



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

**March 19, 2026 – 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 March 5, 2026
- (G) Public Meetings & Committee of Adjustment
  - Meeting to Consider – Baxter Drain – parts of Lots 21 to 25, Concession 6
  - Public Hearing – Minor Variance Application – D13-MV02-26 – George Blatz – 212 Elk Street
  - Public Hearing – Minor Variance Application – DS-26-12 – Gary J. Gerard – 48855 John Wise Line
- (H) Delegations
  - The Ice Box – Presentation by Markus Hawco – Malahide Community Place Concession Stand Expression of Interest
  - Competitive Edge Sports – Verbal Presentation by Dean Bezanson – Malahide Community Place Concession Stand Expression of Interest
- (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

- CLERK-26-02 – 2026 Municipal Election – “Lame Duck” Restricted Acts of Council Delegation Authority
- CLERK-26-03 – Pre-Election Accessibility Plan
- PW-26-09 – APAM SCADA Central Server Replacement and Hardware and Software System Upgrades
- PW-26-12 – College Line Reconstruction – Amish Settlement Area
- PW-26-13 – MCP Concession Stand EOI

(L) By-laws

- 26-16 – Baxter Drain – 1<sup>st</sup> & 2<sup>nd</sup> reading
- 26-01 – Avon Drain – 3<sup>rd</sup> reading
- 26-02 – Hotke Drain – 3<sup>rd</sup> reading
- 26-15 – Assuming Lands as Part of a Public Highway – College Line

Committee of the Whole

(M) Business for Consideration

- PW-26-11 Mailbox Policy

(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 – March 5 and March 12, 2026
2. Catfish Creek Conservation Authority – Proposed Consolidation of Conservation Authorities, Eastern Lake Erie Region
3. Elgin County Council Regular Meeting Minutes & Committee of the Whole Meeting Minutes – February 24, 2026
4. Elgin County Council Highlights – March 10, 2026
5. Ontario Energy Board – Letter to EPCOR Natural Gas Limited Partnership – 2027 Demand Side Management Plan – Application in Abeyance
6. North Shore Resilience – March 2026 Public Open Houses
7. Long Point Regional Conservation Authority – 2025 Annual Report & Financial Statements
8. Ministry of Environment, Conservation and Parks – Decision Notice on Proposed Boundary for the Regional Consolidation of Ontario’s Conservation Authorities

9. Ministry of Environment, Conservation and Parks – Technical Briefing: Improving Ontario’s Conservation Authority System
10. Municipal Engineers Association – 2026 MEA Bursary Awards Program
11. Ontario Small Urban Municipalities (OSUM) – 2026 OSUM Conference, Trade Show and Executive Committee Nominations
12. York Region – Support for Fair Recycling Collection Service Levels
13. Township of Rideau Lakes – Concerns RE Alto High Speed Rail Project (Bill C-15 Budget)
14. Town of Whitby – Request for a Comprehensive Review of the Provincial-Municipal Fiscal Framework
15. Prince Edward County – Support for OPP – Sustainable Police Services Funding
16. City of Ottawa – Proposed New Regulation under the Restricting Public Consumption of Illegal Substances Act
17. Township of McNab/Braeside – Support for Ontario Heritage Organization Development Grant Advocacy
18. Municipality of Markstay Warren – Resolution to Support Highway 11/17 Nation Building Improvements (Township of Joly)

(Q) Closed Session

- Closed Meeting Minutes – March 5, 2026
- Labour Relations or Employee Negotiations Matter relating to the Corporate Services Department staffing (Section 239 (2)(e))

(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 March 19, 2026, Regular Council Meeting Agenda be approved as presented.
  2. THAT the minutes of the regular council meeting of Council held on March 5, 2026, be adopted.
  3. THAT the Engineer's Report for the Baxter Drain be accepted;
- AND THAT By-law 26-16 being a by-law to provide for the Baxter Drain drainage works be read a first and second time and provisionally adopted.
4. THAT the tenders for the construction of the Baxter Drain be requested for April 8, 2026.
  5. THAT the Court of Revision for the Baxter Drain be scheduled to be held on April 16, 2026 at 7:00 p.m.
  6. THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:\_\_\_p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".
  7. THAT Report No. DS-26-12 entitled "Minor Variance Application of George Blatz relating to the property located at Part of Lot 86, Concession STR, in the Geographic Township of Malahide (Southern Portion of 212 Elk Street, Malahide)" be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV02-26 to permit a proposed maximum permitted lot coverage of 29%, where a maximum of 20% is required and to permit a minimum dwelling floor area of 81 m<sup>2</sup>, whereas the By-law requires a minimum of 90 m<sup>2</sup>;

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 the decision to the satisfaction of the Chief Building Official; and,
  - 2) That the structure be constructed as per the details shown in the drawings as provided with the application to the satisfaction of the Chief Building Official.
8. THAT Report No. DS-26-13 entitled "Minor Variance Application of Jessica Crocker & Timothy Brando (c/o 4thGStudio Inc.) relating to the property located at Concession 4 Part Lot 7 RP 11R5540 Parts 3 & 4 (48855 John Wise Line, Malahide)" be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV01-26 to permit a maximum floor area for an internal Secondary Dwelling Unit of 108 m<sup>2</sup>, where a maximum of 75m<sup>2</sup> is required;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official; and,
- 2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.

9. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:\_\_\_p.m.
10. THAT the presentation from Markus Hawco of The Ice Box regarding the Expression of Interest for Malahide Community Place Concession Stand be received for information.
11. THAT the presentation from Dean Bezanson of Competitive Edge Sports regarding the Expression of Interest for Malahide Community Place Concession Stand be received for information.
12. THAT Report No. CLERK-26-02 entitled “2026 Municipal Election – “Lame Duck” Restricted Acts of Council Delegation of Authority” be received;

AND THAT Council direct staff to present the attached by-law at a future meeting for adoption, delegating authority to staff during any restricted acts period pursuant to Section 275 of the Municipal Act, 2001.

13. THAT Report No. CLERK-26-03 entitled “Pre-Election Accessibility Plan” be received.
14. THAT Report No. PW-26-09 entitled “APAM SCADA Central Server Replacement and Hardware and Software Upgrades” be received;

AND THAT in accordance with the Township’s Procurement By-Law, the Township of Malahide does hereby support Single Source acquisition of the APAM SCADA Central Server Replacement and Hardware and Software System Upgrades from Actemium Toronto Summa;

AND THAT the Director of Public Works be authorized to execute the required agreements with Actemium Toronto Summa on behalf of the Township of Malahide, Port Burwell Area Secondary Water Supply System and Aylmer Area Secondary Water Supply System for the SCADA upgrades further described in this report.

15. THAT Report No. PW- 26-12 entitled “College Line Reconstruction – Amish Settlement Area” be received;

AND THAT Council direct staff to include the widening of College Line from Springfield Road to Springer Hill Road in future reconstruction projects in order to further support roadside safety within Malahide's Amish Settlement Area.

16. THAT Report No. PW-26-13 entitled "MCP Concession Stand EOI" be received;

AND THAT Council authorize staff to enter into an agreement with The Ice Box for the concession services at Malahide Community Place for the 2026 summer season.

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

- 26-16 – Baxter Drain

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

- 26-01 – Avon Drain
- 26-02 – Hotke Drain

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

- 26-15 – Assuming Lands as Part of a Public Highway – College Line

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

19. THAT Report No. PW- 26-11 entitled "Mailbox Policy" be received;

AND THAT the Committee provide a recommendation to Council to approve the Mailbox Policy.

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

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

1. AMOWatchfile – March 5 and 12, 2026
2. Catfish Creek Conservation Authority – Proposed Consolidation of Conservation Authorities, Eastern Lake Erie Region
3. Elgin County Council Regular Meeting Minutes & Committee of the Whole Meeting Minutes – February 24, 2026
4. Elgin County Council Highlights – March 10, 2026
5. Ontario Energy Board – Letter to EPCOR Natural Gas Limited Partnership – 2027 Demand Side Management Plan – Application in Abeyance
6. North Shore Resilience – March 2026 Public Open Houses
7. Long Point Region Conservation Authority – 2025 Annual Report & Financial Statements
8. Ministry of Environment, Conservation and Parks – Decision Notice on Proposed Boundary for the Regional Consolidation of Ontario's Conservation Authorities

9. Ministry of Environment, Conservation and Parks – Technical Briefing: Improving Ontario’s Conservation Authority System
10. Municipal Engineers Association – 2026 MEA Bursary Awards Program
11. Ontario Small Urban Municipalities (OSUM) – 2026 OSUM Conference, Trade Show and Executive Committee Nominations
12. York Region – Support for Fair Recycling Collection Service Levels
13. Town of Whitby – Request for a Comprehensive Review of the Provincial-Municipal Fiscal Framework
14. Prince Edward County – Support for OPP – Sustainable Police Services Funding
15. Township of Rideau Lakes – Concerns RE Alto High Speed Rail Project (Bill C-15 Budget)
16. City of Ottawa – Proposed New Regulation under the Restricting Public Consumption of Illegal Substances Act
17. Township of McNab/Braeside – Support for Ontario Heritage Organization Development Grant Advocacy
18. Municipality of Markstay Warren – Resolution to Support Highway 11/17 Nation Building Improvements (Township of Joly)

22. THAT Council move into Closed Session at \_\_\_\_p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

23. THAT Council move out of Closed Session and reconvene at \_\_\_\_p.m. in order to continue with its deliberations.

- Closed Meeting Minutes – March 5, 2026
- Labour Relations or Employee Negotiations Matter relating to the Corporate Services Department staffing (Section 239 (2)(e))

24. THAT By-law No.26-18, being a Confirmatory By-law, be given first, second and third readings and be properly signed and sealed.

25. RESOLVED THAT we do now adjourn at \_\_\_\_\_ p.m. to meet again on April 2, 2026 at 7:00p.m.

**The Corporation of the Township of Malahide**  
**March 5, 2026 – 7:00p.m.**  
Virtual Meeting - [https://youtu.be/ ZC4onumjxl](https://youtu.be/ZC4onumjxl)

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

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

**CALL TO ORDER:**

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

**APPROVAL OF AGENDA:**

**No. 26-065**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

THAT the March 5, 2026, Regular Council Meeting Agenda be approved as presented with the following amendment and addition:

- Report CLERK-26-01 moved from Section J – Unfinished Business to Section I – Approval of Business (Consent Agenda) due to administrative error in placement.
- General Announcements

**Carried**

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

Deputy Mayor Widner disclosed a pecuniary interest with respect to Section G – Meeting to Consider Newell Drain. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

**ANNOUNCEMENTS:**

Deputy Mayor Widner reported that at a recent Malahide Community Policing meeting, an OPP officer indicated they are no longer permitted to attend meetings to provide reports. He also noted that materials previously produced for the committee, such as pens and banners, are no longer permitted to include the word “Police.” Deputy Mayor Widner stated he did not agree with this direction and noted that the OPP officer is reviewing the matter. He expressed

concern that the change reduces transparency at the local level as they can't provide insight to what's happening in our local community.

Deputy Mayor Widner stated that a planned local community event was intended to include the OPP officer as a speaker; however, the officer is now unable to attend to discuss a lot of topics.

The Mayor suggested that the Committee prepare a letter to the Detachment Board outlining the information they received and the concern and the Board can seek clarification. Deputy Mayor Widner also mentioned the committee's name cannot contain the word policing anymore but instead the word safety is to be used instead.

The Mayor clarified, as she understands it, that the Committee is not connected to, nor an extension of, the OPP or the Municipality. It is an independent, self-funded committee with support from others, and this may be a good opportunity to clarify its governance. She suggested that if the direction came from the OPP, the Committee should contact the OPP Detachment board to seek clarification.

Councillor Wilson mentioned that The Point restaurant in Springfield will be closing on March 17<sup>th</sup> and recognized the owners for providing great service and a valued establishment for the community. The Mayor also extended her best wishes, noting that the restaurant will certainly be missed.

### **ADOPTION OF MINUTES:**

**No. 26-066**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

THAT the minutes of the regular council meeting held on February 19, 2026 be adopted.

**Carried**

### **PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:**

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.

- Meeting to Consider – Newell Drain – part of Lot 25, Concession 8

**No. 26-067**

**Moved By: John H. Wilson**

**Seconded By: Rick Cerna**

THAT the Engineer's Report for the Newell Drain be accepted;

AND THAT By-law 26-13 being a by-law to provide for the Newell Drain drainage works be read a first and second time and provisionally adopted.

**Carried**

**No. 26-068**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

THAT the Court of Revision for the Newell Drain be scheduled to be held on April 2, 2026 at 7:00 p.m.

**Carried**

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

- Public Meeting – Zoning By-law Application – D14-Z02-26 – Weninger – 48776  
Jamestown Line

**No. 26-069**

**Moved By: Scott Lewis**

**Seconded By: Mark Widner**

THAT Council adjourns its Regular Meeting at 7:13p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act*.

**Carried**

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

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on February 18<sup>th</sup> and 25<sup>th</sup>. Notices were mailed to affected property owners within 120 meters at least 20 days before the meeting, and the notice was also posted on the Township website.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the Application including an overview of the severance application also applied for.

Mayor Giguère invited comments from those in attendance. As no members of the public were present, no comments or questions were received.

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

**No. 26-070**

**Moved By: John H. Wilson**

**Seconded By: Rick Cerna**

THAT the Planning Public Meeting adjourn at 7:15p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.

**Carried**

**No. 26-071**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

THAT Report No. DS-26-09 entitled “Zoning By-Law Amendment Application D14-Z02-26 of John Weninger (c/o Civic Planning Solutions) relating to the property located at Concession 2, Part of Lot 7 (48776 Jamestown Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z02-26, BE APPROVED for the reasons set out in this Report.

**Carried**

**DELEGATIONS:**

None.

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

**No. 26-072**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

Whereas, at its February 19, 2026 meeting, the Committee of the Whole recommended to Council:

- a. THAT Report No. CLERK-26-01 entitled “Community Recognition Program” be received;

AND THAT Council recommend the implementation of the Recognition Policy as presented.

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

**Carried**

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

- DS-26-10 – Consent Application E22-26 for Peter & Georgina Hendel

**No. 26-073**

**Moved By: John H. Wilson**

**Seconded By: Sarah Leitch**

THAT Report No. DS-26-10 entitled “Application for Consent to Sever No. E22-26 of Peter & Georgina Hendel. (c/o Eugenio DiMeo), relating to the property located at Concession 2 N, Part of Lots 19 & 20 (0 Vienna Line, Roll Number: 340800001109000)” be received;

AND THAT the Application for Consent to Sever E22-26 not 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.

**Defeated**

- DS-26-11 – Consent Application E24-26 for Joseph Edwards DeRyk

**No. 26-074**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

THAT Report No. DS-26-11 entitled “Application for Consent to Sever No. E24-26 of Joseph Edward DeRyk (c/o Eugenio DiMeo), relating to the property located at Concession 5, Part of Lot 18, RP 11R9638 in the Township of Malahide (50618 John Wise Line)” be received;

AND THAT the Application for Consent to Sever E24-26 not 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.

**Defeated**

- FIN-26-03 – 2025 Council Remuneration and Expenses

**No. 26-075****Moved By: Scott Lewis****Seconded By: John H. Wilson**

THAT Report No. FIN-26-03 entitled “2025 Council Remuneration and Expenses” be received.

**Carried**

- PW-26-05 – 2025 Malahide Wastewater Collection System Annual Performance Report

**No. 26-076****Moved By: Sarah Leitch****Seconded By: John H. Wilson**

THAT Report No. PW-26-05 entitled “Malahide Wastewater Collection System Annual Performance Report” be received.

**Carried**

- PW-26-06 – Malahide Water Distribution System: 2025 Section 11 Annual Report and Schedule 22 Summary Report

**No. 26-077****Moved By: Rick Cerna****Seconded By: Scott Lewis**

THAT Report No. PW-26-06 entitled “Malahide Water Distribution System: 2025 Section 11 Annual Report and Schedule 22 Summary Report” be received.

**Carried**

- PW-26-07 – Malahide Water Distribution System – Fourth Quarter 2025 Operations Report

**No. 26-078**

**Moved By: Mark Widner**

**Seconded By: Scott Lewis**

THAT Report No. PW-26-07 entitled “Malahide Water Distribution System - Fourth Quarter 2025 Operations Report” be received.

**Carried**

- PW-26-08 – Malahide Water Distribution: 2025 Drinking Water Quality Trends and Management Review of DWQMS Operational Plan

**No. 26-079**

**Moved By: John H. Wilson**

**Seconded By: Sarah Leitch**

THAT Report No. PW-26-08 entitled “Malahide Water Distribution: 2025 Drinking Water Quality Trends and Management Review of DWQMS Operational Plan” be received.

**Carried**

**BY-LAWS:**

**No. 26-080**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

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

- 26-13 – Newell Drain

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

- 26-06 – Tenhor Rezoning

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

- 26-11 – Weninger Rezoning
- 26-12 – Health and Safety Water Stream (HSWS) – Transfer Payment Agreement

**Carried**

**COMMITTEE OF THE WHOLE:**

None.

**CORRESPONDENCE ITEMS:**

**No. 26-081**

**Moved By: Mark Widner**

**Seconded By: Sarah Leitch**

THAT items 11 and 14 be supported;

AND THAT the remaining items be noted and filed.

1. AMOWatchfile – February 19 and 26, 2026
2. Elgin County Council Regular Meeting Minutes & Committee of the Whole Meeting Minutes– February 10, 2026
3. Elgin County Council Highlights – February 24, 2026
4. EECC Board of Management
  - a. Meeting Minutes – November 26, 2025
  - b. Special Meeting Minutes – November 26, 2025
  - c. Draft Meeting Minutes – February 11, 2026
5. EPCOR Natural Gas Limited Partnership’s Demand Side Management Application
  - a. Letter to Ontario Energy Board
  - b. Ontario Energy Board Notice of an Application
  - c. 2027 Demand Side Management Program Application
6. EAPWSS Board Meeting Package and Agenda – March 5, 2026
7. OPWA – Announcement of 2026 Executive Committee and Board of Directors
8. North Shore Resilience – March Public Open Houses
9. Township of Joly – Support for Nation Building Improvements to Highways 11/17
10. Township of Perry – Support for Reduced Rate Distribution of Library Resources
11. County of Peterborough – Support for School Bus Safety and Stop-Arm Camera Systems
12. Municipality of St. Charles - Support Small Northern New Residential Property Tax Class
13. Municipality of St. Charles - Support Strengthening Self-Defence Protections and Addressing Rising Home Invasions in Ontario
14. Township of Puslinch – Letter of Support – 6.12 Municipality of Magnetawan Council Resolution regarding Invest Ready Certified Site Designation
15. TAPMO – January Newsletter
16. Notice of Study Commencement Planning, Preliminary Design and Class Environmental Assessment - Highway 3 from St. Thomas to Aylmer, GWP 3039-24-00

**Carried**

**CLOSED SESSION:****No. 26-082****Moved By: Scott Lewis****Seconded By: Rick Cerna**

THAT Council move into Closed Session at 8:12p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- a. Closed Meeting Minutes - February 5, 2026
- b. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Verbal update report - Aylmer Settlement Area Boundary Adjustment. (Section 239 (2)(f)).

**Carried****No. 26-083****Moved By: Chester Glinski****Seconded By: Sarah Leitch**

THAT Council move out of Closed Session and reconvene at 8:29p.m. in order to continue with its deliberations;

AND THAT the February 5, 2026 Closed Meeting Minutes be adopted;

AND THAT there is nothing further to report.

**Carried****CONFIRMATORY BY-LAW:****No. 26-084****Moved By: Sarah Leitch****Seconded By: John H. Wilson**

THAT By-law No.26-14, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

**Carried**

**ADJOURNMENT:****No. 25-085****Moved By: Mark Widner****Seconded By: Rick Cerna**

THAT Council adjourn its meeting at 8:30p.m.to meet again on March 19, 2026 at 7:00p.m.

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams



## TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 26-16

*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 Baxter Drain  
in the Township of Malahide,  
in the County of Elgin

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

Part of Lots 21 to 25  
Concession 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 \$413,000.00.

**AND WHEREAS** \$413,000.00 is the amount to be contributed by the municipality for construction of the drainage works.

**AND WHEREAS** \$413,000.00 is being assessed in the Township of Malahide in the County of Elgin.

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

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

1. The report dated March 5, 2026, 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 \$413,000.00 being the amount necessary for construction of the drainage works.
  - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
    - i. Grants received under section 85 of the Act;
    - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
    - iii. Moneys paid under subsection 61(3) of the Act; and
    - iv. Moneys assessed in and payable by another municipality,
  - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Baxter Drain".

**READ a FIRST and SECOND** time this 19th day of March, 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**READ a THIRD** time and **FINALLY PASSED** this      day of      , 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**REPORT NO. DS-26-12**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** March 19<sup>th</sup>, 2026  
**SUBJECT:** **Minor Variance Application of George Blatz relating to the property located at Part of Lot 86, Concession STR, in the Geographic Township of Malahide (Southern Portion of 212 Elk Street, Malahide)**

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**RECOMMENDATION:**

THAT Report No.DS-26-12 entitled “Minor Variance Application of George Blatz relating to the property located at Part of Lot 86, Concession STR, in the Geographic Township of Malahide (Southern Portion of 212 Elk Street, Malahide)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV02-26 to permit a proposed maximum permitted lot coverage of 29%, where a maximum of 20% is required and to permit a minimum dwelling floor area of 81 m<sup>2</sup>, whereas the By-law requires a minimum of 90 m<sup>2</sup>;

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 the decision to the satisfaction of the Chief Building Official; 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.

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**PURPOSE & BACKGROUND:**

The subject Application relates to the property located at Part Lot 86, Concession STR, in the Geographic Township of Malahide, and known municipally as 212 Elk Street in the Town of Aylmer. The owner is proposing to construct a single detached dwelling on the portion of the property located within the Township of Malahide. To facilitate the construction of the dwelling, the owner is seeking a variance to permit an increase in the maximum lot coverage from 20% to 29%, as well as permit a reduced minimum floor area of 81.2 m<sup>2</sup>, whereas the By-law requires a minimum of 90 m<sup>2</sup>.

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 March 19th 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-MV02-26.

---

## **COMMENTS & ANALYSIS:**

The subject lands represent a unique situation where the property consists of one parcel that is located within both the Town of Aylmer and the Township of Malahide. The northern portion of the parcel in Aylmer has approximately 24.1 metres of frontage on Elk Street, is approximately 0.12 hectares in size, and contains an existing three-unit dwelling. The southern portion of the property, located within the Township of Malahide, has an area of approximately 0.12 hectares, does not have public road frontage, and contains an existing accessory building. An existing woodshed and frame shed that currently exists on the property are proposed to be demolished. The subject property is bounded by Elk Street to the north, residential uses and agricultural lands to the east and west, and agricultural lands to the south.

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

The subject property is designated "Rural Area" on Schedule 'A', Land Use Plan, and "Significant Groundwater Recharge Area" on Schedule 'C', The Natural System. Section 5.0 of the Official Plan identifies goals of preserving the rural character of the County, protecting agricultural resources, and ensuring that lots are appropriately serviced on lands within the 'Rural Area' designation. The Official Plan permits a range of agricultural land uses, as well as single detached dwellings.

### **Malahide Official Plan**

The subject property is designated "Agricultural" on Schedule 'A1' (Land Use Plan). The Official Plan supports the preservation of the agricultural character of the Township and permits a range of agricultural uses, as well as single detached dwellings (s. 2.1.2.2). Any development within the Agricultural Area is also to be in keeping with the Minimum Distance Separation Formulae requirements (s. 2.1.3.2).

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

The subject property is within the "A1" zone on Key Map 54 of Schedule "A" to the Township's Zoning By-law No. 18-22. The A1 zone permits a range of agricultural uses, as well as a single detached dwelling.

It is noted that since the property is located different municipal jurisdictions, the land within Malahide has a different zoning than the lands with Aylmer. Section 3.5 of the Township Zoning By-law states that where a lot is divided into multiple zones, the zone boundaries shall be treated as lot lines for zoning purposes.

Table 1 below describes the applicable zoning requirements of the subject lands.

Table 1. General Agricultural (A1) Zone Requirements

<b>“A1” Zone</b>	<b>Required:</b>	<b>Proposed:</b>
Minimum Lot Area	20 ha	0.12 ha*
Minimum Lot Frontage	150 m	24.1 m*
Minimum Front Yard	15 m	13.5 m
Minimum Interior Side Yard	5 m	5 m
Minimum Rear Yard	7.5 m	21.9 m
<b>Maximum Permitted Lot Coverage</b>	<b>20%</b>	<b>29%</b>
<b>Minimum Dwelling Floor Area</b>	<b>90 m<sup>2</sup></b>	<b>81.2 m<sup>2</sup></b>
Maximum Number of Dwellings	1	1

*\*Existing condition. Section 4.10 of the Zoning By-law permits existing lots with less than the minimum lot area and frontage requirements where lots can be adequately serviced and all other requirements of the By-law are met.*

The application seeks to permit an increase in the maximum lot coverage from 20% to 29%, as well as permit a reduced minimum floor area of 81.2 m<sup>2</sup>, whereas the By-law requires a minimum of 90 m<sup>2</sup>.

It is noted that the submitted site plan currently labels the interior side yard setback for the proposed dwelling unit as 4.2 metres. However, the applicant has confirmed that the proposed building will meet the minimum 5 metre setback requirement and no variance for an interior side yard setback is proposed.

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.**

The subject lands are designated for agricultural purposes within both the County and Malahide Official Plans. The Official Plans do not contain policies specific to minimum lot coverage requirements; however, the Official Plans support the preservation of the character of rural areas, seek to protect the agricultural land base, and ensure that development is adequately serviced by private servicing. The proposed dwelling will maintain the rural character of the area, and an adequate area exists on the property to accommodate a private septic system and well.

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

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

**law.**

The intent of the maximum lot coverage requirement is to prevent the overdevelopment of a property and ensure that stormwater can be managed appropriately. It is noted that the maximum lot coverage requirement for the A1 zone was implemented for lots that would generally have an area of 20 hectares. In this instance, the subject lands consist of an undersized lot compared to other lots zoned A1. It is also noted that, if the lands were located within the A4 zone, which is typically applied to rural residential lots, the proposed dwelling would comply with the requirements of the A4 zone.

The intent of the minimum floor area requirement is to ensure that there is sufficient interior space within a dwelling and to maintain the character of a community. The proposed reduction would reduce the overall building coverage on the property, and it is noted that a smaller unit size reduces the costs of construction of housing.

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

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

Whether an application is considered minor is evaluated based on the size and impact of the proposed variance. The subject lands are surrounded by agricultural lands to the east, south, and west, which consist of vacant agricultural lands, and the proposed increase in lot coverage would not negatively impact adjacent lands from continuing to be used for agricultural purposes. The proposed dwelling would also be screened from view of the surrounding residential uses to the north by the existing accessory building. A lot grading and drainage plan will be required as part of the building permit process to ensure that stormwater is adequately addressed on the property.

The variance is minor in nature.

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

The Zoning By-law permits single detached dwellings within the A1 zone. The proposed variances would permit the development of a single detached dwelling and provide an additional residential unit as part of the Township's housing supply. As previously discussed, the dwelling would be adequately serviced by private servicing and lot grading and drainage of the property will be addressed through the building permit process.

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

Township Planning Staff have no concerns with this application. Typical conditions are recommended (building permit(s) issued within two years and in accordance with the drawings provided with the minor variance application).

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**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:

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

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**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: George Blatz**

212 Elk Street  
Part of Lot 86, Concession STR

**Township  
of Malahide  
Figure 1**

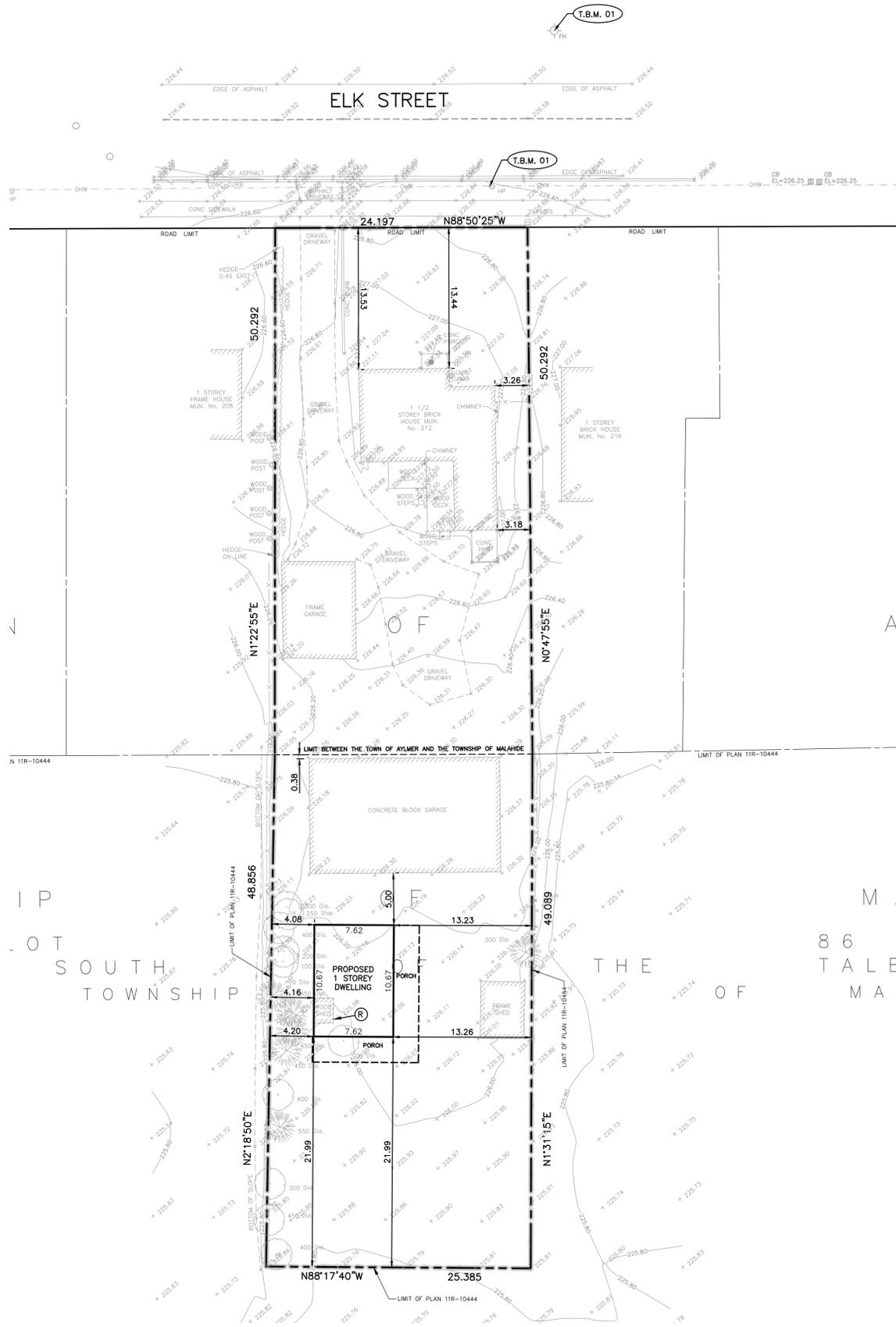


**OFFICIAL PLAN DESIGNATION**  
Agriculture

**ZONING**  
General Agricultural (A1)

-  Subject Property
-  Proposed Dwelling
-  Municipal Boundary

**SITE AND GRADING PLAN OF PART OF LOT 86, CONCESSION SOUTH OF THE TALBOT ROAD (GEOGRAPHIC TOWNSHIP OF MALAHIDE) IN THE TOWN OF AYLMER AND IN THE TOWNSHIP OF MALAHIDE COUNTY OF ELGIN**



**PRELIMINARY FOR REVIEW**

**LEGEND**

- EXISTING FIRE HYDRANT
- PROPOSED FINISHED GROUND ELEVATION
- PROPOSED FINISHED FLOOR ELEVATION
- PROPOSED TOP OF FOUNDATION WALL ELEVATION
- PROPOSED UNDERSIDE OF FOOTING ELEVATION
- PROPOSED TOP OF GRATE ELEVATION
- PROPOSED TOP OF RETAINING WALL ELEVATION
- MATCH EXISTING ELEVATION
- PROPOSED SWALE
- DIRECTION OF SURFACE DRAINAGE

**SITE DATA**

1. GROSS SITE AREAS:	1226.53m <sup>2</sup> 0.123ha (MALAHIDE) 1229.78m <sup>2</sup> +0.123ha (AYLMER) 2456.31m <sup>2</sup> 0.246ha (TOTAL)
2. BUILDING AREAS:	355.09m <sup>2</sup> (MALAHIDE) +200.04m <sup>2</sup> (AYLMER) 555.13m <sup>2</sup> (TOTAL)
3. DRIVEWAY AREAS:	248.50m <sup>2</sup>

ITEM	A	REQUIREMENTS (MALAHIDE)	PROPOSED
4. ZONES		A1	A1
5. PERMITTED USES		SEE NOTE	DWELLING
6. LOT AREA (MINIMUM)		20ha	0.246ha
7. PROPERTY FRONTAGE (MINIMUM)		150.0m	23.197m
8. FRONT YARD DEPTH (MINIMUM)		15.0m	13.53m
9. INTERIOR SIDE YARD DEPTH (MINIMUM)		5.0m	3.26m
10. EXTERIOR SIDE YARD DEPTH (MINIMUM)		9.0m	N/A
11. REAR YARD SETBACK (MINIMUM)		7.5m	21.99
12. MAXIMUM LOT COVERAGE (MALAHIDE)		20%	355.09m <sup>2</sup> /1226.53m <sup>2</sup> = 29%
MAXIMUM LOT COVERAGE (AYLMER)			200.04m <sup>2</sup> /1229.78m <sup>2</sup> = 16%
13. MAXIMUM HEIGHT OF DWELLING		10.5m	TBD
14. FLOOR AREA OF DWELLING (MINIMUM)		90.0m <sup>2</sup>	81.28m <sup>2</sup> (AYLMER)
15. NUMBER OF UNITS PER LOT MAXIMUM		1	1

**NOTE:**  
No person shall erect or use any building or structure, or use any land or cause or permit any building or structure to be erected or used, or cause or permit any land to be used, in any A1 Zone for any use other than the following uses: Agricultural use, Agri-tourism use, Animal kennel, Bed & breakfast establishment, Commercial greenhouse, Estate winery, Farm produce outlet, Farm winery, Forestry use, Group home, Halfway home, Home occupation, Market garden, Mushroom farm, Plant nursery, Restricted agricultural use, Riding School, Sawmill, Seasonal farm dwelling, Second dwelling unit, Secondary farm occupation, Single unit dwelling, Wildlife preserve, Supplementary farm housing.

**METRIC**  
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**SITE BENCHMARK:**

- NAIL IN HYDRO POLE  
Elevation=227.007m
- TOP OF FIRE HYDRANT SPINDLE  
Elevation=227.549m

**NOTE:**  
ADD 200 METRES TO OBTAIN GEODETIC DESIGN ELEVATIONS

AS CONSTRUCTED SERVICES	COMPLETION	No.	REVISIONS	DATE	BY	CONSULTANT OR DIVISION	ENGINEER'S STAMP	SCALE	TITLE	PROJECT No.
								SCALE - 1 : 250 2.5 0 5m	212 ELK STREET SITE/GRADING PLAN	1541-3
										SHEET No. <b>01</b>
										PLAN FILE No.

