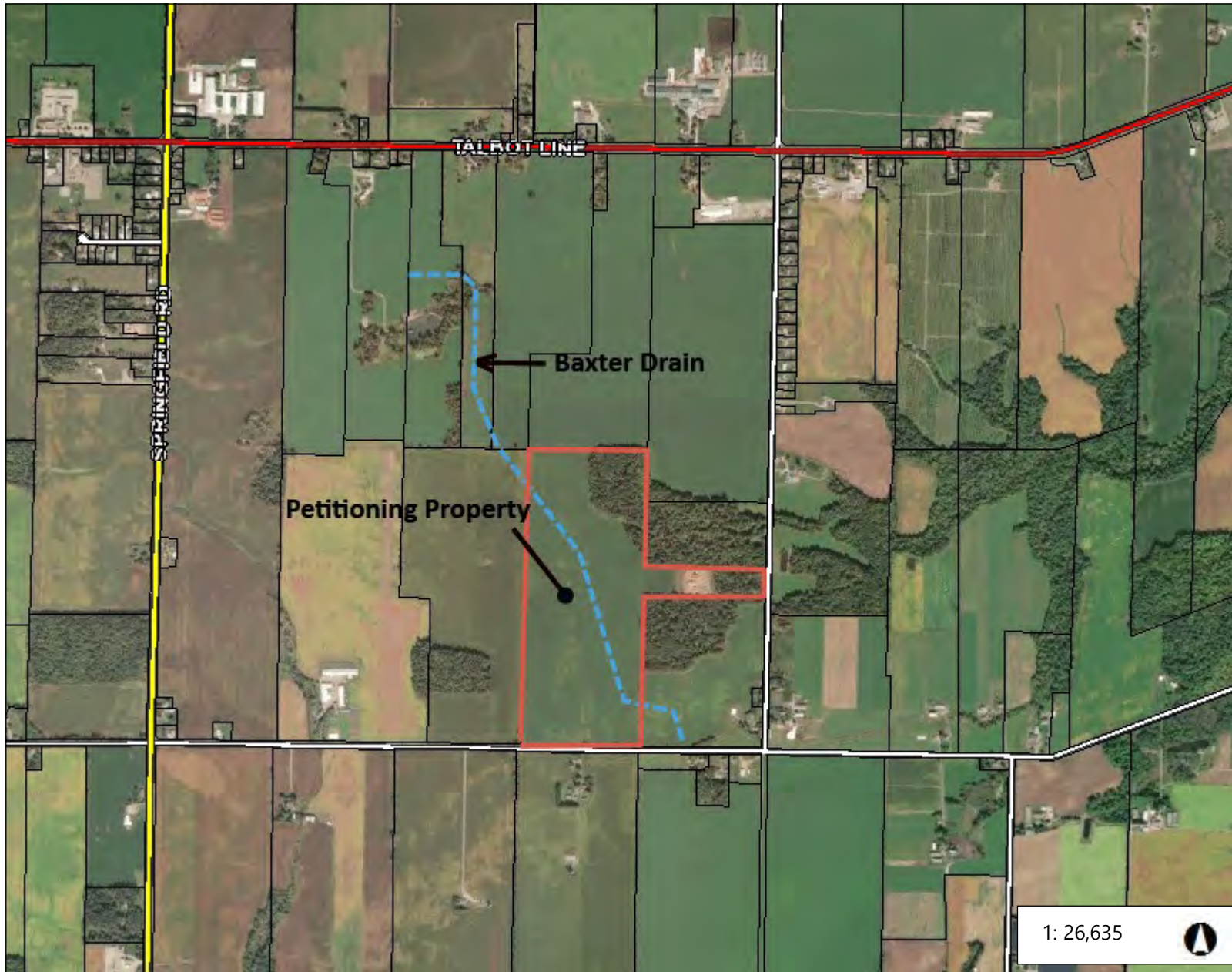
**ATTACHMENTS:**

1. Aerial 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
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

1: 26,635



1.4 0 0.68 1.4 Kilometers

Notes



## TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 25-42

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

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

\*\*\*\*\*

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

Parts of Lots 31 & 32  
Concessions 5 and 6  
In the Township of Malahide

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

**AND WHEREAS** the estimated total cost of constructing the drainage works is \$26,400.00.

**AND WHEREAS** \$26,400.00 is the amount to be contributed by the municipality for construction of the drainage works.

**AND WHEREAS** \$26,400.00 is being assessed in the Township of Malahide in the County of Elgin.

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

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

1. The report dated June 18, 2025, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2.
  - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$26,400.00 being the amount necessary for construction of the drainage works.
  - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
    - i. Grants received under section 85 of the Act;
    - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
    - iii. Moneys paid under subsection 61(3) of the Act; and
    - iv. Moneys assessed in and payable by another municipality,
  - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Chalet Line Drain".

**READ a FIRST and SECOND** time this 10th day of July, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**READ a THIRD** time and **FINALLY PASSED** this 4th day of September, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 25-43

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

Being a By-law to provide for a drainage works  
on the Bobbett Drain – Dyck Branch  
in the Township of Malahide,  
in the County of Elgin

\*\*\*\*\*

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

Parts of Lot 20  
Concession 3  
In the Township of Malahide

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

**AND WHEREAS** the estimated total cost of constructing the drainage works is \$32,400.00.

**AND WHEREAS** \$32,400.00 is the amount to be contributed by the municipality for construction of the drainage works.

**AND WHEREAS** \$32,400.00 is being assessed in the Township of Malahide in the County of Elgin.

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



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

1. The report dated June 2, 2025, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2.
  - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$32,400.00 being the amount necessary for construction of the drainage works.
  - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
    - i. Grants received under section 85 of the Act;
    - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
    - iii. Moneys paid under subsection 61(3) of the Act; and
    - iv. Moneys assessed in and payable by another municipality,
  - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Dyck Branch of the Bobbett Drain".

**READ a FIRST and SECOND** time this 10th day of July, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**READ a THIRD** time and **FINALLY PASSED** this 4th day of September, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**REPORT NO. DS-25-31**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** July 10, 2025  
**SUBJECT:** The Harvest Bowl Memorandum of Understanding (MOU)

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**RECOMMENDATION:**

THAT Report No. DS-25-31 entitled "The Harvest Bowl Memorandum of Understanding (MOU)" be received;

AND THAT the Committee recommends that Council approves the Memorandum of Understanding (MOU) between the Township and Mennonite Community Services of Southern Ontario, (a not-for-profit corporation under Ontario law, operating through its Harvest Bowl initiative), to outline the roles, responsibilities, and terms related to the use of municipal facilities and ongoing support for community development.

---

**PURPOSE & BACKGROUND:**

Harvest Bowl is a non-profit organization that, in 2018, started a gleaning program with local farmers to dehydrate unused crops and turn the dehydrated product into soup mixes for the local food banks and area shelters. The South Dorchester Community Hall ("SDCH") at 49431 Lyons Line, Springfield, was and has been the location of operations.

At a Council Meeting on May 20, 2021, Donna Lunn presented to the Council on behalf of the Harvest Bowl organization. In this presentation, she advised that using the South SDCH to prepare vegetables and assemble their soup kits has been paramount to their success. A recommendation came out of that meeting to develop an MOU between the Township and the Organization.

A follow-up report was presented to Council on September 21, 2023, detailing an itemized list of concerns identified by Staff related to the operations. It was re-emphasized that establishing an MOU would help address these concerns.

The Township of Malahide, in consultation with the Fire Department, Public Works Department, Finance & Corporate Services Department, Development Services Department, Mennonite Community Services and the Harvest Bowl, have developed a Memorandum of Understanding that addresses the previously brought forward items and provides a framework for the operations going forward.

---

## COMMENTS & ANALYSIS:

The MOU has been circulated among the Township's departmental leadership for input and development. It has also been shared with the Mennonite Community Services of Southern Ontario and Harvest Bowl, who have reviewed and agreed to its terms and conditions. This agreement formalizes the relationship between all parties and promotes the responsible and effective use of Township facilities.

The MOU resolves the itemized list of concerns brought forward to Council in the report titled, "PW 23-55, Harvest Bowl Status Update."

### 1.Storage/Property Use

**Summary of concerns:** *The storage container obstructs the firehall's emergency vehicle access, and along with the dehydrator, detracts from the site's suitability as a wedding venue. The items have damaged the pavement and require permits if permanent, in compliance with the Building Code. There is a lack of preventative maintenance, with issues like wasp nests posing hazards. Harvest Bowl operations often block the firehall bay doors, creating safety risks. Food scraps attract pests, and wastewater from cleaning is improperly discharged into storm drains that flow directly to the Brooks Drain and Catfish Creek.*

- **Firehall Access and Safety:** The MOU requires the Harvest Bowl to keep firehall bay doors clear at all times and to promptly move any items, including storage containers, if they obstruct emergency vehicle access (Appendix B, 8.3.1.i & ii).
- **Building Compliance:** Any semi-permanent structures, such as the storage container and dehydrator, require written Township approval and must comply with the Ontario Building Code (Appendix B, 8.4 & 8.5).
- **Maintenance and Safety:** Harvest Bowl is responsible for preventative measures, including securing propane tanks, managing storage areas, and addressing hazards like pests (Appendix B, 8.3). The Township handles general property maintenance but can bill Harvest Bowl for damage caused by their operations (Appendix D, 10.2).
- **Waste Management:** Harvest Bowl must install and maintain Township-approved filters on catch basins to prevent food waste and debris from entering storm drains, mitigating environmental impacts (Appendix B, 8.3.1.iii). They must also comply with sewer-use bylaws for wastewater from cleaning processes.
- **Operational Oversight:** The MOU enforces structured bookings for all facility use, reducing scheduling conflicts with other users and ensuring Township oversight of operations (Appendix A).

- **Enforcement and Termination:** Non-compliance with these terms can result in termination of the agreement, with requirements for removal of assets from the site (Appendix E).

## 2. Building Access/Security

**Summary of Concerns:** *Harvest Bowl currently accesses the Fire Services area to use water and stores their power washer in the Fire Services storage space, which is limited and intended for fire and rescue equipment.*

- **Facility Use:** Harvest Bowl is prohibited from storing any items inside the Fire Services portion of the building and requires them to comply with all municipal directives regarding use of the facility (Appendix B, 8.2). Water access and storage must be managed within their designated areas, ensuring Fire Services space remains solely for emergency equipment (Appendix B, 8.1.2). In addition, the Township, in collaboration with the Harvest Bowl, is exploring funding opportunities to install an outdoor water tap and electrical outlet closer to their dehydrator to minimize these issues.

## 3. Rental and Utility Costs

**Summary of Concerns:** *Harvest Bowl's equipment uses significant electricity, but no rental or utility fees are paid, resulting in costs being covered by ratepayers. Making the SDCH a permanent home for Harvest Bowl would require additional capital and operating costs not currently budgeted.*

- **Facility Use & Cost Recovery:** The Township will provide access provided such use is included in the forecasted annual schedule or otherwise approved by the Booking Manager in accordance with Appendix A. at its discretion but reserves the right to revise or withdraw this support at any time by Council resolution (Appendix D, 10.1). It also allows the Township to bill Harvest Bowl for any damages to Township property (Appendix D, 10.2), but does not directly impose rental or utility fees. Any future cost recovery or changes to financial arrangements would require Council approval.
- Submission of a forecasted schedule of facility use will replace the need for a formal Community Grant Application; however, the schedule will be reviewed by the Community Grants Committee, with a recommendation to be presented to Council in the same manner as applications submitted under the Community Grants Program. Approved facility use may be subject to adjustments or swaps, provided the association does not exceed its originally approved time allocation.
- As previously mentioned, if any party exercise their right to withdraw from the agreement, the parties agree to the terms set forth under the termination clause of the document, which includes removing assets owned by the Association from the property within 60 days.

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**FINANCIAL IMPLICATIONS:**

The association shall be provided with access to the facility for activities consistent with the acceptable uses outlined in this MOU, provided such use is included in the approved forecasted annual schedule or otherwise authorized by the Township booking manager in accordance with the process set out in Appendix A. This in-kind support is discretionary and may be revised or withdrawn by Council resolution at any time. Under the revised booking process, any foregone rental revenue associated with approved use of the facility by the association will be recorded as an in-kind grant and counted toward the annual budget of the Township's Community Grants Program. Based on historical renting practices, this amounts to an ongoing commitment of approximately \$1,500 per year under the Township's current fee schedule.

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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

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**CONSULTATION:**

- Fire Department
- Public Works Department
- Finance & Corporate Services Department
- Mennonite Community Services of Southern Ontario
- Harvest Bowl

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**ATTACHMENTS:**

1. The Harvest Bowl Memorandum of Understanding (MOU)
2. Report No. PW 21-57 entitled "Harvest Bowl Project Use of Station 4 and South Dorchester Community Hall"
3. Report No. PW 23-55 entitled "Harvest Bowl Status Update"

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

**Approved by:** N. Dias, Chief Administrative Officer

## MEMORANDUM OF UNDERSTANDING

For the Ongoing Operations at 49431 Lyons Line, Springfield  
(the “FACILITY”)

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

BETWEEN

**The Corporation of the TOWNSHIP of Malahide**  
(hereinafter referred to as the “TOWNSHIP”)

AND

**Mennonite Community Services of Southern Ontario**, a not-for-profit corporation  
incorporated under the laws of Ontario, operating through its initiative known as **Harvest Bowl**  
(hereinafter referred to as the “ASSOCIATION”).

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 ASSOCIATION’s charitable and community-based operations at the FACILITY.
- 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 charitable, community-based work of the ASSOCIATION. 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 **“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.
- 2.4 **“Mennonite Community Services of Southern Ontario Executive Director”**: The individual at the ASSOCIATION responsible for overall leadership, management, and operations of the organization.
- 2.5 **“Harvest Bowl CAO”** (Harvest Bowl Chief Administrative Officer): The individual at the ASSOCIATION responsible for oversight of operations and administration.



- 2.6 **“Rental Policies and Procedures”**: The TOWNSHIP’s most recent documented policies that govern facility rental terms, booking processes, user guidelines, and responsibilities.

### **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 E (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 E**:

Appendix A: Booking & Facility Access

Appendix B: Facility Maintenance & Request for Approvals

Appendix C: Insurance & Risk Management Support

Appendix D: Facility Use and Cost Recovery

Appendix E: 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 ASSOCIATION, this may be the **Harvest Bowl CAO** 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 & FACILITY ACCESS**

#### **7.1 Booking Request and Approval Process**

- (1) The ASSOCIATION shall provide the TOWNSHIP with a forecasted annual schedule of its intended use of the FACILITY no later than October 31st of the year preceding the applicable calendar year. This schedule shall be submitted in lieu of a formal Community Grants application and will be reviewed by the Township's Community Grant Committee and Council as part of the Community Grants process. The ASSOCIATION will be limited to the total number of hours requested in the initial schedule. Accordingly, the ASSOCIATION is encouraged to submit a well-considered and comprehensive schedule, as the TOWNSHIP reserves the right to reject any request for additional hours beyond those initially allocated.
- (2) Any subsequent changes to the approved schedule must be submitted in writing to the TOWNSHIP BOOKING MANAGER at least 72 hours in advance and may only involve the reallocation or swapping of previously approved hours.
- (3) All facility use, whether originally scheduled or subsequently amended, remains subject to the approval of the TOWNSHIP, which retains sole discretion to approve or deny any booking or schedule modification.
- (4) **Requirement to Book for Any On-Site Presence**  
The ASSOCIATION is required to book the FACILITY 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 ASSOCIATION only intends to perform work outdoors.
  - ii) No use of the premises—indoors or outdoors—may occur without an approved booking, with the exception of the ASSOCIATION accessing outdoor storage containers for bona fide acceptable uses.

#### **7.2 Concurrent Usage**

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

#### **7.3 Acceptable Uses**

- (1) The ASSOCIATION'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 Facility Closures**

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

**7.5 Fixtures & Decorations**

- (1) No items (decorations, fixtures, signage) may be affixed to walls or the permanent structure without prior **written approval** from the TOWNSHIP.

**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

- (1) The TOWNSHIP is responsible for:
  - i) Ongoing property management, building repairs, and grounds maintenance;
  - ii) Maintaining health and safety standards, including routine upgrades and capital repairs;
  - iii) Snow removal, sanding, parking lot cleaning, and grass cutting;
  - iv) Minor improvements, as determined by Council or authorized staff.
- (2) The ASSOCIATION must comply with all municipal directives and refrain from storing items inside the fire station portion of the building.

### 8.2 Emergency Protocols

- (1) If an emergency or fire call occurs during the ASSOCIATION's use of the FACILITY, the ASSOCIATION must vacate immediately (removing all equipment and vehicles) and shall not re-enter until the TOWNSHIP provides clearance.

### 8.3 Preventive Measures

- (1) The ASSOCIATION will:
  - i) Keep areas around fire station bay doors clear at all times;
  - ii) Promptly move any structures identified by the TOWNSHIP as impeding emergency vehicle operations;
  - iii) Install and maintain **TOWNSHIP-approved filters/screens** over the catch basin to prevent debris from entering the drainage system;
  - iv) Barricade or secure any propane or storage tanks to eliminate safety risks.
- (2) The ASSOCIATION must provide the TOWNSHIP with written documentation demonstrating compliance with sewer-use bylaws, including any cleaning and disinfectant procedures for off-site equipment.

### 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 ASSOCIATION 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.
- iii) If financial support is also requested, the procedures in **Appendix D** shall apply.

#### **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 ASSOCIATION 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 ASSOCIATION shall not knowingly undertake any activity that exposes the TOWNSHIP to undue risk or liability.

### 9.2 Insurance Coverage

- (1) The ASSOCIATION's directors, officers, and volunteers shall be covered under the ASSOCIATION's 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 ASSOCIATION shall name or confirm that the TOWNSHIP is recognized as an additional insured on the ASSOCIATION's policy, to the extent permissible by law or the insurer's guidelines.
- (3) The ASSOCIATION shall not be permitted to access or use the FACILITY unless a valid certificate of insurance has been received and accepted by the TOWNSHIP.
- (4) Where the ASSOCIATION'S insurance policy period does not align with the calendar year, it is the sole responsibility of the ASSOCIATION to provide the TOWNSHIP with an updated certificate of insurance immediately upon renewal. Failure to provide an updated certificate shall result in the suspension of the ASSOCIATION's access to the FACILITY until such time as proof of insurance is received.

### 9.3 Property Insurance

- (1) The TOWNSHIP will maintain property insurance coverage on the FACILITY and its contents (owned by the TOWNSHIP).
- (2) The TOWNSHIP bears responsibility for preventive maintenance (mechanical, electrical, HVAC) and building checks. This excludes equipment or assets stored outside (e.g., propane tanks, dehydrators) that are owned by the ASSOCIATION.

### 9.4 Indemnification

- (1) The ASSOCIATION agrees 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 ASSOCIATION's operations under this MOU, except where such claims are due to the TOWNSHIP's gross negligence or willful misconduct.

**10 APPENDIX D: FACILITY USE AND COST RECOVERY****10.1 Access to Facility**

- (1) The ASSOCIATION shall be provided with access to the FACILITY for activities consistent with Acceptable Uses under this MOU, provided such use is included in the forecasted annual schedule or otherwise approved by the Booking Manager in accordance with Appendix A. This in-kind support is discretionary and may be revised or withdrawn at any time by Council resolution.

**10.2 Billing for Damages**

- (1) Where damage to TOWNSHIP-owned property arises as a result of the ASSOCIATION's use of the FACILITY, including damage caused by its members, volunteers, contractors, invitees, or equipment, TOWNSHIP staff may bring a recommendation to Council to seek recovery of the associated repair or replacement costs. Any such billing shall require Council's approval by resolution prior to issuance.
- (2) The ASSOCIATION shall be provided written notice of any proposed cost recovery, including the nature of the damage and the estimated cost of repair or replacement, in advance of the matter being brought to Council.
- (3) Following Council approval, the TOWNSHIP may issue an invoice to the ASSOCIATION for the approved amount. The ASSOCIATION agrees to remit payment within thirty (30) days of the invoice date.

## **11 APPENDIX E: TERMINATION CLAUSE**

### **11.1 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.

### **11.2 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.

### **11.3 Asset Removal**

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

### **11.4 Return of TOWNSHIP Assets**

- (1) Any TOWNSHIP-owned property, documents, or other items in the ASSOCIATION's 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 MENNONITE COMMUNITY SERVICES OF SOUTHERN ONTARIO**

---

Name: Anna Bergen

Title/Position: Designated Individual – Executive Director

Date:

**FOR THE HARVEST BOWL**

---

Name: Donna Lunn

Title/Position: Designated Individual – Harvest Bowl CAO

Date:

**FOR THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

---

Name: Allison Adams

Title/Position: Clerk

Date:

---

Name: Dominique Giguère

Title/Position: Mayor

Date:



Township of Malahide  
May 20, 2021



## 2020 – 21 Highlights

Over 4000 complete soup kits donated!