**AGM** ARCHIBALD, GRAY & MCKAY ENGINEERING LTD.  
5514 WHITE OAK ROAD, LONDON ON, N6E 2Z9  
PHONE: 519-485-5300 FAX: 519-685-5303  
EMAIL: info@agm.on.ca WEB: www.agm.on.ca

**GEORGE BLATZ**



**REPORT NO. DS-26-13**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** March 19<sup>th</sup>, 2026  
**SUBJECT:** **Minor Variance Application of Jessica Crocker & Timothy Brando (c/o 4thGStudio Inc.) relating to the property located at Concession 4 Part Lot 7 RP 11R5540 Parts 3 & 4 (48855 John Wise Line, Malahide)**

---

**RECOMMENDATION:**

THAT Report No. DS-26-13 entitled “Minor Variance Application of Jessica Crocker & Timothy Brando (c/o 4thGStudio Inc.) relating to the property located at Concession 4 Part Lot 7 RP 11R5540 Parts 3 & 4 (48855 John Wise Line, Malahide)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV01-26 to permit a maximum floor area for an internal Secondary Dwelling Unit of 108 m<sup>2</sup>, where a maximum of 75m<sup>2</sup> is required;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official; and,
- 2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.

---

**PURPOSE & BACKGROUND:**

The subject Application relates to the property located at Concession 4 Part Lot 7 RP 11R5540 Parts 3 & 4 and known municipally as 48855 John Wise Line. The owners of the property are proposing to construct an accessible and barrier free secondary dwelling unit attached to the existing single detached dwelling on the property. To facilitate the construction of the secondary dwelling unit, the applicant seeks to permit a maximum floor area for an internal Secondary Dwelling Unit of 108 m<sup>2</sup>, where a maximum of 75m<sup>2</sup> is required.

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 March 19<sup>th</sup>, 2026 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-MV01-26.

---

**COMMENTS & ANALYSIS:**

The subject property is approximately 0.45 hectares (1.1 acres) in area, has approximately 88.6 metres (291 feet) of frontage along John Wise Line, and contains an existing two-storey, single detached dwelling and an accessory building. The subject property is bounded by rural residential uses to the west, agricultural lands to the south and east, and John Wise Line to the north.

The owners of the property are proposing to construct a new attached garage, as well as a barrier free secondary dwelling unit attached to the main dwelling. Based on the information provided in the application, in order to meet the accessibility requirements for barrier free units, an additional 33 m<sup>2</sup> of building footprint is required.

**County of Elgin Official Plan**

The subject property is designated "Agricultural Area" on Schedule 'A', Land Use Plan and has frontage along a "Rural Minor Arterial Road" on Schedule 'B', "Transportation Plan". Section 5.0 of the Official Plan identifies goals of preserving the rural character of the County and protecting agricultural resources. The Official Plan permits additional residential units within the primary dwelling or in an accessory building, provided the unit is compatible with surrounding agricultural operations, is adequately serviced, and avoids removal of agricultural land (s. 5.10).

**Malahide Official Plan**

The subject property is designated "Agricultural" on Schedule 'A1' (Land Use Plan). The Official Plan supports the preservation of the agricultural character of the Township. Secondary dwelling units are permitted within a single detached dwelling subject to the provisions of the Zoning By-law (s. 2.1.12).

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

The subject property is within the "Rural Residential (RR) Zone", on Key Map 70 of Schedule "A" to the Township's Zoning By-law No. 18-22. Secondary dwelling units are permitted within a primary dwelling

Table 1 below sets out the minimum zoning requirements for secondary dwelling units:

Table 1. Rural Residential (RR) Zone Requirements

<b>“A1” Zone</b>	<b>Required:</b>	<b>Proposed:</b>
Minimum Lot Area	2000 m <sup>2</sup>	4572 m <sup>2</sup>
Minimum Lot Frontage	30 m	76 m
Minimum Front Yard	15 m	11.5*
Minimum Interior Side Yard	5 m	12.1 m
Minimum Rear Yard	7.5 m	23.9 m
Maximum Permitted Lot Coverage	30%	10%
Maximum Building Height	10.5 metres	One storey
Minimum Dwelling Floor Area	90 m <sup>2</sup>	161.2 m <sup>2</sup>
Maximum Number of Dwellings	1	1
<b>Secondary Dwelling Units</b>		
Max Secondary Units per lot	1	1
<b>Maximum Floor Area</b>	<b>Lesser of 40% of floor area of dwelling or 75 m<sup>2</sup></b>	<b>108 m<sup>2</sup></b>
Entrance to Units	Independent entrance to dwelling unit	Independent entrance to dwelling unit
Minimum Parking	1 space	1 space

*\*Existing condition. Section 4.10 of the Zoning By-law permits existing lots with less than the minimum lot area and frontage requirements where lots can be adequately serviced and all other requirements of the By-law are met.*

The application seeks to permit an increase in the maximum floor area of a secondary dwelling unit of 108 m<sup>2</sup>, whereas the By-law requires a maximum floor area of 75 m<sup>2</sup>.

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.**

Both the County and Township Official Plan permit secondary dwelling units within the agricultural areas of the Township. The proposed unit will be attached to the primary dwelling existing on the property and would not hinder or negatively impact agricultural operations in the surrounding area or remove agricultural land from production. The secondary dwelling unit would also share the existing private septic and well that currently services the primary dwelling.

The proposed variance maintains the general intent and purpose of the Official Plans.

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

The intent of the maximum floor area requirement is to ensure that secondary dwelling units remain accessory and subordinate to the primary dwelling unit on the property. While the proposed one-storey dwelling unit would be larger than the maximum requirement, the proposed unit would remain smaller in scale as it would have less than half of the total gross floor area of the primary dwelling. Additionally, the proposed dwelling unit would be constructed as an addition to the rear of the primary dwelling, which would ensure that the unit is not visually dominating the property from the roadway.

The proposed variance maintains the general intent and purpose of the Zoning By-law.

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

Whether an application is considered minor is evaluated based on the scale and potential impact of the proposed variance. The secondary dwelling unit would not impact adjacent properties from continuing to be used for agricultural uses. The dwelling unit is proposed to be located to the rear of the existing dwelling, which in combination with the existing tree cover on the property, would screen the secondary dwelling unit from adjacent properties. The proposed unit would be serviced by the existing private septic system and the well that services the primary dwelling.

The proposed variance is minor in nature.

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

Based on the information provided in the application and noted on the submitted site plan, the secondary dwelling unit is proposed to be larger than the maximum requirement to allow for the unit to incorporate barrier free design. The proposed variance would allow for the provision of accessible housing options, which is also consistent with provincial policy. The dwelling unit would continue to utilize the existing access, servicing, and parking provided within the proposed attached garage.

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

Township Planning Staff have no concerns with this application. Typical conditions are recommended (building permit(s) issued within two years and in accordance with the drawings provided with the minor variance application).

**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:

- Catfish Creek Conservation Authority has provided comments stating there are no concerns or objections to the application.

**ATTACHMENTS:**

1. Report Photo;
2. Application Sketch.

**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: Jessica Crocker & Timothy Brando**

48855 John Wise Line  
Concession 4 Part Lot 7 RP 11R5540 Parts 3 & 4

Township  
of Malahide  
Figure 1



OFFICIAL PLAN DESIGNATION  
Agriculture

ZONING  
Rural Residential (RR)

 Subject Property

 Proposed Secondary Dwelling Unit

 Proposed Attached Garage

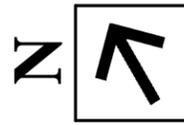


PROP. LINE - EXIST 164.67' +/- [50.19M +/-]

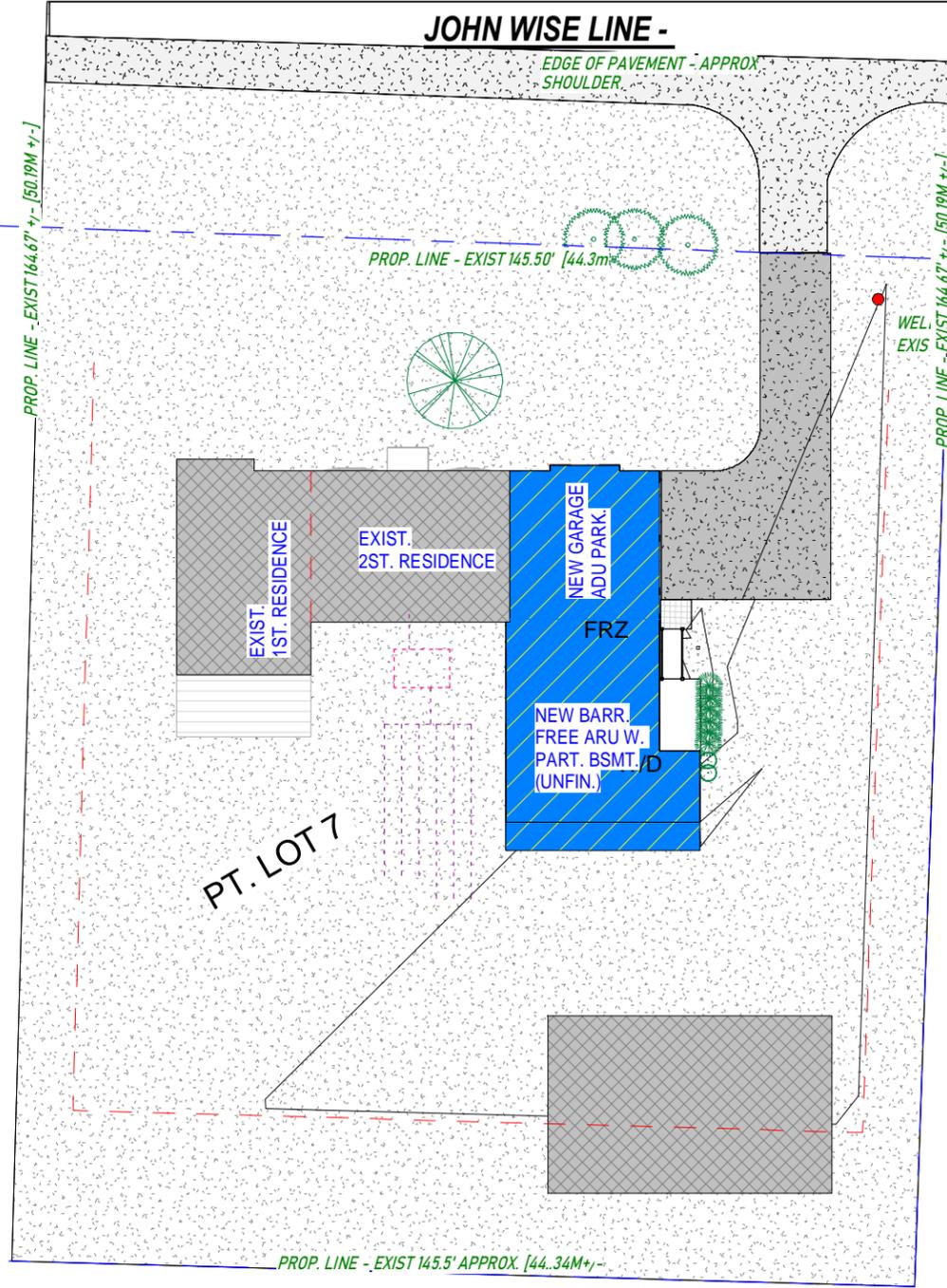
PROP. LINE - EXIST 145.50' [44.3m]

VACANT LANDS  
(OWNER RETAINED)  
TOTAL LOT AREA: 1.13 ACRES +/-

PT. LOT 7



PROP. LINE - EXIST 145.5' APPROX. [44.34M +/-]



1 SITE - PROJECT NORTH - Overall  
1" = 30'-0"

BCIN DECLARATION: 4THGSTUDIO INC. BCIN #: "22831" + "104812" SIGNATURE: GARY J. GERARD

**4thG Studio**  
INC. (C) 2025/26  
4thGStudio

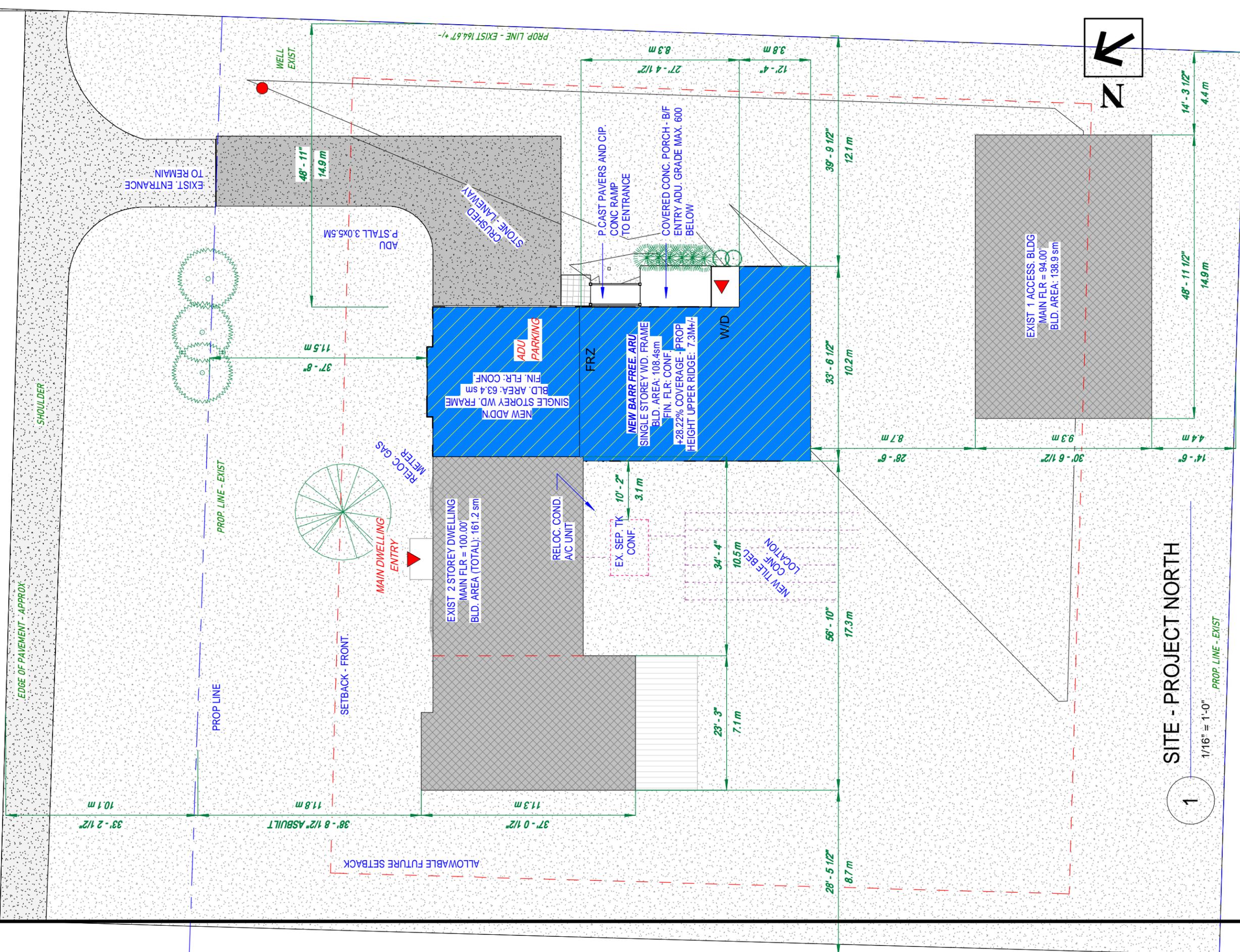
PROJECT TITLE: 48855 John Wise, Malahide MVA  
DRAWING TITLE: SITE PLAN - OVERALL  
BCIN (FIRM): GARY J. GERARD # 104812 [#22831]

THESE PLANS ARE DRAWN IN ACCORDANCE TO THE CURRENT EDITION AND AMENDMENTS TO THE ONTARIO BUILDING CODE. 4GS DOES NOT ASSUME LIABILITY FOR ANY ERRORS OR OMISSIONS UNLESS ADVISED IN WRITING PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. DRAWINGS ARE NOT TO BE SCALED.

DATE:	04MAR26	REF:	M.V.A.RV1
BY:	GJG	SCALE:	1" = 30'-0"
FILE:	26.183	SHEET:	SP1.1

E:4thGStudio@gmail.com

**JOHN WISE LINE -**



**SITE - PROJECT NORTH**

1  
1/16" = 1'-0"

BCIN DECLARATION: 4THGSTUDIO INC. BCIN #: "22831" + "104812" SIGNATURE: GARY J. GERARD

**4thG Studio**  
INC. (C) 2025/26  
4thGStudio

**PROJECT TITLE:**  
48855 John Wise, Malahide MVA

**DRAWING TITLE:**  
SITE PLAN

THESE PLANS ARE DRAWN IN ACCORDANCE TO THE CURRENT EDITION AND AMENDMENTS TO THE ONTARIO BUILDING CODE. 4GS DOES NOT ASSUME LIABILITY FOR ANY ERRORS OR OMISSIONS UNLESS ADVISED IN WRITING PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. DRAWINGS ARE NOT TO BE SCALED.

<b>DATE:</b>	04MAR26	<b>REF:</b>	M.V.A.RV1
<b>BY:</b>	GJG	<b>SCALE:</b>	1/16" = 1'-0"
<b>FILE:</b>	26.183	<b>SHEET:</b>	SP1.2

# THE ICE BOX



# WHO WE ARE

## LOCAL CONCESSION OPERATOR

- LOCAL BASED COMPANY IN ST.THOMAS
- OPERATED CONCESSION FACILITIES THE LAST 4 YEARS (ST.THOMAS 4, 1 MALAHIDE)
- KNOWN FOR HIGHER END CONCESSION OF MADE IN HOUSE ICE CREAM, FRESH CUT FRIES, AND NOW ILLY COFFEE
- MORE THAN JUST AN OPERATOR BUT A PARTNER



# SUMMER 2025

## OUR FIRST YEAR

- SERVED OVER 5,000 ORDERS
- 7 DAYS A WEEK
- INVESTED IN PURCHASE OF SOFT SERVE EQUIPMENT
- PARTNERED WITH FACILITY USERS TO FUNDRAISE FOR THEIR CAUSES



# 2026 PLANS

## **BUILDING WHAT WE STARTED**

- **WE WILL CONTINUE TO OPERATE 7 DAYS A WEEK**
- **EXPANSION OF OUR CAFE LINE WITH OUR NEW ILLY PARTNERSHIP**
- **FURTHER PROMOTE AND WORK WITH FACILITY USERS TO GROW THEIR SIZE AND FACILITY USAGE**
- **EXPAND OUR EVENT DRIVEN BUSINESS TO 2026 WITH NATIONAL ICE CREAM DAY**

# EVENTS



## NATIONAL ICE CREAM DAY

- **JULY 21- A DAY TO CELEBRATE ICE CREAM**
- **ALL LOCATIONS SELLING SOFT SERVE, SUNDAES AND MILKSHAKES**
- **\$1 FROM EVERY ORDER GETS DONATED BACK TO THE FACILITY LOCATIONS MINOR SPORTS LEAGUE (SPRINGFIELD STINGERS)**
- **GOAL IS A DAY TO CELEBRATE MINOR SPORTS AND UTILIZE OUR INVESTMENT IN EQUIPMENT TO SUPPORT FUTURE ALL STARS**

# EVENTS



## END OF SUMMER BASH

- LAUNCH OF ICE BOX SUNDAE/DIRT CUP
- \$0.50 OF EVERY ORDER GOES INTO A FUND FOR A END OF SUMMER BASH
- WORKING WITH THE FACILITY TO BOOK THE VENUE TO HOST LIVE MUSIC, MOVIE NIGHT (ALL EXAMPLES) BASED ON SUMMER SALES
- AN EVENT DRIVEN BY FACILITY USAGE AND FURTHER CELEBRATING THE COMMUNITY

# CONCLUSION

## CONSISTENT QUALITY SERVICE

- WE HAD A GREAT STARTING SEASON
- WE HOPE TO CONTINUE TO OFFER OUR GREAT SERVICE IN MCP
- WE LOOK TO CONTINUE TO GROW OUR PARTNERSHIP AND COLLABORATION





**REPORT NO. CLERK-26-02**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** March 19, 2026  
**SUBJECT:** **2026 Municipal Election – “Lame Duck” Restricted Acts of Council Delegation of Authority**

---

**RECOMMENDATION:**

THAT Report No. CLERK-26-02 entitled “2026 Municipal Election – “Lame Duck” Restricted Acts of Council Delegation of Authority” be received;

AND THAT Council direct staff to present the attached by-law at a future meeting for adoption, delegating authority to staff during any restricted acts period pursuant to Section 275 of the Municipal Act, 2001.

---

**PURPOSE & BACKGROUND:**

The Municipal Act, 2001 establishes the governing authority for municipalities and municipal Councils in Ontario. Under Section 275 a municipal Council is prohibited from performing certain actions in a municipal election year where it is determined that there will be a material change in its membership during the next term of office. This is commonly referred to as “the restricted acts clause” or a “lame duck” Council.

As Malahide Council is comprised of seven (7) members, the restricted acts clause would apply if fewer than six (6) incumbent Members of Council were to return for the 2026–2030 term. More specifically, the Act provides that where three quarters (3/4) of the members of the outgoing Council will not be returning, the following authorities of Council will cease:

- The appointment or removal from office of any officer of the municipality;
- The hiring or dismissal of any employee of the municipality;
- The disposition of any real or personal property of the municipality which has value exceeding \$50,000 at the time of disposal;
- Making any expenditure or incurring any other liability which exceeds \$50,000.

The restricted acts clause may be triggered depending on the outcome of two key dates in the Municipal Election: Nomination Day and Final Voting Day. If it is apparent that fewer than 75% of the current members of Council will return for the next term, Council is required to refrain from the restricted acts identified above until its new term begins.

Section 275(6) permits Council to delegate its authority to a person or body before Nomination Day, ensuring operational continuity. This practice has been used in prior election years, including 2022.

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**COMMENTS & ANALYSIS:**

The delegation of authority by-law is important to ensure the continuity of Township services during a “lame duck” scenario. Delegation ensures transparency and accountability, with the Chief Administrative Officer required to report upon the utilization of delegated authority at the conclusion of the restricted acts period.

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**FINANCIAL IMPLICATIONS:**

None.

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

The implementation of the associated delegated authorities supports effective governance and continuity of municipal operations during a Council transition period. Awareness of legislative requirements related to restricted acts ensures stability in decision-making and enables the ongoing delivery of the Township’s strategic priorities and operational activities.

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**ATTACHMENTS:**

1. 26-17 – Restricted Acts - Election

**Prepared by:** A. Adams, Manager of Legislative Services/Clerk

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

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 26-17**

Being a By-law to delegate executive authority to the Chief Administrative Officer for decisions in the event that the Council finds itself subject to Section 275 of the Municipal Act regarding "restricted acts after nomination."

**WHEREAS** Section 23.1 of the Municipal Act, 2001 authorizes a municipality to delegate its powers and authorities under this Act to a person or body;

**WHEREAS** Section 275 of the Municipal Act limits the executive authority of Council during an election year should three-quarters of the outgoing council members not file nomination papers and/or if three-quarters of the outgoing council are not declared elected after voting day;

**AND WHEREAS** Section 275(6) of the Municipal Act allows a Council to delegate such authority to a person prior to the nomination day for a new Council;

**AND WHEREAS** the Council of the Township of Malahide delegates temporary executive authority for decisions to the Chief Administrative Officer during the period between Nomination Day and the commencement of the Council Term, in the event Council finds itself subject to Section 275 of the Municipal Act regarding "Restricted Acts After Nomination";

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

1. THAT, in the event that the Council's actions become restricted under Section 275 of the Municipal Act, 2001, c. 25, as amended, the authority of the Council to act shall be and the same is hereby delegated to the CAO as follows:
  - a) Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has value exceeding \$50,000 at the time of disposal;
  - b) Be the authority to hire or remove any officer from/to employment with the Township of Malahide. That the authority to hire as delegated be restricted to not exceed the overall previously allotted compliment number of staff positions excluding those that are 100% provincially funded.
  - c) To have discretion to bind the Corporation for projects/ new funding opportunities with the Provincial and/or Federal governments(s) in instances where the

contribution of other levels of government totals 66% or greater with a cap of \$100,000 for the municipal contribution;

- d) That the CAO shall submit to Council an informational report, containing the details relevant to the exercise of all delegated authority by that position under the By-law.
- 2. THAT By-law No. 22-19, as adopted on April 7, 2022, be and the same is hereby repealed in its entirety.
- 3. THAT any other by-laws or provisions in other by-laws found to be inconsistent with this By-law are hereby deemed to be repealed.
- 4. THAT this By-law shall come into force and take effect on the final passing thereof.

**READ a FIRST and SECOND** time this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2026.

**READ a THIRD** time and **FINALLY PASSED** this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor, D. Giguère

\_\_\_\_\_  
Clerk, A. Adams



**REPORT NO.** CLERK-26-03

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** March 19, 2026  
**SUBJECT:** Pre-Election Accessibility Plan

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**RECOMMENDATION:**

THAT Report No. CLERK-26-03 entitled “Pre-Election Accessibility Plan” be received.

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**PURPOSE & BACKGROUND:**

In accordance with Section 12(2) of the Municipal Elections Act, 1996, the Clerk shall prepare a plan regarding the identification, removal, and prevention of barriers affecting electors and candidates with disabilities, and shall make the plan available to the public before voting day.

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**COMMENTS & ANALYSIS:**

The purpose of this report is to bring the pre-election accessibility plan forward to Council for informational purposes.

The Pre-Election Accessibility Plan will be posted on the Township Website for the duration of the election year, and a follow-up report will be presented to Council within 90 days after the election on the removal or prevention of any barriers that were encountered during the voting period, as required by Section 12(3) of the Municipal Elections Act, 1996.

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**FINANCIAL IMPLICATIONS:**

None.

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

The pre-election accessibility plan advances the Township’s strategic priorities by promoting community engagement, ensuring equitable access to information and services, and operationalizing inclusive practices that support the Municipality’s values and service standards.

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**ATTACHMENTS:**

1. Pre-Election Accessibility Plan

**Prepared by:** A. Adams, Manager of Legislative Services/Clerk

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

# Township of Malahide

## 2026 Municipal & School Board Election

### Pre-Election Accessibility Report

#### 1. Introduction

The Township of Malahide's Pre-Election's Report supports and strengthens the Township's commitment and efforts to respond to the needs of persons with disabilities. The focus of this Plan is to ensure that electoral services are accessible to all electors and candidates. The intention is to identify and eliminate barriers for persons with disabilities, and to create a positive voting experience.

The Clerk's Office will continue to learn, develop, and adjust our approaches in order to meet the needs of persons with disabilities. This plan will be updated as new opportunities are identified or become available.

#### 1.1 **Municipal Elections Act, 1996, as amended - Legislative Requirements**

The Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors have the opportunity to fully participate in the 2026 Township of Malahide Municipal Election.

The Municipal Elections Act, 1996, as amended states the following:

Section	Clause
12(1)	A Clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.
12(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.
12(3)	Within 90 days after voting day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.
41(3)	The Clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52(1). 1996, c. 32, Sched., s. 41(3); 2001, c 32, s. 30(1).
45(2)	In establishing the locations of voting places, the Clerk shall ensure that each voting place is accessible to electors with disabilities.

## 1.2 Accessible Customer Service

The Township of Malahide is committed to establishing policies and practices which are consistent with the accessibility standards and four core principles of dignity, independence, integration and equal opportunity. The Accessible Customer Service Policy provide guidance on meeting the requirements of meeting the Accessibility for Ontarians with Disabilities Act, 2005 and in accordance with the Integrated Accessibility Standards Regulation 191/11 in order to ensure that all persons with disabilities are provided equal opportunities. To view the Township of Malahide's Accessibility Policy, visit [Accessibility: Township of Malahide](#) .

## 1.3 Definition of Disability

The Accessibility for Ontarians with Disabilities Act (AODA), defined disability as meaning:

- i. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- ii. A condition of mental impairment or a developmental disability,
- iii. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- iv. A mental disorder, or
- v. An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Disabilities can take many forms, both visible and invisible. The following criteria were considered in the development of this Plan:

- i. Policies and procedures must be consistent with the principles of the Municipal Elections Act, 1996 and must respect the dignity and independence of persons with disabilities;
- ii. Access to electoral services must be integrated and equitable;
- iii. Initiatives should address and accommodate a wide range of abilities; and
- iv. The Township's AODA-compliant customer service policy for providing services to people with disabilities must be followed throughout the election process, visit [Accessibility: Township of Malahide](#) .

## 2. **Feedback**

The Clerk welcomes feedback to identify areas where changes need to be considered and ways in which the Township can improve the delivery of an accessible Election. This Plan is a working document and will continue to undergo changes. Feedback on this Plan can be submitted to the Clerk at [aadams@malahide.ca](mailto:aadams@malahide.ca) or 519-773-5344 ext. 222, or in writing to:

Allison Adams, Clerk  
John Street South  
Aylmer, ON N5H 2C3

## 3. **Consultation**

Consultation with individuals and community groups provide greater knowledge and understanding in conducting elections that are accessible to all.

**Initiative:** Consult with the community about the Accessibility Pre-Election Report

### **Actions:**

- i. Consult with the Joint Accessibility Committee (County of Elgin) following the conclusion of the voting period to evaluate the success of various accessibility initiatives
- ii. Collaborate with community groups to disseminate election information and raise awareness about the Township's accessibility initiatives to its members.
- iii. Attend community meetings and events, where possible, to demonstrate the alternative voting method and raise awareness of the 2026 Municipal and School Board Election.

## 4. **Alternative Voting Procedure**

**Initiative:** Provide an accessible voting method for all Township of Malahide eligible electors.

### **Actions:**

- i. The use of internet voting system was designed to meet the needs of electors to ensure independence, dignity, integration and equal opportunity.
- ii. Posting videos and other informative material that outlines the voting process in advance of the voting period.
- iii. Eligible voters are able to vote from home without having to travel using either telephone or internet voting. Menu options are clear and easy to follow, font size and volume can be adjusted and a screen reader can be used for internet voting.
- iv. Ensure Voter Information Letters are designed with appropriate accessible font styles and sizes, appropriate case usage and colour contrast where possible.

## 5. Information and Communications

Information and communication initiatives ensure election information is accessible and available in alternative formats.

**Initiative (1):** Provide an informative and accessible election website at: [Election: Township of Malahide](#)

### **Actions:**

- i. Ensure election information is available in clear, simple language.
- ii. Update election information posted on the Township's website ([www.malahide.ca](http://www.malahide.ca)) to ensure it is recent and accurate.
- iii. Ensure election website is WCAG 2.0 Level AA Compliant.

**Initiative (2):** Provide election information in alternative formats (upon request) and through multiple channels by:

### **Actions:**

- i. Produce and distribute election related material prior to the election in accessible formats (print, web and other)
- ii. Post a step-by-step process on how to vote on the municipal election webpage
- iii. Work with community stakeholders to address language barrier issues relating to election communications.
- iv. Post a video (as provided by Intelivote) with instructions on how to vote in the 2026 Municipal and School Board Election.

## 6. Assistance to Candidates

**Initiative:** Provide candidates with information on how to make their campaigns accessible to the public and providing candidates with election information in accessible and alternative formats and ensure candidate information sessions are fully accessible.

### **Actions:**

- i. Provide candidate links through the Township municipal election website to accessible election information produced by the Province and other organizations where available.
- ii. Ensure information provided to candidates is available in an accessible format upon request.
- iii. Ensure the Township of Malahide Voters list is available in an electronic format, free of charge, to candidates upon request.
- iv. Hold candidate information session in an accessible location and video record or livestream for viewing afterwards at a remote location.

## **7. Voter Information (Help) Centre**

**Initiative:** Ensure the Voter Information Centre are accessible.

**Actions:**

- i. Confirm that the Voter Information Centres have a barrier free path of travel from the parking lot/ sidewalk, barrier free parking, door openers and accessible doors and adequate lighting.
- ii. Inspect the Voter Information Centres during the voting period, making modifications where possible to enhance accessibility.
- iii. Provide adequate signage at Voter Information Centres.
- iv. Ensure that election staff are aware of the Municipal Notice of Accessible Service disruption procedure in the event that disruptions to service or unforeseen circumstances affect the accessibility of the Voter Information Centre
- v. Ensure accessible customer service training is provided to election staff.
- vi. Ensure election officials are available at the Voter Information Centres to assist a voter in casting their ballot when requested.

## **8. Post-election Report**

Section 12.1 (3) of the Municipal Elections Act, 1996 as amended states the following:

“Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.”

The post-election report will be posted on the Township’s website and provided to Council in accordance with Section 12.1(3) of the Municipal Elections Act, 1996 as amended.



**REPORT NO. PW-26-09**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Public Works  
**MEETING DATE:** March 19, 2026  
**SUBJECT:** **APAM SCADA Central Server Replacement and Hardware and Software System Upgrades**

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**RECOMMENDATION:**

THAT Report No. PW-26-09 entitled “APAM SCADA Central Server Replacement and Hardware and Software Upgrades” be received;

AND THAT in accordance with the Township’s Procurement By-Law, the Township of Malahide does hereby support Single Source acquisition of the APAM SCADA Central Server Replacement and Hardware and Software System Upgrades from Actemium Toronto Summa;

AND THAT the Director of Public Works be authorized to execute the required agreements with Actemium Toronto Summa on behalf of the Township of Malahide, Port Burwell Area Secondary Water Supply System and Aylmer Area Secondary Water Supply System for the SCADA upgrades further described in this report.

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**PURPOSE & BACKGROUND:**

As Council is aware, the Township’s water and wastewater systems utilize a Supervisory Control and Data Acquisition System (SCADA) to provide continuous monitoring, operational control, alarm notification, historical data retention, trending, and the generation of regulatory reports required for annual inspection by the MECP.

In 2020, the APAM (Aylmer, Port Burwell, and Malahide) SCADA Central Server and associated hardware and software underwent a significant lifecycle upgrade, as approved under Report No. PS-20-16. That project addressed aging infrastructure and ensured continued regulatory compliance, system reliability, and compatibility with evolving industry standards at that time.

The APAM SCADA system remains a shared, integrated platform supporting the water and wastewater systems it comprises. As with all critical technology assets, SCADA infrastructure requires ongoing lifecycle upgrades to maintain compatibility with

manufacturer-supported software, cybersecurity standards, evolving field hardware, and regulatory expectations.

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**COMMENTS & ANALYSIS:**

The SCADA system is a highly specialized, standalone system originally designed, built, and integrated by Summa Engineering Ltd., now known as Actemium Toronto Summa. They continue to provide ongoing support, maintenance, and advisory services. The system has been customized for each connected site and expanded over time to accommodate system growth and operational needs.

Since the completion of the 2020 Central Server upgrade, further advancements have occurred in SCADA software, operating systems, cybersecurity standards, and manufacturer support requirements. In addition, ongoing lifecycle considerations for server infrastructure, SCADA applications, data management, and system performance necessitate a subsequent upgrade to ensure the long-term sustainability and reliability of the APAM SCADA system.

Actemium Toronto Summa has advised that certain components of the SCADA software environment are approaching the limits of manufacturer support and compatibility. Without proactive upgrades, the system may face increasing operational risk, reduced vendor support, and limitations in accommodating future PLC replacements, system expansions, or regulatory reporting requirements.

As the original system integrator, Actemium possesses unique system knowledge and historical understanding of the APAM SCADA architecture. They have demonstrated a consistent record of successfully implementing SCADA upgrades with minimal operational disruption and have provided responsive support to Staff throughout the system's life, including remote troubleshooting and 24-hour emergency support.

Given the complexity of the system, the need to maintain uninterrupted operation of critical water infrastructure, and the importance of ensuring continued compliance with MECP requirements, Staff requested a proposal from Actemium Toronto Summa to complete the recommended SCADA Central Server and software upgrades. The proposed work addresses current system limitations, improves performance and reliability, and positions the SCADA system to support future lifecycle replacements and expansions.

Receipt of the proposal from Actemium Toronto Summa avoids the additional costs associated with third-party design, tendering, and contract administration, while ensuring continuity of service and technical consistency with the existing system.

At this time, Township Staff recommend that the Malahide Council, along with the AASWSS Joint Board of Management, and the PBASWSS Joint Board of Management, accept the SCADA System Upgrade, as proposed by Actemium Toronto Summa, for

the replacement of the central server and corresponding software and hardware upgrades as outlined in the attached proposal

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### **FINANCIAL IMPLICATIONS:**

Consistent with historical practice, the capital cost of the APAM SCADA Central Server and Software Upgrade is proposed to be shared among the APAM partners based on an established cost apportionment that reflects the number of connected SCADA sites each member has.

It should be noted that the Township of Malahide added the new OPC sewage pump station to the SCADA system after the 2020 server upgrades were completed. This site has been included in their shared cost for the project. Further, a portion of the work required for the Malahide Sewer system at the OPC pump station will be recovered from the OPC, with costs apportioned to Malahide and the Ontario Police College based on the annual flow proportions at the site.

Based on the proposed project costs, the apportionment is as follows:

- Aylmer Area Secondary: 4/11 or 36.36%=\$70,874.73
- Port Burwell Area Secondary: 4/11 or 36.36%= \$70,874.73
- Township of Malahide (Water): 1-11 or 9.09%=\$17,718.68
- Township of Malahide (Sewer): 2/11 or 18.1%=\$35,281.43

The recommendation to award the single-source acquisition of Actemium Toronto Summa for this project aligns with Procurement Policy Section 11.4. (iii) for Non-Competitive Purchases where there is a need for compatibility with goods and/or services previously acquired, or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract.

This required work is included in the 2026 Malahide Water Budget, which was adopted by the Council on December 18, 2025, being less than the \$20,000.00 allocated in the 2026 Budget for the Township of Malahide's portion of this work.

This required work is included in the 2026 Malahide Sewer Budget, which was adopted by the Council on December 18, 2025, being less than the \$36,000.00 allocated in the 2026 Budget for the Township of Malahide's portion of this work.

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### **SUMMARY:**

To ensure the long-term sustainability and useful function of the SCADA system, it is essential that lifecycle replacements are completed at scheduled intervals. This also allows capital upgrades to be scheduled appropriately, ensures future budgets plan for lifecycle replacements, keeps the Owners informed of the SCADA system's maintenance needs, and enables effective long-term planning of required maintenance and upgrades, thereby enabling a proactive approach.

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**ATTACHMENTS:**

1. Actemium Toronto Summa Quotation APAM SCADA Central Server Replacement and Hardware and Software Upgrades

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

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

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



Actemium Toronto Summa

401-1875 Buckhorn Gate | Mississauga | ON | L4W 5P1 Office: 905-678-3388 Web: www.actemium.ca

Quotation Reference : **Q.0985867.1.01**To: **Town of Malahide**

Date: FEB 3, 2026

Prepared By: CAMERON CHONG

Related Project: **N/A**

Attn: Sam Gustavson

Project Number: **N/A****REFERENCE: MALAHIDE 2026 SCADA UPGRADES**

ACTEMIUM IS PLEASED TO OFFER THE FOLLOWING PROPOSAL SUBJECT TO THE TERMS &amp; CONDITIONS OF SALE HEREIN

TERMS: Negotiated prior to the order | VALID: For 30 Days Only | F.O.B.: Mississauga, ON

**DELIVERABLES**

- 1 Server upgrade including VMs, OS, CALS, Office
- 2 Ethernet switch upgrade
- 3 OPC computer upgrade
- 4 HMI software upgrades including Rockwell, AVEVA Reports, WIN911
- 5 Hardware, software configuration, testing, installation, commissioning

**NOTES****ALL PURCHASE ORDERS are to be made out to: McRae Integration Ltd**

- 1 This quotation is based on information in our possession on the day of preparation. We reserve the right to revise this quotation, should ACTEMIUM receive additional information.
- 2 The price has been calculated based on current costs for labour and material. McRae Integration will agree to use best material pricing strategies where possible to control costs escalations.
- 3 In the event of any unexpected changes in tariffs, duties, or import/export regulations that impact costs, Actemium reserves the right to adjust pricing accordingly.
- 4 **PAYMENT TERMS (net 30-days):**  
25% on issuing of Purchase Order to McRae Integration Ltd.  
70% ready to ship  
5% installation, commissioning

**EXCLUSIONS / ASSUMPTIONS**

- 1 Excluded: Server rack - to be reused
- 2 Excluded: Graphics screen updates unless stated below
- 3 Excluded: UPS - to be reused
- 4 Excluded: NAS - to be reused - firmware to be updated
- 5 Excluded: Network cabling & equipment to be reused

ITEM	QTY	DESCRIPTION	PRICE
1	LOT	<b>SCADA System Upgrade:</b>	
		As part of Actemium's on-going support and maintenance of the Township of Malahide SCADA system, we have identified the following upgrade requirements: <b>Hardware:</b> SCADA server was upgraded in 2020 is at the end of its reliable service life. During design for the 2020 upgrade, the value engineering decision was made to reuse the existing virtual machines (VMs) and server software. These VMs and software are now out of support and/or not compatible with the new HMI software.	
		The Ethernet switch, and UPS that were installed in 2016. In 2020, they were approximately at 50% life and reused for the upgrade project. The Ethernet switch is now at the end of its reliable service life. The UPS is tested annually and can be replaced once the backup time starts to deteriorate.	
		The NAS was replaced in 2023 and is current. The existing workstation is current. <b>Misc:</b> The OPC SPS panel computer was replaced in 2024 with a spare computer and new panel monitor to be able to reuse the existing HMI application. Both the computer and existing HMI are not current and not compatible with current HMI software.	
		<b>Software:</b> HMI software versions are not current and not compatible with current operating system versions. WIN911 was under vendor support in 2020 which included free upgrades. Support expired due to the age of the software. The existing voice modem is not compatible with new WIN911 versions	
		<b>Upgrade Proposal:</b> To maintain a reliable SCADA system and data backups for the Township, Actemium recommends the following upgrade proposal:	



Actemium Toronto Summa

401-1875 Buckhorn Gate | Mississauga | ON | L4W 5P1 Office: 905-678-3388 Web: [www.actemium.ca](http://www.actemium.ca)Quotation Reference : **Q.0985867.1.01**

Scope of Work:		
	<p><b>Hardware and software upgrade design:</b>  Review HMI software requirements, versions, serial numbers, licensing models  Select server and server software (VMs, backup software, CALS, OS, Office) to meet HMI software requirements  Research Hyper-V VM compatibility with Rockwell HMI software  Select Ethernet switch  Confirm compatibility and lifecycle of existing NAS  Confirm UPS lifecycle  Confirm compatibility and lifecycle of existing workstation  Confirm OPC panel computer upgrade version</p> <p><b>Upgrade deployment:</b>  Hardware and software procurement, configuration, testing  Site installation, teseting, commissioning, training</p> <p><b>Hardware and software supply:</b>  Rack mount server and server software (VMs, backup software, CALS, OS, Office)  Ethernet switch  NAS firmware update  UPS to be reused  Workstation - to reused  OPC panel computer - monitor to be reused  AVEVA Report perpetual license (formerly Dream Report)  WIN911 modem upgrade</p>	\$ 168,700.00
	<p>Rockwell subscription (<i>First year subscription cost</i>)  FT server  FT RSView SE Station  Historian  Client, Remote Access  Asset Centre, Tansaction Manager  RSLinx Enterprise</p>	\$ 19,592.00
	<p>WIN911 subscription (<i>three year subscription cost</i>)</p>	\$ 6,633.00
	<p><b>NOTE:</b>  WIN911 has reported issues with some HMI software. There have been no issues reported to Actemium for Rockwell HMI software  Should there be an issue that WIN911 cannot resolve, a replacement solution may be required at an additional cost</p>	
<b>TOTAL PRICE (Taxes Extra) Canadian Dollars</b>		<b>\$ 194,925.00</b>



Actemium Toronto Summa

401-1875 Buckhorn Gate | Mississauga | ON | L4W 5P1 Office: 905-678-3388 Web: [www.actemium.ca](http://www.actemium.ca)

Quotation Reference : **Q.0985867.1.01**

### Terms and Conditions

1. **Full Agreement.** The agreement between McRae Integration Ltd. ("McRae") and the buyer ("Buyer") with respect to the goods and services specified on the McRae proposal, quotation, or similar document (the "Proposal") will be subject to these Terms and Conditions ("Terms"), together with the Proposal collectively referred to as the "Agreement". McRae shall not be bound by any additional or different terms whether printed or otherwise contained in Buyer's purchase order, unless specifically agreed to by McRae in writing. In the absence of a written acceptance of these Terms by Buyer, placement of an order for any of the goods or services covered by the Proposal shall constitute an acceptance of these Terms. McRae's failure to object to provisions contained in the purchase order or other communication shall not negate or be deemed a waiver of these Terms. This Agreement supersedes all prior agreements and understandings (whether oral or written), with respect to the subject matter hereof.
2. **Warranty.** Providing that the goods or services subject to the Agreement have not been modified or put to improper use after same were delivered to and accepted by Buyer, McRae expressly guarantees for a period of twelve (12) months, from the date of Buyer receiving the goods or services, to repair or replace any defective McRae manufactured goods or services at McRae's discretion. Any defective goods which are manufactured by McRae may be returned, carriage paid to McRae's premises. Goods not manufactured by McRae shall only carry the relevant manufacturer's warranty if such manufacturer maintains a warranty program.
3. **Force Majeure.** The Parties shall not be held responsible for the non-performance or the poor performance of their contractual obligations when they are due to a force majeure event. Force majeure is understood hereunder as any event of any nature whatsoever, beyond the control of one of the Parties, which cannot be reasonably foreseen at the time of concluding the contract signed by the Parties. The Party invoking the case of force majeure shall inform the other Party as soon as possible and undertakes to take appropriate steps to mitigate or limit the consequences. If the performance of the contractual obligations is temporarily impossible, such performance will be suspended. No compensation can be claimed by a Party in this context.
4. **Government-Imposed Restrictions.** The Parties acknowledge that, if extraordinary events arise, government-imposed restrictions on travel or in-person site visits may require conducting activities related to services or delivery of work product under circumstances where in-person representation of the Parties is limited or impossible. Under such circumstances and notwithstanding the Parties' remedies and obligations concerning Force Majeure, the Parties will use reasonable efforts to a flow virtual observation of the activities related to services or delivery of work product as relevant. Under such circumstances, the rights and obligations of the Parties concerning performance of services and delivery of work product under the scope of work shall remain unaffected.
5. **Cancellation of Work.** Any purported cancellation of the Agreement by Buyer, prior to the completion of the provision of goods or services, shall be effective only: 1) if made in writing, 2) if accepted by McRae, and 3) on payment by Buyer of a minimum of 25 % of the price of the goods or services stated in the Agreement and such expenses as McRae may have incurred in connection with the Agreement. McRae is under no obligation to issue credit on returned goods or services if it believes such goods or services were delivered reasonably.
6. **Liability.** McRae shall not be liable for loss of use, revenue, profit, or for any other consequential or incidental damages. Without prejudice to the foregoing, McRae's liability shall, in any event, be limited to the price of the particular goods or services under the Agreement. Buyer assumes liability for patent and copyright infringement when goods are made to Buyer's specifications.
7. **Drawings & Specifications.** All drawings, specifications, data, or other information supplied to Buyer by McRae may contain proprietary design information belonging to McRae. They may not be copied in whole or in part, nor disclosed to third parties, without the express written consent of an officer of McRae Integration. All said information must be returned immediately upon demand.
8. **Engineering Survey.** The parameters and/or field measurements utilized in formulating the prices for equipment and services supplied herein, in total or in part, have been supplied by Buyer or their representative. Any failure of the equipment to operate satisfactorily that is caused by incorrect data and/or field measurements being supplied to McRae, is the responsibility of Buyer, regardless of whether the actual measurements or technical specifications were taken by Buyer's personnel or a McRae representative. Further, it is Buyer's responsibility to ensure correctness and accuracy of all dimensions and information provided to Buyer by McRae for approval. Buyer is to take all technical and/or organizational measures in order to enable service delivery by McRae and Buyer shall be responsible for any delays or expenses resulting from its failure to provide accurate information. This shall include any changes in operating procedures, types of equipment being serviced, or any changes to the physical surroundings which are conditions to be outside the parameters and/or field measurements represented. All costs associated with such changes, additions, deletions, or modifications shall be borne by Buyer.
9. **Delivery.** McRae shall in good faith attempt to complete delivery of goods or services ("Deliverables") by the date specified but shall not be responsible or liable for delays due to unexpected circumstances. Agreed deadlines and completion dates shall be extended accordingly if McRae is prevented from providing Deliverables as required as a result of circumstances for which McRae is not responsible. Upon receipt of Deliverables, Buyer will have a 30-day period to confirm acceptance of the Deliverables. Buyer will be deemed to have accepted the Deliverables if it fails to notify McRae in the 30-day period, that such Deliverables are not acceptable, or if Buyer has used such Deliverables in a way a reasonable person would consider consistent with ownership. McRae shall retain title to and property in all products delivered hereunder and any replacements, substitutions, additions, products and proceeds thereof to secure payment of Buyer's obligations. This title will be retained until Buyer's obligations to McRae are paid in full. Buyer agrees that McRae will have the right to file financing statements or other documentation pursuant to applicable law, to secure, evidence or perfect McRae's title in the equipment. Upon failure to make any payment as provided in the Agreement, McRae may exercise any rights or remedies it may have to collect such amounts at statute or common law without affecting any further or other claims which it may have against Buyer. Notwithstanding the preceding, McRae shall retain all intellectual property rights in all Deliverables and the provision of Deliverables or payment for same shall not result in a transfer of intellectual property rights from McRae to Buyer.
10. **Buyer Obligations.** Buyer shall only use Deliverables for its own internal use and not for the purposes of competing with McRae. Buyer shall ensure that the physical and technical environments in its facilities are appropriate in the context of McRae providing the Deliverables.
11. **Payment Terms.** Unless provided to the contrary, Buyer shall pay McRae the full invoiced amount within thirty (30) days from the date of invoice. Invoices are issued per the payment terms noted in the Proposal or bi-weekly for time and materials-based work. McRae reserves the right to assess a 2% per month interest charge on all overdue accounts. In addition, McRae retains the right to commence proceedings against Buyer to recover all monies owing. The title of the goods and services will not be deemed to have passed to Buyer until the full purchase price, and any interest due, is paid to McRae Integration in full. Unless otherwise noted, the quoted price herein excludes any provincial, federal, or other taxes which may be levied on McRae's services.
12. **Applicable Law.** The Agreement shall be governed by the laws of the Province of Ontario.
13. **Lien/Security.** McRae reserves the right to lien or take other security it deems necessary and will provide final lien or security waivers only after payment has been received in full.
14. **Arbitration.** If any dispute or controversy shall occur between McRae and Buyer relating to the interpretation or implementation of any of the provisions of this Agreement, such dispute shall be resolved by arbitration. Such arbitration shall be conducted by a single arbitrator. The arbitrator shall be appointed by agreement between the parties, or, in default of agreement, such arbitrator shall be appointed pursuant to the procedures set out under the Arbitration Act, 1991 (Ontario). The arbitration shall be held in the City of Toronto. The procedure to be followed shall be agreed by the parties or, in default of agreement, determined by the arbitrator. The arbitration shall proceed in accordance with the provisions of the Arbitration Act, 1991 (Ontario).



**REPORT NO.** PW- 26-12

**TO:** Mayor & Members of Council

**DEPARTMENT:** Public Works

**MEETING DATE:** March 19, 2026

**SUBJECT:** College Line Reconstruction – Amish Settlement Area

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**RECOMMENDATION:**

THAT Report No. PW- 26-12 entitled “College Line Reconstruction – Amish Settlement Area” be received;

AND THAT Council direct staff to include the widening of College Line from Springfield Road to Springer Hill Road in future reconstruction projects in order to further support roadside safety within Malahide’s Amish Settlement Area.

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**PURPOSE & BACKGROUND:**

The recent reconstruction of Glencolin Line through Malahide’s Amish Settlement Area included the widening of the road platform from a standard 9.0 metre road surface to an 11.0 meter road surface in order to support roadside safety.

Over the next 3 years (2026, 2027 and 2028), Malahide will be reconstructing College Line from Springfield Road to Springer Hill Road through the Amish Settlement Area.

The 2026 approved Capital Plan includes the reconstruction of College Line from Springfield Road to Walker Road.

Reconstruction of College Line from Walker Road to Carter Road is planned for 2027.

Reconstruction of College Line from Carter Road to Springer Hill Road is planned for 2028.

The College Line reconstruction works are being designed and constructed by Malahide staff. As road reconstruction plans are being developed, staff are seeking clarity on the road width to be constructed through the Amish Settlement Area.

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**COMMENTS & ANALYSIS:**

During the most recent road reconstruction of Glencolin Line, the road platform was widened to 11.0 metres throughout the Amish Settlement Area to support roadside safety. This initiative received full support from Malahide Council, the Amish Community and Public Works staff.

With the pending reconstruction of College Line, staff are recommending that the scope of work include widening the road platform from the typical 9.0-meter platform to an 11.0-meter platform to further support roadside safety in the Amish Settlement Area.

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### **FINANCIAL IMPLICATIONS:**

The 2026 approved Capital Plan includes the reconstruction of College Line from Springfield Road to Walker Road as part of the Rural Reconstruction/Rehabilitation program. Staff estimate the additional cost of widening this section of the road at approximately \$75,000. These costs are not included in the current reconstruction estimates and may result in a negative budget variance, which will be funded from the Capital Reserve.

Reconstruction of College Line from Walker Road to Carter Road is planned as part of the Rural Reconstruction/Rehabilitation program for 2027. Staff estimate that the additional cost of widening this section of road will be approximately \$77,000. The total cost of the road reconstruction work will be presented to the Council for approval as part of the 2027 budget approval process.

Reconstruction of College Line from Carter Road to Springer Hill Road is planned as part of the Rural Reconstruction/Rehabilitation program for 2028. Staff estimate that the additional cost of widening this section of road will be approximately \$79,000. The total cost of the road reconstruction work will be presented to Council for approval as part of the 2028 budget approval process.

Therefore, the total estimated cost of the scope of work to include widening the road platform from the typical 9.0-meter platform to an 11.0-meter platform to further support roadside safety of College Line from Springfield Road to Springer Hill Road is \$231,000.

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

This initiative supports Malahide's strategic and operational plans by taking a long term view of the situation and recognizing that if the Township desires to implement these measures on College Line within the Amish Settlement Area, the time to widen the road is now, when it is being fully reconstructed.

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### **CONSULTATION:**

Manager of Roads & Construction

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### **ATTACHMENTS:**

None.

**Prepared by:** J. Godby, Director of Public Works  
**Approved by:** N. Dias, Chief Administrative Officer



**REPORT NO.** PW-26-13

**TO:** Mayor & Members of Council

**DEPARTMENT:** Public Works

**MEETING DATE:** March 19, 2026

**SUBJECT:** MCP Concession Stand EOI

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**RECOMMENDATION:**

THAT Report No. PW-26-13 entitled "MCP Concession Stand EOI" be received;

AND THAT Council authorize staff to enter into an agreement with The Ice Box for the concession services at Malahide Community Place for the 2026 summer season.

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**PURPOSE & BACKGROUND:**

The Township of Malahide issued an Expression of Interest (EOI) seeking individuals, community groups, or businesses to provide concession services at Malahide Community Place (MCP) for the 2026 summer season. The intention is to enhance the visitor experience at MCP by offering quality concession services during scheduled baseball events and other outdoor activities. The EOI was posted on the Bids & Tenders website and the Malahide Township website. Submissions were accepted until February 27th, 2026.

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**COMMENTS & ANALYSIS:**

The Township received two (2) responses to the Expression of Interest for the provision of concession services at Malahide Community Place for the 2026 summer season. Based on the historically low level of interest from local businesses in operating the MCP concession, staff were pleased to receive two submissions for consideration.

Following reviews of both proposals, staff are recommending Proposal #1, submitted by The Ice Box. Both submissions were considered strong; however, Proposal #1 is the preferred option and provides the greater financial return to the Township, with a proposed monthly lease payment of \$450 per month, compared to \$425 per month under Proposal #2.

The Ice Box was the 2025 season operator of the MCP concession and has already demonstrated familiarity with the facility, its users, and the operating requirements

during the 2025 season. Their proposal reflects an established operating history and a service model that staff believe is well-suited to the needs of the facility and its users.

Proposal #2, submitted by Competitive Edge Sports, also presented a capable submission and demonstrated relevant concession operating experience. While staff appreciate the interest shown through this proposal, the overall difference between the two submissions is relatively minor. Staff recommend proceeding with The Ice Box for the 2026 season due to operational continuity and the higher proposed monthly lease amount.

It is important to note that, while the concession lease provides monthly revenue to the Township, there are still operational costs associated with maintaining the concession booth. The estimated yearly cost to the Township to support the operation of the booth is approximately \$7,000 per year. These costs include appliance repairs and replacement over their life-cycle, utility costs, general building upkeep, and Township contract obligations associated with maintaining the space and supporting concession operations. As a result, the concession operation is not without cost to the Township. However, leasing the booth to an outside operator helps offset a portion of these costs while continuing to provide a valued service to ball users, tournament attendees, and other visitors to MCP.

#### Option 1 – Approve Proposal #1 (Recommended)

Enter into an agreement with The Ice Box for the 2026 season at a lease rate of \$450 per month. This option provides the highest financial return of the submissions received, maintains continuity with the current operator, and supports ongoing concession service for MCP users and event attendees.

#### Option 2 – Approve Proposal #2

Enter into an agreement with Competitive Edge Sports for the 2026 season at a lease rate of \$425 per month. This option would still provide concession service at MCP and generate lease revenue for the Township, although at a slightly lower monthly return.

#### Option 3 – Do Not Operate the Concession Stand

The Township could choose not to enter into an agreement with either proponent and leave the concession stand closed for the 2026 season. This option would eliminate the need to manage a concession lease agreement. However, it would also eliminate lease revenue and remove a valued service for ball users, tournament attendees, and other visitors to MCP. This may negatively impact user experience during peak facility use periods and special events.

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**FINANCIAL IMPLICATIONS:**

If approved, Proposal #1 would provide lease revenue to the Township in the amount of \$450 per month for the 2026 operating season. By comparison, Proposal #2 would provide \$425 per month. Based on a six-month operating season, Proposal #1 would generate approximately \$2,700 in annual lease revenue, compared to \$2,550 under Proposal #2.

It is important to note that the operation of the concession booth continues to create costs for the Township. The estimated annual cost to maintain and support the concession booth is approximately \$7,000 per year.

As a result, the lease revenue generated through either proposal does not fully offset the Township's annual cost of supporting the concession operation. However, entering into a lease agreement does reduce the net cost to the Township while continuing to provide an important service to users of Malahide Community Place.

Should Council choose not to enter into an agreement for concession services, the Township would forgo lease revenue, and the booth would remain closed for the season. While this option would reduce the annual operating costs associated with running the concession booth, some costs would remain. These would include ongoing building upkeep, basic utility costs, and asset preservation or maintenance requirements necessary to keep the space in reasonable condition. As such, the Township would still incur costs related to the concession building even if no operator is in place, although those costs would be significantly lower than if the booth were actively operating.

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

This supports the Township of Malahide Strategic Plan by helping maximize utilization of the facility, enhance the experience for user groups and visitors, and supports continued community use of the site during the outdoor recreation season.

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**ATTACHMENTS:**

1. The Ice Box Proposal
2. Competitive Edge Sports Proposal

**Prepared by:** D. Pennings, Manager of Facilities and Contract Administration

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

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



**EOI-26-01 MCP Concession Services EOI  
Liquor License: LSL 1374811**

**Jan 16, 2026**

## **Bid Proposal for Operations of Malahide Community Place Concession**

### **Company Profile**

The Ice Box has been a staple to St.Thomas for the last six years winning multiple awards for its customer service, innovative thinking and lately for its locally made ice cream and quality products.

We proudly opened our door in July of 2020 and since then we have served thousands of customers from St.Thomas and surrounding areas. Ever since we opened our doors we have prided ourselves on our innovation; out of the box thinking of serving our customers and ensuring we are the best place to visit for customer service. The ice cream market has a lot of competitors but we have shown we can operate in a tight industry and thrive.

We have since evolved to be the city's outdoor concession contract operators proudly operating Pinafore Park, 1 Password Park and Doug Tarry Ball Complex. We have grown in our spaces to offer a wider range of food items, a higher volume produced while still ensuring that we provide products sourced locally and made with high quality ingredients. Additionally we have expanded into more event organizing specifically at Pinafore Park hosting movie nights, markets in the park and live music to name a few.

Recently we have successfully operated our third year at the city hockey arenas offering arguably the best fresh cut fries and hamburgers in the city and a full cafe line up to much appreciation to the regular attendees and the out of town families having an easy and affordable way to feed their families in a visiting town.

Additionally we have successfully completed our first year with Malahide Community Place concession operators for 2025 and enjoyed our time learning the new facility and connecting with the users of the amazing space. We introduced ice cream as a new staple to the community and had the pleasure to serve the neighbouring residents along with facility uses.

## Our Team

### Markus Hawco, CPA - CEO/CFO



*Responsibilities:* Markus oversees entire operations and manages the finances. He keeps the big picture in mind and is the lead for new initiatives and ensuring operations are maintained.

*Skills:* Markus holds a Chartered Professional Accountant designation and has been in public accounting for 6 years. Markus has learned ice cream making and the industry from other owners and professionals in the profession. Additionally specifically to the mobile unit Markus was for 2 summers a patient transfer attendant for Voyago and has hundreds of hours of driving ambulances along with the maintenance required to operate them effectively and safely.

### Emily Wilson - Manager

*Responsibilities:* Emily is the manager of Concession operating out of Pinafore Park. Emily oversees daily operations, ensures production and tasks are completed on time and with quality.

*Skills:* Emily has extensive supervisory experience and has managed various operations in the past, she was our second ever employee hired which shows our incredibly low turnover rate.

Additionally Emily was the operator for us at Malahide Community Place last year so comes with extensive experience on operating the space

### Madison Gilles- Doug Tarry Supervisor

Smart Serve- 230420084883

*Responsibilities:* Madison is the supervisor of the Doug Tarry Concession which is our main food provider for baseball and tournaments alike. Madison oversees inventory, food quality and ensures we offer a speedy service to meet player and spectator needs; with this new contract Madison would oversee alcohol sales and ordering to ensure consistent service.

*Skills:* Madison joins the team with multiple years working in fast food and knows quality and speed. She has run a tight operation at Doug Tarry and has served over a thousand customers in a day with no issues or concerns.

Dan Hawco- Lead Chef/Hand

Smart Serve- 240329410410

*Responsibilities-* Dan, a retired veteran with the Canadian Armed Forces has been assisting the Ice Box with creating new recipes, ensuring that consistency exists across the areas and provides his calm demeanor in handling large groups, and busy days. He treats the team like his regiment back in the day and we are all grateful for it.

Our Staff

Our staff have been the backbone of our organization and the face of the company; they have been through the busy and slow season with a smile on their face and making sure that all customers are treated as if they are the only one in the store.

Our staff have also thoroughly enjoyed working for The Ice Box whether that's the above minimum wage pay, benefits, flexible work schedule and pursuing passions within the store.

Additionally all staff over the age of 18 receive their smart serve certification even prior to the submission as a way of professional development and ensuring our staff are fully adaptable to whatever comes to us.

## Our Big Wins

We have a lot to be proud of being five years old and while we can highlight our success the external awards we have won help show our success in business

*MY FM Spirit Awards: Favourite Ice Cream store*  
2020, 2021



The MY FM Spirit Awards are a nomination and voter based award which shows that our fans and St.Thomas considers us their favourite Ice cream shop for two years in a row now.

*Made in Ontario- Merchandiser Excellence Finalist*  
2021

Nominated by a review committee and reaching provincial recognition we were a finalist of 6 for the Merchandiser Excellence award for our made local ice cream products. This award garnered significant attention and in turn gave further attention to St.Thomas

*Green Economy London- GHG reduction of the year*  
2024



Partnered with the Green Economy London organization we were nominated and won the award for GHG emission reduction; for our work with our solar powered ice cream truck removing generator need and emissions.

*Green Economy London- Green leader award -Innovation  
2021*



Partnered with the Green Economy London organization we were nominated and won the award for Innovation for our solar powered trailer and mason jar program for our out of the box thinking and environmental consideration.

*Elgin Business Resource Center- Winner of The Pitch  
2021*

We competed and won by selection of judges at The Pitch to pursue our creation of the ice cream ambulance which is now proudly serving events and being a member of the community. This competition was amongst 4 finalists and we demonstrated our passion and a well throughout business plan that we followed to the letter to start up this new operation.

*St.Thomas Chamber of Commerce- Bright Beginnings Finalist  
2021*

We were a finalist with the chambers impact awards category Bright Beginnings which is designated for new businesses in their first 3 years of operation showing excellence. We were nominated by a committee of chamber members and it was a true honour to be recognized for all that we do and continue to do.

*Green Economy London- Emissions Reduction of the Year Award  
2024*

We have successfully won the Emission reduction award for the Green Economy London (and area) due to our showcasing of electrification of our operation of the Ice cream truck allowing us to serve with no emissions being produced. This further shows our innovation and continued commitment to improving our operation socially, environmentally and ethically.

## **Our Vision - A Continued Partnership**

### *Malahide Township Community Centre Complex*

We have been the operator for the 2025 season and look forward to being given the opportunity to continue our exceptional service to the facility users. From last year we connected and served the various users by accommodating and curating a great selection to keep their players fed and happy. We invested in offering soft serve (the only offering in Springfield) and expanded our hours beyond the initial proposal to meet facility needs.

### Offering a wide range menu and quality products

Our concession menu is above and beyond what a normal concession offers for the quality; we provide fresh cut fries, hand made smash burgers, classic ball diamond hot dogs and a poutine that is a fan favourite. Additionally we will be able to bring and offer our award winning small batch ice cream from Pinafore Park to be sold as a cool treat on the hot days.

We strive to ensure that every menu item is made of high quality and we don't cut corners; this philosophy has led that not just facility users enjoying our food but the general public after hearing how good it is.

### Ability to cater and provide on site cafe and food service

With having the Ice Box on site we would be available and a budget friendly catering for any uses of the ball room both from a simple luncheon for any small bookings to full wedding catering. Having us on site with our experience would be a further selling point for any community centre bookings.

### Opportunity to serve a licensed area for beer and coolers

Our operation also includes our AGCO liquor license and caterers endorsement. We currently serve beer and coolers at the Joe Thornton Community Centre during St.Thomas Stars hockey games and the Doug Tarry Ball Complex. This beer and cooler service is a huge hit for the adult players who look for a cold drink after a game and allows them to enjoy it as a team rather than going elsewhere to celebrate. We have all staff smart serve trained and maintain a zero incident performance.

While this is not part of the current operation of the concession it is one we are willing to offer either for special events or to include to further attract other baseball bookings. This service is a strong pull for the current booking of the Doug Tarry Ball Complex. Additionally from our experience last year this is a desired service from facility users and fundraisers.

### Access to our Event Fund and partnerships

The Ice Box also proudly has the “Ice Box Event Fund” this fund is our not for profit arm that provides great events for the public to enjoy including;

- Outdoor movies
- High attendance vendor markets
- Outdoor Music concerts

The fund works so that any profit garnered by these events gets reinvested into the fund so that the subsequent year becomes bigger and better. Having us located in this new location opens this fund to operate onsite and further collaboration can occur with township staff to arrange some amazing events.

### Inclusion in “National Ice Cream Day”

As we brought soft serve to MCP we will do it again with our newest flagship event; National Ice Cream Day.

On July 21st we host national ice cream day across the facilities; this event in partnership with youth sports will grow to be our biggest fundraiser. The essence of the day is to come enjoy ice cream and \$1 from every ice cream purchased will be donated back to the Springfield Stingers as support to the organization.

### Menu

Please see our proposed menu in appendix 1.

We also have a loyalty and gift card program that customers will get to enjoy some free items; see the various deals and even scheduled orders so that once the game is done their food is ready.

### *AGCO Compliant*

We presented our prices to our AGCO inspector with no concerns as they were above the mandatory minimum.

### **Our Services/Menu**

### Why we are Unique

The Ice Box prides itself on its innovation and out of the box thinking; that is why we have a retired ambulance as an ice cream truck; introduced fresh cut fries, and taking the time to make smash burgers by hand. We take any service that we are offering and make sure it is exceptional.

### Our Commitment to Customers and Experience

We strive to make sure we have something for everyone and we have done that in our food service at all locations.

Our customer experience has been unparalleled as we proudly hold a 4.4 google review based on our experience of making everyone feel special and offering high quality products. Awarding this to us ensures that high review and quality continues and affirms the experience is high end like the facilities themselves.

### Our Proven City Relationship

Our tenancy with the outdoor and indoor concession with the City of St. Thomas has now been ongoing for three years and already we have made amazing connections and work well alongside the city staff both in the office as well as complex staff.

We have made strong connections with our current contracts staff to ensure whatever we do they approve and they appreciate the strong communication. We believe in working together with our connections to offer the best service as our high quality offerings have already been reflected onto the city for granting us this opportunity. This service would be a continuation of that with the Township of Malahide allowing us to be more than a tenant but a partner.

### **Pricing and Rent**

#### Pricing Structure

Please see our proposed rate; this rate is due to the nature of us understanding past sales performance of the concession from the previous operator (of whom we supplied many of her ingredients) and will be starting our new connection with the region. Additionally we will be investing in developing our assets on site and our supply chain to expand this service which will come at additional cost.

Location	Rent
Malahide Community Place	\$450 monthly

### Additional Offerings

Along with the rent that would be collected as a revenue stream for the township we also offer other great assets to the township to make us an excellent manager and tenant.

### *Reputable Brand*

Our brand is built on the reputation that we serve amazing food and offer an excellent service to all users of the facilities. Your users will appreciate seeing our name for serving and enjoy the service.

### *Strong Social Media Presence*

Our social media presence has an average reach of 20,000 people per post with an average growth of 8% annually; with this tool it will bring attention to Springfield along with our creations offering more positive press for the town.

### *Event Organizer and spin off work*

As mentioned we work collaboratively with the city staff for using facilities outside of booked events at the various facilities with free events for the public to enjoy as well as promote booking the spaces and utilizing our services for catering, parties and more. With our launch of the "Ice Box Event Fund" we reallocate all funds earned from events (ticket sales, sponsorships etc) into running more events, wherever we are we will bring a range of free and paid events that will make any space more of an attraction. As the years continue and we are given space to try our new events they will only grow in size and variety. This year alone we added 4 events that utilized city facilities and generated additional rental revenue.