6 Food Banks –through Elgin;  
Into Oxford & Middlesex  
- 4 Agencies /churches







# 16000 lbs of Food !!

Fresh local vegetables from local farmers and frozen vegetables from Bonduelle

Fresh green beans



Washed, diced, in dehydrator



Frozen Carrots & Potatoes



Dried Veggies stored in Bags & Pails

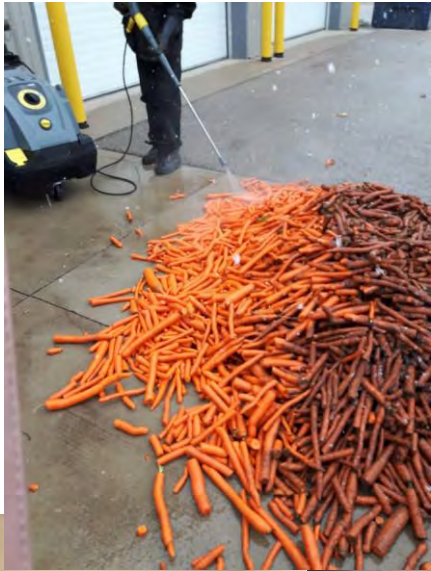






# From Start....

Washing,



Prepping,



Dicing



Loading







222

..... To Finish







## Even with Covid challenges...

- Dedicated Volunteers – and 18 new recruits !!
- Grants .. Red Cross; Elgin St Thomas Comm Foundation; Ont Trillium; Innovweave; New Horizons for Seniors
- Donations from churches...
- Local businesses...

Karcher – power washer (half price)

Elgin Dairy Producers - mats

Phil Mauer- tray storage & wash rack





# Behind the Scenes

- Website – volunteer section, schedule, stories; new volunteer Lucy Thorel
- Grant writing – 3 last year; New one just announced;
- Created Covid Protocols; All volunteers Red Cross certified
- Determining volumes and marketing needs;
- Two sizes of soups – Family size and regular size
- Small packages of dried vegetables – waiting for feedback
- Nutritional analysis from University of Guelph - new labels

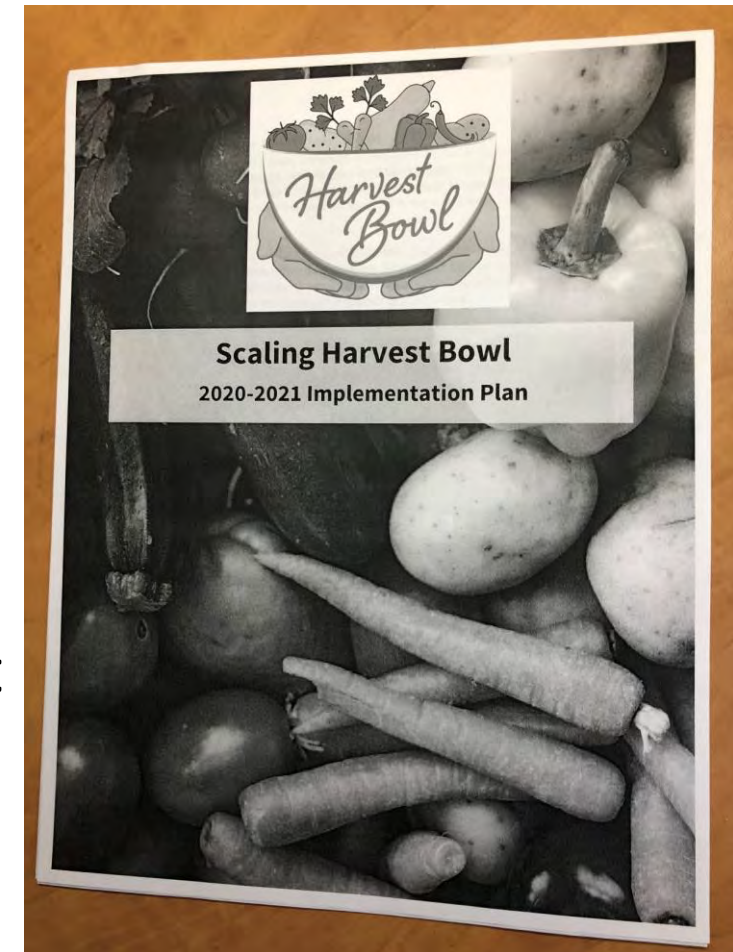






# Sustainability

- Social enterprise of selling some soups at local food marts to sustain the cost of soup base, spices, bags, etc.
  - Pilot host will be Howe Farm Markets
- Business Case Studies done
  - Identified opportunity to grow & develop
- Our Board reviewed the research and agreed that our initiative is built on '*community*'. Our gleaning means that we give the extra or underutilized of what we have – the food, the fuel, the volunteer labour, the hall ... and that is how we wish to continue.
- I want to recognize The Township of Malahide as an equal partner in this venture & thank Council and Staff







# Challenges

## Challenges -

- Washing dicer – has to be outside; cuts out the winter months / inclement weather for us
- Scheduling for volunteers – want consistency
- Scheduling food – Bonduelle is also wanting consistency of timing: Want to plan for more food recovery and staff helping once a month
- Food carried outside between hall and dehydrator and back – health issue?
- Storage for our dicer and tray storage when back hallway is open to public.
- Timing of activities - We are busy in the fall, and then flexible with about 2 days a week so do not need a stand alone facility



# Moving Forward

## Potential Opportunity

- The use of the South Dorchester Community Hall has been paramount to the success of the Harvest Bowl Project
- But the limitations for cleaning equipment in the winter months is causing greater challenges as our success grows
- A need for permanent year-round cleaning is critical



# Moving Forward

## Potential Opportunity

- There are floor drains in each bay of the Firehall #4 which could facilitate washing dicer in winter. Always one bay is empty... sometimes two.
- We have done some preliminary research into using one of the bays to accommodate all our large 'wet' work. Harvest Bowl can pay for all renos and pay rent.
- This would accommodate a consistent food recovery timeline and volunteer schedule while allowing both the firehall and community hall can operate as usual. Also enable the Township to use some of their underutilized space while recovering some additional rent funds.



## Report to Council

---

**REPORT NO.:** PW-23-55  
**DATE:** Sept 21, 2023  
**ATTACHMENT:** Harvest Bowl Letter June 26 2023  
**SUBJECT:** HARVEST BOWL STATUS UPDATE

---

### **Recommendation:**

**THAT Report No. PW-23-55 entitled “Harvest Bowl Status Update” be received;**

**AND THAT Council continue to support the Harvest Bowl’s operations at the South Dorchester Community Hall for 2023;**

**AND THAT Staff work with the Harvest Bowl to address the concerns noted below through the establishment of a Memorandum of Understanding;**

**AND THAT the Memorandum of Understanding be presented to Council before April 2024**

### **Background:**

Harvest Bowl is a non-profit organization that in 2018 started a gleaning program with local farmers to dehydrate unused crops and turn the dehydrated product into soup mixes for the local food banks / shelters. In this program Harvest Bowl approached the Township of Malahide to use the South Dorchester Community Hall as a base for this pilot project. Over the last 5 years this project has been a large success and has provided a large quantity of its soup mixes to the local community.

In 2021 the following recommendations were approved by Council:

“THAT Report No. PW 21-57 entitled “Harvest Bowl Project Use of Station 4 and South Dorchester Community Hall” be received;

AND THAT the Council for the Township of Malahide acknowledges and appreciates the charitable success of, and the growing needs of the Harvest Bowl Program;

AND THAT in order to support the Harvest Bowl Project, and its continued presence in our community, the Council can support the requests made by Donna Lunn, on behalf of the Harvest Bowl Project as presented to Council at it's Regular Meeting on May 20<sup>th</sup>, 2021;

AND THAT the Township's Facilities Coordinator, in consultation with Donna Lunn, the CAO, and Fire Chief, be directed to prepare a Memorandum of Understanding between the Township and the Harvest Bowl Project for additional usage of the South Dorchester Community Hall and Fire Hall #4 for Council consideration at its October 21<sup>st</sup>, 2021 meeting;

AND THAT the Memorandum of Understanding between the Township and the Harvest Bowl contain the minimum requirements, financial and otherwise, of the Township's Facilities Coordinator and Fire Services Staff."

In addition to these recommendations, it was stated that the while Council is supportive of the operation, Harvest Bowl should continue to explore alternative locations to better support their growing operation.

### **Comments/Analysis:**

Malahide staff and the Harvest Bowl have yet to establish a Memorandum of Understanding for the continued occupancy of the South Dorchester Community Hall.

The Township received a letter from the Harvest Bowl in June 2023 requesting to continue to use the facility on a permanent basis, as well as indicating that the Harvest Bowl is prepared to write any grant proposals that may be required to cover the cost of any required improvements to the facility.

Staff has compiled a list of concerns and provided possible solutions for Council's consideration should Council choose to approve the Harvest Bowl's request for continued use of the South Dorchester Community Hall.

### Outside Storage / Property Use

#### Concerns:

1. Storage container at side parking area partially obstruct the turning radius of emergency vehicle leaving the firehall.
2. The appearance of the storage container and dehydrator makes the site less suitable as a wedding venue due to their aesthetic.
3. The pavement underneath the storage container and dehydrator has been damaged and is now sagging.
4. Due to their size, building permits are required for both the storage container and the dehydrator if they are 'permanent' structures on the site, and building locations will need to be in compliance with the Malahide Zoning By-Law.

5. Lack of preventative maintenance / upkeep of Harvest Bowl assets on site to prevent any potential hazards for people using the facilities. For example, staff identified the start of wasp nest found under cover of propane tank.
6. Harvest Bowl operations frequently blocks the firehall's bay doors. In the event of a fire emergency this could pose a danger to Harvest Bowl volunteers or impede the response time of emergency operations
7. Food scraps become lodged in pavement seams and cracks which attracts rodents and other pests.
8. Food scraps and cleaning chemicals from the cleaning processes are discharged into the outside parking lot drains. These parking lot drains are designed to redirect storm water, not waste water from food processing. They flow directly to the Brooks Drain which is part of Catfish Creek.

### Building Access / Security

#### Concerns:

1. Harvest Bowl currently has access to the Fire Services portion of the building in order to access water.
2. Harvest Bowl currently stores their power washer in Fire Services storage area where the fire and rescue equipment is stored. Available storage is limited in this area.

### Rental and Utility Costs

#### Concerns:

1. Harvest Bowl's equipment (power washer and dehydrator) use a lot of electricity, however no rental or utility fees are paid for the use of the facility. This means that these operating costs are being subsidized by the general tax levy.
2. Establishing SDCH as a permanent home to the Harvest Bowl operation will require additional capital and operating expenses to the facility which are not currently in the budget forecast.

### **Financial Implications to Budget:**

The negotiation of a Memorandum of Understanding / Lease Agreement for the use of the South Dorchester Community Hall may contain rental fees and other required capital improvements. These items are currently not accounted for in the Township's budgets. Due to the timing of this report, budget amendments may be required upon execution of an MOU.

Harvest Bowl typically applies for Malahide's Community Grants Program, which may help offset some of the required rental and/or capital costs.

Harvest Bowl has indicated that they are willing to seek other grant opportunities in order to offset some of the required rental and/or capital costs.



Submitted by:	Approved by:
Jason Godby Director of Public Works	Adam Boylan Interim Chief Administrative Officer (CAO)



June 19, 2025

### In This Issue:

- Get access to MIDAS!
- Ontario launches Trade-Impacted Communities Program.
- BPS energy reporting deadline July 1.
- Health and Safety Water Stream fund.
- Nominations open for Medal of Distinction in Public Administration.
- Understanding and Managing Gen Z Potential in the Municipal Workplace webinar.
- Ontario's premier municipal event - AMO 2025 Conference - Register today.
- AMO Guide to Delegation Meetings: Be prepared for your ministerial delegations.
- AMO Trade and Tariff Forum - October 24.
- New episode! AMO/OMAA webinar series on the Mayor-CAO Relationship.
- Reduce employee group benefits costs.
- Provide sewer and water protection for homeowners.
- DUC's naturalized stormwater and habitat solutions for municipalities.
- Elected officials encouraged to attend LTC Engagement Day.
- Pembina Institute Guide on Assessing Energy Projects.
- Reducing Winter Salt Limited Liability webinar.
- Warrior Health Digital Portal and Grant application now open!
- OurCare survey open until July 9.
- Careers.

### AMO Matters

MIDAS - the [Municipal Information & Data Analysis System](#) - provides access to the Financial Information Returns (FIRs) data to all Ontario municipalities. MIDAS converts FIR data into meaningful reports and identifies multiple year trends. For access, municipal elected officials and municipal staff can email [MIDASAdmin@amo.on.ca](mailto:MIDASAdmin@amo.on.ca).

### Provincial Matters

The Ministry of Economic Development, Job Creation and Trade is [providing up to \\$40 million](#) to support communities and local industries facing economic challenges arising from ongoing trade disruptions.

Municipalities must submit 2024 energy reports to the Ministry of Energy and Mines by July 1. Learn how Ontario's BPS Energy Reporting Program can save energy and money: [Report energy use in BPS buildings | ontario.ca](#)

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**

Join AMO and featured panelist business development officer, University of Toronto Scarborough, Madhur Kishore for this insightful webinar to equip municipal leaders with the tools and strategies needed to effectively engage, motivate, and retain Gen Z talent. [Register for this free June 26 webinar here.](#)

AMO's 2025 Annual Conference is back in Ottawa. In this unprecedented time, coming together with municipal, provincial and key sector partners is more important than ever. [Register for AMO 2025](#) and [book your accommodations today.](#)

AMO's [Guide to Delegation Meetings](#) outlines best practices to help AMO members get the most out of your delegation meetings. You will find advice on the full delegation process, from submitting your request for a delegation, preparing, participating and following-up after your successful meeting.

AMO is holding a forum for its members, key stakeholders and partners to provide a reliable assessment of tariff and trade disruptions and their impact on Ontario municipalities and business sector. Forum discussion and content will include identifying measures to address and mitigate these impacts. This future facing event is an opportunity to build new alliances and relationships across impacted sectors in support of strong and effective economic advocacy. [Register here.](#)

Building on the strong interest and success of our first session-*The Mayor-CAO Relationship: Building a Foundation for Success*-AMO and OMAA invite you to the second event in this vital leadership series. Session two focuses on the Mayor-CAO dynamic when disaster strikes.

[Register here for the free June 24 webinar.](#)

## LAS

Our [Group Benefits Service](#) partners with Mosey & Mosey to help municipalities of all sizes save hundreds of dollars each year. Contact them today to customize a plan that works for your staff and elected officials.

Residential property owners are responsible for the maintenance of the buried water and sewer lines that run from the municipal connection to the exterior of their home. Learn how you could help them save money through our [Sewer and Water Line Warranty](#) program.

## Municipal Wire\*

Ducks Unlimited Canada's Conservation PRO team [has resources available for municipalities](#) to turn stormwater facilities into natural assets and provides habitat restoration services on land and water.

The [Ontario Long Term Care Association's LTC Community Engagement Day](#) is on September 12, 2025. This annual event invites elected officials to visit long-term care homes in their communities. Contact [info@oltca.com](mailto:info@oltca.com) to learn more.

The Pembina Institute has released the first installment of its [Power Playbook](#) series which supports Ontario municipalities in navigating the IESO's ongoing long-term electricity procurements and assessing energy development proposals.

[Partners in Project Green](#) invites municipal staff and elected officials to [register for a webinar on June 24](#) explaining how municipalities and businesses can reduce chloride pollution of freshwater sources.

The [Warrior Health](#) program to provide supports for public safety personnel is now open! Public Safety Organizations can also [apply for grants](#) to support fee-for-service programs until June 27.

OurCare is undertaking [a survey](#) to understand people's experiences of primary care. The survey is open until July 9 and elected officials are encouraged to share with their residents.

### Careers

[Economic Partnership Advisor - City of Toronto](#). Closing Date: June 24, 2025

[Director, Legal Services - City of Kingston](#). Closing Date: July 13, 2025

[Deputy Clerk - Town of Midland](#). Closing Date: July 1, 2025.

[Supervisor, Enforcement Services - City of Vaughan](#). Closing Date: July 2, 2025.

### About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

### AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)



June 26, 2025

### In This Issue:

- Rural Ontario Development Program opens for applications.
- Provincial consultations on Electricity Transmission Planning.
- Nominations open for Medal of Distinction in Public Administration.
- Gen Z Potential in the Municipal Workplace webinar - Today, June 26, 11 am-12 noon.
- Ontario's premier municipal event - AMO 2025 Conference - Register today.
- Check out AMO's pre-conference workshop line up!
- AMO Guide to Delegation Meetings: Be prepared for your ministerial delegations.
- AMO Trade and Tariff Forum - October 24.
- Blog: Prepare Your Home for Vacation.
- BPS Energy Reporting: Final countdown.
- Streetscan is now CityLogix.
- DUC's naturalized stormwater and habitat solutions for municipalities.
- Elected officials encouraged to attend LTC Engagement Day.
- Roundtable on Municipal Support Confirmations for Energy Projects.
- Pembina Institute Guide on Assessing Energy Projects.
- Warrior Health Digital Portal and Grant application open.
- OurCare survey open until July 9.
- Careers.

### Provincial Matters

The Ministry of Rural Affairs is accepting applications to the modernized Rural Ontario Development (ROD) Program. [Applications are being accepted](#) through four intakes with the first open from June 24 - September 24, 2025.

The provincial government is soliciting feedback on electricity transmission projects including the [Greenstone Line](#), [Windsor to Lakeshore Line](#), [Bowmanville to GTA Line](#), [Orangeville to Barrie Line](#), and [Barrie to Sudbury Lines](#).



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AMO strives to provide a full spectrum of learning and engagement at our annual event. This years' [pre-conference sessions](#) include discussion and insights on infrastructure planning, understanding the threat landscape to municipal leaders and the importance of collaboration across orders of government, emergency preparedness, and municipal revenue generation through sponsorship programs.

AMO's [Guide to Delegation Meetings](#) outlines best practices to help AMO members get the most out of your delegation meetings. You will find advice on the full delegation process, from submitting your request for a delegation, preparing, participating and following-up after your successful meeting.

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### **LAS**

Worried about the security of your home and belongings while on vacation? Our home and auto insurance provider, Cowan Insurance, [explores how to achieve peace of mind](#) while you're

away.

Deadline is less than a week away! Municipalities [must report](#) their 2024 energy consumption by July 1 under [O.Reg 25/23](#). Contact [bpssupport@ontario.ca](mailto: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.

Out program partner for [Road & Sidewalk Assessments](#) and [Asset Management & Work Order Software](#) has rebranded from Streetscan to Citylogix. [Check out their new website](#) to see how they can help your municipality operate more efficiently, and [contact Tanner](#) to get started.

### **Municipal Wire\***

Ducks Unlimited Canada's Conservation PRO team [has resources available for municipalities](#) to turn stormwater facilities into natural assets and provides habitat restoration services on land and water.

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Join the Pembina Institute's virtual roundtable on July 7 from 12-1 pm to discuss best practices for assessing energy development proposals and granting Municipal Support Confirmations. [To participate, please register online.](#)

The Pembina Institute has released the first installment of its [Power Playbook](#) series which supports Ontario municipalities in navigating the IESO's ongoing long-term electricity procurements and assessing energy development proposals.

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**Careers**

[Director, Government Relations - County of Bruce](#). Closing Date: July 11, 2025.

[Strategic Initiatives & Engagement Manager - County of Bruce](#). Closing Date: July 11, 2025.

[City Manager - City of Cambridge](#). Closing Date: July 27, 2025.

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July 3, 2025

Mayor Giguère and Members of Council  
Township of Malahide  
87 John Street South  
Aylmer, ON N5H 2C3

Re: Motion regarding funding partnership for the Aylmer Pool

Dear Mayor Giguère and Members of Council,

At their Regular Meeting of Council on June 18, 2025, the Council of the Town of Aylmer passed the below resolution:

**Resolution No. 165-25**

WHEREAS the original rationale for implementing non-resident fees at the Aylmer Pool was the Township of Malahide's withdrawal of funding support for YWCA pool programming; and

AND WHEREAS the Town of Aylmer has a duty to protect the financial interests of its taxpayers; and

AND WHEREAS swim programming provides value to all individuals, especially those along the Lake Erie shoreline; and

AND WHEREAS the Town of Aylmer has provided a new, significant additional financial contribution in 2026 to support YWCA aquatic programming; and

AND WHEREAS a significant portion of Aylmer Swimming programming participants continue to not reside in the Town of Aylmer;

AND WHEREAS the Town of Aylmer continues to plan for major upcoming capital commitments for the Aylmer Pool, including a liner replacement scheduled for 2026;

NOW THEREFORE BE IT RESOLVED THAT:

THAT the Council of the Town of Aylmer formally requests that the Township of Malahide reconsider partnering with the Town of Aylmer and the YWCA to support access to swim programming for Malahide residents for the 2026 swim year program; and



The Corporation of the Town of Aylmer  
46 Talbot Street West, Aylmer, Ontario N5H 1J7  
Office: 519-773-3164 Fax: 519-765-1446  
[www.aylmer.ca](http://www.aylmer.ca)

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THAT the Council of the Town of Aylmer further requests that the Township of Malahide consider incorporating such a partnership in its 2026 municipal budget.