### *Local Champion*

We take our mindset of local ingredients for our products seriously and will continue it across our menu board opening up the chance to work with more local suppliers and help create further spin off economic gain then just our presence at the concession stands.

### **Conclusion**

We wish to thank the township for a great year last year and look forward to continuing and building on our long lasting relationship and offer a complete, seamless experience for both the

township and users of the centre. We have proven we offer a great product and great customer experience and awarding us this contract will bring a level of professional service and stability in operations for the township.

## Appendix

### 1. Menu Listings

#### 1.1 MCP Menu

Malahide Community Place			
Drinks		Snacks	
Bottle Pop	\$2.99	Chips	\$2.50
Water	\$1.99	Choc Bars	\$2.50
Slushies Sm/Lg	\$2.99/3.99	Soft Serve	\$2.99
Illy Coffee	\$2.99	Milkshakes	\$4.99
Smoothies			
Food			
Smash Hamburger	\$8.99		
Fresh Cut Fries sm/lg	\$4.99 / \$6.49		
Onion Rings	\$4.99		
Hot Dogs	\$4.99		
Chicken fingers	\$5.99		
Poutine sm/lg	\$6.49/ \$8.99		
Chk Finger + Fries	\$9.99		

Additionally combos will be developed and offered to push various products and ensure good deals for customers

## **2.0: References**

Available upon request from City of St.Thomas or groups utilizing the facilities we operate.

# Expression of Interest (EOI)

*Provision of Concession Services  
Malahide Community Place (MCP)  
2026 Summer Season*

Submitted to:

Dustin Pennings  
Manager of Facilities and Contract Administration  
Township of Malahide

Submission Date: February 27, 2026

## 1. Proponent Name & Contact Information

Business Name: Competitive Edge Sports

Primary Contact: Dean Bezanson

Address: 527 Len Self Blvd, Midland, Ontario

Phone: (705) 795-8307

Email: deanbezanson1@gmail.com

## 2. Brief Description of Business

We are an experienced food service operator currently managing the concession stand at the Ingersoll District Memorial Community Centre, along with similar operations in Midland, Orillia, Barrie, and Port Elgin. Our operations focus on delivering high-quality concession offerings, maintaining strict food safety standards, and ensuring clean, well-maintained facilities.

We specialize in sports and recreation venue concessions and understand the importance of efficiency, affordability, and community-focused service. Our goal is to enhance the visitor experience through consistent quality, professional service, and menu variety.

## 3. Relevant Experience

- Operator of five arena concessions under the moniker *The Arena Pouterie*. Three are outlined as follows:
  - North Simcoe Sports & Recreation Centre from 2021 – Present, contracted with the *Town of Midland* to operate concessions and vending machines in their twin-pad arena and recreation complex with indoor gym and multi-use spaces.

- Rotary Place Arena from 2022 – Present, contracted with the City of Orillia to operate concessions in their twin-pad arena alongside pickleball courts and other recreational amenities.
- Ingersoll District Memorial Centre from 2024 – Present, contracted with the Town of Ingersoll to run concessions in their twin-pad community arena supporting youth and adult sports leagues.
- Operator of an Ice Cream Shack at Centennial Park, Barrie.
- Experience operating within municipal facilities.
- Comprehensive commercial insurance coverage for all locations.
- Quality first approach for ingredients and equipment.
- Strong reputation for cleanliness and facility care.

#### 4. Proposed Menu

- Grill Items:
  - Smash Burgers
  - Hot Dogs
  - Sausages
  - Chicken Burgers
  - Breakfast Sandwiches (Peameal or Strip Bacon)
- Fryer Items:
  - Signature Fresh-Cut Fries (prepared in beef tallow)
  - Poutine (rice-dusted fries, Quebec-style gravy, celiac friendly)
  - Chicken Fingers
  - Onion Rings
  - Mozzarella Sticks
  - Dill Pickle Spears
- Cold & Additional Offerings:
  - Cold beverages
  - Shaw's Ice Cream (Tillsonburg supplier)
  - Potential partnership with local bakery for fresh buns
  - Candy, Chocolate, Chips
  - Popcorn

\* Optional Enhancement: Installation of beverage and snack vending machines to provide service during non-operating hours.

#### 5. Proposed Hours of Operation

The concession will operate during all scheduled Springfield Stingers Minor Baseball games, slo-pitch leagues, tournaments, and Township outdoor events.

- May – August:
  - Weeknights and weekends, based on scheduled events.
- September – October:
  - Primarily weekends and tournament dates.

We will align our hours of operation with confirmed schedules to ensure coverage during peak attendance periods.

## 6. Public Health, Safety & Cleanliness

- All staff will hold valid Food Handler Certification and operations will fully comply with Southwestern Public Health regulations.
- We will maintain a clean and sanitary concession area and will be responsible for waste disposal and daily area cleanup.
- Proof of Commercial General Liability Insurance (minimum \$2,000,000), naming the Township of Malahide as additional insured, will be provided prior to commencement.

## 7. Proposed Compensation to the Township

We propose the following compensation in the form of a flat monthly lease payment of \$425 per month (May – October 2026).

*\*\*Utilities are assumed to be included unless otherwise directed by the Township.*

## 8. Term of Agreement

While this EOI is for the 2026 summer season, we are interested in establishing a longer-term partnership (3–5 years), subject to Township approval, to allow for recovering equipment investment and service enhancements. We are also open to a series of 1-year contracts if that is the preference of the Township. As an ideal balance, we would propose a 1-year contract with consideration of a longer contract in the future based on the mutual satisfaction of the Township and Competitive Edge Sports.

## 9. Proposed Facility Enhancements

- Installation of vending machines at no cost to the Township.
- Commitment to invest in equipment improvements to enhance service efficiency.

## 10. References

Contact: Dave Bressette, NSSRC  
Operations Manager, Town of  
Midland  
Cell: (705) 623 – 2114  
Office: (705) 526 – 9395 x 3203  
Email: DBressette@midland.ca

Contact: Seanne MacDonald,  
Manager of Parks and Facilities,  
City of Orillia  
Cell: (705) 325 – 2035  
Email: SMacDonald@orillia.ca

Contact: Joe Sym, Manager of  
Parks & Facilities, Town of  
Ingersoll  
Office: (519) 485 – 5023 x 6272  
Email: joe.sym@ingersoll.ca



**TOWNSHIP OF MALAHIDE**

DRAINAGE BY-LAW NO. 26-01

*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 Avon 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 3 & 4  
Concession 7  
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 \$300,000.00.

**AND WHEREAS** \$300,000.00 is the amount to be contributed by the municipality for construction of the drainage works.

**AND WHEREAS** \$300,000.00 is being assessed in the Township of Malahide in the County of Elgin.

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

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

1. The report dated November 27, 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 \$300,000.00 being the amount necessary for construction of the drainage works.
  - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
    - i. Grants received under section 85 of the Act;
    - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
    - iii. Moneys paid under subsection 61(3) of the Act; and
    - iv. Moneys assessed in and payable by another municipality,
  - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Avon Drain".

**READ a FIRST and SECOND** time this 15th day of January, 2026.

**READ a THIRD** time and **FINALLY PASSED** this 19th day of March, 2026.

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Mayor

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Clerk



**TOWNSHIP OF MALAHIDE**

DRAINAGE BY-LAW NO. 26-02

*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  
for the Hotke Drains  
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 15  
Concession 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 \$17,500.00.

**AND WHEREAS** \$17,500.00 is the amount to be contributed by the municipality for construction of the drainage works.

**AND WHEREAS** \$17,500.00 is being assessed in the Township of Malahide in the County of Elgin.

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

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

1. The report dated December 15, 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 \$17,500.00 being the amount necessary for construction of the drainage works.
  - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
    - i. Grants received under section 85 of the Act;
    - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
    - iii. Moneys paid under subsection 61(3) of the Act; and
    - iv. Moneys assessed in and payable by another municipality,
  - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Hotke Drains".

**READ a FIRST and SECOND** time this 15th day of January, 2026.

**READ a THIRD** time and **FINALLY PASSED** this 19th day of March, 2026.

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Mayor

---

Clerk

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**BY-LAW NO. 26-15**

Being a By-law to establish certain lands as part of a public highway known as College Line

**WHEREAS** Section 31 of the Municipal Act, 2001, c. 25, as amended, provides that a municipality may by by-law assume for public use a road allowance, highway, street or lane;

**AND WHEREAS** the Council of The Corporation of the Township of Malahide deems it desirable to assume the lands described herein for public use as part of the public highway;

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

1. THAT the lands described and shown as Part 2 on Reference Plan 11R-11223 be and are hereby established and assumed as part of the public highway known as College Line:
2. THAT the Mayor and Clerk of The Corporation of the Township of Malahide are hereby authorized and directed to execute the necessary documents required to give effect to the intention herein.
3. THAT this By-law shall come into force and take effect on the final passing thereof.

**READ** a **FIRST** and **SECOND** time this 19<sup>th</sup> day of March, 2026

**READ** a **THIRD** time and **FINALLY PASSED** this 19<sup>th</sup> day of March, 2026

---

Mayor, D. Giguère

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Clerk, A. Adams



**REPORT NO. PW- 26-11**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Public Works  
**MEETING DATE:** March 19, 2026  
**SUBJECT:** **Mailbox Policy**

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**RECOMMENDATION:**

THAT Report No. PW- 26-11 entitled “Mailbox Policy” be received;

AND THAT the Committee of the Whole provide a recommendation to Council to approve the Mailbox Policy.

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**PURPOSE & BACKGROUND:**

This policy is intended to establish appropriate and consistent response actions when private mailboxes located within the Township of Malahide’s road allowances are damaged or impacted by vehicles undertaking maintenance activities on behalf of the Township.

Generally speaking, mailboxes and posts can be affected by the operation of a snowplow in two ways:

1. Mailboxes which are damaged or dislodged by the direct weight and force of snow thrown from the plow
2. Mailboxes which are physically impacted by the snowplow

In all cases when the Township receives a report of a mailbox being damaged due to Township maintenance activities, staff are dispatched to the scene to investigate.

Where it has been determined that the mailbox has been damaged or dislodged by the direct weight and force of snow thrown from the plow, the Township of Malahide bears no liability for such damage or impact and is only responsible to advise the mailbox owner of this policy's limitation should an inquiry be made.

If however the damage should, in the sole discretion of the Roads Department, result from the snow plow wing or any other part of the snow plow vehicle coming into direct contact with the mailbox, the mailbox shall be repaired and/or replaced with a new standard basic metal mailbox which meets the standards established by Canada Post and supported by a wooden post. It shall also be at the Township’s sole discretion as to whether the damage can be repaired or replacement with new materials is warranted.

Damage to a mailbox resulting from contact with a Township vehicle undertaking maintenance activities other than snowplowing shall be repaired or replaced in the same manner as described above.

Property owners whose mailbox has been physically impacted by the Township are provided 2 options:

1. Township staff will repair/replace the damaged mailbox and/or post with a standard 100mm x 100mm (4" x 4") wooden post and a standard basic metal mailbox

Or

2. The Township will provide \$30 compensation to the property owner towards the repair or purchase and installation of a replacement mailbox. The new installation must meet Canada Post guidelines and shall be completed at the expense of the owner.

The \$30 reimbursement fee has been in place since 2014.

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#### **COMMENTS & ANALYSIS:**

Staff have completed a review of mailbox claims from the past few years and summarized it below:

YEAR	TOTAL CLAIMS	APPROVED	DENIED	COMPENSATION REQUESTED
2026	41	32	9	2
2025	50	39	11	12
2024	10	6	4	1
2023	19	18	1	2
2022	25	19	6	2

As part of this review, staff have reevaluated the appropriateness of the \$30 compensation value.

For the purpose of the review, staff have made the following assumptions:

For a mailbox replacement by Township staff:

- one new standard basic metal mailbox
- one new 100mm x 100mm (4" x 4") wood post
- 30 minutes labour for two Roads Operators
- 30 minutes of equipment expense
- 45 minutes of administration time (investigation and paperwork by Foreman and Administrative staff)

For initial investigation and payment of compensation:

- 45 minutes of administration time (investigation and paperwork by Foreman and Administrative staff)
- Cost equivalency of standard basic metal mailbox
- Cost equivalency of 100mm x 100mm (4" x 4") wood post

The investigation and paperwork required for the average mailbox damage claim incurs approximately \$52 in administrative time and equipment costs, regardless of the outcome of the decision. This represents the staff and equipment time required to process the initial damage claim, attend the site to investigate the claim, and process the paperwork detailing the results of the investigation.

If damage has been determined to be due to direct contact with a plow and a repair or replacement is required, staff have determined that the average mailbox replacement completed by Township staff costs approximately \$118, for a total administrative and repair cost of approximately \$180.

Therefore it is recommended that the compensation offered to property owners who wish to purchase and install their own mailbox be increased to \$125.

Providing \$125 compensation will provide adequate coverage of the Township's investigative costs, while providing the property owner adequate funding to procure and install their own mailbox and post.

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#### **FINANCIAL IMPLICATIONS:**

The costs associated with mailbox replacements are currently held within the existing approved annual operating budget allocations. Staff do not anticipate a significant budget impact resulting from the formalization of this policy.

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

N/A

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#### **CONSULTATION:**

- Manager of Roads & Construction

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**ATTACHMENTS:**

1. Mailbox Policy

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

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




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<b>Section:</b>	Public Works
<b>Policy Title:</b>	<b>Mailbox Policy</b>
<b>Policy No.:</b>	A09-CORP-011
<b>Approved By:</b>	
<b>Effective Date:</b>	
<b>Revised Date:</b>	

---

## MAILBOX POLICY

### 1.0 POLICY STATEMENT

- 1.1 The Township of Malahide recognizes the importance of rural mail delivery to residents and the need for rural mailboxes to be constructed and maintained in a manner that supports continued mail delivery services.
- 1.2 The Township acknowledges that rural mailboxes must be constructed and located so as not to pose an increased safety risk for road users or interfere with municipal road maintenance operations.
- 1.3 This policy establishes standards for the placement, installation, maintenance, and replacement of privately owned rural mailboxes located along roadways under the jurisdiction of the Township of Malahide.

### 2.0 PURPOSE AND SCOPE

The purpose of this policy is to establish a protocol for the installation, maintenance, and replacement of rural mailboxes located along roads under the jurisdiction of the Township of Malahide.

- 2.1. This policy applies to privately owned mailboxes installed within or adjacent to the municipal road allowance along roadways under municipal jurisdiction.
- 2.2. Mailboxes are privately owned structures and remain the responsibility of the property owner for installation, maintenance, and replacement. The Township assumes no responsibility for privately owned mailboxes except as provided in this policy.

### **3.0 MAILBOX INSTALLATIONS**

- 3.1. Mailboxes shall be installed approximately 1.05 metres (42 inches) above the road surface to the bottom of the mailbox, consistent with Canada Post recommendations and to permit the snowplow wing to safely pass without striking the mailbox.
- 3.2. Mailbox support posts shall be installed along the shoulder rounding of the roadway in a location that does not interfere with road maintenance operations.
- 3.3. Mailbox support posts shall consist of a standard 4 inch by 4 inch wooden post. Decorative structures, masonry bases, steel posts, or other rigid structures are discouraged as they may present safety hazards and may not be replaced by the Township if damaged.
- 3.4. Owners are encouraged to consult Canada Post for installation specifications for new mailbox locations.
- 3.5. Mailboxes located along roads under the jurisdiction of the Township are considered permissible encroachments within the municipal road allowance and remain the sole responsibility of the mailbox owner.
- 3.6. The Township may require the removal, relocation, or modification of any mailbox that interferes with road maintenance operations or presents a safety hazard to the public or municipal staff.

### **4.0 DAMAGES**

- 4.1. The Township shall not be liable for damage to mailboxes that are constructed with decorative, oversized, or non-standard assemblies.
- 4.2. All mailbox damage claims must be submitted using the Township's Mailbox Declaration Form. The form is used to initiate the investigative process and document all relevant information. The form is available on the Township's website.
- 4.3. The Township, as a courtesy and without acknowledging any liability whatsoever, will consider the repair or replacement of a mailbox or support post only where, in the opinion of the Roads & Construction Manager, the damage resulted from a direct physical impact by municipal equipment.
- 4.4. The Township will not repair or replace a mailbox or support post that has been damaged by snow discharged or propelled by a snowplow or other municipal equipment during the course of winter operations.
- 4.5. The Township will not repair or replace a mailbox assembly that has been constructed or installed in a manner that interferes with routine snow removal

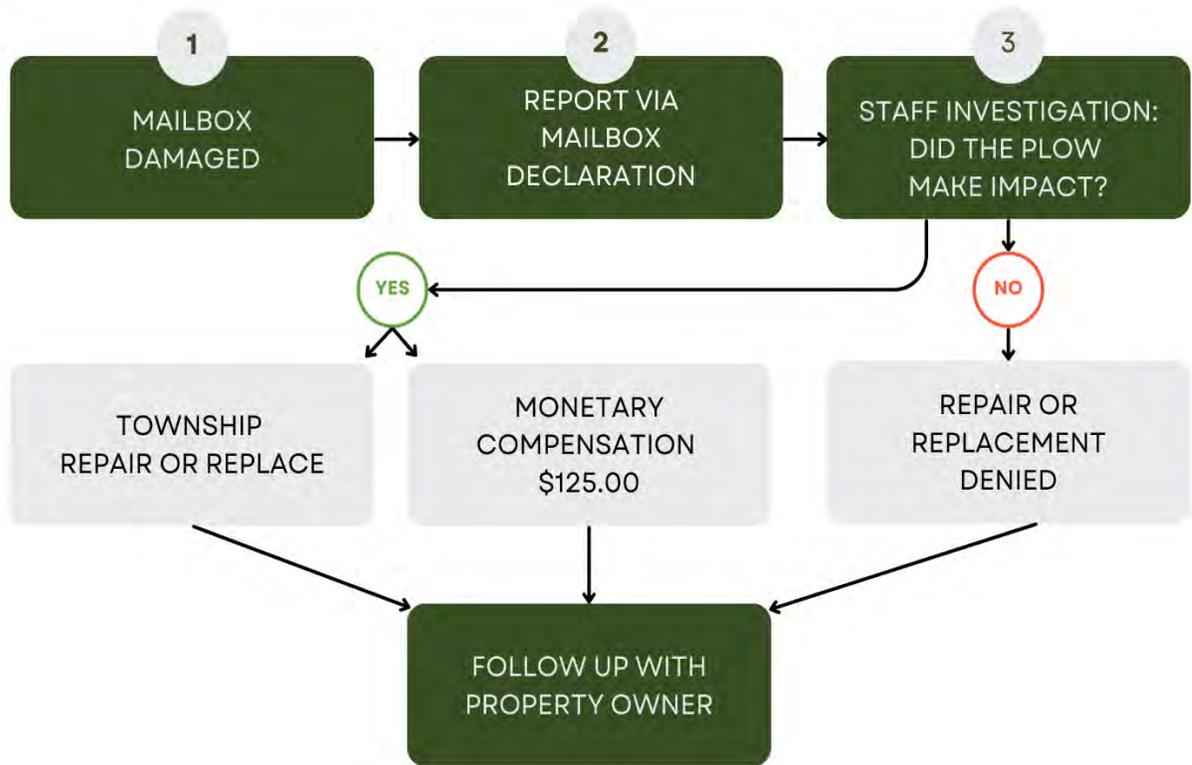
operations, presents an unacceptable safety risk to the public or municipal staff, or violates the provisions of this policy.

- 4.6. The Township will not repair or replace a plastic mailbox.

## **5.0 REPLACEMENT**

- 5.1. Where the Township determines that a mailbox has been damaged as a result of direct impact by municipal equipment, the Township may replace the mailbox at the sole discretion of the Roads & Construction Manager with a standard basic metal mailbox.
- 5.2. Where the Township determines that a mailbox support post has been damaged as a result of direct impact by municipal equipment, the Township may replace the support post with a standard 4 inch by 4 inch wooden post.
- 5.3. Where a support post requires replacement during winter operations, a temporary support post may be installed to restore mail delivery until permanent repairs can be completed when conditions permit.
- 5.4. In circumstances where a property owner wishes to repair or replace their mailbox themselves, a one-time monetary payment of \$125.00 may be provided to the owner of the damaged mailbox in lieu of Township replacement. All costs associated with the purchase and installation of the mailbox will be the responsibility of the property owner.
- 5.5. Replacement provided by the Township shall be limited to one mailbox or support post per incident.

### 6.0 SIMPLIFIED PROCESS FLOW CHART





March 05, 2026

### **In This Issue:**

- Opportunity: AMO Board of Directors Election 2026-2028.
- Take a look at AMO's Responding to Constituents Handguide.
- Recording: Unlock AMO's New Workforce Development Campaign Assets.
- Market Diversification and Trade Resiliency Initiative.
- AMO Conference Early Bird Rates End Thursday, March 12.
- Supporting your Run for Municipal Office in 2026: Resources and Workshops.
- Indigenous Candidates Thinking of Running for Office.
- Workshop: Lead through crisis with confidence.
- The All Risk Municipal Grant Application Deadline is May 1.
- BPS Energy Data Reports due July 1, 2026.
- Blog: Why Canadian Municipalities Must Rethink Cybersecurity in the Age of AI.
- Reduce Employee Group Benefits Costs.
- Apply now: AMCTO-Mitacs Municipal Innovation Internship Program.
- Free Intersectoral Action Training Series to enhance well-being in Ontario.
- Careers.

### **AMO Matters**

We encourage all Council members and senior municipal employers to consider a leadership role on AMO's Board of Directors for the 2026-2028 term. Please find preliminary information on this opportunity [on the AMO website](#). Further information will be released in spring 2026 when nominations open.

AMO's [Responding to Constituents Handguide](#) includes tools to help reduce escalation, set boundaries, offers sample response language, and foundational policies to back you up. This is one of seven guides found within [AMO's Leading with Respect Handguides](#), which all provide practical tools to help councils and staff manage conflict and foster a culture of civility.

In case you missed it, check out this week's recording of AMO's Municipal Workforce Development Project webinar that walks you through how to leverage the brand new [Make Your Municipal Move](#) campaign assets and ready-made templates to drive local engagement through your own channels. [Watch the webinar recording here.](#)

### **Provincial Matters**

The governments of Canada and Ontario are accepting applications from February 17 to March 17 for [new funding](#) to help local businesses grow international and domestic sales under the Market Diversification and Trade Resiliency Initiative.

### **Education Opportunities**

Are you joining us for the AMO Conference in Ottawa this year? Now is the time to register to access delegation meeting opportunities, networking, learning and more. [Secure your spot before next Thursday](#), March 12th at 6 pm for early bird rates.

AMO is offering programs designed to support aspiring candidates and returning elected officials. Whether you are considering your first run for office, seeking re-election, represent an underrepresented community, or a youth, we have a program tailored for you. Resources range from helping you make the decision to run or run again, to building your team, crafting your message, and getting out the vote, and includes the *Lead Where You Live* guide for key steps in the process. Register for workshops and access resources [here](#).

AMO has expanded their Healthy Democracy Leadership Series. AMO is offering a series of workshops for urban Indigenous peoples' thinking about running for municipal office in the October 2026 elections. These sessions will provide insights and strategies to build your understanding and confidence around how to become a candidate and running a campaign. [Register here](#).

Municipal leaders need to know what to say and do during a crisis. Join us March 11th & 12th for a two half-day course that will give you the tools frameworks, and confidence to lead your community through an emergency. [Secure Your Spot](#).

### **LAS**

The *All Risk Municipal Grant – Investing in Municipal Risk Resiliency* recognizes and supports innovative risk management practices within Ontario municipalities. [Submit your ideas by May 1](#) for a chance to receive \$10,000 towards your projects.

Only 4 short months until your [annual energy reports](#) are due to the Ministry of Energy and Mines. The LAS [Energy Planning Tool \(EPT\)](#) make this easy, especially if you are part of our [Electricity](#) and/or [Natural Gas](#) programs. Don't wait - get started on your reporting today. Not sure where to start – join the Ministry's webinar on either [April 28](#) or [May 26](#) from 11a-12p, or contact [BPSsupport@ontario.ca](mailto:BPSsupport@ontario.ca).

AI-enabled attacks are the number one defining trend that could reshape the Ontario municipal threat environment as municipalities increase their AI usage. Learn what AI cyber threats are and how to mitigate the risks by reading our latest blog contributed by our CIMOM program partner, ISA Cybersecurity. [Click here](#).

The LAS Group Benefits program offered by Mosey & Mosey helps reduce your employee group benefit costs. The plan offerings are customizable to your municipality's needs, and quotes are free of charge. [Visit our website for more information](#).

### **Municipal Wire\***

Don't miss your chance to apply for the next intake of the AMCTO-Mitacs Municipal Innovation Internship Program. This program offers municipalities a cost-effective way to identify, advance, and address innovation or research challenges by partnering with a post-secondary student interested in a career in local government. To learn more or to submit an application, [Click Here](#).

The Public Health Agency of Canada (PHAC) and Tamarack Institute are offering public health units, governments, and others a [virtual learning series](#) on strengthening collaboration to enhance well-being in Ontario.

### **Careers**

[Manager of Legal - Town of Innisfil](#). Closing Date: March 9, 2026.

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### **About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

**AMO Contacts**

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)



March 12, 2026

### **In This Issue:**

- Municipal Information & Data Analysis System - Get access!
- Opportunity: AMO Board of Directors Election 2026-2028.
- Recording: Unlock AMO's New Workforce Development Campaign Assets.
- Consultation on 2026-2029 Federal Sustainable Development Strategy.
- Market Diversification and Trade Resiliency Initiative.
- AMO Conference Early Bird Rates End Today at 6 pm.
- Celebrating 70 years of Ontario's Small Urban Municipalities: Program Update.
- Supporting your Run for Municipal Office in 2026: Resources and Workshops.
- Indigenous Candidates Thinking of Running for Office.
- Take a look at AMO's Chairing Meetings Effectively Handguide.
- Asset Management Orientation for Council.
- The All Risk Municipal Grant Application Deadline is May 1.
- Canoe Webinar: Procurement Confessions.
- IPAC Emerging Leaders Conference.
- Free Intersectoral Action Training Series to enhance well-being in Ontario.
- Careers.

### **AMO Matters**

Get access to MIDAS - the [Municipal Information & Data Analysis System](#). MIDAS provides access to Financial Information Returns (FIRs) data, converts it 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).

We encourage all Council members and senior municipal employers to consider a leadership role on AMO's Board of Directors for the 2026-2028 term. Please find preliminary information on this opportunity [on the AMO website](#). Further information will be released in spring 2026 when nominations open.

In case you missed it, check out this week's recording of AMO's Municipal Workforce Development Project webinar that walks you through how to leverage the brand new [Make Your Municipal Move](#) campaign assets and ready-made templates to drive local engagement through your own channels. [Watch the webinar recording here.](#)

### **Federal Matters**

Environment and Climate Change Canada are seeking feedback on their Sustainable Development Strategy by May 12. Provide feedback through [online questionnaire](#), by [e-mail](#), or through participating in an upcoming [webinar](#).

### **Provincial Matters**

The governments of Canada and Ontario are accepting applications from February 17 to March 17 for [new funding](#) to help local businesses grow international and domestic sales under the Market Diversification and Trade Resiliency Initiative.

### **Education Opportunities**

Are you joining us for the AMO Conference in Ottawa this year? Now is the time to register to access delegation meeting opportunities, networking, learning and more. [Secure your spot before 6 pm today](#), for early bird rates.

In this milestone year, the 2026 Conference program content is a reminder why OSUM matters to your leadership. Join solution driven conversations on homelessness, infrastructure challenges, and strong mayor powers. Be a part of the conversation - [view program outline and register now](#).

AMO is offering programs designed to support aspiring candidates and returning elected officials. Whether you are considering your first run for office, seeking re-election, represent an underrepresented community, or a youth, we have a program tailored for you. Resources range from helping you make the decision to run or run again, to building your team, crafting your message, and getting out the vote, and includes the *Lead Where You Live* guide for key steps in the process. Register for workshops and access resources [here](#).

AMO has expanded their Healthy Democracy Leadership Series. AMO is offering a series of workshops for urban Indigenous peoples' thinking about running for municipal office in the October 2026 elections. These sessions will provide insights and strategies to build your understanding and confidence around how to become a candidate and running a campaign. [Register here](#).

AMO's [Chairing Meetings Effectively Handguide](#) provides principles, tools, and tactics to support chairs manage and oversee civil, fair, and accessible discussions including proactive conflict management and de-escalation approaches. This is one of seven guides found within [AMO's Leading with Respect Handguides](#), which all provide practical tools to help councils and staff manage conflict and foster a culture of civility.

Municipal staff play a critical role in preparing Council for leadership. Provide feedback for a new toolkit (handbook and training videos) for AMO's asset management onboarding through this [survey](#).

## **LAS**

The *All Risk Municipal Grant – Investing in Municipal Risk Resiliency* recognizes and supports innovative risk management practices within Ontario municipalities. [Submit your ideas by May 1](#) for a chance to receive \$10,000 towards your projects.

Join Stéphanie and Tony from [Canoe](#) as they share some of the strangest stories they've encountered in the world of procurement. [Register here](#) for 'Procurement Confessions: The Good, The Bad, and the "Did That Really Just Happen?"' on March 25th at 10:00AM.

## **Municipal Wire\***

The Public Health Agency of Canada (PHAC) and Tamarack Institute are offering public health units, governments, and others a [virtual learning series](#) on strengthening collaboration to enhance well-being in Ontario.

The Institute of Public Administration of Canada is hosting a professional development event focused on service delivery excellence on April 21. [Register for](#) virtual or in-person attendance.

## **Careers**

[Associate Director, Communications - Association of Municipalities of Ontario](#). Closing Date: April 3, 2026.

[Program Advisor, Infrastructure Asset Management - AMO](#). Temporary full time (18-months) maternity leave coverage. Closing Date: March 27, 2026.

[Deputy Chief Administrative Officer \(DCAO\), Infrastructure, Development and Environment - City of Guelph](#). Closing Date: March 24, 2026.

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**About AMO**

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[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)



## CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

e-mail: [admin@catfishcreek.ca](mailto:admin@catfishcreek.ca) • [www.catfishcreek.ca](http://www.catfishcreek.ca)

March 13, 2026

To Our Municipal Partners and Staff:

- Municipality of Central Elgin
- Malahide Township
- Southwest Oxford
- City of St. Thomas
- Town of Aylmer

Subject: Proposed Consolidation of Conservation Authorities – Eastern Lake Erie Region

Dear Members of Council and Staff,

The Catfish Creek Conservation Authority (CCCA) Board of Directors and staff are writing to share information regarding the Province of Ontario's ongoing discussions about the potential consolidation of conservation authorities, and to highlight the possible implications for the municipalities within the Eastern Lake Erie region.

As you may be aware, the provincial government is exploring reforms to modernize the conservation authority system, including the consolidation of Ontario's 36 conservation authorities into a smaller number of larger, regional organizations. While the final framework and timeline are not yet finalized, preliminary indications suggest that Catfish Creek, along with neighbouring authorities such as Kettle Creek, Long Point Region, and the Grand River could be included in a larger Lake Erie Regional Conservation Authority.

### Implications for Catfish Creek and the Eastern Lake Erie Region

- **Municipal Representation:** Under the proposed model, governance would shift from boards comprised primarily of lower-tier municipal appointees to regional boards appointed by counties or upper-tier municipalities. This change could reduce the direct representation of smaller municipalities such as the Town of

Aylmer, Malahide Township, and Southwest Oxford, while still maintaining the ability to participate through sub-regional committees.

- **Local Watershed Knowledge:** CCCA has a long history of providing localized expertise in flood forecasting, hazard management, and environmental stewardship. Maintaining this knowledge and ensuring responsive programs for your communities is a critical priority.
- **Operational Continuity:** CCCA will continue delivering all mandatory programs, including natural hazard management, watershed monitoring, and drinking water source protection, while closely monitoring provincial policy developments.
- **Collective Regional Considerations:** While Catfish Creek is part or all the focus for your municipalities, it is important to note that the consolidation would affect neighbouring watersheds and conservation authorities collectively. Regional integration may offer efficiencies and standardization but must balance the need to preserve local expertise and municipal input.

### Next Steps and Engagement

CCCA is committed to keeping our municipal partners informed as details of the provincial framework evolve. We encourage councils to participate in consultations, provide feedback on governance and service implications, and engage with neighboring municipalities to collectively advocate for the interests of local communities and watersheds.

We recognize the vital role that municipalities play in supporting conservation authority programs and safeguarding the health of our watersheds. Our priority remains to ensure that the voices of communities within the Catfish Creek watershed are heard and that high-quality, locally informed services continue regardless of provincial restructuring.

Should you have any questions or require additional information, CCCA staff would be pleased to meet with your council or designated representatives to discuss these matters in greater detail.

Thank you for your ongoing partnership and support.

Sincerely,



Morgaine Griffin  
Chairperson  
Catfish Creek Conservation Authority



Dusty Underhill  
General Manager/ Secretary Treasurer  
Catfish Creek Conservation Authority

*Mission Statement: "To communicate and deliver resource management services and programs  
In order to achieve social and ecological harmony for the watershed"*





**Elgin County Council**  
**Regular Council Meeting**  
**Minutes**

**February 24, 2026, 9:00 a.m.**  
**Council Chambers**  
**450 Sunset Drive**  
**St. Thomas ON**

**Members Present:** Warden Dominique Giguère  
Deputy Warden Grant Jones  
Councillor Ed Ketchabaw  
Councillor Mark Widner  
Councillor Andrew Sloan  
Councillor Mike Hentz  
Councillor Richard Leatham

**Members Absent:** Councillor Jack Couckuyt (with notice)  
Councillor Todd Noble (with notice)

**Staff Present:** Blaine Parkin, Chief Administrative Officer/Clerk  
Nicholas Loeb, Director of Legal Services  
Brian Masschaele, Director of Community & Cultural Services  
Jennifer Ford, Director of Financial Services/Treasurer (virtual)  
Peter Dutchak, Director of Engineering Services  
Mat Vaughan, Director of Planning and Development  
Holly Hurley, Director of People & Culture  
Joe Anne Holloway, Director of Homes and Seniors Services  
Ryan Terpstra, Manager of Corporate Facilities  
Katherine Thompson, Manager of Administrative Services/Deputy Clerk  
Jeff Brooks, Manager of Emergency Management (virtual)  
Jenna Fentie, Legislative Services Coordinator  
Stefanie Heide, Legislative Services Coordinator  
Candace Bill, Employee Rewards and Systems Advisor

**1. Meeting Call to Order**

The meeting was called to order at 9.01 a.m. with Warden Giguère in the chair.

**2. Approval of Agenda**

Moved by: Councillor Hentz  
Seconded by: Deputy Warden Jones

RESOLVED THAT the agenda for the February 24, 2026 County Council Meeting be approved as presented.

Motion Carried.

**3. Introductions, Recognitions, Memorials**

A moment of silence was held to honour the life of former County Councillor and Mayor of the Town of Aylmer Bob Habkirk. Warden Giguère noted that the flags have been lowered to half mast in recognition of his passing.

**4. Adoption of Minutes**

Moved by: Councillor Sloan  
 Seconded by: Councillor Hentz

RESOLVED THAT the minutes of the meeting held on February 10, 2026 be adopted.

Motion Carried.

**5. Disclosure of Pecuniary Interest and the General Nature Thereof**

Deputy Warden Jones declared a conflict for item CW26-17 under 7.1 Recommendations from Committee of the Whole. Deputy Warden Jones will not participate in the discussion or vote on this item.