We appreciate your attention to this request and look forward to the possibility of working together.

Owen Jaggard  
Director of Legislative Services/Clerk  
519-773-3164 ext. 4913  
[ojaggard@town.aylmer.on.ca](mailto:ojaggard@town.aylmer.on.ca)

Mayor Giguère and Malahide Council  
Township of Malahide  
87 John Street South  
Aylmer ON N5H 2C3

June 26, 2025

Dear Mayor Giguère and Malahide Council,

**Re: Elgin OPP Detachment 2024 Annual Report**

Please find attached a copy of the Elgin County OPP Detachment's 2024 Annual Report for your review.

If you have any questions regarding the report or would like to arrange for a representative of the Detachment Board to attend your Council as a delegation, please feel free to contact me directly.

Thank you for your continued partnership and support.

Sincerely,

Dave Jenkins  
Chair, Elgin OPP Detachment Board  
dmjenkins95@gmail.com



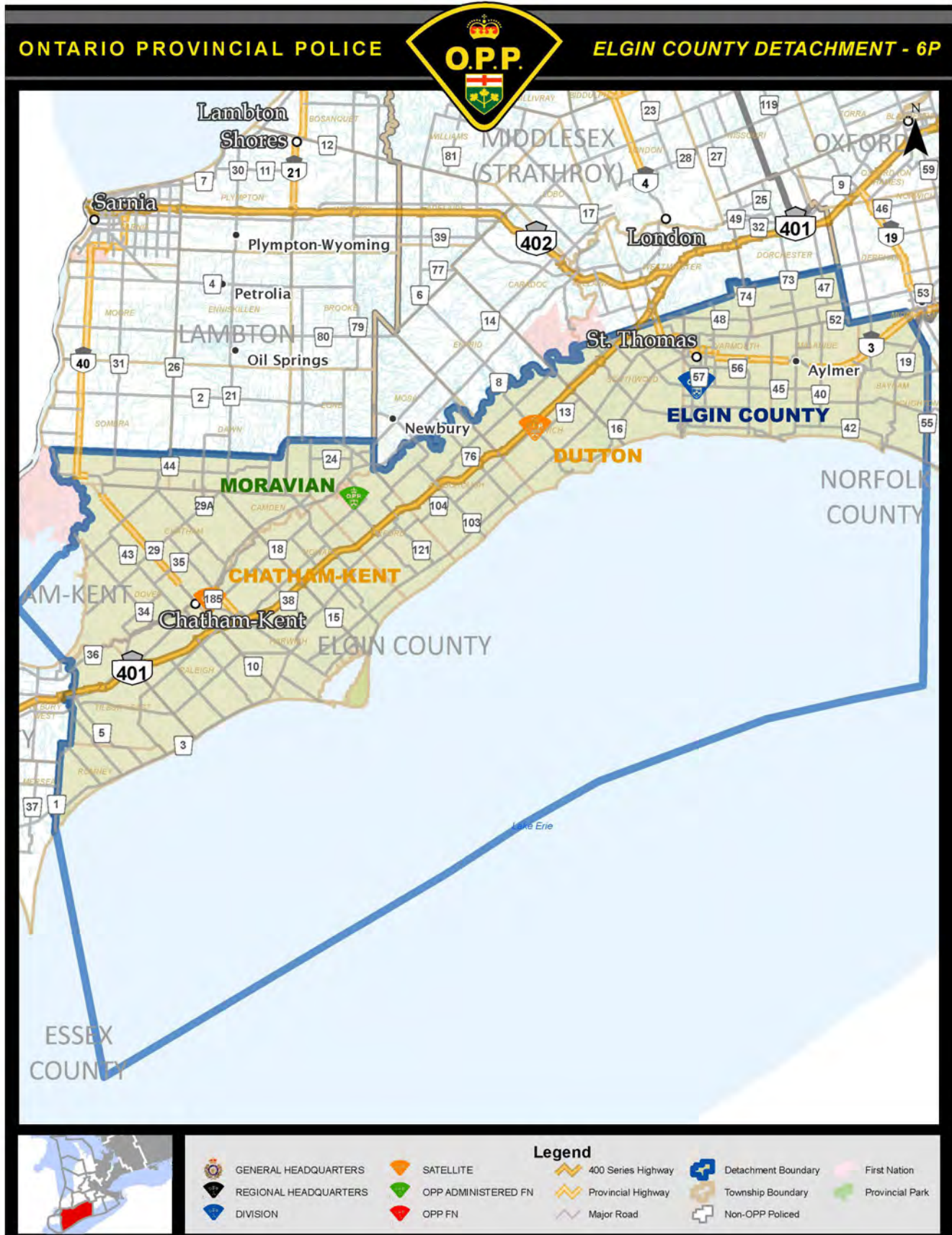


# ELGIN COUNTY DETACHMENT

**2024 DETACHMENT BOARD ANNUAL REPORT**

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## 2023-2025 STRATEGIC PLAN

### Priorities and Commitments



#### PEOPLE

##### **A healthy and resilient OPP**

We will strive to support all members in achieving their professional and personal best.

#### WORK

##### **A responsive and evolving OPP**

We will empower our members to ensure the best possible policing services are delivered to Ontarians.

#### COMMUNITIES

##### **A collaborative and progressive OPP**

We will partner and build relationships with a shared vision for safety and well-being.

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## Message from the Detachment Commander

I am pleased to present the Elgin County Detachment – 2024 OPP Detachment Board Annual Report. This report includes crime, traffic enforcement and community well-being data and highlights initiatives and successes from the past year. 2024 represents the midway point of the Elgin County Detachment 2023-2025 Action Plan and this report provides updates on our progress in meeting our Action Plan commitments.



I am proud of the work undertaken by our detachment. In 2024, we achieved many successes which include:

- Partnering with community-based organizations, including Victim Services, to better support victims by connecting them with local resources, which resulted in significant increases in referrals.
- Improvements to our partnerships with community mental health providers, municipal policing agencies and community stakeholders through the creation of the Community Safety and Well-being Integration Table.
- We maintained our commitment to traffic safety in alignment with the Provincial Traffic Safety Strategy by prioritizing commercial motor vehicle inspections, RIDE initiatives, impaired driving offences and distracted driving violations. This resulted in the following:
  - o Decreases in CMV related fatal collisions & CMV related personal injury collisions
  - o Reductions in distracted driving related collisions
  - o Increase in RIDE initiatives
  - o Increase in Impaired Driving related charges through targeted and specific enforcement
- We partnered with community-based organizations to develop/implement co-response models that enhance our ability to respond to mental health-related calls through the submission and anticipated successful receipt of new grant funding.

We continued to leverage technology, including In-Car Cameras, ALPR, etc. to support the collection of evidence, increase transparency and enhance public and officer safety. We eagerly await the implementation of body worn cameras that will add to the technology above.

In 2025, we will be working with the Elgin OPP Detachment Board to form the 2026-2029 Elgin County Detachment Action Plan. This work will include engaging with community members to ensure the needs of the communities we serve will be reflected in the commitments we make. Development of the 2026-2029 Elgin County Detachment Action Plan will coincide with the creation of the 2026-2029 OPP Strategic Plan to ensure organizational alignment and support.

The Elgin County Detachment – 2024 OPP Detachment Board Annual Report begins to bridge the gap between *Police Services Act* (PSA) and *Community Safety and Policing Act* (CSPA) reporting requirements. In collaboration with relevant OPP program areas, working groups and the Elgin OPP Detachment Board, this report will continue to develop in the years to come to include content from the OPP Detachment Board Chair(s) and additional data and updates from the OPP.

From detachment administrative staff to frontline uniform members to specialty units to supervisors, our members continue to serve with pride, professionalism and honour. As we anticipate future challenges and opportunities for policing and community safety, we remain dedicated to our mission of serving our communities by protecting citizens, upholding the law and preserving public safety.

A/Inspector Tyler HOLMES  
Interim Detachment Commander  
ELGIN COUNTY

## Summary of Commitments

Through analysis and consultation, the following areas of focus were identified for the years 2023-2025.

Crime	Roadways, Waterways and Trails	Community Well-Being
<p>To minimize violent crime and reduce victimization in our communities.</p>	<p>To continuously monitor collision trends and causal factors and deploy commensurate resources for enforcement to promote collision reduction and eliminate risk.</p> <p>To engage with communities, stakeholders, and regional traffic teams to address specific waterway, trail, roadway safety and/or interdiction issues.</p>	<p>To promote the existing co-response model of Mental Crisis Response Team (MCRT) in Elgin County.</p> <p>To promote and execute a rapid OPP response to all missing persons, including those enrolled in Project Lifesaver.</p>



## 2024 Crime Progress Updates

Commitment	Progress Update
To minimize violent crime and reduce victimization in our communities.	<p>In-Progress - Elgin Detachment members, in partnership with the Crime Unit, continued to support victims of crime and increased referrals to Victim Services Elgin.</p> <p>Complex investigations continue to utilize large amounts of resources. Fulsome investigations continue to be the standard and charges are laid where applicable.</p> <p>Implementation of the DAI – Detachment Abuse Issues</p> <p>Investigator has bridged the gap between frontline investigations and supporting victims of abuse.</p> <p>Reductions in property related crime were noted in most areas.</p>

## 2024 Roadways, Waterways and Trails Progress Updates

Commitment	Progress Update
To continuously monitor collision trends and causal factors and deploy commensurate resources for enforcement to promote collision reduction and eliminate risk.	Members participated in provincial and regional traffic initiatives resulting in significant public interactions, education and enforcement. Continued monitoring of the fatal collision aspects within the county resulted in targeted approaches to roadway safety.
To engage with communities, stakeholders, and regional traffic teams to address specific waterway, trail, roadway safety and/or interdiction issues.	Partnerships with regional TIME team resulted in joint ATV & marine patrols. Significant decreases in off-road vehicle related collisions were observed. Robust social media campaigns and community engagement at events took place.

## 2024 Community Well-Being Progress Updates

Commitment	Progress Update
To promote the existing core response model of Mental Crisis Response Team (MCRT) in Elgin County.	Implementation of a dedicated MCRT officer to respond to Mental Health Act related calls for service has resulted in positive community feedback and resulted in increased public trust with community members seeking resources. Improvements in efficiency of response was also noted.
To promote and execute a rapid OPP response to all missing persons, including those enrolled in Project Lifesaver.	Project Life-Saver equipment was procured and existing community partnerships were leveraged to begin the implementation and launch of the program in Elgin County.

## Calls for Service

Table 1.1

All CAD Events*	Immediate Police Response Required**
33,071	7,563

\* This represents all Computer Aided Dispatch (CAD) event types created for each detachment area. Not all CAD events are dispatched to a frontline OPP detachment officer. Some events may have been actioned by another OPP member, diverted to another unit, or deemed a non-OPP event. This does not include officer or detachment generated events that have not been reported through the PCC, or any online reporting events.

\*\* This represents the total number of CAD events prioritized for an immediate police response, indicating the potential for extreme danger, catastrophic circumstances, injury, the threat of injury, death, and/or crime in progress.

## Crime and Clearance

### Violent Crimes

Table 2.1

Offences	2022	2023	2024	Clearance Rate
01 - Homicide	1	0	2	100.00%
02 - Other Offences Causing Death	0	0	0	-
03 - Attempted Murder	0	0	0	-
04 - Sexual Offences	33	32	53	64.15%
05 - Assaults/Firearm Related Offences	133	134	168	82.74%
06 - Offences Resulting in the Deprivation of Freedom	0	2	4	100.00%
07 - Robbery	4	3	3	66.67%
08 - Other Offences Involving Violence or the Threat of Violence	73	79	96	59.38%
09 - Offences in Relation to Sexual Services	0	0	0	-
10 - Total	244	250	326	73.01%

### Property Crimes

Table 2.2

Offences	2022	2023	2024	Clearance Rate
01 - Arson	1	4	1	0.00%
02 - Break and Enter	105	52	62	12.90%
03 - Theft Over \$5,000	131	113	87	4.60%
04 - Theft Under \$5,000	216	167	132	12.12%
05 - Have Stolen Goods	15	12	11	90.91%
06 - Fraud	192	174	193	6.74%
07 - Mischief	110	115	91	14.29%
08 - Total	770	637	577	11.09%

### Other Criminal Code

Table 2.3

Offences	2022	2023	2024	Clearance Rate
01 - Gaming and Betting	0	1	0	-
02 - Offensive Weapons	12	11	13	38.46%
03 - Other Criminal Code Offences	110	126	119	63.03%
04 - Total	122	138	132	60.61%

### Drugs

Table 2.4

Offences	2022	2023	2024	Clearance Rate
01 - Possession	9	7	10	80.00%
02 - Trafficking	14	22	25	44.00%
03 - Importation and Production	0	0	0	-
04 - Cannabis Possession	0	0	1	100.00%
05 - Cannabis Distribution	0	1	0	-
06 - Cannabis Sale	0	1	0	-
07 - Cannabis Importation and Exportation	0	0	0	-
08 - Cannabis Production	0	1	1	0.00%
09 - Other Cannabis Violations	0	0	0	-
10 - Total	23	32	37	54.05%

**Federal Statutes****Table 2.5**

<b>Offences</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Clearance Rate</b>
Federal Statutes	22	83	26	100.00%

**Traffic Violations****Table 2.6**

<b>Offences</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Clearance Rate</b>
01 - Dangerous Operation	7	10	7	85.71%
02 - Flight from Peace Officer	15	31	20	15.00%
03 - Operation while Impaired/Low Blood Drug Concentration Violations	75	100	109	98.17%
04 - Failure or Refusal to Comply with Demand	4	7	3	100.00%
05 - Failure to Stop after Accident	5	19	18	11.11%
06 - Operation while Prohibited	14	12	14	92.86%
07 - Total	120	179	171	78.36%

**Youth Crime****Table 2.7**

<b>Disposition Type</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Bail	0	0	0
Conviction	8	12	8
Diversion	0	0	12
Non-Conviction	23	37	14
Not Accepted	0	0	1
POA Ticket	3	3	2
NULL	4	10	19
Total	38	62	56

**Victim Referrals****Table 2.8**

<b>Offences</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Sum of Offered	624	757	1252
Sum of Accepted	189	194	360
Sum of Total	813	951	1612
Sum of % Accepted	23.25%	20.40%	22.33%



## Traffic and Road Safety

### Motor Vehicle Collisions (MVC) by Type

(Includes roadway, off-road and motorized snow vehicle collisions)

Table 3.1

Offences	2022	2023	2024
Fatal Injury Collisions	6	6	7
Non-Fatal Injury Collisions	170	154	163
Property Damage Only Collisions	1,027	918	1,093
Alcohol-Related Collisions	48	41	47
Animal-Related Collisions	489	390	506
Speed-Related Collisions	118	117	126
Inattentive-Related Collisions	211	111	100
Persons Killed	6	6	7
Persons Injured	292	233	251

### Primary Causal Factors in Fatal MVCs on Roadways

Table 3.2

Offences	2022	2023	2024
Fatal Roadway Collisions where Causal is Speed Related	1	2	3
Fatal Roadway Collisions where Causal is Alcohol/Drug Related	0	1	0
Persons Killed in Fatal Roadway Collisions where lack of Seatbelt/Helmet use is a Factor	0	1	3
Fatal Roadway Collisions where Causal is Inattentive Related	3	1	3
Fatal Roadway Collisions where Causal is Animal Related	0	0	0

### Fatalities in Detachment Area

Table 3.3

Fatality Type	Category	2022	2023	2024
Roadway	Fatal Incidents	6	5	7
Roadway	Persons Killed	6	5	7
Roadway	Alcohol/Drug Related Incidents	0	1	0
Marine	Fatal Incidents	1	0	0
Marine	Persons Killed	1	0	0
Marine	Alcohol/Drug Related Incidents	0	0	0
Off-Road Vehicle	Fatal Incidents	0	1	0
Off-Road Vehicle	Persons Killed	0	1	0
Off-Road Vehicle	Alcohol/Drug Related Incidents	0	0	0
Motorized Snow Vehicle	Fatal Incidents	0	0	0
Motorized Snow Vehicle	Persons Killed	0	0	0
Motorized Snow Vehicle	Alcohol/Drug Related Incidents	0	0	0

### Big 4

Table 3.4

Offences	2022	2023	2024
Distracted (HTA 78.1)	47	49	37
Impaired (CCC 320.14 & 320.15)	117	168	195
Seatbelt (HTA 106)	68	78	106
Speeding (HTA 128)	4,230	5,833	5,546

**Charges****Table 3.5**

<b>Offences</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
HTA	6,089	8,677	8,023
Criminal Code Traffic	162	229	239
Criminal Code Non-Traffic	614	715	789
LLCA	82	74	71
Controlled Drug and Substance Act	49	89	67
Federal Cannabis Act	1	1	7
Provincial Cannabis Act	32	39	45
Other	562	890	675

## Policing Hours

The OPP has developed a Service Delivery Model (SDM) in response to several reviews and audit recommendations. The SDM is designed to:

- Promote officer wellness through balanced workloads
- Determine adequate staffing levels at each detachment
- Ensure the continued delivery of adequate and effective policing services in accordance with the Community Safety and Policing Act (CSPA).

To implement the SDM, the OPP has submitted a seven-year staffing strategy to address required increases in detachment personnel. This model supports the OPP's ability to:

- Respond rapidly to increasing calls for service
- Maintain safe communities through proactive patrols and community engagement
- Address municipal concerns about reduced police visibility

To monitor progress and guide detachment-level planning, the OPP has established time allocation targets for provincial constables (figure 1). These targets reflect how time should ideally be distributed by the end of the seven-year strategy.

The targets are based on a provincial average and variations are expected between detachments due to differences in geography, operational structure, recruitment and other absences.

In the short term, detachments may face challenges in achieving these targets. Continued improvements in scheduling tools, data integrity, and strategic deployment will support progress toward these goals.

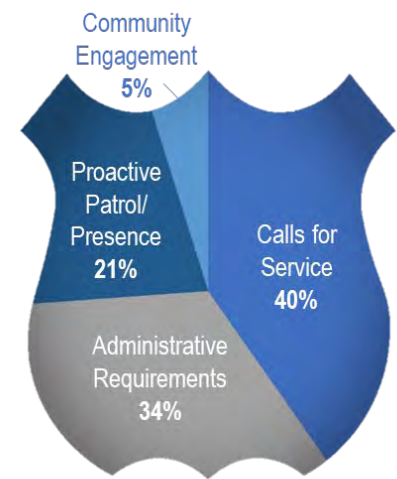


Figure 1: Service Delivery Model Provincial Target

### Service Delivery Activity Allocations

Table 4.1

Calls for Service	Administrative Requirements	Proactive Patrol	Community Engagement
44.2%	36.8%	15.7%	3.3%

### Hours (Field Personnel)

Table 4.2

	2022	2023	2024
TOTAL FRONTLINE HOURS	108,344	143,969	154,861

# Endnotes

## Tables 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

Source: Niche Records Management System (RMS), (2025/04/23)

Note:

- Statistics Canada's Uniform Crime Reporting Survey was designed to measure the incidence of crime in Canadian society and its characteristics.
- Actual counts (2022, 2023 and 2024) and Clearance Rate for 2024 included.
- The most serious violation methodology (MSV) is used, which is the same as Statistics Canada's methodology. The MSV counts only the first of up to four offences per incident that occurred in the specific time range.
- First Nation population is not included.
- Statistics Canada Verified (green checkmark) only.

### Table 2.1 Violent Crimes

#### Corresponding Violation Description

01 Murder 1<sup>st</sup> Degree, Murder 2<sup>nd</sup> Degree, Manslaughter, Infanticide  
 02 Criminal Negligence Causing Death, Other Related Offences Causing Death  
 03 Attempted Murder, Conspire to Commit Murder  
 04 Sexual offence which occurred prior to January 4, 1983, Sexual Assault, Level 3, Aggravated, Sexual Assault, Level 2, Weapon or Bodily Harm, Sexual Assault, Level 1, Sexual Interference, Invitation to Sexual Touching, Sexual Exploitation, Sexual Exploitation of a Person with a Disability, Incest, Corrupting Morals of a Child, Making Sexually Explicit Material Available to Children, Parent or Guardian Procuring Sexual Activity, Householder Permitting Sexual Activity, Luring a Child via Computer, Agreement or Arrangement - Sexual Offence Against a Child, Bestiality - Commits, Compels Another Person, Bestiality in, Presence of, or Incites, a Child, Voyeurism, Non-Consensual Distribution of Intimate Images  
 05 Assault Level 3, Aggravated, Assault Level 2, Weapon/Bodily Harm, Assault Level 1, Unlawfully Causing Bodily Harm, Discharge Firearm with Intent, Using firearm/Imitation of Firearm in the Commission of an Offence, Pointing a Firearm, Assault, Peace-Public Officer, Assault Against Peace Officer with a Weapon or Causing Bodily Harm, Criminal Negligence Causing Bodily, Harm, Trap Likely to or Causing Bodily Harm, Other Assaults  
 06 Kidnapping, Forcible Confinement, Hostage Taking, Trafficking in Persons, Abduction Under 14, Not Parent/Guardian, Abduction Under 16, Removal of Children from Canada, Abduction Under 14 Contravening a Custody Order, Abduction Under 15 by Parent/Guardian  
 07 Robbery, Robbery to Steal Firearm  
 08 Extortion, Intimidation of a Justice System Participant or a Journalist, Intimidation of a Non-justice System Participant, Criminal Harassment, Indecent/Harassing Communications, Utter Threats to Person, Explosives Causing Death/Bodily Harm, Arson - Disregard for Human Life, Other Violations Against the Person, Failure to Comply with Safeguards (MAID), Forging/Destruction of Documents (MAID)  
 09 Obtaining Sexual Services for Consideration, Obtaining Sexual Services for Consideration from Person Under the Age of 18 Years, Material Benefit from Sexual Services, Material Benefit from Sexual Services Provided by Person Under the Age of 18 Years, Procuring, Procuring a Person Under the Age of 18 Years, Advertising Sexual Services

### Table 2.2 Property Crimes

#### Corresponding Violation Description

01 Arson  
 02 Break & Enter, Break & Enter to Steal a Firearm, Break & Enter a Motor Vehicle (Firearm)  
 03 Theft over \$5000, Theft over \$5000 from a Motor Vehicle, Shoplifting over \$5000, Motor Vehicle Theft  
 04 Theft \$5000 or Under, Theft under \$5000 from a Motor Vehicle, Shoplifting \$5000 or Under  
 05 Trafficking in Stolen Goods over \$5000, Possession of Stolen Goods over \$5000, Trafficking in Stolen Goods \$5000 and Under, Possession of Stolen Goods \$5000 and Under  
 06 Fraud, Identity Theft, Identity Fraud  
 07 Mischief, Mischief to Cultural Property, Hate-motivated mischief relating to property used by identifiable group, Mischief Relating to War Memorials, Altering/Destroying/Removing a Vehicle Identification Number (VIN)

**Table 2.3 Other Criminal Code****Corresponding Violation Description**

01 Betting House, Gaming House, Other Violations Related to Gaming and Betting

02 Offensive Weapons: Explosives, Weapons Trafficking, Possession and Distribution of Computer Data (Firearm), Altering Cartridge Magazine, Weapons Possession Contrary to Order, Possession of Weapons, Unauthorized Importing/Exporting of Weapons., Firearms Documentation/Administration, Unsafe Storage of Firearms

03 Failure to Comply with Order, Escape and being at large without excuse - escape from custody, Escape and being at large without excuse - Unlawfully at Large, Failure to Appear, Breach of Probation, Disturb the Peace, Child Pornography (Possessing or Accessing), Child Pornography (Making or Distributing), Public Communications to Sell Sexual Services, Offences Related to Impeding Traffic to Buy or Sell Sexual Services, Counterfeiting, Indecent Acts, Voyeurism (Expired), Corrupting Morals, Lure child via Computer (Expired), Obstruct Public/Peace Officer. Trespass at Night, Threatening/Harassing Phone Calls (Expired), Utter Threats Against Property or Animals, Advocating Genocide, Public Incitement of Hatred, Promoting or Advertising Conversion Therapy, Unauthorized Recording of a Movie/Purpose of Sale, Rental, Commercial, Distribution, Offences Against Public Order (Part II CC), Property or Services for Terrorist Activities, Freezing of Property, Disclosure, Audit, Participate in Activity of Terrorist Group, Facilitate Terrorist Activity, Instruction/Commission of Act of Terrorism, Hoax – Terrorism, Advocating/Promoting Terrorism, Firearms and Other Offensive Weapons (Part III CC), Leave Canada to Participate in Activity of a Terrorist Group, Leave Canada to Facilitate Terrorist Activity, Leave Canada to Commit Offence for Terrorist Group, Leave Canada to Commit Offence that is Terrorist Activity, Harbour/Conceal Terrorist (Max = Life), Harbour/Conceal Terrorist (Max Does Not = Life), Harbour/Conceal Person Likely to Carry Out Terrorist Activity, Offences Against the Administration of Law and Justice (Part IV CC). Sexual Offences, Public Morals and Disorderly Conduct (Part V CC), Invasion of Privacy (Part VI CC), Failure to Comply with Regulations / Obligations for Medical Assistance in Dying (MAID), Other Offences Against the Person and Reputation, Offences Against the Rights of Property (Part IX CC), Fraudulent Transactions, Relating to Contracts and Trade (Part X CC), Offences Related to Currency, Proceeds of Crime (Part XII.2 CC), Attempts, Conspiracies, Accessories, Instruct Offence for Criminal Organization, Commit Offence for Criminal Organization, Participate in Activities of Criminal Organization, Recruitment of Members by a Criminal Organization, All Other Criminal Code (includes Part XII.1 CC)

**Table 2.4 Drugs****Corresponding Violation Description**

01 Possession – Heroin, Possession – Cocaine, Possession - Other Controlled Drugs and Substances Act, Possession - Methamphetamine (Crystal Meth), Possession - Methylendioxyamphetamine (Ecstasy), Possession – Opioid (other than heroin)

02 Trafficking – Heroin, Trafficking – Cocaine, Trafficking - Other Controlled Drugs and Substances Act, Trafficking - Methamphetamine (Crystal Meth), Trafficking - Methylendioxyamphetamine (Ecstasy), Trafficking – Opioid (other than heroin)

03 Import / Export – Heroin, Import / Export – Cocaine, Import / Export - Other Controlled Drugs and Substances Act, Import / Export - Methamphetamines (Crystal Meth), Import / Export - Methylendioxyamphetamine (Ecstasy), Import/Export – Opioid (other than heroin), Production – Heroin, Production – Cocaine, Production - Other Controlled Drugs & Substances Act, Production - Methamphetamines (Crystal Meth), Production - Methylendioxyamphetamine (Ecstasy), Production – Opioid (other than heroin), Possession, sale, etc., for use in production of or trafficking in substance

04 Possession of illicit or over 30g dried cannabis (or equivalent) by adult, Possession of over 5g dried cannabis (or equivalent) by youth, Possession of budding or flowering plants, or more than four cannabis plants, Possession of cannabis by organization

05 Distribution of illicit, over 30g dried cannabis (or equivalent), or to an organization, by adult, Distribution of cannabis to youth, by adult, Distribution of over 5g dried cannabis (or equivalent), or to an organization, by youth, Distribution of budding or flowering plants, or more than four cannabis plants, Distribution of cannabis by organization, Possession of cannabis for purpose of distributing

06 Sale of cannabis to adult, Sale of cannabis to youth, Sale of cannabis to an organization, Possession of cannabis for purpose of selling

07 Importation and exportation of cannabis, Possession of cannabis for purpose of exportation

08 Obtain, offer to obtain, alter or offer to alter cannabis, Cultivate, propagate or harvest cannabis by adult, Cultivate, propagate or harvest cannabis by youth or organization

09 Possess, produce, sell, distribute or import anything for use in production or distribution of illicit cannabis, Use of young person in the commission of a cannabis offence, Other Cannabis Act

## Table 2.5 Federal Statutes

### Corresponding Violation Description

Bankruptcy Act, Income Tax Act, Canada Shipping Act, Canada Health Act, Customs Act, Competition Act, Excise Act, Youth Criminal Justice Act (YCJA), Immigration and Refugee Protection Act, Human Trafficking (involving the use of abduction, fraud, deception or use of threat), Human Smuggling fewer than 10 persons, Human Smuggling 10 persons or more, Firearms Act, National Defence Act, Emergencies Act, Quarantine Act, Other Federal Statutes

## Table 2.6 Traffic Violations

### Corresponding Violation Description

01 Dangerous Operation Causing Death, Dangerous Operation Causing Bodily Harm, Dangerous Operation

02 Flight from Peace Officer

03 Operation - low blood drug concentration, Operation while impaired causing death (alcohol), Operation while impaired causing death (alcohol and drugs), Operation while impaired causing death (drugs), Operation while impaired causing death (unspecified), Operation while impaired causing bodily harm (alcohol), Operation while impaired causing bodily harm (alcohol and drugs), Operation while impaired causing bodily harm (drugs), Operation while impaired causing bodily harm (unspecified), Operation while impaired (alcohol), Operation while impaired (alcohol and drugs), Operation while impaired (drugs), Operation while impaired (unspecified)

04 Failure or refusal to comply with demand (alcohol), Failure or refusal to comply with demand (alcohol and drugs), Failure or refusal to comply with demand (drugs), Failure or Refusal to Comply with Demand (unspecified), Failure or refusal to comply with demand, accident resulting in bodily harm (alcohol), Failure or refusal to comply with demand, accident resulting in bodily harm (alcohol and drugs), Failure or refusal to comply with demand, accident resulting in bodily harm (drugs), Failure or refusal to comply with demand, accident resulting in bodily harm (unspecified), Failure or refusal to comply with demand, accident resulting in death (alcohol), Failure or refusal to comply with demand, accident resulting in death (alcohol and drugs), Failure or refusal to comply with demand, accident resulting in death (drugs), Failure or refusal to comply with demand, accident resulting in death (unspecified)

05 Failure to stop after accident resulting in death, Failure to stop after accident resulting in bodily harm, Failure to stop after accident, Operation while prohibited

## Table 2.7 Youth Crime

Source: Niche Records Management System (RMS), (2025/04/24)

Note:

- Youth Charges by Disposition Type
- Only charges that have had a disposition type recorded in the OPP Niche RMS application are included.
- Youth charges without a disposition type are not included which may result in under stating the actual youth charges.
- "NULL" represents blanks, or where officers did not indicate the Disposition Type, however charges were applied.

## Table 2.8 Victim Referrals

Source: Niche Records Management System (RMS), (2025/04/24)

Note:

- Number of Referrals to Victim Service Agencies



### Table 3.1 Motor Vehicle Collisions (MVC) by Type

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2025/02/21)

Note:

- Total Motor Vehicle Collisions (Fatal Injury, Non-Fatal Injury and Property Damage Only): Reportable Fatal Injury, Non-Fatal Injury and Property Damage Only Collisions entered into the eCRS for All Motorized Vehicles (MVC-Roadway, MSV- Snowmobile and ORV-Off Road Report Type) regardless of completion/approval status.
- Alcohol/Drug Related Collisions: Reportable MVC collisions where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.
- Animal Related Collisions: Reportable MVC collisions where Contributing Factor scored as Animal OR Wildlife Involved was an Animal OR Sequence of Events was an Animal.
- Speed Related Collisions: Reportable MVC collisions where Contributing Factor scored as Excessive Speed or Speed Too Fast For Conditions OR Driver Action reported as Exceeding Speed Limit or Speed Too Fast For Conditions.
- Inattentive Related Collisions: Reportable MVC collisions where Contributing Factor scored as Inattentive OR Driver Condition reported as Inattentive.
- Persons Killed or Injured: Number of Persons Injured or Killed in Reportable MVC collisions.

### Table 3.2 Primary Causal Factors in Fatal MVCs on Roadways

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2025/02/21)

Note:

- Fatal Roadway Collisions where Causal is Speed Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Excessive Speed or Speed Too Fast For Conditions OR Driver Action reported as Exceeding Speed Limit or Speed Too Fast For Conditions.
- Fatal Roadway Collisions where Causal is Alcohol/Drug Related: Reportable Fatal Roadway Collisions where Contributing Factor where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.
- Persons Killed in Fatal Roadway Collisions where lack of Seatbelt/Helmet use is a Factor: Persons Killed in Reportable Fatal Roadway Collisions where Victim is fatally injured AND a vehicle occupant AND where safety equipment reported to be not used but available.
- Fatal Roadway Collisions where Causal is Inattentive Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Inattentive OR Driver Condition reported as Inattentive.
- Fatal Roadway Collisions where Causal is Animal Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Animal OR Wildlife Involved was an Animal OR Sequence of Events was an Animal.

### Table 3.3 Fatalities in Detachment Area

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2025/02/21)

Note:

- Fatal Incidents: Reportable Fatal Collisions by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle).
- Persons Killed: Number of Involved Persons where Injury is fatal by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle).
- Alcohol/Drug Related Incidents: Reportable Fatal Collisions by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle) where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.

### Table 3.4 Big 4

Source: Niche Records Management System (RMS) & eTicket, (2025/02/21)

Note:

- Speeding (HTA 128): Charges are based on date charged. Speeding = HTA s.128 charges.
- Seatbelt (HTA 106): Charges are based on date charged. Seatbelt = HTA s.106 charges.
- Distracted (HTA 78.1): Charges are based on date charged. Distracted = HTA s.78.1 charges.
- Impaired (CCC 320.14 & 320.15): Charges are based on date charged. Impaired = CCC s.320.14 & 320.15 charges.

### Table 3.5 Charges

Source: Niche Records Management System (RMS) & eTicket, (2025/02/21)

Note:

- HTA: Charges are based on date charged. Highway Traffic Act Statute charges.
- Criminal Code Traffic: Charges are based on date charged. Criminal Code Traffic (CCC s320.13, 320.14, 320.15, 320.16, 320.17 & 320.18) charges.
- Criminal Code Non-Traffic: Charges are based on date charged. All CCC charges not included in the Criminal Code Traffic section above.
- LLCA: Charges are based on date charged. Liquor Licence and Control Act charges.
- Federal Cannabis Act: Charges are based on date charged. Cannabis Act charges.
- Provincial Cannabis Act: Charges are based on date charged. Cannabis Control Act charges.
- Controlled Drug and Substance Act: Charges are based on date charged. Controlled Drug and Substance Act charges.
- Other: Charges are based on date charged. "Other" charges is comprised of CAIA, Other Provincial & Federal Offences not already captured in sections above.

### Table 4.1 Service Delivery Activity Allocations

Source: Daily Activity Reporting (DAR) System

Date: April 17, 2025

Note: Activity allocation percentages are based on the total reported hours of detachment provincial constables performing duties within their home detachment location.

### Table 4.2 Hours (Field Personnel)

Source: Daily Activity Reporting (DAR) System

Date: January 20, 2025

Note:

- Total reported hours, excluding paid duties.
- Includes Provincial Constable to Sergeant ranks only.
- Excludes First Nations badge numbers.
- Excludes administrative accounts and joint services accounts.
- Excludes incomplete DAR entries and those with errors.
- Excludes General Headquarters location codes.

# CONTACT THE OPP

## REACH THE OPP BY PHONE

- Know your location: Be ready to describe your surroundings. Look for addresses, landmarks and buildings that may help identify your location.
- Call 9-1-1 if there is immediate risk to someone's life or property.
- Don't hang up, stay on the line
- Call 1-888-310-1122 for non-life-threatening incidents that require police attention
- TTY 1-888-310-1133, or Agent 511 for registered subscribers (for the Deaf, Hard of Hearing and Speech Impaired)

## PROVIDE AN ANONYMOUS TIP

- Call Crime Stoppers at 1-800-222-8477 (TIPS)
- Visit [www.crimestoppers.ca](http://www.crimestoppers.ca)

## SPEAK WITH AN OFFICER FOR ALL OTHER MATTERS

To arrange to meet an officer at a detachment, go to [www.opp.ca](http://www.opp.ca) to use the Local Detachment Finder and follow the prompts.

## REPORT AN INCIDENT ONLINE

You have the option to report select occurrences to police from the convenience of a computer.

Visit [www.opp.ca/reporting](http://www.opp.ca/reporting) to use the Citizen Self Reporting system. Specific incidents can be reported online without attending a detachment or waiting for an officer.

You can use this system to report:

- Theft Under \$5,000
- Mischief / Damage to Property Under \$5,000
- Mischief / Damage to Vehicle Under \$5,000
- Theft from Vehicle Under \$5,000
- Lost / Missing Property Under \$5,000 including a licence plate(s) or validation sticker(s)
- Theft of any type of gasoline from a gas station
- Driving Complaints
- Theft from Vehicle Under \$5,000
- Lost / Missing Property Under \$5,000 including a licence plate(s) or validation sticker(s)
- Theft of any type of gasoline from a gas station
- Driving Complaints

**Do not use this system if this is an emergency! If it is, call 9-1-1.**

**9-1-1 is for police, fire or medical emergencies only.**

Accidental, hang-up or abuse of 9-1-1 calls tie up emergency lines, communicators and officers which could result in the slower response to a real emergency, risking the safety of people who need urgent help.

## #KnowWhenToCall

If you've dialed 9-1-1 in error, stay on the line. Your call will be connected to police. Answer all questions asked by the communicator. This eliminates a lengthy follow up process that may lead to officers attending your location to ensure your safety.

**DETACHMENT BOARD  
ANNUAL REPORT**

**2024**



# ELGIN COUNTY DETACHMENT

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# Joint Annual Accessibility Status Report 2023/2024

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A summary of Elgin County and its Local Municipal Partners accomplishments towards  
inclusion and accessibility in 2023 and 2024

## **Elgin County and Local Municipal Partners Joint Annual Accessibility Status Report 2023 and 2024**

### **Objectives and Purpose**

This is the County of Elgin and its Local Municipal Partners (LMPs) Annual Accessibility Status Report update. In 2015, Elgin County released its second Multi-Year Accessibility Plan, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). The plan outlined the County's strategy to prevent and remove barriers to accessibility, which includes how to meet requirements under the AODA.

In 2021, the County released its first Joint Multi-Year Accessibility Plan (MYAP), which includes the County of Elgin and its seven Local Municipal Partners' accessibility progress, goals and timelines for the next five years. As a result of the MYAP becoming a joint effort, it allowed the Annual Accessibility Status Reports to become streamlined and collaborative rather than requiring each LMP to create their own.

This Status Report includes the accessibility initiatives that were completed in 2023 and 2024 to implement the strategy outlined in the Joint Multi-Year Accessibility Plan.

The purpose of this Status Report is to make the public aware of Elgin County and its LMPs' progress with accessibility implementation and to prevent and remove barriers and meet requirements under the AODA and IASR.

### **Compliance Reporting**

For the 2023 report, Elgin County was able to claim compliance and continues to work on maintaining web compliance and document accessibility. Any LMPs who claimed non-compliance are working with the Ministry for Seniors and Accessibility to ensure compliance is achieved.

### **Commitment Statement**

The County of Elgin and its LMP's statement of commitment establishes the vision and goals for the Municipalities to meet the legislated accessibility requirements. The statement of commitment is publicly available on the County website, accessibility policy and Joint MYAP.

The County of Elgin and its LMPs are committed to identifying, eliminating and preventing barriers and improving accessibility for people with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

The County of Elgin and its LMPs recognize the diverse needs of all of our residents and customers and will respond by striving to provide goods, services and facilities that are accessible to all.

The County of Elgin and its LMPs are committed to being responsive to the needs of all of our residents and employees. In order to meet the needs of people with disabilities the Municipalities will:

- Ensure policies address dignity, independence, integration and provide for equal opportunity for people with disabilities
- Allow people with disabilities to use their own personal devices to obtain, use or benefit from the services offered by the County and LMPs
- Accommodate the accessibility needs of people with disabilities to ensure they can obtain, use, or benefit from the County and LMPs goods, services, programs and facilities
- Communicate with people with disabilities in a manner that is considerate of the person's disability

The County of Elgin and its LMPs will promote accessibility by ensuring that compliance is met for all regulations made under the Accessibility for Ontarians with Disabilities Act, 2005. In order to ensure that timelines are met, The County and its LMPs will establish, implement and maintain a Joint Multi-Year Accessibility Plan. The plan will outline the County and its LMPs strategy to prevent and remove barriers to people with disabilities. The plan will be updated on an ongoing basis, as needed, to ensure it remains current and aligns with the IASR.