**6. Presenting Petitions, Presentations and Delegations**

**6.1 Betsy McClure, Program Coordinator, Elgin Clean Water Program - Elgin Clean Water Program Annual Report 2025**

Betsy McClure, Program Coordinator for the Elgin Clean Water Program, presented the 2025 Elgin Clean Water Program Annual Report that summarizes the successes of the program over the past year.

Moved by: Councillor Widner  
 Seconded by: Councillor Leatham

RESOLVED THAT the presentation from Betsy McClure from the Elgin Clean Water Program be received and filed.

Motion Carried.

**7. Motion to Adopt Recommendations from the Committee of the Whole**

**7.1 Warden Giguère - ADM 26-06 - Recommendations from Committee of the Whole – February 10, 2026**

Warden Giguère requested that item CW26-17 be pulled for further discussion and clarification. The Manager of Emergency Management provided additional information regarding the Live Fire Training Structure Fee for Council's information.

Deputy Warden Jones declared a conflict of interest for item CW26-17. Deputy Warden Jones left the Chambers during the discussion and did not participate in the vote for this item.

Moved by: Deputy Warden Jones  
 Seconded by: Councillor Ketchabaw

RESOLVED THAT item CW26-16 from the Committee of the Whole meeting dated February 10, 2026, and the recommendations therein be adopted.

Motion Carried.

Moved by: Councillor Hentz  
 Seconded by: Councillor Widner

RESOLVED THAT a licence agreement between the County of Elgin and the Township of Southwold for the use of land for the purpose of installing and operating a live-fire structure, substantially in the form of Appendix "A" of the February 10, 2026 report titled "Land Use Agreement for Fire Training Structure" be approved; and

THAT the fee structure contained in the report titled "Live Fire Training Structure Rental Fee Schedule" dated February 24, 2026 be approved.

Motion Carried.

**8. Committee Recommendations**

None.

**9. Reports for Information and Immediate Consideration**

None.

**10. Council Correspondence**

Deputy Warden Jones returned to the Chambers.

Moved by: Councillor Widner

Seconded by: Deputy Warden Jones

RESOLVED THAT the County of Elgin support the resolution from the County of Prince Edward supporting Bill 21 Protect our Food Act, 2025.

Motion Carried.

Moved by: Councillor Ketchabaw

Seconded by: Councillor Leatham

RESOLVED THAT Correspondence Item 10.2 be received and filed.

Motion Carried.

**10.1 Resolution from the County of Prince Edward supporting Bill 21, Protect Our Food Act, 2025.**

**10.2 Letter from Alzheimer Society Southwest Partners announcing that the application period for the Board of Directors is now open.**

**11. Statements/Inquiries by Members**

None.

**12. Closed Meeting Items**

Moved by: Councillor Hentz

Seconded by: Councillor Sloan

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Lease Renewals - County Administration Building

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Motion Carried.

**12.1 Manager of Corporate Facilities - ENG 26-03 Lease Renewals - County Administration Building**

**13. Motion to Rise and Report**

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Lease Renewals - County Administration Building

Moved by: Deputy Warden Jones  
Seconded by: Councillor Leatham

RESOLVED THAT Elgin County Council approve a new commercial two-year term Lease Agreement between Mervin Riddell and Elgin County in relation to Suites 223, 225 and 227 commencing May 1, 2025, and annual rent of \$15,820.08; and

THAT Elgin County Council approve a new commercial one-year term Lease Agreement between Ontario Clean Water Agency, and Elgin County in relation to Suites 305 and 370. Lease commencing November 1, 2025, at an annual rent of \$42,027.37.

Motion Carried.

**14. Consideration of By-Laws**

**14.1 By-Law No. 26-11 Confirmation**

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the February 24, 2026 Meeting.

Moved by: Councillor Hentz  
Seconded by: Councillor Leatham

RESOLVED THAT By-Law No. 26-11 be now read a first, second, and third time and finally passed.

Motion Carried.

**15. Adjournment**

Moved by: Councillor Widner  
Seconded by: Councillor Sloan

RESOLVED THAT we do now adjourn at 9:29 a.m. to meet again on March 10, 2026 at 9:00 a.m.

Motion Carried.

  
\_\_\_\_\_  
Blaine Parkin,  
Chief Administrative Officer/Clerk.

  
\_\_\_\_\_  
Dominique Giguere,  
Warden.



**Elgin County Council**  
**Committee of the Whole Meeting**  
**Minutes**

**February 24, 2026, 9:30 a.m.**  
**Council Chambers**  
**450 Sunset Drive**  
**St. Thomas ON**

**Members Present:** Warden Dominique Giguère  
 Deputy Warden Grant Jones  
 Councillor Ed Ketchabaw  
 Councillor Mark Widner  
 Councillor Andrew Sloan  
 Councillor Mike Hentz  
 Councillor Richard Leatham

**Members Absent:** Councillor Jack Couckuyt (with notice)  
 Councillor Todd Noble (with notice)

**Staff Present:** Blaine Parkin, Chief Administrative Officer/Clerk  
 Nicholas Loeb, Director of Legal Services  
 Brian Masschaele, Director of Community & Cultural Services  
 Jennifer Ford, Director of Financial Services/Treasurer (virtual)  
 Peter Dutchak, Director of Engineering Services  
 Mat Vaughan, Director of Planning and Development  
 Holly Hurley, Director of People & Culture  
 Joe Anne Holloway, Director of Homes and Seniors Services  
 Katherine Thompson, Manager of Administrative Services/Deputy Clerk  
 Diana Morris, Senior Planner  
 Jenna Fentie, Legislative Services Coordinator  
 Stefanie Heide, Legislative Services Coordinator  
 Candace Bill, Employee Rewards and Systems Advisor

**1. Meeting Call to Order**

The meeting was called to order at 9:35 a.m. with Warden Giguère in the chair.

**2. Approval of Agenda**

**Resolution Number: CW26-18**

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT the agenda for the February 24, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

**3. Adoption of Minutes**

**Resolution Number: CW26-19**

Moved by: Councillor Leatham

Seconded by: Deputy Warden Jones

RESOLVED THAT the minutes of the meeting held on February 10, 2026 be adopted.

Motion Carried.

**4. Disclosure of Pecuniary Interest and the General Nature Thereof**

None.

**5. Members' Motions**

None.

**6. Reports of Council, Staff or Outside Boards**

**6.1 Senior Planner - PLN 26-03 Official Plan Amendment No. 27 in the Town of Aylmer 516 John Street North**

The Senior Planner presented the report that recommends approval of Official Plan Amendment No. 27 to the Official Plan of the Town of Aylmer.

**Resolution Number: CW26-20**

Moved by: Councillor Hentz  
Seconded by: Councillor Ketchabaw

RESOLVED THAT the Council of the Corporation of the County of Elgin approves Official Plan Amendment No. 27 to the Official Plan of the Town of Aylmer; and

THAT staff be directed to provide Notice of this Decision in accordance with the requirements of the *Planning Act*.

Motion Carried.

**6.2 Manager of Administrative Services/Deputy Clerk - ADM 26-07 Recommendations for Council Learning Sessions**

The Manager of Administrative Services/Deputy Clerk presented the report that provides a list of potential learning session topics for Council as suggested by Councillors and members of the Executive Leadership Team for the Committee's consideration.

**Resolution Number: CW26-21**

Moved by: Councillor Ketchabaw  
Seconded by: Deputy Warden Jones

RESOLVED THAT the learning session topics identified in the report titled "ADM 26-07 Recommendations for Council Learning Sessions", with the addition of Municipal Servicing Corporations and Transportation Assets, be endorsed; and

THAT Council approve a list of prioritized learning session topics based on Committee Member input.

Motion Carried.

**7. Adjournment**

**Resolution Number: CW26-22**

Moved by: Councillor Widner  
Seconded by: Councillor Hentz

RESOLVED THAT we do now adjourn at 9:49 a.m. to meet again on March 10, 2026 at 9:30 a.m.

Motion Carried.



Blaine Parkin,

Chief Administrative Officer/Clerk.



Dominique Giguère,

Warden.

# ELGIN COUNTY

# From the Council Chambers

## March 10, 2026

## Council Meeting

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### Council Receives Final Transportation Master Plan

Elgin County Council received the final report for the County's first comprehensive Transportation Master Plan (TMP), marking the completion of a multi-year planning process that will guide future transportation decisions across the County.

The plan establishes 31 initiatives focused on key priorities such as improving road safety, responding to future traffic demands, supporting agricultural and freight movement, and exploring options for passenger transit services. It also considers emerging transportation trends, including cycling infrastructure, pedestrian crossings, and micromobility vehicles such as e-bikes.

Several near-term initiatives are already underway, including planning for safety improvements at intersections and policy development related to transit services. The Transportation Master Plan will serve as a reference for future policy and capital investment decisions and will be revisited in 2030 to reflect updated growth projections and Council priorities.

The Transportation Master Plan be viewed [here](#).

---

### Council Awards 2026 Road Rehabilitation Contracts

Council approved the award of three tenders supporting road rehabilitation and infrastructure improvements scheduled for the 2026 construction season.

Contracts were awarded to complete Cold In-Place Asphalt Recycling, Hot Mix Asphalt Paving, and Culvert Rehabilitations on several County roads. Roto-Mill Inc. was selected to complete the asphalt recycling work for \$1,978,191.24, while Brantco Construction will carry out the hot mix asphalt paving program for \$5,415,177.50, and Laemers Excavating will complete culvert rehabilitation projects for \$380,382.66.

# Council Meeting

## Council Awards 2026 Road Rehabilitation Contracts (continued)

These projects are part of the County's approved 2026 Capital Budget and support ongoing maintenance and improvement of Elgin County's transportation network. Work will take place on several County roads throughout the upcoming construction season to help maintain safe and reliable infrastructure for residents, businesses, and agricultural traffic.



## Contract Approved for Incontinence Products at County Homes

Council approved the award of a contract for the supply of incontinence products for Elgin County's long-term care homes following a Request for Proposals (RFP) process.

The contract will ensure residents at Terrace Lodge, Elgin Manor, and Bobier Villa continue to receive essential personal care products that support comfort, dignity, and quality of life.

The agreement will provide a consistent supply of products across all three Homes while supporting the ongoing delivery of high-quality resident care.

For the full Council Agenda, [click here](#).

## Committee of the Whole

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### Committee Selects Pro-Rated Distribution for 2026 Sponsorship Funding

Elgin County's Committee of the Whole reviewed the 2026 Sponsorship Application Submissions and selected a pro-rated distribution of available funding among all eligible applicants. Each year, the County reviews applications from organizations requesting sponsorship support for events and initiatives that align with the County's strategic priorities and provide benefit to residents and communities across Elgin.

The County received 50 sponsorship applications requesting a combined total of \$110,025. After two applications were deemed ineligible, 48 eligible applications remained requesting \$99,625, exceeding the \$78,184 budgeted for the program.

Under the selected approach, four applicants requesting less than the maximum amount will receive their full requested funding. The remaining applicants, each of whom requested the maximum \$2,000, would receive \$1,683.16 through a proportional distribution of the available funds.

This option allows all eligible applicants to receive support while ensuring the total allocations remain within the approved 2026 sponsorship budget.

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### Committee Reviews Updates to County Road and Reduced Load By-Laws

The Committee reviewed proposed updates to the County Road By-Law and the Reduced Load By-Law and recommended approval to Council.

The updates to the County Road By-Law provide an updated summary of the legal property plans and documents that outline the County Road network, ensuring the by-law accurately reflects the County's road system.

The Committee also reviewed updates to the County's Reduced Load By-Law, which regulates seasonal weight restrictions on certain County roads to protect infrastructure during the spring thaw when road conditions are more vulnerable to damage.

Maintaining up-to-date by-laws helps ensure clear guidance for road users, supports effective transportation planning, and protects County infrastructure.

For the full Committee of the Whole Agenda, [click here](#).



Ontario | Commission  
Energy | de l'énergie  
Board | de l'Ontario

**BY EMAIL**

March 6, 2026

Tim Hesselink  
Senior Manager, Regulatory Affairs, Ontario  
EPCOR Utilities Inc.  
43 Stewart Road  
Collingwood, ON, L9Y 4M7  
[THesselink@epcor.com](mailto:THesselink@epcor.com)

Dear Tim Hesselink:

**Re: EPCOR Natural Gas Limited Partnership  
2027 Demand Side Management Plan  
Ontario Energy Board File Number: EB-2026-0017**

The OEB is placing the above referenced application in abeyance.

On January 1, 2026, EPCOR Natural Gas Limited Partnership (EPCOR Natural Gas) applied to the Ontario Energy Board for approval of a new multi-year natural gas demand side management (DSM or conservation) plan and the conservation programs that would be offered to customers under the plan in the years 2027 to 2030.

As part of its plan, EPCOR Natural Gas proposes to enter into an agreement with Enbridge Gas Inc. (Enbridge Gas) for the delivery and fulfillment of Enbridge Gas's Residential Programming (including the joint Home Renovation Savings program offered by Enbridge Gas and the Independent System Electricity Operator (IESO)) and Income Qualified Programming portfolios. This would expand these offerings to EPCOR Natural Gas residential customers who are not currently eligible for these initiatives. Accordingly, EPCOR Natural Gas has requested that the OEB place its application in abeyance pending the OEB's decision on Enbridge Gas's application for a multi-year Demand Side Management program (EB-2025-0295).

On February 17, 2026, the OEB issued a Notice of Application that invited comments on EPCOR Natural Gas's abeyance request.

On February 19, 2026, the Pollution Probe Foundation (Pollution Probe) filed an intervenor request in which it supported EPCOR Natural Gas's abeyance request, subject to EPCOR Natural Gas having a contingency plan in place if EPCOR Natural Gas is not able to finalize a suitable delivery agreement with Enbridge Gas.

No other comments were received.

On March 5, 2026, EPCOR Natural Gas filed a letter in response to Pollution Probe's intervention request. EPCOR Natural Gas did not object to Pollution Probe's request. In its letter, EPCOR Natural Gas submitted that a contingency plan is not necessary or appropriate as:

- EPCOR Natural Gas has brought forward a practical and efficient DSM implementation proposal after engagement with Enbridge Gas, the Ministry of Energy, and the IESO, who share aligned goals for expansion of programs to customers.
- The creation of a contingency plan would require incremental effort and costs, as EPCOR Natural Gas does not have an existing DSM structure or operations in place.
- The Enbridge Gas application has already been filed and the hearing has commenced.

The OEB is placing this application in abeyance effective March 6, 2026. The application may be taken out of abeyance after the OEB issues its decision on Enbridge Gas's application for a multi-year DSM program (EB-2025-0295). The OEB will communicate next steps in due course.

The OEB finds that Pollution Probe's intervenor request is premature. The OEB's Notice of Application invited comments on EPCOR Natural Gas's abeyance request but did not seek intervenor requests. Should the OEB issue a Notice of Hearing for EPCOR Natural Gas 2027 DSM plan, Pollution Probe will have an opportunity to file an intervenor request at that time. Pollution Probe's current intervenor request is therefore denied.

The OEB finds that a contingency plan is not required at this time. The creation of a contingency plan would require additional effort and costs for limited benefit.

EPCOR Natural Gas is directed to serve this letter on:

- a) All intervenors of record in EB-2018-0264 and EB-2024-0139
- b) Enbridge Gas Inc.
- c) The band councils of all Indigenous Communities and First Nation Reserves to which EPCOR – Aylmer and Southern Bruce supplies gas
- d) The clerks of all municipalities in which EPCOR supplies gas through its Aylmer and Southern Bruce operations.

Please direct any questions relating to this application to the Case Manager, Michael Bell, at 416-440-7688 or [michael.bell@oeb.ca](mailto:michael.bell@oeb.ca).

Yours truly,

Ritchie

Murray

Digitally signed by Ritchie  
Murray  
Date: 2026.03.06  
14:52:52 -05'00'

Ritchie Murray  
Acting Registrar

C: Tayler Meagher, Legal Counsel

# YOU'RE INVITED: MARCH PUBLIC OPEN HOUSES

Learn about what new research tells us about the future of the Lake Erie coastline and our beaches.

24

## **Birds Canada Headquarters**

15 Front Rd., Port Rowan  
3-5 p.m. and 6-8 p.m.

25

## **Port Stanley Arena**

332 Carlow Rd., Port Stanley  
2-4 p.m. and 6-8 p.m.

26

## **Rodney Community Centre**

135 Queen Line., Rodney  
2-4 p.m. and 6-8 p.m.



March 12, 2026

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

Attention: Mr. Dias

Dear Members of Council, Residents, and Ratepayers,

The Long Point Region Conservation Authority held our Annual General Meeting on Friday March 6, 2026 and I am pleased to inform the Authority had another successful year in 2025.

The Annual Report highlights the activities of the Authority for the year 2025. The Authority issued 222 planning permits, consulted on 123 municipal applications, and participated in 20 pre-consultations. We treated 11 of our forest tracts (717 acres) for a range of invasive species with a focus in 2025 on Hemlock Woolly Adelgid with over 4,000 Hemlock trees treated. We funded one erosion control project and 1,609 acres of cover crops on landowners' properties, and planted 39,740 trees throughout the watershed.

The Teeterville Dam Class Environmental Assessment is in the final phase with the preferred alternative of repairing the dam selected. We celebrated the completion of the multi-year Conservation Education Centre Revitalization project at the Backus Heritage Conservation Area, ensuring environmental education for students in the watershed can continue for years to come in an updated space. LPRCA was successful in securing a multi-year commitment of over \$1.1 million in federal funding from the Canada Water Agency for reducing phosphorus loading in the Big Otter Creek sub-watershed and for the decommissioning of the Vittoria Dam.

Our Flood Forecasting & Warning team issued 12 flood messages over five events in partnership with our municipal emergency management teams.

Financially, the Authority ended 2025 in a positive financial position. The 2025 LPRCA financial statements, audited by MNP LLP of London, and a copy of our 2025 Annual Report highlighting the programs, services, and accomplishments the Authority achieved in 2025 are attached.

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

Yours truly,

*Judy Maxwell*

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

CC. Allison Adams, Manager of Legislative Services/Clerk

Attachment 1: 2025 Annual Report  
Attachment 2: 2025 LPRCA financial statements

Hard Copies sent by mail



# Table of Contents

<b>Message from the Chair &amp; General Manager.....</b>	<b>3</b>
<b>Protecting Life &amp; Property.....</b>	<b>4</b>
Flood Forecasting & Warning	
Source Water Protection	
Engineering & Infrastructure	
Planning & Regulations	
<b>Enhancing Watershed Health.....</b>	<b>7</b>
Stewardship Programs	
Invasive Species Control	
Forest Management & Land Holdings	
Water Quality Monitoring	
<b>Connecting People to Nature.....</b>	<b>11</b>
Backhouse Historic Site	
Education Programming	
Conservation Areas	
Community Relations	
Children's Fishing Derby	
Leighton & Betty Brown Scholarship	
Conservation Stewardship Award	
<b>Memorial Forest.....</b>	<b>16</b>
<b>Meet the Authority.....</b>	<b>17</b>
<b>Facts &amp; Figures.....</b>	<b>19</b>

## Message from the Chair & General Manager

2025 was a year full of accomplishments worth celebrating in the Long Point Region watershed. On behalf of the Board of Directors and staff, we are proud to showcase these accomplishments in the 2025 Annual Report.

LPRCA was successful in securing a multi-year commitment of over \$1.1 million in federal funding from the Canada Water Agency's Great Lakes Freshwater Ecosystem Initiative towards reducing phosphorus loading in the Big Otter Creek sub-watershed and advancing the decommissioning of the Vittoria Dam.

We celebrated the completion of the multi-year Conservation Education Centre Revitalization project at Backus Heritage Conservation Area, ensuring environmental education for students in the watershed can continue on for years to come in an updated space. Staff continue to make significant progress on several studies and mapping projects, safety improvements at our flood control structures, upgrades to our campgrounds and conservation areas, and multiple capital projects.

Change has remained constant for Conservation Authorities, and 2025 was no different. The Province announced the creation of a new governing agency and the proposed amalgamation of 36 Conservation Authorities into seven regional authorities. Although the detailed framework of the proposed amalgamation has yet to be released, the Board of Directors and management will be proceeding forward with the best interests of our watershed residents, member municipalities and staff.

LPRCA's vision and mission has remained clear. The Authority continues to work together to shape the future well-being of our watershed by delivering excellent services; protecting, advancing and rejuvenating the watershed; and optimizing the health and well-being of the watershed through education and best practices.

Thank you to the Board of Directors for their support and to staff for all of their hard work and dedication that ensured meaningful progress continued.

**Dave Beres**  
Chair, LPRCA Board of Directors

**Judy Maxwell**  
General Manager, LPRCA

## Protecting Life & Property Flood Forecasting & Warning

In 2025, the Long Point Region watershed experienced a total of five flood-related events with staff issuing 12 messages during the events. LPRCA also monitors low water levels by measuring precipitation, stream flow and groundwater levels. With consultation and support from the Joint Water Response Team, one *Level 1 Low Water Advisory* was issued in August 2025 asking users to voluntarily reduce water usage by 10%. The advisory remained in place until mid-December.

	2025	2024
Water Conditions Statements	7	6
Flood Watches	4	2
Flood Warnings	1	3

LPRCA's Flood Forecasting and Warning team works on rotation 24/7/365 to fulfill Conservation Authorities' core mandate of protecting people and property from natural hazards. The team monitors both lake and riverine conditions across the watershed and with coordination with municipal emergency response staff, delivers flood-related messages to the public for storm events. The messages are also relayed to LPRCA's website and posted to all LPRCA social media channels.

### Source Water Protection

The Grand River Conservation Authority manages the source water program for the Lake Erie Source Protection Region which includes Long Point, Grand River, Catfish Creek and Kettle Creek Conservation Authorities. In compliance with the *Clean Water Act, 2006* a plan to protect the sources of municipal drinking water is in place for each watershed.

The Long Point Region Source Protection Plan has been in effect since 2015 and addresses risks related to contamination and overuse. In accordance with *Ontario Regulation 287/07, section 52*, the Long Point Region Source Protection Authority submits annual progress reports to the Ministry of Environment, Conservation and Parks (MECP) on the progress made in implementing our Source Protection Plan.

The Section 36 update to the Assessment Report and Source Water Protection Plan for Long Point Region was released for consultation with implementing bodies and the public and closed on December 19, 2025. The update for the plan is due for submission to MECP on December 31, 2026.

## Engineering & Infrastructure

### Teeterville Dam

A Conservation Ontario Class Environmental Assessment (EA) was initiated for Teeterville Dam. LPRCA held Public Information Centres in February and June. Based on a weighted evaluation, the preferred alternative is to repair the dam. Repairing the dam will resolve the stability issues, improve still-water habitat and recreational opportunities, retain emergency fire water supply and maintain the historic visual character of the site. The EA process is in the final phase for Teeterville Dam.

*Teeterville Dam.*



### Other Projects:

- A Public Safety Boom was installed at Norwich Dam;
- A Dam Safety Review (DSR) was completed on Deer Creek Dam;
- A design report for repairs was completed for Hay Creek Dam;
- A design brief was prepared for proposed structure alterations and channel realignment at Sutton Dam; and
- A DSR commenced on Lehman Dam.

*Norwich Dam Safety Boom.*



*Staff performing dam inspection.*



### Vittoria Dam

In 2025, LPRCA was successful in securing \$635,000 in federal funding over four years from the Canada Water Agency as part of the Great Lakes Freshwater Ecosystem Initiative to support the Vittoria Dam decommissioning. The funding will support restoring the ecological connectivity to Young's Creek while improving Lake Erie nearshore water quality. A kick-off meeting was held with Canada Water Agency to start the planning process for the decommissioning.

## Planning & Regulations

LPRCA is responsible for regulating development in natural hazard areas to protect people, property and the environment from damage due to flooding, erosion and other natural hazards. Regulating development also aids in the protection of natural features including rivers, streams, floodplains, wetlands, valley lands and the Lake Erie Shoreline. LPRCA completed a comprehensive update to regulation mapping which reflects new floodplain and hazard mapping studies and new topographic information. Additional updates to LPRCA's regulation mapping were made to ensure alignment with the updated provincial legislation, *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*. LPRCA held a consultation period for the draft mapping, giving the public an opportunity to submit comments/feedback. Following the consultation, the comprehensive mapping update was finalized and approved by the Board of Directors in December of 2025. In accordance with the new Regulation, LPRCA will proceed with updating mapping annually.

*Updated interactive regulation mapping.*

In 2025, LPRCA issued 222 permits with the following average turnaround times:

**Minor Applications: 4.7 days**  
**Major Applications: 5.6 days**

	2025	2024
Permit Applications Issued	222	198
Municipal Applications Reviewed and Comments Provided	123	84
Formal Pre-consultation Meetings	20	14

To aid LPRCA's planning and flood forecasting and warning staff, updates were made to LPRCA's hydrology model that will enable new and updated flood and erosion hazard mapping for 46km of Nanticoke Creek and 32km of Upper Big Creek. Nanticoke Creek mapping will be finalized in 2026 and Upper Big Creek will be completed in 2027.

## Enhancing Watershed Health Stewardship Programs

LPRCA's stewardship programs help residents preserve and enhance their property through best management practices (BMP). Projects such as cover crops, planting trees, restoring land, erosion control and rural water quality programs benefit the watershed's health by decreasing sediment and nutrient loading, restoring the natural hydrology, habitat restoration and improving biodiversity.

In 2025, LPRCA was successful in securing a federal funding commitment of \$512,000 over four years from the Canada Water Agency as part of the Great Lakes Freshwater Ecosystem Initiative. This funding will support efforts to reduce phosphorus loading in the Big Otter Creek sub-watershed through the implementation of BMP. LPRCA is working closely with private landowners and farmers to implement these programs. To raise awareness and encourage participation, staff distributed program brochures throughout the rural areas of the sub-watershed and hosted a public information session.

Through Forests Canada's 50 Million Program and Ontario Power Generation's Regional Biodiversity Program, LPRCA facilitated the planting of 39,740 trees (seedlings/seeds). ALUS Norfolk coordinated funding from Environment and Climate Change Canada's Integrated Conservation Action Plan to help fund 1,609 acres of cover crops and one erosion control project on private lands. The Invasive Phragmites Control Fund provided funding to treat Phragmites within the Lee Brown Marsh Waterfowl Management Area.



*Scouts Canada and LPRCA tree planting event.*



*Forests Canada and OPG funded tree planting site at Backus Heritage CA.*

In October, LPRCA hosted Forests Canada Fall Partner Delivery Agency field tour event. The tour highlighted four restoration sites around the watershed where attendees were able to discuss best practices when facilitating a restoration.

## Invasive Species Control



*HWA treatment/prevention.*

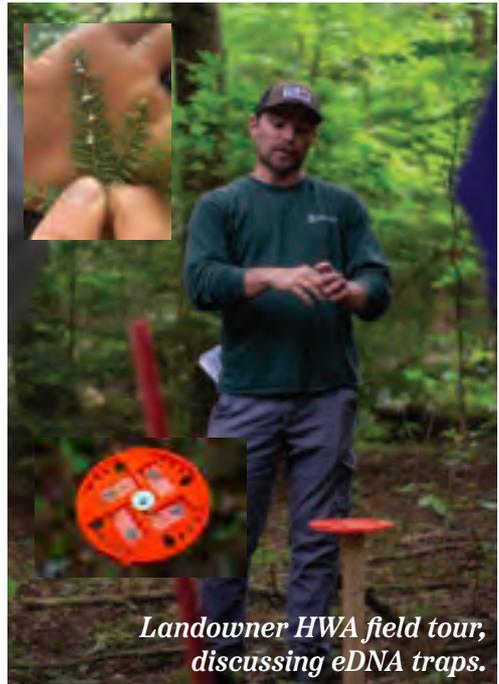
In 2025, forestry staff treated 717 acres across 11 properties, concentrating on the following species, Multi-flora Rose, Garlic Mustard, Buckthorn, Autumn Olive, Manitoba Maple, Japanese Knotweed, Norway Maple, Phragmites and Periwinkle, among others. LPRCA forestry staff will continue to treat for invasive species and monitor for new threats to the watershed.



*Forestry staff examining eDNA samples.*

With funding support from the Invasive Species Centre Council, LPRCA forestry staff installed environmental DNA (eDNA) traps across LPRCA properties to monitor for Hemlock Woolly Adelgid (HWA). Staff were then able to analyze caught HWA specimens under a microscope to confirm its presence in forest tracts. This is a cost effective method for monitoring the early detection of HWA on LPRCA forest tracts.

Forestry staff held a field tour for local private landowners and partners on the identification and treatment options for HWA. In 2025, a total of 7,984 Hemlock trees were inventoried with over 4,000 treated for Hemlock Woolly Adelgid throughout six forest tracts. The following LPRCA properties have tested positive for HWA and have been confirmed positive by the Canadian Food Inspection Agency - Haldimand CA, Harvey Tract and Coppens/Ferris/Armstrong Tract. Emergency use of Xytect 2F and Starkle has been extended for Ontario, allowing treatment of HWA to continue. LPRCA's goal is to continue working with partners and private landowners to monitor and fight against HWA in the watershed.



*Landowner HWA field tour, discussing eDNA traps.*

## Forest Management & Land Holdings

*LPRCA Forest Tract.*

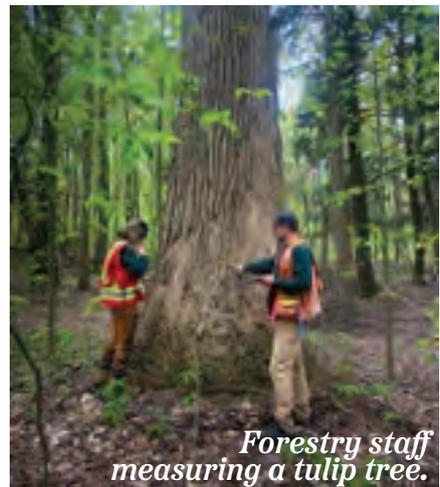
LPRCA uses good forestry practices to maintain the Authority's commitment of sustainable forest management that enhances the biodiversity and health of the watershed while balancing social, economic and environmental values. LPRCA owns over 11,000 acres of land including 90 forest tracts, over 7,500 acres of managed forest tracts, 1,145 acres of protected & classified natural heritage woodlands, and 800 acres of uplands and marsh. Protecting the watershed's forests and the management of them is guided by LPRCA's *Forest Management Plan 2020-2039*.

Annually, LPRCA retains an ecologist to complete ecological surveys on forested properties proposed for timber harvest. A total of five properties were surveyed in 2025 and data was documented for Species at Risk, Species of Conservation Concern, rare vegetation communities and invasive species. The surveys are to ensure that the species are protected in accordance with the *Endangered Species Act*.

On an annual basis, staff prepares prescriptions/operating plans for each individual tract that will receive some form of silvicultural treatment. Following Board approval, the forest tracts are marked and tendered for revenue. In 2025, there were four tenders awarded.

In 2025, forestry staff worked with the Ruffed Grouse Society to create habitat on one of LPRCA's properties.

Forestry staff hosted a tour for the Sustainable Forestry Initiative group in October, where they visited logging operations and forest tracts that have been treated for Hemlock Woolly Adelgid. Staff also attended the Ontario (Norfolk) Woodlot Owners Association meeting where they set up an informational booth for community outreach.



*Forestry staff measuring a tulip tree.*

## Water Quality Monitoring

As a mandatory program and service, LPRCA monitors surface and ground water quality throughout the Long Point Region watershed. The Ministry of the Environment, Conservation and Parks (MECP) oversees the Provincial (Stream) Water Quality Monitoring Network (PWQMN) and the Provincial Ground Monitoring Network (PGMN). Samples are collected throughout the year and sent for testing for parameters such as chloride, nutrients and metals. In 2025, samples for PWQMN were collected eight times at ten different locations. Ground water quality testing for PGMN is completed annually through a process of water collection from any of LPRCA's 11 sampling wells. The information collected by analyzing these samples are added to a provincial dataset and uploaded to the MECP website. With funding provided from the federal government as part of the Great Lakes Freshwater Ecosystems Initiative, LPRCA purchased a phosphorus sensor to monitor phosphorus concentrations in the Big Otter Creek.



*Phosphorus sensor installation.*

LPRCA also monitors the region's stream health by collecting samples using the protocol under the Ontario Benthos Bio-monitoring Network (OBBN). LPRCA gathered benthic invertebrate samples from 15 separate sites around the watershed and sent them for identification following OBBN guidelines once the invertebrates were sorted by LPRCA staff. The LPRCA team also worked with Norfolk County staff, with funding from the Department of Fisheries and Oceans, to classify seven unrated drains. This is done by identifying fish species (through the practice of electrofishing), identifying different plant species and assessing flows within the watercourses.



*Big Otter Creek, Tillsonburg, ON.*

## Connecting People to Nature

### Backhouse Historic Site

The Backhouse Historic Site welcomed approximately 1,000 visitors who enjoyed immersive period demonstrations throughout the village, including tinsmithing, traditional school lessons, historic games, and hands-on crafts. Guests also enjoyed the Field to Flour/Field to Fabric event, witnessing wheat transformed into flour and fibres into fabric.

The Norfolk Fibre Arts Guild showcased the art of fibre spinning both during the event and throughout the season in the Community Hall. Visitors were also able to explore the Backhouse Mill through guided tours. Additionally, the War of 1812 Re-Enactment returned as another highly successful weekend filled with engaging interpretation and family-friendly fun.



*Field to Flour/Field to Fabric event.*

### Education Programming

In 2025, the Conservation Education Centre multi-year revitalization project was completed and reopened to the public on June 21, 2025. The Education Centre hosted just over 2,000 visitors over the course of the summer. The revitalization project would not have been possible without the generous support from individuals, community groups, displaying partners, community foundations, and federal grants.



*Conservation Education Centre, Backus Heritage Conservation Area. Port Rowan, ON.*

In 2025, LPRCA's education programming welcomed 3,900 students from two local school boards and out-of-contract classes from around the watershed. The interactive heritage and outdoor education programs encourage the community to connect with the environment and heritage of the watershed.

## Leighton & Betty Brown Scholarship

*Lee Brown Marsh Aerial Photo, courtesy of Earl Hartlen.*



The Leighton & Betty Brown Scholarship honours Leighton, former LPRCA employee, and Betty, Leighton's wife, who both spent their lives contributing to waterfowl management. For nearly two decades, the Lee Brown Marsh Management Committee and LPRCA have been awarding the Leighton & Betty Brown scholarship to students within the watershed that demonstrate a passion for nature and are pursuing their passion in post-secondary school. In 2025, the \$1,000 scholarship was awarded to William Culford to help support his upcoming full-time studies in the Fish & Wildlife Technology program at Fleming College.

# Conservation Stewardship Award



The LPRCA Conservation Stewardship Award is awarded annually to an individual or group for their contribution to the natural heritage within the Long Point Region watershed. This year's recipient, Jeff Tribe of Oxford County, is a journalist, photographer, videographer and content creator who is passionate about the environment. Jeff, with the help of Ducks Unlimited Canada, facilitated a wetland restoration project on the Tribe Family Farm resulting in 1.4 acres of newly created wetland, including 2 wetland cells, several smaller water features and 8.9 acres of surrounding upland habitat. Around the wetland, Jeff planted 450 trees and shrubs. Most recently, Jeff planted another 550 trees on the farm through Forests Canada's 50 Million Tree Planting Program.

## Conservation Areas

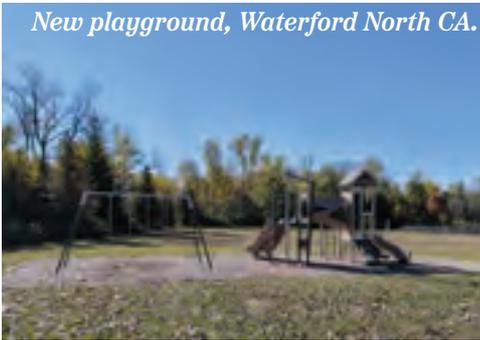
The 2025 season welcomed 8,463 nightly campers and 426 seasonal campers across LPRCA's five campgrounds. LPRCA education staff continued to bring the educational workshop, *Turtle Talk*, to all five campgrounds for campers and visitors to enjoy.



*Turtle Talk,  
Backus Heritage CA*

A new playground was installed at Waterford North CA and two day-use, reservable picnic sites were introduced to the park. Deer Creek CA later introduced one picnic site to the park after a well received trial run at Waterford North CA. Norfolk CA and Haldimand CA received washroom upgrades. The parking lots at Trout Pond, Hay Creek CA, Brooks CA, Fisher CA and Norwich CA were upgraded for visitor safety and enjoyment.

*New playground, Waterford North CA.*



*Parking lot upgrades,  
Hay Creek CA.*



*Picnic site,  
Waterford North CA.*

Extensive renovations to Haldimand CA created 8 new campsites and upgraded 21 campsites, including improved services.

*Haldimand CA campsite renovations, south side.*



*Services upgrades,  
Haldimand CA.*

## Community Relations

LPRCA had a busy 2025 with lots of community outreach and involvement. The year kicked off with a collaborative presentation with Forests Canada discussing Canada's forestry sector delivered to the senior environmental class at Holy Trinity Catholic High School by LPRCA forestry staff. The Scouts of Port Dover and the Port Rowan Girl Guides joined LPRCA for a spring tree planting session, teaching the children how to properly plant and care for trees. LPRCA had an information booth at TurtleFest, promoting what the Authority has to offer its residents. Staff participated in ALUS Norfolk's farm tour as a guest speaker, discussing shoreline erosion, wetlands and Bank Swallows. Staff also volunteered at the annual Children's Water Festival and the Carolinian Forest Festival alongside Upper Thames CA, Kettle Creek CA and Catfish Creek CA.



*Staff and Chair at LPRCA's booth during TurtleFest.*



*Lands & Waters staff presenting during ALUS Norfolk's tour.*

## Children's Fishing Derby

The 2025 Deer Creek Children's Fishing Derby (Kids, Cops & Canadian Fishing Days) saw an increase in young anglers hitting the water with 130 participants – one of highest attendance rates since it started in 1996! This annual event would not be possible without the continuous generosity of our community donors and all of their contributions.



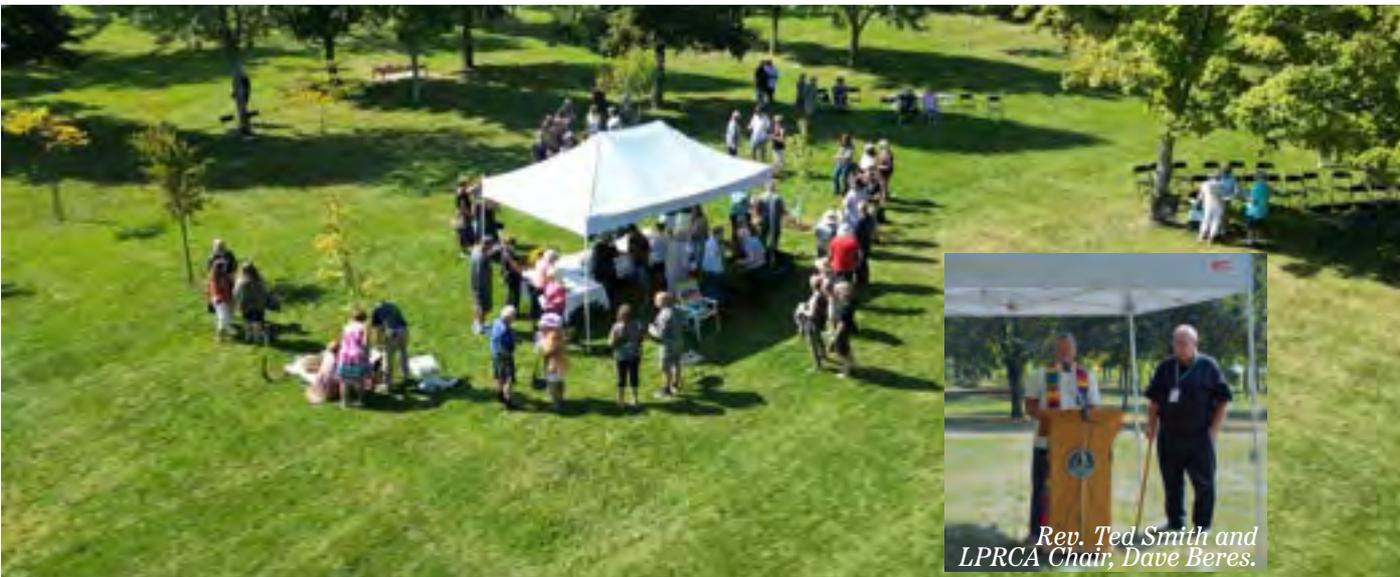
*Great catch at Deer Creek CA!*



## Memorial Forest Dedication Service



The Memorial Forest is a forest located within Backus Heritage Conservation Area meant to act as a living tribute to loved ones. A service is held annually on the third Sunday in September where donors and families are invited to remember their loved ones in the form of creating new life by expanding the forest each year in their memory. In 2025, we honoured 153 loved ones in the presence of over 100 guests. LPRCA Chair, Dave Beres, took to the podium alongside Pastor Rev. Ted Smith to deliver the service. Throughout the event, Brenda Atkinson performed a series of musical performances.



*Rev. Ted Smith and  
LPRCA Chair, Dave Beres.*

# Meet the Authority

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*Staff Christmas tree decorating, 2025.*

**Judy Maxwell** General Manager/Secretary-Treasurer  
**Aaron Le Duc** Manager of Corporate Services  
**Leigh-Anne Mauthe** Manager of Watershed Services  
**Lorrie Minshall** Project Manager, Watershed Services  
**Saifur Rahman** Manager of Engineering & Infrastructure

<b>Chloe Anna</b>	Curator	<b>Chloe Krouse</b>	Water Resource Technician
<b>Kim Brown</b>	Marsh Manager	<b>Parker Landry</b>	Engineering Technologist
<b>Paige Burke</b>	Accounting Clerk	<b>Barry Norman</b>	Workshop Operations Labourer
<b>Greg Butcher</b>	Grounds Maintenance	<b>Chris Reinhart</b>	Forestry Technician
<b>Bob Dewdney</b>	Marsh Operations Labourer	<b>Braedan Ristine</b>	Resource Planner
<b>Evan Forbes</b>	Superintendent of CAs	<b>Darell Rohrer</b>	Workshop Operations Labourer
<b>Paul Gagnon</b>	Lands & Waters Supervisor	<b>Frank Schram</b>	Workshop Supervisor
<b>Melanie Hadlock</b>	Junior Forestry Technician	<b>James Shaver</b>	Workshop Operations Labourer
<b>Alex Huber</b>	Receptionist	<b>Jeffery Smithson</b>	Workshop Operations Labourer
<b>Brock Hussey</b>	Lands & Waters Technician	<b>Jess Staton</b>	Heritage Programmer
<b>Isabel Johnson</b>	Resource Planner	<b>Nicole Sullivan</b>	HR Associate/Executive Assistant
<b>Amanda Kaye</b>	Accounting Clerk	<b>Debbie Thain</b>	Supervisor of Forestry
<b>Ryan Kindt</b>	Workshop Technician		
<b>Jessica King</b>	Marketing & Social Media Associate		

**As well as our many seasonal staff and summer students.**

## The Long Point Region Watershed

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

### 2025 Board of Directors



**Dave Beres, Chair**  
Deputy Mayor  
Town of Tillsonburg



**Doug Brunton, Vice Chair**  
Councillor Norfolk County



**Tom Masschaele**  
Councillor Norfolk County



**Chris Van Paassen**  
Councillor Norfolk County



**Debera McKeen**  
Councillor Haldimand County



**Michael Columbus**  
Councillor Norfolk County



**Ed Ketchabaw**  
Mayor Municipality  
of Bayham



**Pete Ypma**  
Councillor Township of  
South-West Oxford



**Jim Palmer**  
Mayor Township of Norwich



**Robert Chambers**  
Councillor County of Brant



**Shelley Ann Bentley**  
Mayor Haldimand County

### Lee Brown Marsh Management Committee

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

### Backus Museum Committee

**Tom Masschaele, Chair**  
**Wanda Backus-Kelly**  
**Dave Beres**  
**Doug Brunton**  
**Mary Charles**  
**Jim Palmer**  
**Trevor Shelley**  
**Heather Smith**  
**Julie Stone**  
**Madaline Wilson**  
**Pete Ypma**

# Facts & Figures

## Financial Highlights

### 2025 Revenue

Municipal Levy - Operating	\$ 2,237,681	31%
Municipal Levy - Capital	\$ 182,638	3%
Provincial Funding	\$ 35,229	0%
Fees	\$ 4,301,177	59%
Forestry Sales	\$ 533,965	7%
Gain on Sale of Assets	\$ 17,108	0%
<b>Total</b>	<b>\$ 7,307,798</b>	<b>100%</b>

### 2025 Expenditures

Planning and Watershed Services	\$ 1,346,148	22%
Backus Heritage CA/Education/Heritage	\$ 415,304	7%
Maintenance Operations Services	\$ 951,021	16%
Forestry Services	\$ 403,830	7%
Conservation Parks	\$ 1,517,684	25%
Corporate Services	\$ 1,350,373	23%
<b>Total</b>	<b>\$ 5,984,360</b>	<b>100%</b>

### Use of 2025 Operating Levy

Corporate Services	\$ 933,317	42%
Planning and Watershed Services	\$ 666,515	30%
Backus Heritage CA/Education/Heritage	\$ 3,945	0%
Maintenance Operations Services	\$ 633,903	28%
<b>Total</b>	<b>\$ 2,237,681</b>	<b>100%</b>

### Share of 2025 Operating Levy

Haldimand County	\$324,627	15%
Norfolk County	\$1,136,959	51%
Oxford County	\$497,571	22%
Brant County	\$162,960	7%
Bayham Municipality	\$99,651	4%
Malahide Township	\$15,913	1%
<b>Total</b>	<b>\$2,237,681</b>	<b>100%</b>



Member of the  
Conservation Ontario Network

@lpr\_ca   
@LongPointConservation   
@longpointca   
@lprca 



**4 Elm Street, Tillsonburg, ON N4G 0C4**  
**519-842-4242 | 1-888-231-5408**  
**conservation@lprca.on.ca**  
**www.lprca.on.ca**

## **THANK YOU TO OUR MUNICIPAL PARTNERS**

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

**LONG POINT REGION CONSERVATION  
AUTHORITY**

**Financial Statements  
December 31, 2025**

**LONG POINT REGION CONSERVATION AUTHORITY****INDEX TO THE FINANCIAL STATEMENTS****DECEMBER 31, 2025**

	Page(s)
Management Report	1
Independent Auditor's Report	2 – 3
Statement of Financial Position	4
Statement of Operations and Change in Accumulated Surplus	5
Statement of Changes in Net Financial Assets	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 – 19
Schedule 1 – Schedule of Deferred Revenue	20
Schedule 2 – Schedule of Tangible Capital Assets	21
Schedule 3 – Schedule of Internally Restricted Reserves	22
Schedule 4 – Schedule of Externally Restricted Reserves	23
Schedule 5 – Schedule of Segmented Reporting	24 – 25

## MANAGEMENT REPORT

### Management's Responsibility for the Financial Statements

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

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

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

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

*Doug Brunton*

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Doug Brunton  
Chairman of the Board

*Judy Maxwell*

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

Tillsonburg, Canada  
**March 6, 2026**

## Independent Auditor's Report

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

### Opinion

We have audited the financial statements of Long Point Region Conservation Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2025, and the statements of operations and change in accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2025, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

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

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

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

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

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

### Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

London, Ontario

March 6, 2026

*MNP LLP*

Chartered Professional Accountants

Licensed Public Accountants

# LONG POINT REGION CONSERVATION AUTHORITY

## STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2025

	<u>2025</u>	<u>2024</u>
<b>Financial Assets</b>		
Cash (note 3)	\$ 3,176,870	\$ 2,865,947
Investments (note 4)	10,745,634	10,420,467
Accounts receivable (note 11)	242,094	162,954
Accrued receivable (note 11)	47,712	46,941
Other assets (note 11)	107,219	127,479
	14,319,529	13,623,788
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities (note 11)	333,199	349,044
Deferred revenue (schedule 1)	924,468	1,027,817
	1,257,667	1,376,861
<b>Net financial assets</b>	13,061,862	12,246,927
<b>Non-Financial Assets</b>		
Tangible capital assets (schedule 2)	8,896,191	8,387,688
	<b>\$ 21,958,053</b>	<b>\$ 20,634,615</b>
Commitment (note 6)		
Contingent liabilities (note 8)		
<b>Accumulated Surplus</b>		
Accumulated surplus - internally restricted (schedule 3)	7,058,571	6,249,829
Accumulated surplus - externally restricted (schedule 4)	6,003,291	5,997,098
Accumulated surplus - tangible capital assets	8,896,191	8,387,688
	<b>\$ 21,958,053</b>	<b>\$ 20,634,615</b>
<b>Total accumulated surplus</b>	<b>\$ 21,958,053</b>	<b>\$ 20,634,615</b>

**On behalf of the Board of Directors:**

*Doug Brunton*

Doug Brunton  
Chair, Board of Directors

*Dave Beres*

Dave Beres  
Chair, Audit and Finance Committee

# LONG POINT REGION CONSERVATION AUTHORITY

## STATEMENT OF OPERATIONS AND CHANGE IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2025

	<b>Budget 2025 (note 5)</b>	<b>Actual 2025</b>	<b>Actual 2024</b>
<b>Revenues</b>			
Municipal levies:			
General	\$2,237,681	\$2,237,681	\$2,145,963
Special	257,500	182,638	216,424
Government grants:			
Provincial	35,229	35,229	35,229
Corporate services (note 7)	254,250	691,302	406,347
Planning and watershed services	373,490	551,191	501,757
Forestry services	492,394	533,965	505,027
Backus Heritage conservation area	202,335	250,129	148,542
Conservation parks	2,025,200	2,199,896	2,152,252
Maintenance operations services	679,096	608,659	333,978
Gain on disposal of tangible capital assets	-	17,108	-
<b>Total Revenues</b>	<b>6,557,175</b>	<b>7,307,798</b>	<b>6,445,519</b>
<b>Expenditures</b>			
Corporate services	1,315,736	1,350,373	1,368,009
Planning and watershed services	1,104,776	1,346,148	1,130,016
Forestry services	466,689	403,830	398,958
Backus Heritage conservation area	334,746	415,304	308,323
Conservation parks	1,713,973	1,517,684	1,499,324
Maintenance operations services	1,146,345	951,021	900,671
<b>Total Expenditures</b>	<b>6,082,265</b>	<b>5,984,360</b>	<b>5,605,301</b>
<b>Annual Surplus</b>	<b>\$474,910</b>	<b>\$1,323,438</b>	<b>\$840,218</b>
<b>Accumulated surplus, beginning of the year</b>	<b>20,634,615</b>	<b>20,634,615</b>	<b>19,794,397</b>
<b>Accumulated surplus, end of the year</b>	<b>\$21,109,525</b>	<b>\$21,958,053</b>	<b>\$20,634,615</b>

# LONG POINT REGION CONSERVATION AUTHORITY

## STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2025

	<b>Budget <u>2025</u> (note 5)</b>	<b>Actual <u>2025</u></b>	<b>Actual <u>2024</u></b>
Annual surplus	\$461,260	\$1,323,438	\$840,218
Acquisition of tangible capital assets	(808,864)	(912,531)	(645,031)
Gain on disposal of tangible capital assets	-	(17,108)	-
Proceeds on disposal of tangible capital assets	-	18,109	-
Amortization of tangible capital assets	-	403,027	320,540
<b>Change in net financial assets</b>	<b>(347,604)</b>	<b>814,935</b>	<b>515,727</b>
<b>Net financial assets, beginning of year</b>	<b>12,246,927</b>	<b>12,246,927</b>	<b>11,731,200</b>
<b>Net financial assets, end of year</b>	<b><u>\$11,899,323</u></b>	<b><u>\$13,061,862</u></b>	<b><u>\$12,246,927</u></b>

# LONG POINT REGION CONSERVATION AUTHORITY

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2025

	<u>2025</u>	<u>2024</u>
<b>Cash Flows from Operating Activities</b>		
Operating activities:		
Annual surplus	\$1,323,438	\$840,218
Items not affecting cash:		
Amortization of tangible capital assets	403,027	320,540
Gain on disposal of tangible capital assets	(17,108)	-
	1,709,357	1,160,758
Change in non-cash working capital:		
Accounts receivable	(79,140)	225,677
Accrued receivable	(771)	(33,366)
Other assets	20,260	(51,655)
Accounts payable and accrued liabilities	(15,845)	(7,244)
Deferred revenue	(103,349)	148,689
	1,530,512	1,442,859
<b>Investing activities:</b>		
Acquisition of tangible capital assets	(912,531)	(645,031)
Change in investments	(325,167)	(1,990,890)
Proceeds on disposal of tangible capital assets	18,109	-
	(1,219,589)	(2,635,921)
<b>Change in cash</b>	310,923	(1,193,062)
<b>Cash, beginning of year</b>	2,865,947	4,059,009
<b>Cash, end of year</b>	<b>\$3,176,870</b>	<b>\$2,865,947</b>

# LONG POINT REGION CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

### 1. Purpose of the Organization

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

### 2. Significant Accounting Policies

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

#### [a] Revenue Recognition

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

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

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

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

#### [b] Accrual Accounting

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

# LONG POINT REGION CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

### 2. Significant Accounting Policies (continued from previous page)

#### [c] Internal Transactions

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

#### [d] Investments

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

#### [e] Reserve Fund Balances

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

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

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

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

# LONG POINT REGION CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

### 2. Significant Accounting Policies (continued from previous page)

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

#### [f] Tangible Capital Assets

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

Asset	Useful Life - Years
Land improvements	10 - 20 years
Buildings and building improvements	40 - 50 years
Machinery & equipment	5 - 20 years
Furniture and fixtures	10 years
Computers	5 years
Motor vehicles	10 - 20 years
Infrastructure	40 - 50 years

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

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

During the year, management completed a review of the estimated useful lives of certain tangible capital assets. As a result of this review, management determined that revisions to the estimated useful lives of these assets were necessary to better reflect their expected remaining service potential.

This change represents a change in accounting estimate and has been accounted for prospectively, in accordance with PSAS Section PS 2120, Accounting Changes. Accordingly, the effect of the change has been reflected in amortization expense for the current year and future periods. Prior period financial information has not been restated.

**LONG POINT REGION CONSERVATION AUTHORITY****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2025****2. Significant Accounting Policies (continued from previous page)****[g] Donations**

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

**[h] Use of Estimates**

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

**[i] Contaminated Sites**

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

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

**[j] Deferred Revenue**

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

**LONG POINT REGION CONSERVATION AUTHORITY****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2025****2. Significant Accounting Policies (continued from previous page)****[k] Financial instruments****(i) Measurement of financial instruments**

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

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

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

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

**(ii) Fair value measurements**

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

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

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

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

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

**LONG POINT REGION CONSERVATION AUTHORITY****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2025****2. Significant Accounting Policies (continued from previous page)**

## (iii) Impairment

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

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

- a) the present value of the cash flows expected to be generated by the asset or group of assets;
- b) the amount that could be realized by selling the assets or group of assets;
  
- c) the net realizable value of any collateral held to secure repayment of the assets of group of assets.

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

**[I] Asset Retirement Obligations**

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

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

There have been no asset retirement obligations identified.

# LONG POINT REGION CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

### 3. Cash

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

	2025	2024
General	\$3,165,708	\$2,862,738
Externally restricted:		
Backus Heritage Village	4,446	295
Leighton and Betty Brown Scholarship	6,716	2,914
	<b>\$3,176,870</b>	<b>\$2,865,947</b>

General cash includes a bank account earning interest at 2.65% (2024 – 3.40%).

### 4. Investments

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

	2025	2024
Government and corporate bonds, maturing at various dates between 2026 and 2037 (2024 – 2025 and 2035), yields varying between 1.40% and 5.21% (2024 – 1.40% and 5.21%)	\$5,810,000	\$5,890,000
Guaranteed investment certificates maturing at various dates in 2026 (2024 – 2025), yielding between 2.80% and 3.35% (2024 – 3.75% and 5.10%)	4,810,000	3,459,000
Principal protected notes – fixed income note, yields varying between 0% and index return multiplied by the participation rate	-	1,000,000
Money market funds, no specified maturity or yield	11,868	11,743
Cash	115,984	92,279
	<b>10,747,852</b>	<b>10,453,022</b>
Plus: accrued interest	41,356	35,916
Plus: unamortized purchase premium	(43,574)	(68,471)
	(2,218)	(32,555)
	<b>\$10,745,634</b>	<b>\$10,420,467</b>

# LONG POINT REGION CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

### 5. Budget Figures

The unaudited budget data presented in these financial statements are based upon the 2025 operating and capital budgets approved by the Board of Directors on January 8, 2025.

### 6. Commitment

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

2026	117,654
2027	120,007
2028	122,407
2029	124,855
2030	127,352
Thereafter	1,083,351
	<u>1,695,627</u>

### 7. Investment Income

Included in corporate services revenue is interest income on investments of \$464,170 (2024 - \$362,458).

### 8. Contingent Liabilities

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

### 9. Pension Agreements

The Authority makes contributions to the Ontario Municipal Employees Retirement System ("OMERS") plan, which is a multi-employer plan, on behalf of full-time and qualifying part-time employees. The plan is a defined benefit pension plan, which specifies the amount of the retirement benefit to be received by employees based on the length of service, pension formula and employee earnings. Employees and employers contribute equally to the plan. In 2025, the Authority's contribution to OMERS was \$221,023 (2024 - \$219,415).

# LONG POINT REGION CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

### 9. Pension Agreements (continued from previous page)

The latest available report for the OMERS plan was December 31, 2024. At that time the plan reported a \$2.9 billion actuarial deficit (2023 - \$4.2 billion deficit), based on actuarial liabilities of \$140.8 billion (2023 - \$134.6 billion) and actuarial assets of \$137.9 billion (2023 - \$130.4 billion).

Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

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

### 10. Segmented Information

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

#### ***Corporate services***

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

#### ***Planning and watershed***

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

#### ***Forestry services***

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

#### ***Backus Heritage conservation area***

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

#### ***Conservation parks***

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

# LONG POINT REGION CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

### 10. Segmented Information (continued from previous page)

#### *Maintenance operations services*

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

### 11. Financial Instruments and Risks

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

#### *Credit risk*

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

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

#### 2025

	Current	31-60 days	61-90 days	91-120 days	Over 120 days	Total
Cash	\$3,176,870	\$-	\$-	\$-	\$-	\$3,176,870
Accounts receivable	221,055	5,163	5,642	10,234	-	242,094
Accrued receivable	47,712	-	-	-	-	47,712
Other assets	107,219	-	-	-	-	107,219
<b>Total</b>	<b>\$3,552,856</b>	<b>\$5,163</b>	<b>\$5,642</b>	<b>\$10,234</b>	<b>\$-</b>	<b>\$3,573,895</b>

# LONG POINT REGION CONSERVATION AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

### 11. Financial Instruments and Risks (continued from previous page)

**2024**

	Current	31-60 days	61-90 days	91-120 days	Over 120 days	Total
Cash	\$2,865,947	\$-	\$-	\$-	\$-	\$2,865,947
Accounts receivable	160,510	2,208	-	236	-	162,954
Accrued receivable	46,941	-	-	-	-	46,941
Other assets	127,479	-	-	-	-	127,479
<b>Total</b>	<b>\$3,200,877</b>	<b>\$2,208</b>	<b>\$-</b>	<b>\$236</b>	<b>\$-</b>	<b>\$3,203,321</b>

#### *Liquidity risk*

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

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

**2025**

	Within 1 year	1-5 years	Over 5 years	Total
Accounts payable and accrued liabilities	\$333,199	\$-	\$-	\$333,199
<b>Total</b>	<b>\$333,199</b>	<b>\$-</b>	<b>\$-</b>	<b>\$333,199</b>

**2024**

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

**LONG POINT REGION CONSERVATION AUTHORITY****NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2025****11. Financial Instruments and Risks (continued from previous page)***Interest rate risk*

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

**12. Comparative Figures**

Certain comparative figures have been reclassified to conform to the current year's presentation.

During the year, management reviewed the classification of tangible capital assets and determined that certain assets were more appropriately presented in different asset categories. As a result, assets with a net book value of \$103,745 as at December 31, 2024 were reclassified from motor vehicles to machinery and equipment in the comparative figures.

These reclassifications did not result in any change to total tangible capital assets, accumulated amortization, annual surplus, or accumulated surplus for the prior year.

# LONG POINT REGION CONSERVATION AUTHORITY

## SCHEDULE 1 –SCHEDULE OF DEFERRED REVENUE FOR THE YEAR ENDED DECEMBER 31, 2025

	<b>2025</b>	<b>2024</b>
Balance, beginning of year	\$1,027,817	\$879,128
Externally restricted contributions	466,611	503,195
Interest earned, restricted	158,167	36,292
Contributions used in operations	(728,127)	(390,798)
<b>Balance, end of year</b>	<b>\$924,468</b>	<b>\$1,027,817</b>

# LONG POINT REGION CONSERVATION AUTHORITY

## SCHEDULE 2 – SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2025

For the year ended December 31, 2025

	Cost			Accumulated Amortization						2025
	Opening Balance	Additions	Disposals	Balance End of Year	Accumulated Amortization Beginning of Year	Reversals	Amortization	Accumulated Amortization End of Year	Net Carrying Amount End of Year	
	Land	\$ 4,605,258	\$ -	\$ -	4,605,258	\$ -	\$ -	\$ -	\$ -	\$ 4,605,258
Land improvements	164,568	127,343	-	291,911	31,080	-	14,804	45,884	246,027	
Buildings	2,659,946	103,204	-	2,763,150	1,310,541	-	69,082	1,379,623	1,383,527	
Machinery and equipment	863,898	89,867	12,594	941,171	343,649	11,593	55,670	387,726	553,445	
Furniture and fixtures	8,595	360,331	-	368,926	4,862	-	36,893	41,755	327,171	
Computers	221,014	10,584	-	231,598	197,714	-	9,390	207,104	24,494	
Motor vehicles	868,154	112,790	34,674	946,269	410,778	34,674	78,057	454,161	492,108	
Infrastructure	2,399,154	108,412	-	2,507,566	1,104,275	-	139,131	1,243,406	1,264,160	
<b>Total</b>	<b>\$ 11,790,587</b>	<b>\$ 912,531</b>	<b>\$ 47,268</b>	<b>\$ 12,655,850</b>	<b>\$ 3,402,899</b>	<b>\$ 46,267</b>	<b>\$ 403,027</b>	<b>\$ 3,759,659</b>	<b>\$ 8,896,191</b>	

For the year ended December 31, 2024

	Cost			Accumulated Amortization						2024
	Opening Balance	Additions	Disposals	Balance End of Year	Accumulated Amortization Beginning of Year	Reversals	Amortization	Accumulated Amortization End of Year	Net Carrying Amount End of Year	
	Land	\$ 4,605,258	\$ -	\$ -	\$ 4,605,258	\$ -	\$ -	\$ -	\$ -	\$ 4,605,258
Land improvements	117,114	47,454	-	164,568	23,905	-	7,175	31,080	133,488	
Buildings	2,497,639	162,307	-	2,659,946	1,249,996	-	60,545	1,310,541	1,349,405	
Machinery and equipment	759,086	104,812	-	863,898	298,675	-	44,974	343,649	520,249	
Furniture and fixtures	8,595	-	-	8,595	4,002	-	860	4,862	3,733	
Computers	210,250	10,764	-	221,014	191,762	-	5,952	197,714	23,300	
Motor vehicles	589,645	278,509	-	868,154	334,607	-	76,171	410,778	457,376	
Infrastructure	2,357,969	41,185	-	2,399,154	979,412	-	124,863	1,104,275	1,294,879	
<b>Total</b>	<b>\$ 11,145,556</b>	<b>\$ 645,031</b>	<b>\$ -</b>	<b>\$ 11,790,587</b>	<b>\$ 3,082,359</b>	<b>\$ -</b>	<b>\$ 320,540</b>	<b>\$ 3,402,899</b>	<b>\$ 8,387,688</b>	

# LONG POINT REGION CONSERVATION AUTHORITY

## SCHEDULE 3 –SCHEDULE OF INTERNALLY RESTRICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2025

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
OPG Forest Corridor	30,337	-	-	30,337
Memorial Woodlot	22,439	1,621	-	24,060
Lee Brown Waterfowl Capital	86,049	50,324	-	136,373
Dam Reserve	50,000	-	-	50,000
Administration Office	569,567	-	-	569,567
Strategic Investments in operations/capital	210,938	-	-	210,938
Motor Pool Reserve	192,405	11,950	-	204,355
User Fee Reserve	1,313,179	553,746	258,380	1,608,545
Capital Levy	569,626	72,276	298,161	343,741
Unrestricted Reserve	3,205,289	1,253,796	578,430	3,880,655
	<b>\$ 6,249,829</b>	<b>\$ 1,943,713</b>	<b>\$ 1,134,971</b>	<b>\$7,058,571</b>

# LONG POINT REGION CONSERVATION AUTHORITY

## SCHEDULE 4 – SCHEDULE OF EXTERNALLY RESTRICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2025

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Backus Heritage Village	\$ 81,556	\$ 3,153	\$ -	\$ 84,709
Leighton & Betty Brown Scholarship	133,002	4,040	1,000	136,042
Backus Woods	4,872,500	-	-	4,872,500
Disposition of Lands Reserve	910,040	-	-	910,040
	<b>\$ 5,997,098</b>	<b>\$ 7,193</b>	<b>\$1,000</b>	<b>\$ 6,003,291</b>

## LONG POINT REGION CONSERVATION AUTHORITY

### SCHEDULE 5 –SCHEDULE OF SEGMENTED REPORTING (continued) FOR THE YEAR ENDED DECEMBER 31, 2025

#### 2025 Schedule of Segmented Reporting

	Corporate services	Planning and watershed services	Forestry services	Backus Heritage	Conservation parks	Maintenance operations services	2025 Total
<b>Revenue:</b>							
Levies	\$933,317	\$731,707	-	\$14,445	-	\$740,850	\$2,420,319
Grants	-	35,229	-	-	-	-	35,229
Fees	691,301	551,192	-	250,129	2,199,896	608,659	4,301,177
Forestry	-	-	533,965	-	-	-	533,965
Gain on disposal of tangible capital assets	17,108	-	-	-	-	-	17,108
<b>Total revenue</b>	<b>1,641,726</b>	<b>1,318,128</b>	<b>533,965</b>	<b>264,574</b>	<b>2,199,896</b>	<b>1,349,509</b>	<b>7,307,798</b>
<b>Expenditures:</b>							
Compensation	808,473	806,943	310,341	207,417	912,945	455,964	3,502,083
Administration	137,599	6,667	846	36,675	210,824	194,105	586,716
Professional/ contracted services	209,694	352,727	49,464	14,407	130,435	29,040	785,767
Materials and Supplies	16,782	103,292	43,179	76,873	128,679	25,852	394,657
Amortization	47,140	61,212	-	60,314	101,501	132,860	403,027
Repairs and maintenance	130,685	15,307	-	17,920	33,147	40,499	237,558
Motor pool	-	-	-	1,698	153	72,701	74,552
<b>Total expenditures</b>	<b>1,350,373</b>	<b>1,346,148</b>	<b>403,830</b>	<b>415,304</b>	<b>1,517,684</b>	<b>951,021</b>	<b>5,984,360</b>
<b>Surplus</b>	<b>\$291,353</b>	<b>(\$28,020)</b>	<b>\$130,135</b>	<b>(\$150,730)</b>	<b>\$682,212</b>	<b>\$398,488</b>	<b>\$1,323,438</b>

# LONG POINT REGION CONSERVATION AUTHORITY

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

### 2024 Schedule of Segmented Reporting

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

**From:** [ca.office \(MECP\)](#)  
**Cc:** [ca.office \(MECP\)](#)  
**Subject:** Decision Notice on the Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities  
**Date:** March 10, 2026 3:29:41 PM

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You don't often get email from [ca.office@ontario.ca](mailto:ca.office@ontario.ca). [Learn why this is important](#)

Dear Municipal Partners and the Association of Municipalities of Ontario (AMO),

We are writing to inform you that a decision notice has been posted to the Environmental Registry of Ontario (ERO) regarding the proposal notice posting #025-1257 on the "Proposed boundaries for the regional consolidation of Ontario's conservation authorities."

The proposal initially consulted on by the government proposed boundaries that would have resulted in seven regional conservation authorities. As a result of the feedback received during consultation, the province adjusted the boundaries to accommodate areas with distinct geographies and development contexts, to better balance differing priorities across rural, urban and northern areas and improve alignment with watersheds and with source protection regions. The government is now planning to move forward with consolidation to create nine optimized regional CAs. A map showing the planned boundaries and the nine new CAs is available at [Ontario Provincial Conservation Agency | ontario.ca](#).

In the coming weeks, the government plans to introduce amendments to the Conservation Authorities Act (CAA) that would implement the consolidation and set out a smooth path to consolidation to ensure service continuity for communities. Consolidation is targeted to take effect in early 2027 to allow transition planning to occur over the next year. The government's plan would ensure a clear, coordinated and successful transition led by the Ontario Provincial Conservation Agency (OPCA), that would minimize disruptions to CA staffing, services, permitting processes and with all existing partnerships and obligations carried forward to maintain service stability. A summary of the consolidation plan, and details on transition, are included in the decision notice [Proposed boundaries for the regional consolidation of Ontario's conservation authorities | Environmental Registry of Ontario](#).

The government's plans to consolidate CAs build on recent progress Ontario has made to improve the CA system, including establishing OPCA to provide centralized leadership and oversight for Ontario's CAs. Under these plans, the important work that conservation authorities do to protect people and property from the risks of flooding and other natural hazards would not change. The nine new regional CAs would continue to operate as independent, municipally governed organizations and to fulfill their provincially mandated programs such as managing flooding and other natural hazards, drinking water source protection under the Clean Water Act, watershed management programs, and the management of their lands and recreational trails, ensuring public access to local natural areas and outdoor activities.

We recognize the important role that municipalities have in the governance of

conservation authorities. We are committed to keeping you informed throughout the transition and ensuring that the relationships, programs and services that CAs provide to municipalities continue.

The province is committed to working closely with municipal partners and AMO throughout this process and ensuring local knowledge informs next steps. In the coming weeks you will be invited to technical briefings to provide further information on the next steps in the planned transition process.

For questions regarding the plans for consolidation, please contact [CCEO@ontario.ca](mailto:CCEO@ontario.ca). If you have questions about the planned legislative amendments and day-to-day CA business, please reach out to MECP staff via [ca.office@ontario.ca](mailto:ca.office@ontario.ca).

We thank you for taking the time to share with us your perspectives during the consultations that helped to shape this plan and look forward to working closely with you and your municipal/association colleagues over the next year.