### **Continuous Achievements in Accessibility**

- The County of Elgin and its LMPs focus on removing barriers which may exist in our buildings and facilities, while ensuring that new buildings, leases, and renovations do not create any new barriers
- Elgin County/Central Elgin Joint Accessibility Advisory Committee continues to meet and review accessibility initiatives
- The County of Elgin and its LMPs continue to comply with the requirements of the *Integrated Accessibility Standards Regulation* including continuing to train staff, volunteers and third parties who interact on behalf of the Municipalities on an ongoing basis
- All library branches continue to provide accessible materials and communication supports upon request. In addition, the libraries have several accessible materials and resources available including but not limited to: large print books, audio books, CELA Library loan access, electronic materials with zoom features, hand-held magnifiers as well as ZoomText with large print keyboards
- Continue to review customer feedback and take appropriate action
- The County of Elgin and its LMPs are continuously looking into new accommodation options for people with disabilities
- Use of technology such as eScribe to ensure that Council agendas and minutes are completely accessible as well as maintaining website compliance achieved
- Continue to explore and monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility



Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart and Investing in Canada Infrastructure Program.

## Highlights of 2023 and 2024

### The County of Elgin accomplished the following in 2023/2024:

- Completed the County Administration Building elevator update that includes 2 new elevators compliant with all AODA requirements that provide access to all floor levels for staff, tenants and the public
- Completed the Terrace Lodge Redevelopment project that included designs to support accessibility requirements and likely exceeding those requirements
- Reviewed and provided recommendations for the accessible off-street parking in the back and front parking lots at the County Administration Building to ensure it is compliant with the IASR requirements for accessible parking spaces
- Obtained approval from Council for the Joint Diversity, Equity and Inclusion Plan 2024-2026
- Redeveloped the Elgin County website (including for Library, Tourism, Economic Development, and Homes) to ensure full compliance with the WCAG 2.0 Level AA requirements
- Updated the Accessibility Policy, Emergency Response Policy, and Accommodations Policy to meet best practices
- Plan for adoption of more accessible Library front-end catalogue software, with implementation in 2025.
- Received approval for projects under provincial Inclusive Community Grants Program to support the creation of accessible, age-friendly outdoor leisure and reading spaces at Straffordville Library, West Lorne Library, Elgin County Heritage Centre and Terrace Lodge, as well as accessible exterior book drops at Straffordville and Dutton Libraries.
- Launch of the library mobile service to long-term care residents and staff in Terrace Lodge and Elgin Manor.
- Hosted a Fireside Chat with London Deputy Mayor Shawn Lewis, London's first openly gay member of city council at the Belmont Library
- Libraries participate in the Indigenous Reads program annually and Dutton library staff led a reading in Dutton on September 30th as part of National Truth and Reconciliation Day.
- Participation in MI Understanding and MI Friends children's mental health support programs.
- Monthly visits and partnership with Oneida Friendship Resource Centre.
- Preparation of booklists, collection support resources and promotional materials for inclusive activities and events such as Black History month, International Women's Day, Alzheimer Awareness month,

National Seniors' month, Movember for Men's Health, and Pride months.

- Chair yoga at Springfield and Belmont libraries
- Dementia Friendly training through Alzheimer Society Southwest Partners – To all staff as part of staff development day and further training / public awareness sessions unfolding within each library branch
- Libraries hired a student to undertake an IDEA audit of the Library's physical collection through Young Canada Works. Project entails an audit of approximately a thousand published items to determine on-going suitability for the collection. Assessment criteria includes identification of the main character(s), author, and content, as well as the use of appropriate subject headings and as reviewed against several diversity measures.
- Development of "Healthy Brain Kits" collection to support all levels of brain health and in partnership with the Alzheimer Society Southwest Partners.
- Refresh and repackaging of the Library's Literacy collection. The Adult collection is complete, and the Juvenile collection is expected to be completed in early 2025.
- Continued ordering and purchasing of "Wonderbooks", Yoto Cards and Yoto Bundles, and decodable books to support children's learning to read and the joy of reading with these pedagogies.
- Launch of mural "Oneida Settlement Journey, 1840" at Elgin County Heritage Centre, June.
- County Council adoption of comprehensive revisions to the Museum's Collections Management Policy which formally affirms the Museum's commitment to diversity, equity, inclusion and Indigenous rights.
- St George Street – enhanced 3 crosswalks to confirm to AODA incl. tactile warning plates and line painting, separated existing sidewalk from roadway with 1.5m landscape boulevard to increase public safety perception and steel beam guiderail due to public concerns regarding safety
- East Road PXO – Awarded contract for the design and construction of a Level 2 – Type 'B' accessible crosswalk and new sidewalk to link NE Port Stanley with Downtown amenities to remove the need for a vehicle and promote active transportation

**Elgin County / Central Elgin Joint Accessibility Advisory Committee (JAAC) reviewed and provided consultation on:**

- The updates made to the Accessibility Policy, Emergency Response Policy, and Accommodations Policy

- The updates to the Accessibility Content Style and Design Guide and Creating Accessible Documents Guide
- The updates made to the Town of Aylmer's Willow Run recreational trail, the Township of Malahide's reconstruction of the accessible ramp and additional parking spaces at the Municipal Building, and the Municipality of West Elgin's addition of on-street accessible parking spaces in Rodney
- The concern regarding snow removal in parking lots
- Recommendation made to ensure snow removed is not placed in accessible parking spaces and instead put in a non-accessible space or off-site
- The construction project for the East Road Multi-Use Pathway in Port Stanley
- The JAAC planned and co-hosted the AccessAbility Open House with the City of St. Thomas on September 28, 2023 at the Memorial Arena and again on June 1, 2024 at the Joe Thornton Community Centre.

**The Municipality of Bayham accomplished the following in 2023/2024:**

- Continued making changes to the municipal website to ensure compliance with the WCAG 2.0 Level AA requirements
- Tendering and start of construction on Marine Museum accessibility upgrades
- Design and permitting for accessible canoe/kayak launch

**The Municipality of Central Elgin accomplished the following in 2023/2024:**

- Joint Accessibility Advisory Committee (JAAC) reviewed the updated terms of reference in 2024
- Website provides accessibility function and has an accessibility feedback form
- Continue to promote e-transfer payment options for residence
- Provide accommodations on job postings, providing alternative meeting spaces to accommodate candidates and alternative work arrangement to accommodate employees
- Continue to maintain programs already established in External Pathways Recreational Trails, Play Spaces, Off-Street Parking and Rest Rooms
- Continue to look for and advance upon funding opportunities, re-applied to the Green Infrastructure Community Building Grant (GICB)
- Conducted building conditions assessment on Municipal owed building which included an accessibility component
- Continue to service residents and provide accommodations when requested

- Ensures that all Council materials receive an accessibility review via Adobe Pro before publishing Agendas.
- Continues to ensure closed captioning for all live-streamed meetings.
- Provides opportunities for community members to be heard and participate in decision-making processes, such as JAAC.
- Offer car-side Commissioner of Oaths for individuals who aren't able to easily access the municipal office.
- Recognize Truth and Reconciliation Day and encourage staff to participate in educational opportunities.

**The Municipality of Dutton Dunwich accomplished the following in 2024:**

- Accessible ramp and railing and new accessible entrance doors at town hall was completed in the spring.
- Completion of a new website with a citizen portal for residents to complete municipal business 24/7.
- Reapplied to the 2023-2024 Enabling Change Program Grant (small projects component) to fund an accessible service counter.
- Implemented a Diversity, Equity, and Inclusion Policy with education for all employees.
- Working with the County to create an additional accessible parking spot at the main accessible entrance on Currie Road (County owned road).
- Accessible counters, sinks, and faucets installed in the public washroom at the Municipal Office.
- Fully accessible Service Ontario service counter completed.
- Accessible staff lunchroom and kitchen completed.
- Successfully continue to digitize our TOMRMS filing system so employees can access any files should they need to work from home if an accommodation is required.
- Accessible sidewalks/tactile plates installed on: Mary Street from McIntyre Street to Nancy Street. Partial sidewalk replacement on Leitch Street at the intersection of Mary Street.
- Partial sidewalk replacement on Marsh Line. There are no tactile plates as no intersection is involved
- 2 Baseball Diamonds have accessible benches and access to fields, including on field that had accessible bleachers

**The Town of Aylmer accomplished the following in 2023/2024:**

- Reviewed recruitment/ candidate pool generation existing and best practices to increase diversity of job applicants and new staff hired.

- Provided opportunities for community members to be heard and participate in decision-making processes through public engagement aimed at engaging a diverse community. The goal to improve collaboration with diverse community members and organizations in Aylmer.
- Held Community Round Table on Old Town Hall, and 2025 Budget Process
- Established Old Town Hall Advisory Committee to leverage stakeholder insights on increasing the facilities usage.
- Establishment of a corporate communication policy (2021) to implement best practices, with the goal of engaging a diverse community.
- Continued growth of the Town's social media pages, including the addition of a community event calendar to the Town's website, and an associated this weekend in Aylmer events post.
- Encouraged opportunities for cross-training and job shadowing across the organization.
- Continued work with community organizational stakeholders to ensure that diverse populations are able to effectively and efficiently engage with Town programs and services. Part of this includes engaging diverse communities in a meaningful way.
- Town adopted Elgin County and the Local Municipal Partners DEI Plan, and utilized it in the process of considering applicants for the Police Services Board
- Monitored services to ensure they are accessible, inclusive and equitably provided
- Upgraded front service desk with tray for customers to complete paperwork, and set personal items
- Created more opportunities to engage youth and seniors.
- Provided opportunities to welcome newcomers to the municipality.
- Staff now delivering all new property owners an information package on Town services
- Staff have additionally prepared and now distribute a new business package, with a list of local supports.

**The Township of Malahide accomplished the following in 2023/2024:**

- Reviewing and updating the Corporate Procurement Policy to include a barrier-free purchasing perspective.
- Updated accessibility training modules onto an all-encompassing, online training platform with updated modules and accurate, automated record tracking
- Accessible format alternatives to documents upon request

- Staff training on creating accessible documents
- Continual review of website and social media platforms to ensure accessibility compliance.
- Update HR Policy B-4.3 Accommodating Special Needs to reflect industry best practices and IASR requirements
- Created Return to Work Process and Return to Work Plan for employees
- New engineered wood fibre placed at 4 playgrounds in the Township.
- Malahide Community Place, South Dorchester Hall, and Wonnacott Park have had materials added to enhance the existing surfaces, resulting in significant upgrades
- Removed the gravel surface at Mill Street Park and replaced it with engineered wood fibre.
- Created a Customer Service Connect, Supports & Engage portal to with fillable forms for multiple departments that customers may need assistance with.
- Continue to work with the County Accessibility monitoring potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program
- Accessibility AODA Online Training Module and Human Rights 101 Third Edition - all new employees and current employee complete online training.
- Customer Feedback Form - a mechanism for customers to file concerns regarding accessibility.
- Customer Service Policies - various accessible formats and supports - QR codes, website, print option, in person, by phone
- Recruitment - notice on each posting to include accessible options and accommodations.

**The Township of Southwold has accomplished the following in 2023/2024:**

- Reviewed and updated Accessibility Policy
- Implemented a Diversity, Equity and Inclusion Policy
- Continue to digitize our TOMROMs filing system so employees can access files should they need to work from home as an accommodation due to any issues.
- Continued training on accessibility to staff to ensure compliance(ongoing)
- Continued staff training regarding WCAG 2.0 Level AA compliance
- Continue to make changes to the Township website to ensure compliance with WCAG 2.0 Level AA requirements
- Continue to make changes to Township Facebook page to ensure compliance with the WCAG2.0 Level AA requirements
- Repainted and realigned accessibility parking spaces at Township facilities, including the municipal office and Southwold Keystone Complex and Library



- Added extra mulch to Township playgrounds to ensure firm playing surface.
- Purchased a new sidewalk plow to improve sidewalk and accessible walkway maintenance.
- Applied for Trillium Capital Grant funding for accessible trail in Fingal
- Applied for funding under the Community Sport and Recreation Infrastructure Grant for recreational trails between the Southwold Keystone Complex and Corsley Park.
- Installed new municipal gateway signage and village signs with reflectivity for easier wayfinding.
- Initiated construction on a New Fire Hall which includes accessible access points and washrooms
- Updated and adopted the Individual Accommodation policy in the Township's Personnel Policy Manual
- Updated and adopted the Loss of License policy in the Township's Personnel Policy Manual (includes job protection & requirement for accommodation for medically related license loss)

### **Availability of the Plan and Status Report**

The Multi-Year Accessibility Plan and Annual Accessibility Status Reports can be accessed through Elgin County's website on the [Accessibility Page](https://www.elgincounty.ca/accessibility/):

<https://www.elgincounty.ca/accessibility/>

### **Contact Information**

For more information contact – Elgin County's HR Manager Emily Waldick:

Phone 519-631-1460 ext 167

Fax 519-633-7785

Email [ewaldick@elgin.ca](mailto:ewaldick@elgin.ca)

Mail Emily Waldick, HR Manager  
County of Elgin, Human Resources Dept.  
450 Sunset Drive,  
St. Thomas, ON N5R 5X7

**Accessible formats and/or communication support(s) are available upon request.**

**Joint Board of Management Minutes  
Aylmer Area Secondary Water Supply System &  
Port Burwell Area Secondary Water Supply System  
March 19, 2025 – 1:00p.m.**

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

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

**Board Members:**

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

**Staff:**

Township of Malahide – Sam Gustavson, Jason Godby, and Allison Adams  
Municipality of Bayham – Thomas Thayer and Ed Roloson

(1) Call to Order

Pete Barbour is appointed chair and the meeting is called to order at 1:03p.m.

(2) Disclosure of Pecuniary Interest

None

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

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

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

**Carried**

**Moved by: Tim Emerson**  
**Seconded by: Norman Watson**

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

**Carried**

(4) Reports

- AASWSS-25-01- Aylmer Area Secondary Water Supply System (AASWSS): 2024 Flow Consumption and Water Loss

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

THAT Report No. AASWSS-25-01 entitled “Aylmer Area Secondary Water Supply System (AASWSS): 2024 Flow Consumption and Water Loss” be received.

**Carried**

- PBASWSS-25-01- Port Burwell Area Secondary Water Supply System (PBASWSS): 2024 Flow Consumption and Water Loss Report

**Moved by: Tim Emerson**  
**Seconded by: Norman Watson**

THAT Report No. PBASWSS-25-01 entitled “Port Burwell Area Secondary Water Supply System (PBASWSS): 2024 Flow Consumption and Water Loss Report” be received.

**Carried**

- AASWSS-25-02 - Aylmer Area Secondary Water Supply System: DWQMS Element 20: 2024 Drinking Water Quality Trends Report

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

THAT Report No. AASWSS-25-02 entitled “Aylmer Area Secondary Water Supply System: DWQMS Element 20: 2024 Drinking Water Quality Trends Report” be received.

**Carried**

- PBASWSS-25-02 - Port Burwell Area Secondary Water Supply System: DWQMS Element 20: 2024 Drinking Water Quality Trends Report

**Moved by: Tim Emerson**

**Seconded by: Norman Watson**

THAT Report No. PBASWSS-25-02 entitled "Port Burwell Area Secondary Water Supply System: DWQMS Element 20: 2024 Drinking Water Quality Trends Report" be received.

**Carried**

- AASWSS-25-03 - 2024 Fourth Quarter Operations Report

**Moved by: Chester Glinski**

**Seconded by: Norman Watson**

THAT Report No. AASWSS-25-03 entitled "2024 Fourth Quarter Operations Report" be received.

**Carried**

- PBASWSS-25-03- 2024 Fourth Quarter Operations Report

**Moved by: Tim Watson**

**Seconded by: Chester Glinski**

THAT Report No. PBASWSS-25-03 entitled "2024 Fourth Quarter Operations Report" be received.

**Carried**

- AASWSS-25-04 - Aylmer Area Secondary Water Supply System (AASWSS): 2024 Section 11 Annual Report and Schedule 22 Summary Report

**Moved by: Chester Glinski**

**Seconded by: Norman Watson**

THAT Report No. AASWSS-25-04 entitled "Aylmer Area Secondary Water Supply System (AASWSS): 2024 Section 11 Annual Report and Schedule 22 Summary Report" be received.

**Carried**

- PBASWSS-25-04 - Port Burwell Area Secondary Water Supply System (PBASWSS): 2024 Section 11 Annual Report and Schedule 22 Summary Report

**Moved by: Tim Emerson**

**Seconded by: Norman Watson**

THAT Report No. PBASWSS-25-04 entitled "Port Burwell Area Secondary Water Supply System (PBASWSS): 2024 Section 11 Annual Report and Schedule 22 Summary Report" be received.

**Carried**

(5) Correspondence

**Moved by: Chester Glinski**

**Seconded by: Tim Watson**

That the correspondence items be noted and filed.

1. Township of Malahide – Letter of Support for Joint Canada Housing Infrastructure Fund
2. Municipality of Bayham – Letter of Support for Joint Canada Housing Infrastructure Fund
3. Municipality of Central Elgin – Letter of Support for Joint Canada Housing Infrastructure Fund
4. Southwestern Public Health – Letter of Support for Joint Canada Housing Infrastructure Fund
5. Ministry of the Environment, Conservation and Parks – Letter of Support for Joint Canada Housing Infrastructure Fund
6. Karen Vecchio, M.P.P. Elgin-Middlesex-London – Letter of Support for Joint Canada Housing Infrastructure Fund
7. Fire Chiefs - Letter of Support for Joint Canada Housing Infrastructure Fund
8. Elgin Area Primary Waters Supply System – Notice of Study Commencement
  - a. Township of Malahide - Letter requesting inclusion in future correspondence related to the MCEA

**Carried**



(6) New Business

- PBASWSS Draft Letter of Support for Joint Canada Housing Infrastructure Fund

**Moved by: Chester Glinski**

**Seconded by: Norman Watson**

THAT the PBASWSS supports Malahide's participation in a joint application to the Canada Housing Infrastructure Fund (CHIF) for the rehabilitation of the Port Burwell Area Secondary Water Supply System's transmission main on Nova Scotia Line;

AND FURTHER THAT the Board be authorized to sign a Letter of Support for the CHIF application.

**Carried**

(7) Adjournment

**Moved by: Norman Watson**

**Seconded by: Chester Glinski**

THAT the Aylmer Area Secondary Water Supply System Joint Board of Management adjourn at 1:52p.m. to meet again on June 18, 2025 at 1:00p.m.

**Carried**

**Moved by: Tim Emerson**

**Seconded by: Norman Watson**

THAT the Port Burwell Secondary Water Supply System Joint Board of Management adjourn at 1:52p.m. to meet again on June 18, 2025 at 1:00p.m.

**Carried**



Board Chair - P. Barbour



Clerk - A. Adams



**Joint Board of Management Minutes  
Aylmer Area Secondary Water Supply System &  
Port Burwell Area Secondary Water Supply System  
June 18, 2025 – 1:00p.m.**

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

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

**Board Members:**

Municipality of Central Elgin – Norman Watson  
Town of Aylmer – Pete Barbour  
Township of Malahide – Chester Glinski

**Absent:**

Municipality of Bayham - Tim Emerson

**Staff:**

Township of Malahide – Sam Gustavson, Jason Godby, Adam Boylan, and Allison Adams  
Municipality of Bayham – Thomas Thayer and Ed Roloson  
Municipality of Central Elgin – Alex Piggott

(1) Call to Order

Pete Barbour is appointed chair and the meeting is called to order at 1:03p.m.

(2) Disclosure of Pecuniary Interest

None.

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

**Moved by: Norman Watson**

**Seconded by: Chester Glinski**

THAT the minutes of the Aylmer Area Secondary Water Supply System Joint Board of Management meeting held on March 19, 2025 be approved as presented.

**Carried**

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

THAT the minutes of the Port Burwell Area Secondary Water Supply System Joint Board of Management meeting held on March 19, 2025 be approved as presented.

**Carried**

(4) Reports

- AASWSS-25-05- 2025 OCWA First Quarter Operations Report

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

THAT Report No. AASWSS-25-05 entitled "2025 OCWA First Quarter Operations Report" be received.

**Carried**

- PBASWSS-25-05- 2025 OCWA First Quarter Operations Report

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

THAT Report No. PBASWSS-25-05 entitled "2025 OCWA First Quarter Operations Report" be received.

**Carried**

- AASWSS-25-06 – 2024 Draft Financial Statements & Year End Report

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

THAT the 2024 Audited Financial Statements be received;

AND THAT the Chair be authorized to sign all required audit-related correspondence from Graham, Scott, Enns LLP on behalf of the AASWSS Board;

AND THAT the Aylmer Area Secondary Water Supply System 2024 surplus be transferred to the Capital Replacement Reserve.