Sincerely,

Chloe Stuart  
ADM, Land and Water Division  
Ministry of the Environment, Conservation and Parks

Hassaan Basit  
Chief Conservation Executive  
Office of the Chief Conservation Executive

TECHNICAL BRIEFING

# Improving Ontario's Conservation Authority System



**PROTECT  
ONTARIO**

**Ministry of the Environment, Conservation and Parks**

March 10, 2026

**Ontario** 

# Table of Contents

**1** Overview: Ontario's conservation authority system

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**2** The need for action; Actions to date

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**3** Why consolidation

---

**4** Guiding principles

---

**5** Our plan

---

**6** Regional CA boundaries

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**7** Regional CA governance

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**8** Transition process

---

**9** Next steps

---

**10** Summary

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# 1. Overview: Ontario's conservation authority system

The Ministry of the Environment, Conservation and Parks (MECP) administers the *Conservation Authorities Act* (CAA) and is responsible for overseeing Ontario's 36 existing conservation authorities (CAs).

CAs play a vital role in **watershed management** and protecting communities from **natural hazards** like floods. They also deliver programs and services that further the conservation, restoration, and management of natural resources.

CAs issue **permits** to builders, municipalities, and property owners for development activities such as housing developments and installation of sewage systems in areas affected by risks of natural hazards such as floodplains, shorelines, river and stream valleys, and wetlands. Permitting helps to ensure that development does not happen in unsafe areas and that it does not worsen the impacts of flooding or erosion in surrounding areas.

## What is a watershed?

A watershed is an area of land that drains all the streams and rainfall into a common outlet, such as a lake, bay or river.

## 2. The need for action

The Ontario government is taking action to protect Ontario's economy, workers, and communities by making the province the best place in the G7 to invest, create jobs, and do business. To achieve this, the government is making investments to build local infrastructure and taking action to bring more consistency and transparency to the cost and timelines of building homes.

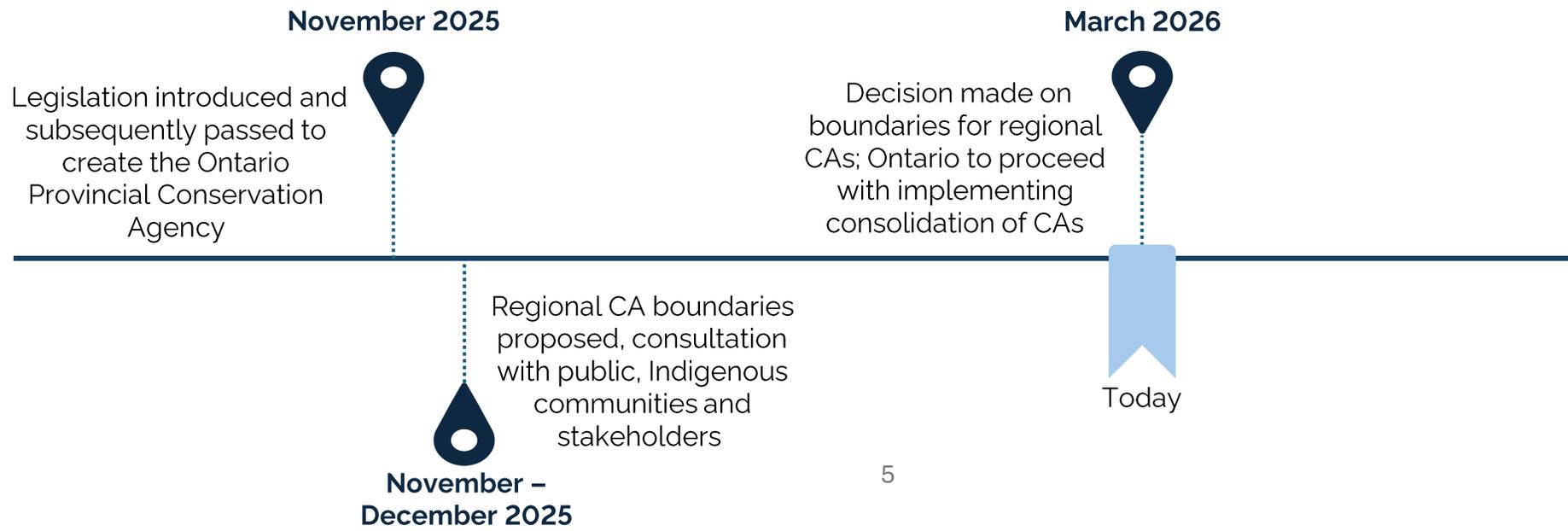
CAs are independent, local public sector organizations with significant variation in capacity, governance, transparency, and reliance on municipal funding. Over time, this has created a fragmented system with inconsistent standards and timelines.

Key challenges under the current framework that this proposal seeks to address include:

- **A patchwork of standards, service delivery:** Each CA has different policies, customer service standards, fees, processes and staffing, and technical capacity leading to unpredictable and inconsistent turnaround times for approvals across all CAs. This can result in uncertainty and delays for builders, landowners, and farmers seeking permits.
- **Outdated and fragmented data systems:** Lack of resources has led to discrepancies in the tools and technology that CAs use, leading to varying types and quality of technology and data management. This can compromise effective provincewide flood risk management and evidence-based decision making.
- **Administrative duplication:** Under the current framework, municipalities are forced to fund duplicate corporate functions (e.g., procurement, communications), diverting costs away from front-line conservation and service delivery.
- **Need for more accountability and transparency:** Lack of transparent asset management and inconsistent performance monitoring and reporting.

## 2. Actions to date

- Ontario is making progress on its commitment to enhance the effectiveness of conservation authorities, creating more consistency and modern standards and ensuring CAs remain strong, effective and ready to meet today's challenges. Since announcing our plan in fall 2025, we have passed legislation to create the Ontario Provincial Conservation Agency (OPCA) to provide centralized leadership and oversight of regional CAs, including coordinating a smooth and organized consolidation and key initiatives to improve the CA system, and we consulted extensively on the proposed regional CA boundaries.
- Consultations included virtual sessions with CAs, municipalities, stakeholders, and Indigenous communities, and regional workshops with CA and municipal leadership led by the Chief Conservation Executive and the Minister. More than 500 people participated, and 14,000+ comments were submitted on the proposed boundaries. We listened and used this feedback to strengthen the plan.
- The government is now moving forward with a framework for the regional consolidation of Ontario's 36 CAs into 9 optimized regional CAs that would deliver more consistent, more efficient, and more cost-effective outcomes for the communities that they serve. In the coming weeks, the government plans to introduce amendments to the CAA that would set out and enable the framework for consolidation of Ontario's CAs.



### 3. Why consolidation

Under the current system, more than half of all municipalities in areas served by CAs fall within the jurisdiction of two or more CAs, resulting in unnecessary duplication that diverts resources from front line conservation work and service delivery.

Individual CAs have significant disparities in size and resources, with some lacking access to the latest tools and technology that support flood risk management and evidence-based decision making.

Consolidation would enable more consistent service delivery and more efficient resource and information sharing, making CAs more responsive to the needs of the communities they serve.

#### What these changes would mean:

- More resources for front-line services
- Improved flood management and erosion prevention
- Strong environmental protections maintained
- Faster permit approvals
- Modern service delivery
- Consistent standards and use of modern technology

#### What's not changing:

- Where CAs operate (areas currently served by CAs will continue to be served by CAs)
- The programs and services CAs provide, including the responsibility for source water protection, natural hazard and watershed management
- CA management of their lands and trails, providing access to green spaces, recreation and education programs
- Where and how CAs receive funding
- CA relationships with municipalities, developers, landowners
- Each CA being an independent, municipally-governed organization

## 4. Guiding principles

- The following principles informed the actions the province is taking to improve CAs, in addition to feedback heard during consultation:
  - **Retain local influence** – ensure local knowledge, expertise and interests inform the watershed management and conservation work of CAs
  - **Maintain CA watershed-based jurisdictions** – align with natural hydrological boundaries to support flood/water management. Align with drinking water source protection regions
  - **Reduce administrative overlap and duplication** – streamline requirements and processes for municipalities and conservation authorities
  - **Strengthen CA capacity** – improve and standardize the level of expertise and resources across CAs. Seek to balance the needs and interests of urban, rural, northern and southern watersheds
  - **Continuity of services** – minimize disruptions to CA operations and staffing, ensuring uninterrupted delivery of key programs such as permits, watershed management and trails and recreation for public use
  - **Improve customer service** – enhance consistency and clarity in process and timelines

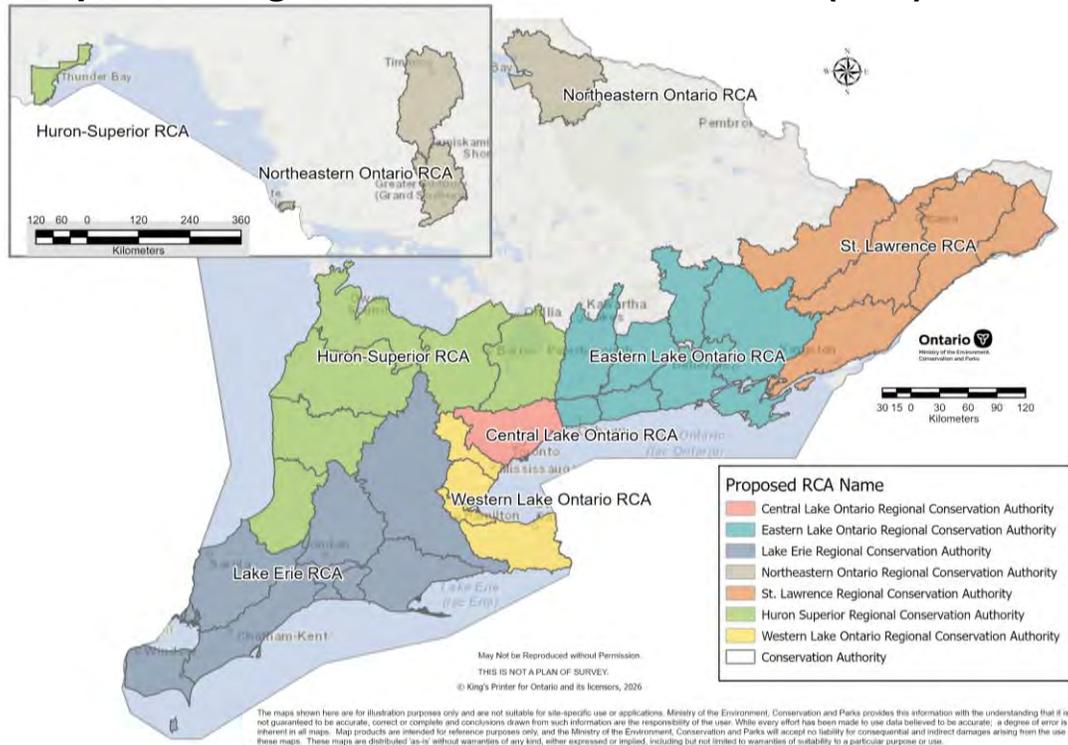
## 5. Our plan: Improving Ontario's CA system

- The government plans to introduce amendments to the *Conservation Authorities Act* (CAA) that would set out the consolidation of Ontario's CAs in accordance with the framework described in this presentation.
- The plan is for CA consolidation to take effect early 2027, allowing for transition planning to occur throughout 2026. Over time, OPCA will further transform Ontario's CA system, including by developing a single digital permitting platform to provide a faster, more predictable approvals process and improved customer service
- To support regional CAs throughout the transition, the province is providing annual funding to OPCA in the amount of \$3 million, beginning in 2026. This funding will be used by OPCA to support regional CAs as needed during transition. Post-transition, this annual funding will support OPCA to help regional CAs achieve improvements and program standards set by OPCA.

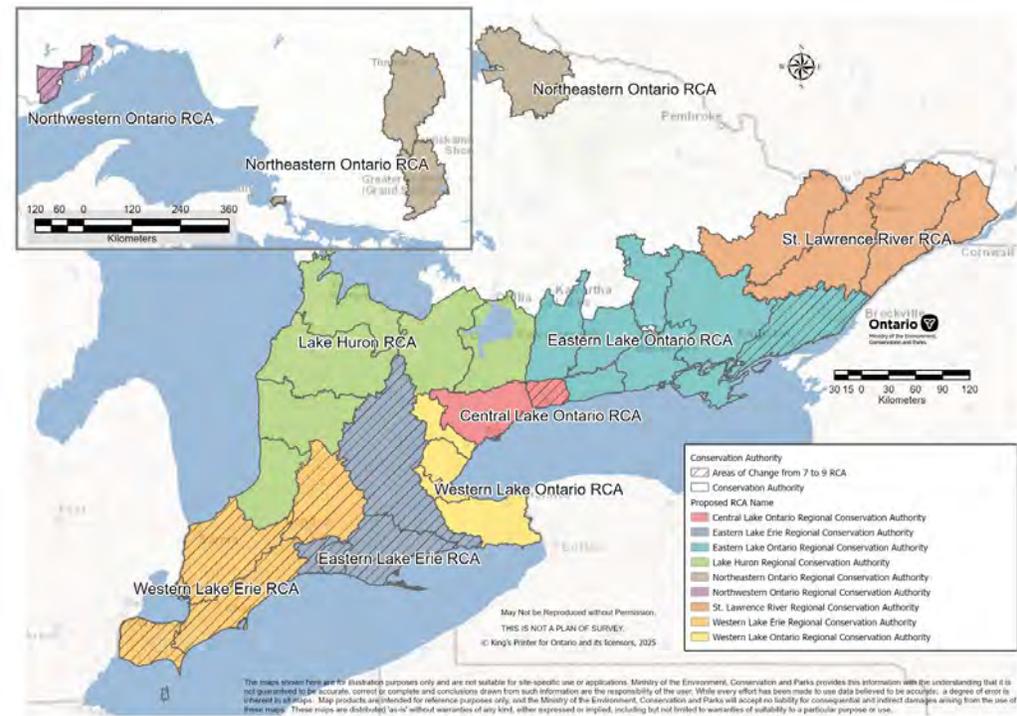
## 6. Regional CA boundaries

- The regional CA boundaries have been adjusted and refined (from 7 to 9). The feedback received during consultation directly informed the adjustments made to the final regional CA boundaries, which have been optimized to:
  - Accommodate areas with distinct geographies and development contexts
  - Balance differing priorities across rural, urban and northern areas
  - Better align with watersheds and with source protection regions

### Proposed 7 Regional Conservation Authorities (RCA)



### Final Optimized 9 Regional Conservation Authorities (RCA)



## 6. Regional CA boundaries: current corresponding CAs

Proposed Regional CAs	List of predecessor (i.e., existing) CAs being consolidated	
<b>Central Lake Ontario Regional Conservation Authority</b>	<ul style="list-style-type: none"> <li>• Central Lake Ontario CA</li> </ul>	<ul style="list-style-type: none"> <li>• Toronto and Region CA</li> </ul>
<b>Eastern Lake Erie Regional Conservation Authority</b>	<ul style="list-style-type: none"> <li>• Catfish Creek CA</li> <li>• Grand River CA</li> </ul>	<ul style="list-style-type: none"> <li>• Kettle Creek CA</li> <li>• Long Point Region CA</li> </ul>
<b>Eastern Lake Ontario Regional Conservation Authority</b>	<ul style="list-style-type: none"> <li>• Cataraqui Region CA</li> <li>• Crowe Valley CA</li> <li>• Ganaraska Region CA</li> <li>• Kawartha Region CA</li> </ul>	<ul style="list-style-type: none"> <li>• Lower Trent RegionCA</li> <li>• Otonabee Region CA</li> <li>• Quinte Region CA</li> </ul>
<b>Lake Huron Regional Conservation Authority</b>	<ul style="list-style-type: none"> <li>• Ausable Bayfield CA</li> <li>• Grey Sauble CA</li> <li>• Lake Simcoe Region CA</li> </ul>	<ul style="list-style-type: none"> <li>• Maitland Valley CA</li> <li>• Nottawasaga Valley CA</li> <li>• Saugeen Valley CA</li> </ul>
<b>Northeastern Ontario Regional Conservation Authority</b>	<ul style="list-style-type: none"> <li>• Mattagami Region CA</li> <li>• Nickel District CA</li> </ul>	<ul style="list-style-type: none"> <li>• North Bay Mattawa CA</li> <li>• Sault Ste. Marie Region CA</li> </ul>
<b>Northwestern Ontario Regional Conservation Authority</b>	<ul style="list-style-type: none"> <li>• Lakehead Region CA</li> </ul>	
<b>St. Lawrence River Regional Conservation Authority</b>	<ul style="list-style-type: none"> <li>• Mississippi Valley CA</li> <li>• Raisin Region CA</li> </ul>	<ul style="list-style-type: none"> <li>• Rideau Valley CA</li> <li>• South Nation River CA</li> </ul>
<b>Western Lake Erie Regional Conservation Authority</b>	<ul style="list-style-type: none"> <li>• Essex Region CA</li> <li>• Lower Thames Valley CA</li> </ul>	<ul style="list-style-type: none"> <li>• St. Clair Region CA</li> <li>• Upper Thames River CA</li> </ul>
<b>Western Lake Ontario Regional Conservation Authority</b>	<ul style="list-style-type: none"> <li>• Credit Valley CA</li> <li>• Halton Region CA</li> </ul>	<ul style="list-style-type: none"> <li>• Hamilton Region CA</li> <li>• Niagara Peninsula CA</li> </ul>

## 7. Regional CA Governance

- Consistent with previous commitments and feedback heard, regional CAs will continue to be municipally governed organizations.
- Under our plan, participating municipalities that are responsible for appointing members (i.e. “the board”) and for paying CA levies would be at the upper-tier (i.e., regional municipalities and counties) and single-tier levels (e.g. cities, towns etc.) This change would mean that lower-tier municipalities (e.g. towns and townships, etc.) within a county would no longer be participating municipalities, as is currently the case where there is a county as the upper-tier municipality.
- Rules for how members are to be selected would be set out in regulation based on each participating municipality's percentage of the population in the regional CA's jurisdiction . Small municipalities are ensured representation by requiring that each participating municipality appoint at least one member. Rules for the number of members may also include:
  - Capping the total number of members on a CA board.
  - Limiting any one municipality's number of members (e.g., to 5) to ensure balanced representation.
- Following the municipal elections on October 26, 2026, newly-elected upper tier municipal councils would select the first members (i.e., “board”) for the new regional CAs prior to the targeted amalgamation date.

## 7. Regional CA Governance: CAs and municipalities

Regional consolidation of CAs would result in a reduction in the number of municipalities that belong to multiple CAs. This would empower Ontario's CAs in delivering more consistent, more efficient, and more cost-effective outcomes for the communities they serve.

	<b>Current State</b> Regions, single-tier, lower-tier	<b>Consolidated</b> Regions, counties, single-tier	<b>% Change</b>
<b>Number of CAs</b>	36	9	75.0%
<b>Municipalities part of 1 CA</b>	126	57	54.8%
<b>Municipalities part of <math>\geq 2</math> CAs</b>	60	16	73.3%
<b>Municipalities part of <math>\geq 3</math> CAs</b>	19	4	78.9%
<b>Municipalities part of <math>\geq 4</math> CAs</b>	3	1	66.7%
<b>Municipalities part of <math>\geq 5</math> CAs</b>	2	0	100%

- Note: Municipalities and associated numbers represent 'participating municipalities' for CAs both in the current state and once consolidated. There is no change in the total number of municipalities that are within a CA's jurisdiction.

## 7. Regional CA Governance: Watershed Councils

### Watershed Councils

- In response to feedback that emphasized the need for regional CAs to continue to rely on the deep local expertise, knowledge, and relationships built, the province plans to mandate that regional CAs create one or more local Watershed Councils to ensure watershed management continues to be informed by local knowledge and input.
- Watershed Councils would assist the CA in identifying local priorities for programs and services to ensure that local interests are considered as part the board's decision-making process.
- Specific requirements for membership composition of Watershed Councils may be set out in regulation (e.g., Indigenous representatives to enable considering Indigenous knowledge, as well as agriculture and development representation to consider other local watershed perspectives),

## 8. Transition process

### Statutory Amalgamation

- With the proposed statutory amalgamation that would create the regional CAs, on the transition date, the former CAs would be amalgamated creating the regional CA ,and legal continuation is provided for:
  - All assets and liabilities of the predecessor CAs
  - All rights and obligations of the predecessor CAs
  - All partnerships, agreements and funding obligations of the predecessor CAs
  - Employees of the predecessor CAs (all rights, duties and liabilities)
  - Permit applications made before the transition date
  - Any hearings underway or hearing requests
- In other words, after the consolidation date, the new Regional CAs would replace the former CAs as legal entities. This approach is intended to avoid disruptions to existing partnerships and agreements with municipalities, Indigenous communities, or others.
- The amalgamation of the predecessor CAs in the new regional CAs would be governed by the *Public Sector Labour Relations Transition Act*, which sets out a clear, structured and neutral framework for dealing with labour relations issues following restructuring of public sector organizations (e.g. the need to rationalize bargaining units).



## 8. Transition process

To ensure service continuity and limit disruptions, and as informed by consultation feedback, under our plan OPCA will coordinate consolidation by establishing a transition committee and providing resources, tools and guidance to support transition efforts for each regional CA being consolidated.

### Transition committees

- Transition committees for each regional CA would prepare for the amalgamation of the predecessor CAs into the new regional CA. Each predecessor CA will appoint one municipally elected member and its CAO or GM (or an alternate if they are not available) to the Transition Committee.
- OPCA will appoint a Project Executive to chair each Transition Committee and who would become the inaugural Chief Administrative Officer of the regional CA for up to 24 months.
- Committees would be dissolved following regional consolidation.

### Transition plans

- With guidance from OPCA—including a transition playbook with templates and best practices—Transition Committees would develop and implement transition plans to guide each new regional CA through an orderly, step-by-step integration of its predecessor CAs across key functions such as HR, finance, assets, and IT.

## 8. Transition process

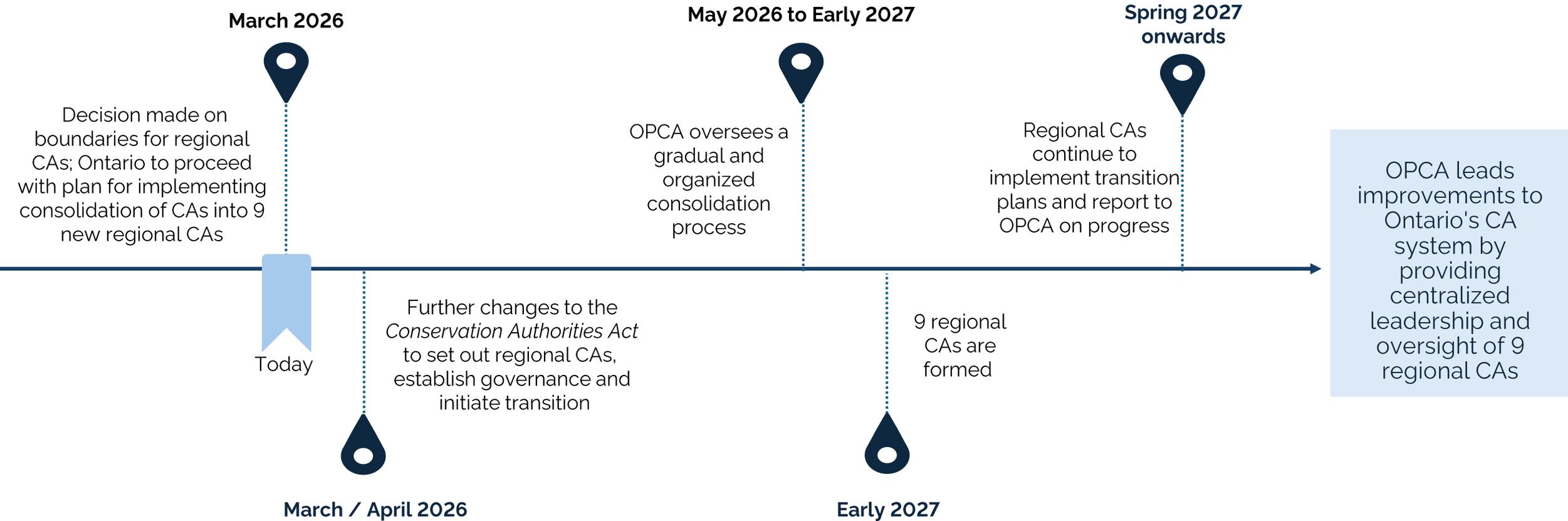
### Temporary guardrails

- Our plan includes that temporary guardrails would be applied to extraordinary financial, asset, or employment decisions to mitigate risk and ensure a stable transition to the new regional structure and mitigate risk
- The Minister would be enabled to issue temporary directions to support an orderly CA consolidation. This is not intended to disrupt regular CA business and operations.
- For example, this power could be used to temporarily halt activities such as major land dispositions, significant procurements or material changes to management or organizational structures without review and authorization by the Agency or the Transition Committee.

### 2027 CA Budgets

- The minister would also be able to issue directions to manage the 2027 budget process for the 36 predecessor CAs, which could be used to provide clarity around timelines (e.g., direct that CA budgeting be completed by December 31, 2026 and levies be issued to the current participating municipalities).

# 8. Transition process: Timeline



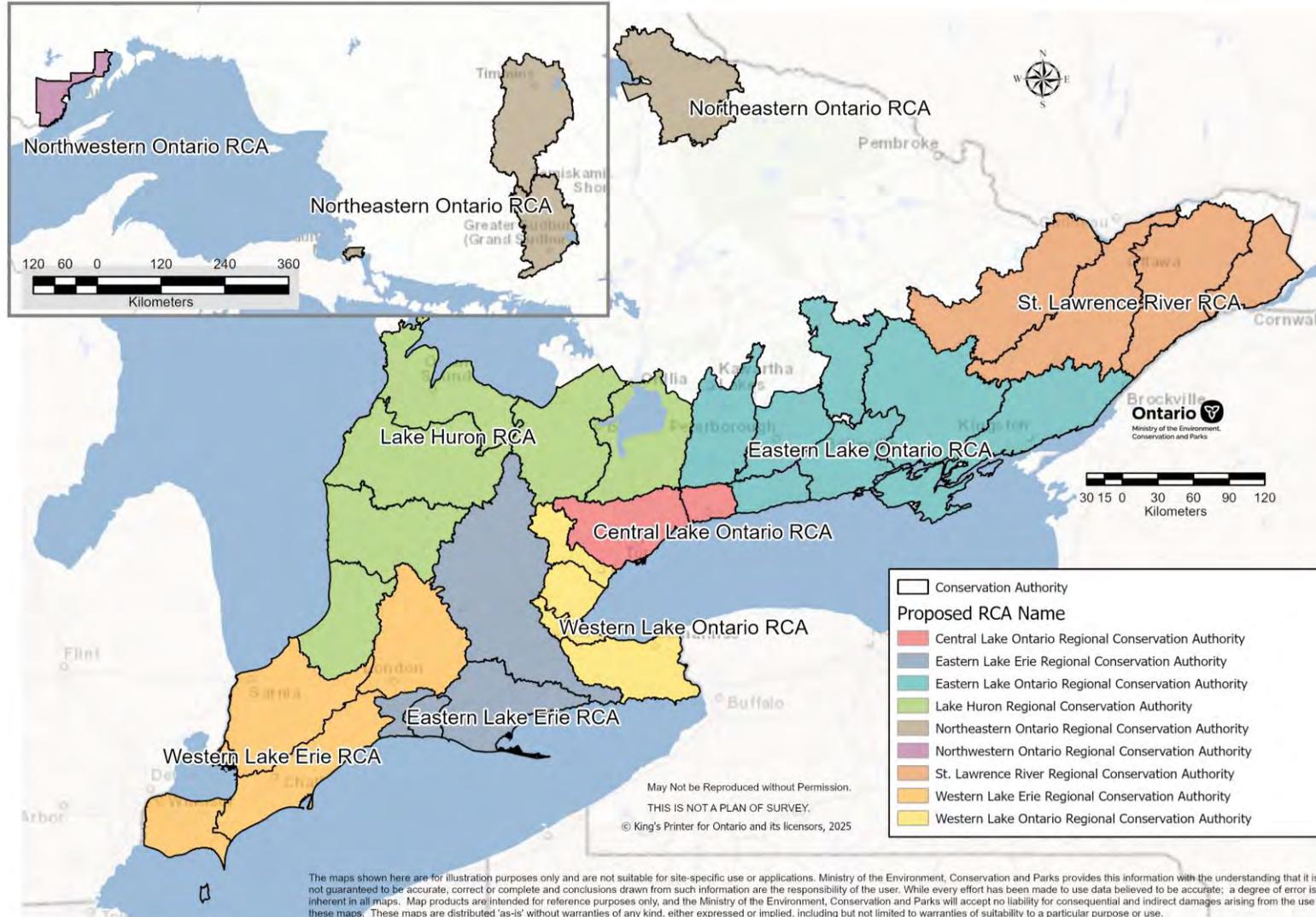
## 9. Next Steps

- In the coming weeks and months, the provincial government plans to:
  - Propose further amendments to the *Conservation Authorities Act* (CAA) that, if passed, sets out the provincially led amalgamation of the 36 existing conservation authorities to create 9 regional CAs, including transitional governance and activities to be coordinated by the OPCA .
  - Invite you to technical briefings to provide further information on the next steps in the planned transition process.
  - Engage with CAs, municipalities, Indigenous communities and other interested partners to provide updates about the government's plans and consolidation.
  - Support the OPCA to coordinate transition planning for consolidation to take effect early 2027, with minimal disruptions/interruptions to CAs' services and staffing.
- The Office of the Chief Conservation Executive would lead CA transition activities as OPCA becomes fully operational. For questions regarding the plans for consolidation, please contact [CCEO@ontario.ca](mailto:CCEO@ontario.ca).
- If you have questions about the planned legislative amendments and day-to-day CA business, please reach out to MECP staff via [ca.office@ontario.ca](mailto:ca.office@ontario.ca).

## 10. Summary

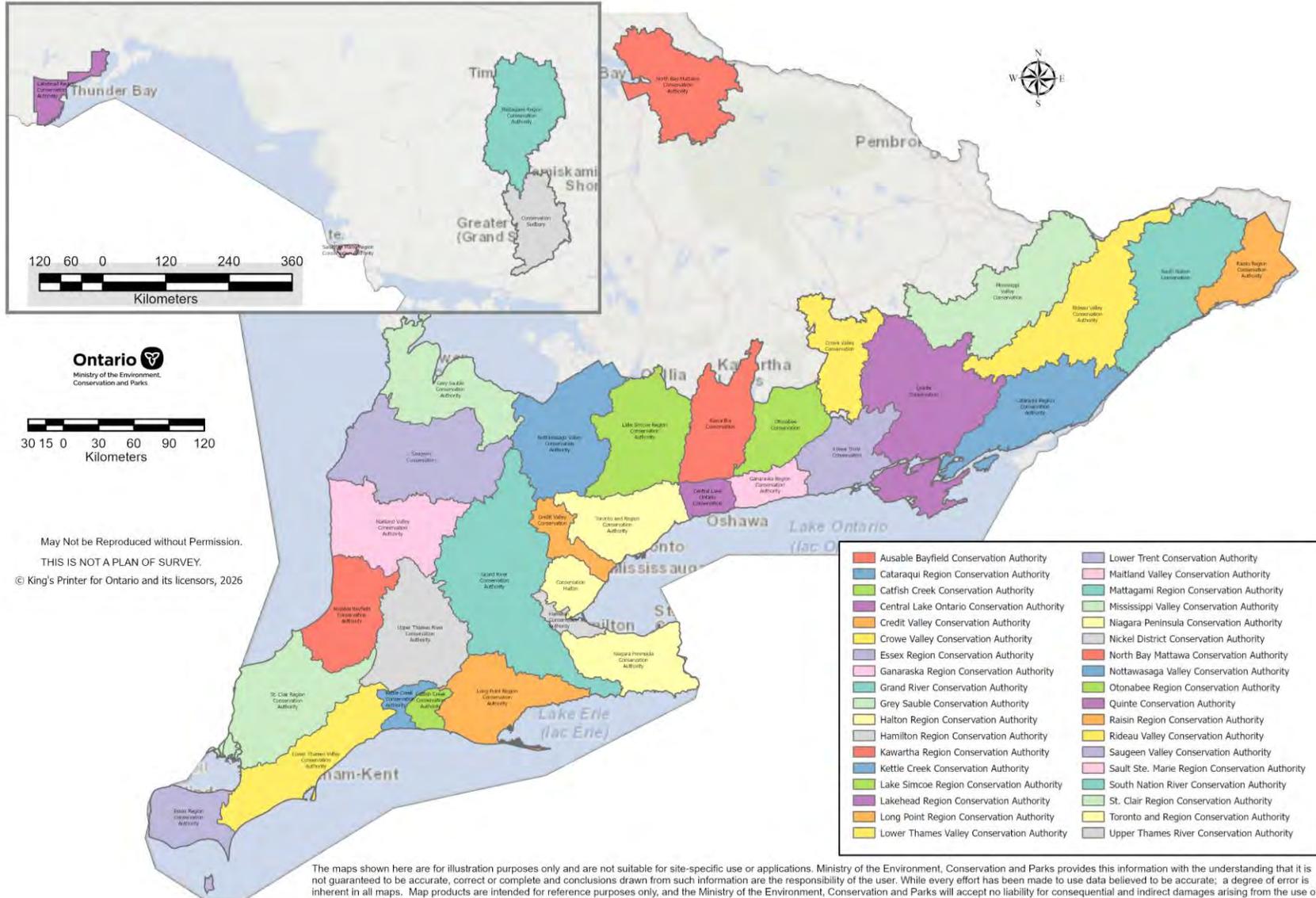
- Ontario's current CA system is fragmented, with inconsistent standards and timelines across 36 individual CAs that can slow down development approvals and risks hampering CAs' abilities to protect their communities from floods and other natural hazards.
- Since announcing our plan in fall 2025, we have consulted extensively. We listened and used this feedback to strengthen our plan, and we are now ready to move forward with plans to introduce amendments to the CAA that would set out and enable the consolidation of Ontario's 36 CAs to create 9 consolidation of Ontario's 36 CAs to create 9 new regional CAs, targeted to take effect in early 2027.
- With centralized leadership and independent oversight of CAs by the new Ontario Provincial Conservation Agency, Ontario's CA system will provide streamlined, consistent, and improved service delivery without any reduction in environmental standards. These changes will better position CAs to support needed housing and infrastructure projects more efficiently while continuing to protect communities from flooding and other natural hazards, fulfilling provincially mandated programs such as drinking water source protection under the *Clean Water Act*, and managing CA-owned lands and recreational trails so that Ontarians have access to local natural areas and outdoor activities.

# Appendix: Boundaries for Ontario's 9 new regional CAs\*



\*Plan is for this to take effect in early 2027, subject to amendments being proposed to the *Conservation Authorities Act*

# Appendix: Ontario's Current 36 CAs



The maps shown here are for illustration purposes only and are not suitable for site-specific use or applications. Ministry of the Environment, Conservation and Parks provides this information with the understanding that it is not guaranteed to be accurate, correct or complete and conclusions drawn from such information are the responsibility of the user. While every effort has been made to use data believed to be accurate, a degree of error is inherent in all maps. Map products are intended for reference purposes only, and the Ministry of the Environment, Conservation and Parks will accept no liability for consequential and indirect damages arising from the use of these maps. These maps are distributed 'as-is' without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability to a particular purpose or use.