**Carried**

- PBASWSS-25-06 - 2024 Draft Financial Statements & Year End Report

**Moved by: Norman Watson**

**Seconded by: Chester Glinski**

THAT the 2024 Audited Financial Statements be received;

AND THAT the Chair be authorized to sign all required audit-related correspondence from Graham, Scott, Enns LLP on behalf of the PBASWSS Board;

AND THAT the Port Burwell Area Secondary Water Supply System 2024 surplus be transferred to the Capital Replacement Reserve.

**Carried**

- AASWSS-25-07 – Board Governance

**Moved by: Chester Glinski**

**Seconded by: Norman Watson**

THAT Report No. AASWSS-25-07 entitled “Board Governance” be received for information;

AND THAT the attached draft letter be approved for issuance to the Town of Aylmer on behalf of the Board.

**Carried**

(5) Correspondence

Member Watson noted that Central Elgin would also be providing a letter of support to be included in the submission package.

**Moved by: Norman Watson**

**Seconded by: Chester Glinski**

That the correspondence items be noted and filed.

1. Township of Malahide – Letter of Support for Joint Health and Safety Water Stream (HSWS) Application for Rehabilitation of the Port Burwell Area Secondary System Transmission Main – Recommended for signing at Malahide Township Council Meeting – June 19, 2025
2. Municipality of Bayham – Letter of Support – Bayham’s Participation in a Joint Health and Safety Water Stream (HSWS) Application for Rehabilitation of the Port Burwell Area Secondary System Transmission Main

3. Fire Chiefs – Letter of Support - Municipal Housing Infrastructure Program (MHIP) - Health and Safety Water Stream Infrastructure Fund
4. Rob Flack M.P.P. Elgin-Middlesex-London – Support for joint application under the Municipal Housing Infrastructure Program (MHIP) - Health and Safety Water Stream for the Port Burwell Area Secondary Water Supply System(PBASWSS).
5. Southwestern Public Health – Letter of Support for Health and Safety Water Stream (HSWS)
6. Ministry of the Environment, Conservation and Parks - Letter of Support – Health and Safety Water Infrastructure Fund (HSWS)
7. Andrew Lawton, M.P. Elgin-St.Thomas-London South - Provincial Health and Safety Water Stream—Port Burwell Area Secondary Water Supply System

**Carried**

(6) New Business

- Review and Approval of PBASWSS Draft Letter of Support for Joint MHIP-HSWS Grant Application

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

THAT the Port Burwell Area Secondary Water Supply System Joint Board of Management supports Malahide's participation in a joint application to the Municipal Housing Infrastructure Program – Health and Safety Water Stream (MHIP-HSWS) for the rehabilitation of the Port Burwell Area Secondary Water Supply System's transmission main on Nova Scotia Line;

AND FURTHER THAT the Board be authorized to sign a Letter of Support for the grant application.

**Carried**

Director Godby provided an update on the RFP for the preliminary engineering design, noting that the process closes on July 4th. He emphasized the importance of awarding the contract without delay to allow work to begin promptly. A meeting will be scheduled for the end of July at the call of the Chair, with availability dates to be circulated.

(7) Adjournment

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



THAT the Aylmer Area Secondary Water Supply System Joint Board of Management adjourn at 1:47p.m. to meet again on September 17, 2025 at 1:00p.m.

**Carried**

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

THAT the Port Burwell Secondary Water Supply System Joint Board of Management adjourn at 1:47p.m. to meet again on September 17, 2025 at 1:00p.m.

**Carried**

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Board Chair – P. Barbour

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Clerk – A. Adams



**East Elgin Community Complex Board of Management  
Minutes  
May 14, 2025**

The East Elgin Community Complex Board of Management met at 7:00 p.m. with the following present:

**Malahide Council:** Chair D. Giguère, Board Member M. Widner, Board Member S. Leitch, Board Member R. Cerna, Board Member C. Glinski, Board Member S. Lewis

**Aylmer Council:** Board Member J. Couckuyt, Board Member P. Barbour, Member K. Desrosiers, Board Member J. Chapman,

**Absent:** Board Member J.H. Wilson, Board Member A. Oslach, Board Member W. Barber, Board Member J. Rauhe

**Staff:** Aylmer Director of Operations R. Johnson, Aylmer Chief Administrative Officer A. Grozelle, Aylmer Director of Financial Services/Treasurer H. Sachs, Aylmer Director of Legislative Services/Clerk O. Jaggard, EECC Foreman J. Benner, EECC Coordinator D. Broer

**1. WELCOME - Chair - Mayor Giguère**

**2. CONFIRMATION OF AGENDA**

(a) Confirmation of Agenda

Resolution No. 15-25

Moved by Member Desrosiers and seconded by Member Cerna:

**That the Board adopts the Agenda for the meeting of May 14, 2025.**

The motion is Carried.

**3. DECLARATION OF PECUNIARY INTEREST**

**4. DELEGATIONS**

May 14, 2025

- (a) Christene Scrimgeour, Scrimgeour & Company, Presentation of Draft Audited 2024 Financial Statements

Resolution No. 16-25

Moved by Member Barbour and seconded by Member Chapman:

**That the Report respecting the 2024 Audited Statements be received as information; and,**

**That the Board approve the 2024 Audited Statements provided by Christene Scrimgeour of Scrimgeour and Company.**

The motion is Carried.

**5. APPROVAL OF PREVIOUS MINUTES**

- (a) 20250226 - EECC Board Meeting Minutes

Resolution No. 17-25

Moved by Member Chapman and seconded by Member Lewis:

**That the minutes of the February 26, 2025 Regular Meeting of EECC Board of Management be approved.**

The motion is Carried.

**6. ACTION ITEMS**

**STAFF REPORTS**

- (a) Director of Financial Services/Treasurer - Report EECC 10-25 - EECC Quarterly Financial Summary Q1 2025

Resolution No. 18-25

Moved by Member Couckuyt and seconded by Member Cerna:

**That Report EECC 10-25 entitled East Elgin Community Complex Quarterly Financial Summary Report – Q1 be received for information.**

The motion is Carried.

- (b) Foreman Parks and Recreation & Director of Operations - Report EECC 07-25 - RFT: Compressor Replacement

Resolution No. 19-25

Moved by Member Barbour and seconded by Member Leitch:

**That Report EECC 07-25 RFT: Compressor replacement be received for information; and,**

May 14, 2025

**That staff be directed to proceed with preparation and advertising a Request for Tender (RFT) for replacement of the compressor at the East Elgin Community Complex as outlined in the report.**

The motion is Carried.

- (c) Director of Operations - Report EECC 08-25 - Draft EOI Arcade Style Games

Resolution No. 20-25

Moved by Member Lewis and seconded by Member Desrosiers:

**That Report EECC 08-25 entitled Draft EOI Arcade Style Games be received for information; and,**

**That staff be directed to proceed with the advertising of an expression of interest for the provision of arcade style games.**

**Member Chapman requested a recorded vote.**

**Vote Results**

**Member Desrosiers - Yes**

**Member Chapman - No**

**Member Leitch - Yes**

**Member Cerna - Yes**

**Member Lewis - Yes**

**Member Glinski - Yes**

**Member Barbour - Yes**

**Member Widner - Yes**

**Member Couckuyt - No**

**Chair Giguère - Yes**

The motion is Carried.

- (d) EECC/Parks Coordinator - Report EECC 09-25 - Event Update: 2025 Canada Day Celebrations

Resolution No. 21-25

Moved by Member Widner and seconded by Member Cerna:

**That Report EECC 09-25 entitled Event Update: 2025 Canada Day Celebrations be received for information.**

The motion is Carried.

**NOTICE OF MOTION**

**MOTIONS**

May 14, 2025

(a) Recognition Of Cameron Reid's Achievements in Hockey

Moved by Member Cerna and seconded by Member Lewis:

**WHEREAS, Cameron Reid, a talented young athlete from our community, has achieved significant accomplishments in the world of hockey;**

**AND WHEREAS, Cameron's accomplishments serve as an inspiration to our community and a role model for youth athletes;**

**AND WHEREAS, Cameron has been a proud member of various local hockey organizations, including the Aylmer Minor Hockey Association and has advanced to represent Canada at international levels;**

**NOW, THEREFORE, BE IT RESOLVED THAT, the EECC Board of Management hereby acknowledges Cameron Reid's outstanding achievements in hockey;**

**BE IT FURTHER RESOLVED THAT, the EECC Board of Management approve the following:**

**Display of Recognition:**

**1. That the EECC Board of Management approve the purchase of a display frame for an autographed jersey from Cam Reid's current team, the Kitchener Rangers. The Reid family has generously agreed to provide the jersey for free.**

**2. Event Consideration:**

**That the Board direct staff to explore the possibility of organizing an event to honor Cam Reid's achievements, including a community skate event where Cam could interact with local residents, especially youth, and inspire the next generation of athletes.**

**BE IT FINALLY RESOLVED THAT, the EECC Board of Management extends its heartfelt congratulations to Cameron Reid for his exceptional achievements and expresses pride in his success as a local athlete representing our community on the international stage.**

Member Chapman requested a division of the question.

Chair Giguère requested Board consent to proceed with a division of the question, and proceeded with individual votes on the clauses of the proposed resolution.

Resolution No. 22-25

Question divided from previously moved motion.

**That the EECC Board of Management approve the purchase of a display frame for an autographed jersey from Cameron Reid's current team, the Kitchener Rangers. The Reid family has generously agreed to provide the jersey for free.**

May 14, 2025

The motion is Defeated.

Recorded Vote Result:

Member Desrosiers - Yes

Member Chapman - No

Member Leitch - No

Member Cerna - Yes

Member Lewis - Yes

Member Glinski - Yes

Member Barbour - No

Member Widner - Yes

Member Couckuyt - No

Member Giguère - No

Resolution No. 23-25

Question divided from previously moved motion.

**That the Board direct staff to organize an event to honor Cam Reid's achievements, including a community skate event where Cam could interact with local residents, especially youth, and inspire the next generation of athletes.**

The motion is Carried.

Recorded Vote Result:

Member Desrosiers - Yes

Member Chapman - Yes

Member Leitch - Yes

Member Cerna - Yes

Member Lewis - Yes

Member Glinski - Yes

Member Barbour - Yes

Member Widner - Yes

Member Couckuyt - Yes

Chair Giguère - Yes

Resolution No. 24-25

Question divided from previously moved motion.

**That the EECC Board of Management extends its heartfelt congratulations to Cameron Reid for his exceptional achievements and expresses pride in his success as a local athlete representing our community on the international stage.**

The motion is Carried.

Recorded Vote Result:

Member Desrosiers - Yes



May 14, 2025

Member Chapman - Yes  
 Member Leitch - Yes  
 Member Cerna - Yes  
 Member Lewis - Yes  
 Member Glinski - Yes  
 Member Barbour - Yes  
 Member Widner - Yes  
 Member Couckuyt - Yes  
 Chair Giguère - Yes

Resolution No. 25-25

Moved by Member Couckuyt and seconded by Member Cerna:

**That staff be directed to prepare a recognition policy for presentation to the EECC Board at a future meeting.**

The motion is Carried.

**7. INQUIRIES BY MEMBERS**

- (a) Member Chapman inquired if a meeting of the Board could be held sooner than regularly scheduled to approve the policy so that there is a possibility that the jersey could be hung up in a reasonable amount of time. The CAO confirmed he would coordinate policy-making with the Manager of Parks and Recreation. Chair Giguère noted this collaboration would allow for an expedited policy and meeting at the call of the Chair.
- (b) Member Widner addressed comments made by the public regarding the building in light of Elgin County's proposal to relocate the Aylmer Library to the EECC. He denounced comments relating to the architecture and the farm located adjacent to the building. Member Widner encouraged positive comments about the EECC as the potential new location for the Aylmer Library.

**8. CLOSED SESSION**

**9. NEXT MEETING AND ADJOURNMENT**

- (a) The next EECC Board meeting will be scheduled at the call of the chair.
- (b) Adjournment

Resolution No. 26-25

Moved by Member Barbour and seconded by Member Desrosiers:

**That the Board do now adjourn at 8:24 p.m.**

May 14, 2025

The motion is Carried.

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Clerk

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Mayor



**East Elgin Community Complex Board of Management  
Minutes  
June 11, 2025**

The East Elgin Community Complex Board of Management met at 7:00 p.m. with the following present:

**Malahide Council:** Chair mayor D. Giguère, Deputy Mayor M. Widner, Board Member S. Leitch, Board Member R. Cerna,

**Aylmer Council:** Mayor J. Couckuyt, Deputy Mayor P. Barbour, Board Member A. Oslach, Board Member K. Desrosiers, , Board Member J. Rauhe

Absent: Board Member W. Barber, Board Member J. Chapman, Board Member J.H. Wilson, Board Member C. Glinski, Board Member S. Lewis

**Staff:** Director of Public Works J. Godby, Aylmer Manager of Parks and Recreation S. Wray, Aylmer Chief Administrative Officer A. Grozelle, Aylmer Director of Legislative Services/Clerk O. Jaggard

**1. WELCOME - Chair - Mayor Couckuyt**

**2. CONFIRMATION OF AGENDA**

(a) Confirmation of Agenda

Resolution No. 27-25

Moved by Board Member Cerna and seconded by Board Member Leitch:

**That the Board adopts the Agenda for the meeting of June 11, 2025.**

The motion is Carried.

**3. DECLARATION OF PECUNIARY INTEREST**

**4. DELEGATIONS**

**5. APPROVAL OF PREVIOUS MINUTES**

June 11, 2025

- (a) 20250514-EECC Board Meeting Minutes

Resolution No. 28-25

Moved by Board Member Rauhe and seconded by Board Member Barbour:

**That the Board approves the minutes of the May 14, 2025 meeting of the East Elgin Community Complex Board.**

The motion is Carried.

**6. ACTION ITEMS**

**STAFF REPORTS**

- (a) Director of Public Works, Township of Malahide - Report EECC 12-25 - Tender Award - EECC Parking Lot Reconstruction

Resolution No. 29-25

Moved by Board Member Desrosiers and seconded by Board Member Leitch:

**That Report EECC 12-25 entitled Tender Award - EECC Parking Lot Reconstruction be received for information; and,**

**That the Board accept the low bid submitted by Melrose Paving Co. Ltd. in the amount of \$747,326.24 (excluding HST) for the reconstruction of the EECC parking lot, including provisional items 1 and 2, in accordance with the tender documents; and,**

**That the Board authorize the Mayor and Clerk of the Township of Malahide to execute the documents.**

The motion is Carried.

- (b) Manager of Parks and Recreation, Town of Aylmer - Report REC 11-25 - Draft Recognition Policies

Resolution No. 30-25

Moved by Board Member Barbour and seconded by Co-Chair Dominique Giguère:

**That Report REC 11-25 entitled Draft Recognition Policies, be received for information; and,**

**That the Board approve the proposed Draft Recognition Policies.**

The motion is Carried.

**NOTICE OF MOTION**

June 11, 2025

## **MOTIONS**

### **7. INQUIRIES BY MEMBERS**

- (a) Board Member Leitch inquired about inline roller skating in Eastlink Arena. Manager of Planning and Development Susie Wray provided a summary of the programming.
- (b) Board Member Desrosiers inquired about facility rental rates.

### **8. CLOSED SESSION**

### **9. NEXT MEETING AND ADJOURNMENT**

- (a) Adjournment Resolution

Resolution No. 31-25

Moved by Board Member Widner and seconded by Board Member Desrosiers:

**The next EECC Board meeting is schedule for 7:33pm.**

The motion is Carried.

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Clerk

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Chair

**The Corporation of the Township of Malahide  
Community Grant Committee Meeting  
June 4, 2025 – 2:00p.m.**

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Malahide Township Community Grant Committee met at the Malahide Council Chambers, at 51221 Ron McNeil Line, Springfield, at 9:00a.m. The following were present:

**Council:** Mayor D. Giguère, Councillor S. Lewis, and Councillor R. Cerna.

**Staff:** Director of Corporate Services A. Boylan, Community Relations and Economic Development Manager S. Tripp, and Clerk A. Adams.

**CALL TO ORDER:**

Councillor Lewis took the Chair and called the meeting to order at 2:04p.m.

**APPROVAL OF AGENDA:**

**Moved By: Rick Cerna**

**Seconded By: Dominique Giguère**

THAT the agenda be approved as presented

**Carried**

**DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:**

No items.

**ANNOUNCEMENTS:**

No items.

**ADOPTION OF MINUTES:**

**Moved By: Rick Cerna**

**Seconded By: Dominique Giguère**

THAT the minutes of the Community Grant Committee Meeting held on January 29, 2025 be approved.

**Carried**



**DELEGATIONS:**

No items.

**UNFINISHED BUSINESS:**

No items.

**NEW BUSINESS:**

- Review and debrief existing Policy
  - Evaluate feedback from 2024 and review possible suggestions for improvement.
- Review funding criteria established under the Policy
  - Evaluate current criteria and demonstrate if is effectively capturing the intended demographic effectively.

CRED Manager Tripp provided an overview of feedback from the 2024 process, noting that not all comments were actionable. The Committee agreed that financial statements should remain part of the criteria, as they demonstrate responsibility and support informed decision-making.

Director Boylan suggested refining parts of the application to improve clarity while retaining financial information to ease completion.

There was agreement by the committee to refine the feedback language related to financial information, with any further discussions to take place in person as needed.

The Committee supported continued communication and marketing of application deadlines. As part of the standard practice, a reminder will be sent to past applicants. Clarification was provided that applications are accepted only during the designated intake period, and outside of that window, they may be reviewed only if funding remains available.

Mr. Tripp initiated a discussion on aligning the policy's criteria with its intended goals. Suggestions focused on simplifying the application form and clearly separating the policy and instructions from the application materials. The Committee also supported removing the application requirement for designated community founding organizations and recommended that the specific policy be reviewed.

**Moved By: Dominique Giguère**  
**Seconded By: Rick Cerna**

THAT the Grant Committee has completed its review and developed recommendations regarding the criteria outlined in the current Policy;

AND THAT staff be directed to implement the recommended changes and bring forward a report to Council for consideration at an upcoming meeting.

**Carried**

**ADJOURNMENT:**

**Moved By: Dominique Giguère**

**Seconded By: Rick Cerna**

THAT the Committee adjourn its meeting at 2:47p.m.

**Carried**

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Chair – S. Lewis

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Clerk – A. Adams



**Kettle Creek**  
Conservation Authority

# Full Authority Minutes

May 21, 2025

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, May 21, 2025 at 10:00 a.m. The meeting was streamed live to Facebook.

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

John Wilson joined the meeting virtually at 10:17 a.m.

## Audio/Video Record Notice

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

## Land Acknowledgement

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

## Members Present:

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

## Members Absent with Regret:

## Staff Present

Jennifer Dow	Water Resources Supervisor	In Person
Maisa Fumagalli	Planning and Regulations Supervisor	Virtual
Jessica Kirschner	Corporate Services Coordinator	Virtual

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

**Introductions & Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

**Delegations/Presentations**

There were no delegations or presentations.

**Hearing Board**

There was no Hearing required.

**Minutes of Meeting**

**FA57/2025**

**Moved by:** Grant Jones

**Seconded:** Jim Herbert

That the minutes of April 16, 2025 Full Authority Meeting be approved.

**Carried**

**Matters Arising**

- a) Media Report
- b) Project Tracking
- c) Watershed Conditions

**FA58/2025**

**Moved by:** Jim Herbert

**Seconded:** Frank Berze

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

**Carried**

**Correspondence**

- a) From Elizabeth VanHooren to Honourable Rob Flack, Minister of Municipal Affairs and Housing April 4, 2025
- b) From Honourable Rob Flack, Minister of Municipal Affairs and Housing May 1, 2025
- c) Release: Ontario Getting Homes and Infrastructure Built Faster and Smarter May 12, 2025

**FA59/2025**

**Moved by:** Jerry Pribil

**Seconded:** Lori Baldwin-Sands

That the correspondence be received.

**Carried**

**Statement of Revenue and Expenses**

No Report

**New Business**

- a) Proposed Response to the City of London Regarding 2026 Budget

**FA60/2025**

**Moved by:** Lori Baldwin-Sands

**Seconded:** Grant Jones

That the correspondence from the City of London be received, and further  
That the proposed draft response be executed.

**Carried**

- b) Lifeguard Equipment

**FA61/2025**

**Moved by:** Jim Herbert

**Seconded:** Lori Baldwin-Sands

That staff be authorized to purchase lifeguard chairs and equipment for Lake Whittaker and Dalewood campgrounds to an upset limit of \$20,000.

**Carried**

- c) Kettle Creek Dog Park Agreement

**FA62/2025**

**Moved by:** Grant Jones

**Seconded:** JJ Strybosch

That KCCA renew an agreement with the Municipality of Central Elgin and the City of St. Thomas for the operation of the Kettle Creek Dog Park at Dan Patterson Conservation Area.