**Office of the Executive Director**

**1525 Cornwall Road**

**Oakville ON**

**L6J 0B2**

[dan.cozzi@municipalengineers.on.ca](mailto:dan.cozzi@municipalengineers.on.ca)

**March 9, 2026**

**Attention: Municipal Clerk**

**Subject: Municipal Engineers Association 2026 Bursary Awards Program**

The Municipal Engineers Association (MEA) is pleased to advise that it will be offering its 2026 Bursary Program to assist students enrolling in the first year of an engineering program at the University level for the upcoming 2026/2027 academic year. This is the 19<sup>th</sup> consecutive year the MEA will be awarding bursaries to prospective engineering students. Since the inception of the program, the MEA has awarded over \$216,000 to children/dependents of municipal employees and elected councillors. Up to ten (10) awards will be provided this year; the two (2) highest scoring applications will receive the *John Hammer Memorial Bursary* and the *William Robinson Memorial Bursary* valued at \$2,000 each; the balance valued at \$1,500 each.

The MEA is a non-profit association representing the interests of over 1,300 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field. The MEA values the contribution of all municipal employees, is committed to the technical excellence of our future municipal engineers, is sensitive to serving the community and the need for effective communication skills.

Please find attached the following items:

1. Eligibility and Selection Criteria
2. 2026 MEA Bursary Application form (applications can also be done online).
3. Bursary Notice Flyer (1 page) that can be used to assist you in publicizing this year's bursary at your municipality.

The above items are also available for download at [www.municipalengineers.on.ca/bursary](http://www.municipalengineers.on.ca/bursary).

We respectfully request that the Clerk's office make reasonable efforts to notify your municipal employees about the availability of the MEA's 2026 Bursary Program including the selection criteria, application process and this year's deadline (midnight May 15, 2026).

We appreciate the opportunity to work with the children/dependents of municipal employees to contribute to their academic studies to become engineers. If you require any additional information or have any questions, please feel free to contact the undersigned.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Dan Cozzi', is written over a horizontal line.

D.M. (Dan) Cozzi, P. Eng.  
Executive Director  
Municipal Engineers Association



1525 Cornwall Road, Unit 22  
Oakville, ON L6J 0B2  
Tel: (289) 291-6472  
admin@municipalengineers.on.ca

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## 2026 MEA Bursary Awards Program

A. Purpose

B. Eligibility

C. Application Requirements

D. Selection Committee and Awards Criteria

E. Photos and Communications

## A. Purpose

The MEA Bursary Program provides financial assistance to encourage secondary school students to pursue a career in engineering. Up to ten (10) bursaries will be awarded to students enrolling into an Engineering Program at the University level. The two (s) highest scoring applications will receive the:

- *John Hammer Memorial Bursary* valued at \$2,000; and,
- *William Robinson Memorial Bursary* valued at \$2,000.

The balance of the bursaries are valued at \$1,500 each.

## B. Eligibility

- The MEA Bursary Program is open to all children and/or dependents of current, full-time, municipal employees and elected municipal Councillors in Ontario.
- Full-time “part-time” employees who work at least 24 hours per week for a municipality are also eligible (must qualify for OMERS pension and benefits), and have enrolled into an Engineering Program at the University level.
- Must be an Ontario resident and Canadian citizen.
- Student must be in the process of completing a secondary school program in Ontario and be eligible for graduation in the year of application.
- Student must have been accepted and commit to entering an undergraduate engineering program (1<sup>st</sup> year) at a Canadian University as a full-time student for the 2026/2027 academic year.
- Interest in, and contribution to, their community through active participation in extracurricular activities at their school and/or in civic organizations.
- The awards are non-renewable and non-transferable.

## C. Application Requirements

- Each application (attached) will include the following:
  - Name and signature of applicant
  - name(s) and signature(s) of parent/guardian and the name of the municipality where employed;
  - Applicant’s secondary school transcript;
  - Applicant’s resume that includes details of extracurricular activities and contributions to their community;
  - Demonstration of financial need;
  - 300-word explanation of why the applicant aspires to be an engineer;
  - 500-word essay on a topic of the applicant’s choice relating to municipal engineering or public works
- Each application must include a copy of the University Admission Offer Letters and/or any other supporting documents confirming enrolment/acceptance at an Ontario University (or equivalent) and their response to enter into an undergraduate engineering program as a full-time student (***if this is not available at the time of submission, the application can proceed, but it must be provided prior to actual award of the MEA bursary cheque.***)
- Applicants are encouraged to submit an online application at [www.municipalengineers.on.ca](http://www.municipalengineers.on.ca). Alternatively, applications may be submitted in PDF format and emailed to [admin@municipalengineers.on.ca](mailto:admin@municipalengineers.on.ca).
- Submission deadlines for all applications will be midnight on **May 15, 2026**.

#### **D. Selection Committee and Awards Criteria**

- All bursary applications will be reviewed/judged by the Municipal Engineers Association through its Bursary Committee and will be assessed/scored/ranked as follows:
  - Complete Application: 15 Points
  - Demonstrated Financial Need: 10 Points
  - Extra-curricular activities (sports/volunteerism, helping others): 15 Points
  - Why They Aspire to be an Engineer: 25 Points
  - Essay Component (creativity, logical, grammar/spelling): 20 Points
  - Overall Quality of Application: 15 Points
- As many as 10 applications will be awarded bursaries.
- The 2 highest ranked applications will be awarded the ***John Hammer Memorial Bursary and William Robinson Memorial Bursary*** valued at \$2,000 each
- the balance of awards will be for \$1,500 each.
- All decisions of the Bursary Committee are final - only those receiving a bursary award will be notified.
- The monetary awards (cheques) will be forwarded to successful applicants upon the completion of the judging and only after the receipt of university confirmation of acceptance and evidence of student commitment to enter a university engineering program.

#### **E. Consent for Photo & Communications:**

- Each Bursary winner will be required to provide the MEA with a photo holding the cheque.
- Each Bursary winner consents to:
  - their photo being posted on the MEA's website and used in other communications by the MEA.
  - MEA contacting the municipal council where the parent/guardian is employed notifying them of the award.



1525 Cornwall Road, Unit 22  
 Oakville, ON L6J 0B2  
 Tel: (289) 291-6472  
 info@municipalengineers.on.ca

## 2026 MEA BURSARY APPLICATION FORM

### 1. Contact Information

Student Name	
Home Address/Telephone/E-mail	
Parent/Guardian Name	
Parent/Guardian' Municipal Employer & Job Title	
Parent/Guardian's Municipal Business Address/Telephone/E-mail	

### 2. Education

Please provide us with a copy of secondary school transcript and volunteer hours form.

Letters of reference are welcome.

Post-Secondary Schools applied for	
Engineering Program applied for	

### 3. Why have you selected an Engineering Program?

Tell us about your interest in the selected education program and why you would like to be an engineer (300-words)

### 4. Special Interests

Summarize any special interests you have acquired from employment, volunteer work, or through other activities, including hobbies or sports.

## **5. Why should you receive this Bursary?**

Summarize your interest in this bursary. Demonstrate financial need.

## **6. Essay Submission**

Please indicate your essay topic and attach a copy of your essay to this Application (500-words).

## **7. Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted for this bursary, any false statements, omissions, or other misrepresentations made by me on this application may result in withdrawal of the bursary.

Student Name (printed)	
Applicant Signature / Date	
Parent/Guardian Signature / Date	

**NOTE:** If you have any questions, please contact: [admin@municipalengineers.on.ca](mailto:admin@municipalengineers.on.ca)



1525 Cornwall Road  
Oakville ON  
L6J 0B2

[admin@municipalengineers.on.ca](mailto:admin@municipalengineers.on.ca)

## 2026 MEA BURSARY PROGRAM

The Municipal Engineers Association (MEA) is a non-profit association representing the interests of over 1,300 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field. The MEA values the contribution of all municipal employees, is committed to the technical excellence of our future municipal engineers, the need for effective communication skills and is sensitive to serving communities. This is the 19<sup>th</sup> consecutive year the MEA is offering bursaries to engineering students.

**Up to ten (10) bursaries will be awarded to children/dependents of municipal employees and elected councillors entering the 1<sup>st</sup> year of a university engineering program for the 2026/2027 academic year. The two (2) highest scoring application will receive the *John Hammer Memorial Bursary* and the *William Robinson Memorial Bursary* valued at \$2,000 each; the balance of the bursaries are valued at \$1,500 each.**

**Candidates must complete an application to the MEA. Please visit [www.municipalengineers.on.ca/bursary](http://www.municipalengineers.on.ca/bursary) for further details. The application deadline is midnight, May 15, 2026.**

### Eligibility

- Candidates must be in their final year of a secondary school program.
- Candidates must have been granted conditional acceptance at a Canadian University in an engineering program (1<sup>st</sup> year) and will be required to show proof of entering that program.
- Interest in, and contribution to, their community through active participation in extra-curricular activities on campus and/or in civic organizations.
- As part of the application, the Municipal Engineers Association requires the student to submit a 300-word explanation on why they wish to become an engineer and a 500-word essay on an engineering-related topic.
- All applicants must be children and/or dependents of current, full-time municipal employees or elected municipal councillors in Ontario. Full time “part time” employees, who work at least 24 hours per week, are also eligible if they qualify for OMERS pension and benefits.

March 9, 2026

Dear Head of Council, Members of Council, and Municipal Staff,

**RE: 2026 Ontario Small Urban Municipalities (OSUM) Conference, Trade Show and Executive Committee Nominations**

The 70th Ontario Small Urban Municipalities (OSUM) Annual Conference and Trade Show will be held in the Town of Parry Sound, Ontario, from April 29, 2026 to May 1, 2026. We look forward to welcoming members for an opportunity to connect, share ideas, and engage on issues important to small urban municipalities across Ontario.

OSUM is the small urban voice of the province. It is an integral part of the Association of Municipalities of Ontario (AMO) and includes a number of Board Members who serve on the AMO Board of Directors. OSUM provides an important forum for elected and appointed municipal officials to exchange information and examine pressing and emerging issues facing small urban communities. OSUM is the vehicle by which matters of common interest can be addressed through collective action to improve local government service across Ontario.

Nominations for the OSUM Executive Committee are now open. Please find the enclosed nomination form, which must be submitted to the undersigned no later than 4:00 p.m. on April 10, 2026.

Registration and accommodation information for the 2026 OSUM Conference in Parry Sound will be available here: [www.osum.ca](http://www.osum.ca).

Yours truly,



Larry J. McCabe  
Administrative Officer  
Ontario Small Urban Municipalities  
153 Bethune Crescent  
Goderich, ON N7A 4M2  
[larryjmccabe@gmail.com](mailto:larryjmccabe@gmail.com)  
Cell: (519) 525-8122

**From:** Regional.Clerk <[regional.clerk@york.ca](mailto:regional.clerk@york.ca)>

**Sent:** Friday, March 6, 2026 8:05 AM

**Subject:** Regional Council Decision - Proposed Motion from Mayor Lovatt

On February 26, 2026 Regional Council adopted the following motion:

**Whereas** the Province of Ontario has implemented the Blue Box Extended Producer Responsibility (EPR) framework, transferring responsibility for municipal recycling to producer responsibility organizations and their contractors, including Circular Materials Ontario;

**And Whereas** Circular Materials Ontario has engaged multiple private collection contractors to deliver recycling services to municipalities across Ontario, including those within the Regional Municipality of York;

**And Whereas** municipalities throughout Ontario are experiencing inconsistent recycling collection service levels under the new EPR model, including differences in collection frequency, missed collections, accepted materials, cart provision, contamination management, customer service response times, and contractor accountability;

**And Whereas** residents in some municipalities are receiving reduced or inferior recycling collection services compared to others, despite participating in the same provincial Blue Box program;

**And Whereas** these service level inequities have resulted in increased resident complaints, confusion, reduced participation in recycling programs, and declining public confidence in Ontario's recycling system;

**And Whereas** upper- and lower-tier municipalities, including York Region, no longer have direct operational control over Blue Box recycling collection, yet continue to experience the impacts of service disruptions and resident dissatisfaction;

**And Whereas** the intent of Extended Producer Responsibility was to improve environmental outcomes, efficiency, and accountability, not to create unequal treatment of Ontario residents based on municipal boundaries;

**And Whereas** access to reliable and effective recycling collection is an essential public service and should be fair, consistent, and equitable for all residents of Ontario, regardless of where they live;

**Therefore Be It Resolved That** the Council of The Regional Municipality of York calls upon the Province of Ontario to intervene to ensure that Circular Materials Ontario and its contractors provide fair, consistent, and equitable recycling collection service levels across all municipalities in Ontario;

**And That** the Province be requested to establish, enforce, and publicly report on consistent province-wide service standards for Blue Box recycling, including collection frequency, missed-collection recovery, accepted materials, cart provision, customer service response times, and contractor performance;

**And That** the Province require Circular Materials Ontario to promptly address collection service level inequities and performance gaps between municipalities, including those impacting York Region;

**And That** this resolution be circulated to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, all Ontario Members of Provincial Parliament, the Association of Municipalities of Ontario (AMO), and Circular Materials Ontario and all Mayors of Ontario

Regards,

**Christopher Raynor (he/him)** | Regional Clerk, Regional Clerk's Office, Corporate Services Department

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The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1  
O: 1-877-464-9675 ext. 71300 | [christopher.raynor@york.ca](mailto:christopher.raynor@york.ca) | [york.ca](http://york.ca)

Our Mission: **Working together to serve our thriving communities – today and tomorrow**

Town of Whitby  
575 Rossland Road East,  
Whitby, ON L1N 2M8  
905.430.4300  
whitby.ca



March 13, 2026

Via Email

The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

Re: Request for a Comprehensive Review of the Provincial-Municipal Fiscal Framework

Please be advised that at its meeting held on March 9, 2026, the Council of the Town of Whitby adopted the following as Resolution # 41-26:

Whereas current provincial–municipal fiscal arrangements are undermining the Town of Whitby’s economic prosperity and the quality of life of its residents;  
Whereas nearly one third of all municipal spending in Ontario is directed toward services in areas of provincial responsibility, with expenditures outpacing provincial contributions by approximately \$4 billion annually;

Whereas the Association of Municipalities of Ontario (AMO) has emphasized that the ongoing requirement for municipalities to fund provincial responsibilities—such as social housing, health related capital obligations, and social services—results in at least \$1.5 billion annually in net municipal expenditures for social housing alone, a problem unique to Ontario;

Whereas municipalities are further required to contribute 10% of capital funding for new provincial hospitals, diverting local revenue away from essential municipal infrastructure;

Whereas municipal revenue sources, primarily property taxes, do not grow at the same rate as the economy or inflation, yet municipalities—including the Town of Whitby—are responsible for managing major growth related infrastructure such as roads, transit, water, sewer, fire, and parks;

Whereas only 34 cents of every residential property tax dollar collected in Whitby remains with the Town, while 55 cents flows to the Region of Durham and 11 cents to school boards;

Whereas AMO has highlighted that provincial housing related revenues—including \$5.8 billion in Land Transfer Tax revenues in 2021/22, which exceeded the provincial budget plan by \$2 billion, as well as billions in HST revenue from new home construction—are not currently shared with municipalities, despite being generated by housing activity that requires significant local infrastructure investment;

Whereas AMO has stated that allocating a portion of these housing related provincial revenues to municipalities would provide a predictable, growth linked revenue stream necessary to support housing targets and the expansion of critical public infrastructure;

Whereas AMO has cautioned that proposals to reduce or limit development charges shift costs away from growth and onto existing property taxpayers, threatening the ability of municipalities to finance essential infrastructure, given that most municipal reserves are already allocated to specific projects or required for responsible asset management practices; and,

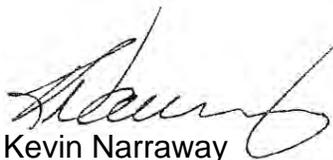
Whereas municipal staff have already identified \$2.5 million in expenditure reductions for 2026 and continue to identify efficiencies through the ongoing 2026 Core Services Review.

Therefore, be it resolved that:

1. The Council of the Town of Whitby once again calls upon the Province of Ontario to work collaboratively with the Association of Municipalities of Ontario (AMO) and Ontario Big City Mayors (OBCM) to undertake a comprehensive Social and Economic Prosperity Review to modernize and realign the provincial–municipal fiscal framework, ensuring that municipal revenues are aligned with the actual costs of today’s service delivery and growth;
2. The Town of Whitby requests that this review specifically address the \$4 billion annual gap where municipal property taxes are currently used to fund provincial responsibilities, including social housing, health, and transit, and further evaluate:
  - the \$1.5 billion annual municipal burden created by the provincial download of social housing costs;
  - the requirement for municipalities to fund 10% of provincial hospital capital projects; and,
  - the opportunity to allocate a portion of provincial Land Transfer Tax and HST revenues generated by housing activity to municipal infrastructure supporting growth.

3. The Province be urged to establish a predictable, housing linked revenue stream for municipalities that reflects the economic, social, and infrastructure demands associated with growth, including addressing the financial impacts of changes to development charges; and,
4. A copy of this resolution be forwarded to:
  - The Honourable Doug Ford, Premier of Ontario
  - The Honourable Sylvia Jones, Deputy Premier and Minister of Health;
  - The Honourable Peter Bethlenfalvy, Minister of Finance;
  - The Honourable Rob Flack, Minister of Municipal Affairs and Housing
  - The Honourable Kinga Surma, Minister of Infrastructure;
  - The Honourable Michael Parsa, Minister of Children, Community and Social Services;
  - Lorne Coe, MPP (Whitby);
  - The Region of Durham;
  - The Association of Municipalities of Ontario (AMO);
  - The Federation of Canadian Municipalities (FCM); and,
  - All Ontario Municipalities.

Should you require further information, please do not hesitate to contact the Office of the Town Clerk at 905.430.4300.



Kevin Narraway  
Sr. Manager of Legislative Services/Deputy Clerk  
[clerk@whitby.ca](mailto:clerk@whitby.ca)

Copy: C. Harris, Director of Legislative Services/Town Clerk - [clerk@whitby.ca](mailto:clerk@whitby.ca)  
F. Wong, Commissioner of Financial Services/Treasurer - [wongf@whitby.ca](mailto:wongf@whitby.ca)

The Honourable Sylvia Jones, Deputy Premier and Minister of Health -  
[Sylvia.Jones@ontario.ca](mailto:Sylvia.Jones@ontario.ca)

The Honourable Peter Bethlenfalvy, Minister of Finance - [minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

The Honourable Rob Flack, Minister of Municipal Affairs and Housing -  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

The Honourable Kinga Surma, Minister of Infrastructure -  
[Minister.MOI@ontario.ca](mailto:Minister.MOI@ontario.ca)

The Honourable Michael Parsa, Minister of Children, Community and Social  
Services - [MinisterMCCSS@ontario.ca](mailto:MinisterMCCSS@ontario.ca)

Lorne Coe, MPP (Whitby) - [lorne.coe@pc.ola.org](mailto:lorne.coe@pc.ola.org)

Alexander Harras, Regional Clerk, The Regional Municipality of Durham -  
[clerks@durham.ca](mailto:clerks@durham.ca)

Lindsay Jones, Executive Director, Association of Municipalities of Ontario  
(AMO) - [ljones@amo.on.ca](mailto:ljones@amo.on.ca)

The Federation of Canadian Municipalities (FCM) – [info@fcm.ca](mailto:info@fcm.ca)

All Ontario Municipalities

March 13, 2026

Please be advised that during the regular Council meeting of March 10, 2026 the following resolution regarding OPP - Sustainable Police Services Funding was carried.

**RESOLUTION NO.** 2026-111

**DATE:** **January 29, 2026**

**MOVED BY:** **Councillor Roberts**

**SECONDED BY:** **Councillor Hirsch**

**WHEREAS** Ontario municipalities are required to maintain a police service or detachment board; and

**WHEREAS** policing is a provincially legislated responsibility, yet municipalities are bearing the brunt of rising costs to implement provincial mandates;

**WHEREAS** the Association of Municipalities of Ontario (AMO) has asserted that the fiscal framework enabling municipalities provided critical policing and public safety services is broken, and AMO requests an urgent update of the provincial-municipal fiscal relationship;

**WHEREAS** double digit increases in municipal annual Ontario Provincial Police (OPP) budgets are unsustainable, especially as Ontario municipal police services tackle provincial responsibilities such as mental health, addictions, and homelessness challenges that place police resources under enormous financial strain;

**WHEREAS** municipalities across Ontario are experiencing increased police operating and capital costs directly related to new compliance and operational standards required under the Community Safety and Policing Act, 2019 (the Act);

**WHEREAS** the costs of other measures such as providing provincial court security are increasing and are not part of providing core, adequate and effective municipal policing; and

**WHEREAS** rural municipalities are especially negatively impacted by these developments;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the County of Prince Edward (Council) requests that the Province provide financial assistance to municipalities to offset all additional costs directly and demonstrably incurred as a result of compliance with the Act and not general increases to police budgets; and

**THAT** Council urges the Province of Ontario to expeditiously review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities, so that communities with changing populations and expanding service demands receive fair and sustainable provincial support; and

**THAT** this resolution of Council be forwarded to the Premier of Ontario, the Solicitor General of Ontario, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), Eastern Ontario Wardens' Caucus (EOWC), the Ontario Association of Police Services Boards (OAPSB), and all Ontario municipalities for endorsement.

**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Hirsch





# Rideau Lakes

1439 County Road 8, Delta, ON K0E 1G0  
T. 613.928.2251 | 1.800.928.2250 | F. 613.928.3097  
[rideaulakes.ca](http://rideaulakes.ca)

March 10, 2026

Dear Senator,

Re: Rideau Lakes Concerns re Alto High Speed Rail Project (Bill C-15 Budget)

We in Rideau Lakes Township are writing this letter because of major concerns about the Alto High Speed Rail Project (HSR), as well as a request to fully evaluate our concerns of Bill C-15 in relation to Alto HSR and expropriation of land.

The Alto HSR is lacking full and meaningful consultation of critical information for the early design and development phase. We recognize that having this information is important to the engineers in determining routes that minimize disruptions to the communities, residents, businesses, farmland, waterways, environment, and ecosystems that they pass through. What we have experienced is less than adequate information upon which to base our ability to conduct impact assessments involving our rural communities, agriculture, businesses, and countless heritage buildings and monuments. Alto's recently proposed Southern Ontario route included a 10 km wide corridor, and they provided high-level maps which are not useful in determining the impacts which more detailed route maps would give us and that are vital to our informed feedback. Without more information from Alto, this reduces our more local and valuable ability to provide critical information to Alto planners and engineers.

HSR will divide communities. There will be a major impact on our roadways for school buses, public transportation and emergency vehicles given the many closed roadways when fences are erected along the HSR route. This will increase mortality and morbidity as it will take longer to receive timely care. Farther to travel will also increase emissions and costs for plowing and road maintenance. Without more information from Alto, this reduces our local and valuable ability to provide critical information to Alto planners and engineers.

The Southern route would traverse the UNESCO recognized Frontenac Arch Biosphere Region, the ancestral lands of the Haudenosaunee (Kanien'kehá:ka) and Anishinaabeg (Algonquin); where a land bridge of the Canadian Shield connects the Algonquin and Laurentian Highlands to the Adirondack Mountains in the USA. Many animals use this migration route in both directions every year, and unless wildlife corridors are included in the ALTO plans, this would cut off their migration.

This does not begin to speak to the negative impact on tourism which is estimated in the order of \$30 million for the UNESCO Rideau Canal system from Ottawa to Kingston.

Another major concern is that the government proposes to grant Alto, as a Crown Corporation, the right to 3 methods of property expropriation! Until now the government itself held the right to a single method of property expropriation. This causes our residents varying degrees of stress ranging to mental anguish if their properties are affected and they will not get full current market value if they decided to sell. Under the new proposed legislation, they would be forced to sell to the Corporation! This is of particular concern to many potentially affected property owners who are in the business of farming and feeding our population.

Cost analysis to build the railway in the northern and southern routes has not been done. We have also been told that a route parallel to the St. Lawrence River and Lake Ontario is not viable. We do not have enough information to understand why this option is not viable.

Rideau Lakes Township is asking you, and your Senate colleagues, to undertake your considered review of our concerns that are being sent to you for First Reading. We hope that you will see that this portion of Bill-C15 (HSR and expropriation) is premature, given that there are many unanswered questions and important issues have not been adequately addressed in the information provided. There has been inadequate public consultation to move to the development stage of this generationally important Canadian transportation project affecting so many lives along whatever corridor may eventually be approved. Should the Senate determine that a delegation to a Senate committee be appropriate with a view to consolidating recommendations for changes that would go back to the House of Commons, we would be available to participate, of course upon invitation.

Thank you for your attention in this very important matter affecting all of us here and across Ontario! It would be very much appreciated if I could receive a response in order to brief my Council.

Yours respectfully,



Arie Hoogenboom  
Mayor, Rideau Lakes Township  
[mayor@rideaulakes.ca](mailto:mayor@rideaulakes.ca)  
613-323-0901

Cc: Prime Minister of Canada  
All Members of Parliament  
All Provincial Cabinet Ministers  
MPP Steve Clark  
The Federation of Canadian Municipalities  
The Association of Municipalities of Ontario  
All Ontario Municipalities



**Mark Sutcliffe**  
Mayor | Maire

207

**Office of the Mayor  
City of Ottawa**

110 Laurier Avenue West  
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Email: [Mark.Sutcliffe@ottawa.ca](mailto:Mark.Sutcliffe@ottawa.ca)

**Bureau du maire  
Ville d'Ottawa**

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Courriel : [Mark.Sutcliffe@ottawa.ca](mailto:Mark.Sutcliffe@ottawa.ca)

February 26th, 2026

The Honourable Michael Kerzner  
Solicitor General  
Ministry of the Solicitor General  
George Drew Building  
25 Grosvenor St. Toronto, ON M7A 1Y6  
[SOLGEN.Correspondence@ontario.ca](mailto:SOLGEN.Correspondence@ontario.ca)

By electronic submission

**Re: Proposed New Regulation under the Restricting Public Consumption of Illegal Substances Act**

Dear Solicitor General,

Please be advised that Ottawa City Council, at its meeting of February 25, 2026, considered and approved the following motion:

**MOTION**

Moved by / Motion de: Councillor S. Plante  
Seconded by / Appuyée par: Mayor M. Sutcliffe

**WHEREAS the *Restricting Public Consumption of Illegal Substances Act, 2025* (RPCISA) was brought into force on June 5, 2025; and**

**WHEREAS the Ministry of the Solicitor General (SOLGEN) is considering regulatory amendments to the RPCISA to prescribe special constables employed by authorized public transit agencies, including OCTranspo special constables for the purpose of the Act, thereby granting them the same enforcement powers as police officers, and is seeking public input on this proposal until March 1<sup>st</sup>; and**

**WHEREAS the City of Ottawa has invested significant resources to improve public safety in the downtown core and the ByWard Market; and**

**WHEREAS OC Transpo deploys on average approximately 4 special constables in the downtown daily, and 13 deployed across the city-wide transit network, who are already present in high-traffic transit environments, including stations, platforms, and bus stops throughout the downtown core and across the city; and**



**Mark Sutcliffe**  
Mayor | Maire

208

**Office of the Mayor  
City of Ottawa**

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Ottawa (Ontario) K1P 1J1  
Tél. : 613-580-2496  
Télec. : 613-580-2509  
Courriel : Mark.Sutcliffe@ottawa.ca

**WHEREAS public transit riders include workers, students, seniors, people with disabilities, youth, and low-income residents who rely on transit as their primary or only mode of transportation and require a safe environment at all times; and**

**WHEREAS restoring ridership is essential to the financial sustainability of Ottawa's public transit system, to achieving the City's climate and transportation goals, and to ensuring equitable access to employment, education, healthcare, and community services; and**

**WHEREAS enabling OTranspo special constables to enforce the RPCISA would allow for timely, proportionate, and location-specific interventions focused on transit spaces, while reducing reliance on police response for matters that occur primarily within the transit system; and**

**WHEREAS any extension of authority under the RPCISA would be accompanied by appropriate training and would operate alongside existing public health, outreach, and harm reduction services, recognizing that enforcement alone does not address substance use but that clear rules and safe public spaces remain necessary;**

**THEREFORE BE IT RESOLVED that the City of Ottawa endorse the proposed regulatory amendments under the *Restricting Public Consumption of Illegal Substances Act, 2025*; and**

**BE IT FURTHER RESOLVED that the Mayor write to the Solicitor General of Ontario in support of the proposal before March 1st, 2026; and**

**BE IT FURTHER RESOLVED that the Clerk share this motion with other Municipalities in Ontario, prior to March 1<sup>st</sup>, 2026; and,**

**BE IT FURTHER RESOLVED that the Mayor write the Solicitor General of Ontario to renew or extend the funding associated with the Ontario-Ottawa agreement.**

Should you have any questions in this regard, please do not hesitate to contact the undersigned.

Yours truly,

Mark Sutcliffe  
Mayor  
City of Ottawa

cc. All Ontario Municipalities  
Association of Municipalities of Ontario (AMO)



Regular Council Meeting Resolution Form

Date: February 17, 2026 No: RESOLUTION - 56-2026  
 Moved by Councillor Kevin Rosien Disposition: CARRIED  
 Seconded by Deputy Mayor Scott Brum Item No: 14.2

Description: Ontario Heritage Organization Development Grant Advocacy

**RESOLUTION:**

**WHEREAS** Ontario municipalities are legislated to preserve records of enduring and historical value, and community archives play a critical role in fulfilling this responsibility, particularly in rural and smaller municipalities; and

**WHEREAS** The Heritage Organization Development Grant (HODG) is the only provincial operating grant available to grassroots, non-profit heritage organizations, including community archives and historical societies across Ontario; and

**WHEREAS** The maximum annual HODG grant of \$1,545 per organization has remained effectively unchanged for more than 15 years, resulting in a significant erosion of its real value due to inflation, such that its current purchasing power is approximately two-thirds of what it was in 2010; and

**WHEREAS** Rising operating costs related to insurance, utilities, records preservation, digitization, accessibility, and volunteer coordination have increased financial pressure on heritage organizations, often requiring municipalities to absorb additional costs to ensure continuity of service; and

**WHEREAS** Strengthening HODG would represent a modest but high-impact provincial investment that would help stabilize community archives, reduce pressure on municipal budgets, and safeguard Ontario's public records and local heritage for future generations;

**NOW THEREFORE BE IT RESOLVED THAT** Council formally support a review and modernization of the Heritage Organization Development Grant, including restoring its real purchasing power through inflationary adjustment and exploring options for increased or multi-year operating stability; and

**BE IT FURTHER RESOLVED THAT** This resolution be forwarded to the Minister of Tourism, Culture and Gaming, local Members of Provincial Parliament, AMO, and Ontario municipalities for consideration and support.

*[Signature]*  
 MAYOR

Recorded Vote Requested by: _____	Yea	Nay
Mayor Lori Hoddinott	_____	_____
Deputy Mayor Scott Brum	_____	_____
Councillor Kevin Rosien	_____	_____
Councillor Robert Campbell	_____	_____
Councillor Jill Campbell	_____	_____

Declaration of Pecuniary Interest: \_\_\_\_\_  
 Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote

**Agenda Number:** 14.b.  
**Resolution Number** 2026-RCM-077  
**Title:** Highway 11/17 Nation Building Improvements - Town of Joly  
**Date:** March 2, 2026

**Moved by:**

Rae Rachelle

**Seconded by:**

Dave

**WHEREAS** Canada's east-west trade and national mobility rely on the Trans-Canada Highway system, including Highways 17 and 11 across Northern and Eastern Ontario, which carry significant freight volumes but remain predominantly two-lane corridors;

**AND WHEREAS** to four-lane the entirety of Highway 17 is the ultimate goal of the communities along the corridor;

**AND WHEREAS** the proven "2+1" highway design, alternating passing lanes with a continuous median barrier, delivers safety outcomes comparable to full twinning at substantially lower cost, land, and environmental impact, and can be scaled or converted to four lanes (2+2) as volumes grow;

**AND WHEREAS** the Government of Ontario has announced a 2+1 pilot between North Bay and Temagami and a further extension toward Cochrane, creating a near-term implementation pathway;

**AND WHEREAS** modernizing Highways 17 and 11 will improve safety, reduce closures, strengthen supply-chain reliability for mining, forestry, agriculture, tourism and manufacturing, and enhance national resilience and emergency response capacity;

**AND WHEREAS** a phased 2+1 build - prioritizing Highway 11 (North Bay -+ Cochrane, then Cochrane -+ Nipigon) and key sections of Highway 17 (western border of County of Renfrew-+ Sudbury; Sault Ste. Marie--+ Sudbury; Thunder Bay--+ Kenora) - aligns with nation building criteria, supports economic reconciliation with indigenous partners, and enables integrated EV charging and low-carbon construction practices;

**AND WHEREAS** analysis summarized by the Federation of Northern Ontario Municipalities, (FONOM) demonstrates high freight demand on these routes and strong safety / economic rationale for a 2+1 program;

**BE IT THEREFORE RESOLVED THAT** the Council for the Corporation of the Municipality of Markstay-Warren formally endorses the adoption and phased implementation of a 2+1 highway program on Highways 17 and 11 as a nation-building project;

**AND BE IT FURTHER RESOLVED THAT** the Government of Canada be urged to designate this initiative as a project of national interest under the Building Canada Act and to partner with Ontario to co-fund and accelerate planning, design, procurement, and construction;

**AND BE IT FURTHER RESOLVED THAT** the Government of Ontario be urged to expand the announced pilot to a corridor-wide program, sequencing works according to readiness, safety benefit and economic importance;

**AND BE IT FURTHER RESOLVED THAT** the Government of Ontario prioritize these projects into the Ministry of Transportation's Major Projects Division;

**AND BE IT FURTHER RESOLVED THAT** both governments ensure early, ongoing, and capacity supported engagement with affected Indigenous Nations, with opportunities for Indigenous training,

contracting, and equity participation;

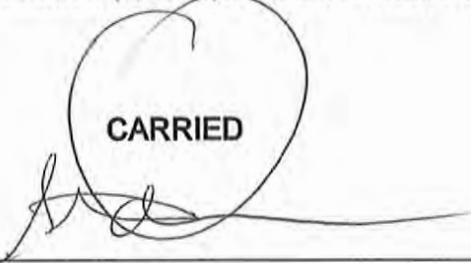
**AND BE IT FURTHER RESOLVED THAT** the program incorporate corridor-wide safety features (barrier-separated 2+1 cross-sections, controlled passing frequency, wildlife considerations), resilience measures (closure mitigation, climate adaptation), and clean-growth elements (EV charging readiness, recycled aggregates, lower-carbon materials);

**AND BE IT FURTHER RESOLVED THAT** this Resolution be sent to the Prime Minister of Canada, the Premier of Ontario, the Minister of Transport (Canada), the Minister of infrastructure (Canada), the Ontario Minister of Transportation, our local MP and MPP, Federation of Northern Ontario Municipalities (FONOM), Northwestern Ontario Municipal Association (NOMA), Association of Municipalities of Ontario (AMO), Federation of Canadian Municipalities (FCM), Rural Ontario Municipal Association (ROMA), Eastern Ontario Wardens'

**CARRIED**

**DEFERRED**

**DEFEATED**



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Mayor

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 26-18**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

**WHEREAS** Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

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

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on March 19, 2026 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 19<sup>th</sup> day of March, 2026.

**READ** a **THIRD** time and **FINALLY PASSED** this 19<sup>th</sup> day of March, 2026.

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Mayor, D. Giguère

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Clerk, A. Adams