**Carried**

d) Belmont and Union Conservation Area Agreements

**FA63/2025**

**Moved by:** Sharron McMillan

**Seconded:** Jim Herbert

That staff take the necessary administrative steps to formalize the renewal clause for the Belmont and Union Conservation Area Land Management Agreement extending the existing agreement to October 31, 2029.

**Carried**

e) Appointment of Regulation Enforcement Officers

**FA64/2025**

**Moved by:** Lori Baldwin-Sands

**Seconded:** John Wilson

That in accordance with Section 30.1 of the Conservation Authorities Act, the Authority appoints Maisa Fumagalli and Jeff Lawrence as “Regulation Enforcement Officers” with all the powers and duties of a provincial offences officer appointed under the Act for enforcement of regulations under Section 28 and 29 of the Conservation Authorities Act in the jurisdiction of the Kettle Creek Conservation Authority.

**Carried**

f) May Planning and Regulations Report

**FA65/2025**

**Moved by:** Grant Jones

**Seconded:** Frank Berze

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

**Closed Session**

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

**FA66/2025**

**Moved by:** Grant Jones

**Seconded:** Lori Baldwin-Sands

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

**Carried**



**FA67/2025****Moved by:** Lori Baldwin-Sands**Seconded:** Jim Herbert

That the Full Authority revert to open session and report.

**Carried**

The Open Session resumed at 11:02 a.m.

- a) April 16, 2025 Closed Session Minutes

**FA68/2025****Moved by:** Grant Jones**Seconded:** Frank Berze

That the Closed Session minutes of the April 16, 2025 Full Authority Meeting be approved.

**Carried**

- b) Property Matter – Possible Acquisition

No Report.

- c) Legal Matter

**FA69/2025****Moved by:** JJ Strybosch**Seconded:** Sam Trosow

That staff proceed as directed on a legal matter.

**Carried**

- d) Personnel Matter

**FA70/2025****Moved by:** Sharron McMillan**Seconded:** Frank Berze

That staff proceed as directed on a personnel matter.

**Carried****Upcoming Meetings**

The next meeting of the Full Authority is scheduled for June 18, 2025.

Members were also reminded that the Kettle Creek Food Truck Festival is being hosted at Dan Patterson Conservation Area on June 14, 2025 from 11 a.m. to 6 p.m.

Baldwin-Sands also mentioned that KCCA will be hosting future doctors at Dalewood Conservation Area on June 2, 2025 as part of Discovery Week. This is a great opportunity to showcase Dalewood Conservation Area and the local hiking trails and attractions that make this region a great place to live and work.

#### FA71/2025

**Moved by:** Jim Herbert

**Seconded:** Lori Baldwin-Sands

That the meeting adjourn at 11:06 a.m.

**Carried**



Elizabeth VanHooren  
General Manager/Secretary Treasurer



Todd Noble  
Chair

#### Recorded Vote Registry FA57/2025 to FA62/2025

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

Board Member	FA57/2025	FA58/2025	FA59/2025	FA60/2025	FA61/2025	FA62/2025
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	A	A	A	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>

**Recorded Vote Registry FA63/2025 to FA70/2025**

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

Board Member	FA63/2025	FA64/2025	FA65/2025	FA66/2025	FA67/2025	FA682025	FA69/2025
Baldwin-Sands	Y	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y	Y
Strybosch	Y	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried	Carried

**Recorded Vote Registry FA70/2025 to FA71/2025**

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

Board Member	FA70/2025	FA71/2025
Baldwin-Sands	Y	Y
Berze	Y	Y
Herbert	Y	Y
Jones	Y	Y
McMillan	Y	Y
Noble	Y	Y
Pribil	Y	Y
Strybosch	Y	Y
Trosow	Y	Y
Wilson	Y	Y
Result	Carried	Carried



June 19, 2025

**Delivered by Email**

Member Municipalities  
Elgin County  
Middlesex County

**Subject: Bill 5 and Bill 17**

At its June 18, 2025 Full Authority meeting, Kettle Creek Conservation Authority reviewed correspondence from Conservation Ontario pertaining to Bill 5, the *Protect Ontario by Unleashing our Economy Act* and Bill 17, *Protect Ontario by Building Faster and Smarter Act* and associated regulations.

Members requested that Conservation Ontario's correspondence on these two Bills be forwarded to our member municipalities and neighbouring Counties to inform your own discussions and advocacy efforts.

Sincerely,

Elizabeth VanHooren  
General Manager/Secretary Treasurer

Encl.

Conservation Ontario's comments on the "*Special Economic Zones Act*" May 17, 2025

Conservation Ontario's Comments on Bill 17, *Protect Ontario by Building Faster and Smarter Act* June 22, 2025



May 17, 2025

Via Email: [specialeconomiczones@ontario.ca](mailto:specialeconomiczones@ontario.ca)

**Re: Conservation Ontario's comments on the "Special Economic Zones Act, 2025" (ERO#025-0391)**

Bill 5, the *Protect Ontario by Unleashing our Economy Act, 2025* proposes to amend existing and enact new legislation, including the *Special Economic Zones Act, 2025*. Upon proclamation, the *Special Economic Zones Act* will provide regulation-making authorities to the Lieutenant Governor in Council (LGIC) and applicable Minister to make criteria for and to designate "special economic zones", "trusted proponents", and "designated projects".

Once established, designated projects undertaken by trusted proponents in special economic zones may receive exemptions or modifications to specified legislative or regulatory permitting, approvals, or other similar requirements. The proposed legislation may apply in any area of Ontario, and to any provincial Act, regulation or instrument, including municipal by-laws.

Conservation Ontario and the 36 Conservation Authorities (CAs) share the government's commitment to identify process improvements and provide timely approvals to support development priorities. We are committed to supporting a strong provincial economy, safe housing and critical infrastructure development, and safeguarding sources of municipal drinking water. CAs are dedicated to providing client service excellence for all development proponents.

Providing strong protections for people and property from risks related to natural hazards and existing and future sources of municipal drinking water are essential to support economic development and safe and prosperous communities. Conservation Ontario recommends that natural hazard permitting requirements under the *Conservation Authorities Act* and policies set out in the source protection plan under the *Clean Water Act* continue to apply in any designated special economic zones. The continued application of these regulations and policies will balance potential risks and further support safe and healthy communities.

Ontario's natural hazard regulatory framework is essential to protect housing, critical infrastructure, and the public from natural hazard impacts, including flooding and erosion. The success of Ontario's hazard management framework and the Conservation Authority

model is recognized for minimizing flood hazard risks to housing compared to other provinces, resulting in considerably lower insurable losses. This coordinated and hazard/risk-based framework is strongly supported by Ontario's Special Advisor on Flooding in their report "*An Independent Review of the 2019 Flood Events in Ontario*".

Conservation Authorities play a critical role in the protection of sources of municipal drinking water as Source Protection Authorities (SPAs) under the *Clean Water Act*. Lead SPAs are responsible for developing, updating and assisting in the coordination and implementation of the source protection plan(s) to protect existing and future sources of drinking water. All Source Protection Plans are approved by the Minister of Environment, Conservation and Parks.

The *Clean Water Act* appropriately establishes a high standard for the protection of drinking water quality and quantity and requires that in case of conflict between a provision of that Act and another Act or regulation, that the provision that provides the greatest protection to the quality and quantity of the water prevails. Maintaining this requirement under the *Clean Water Act* is necessary to ensure the strongest available legislative and regulatory protection is applied to safeguard drinking water quantity and quality. This multi-barrier approach to ensuring the safety of Ontario's drinking water was strongly supported by Commissioner O'Connor in the 2002 "*Report of the Walkerton Inquiry*".

Conservation Authority staff bring decades of specialized expertise balancing development pressures and finding local solutions to complex matters. Both Conservation Ontario and Ontario's 36 CAs welcome opportunities to strategically collaborate with provincial and municipal governments to ensure provincial development priorities are planned and implemented safely, supporting long-term economic prosperity and a healthy environment.

Thank you for the opportunity to review and provide comments on the "Special Economic Zones Act, 2025" (ERO#025-0391). We would be pleased to further discuss these comments at your convenience.

Sincerely,

*Dave Barton*

Dave Barton  
Chair, Conservation Ontario

*Angela Coleman*

Angela Coleman  
Chief Administrative Officer / General  
Manager, Conservation Ontario

c.c. All CA CAOs/GMs



June 11, 2025

Ministry of Municipal Affairs and Housing Provincial Planning Branch  
777 Bay Street, 13th Floor  
Toronto, ON  
M7A 2J3

**Re: Conservation Ontario's comments on "Proposed Planning Act and City of Toronto Act, 2006 Changes (Schedules 3 and 7 of Bill 17 - Protect Ontario by Building Faster and Smarter Act, 2025)" (ERO#025-0461), "Proposed Regulations- Complete Application" (ERO#025-0462), and the "Proposed Regulation- As-of-right Variations from Setback Requirements" (ERO#025-0463).**

Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025*, received Royal Assent on June 5, 2025, amending eight pieces of legislation, including the *Planning Act* and *City of Toronto Act, 2006*. The amendments alter or exempt certain planning requirements and approval processes related to minor variances and elementary schools, enable enhanced oversight for projects proceeding through a Minister's Zoning Order (MZO), and provide regulation-making authority to create rules regarding study requirements for complete applications.

Conservation Ontario is the voice of Ontario's 36 Conservation Authorities.

**Conservation Ontario supports the government's commitment to timely and transparent planning and development approvals.**

- We appreciate the provincial government's continued commitment to ensuring development does not occur on hazardous lands, as noted in ERO#025-0461.
- Strong natural hazard planning and regulatory frameworks are essential to protect housing, sensitive institutional uses such as schools, hospitals and care facilities, critical infrastructure, and the public from natural hazard impacts, including flooding and erosion.

**Conservation Ontario is committed to the goals of:**

- **Protecting people, property, and infrastructure from the impacts of natural hazards; and,**
- **Protecting sources of municipal drinking water.**



**Conservation Ontario believes that achieving these goals requires informed planning supported by a comprehensive understanding of hazard areas and significant (drinking water) threat policies within municipal jurisdictions.**

- Municipalities rely on Conservation Authorities<sup>1</sup> for mapping for hazardous lands and sites in municipal planning documents, including Official Plans and Zoning By-Laws.
- Working with Source Protection Authorities, municipal planning documents further incorporate significant drinking water threat policies that must be 'conformed with' and other policies that they 'have regard to' arising from their local Source Protection Plan.

Conservation Ontario provides the following comments on select aspects of these proposals. A summary is provided in Attachment 1. These comments are limited to changes implemented through Bill 17 and are not reflective of the full suite of proposed changes as outlined in the Province's Bill 17 Technical Briefing Deck.

**1. Minor Variances (As-of-Right Variations from Setback Requirements)**

- Bill 17 enables new regulation-making authority to allow variations to a municipal zoning by-law to be permitted "as of right" if a proposal is within a percentage of the required setback on specified lands (currently proposed to be 10%).
- These provisions would only apply to buildings or structures on urban residential lands outside of the Greenbelt Area and would further exclude any area that is within 120 m of certain hazardous lands (including shorelines) and lands within 300 m of most railways.

**Conservation Ontario supports process improvements to facilitate safe housing and infrastructure development, while ensuring that development occurs outside of hazardous lands.**

- Recent publications<sup>2,3,4</sup> highlight limited municipal capacity to map and effectively manage flooding and other natural hazards, emphasizing the need for collaborative partnerships with Conservation Authorities to ensure hazardous areas are accurately reflected in municipal planning documents.

<sup>1</sup> Ontario Ministry of Municipal Affairs and Housing. (2024). *Provincial Planning Statement, 2024*. Policy 5.2. Government of Ontario.

<sup>2</sup> Office of the Auditor General of Ontario. (2022). *Value-for-Money Audit: Climate Change Adaptation: Reducing Urban Flood Risk*.

<sup>3</sup> Office of the Auditor General of Ontario. (2024). *Follow-up on the 2022 Performance Audit: Climate Change Adaptation: Reducing Urban Flood Risk*.

<sup>4</sup> McNeil, D. (2019). *Ontario's Special Advisor on Flooding Report to Government: An Independent Review of the 2019 Flood Events in Ontario*.

- To ensure “as-of-right” setback reductions do not have the effect of siting development in areas impacted by natural hazards, Conservation Authorities will continue to collaborate with municipal partners to ensure current hazard mapping is incorporated into municipal Official Plans and Zoning By-Laws.

## 2. Study Requirements and Certified Professionals

- Bill 17 enables new regulation-making authority to specify the type and topics of studies/reports that may be requested as part of a complete application under the *Planning Act* and limit complete application study/report requirements to what is currently outlined in Official Plans, unless otherwise approved by the Minister.
- Applications made under the *Planning Act* are often accompanied by municipally requested technical studies or reports to confirm site constraints, policy compliance, and assess impacts on infrastructure, municipal drinking water sources, and public health and safety.

**Conservation Ontario recommends future regulations enable municipalities to require studies/reports used to confirm consistency with provincial policies related to natural hazards and applicable drinking water source protection policies as part of a complete application.**

- Supporting studies and reports provide approval authorities with technical information to make informed decisions on development proposals.
- These studies ensure the proposed development does not negatively impact natural hazards, safeguard sources of municipal drinking water, and maintain a high standard of public safety.
- A list of potential study/report topics and types is provided in Attachment 2.

- Amendments further require municipalities to accept studies/reports prepared by “prescribed professionals” as “final” for the purpose of determining a complete application.
- It is anticipated that a range of professions / professional designations may be included in a future regulation, each with varying technical expertise to support the development of municipally-requested studies/reports.

**Conservation Ontario recommends the regulation clarify the specific designations and expertise for “prescribed professionals”, specific to each report type, to ensure studies/reports are prepared by appropriate professionals.**

### 3. Streamlined Planning Approval for Schools

- Bill 17 provides “as-of-right” permission to locate public elementary and high schools on urban lands zoned for residential uses. The Bill further exempts the placement of all portable classrooms at public schools from site plan control.

**Conservation Ontario supports efforts to facilitate timely and safe development of institutional uses, such as schools and day-care facilities.**

- As previously noted, we recommend municipal zoning resources be updated to ensure development is not situated in hazardous lands or sites, further to prohibitions in policy 5.2.6 (a) of the Provincial Planning Statement, 2024.
- Consideration should also be given to scoping “as-of-right” provisions to exclude areas subject to natural hazards and/or areas where safe access cannot be achieved.

**Conservation Ontario recommends in lieu of the requirement for a Zoning By-Law Amendment, a streamlined review process to confirm that natural hazards do not pose a safety threat for the siting of schools and day-care facilities.**

- Conservation Authorities are prepared to assist municipal partners with an expedited review to help facilitate timely and safe development.

### 4. Minister’s Zoning Orders

- Bill 17 provides the Minister with the ability to impose enforceable conditions on municipalities or proponents that must be met before a use permitted by a Minister’s Zoning Order comes into effect.

**Conservation Ontario supports using this new authority to improve transparency and effective implementation of MZOs.**

For example, conditions could be applied to request completion of satisfactory studies/reports, or inclusion of appropriate safeguards for drinking water sources or against the impacts of natural hazards (e.g., flooding and erosion).

**Conservation Ontario requests that the Province, when considering a request for a Minister’s Zoning Order, consult with affected municipalities and Conservation Authorities on potential conditions.**

Thank you for the opportunity to review and provide comments on “Proposed Planning Act and City of Toronto Act, 2006 Changes (Schedules 3 and 7 of Bill 17 - Protect Ontario by Building Faster and Smarter Act, 2025)” (ERO#025-0461), “Proposed Regulations– Complete

Application" (ERO#025-0462), and the "Proposed Regulation- As-of-right Variations from Setback Requirements" (ERO#025-0463). We would be pleased to further discuss these comments at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Bonnie Fox". The signature is fluid and cursive, with the first name "Bonnie" and the last name "Fox" clearly distinguishable.

Bonnie Fox  
Policy and Planning Director

c.c. Conservation Authority CAOs/GMs

### **Attachment 1: Summary**

1. Conservation Ontario supports the government's commitment to timely and transparent planning and development approvals.
2. Conservation Ontario is committed to the goals of:
  - a. Protecting people, property, and infrastructure from the impacts of natural hazards and
  - b. Protecting sources of municipal drinking water
3. Conservation Ontario believes that achieving these goals requires informed planning supported by a comprehensive understanding of hazard areas and significant (drinking water) threat policies within municipal jurisdictions.
4. Conservation Ontario supports process improvements to facilitate safe housing and infrastructure development, while ensuring that development occurs outside of hazardous lands.
5. Conservation Ontario recommends future regulations enable municipalities to require studies/reports used to confirm consistency with provincial policies related to natural hazards and applicable drinking water source protection policies as part of a complete application.
6. Conservation Ontario recommends future regulations clarify the specific designations and expertise for "prescribed professionals", specific to each report type, to ensure studies/reports are prepared by appropriate professionals.
7. Conservation Ontario supports efforts to facilitate timely and safe development of institutional uses, such as schools and day-care facilities.
  - a. Conservation Ontario recommends in lieu of the requirement for a Zoning By-Law Amendment, a streamlined review process to confirm that natural hazards do not pose a safety threat for the siting of schools and day-care facilities.
8. Conservation Ontario supports the use of new MZO authority to improve transparency and effective implementation of MZOs.
  - a. Conservation Ontario requests that the Province, when considering a request for a Minister's Zoning Order, consult with affected municipalities and Conservation Authorities on potential conditions.

## **Attachment 2: Potential Studies/Reports that Municipalities may request to support complete applications under the *Planning Act***

The following studies are examples of what may be required to support informed decisions on applications submitted under the *Planning Act*. These lists are not exhaustive. The specific proposal, geographic context, and applicable local policies will further scope necessary studies. Where study/report recommendations are put forward by Conservation Authorities through their mandatory plan review and input roles, CAs will work with municipal partners to scope study requirements to capture necessary details to support municipal decision-making.

### **1. Studies required by Source Protection Plan policies. Examples include, but are not limited to:**

- a. Groundwater Impact Studies (in areas identified as significant Groundwater Recharge Areas).
- b. Hydrogeological analysis / risk assessment (where proposed development may pose risk to vulnerable aquifers).
- c. Water balance assessment.
- d. Intake / wellhead vulnerability mapping.
- e. Transport Pathway Vulnerability Assessment.

### **2. Studies required to assess consistency with provincial natural hazard policies (e.g., PPS, 2024) and conformity with natural hazard policies in provincial plans. Examples include, but are not limited to:**

- a. Detailed site plan / site screening report.
- b. Studies/ reports to assess potential flooding hazards (*e.g., flood plain study reports, flood hazard assessments, hydraulic modelling, topographic report, grading plan, drainage catchment assessments, post-development drainage plans, etc.*)
- c. Studies / reports to assess potential erosion hazards (*e.g., geotechnical investigations / assessments, erosion hazards assessments [meander belts, slope stability, etc.], sediment and erosion control plans, etc.*)
- d. Studies / reports to assess potential shoreline/coastal hazards (*e.g., coastal hazard / engineering assessment, shoreline stability report, etc.*)
- e. Studies / reports to assess potential wetland hazards/impacts (*e.g., hydrological evaluations / water balance, wetland delineation study, scoped Environmental Impact Study, etc.*)
- f. Studies / reports to assess potential stormwater management needs (*e.g., stormwater management report, functional servicing report, etc.*)

**Ministry of Municipal  
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7100**Ministère des Affaires  
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7100

242-2025-4

June 19, 2025

Dear Sir/Madam,

I am writing to provide clarity regarding the authority of municipalities in setting building standards, particularly in light of the recently passed legislative changes under the *Protect Ontario by Building Faster and Smarter Act, 2025* (Bill 17).

As part of the government's commitment to accelerating housing development and ensuring consistency across Ontario, the amendment to the *Building Code Act, 1992*, in Schedule 1 of Bill 17 now provides greater clarification that municipalities do not have, and have never had, the authority to pass by-laws that establish construction or demolition standards. Municipalities cannot use provisions in the *Municipal Act*, *City of Toronto Act*, and *Planning Act*, including site plan control, to create and require construction or demolition standards for buildings. This includes, but is not limited to, local green building standards or green development standards as they pertain to the construction of a building, including any energy efficiency requirements for buildings.

The intent of this clarification is to:

- Ensure predictability and consistency for builders and developers across the province.
- Avoid duplication and any differences between municipal by-laws and provincial regulations.
- Support the timely delivery of housing and other buildings.
- Avoid the need for developers and designers to redesign their products for use in different municipal jurisdictions.

Municipalities play an important role in community planning and development, however, it is essential that all jurisdictions operate within the framework established by provincial legislation to ensure a streamlined and effective approach to building across Ontario.



As this clarification is reflected in municipal processes, the ministry has been directed to monitor outcomes to ensure actions are not taken to bypass this, which would erode efforts to ensure standardization of mandatory requirements across the province. If necessary, and considering economic conditions, the government is prepared to take additional legislative action to ensure municipalities are adhering to the provincial framework and reducing red tape in this space.

Should you have any questions or require further clarification, please contact David McLean, Assistant Deputy Minister, Housing Policy and Planning Division, MMAH.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martha', followed by a horizontal line with a small loop at the end.

Martha Greenberg  
Deputy Minister, Ministry of Municipal Affairs and Housing

Cc: David McLean, Assistant Deputy Minister, Housing Policy and Planning Division,  
MMAH

**Municipality of Tweed Council Meeting  
Council Meeting**



**Resolution No.** 274  
**Title:** Notices of Motion  
**Date:** Tuesday, June 10, 2025

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**Moved by** D. DeGenova  
**Seconded by** J. Palmateer

**BE IT RESOLVED THAT:**

WHEREAS under Ontario Regulation 391/21:Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

AND WHEREAS 'ineligible' sources, which producers are not responsible for, include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

AND WHEREAS failure to include 'ineligible sources under the Ontario Regulation 391/21:Blue Box program is in essence a provincial tax on ineligible sources;

AND WHEREAS should a municipality continue to provide services to the 'ineligible sources, the municipality will be required to oversee the collection, transportation, processing of the recycling, assuming 100% of the cost which amounts to yet another provincial municipal download;

NOW THEREFORE IT BE RESOLVED THAT the Municipality of Tweed Council hereby request that the province amend Ontario Regulation 391/21:Blue Box so that producers are responsible for the end-of-life management of recycling product from all sources;

AND FURTHER THAT Council hereby request the support of all Ontario Municipalities;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Todd McCarthy, Minister of the Environment, Conservation, and Parks, Mike Harris, Minister of Natural Resources and Forestry, Ric Bresse, Member of Provincial Parliament for Hastings-Lennox and Addington, Minister of Affairs and Housing, Rob Flack and all Ontario Municipalities.

**Carried**

THE HONOURABLE ROBERT BLACK  
SENATOR – ONTARIO



L'HONORABLE ROBERT BLACK  
SÉNATEUR – ONTARIO

June 13, 2025

Mayor Dominique Giguère  
Township of Malahide  
87 John St. S.  
Aylmer Ontario N5H 2C3

Dear Mayor Giguère,

I am writing you to raise an important issue impacting provinces, territories and municipalities across Canada that requires your immediate attention and action.

In June 2024, the Standing Senate Committee on Agriculture and Forestry (AGFO) tabled a report on soil health in Canada that was completed over an 18-month period. This report examined the state of soil health across Canada, the effects of soil pollution and contamination, as well as domestic and international practices in place to protect, preserve and conserve soil.

Our report found that soil is at risk. Canada, along with other countries around the world, are losing substantial amounts of healthy, useable soil that is needed to grow food to feed our nation. In addition, there are over 20 million contaminated sites around the world, and more than 30 per cent of the world's soil is already degraded, meaning it has significantly lost its ability to grow food, hold water or support plants and animals. The Food and Agriculture Organization of the United Nations (FAO-UN) estimates that 90 per cent of the world's soil will be degraded by 2050, if something is not done.

Climate change is causing extreme weather events and unpredictable weather that causes soil degradation. Farmers may not have the financial means or resources to use sustainable methods to preserve their soil and agricultural lands full of rich soil are being paved over to build infrastructure and housing. While the agriculture sector faces these issues, there is little being done to ensure that soil is being protected.

If Canada continues down this path and does not prioritize the protection of farmlands and the conservation of soil health, we will find ourselves lacking the agricultural land we need to sustain our ever-growing country. We will lose the ability to not only feed Canadians but the world!

The preservation of Canadian soil requires a whole of government approach. While many recommendations in the report specifically call on action by federal and provincial governments, municipal governments are equally as equipped to assist in this endeavor. With your support, we can work to keep this issue front of mind for all government officials, so that soil protection and conservation is taken seriously and met with meaningful action.

In April 2025, I had the pleasure of presenting our soil report and recommendations to the Township of Amaranth Council in Dufferin County. The response I received from this visit was tremendous, with the Council putting forward a resolution that supports all the recommendations outlined in the AGFO soil report. This initiative pushes us forward in the fight to save our soil and reiterates to all levels of government the urgency of this issue.

Subsequently, the Township of North Wellington Council passed a similar motion of support.

Enclosed, you will find a QR Code to access the AGFO soil report, and copies of the Township of Amaranth and Township of Wellington North resolutions. I implore you to read the report, the 25 recommendations on how to best protect, preserve and conserve our soils, the federal government's response, as well as the municipal resolutions put forward this spring. And hopefully you will consider supporting the resolution and pass a similar one at a future council meeting.

I am committed to continue advocating for soil health in the Red Chamber, and I hope that the agriculture sector has your support in this endeavor. It is important that we work together to ensure we will have the land we need to continue feeding our country now and for years to come.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Black', with a stylized flourish at the end.

The Hon. Robert Black, P. Ag. (Hon)  
Senator (Ontario)

c.c.: All Municipal Councils across Ontario

Attachments (3)





374028 6TH LINE • AMARANTH ON • L9W 0M6

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April 16, 2025

The Standing Senate Committee on Agriculture and Forestry  
The Senate of Canada  
Ottawa, Ontario K1A 0A4

**Re: Critical Ground: Why Soil is Essential to Canada's Economic,  
Environmental, Human and Social Health**

Following a presentation and discussion from The Honourable Robert Black at the regular meeting of Council held on April 16, 2025, the Township of Amaranth Council passed the following motion:

**Resolution #: 3**

**Moved by:** G. Little **Seconded by:** A. Stirk

*Whereas the Township of Amaranth 2023 Strategic Plan included a vision statement "To grow a strong, vibrant rural and agricultural community" and a goal to "Protect our agricultural land and promote the farming economy"*

*And Whereas the Standing Senate Committee on Agriculture and Forestry published a report in 2024 titled "Critical Ground: Why Soil is Essential to Canada's Economic, Environmental, Human and Social Health" that contained twenty five (25) recommendations in total for the federal government, two of which also provided recommended actions for provincial and territorial governments.*

*And Whereas, Recommendation 7 of Critical Ground stated that "The Government of Canada encourage provinces, territories, and municipalities to develop measures—as a form of land use planning—that best preserve and protect agricultural land in their jurisdictions."*

*Therefore be it resolved that the Township of Amaranth fully support all of the Recommendations included within Critical Ground and will consider how to implement the Recommendations contained within Critical Ground when completing a review of the Township of Amaranth Official Plan.*

*And further that the Township of Amaranth urge the Government of Canada and the Province of Ontario to implement all the recommendations contained within Critical Ground and commit to recognizing a sense of urgency and act accordingly in order to protect and conserve soil as per Recommendation 25.*

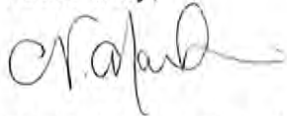
*And further that this motion be circulated to the following parties:*

- *All local municipalities within the County of Dufferin*
- *MPP Hon. Sylvia Jones*
- *Hon. Todd McCarthy, Ministry of Environment, Conservation and Parks*
- *Hon. Trevor Jones, Minister of Agriculture, Food and Agribusiness*
- *Hon. Lisa Thompson, Minister of Rural Affairs*
- *MP Hon. Kyle Seebach*
- *Federal Ministry of Environment and Climate Change*
- *Federal Minister of Agriculture and Agri-Food and Rural Economic Development*
- *Rural Ontario Municipal Association*
- *Association of Municipalities of Ontario*
- *Federation of Canadian Municipalities*
- *Dufferin Federation of Agriculture*
- *Ontario Federation of Agriculture*
- *Senate Standing Committee on Agriculture and Forestry*
- *Premier of Ontario*
- *Prime Minister of Canada*

**CARRIED**

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,



Nicole Martin, Dipl. M.A.  
CAO/Clerk





Township of Wellington North Council meeting of June 2, 2025

## RESOLUTION

Whereas the Standing Senate Committee on Agriculture and Forestry published a report in 2024 titled "Critical Ground: Why Soil is Essential to Canada's Economic, Environmental, Human and Social Health" (the Report) that contained twenty five (25) recommendations in total for the federal government;

And whereas the work that Senator Black has done to bring not only the importance of soil to the forefront for the federal government, but Canadian agriculture - in specific Ontario agriculture, food security and how much the Ontario agricultural industry contributes to the federal and provincial Gross Domestic Product, is of critical significance to Wellington North - indeed all of Wellington County.

Therefore be it resolved that the Township of Wellington North fully supports all of the recommendations included in the Report;

And that the Township of Wellington North urge the Government of Canada and the Province of Ontario to implement all the recommendations contained within the Report and commit to recognizing a sense of urgency and act accordingly in order to protect and conserve soil as per Recommendation 25;

And further that this motion be circulated to the following parties:

- Rob Black, Senator
- John Nater, MP Perth Wellington
- Senate Standing Committee on Agriculture and Forestry
- All municipalities within the County of Wellington
- Wellington Federation of Agriculture
- Ontario Federation of Agriculture



**From:** noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** Minister MRA

**Sent:** Tuesday, June 24, 2025 3:55 PM

**To:** Allison Adams <AAdams@malahide.ca>

**Subject:** Letter from the Honourable Lisa Thompson, Minister of Rural Affairs / Lettre de l'honorable Lisa Thompson, ministre des Affaires rurales

You don't often get email from [minister.mra@ontario.ca](mailto:minister.mra@ontario.ca). [Learn why this is important](#)

Ministry of Rural Affairs

Ministère des Affaires rurales

Office of the Minister

Bureau du ministre

777 Bay, 28th Floor  
Toronto, Ontario M7A 2J3  
Tel: 647-329-1485

777, rue Bay, 28<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 647-329-1485



Tuesday, June 24, 2025

Allison Adams

Clerk

Township of Malahide

[aadams@malahide.ca](mailto:aadams@malahide.ca)

Dear Allison Adams:

As the Minister of Rural Affairs, I am pleased to announce that the newly expanded [Rural Ontario Development \(ROD\)](#) program is now accepting applications.

This enhanced program is part of [Enabling Opportunity: Ontario's Rural Economic Development Strategy](#), our government's blueprint for protecting rural Ontario and helping rural communities and businesses to grow and thrive.

Ontario is investing \$20 million, doubling the funding over two years, to support rural municipalities, not-for-profits, Indigenous communities, local service boards and rural small businesses to attract investment and create new jobs and opportunities for rural workers.

The ROD program introduces four new enhanced funding streams and expands program eligibility to include more rural communities and rural small businesses:

### **Economic Diversification, Competitiveness and Capacity Building**

Projects that support communities with building economic development capacity and implementing strategies to increase competitiveness and retain businesses, attract investment and enhance growth. There are three sub-streams for applicants to explore:

- Strategies and plans – Up to \$50,000 (50 per cent cost share)
- Economic diversification and competitiveness – Up to \$150,000 (50 per cent cost share)
- Capacity building events – Up to \$10,000 (35 per cent cost share)

### **Workforce Development, Attraction and Retention**

Projects that support communities to implement strategies and/or undertake initiatives for attracting and retaining workers. Applicants can apply for up to \$150,000 (50 per cent in cost share).

### **Community Infrastructure Enhancements**

Projects that update or transform community assets that have been identified as important to the community's economy. Applicants can apply for up to \$25,000 (35 per cent cost share) for small projects or up to \$250,000 (35 per cent cost share) for large projects.

### **Business Development**

Projects that support small brick-and-mortar businesses in rural Ontario with between one to 20 employees. Applicants can apply for up to \$10,000 (35 per cent cost share).

Whether you're an applicant or a connector in your community, we hope you will help us spread the word about this program and its expanded eligibility. Applicants can find full program details, instructions and applications at [www.ontario.ca/RODprogram](http://www.ontario.ca/RODprogram).

Applications will be accepted until September 24, 2025, at 5 p.m. On the ROD program homepage, applicants can register for a free information session, stay up to date on future program intakes and learn more about opportunities for applicant support. To learn more about Ministry of Rural Affairs programs and to

stay connected, please visit this page and follow the Ministry of Rural Affairs on LinkedIn, Facebook or X.

Our government is committed to protecting Ontario's rural communities, enabling them to take advantage of economic development opportunities, address workforce challenges and encourage business attraction and investment.

Please accept my best wishes as you explore the opportunities that are possible through the Rural Ontario Development program.

Sincerely,

*Original signed by*

Lisa M. Thompson  
Minister of Rural Affairs

c:

Hannah Anderson, Chief of Staff  
Martha Greenberg, Deputy Minister  
Laurie Miller, Assistant Deputy Minister, Rural Affairs Division

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June 17, 2025

VIA EMAIL

**Re: Advocacy for Increased Income Support Thresholds for Canadian Veterans**

At its Regular Meeting of Council held on Tuesday, June 3, 2025, the Town of Bradford West Gwillimbury Council ratified the following motion:

Resolution 2025-185

**Moved by:** Councillor Harper

**Seconded by:** Councillor Scott

WHEREAS the Town of Bradford West Gwillimbury recognizes the selfless service and enduring sacrifices made by Canadian Armed Forces veterans in the defence of our country and values;

WHEREAS the 2021 Census, conducted by Statistics Canada, identified more than 460,000 veterans residing across Canada, a significant population segment deserving of comprehensive, accessible, and modernized federal support;

WHEREAS Veterans Affairs Canada (VAC) currently administers income support programs to assist veterans in need, including the Income Replacement Benefit (IRB) program;

WHEREAS the eligibility threshold for the Income Replacement Benefit (IRB) program which was created in 2019—set at \$20,000 annually for a single-person household—fails to reflect today's economic reality, particularly in light of inflation, soaring housing costs, and the general increase in cost of living;

WHEREAS such low eligibility thresholds may disincentivize employment and community participation by penalizing veterans for earning beyond an outdated benchmark, thereby discouraging reintegration and contribution to civic life;

WHEREAS it is the duty of all levels of government to stand in unified support of our veterans and to advocate for policy changes that enable them to live with dignity and financial stability;

THEREFORE, BE IT RESOLVED That the Council of the Town of Bradford West Gwillimbury formally calls on the Government of Canada and all federal parties to increase the eligibility threshold for the Income Replacement Benefit (IRB) program from \$20,000 to no less than \$40,000 annually for a single-person household; and

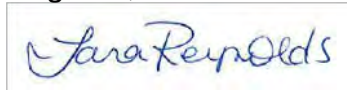
THAT Council urges Veterans Affairs Canada to review all income support programs with the intent to modernize eligibility criteria in line with the current cost of living across Canada;

THAT this motion be formally endorsed and sent to:

- The Right Honourable Mark Carney, Prime Minister of Canada;
- The Honourable Jill McKnight, Minister of Veterans Affairs;
- The Honourable Andrew Scheer, Acting Leader of the Official Opposition
- Scot Davidson, Member of Parliament for New Tecumseth-Gwillimbury;
- All 444 municipalities across the Province of Ontario;
- The Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) for broader distribution and endorsement; and

THAT a copy of this resolution be published on the Town's official website and communicated through the Town's official channels to raise awareness and gather public support.

Regards,



Tara Reynolds  
 Clerk, Town of Bradford West Gwillimbury  
 (905) 775-5366 Ext 1104  
[treynolds@townofbwg.com](mailto:treynolds@townofbwg.com)

CC: Hon. Mark Carney, Prime Minister of Canada  
 Hon. Jill McKnight, Minister of Veterans Affairs  
 Hon. Andrew Scheer, Acting Leader of the Official Opposition  
 Scot Davidson, MP New Tecumseth-Gwillimbury  
 All Ontario Municipalities  
 The Federation of Canadian Municipalities (FCM)  
 Association of Municipalities of Ontario (AMO)



# Northumberland County

## Council Resolution

**SENT VIA EMAIL****June 25, 2025**

Right Honourable Mark Carney (Prime Minister of Canada)  
Honourable Philip Lawrence (MP for Northumberland-Clarke)  
Honourable Doug Ford (Premier of Ontario)  
Honourable Victor Fedeli (Minister of Economic Development, Job Creation and Trade)  
Honourable Paul Calandra (Minister of Municipal Affairs and Housing)  
Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development)  
Association of Municipalities of Ontario (AMO)  
Federation of Canadian Municipalities (FCM)  
Northumberland County's 7 Member Municipalities  
All Ontario municipalities

**Re: Correspondence, Township of Mulmur  
'Procurement and Advocacy for Trade Agreement Exemptions'**

At a meeting held on June 18, 2025 Northumberland County Council approved Council Resolution # 2025-06-18-508, adopting the below recommendation from the June 3, 2025 Finance and Audit Committee meeting:

**Moved by:** Councillor John Logel

**Seconded by:** Councillor Scott Jibb

"**That** the Finance and Audit Committee, having considered the correspondence from the Township of Mulmur regarding 'Procurement Advocacy for Trade Agreement Exemptions', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to key stakeholders, including the stakeholders listed in the correspondence, as well as the MP for Northumberland - Clarke, MPP for Northumberland-Peterborough South, and Northumberland County's 7 Member Municipalities."

**Council Resolution # 2025-06-18-508**

**Carried**

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at [matherm@northumberland.ca](mailto:matherm@northumberland.ca) or by telephone at 905-372-3329 ext. 2238.

Sincerely,  
Maddison Mather



Manager of Legislative Services / Clerk  
Northumberland County

## Council Resolution

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Moved By J. Logel (SL)  
 Seconded By S. Dibb (SS)

Agenda  
Item 10

Resolution Number  
2025-06-18- 508

**Council Date: June 18, 2025**

**"That** Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held June 2, 3 and 4, 2025).

Recorded Vote  
Requested by

\_\_\_\_\_  
Councillor's Name

Deferred

\_\_\_\_\_  
Warden's Signature

Carried

  
\_\_\_\_\_  
Warden's Signature

Defeated

\_\_\_\_\_  
Warden's Signature



## Finance & Audit Committee Resolution

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Committee Meeting Date: June 3, 2025

Agenda Item: 7.a

Resolution Number: 2025-06-03- 444

Moved by: M. Martin

Seconded by: B. Ostrander

Council Meeting Date: June 18, 2025

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"**That** the Finance and Audit Committee, having considered the correspondence from the Township of Mulmur regarding 'Procurement Advocacy for Trade Agreement Exemptions', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to key stakeholders, including the stakeholders listed in the correspondence, as well as the MP for Northumberland - Clarke, MPP for Northumberland-Peterborough South, and Northumberland County's 7 Member Municipalities."

Carried 

Committee Chair's Signature

Defeated \_\_\_\_\_

Committee Chair's Signature

Deferred \_\_\_\_\_

Committee Chair's Signature



758070 2<sup>nd</sup> Line E  
Mulmur, Ontario  
L9V 0G8

Local **(705) 466-3341**  
Toll Free from 519 only **(866) 472-0417**  
Fax **(705) 466-2922**

April 11, 2025

### **Procurement & Advocacy for Trade Agreement Exemptions**

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At the meeting held on April 2, 2025, Council of the Township of Mulmur passed the following resolution:

#### **Moved by Lyon and Seconded by Cunningham**

Whereas the Township of Mulmur recognizes that tariffs may increase the costs of goods and services sought by the Township;

And whereas the Township of Mulmur recognizes the importance of supporting Canadian businesses and workers through responsible procurement practices;

And whereas municipalities have significant purchasing power but are bound by international trade agreements;

And whereas trade agreements such as the Canadian Free Trade Agreement (CFTA) impose restrictions on municipalities, and prevent municipalities from giving preference to Canadian suppliers in procurement decisions above certain thresholds;

Now therefore be it resolved that the Township of Mulmur commits to considering Canadian suppliers for goods and services when it is feasible and fiscally responsible to do so for procurements under trade agreement thresholds:

And that the Township of Mulmur commits to continue to utilize cooperative purchasing groups to explore cost-saving measures and Canadian suppliers when it is feasible and fiscally responsible to do so.

And that the Township of Mulmur calls upon the Canadian federal and provincial governments to enact legislative changes to exempt municipalities from trade agreement restrictions while tariffs are imposed, allowing them to give preference to Canadian suppliers for goods, services, and infrastructure projects.

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

- The Prime Minister of Canada
- The Premier of Ontario
- The Minister of Economic Development, Job Creation and Trade
- The Minister of Municipal Affairs and Housing
- The Association of Municipalities of Ontario (AMO)
- The Federation of Canadian Municipalities (FCM)
- All Ontario municipalities for their consideration and support.

**Carried.**

Sincerely,

*Roseann Knechtel*

Roseann Knechtel, Clerk

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 25-44**

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 July 10, 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 10<sup>th</sup> day of July, 2025.

**READ** a **THIRD** time and **FINALLY PASSED** this 10<sup>th</sup> day of July, 2025.

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Mayor, D. Giguère

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Clerk, A. Adams