
The Corporation of Norfolk County
Council-in-Committee Meeting

April 9, 2024

1:00 p.m.

Council Chambers

Norfolk County Administration Building

50 Colborne St. S., Simcoe ON

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Pages

1. Disclosure of Pecuniary Interest
2. Approval of Agenda/Changes to the Agenda

Recommendation:

That the agenda be approved as presented.

3. Early Closed Session
4. Consent

Recommendation:

That Consent items 4.1 to 4.5 be approved as presented

- 4.1 Information Memo - Lease Update 1084 Bay Street, Port Rowan - CS-24-049

15

Recommendation:

That the Information Memo regarding Update of Site Lease at 1084 Bay Street, Port Rowan be received as information.

- 4.2 Special Event 2024-09 - Port Dover Jeep Invasion - CS-24-060 17
Recommendation:
 THAT the Information Memo regarding the Special Event 2024-09 Port Dover Jeep Invasion Temporary Road Closure 2024 be received as information.
- 4.3 2023 Building Code Financial Statement, CS-24-056 20
Recommendation:
 That Report CS-24-056 2023 Building Code Financial Statement be received as information.
- 4.4 Public Requests – Speed Zone Reductions, EIS-24-024 24
Recommendation:
 That Report EIS 24-024 Public requests – Speed Zone Reductions be received as information; and
- That Norfolk County Council execute a by-law authorizing road staff to post a 60 km/h speed zone on Forestry Farm Road from 160 meters to 380 meters south of 10th Concession Road to 130 meters to 370 meters north of Charlotteville Road 8; and
- That Norfolk County Council execute a by-law authorizing road staff to post a 60 km/h speed zone on McDowell Road East from 700 meters west of Charlotteville West 1/4 Line 600 meters east of Charlotteville West 1/4 Line; and
- That Norfolk County Council execute a by-law authorizing road staff to post a 60 km/h speed zone on Concession 14 Townsend from 560 meters west of Cockshutt Road to 1060 meters west of Cockshutt Road; and
- That Norfolk County Council execute a by-law authorizing road staff to post a 60 km/h speed zone on Pinegrove Road from 350 meters north of Lynedoch Road to 350 meters south of Lynedoch Road; and
- Further That Norfolk County Council execute a by-law authorizing road staff to post a 60 km/h speed zone on Concession 11 Townsend from 900 meters east of Main Street Rockford to 400 meters west of Main Street Rockford.

4.5	2023 Parkland Reserve Fund Status, CS-24-055	37
	Recommendation:	
	That Report CS-24-055 2023 Parkland Reserve Fund Status be received as information.	
5.	Deputations	
5.1	Brooke Martin re: Norfolk Food Forest Update	42
	Recommendation:	
	That the Deputation by Brooke Martin regarding the Norfolk Food Forest be received as information.	
5.2	Brent Stefan re: Delhi Dog Park	43
	Recommendation:	
	That the Deputation by Brent Stefan regarding the Delhi Dog Park be received as information.	
5.3	Whitney Donaldson re: Daycare Centre	44
	Recommendation:	
	That the Deputation by Whitney Donaldson regarding the Daycare Centre be received as information.	
6.	Presentations	
6.1	Comprehensive Parking Study Presentation	45
	LEA Consulting - Chris Sidlar and Mackenzie Riffin	
7.	Communications	
8.	Staff Reports/Discussion Items	
8.1	Health and Social Services Division	

Recommendation:

THAT Staff Report HSS-24-012 HNHC Updated Regeneration Strategy be received as information.

AND FURTHER THAT Council prioritizes affordable housing and approves the Haldimand Norfolk Housing Corporation updated strategy for regeneration, including the sale of assets, renovation of assets, and new capital projects, to maintain and improve the provision of community housing in Norfolk County, as detailed in the report and presentation.

AND FURTHER THAT Council approves the General Manager of Health and Social Services, acting as the Consolidated Municipal Services Manager for housing and homeless prevention, to provide consent to the Haldimand Norfolk Housing Corporation to complete the following actions with regards to the HNHC Updated Regeneration Strategy:

1. Sale of current semi-detached homes in Delhi and/or Simcoe, to maximum of twenty-four (24) units between 2024-2028, to assist in funding the Delhi New Development and 219 Regent Redevelopment capital projects of mixed-income affordable housing.
2. Ministry of Municipal Affairs and Housing notification of such sales, and provision of reasoning for pause on current rent-geared-to-income (RGI) service level, in anticipation of expansion and portfolio enhancement.
3. Demolition of two (2) existing units on Gibraltar Street in Delhi, preparation of land, and initiation of capital project Delhi New Development engineering and RFP preparation in 2024. The cost of this portion of the project will be recovered from the HNHC sold unit reserve fund, as directed by the Council.
4. Initiation in 2025 of development process for Delhi New Development project to provide sixteen (16) units of community housing, including a minimum of ten (10) rent-geared-to-

income (RGI) units with capital construction targeting passive house standard.

5. Initiation of land preparation, engineering, and site planning for 219 Regent Redevelopment project in 2025-2027, funded from the Haldimand Norfolk Housing Corporation sold unit reserve fund, to ensure project is “shovel-ready” to access potential annual and/or one-time grant funding in the future.
6. Actively seek any/all available grants, subsidized funding pathways and explore listed cost mitigation strategies for the Delhi New Development and 219 Regent Redevelopment projects, to enhance any capital budget provisions from Norfolk County.

AND FURTHER THAT Norfolk County Council approves one of the proposed options for financing Phase One of the HNHC updated Regeneration Strategy, as written in the Delhi New Development Business Case, and explained in discussion below.

AND FURTHER THAT Norfolk County Council agrees to provide zoning bylaw amendment, committee of adjustment and site plan fees towards the affordable housing projects in Delhi and Port Dover, as an in-kind contribution to Haldimand Norfolk Housing Corporation.

AND FURTHER THAT Staff and Haldimand Norfolk Housing Corporation will return in early 2026 with a comprehensive follow-up report detailing the status of the Delhi New Development project, and with updated final costing and funding options for the 219 Regent Redevelopment project for Council approval.

8.2 Community Development Division

Recommendation:

That the following Community Grant Selection Committee recommendations for the 2024 Norfolk Community Grants be approved:

- Haldimand-Norfolk Reach (Child Nutrition Network) - \$3000
- South Coast Community Caring for Cancer - \$2500
- G.I.R.L.S Power Camp- \$5000
- Long Point Biosphere Reserve Foundation - \$3200
- The Simcoe Heritage Friendship Festival- \$3000
- PRIDE Haldimand Norfolk- \$5000
- Front Door Ministry – St. Paul’s Presbyterian Church - \$2300; and

Further that the minor update to Policy MC-05-Norfolk Community Grant Policy as attached to Report CD-24-036 be approved.

8.3 Environmental and Infrastructure Services Division

8.3.1 D7806 Mutual Agreement - Cedar Drive, Turkey Point - Draft - EIS-24-020

300

Recommendation:

That staff report EIS 24-020 Report for Authorization – D7806 Mutual Agreement Drain - Cedar Drive, Turkey Point be received as information; and

That Council provide authorization and direct the CAO to sign the Mutual Agreement Drain, as presented; and

Further That Council direct staff to Register the Mutual Drain Agreement on title to the participating lands, and to construct the Drain with cost recovery as outlined within the agreement.

8.3.2 Delhi High School Pedestrian Cross Over, EIS-24-027

311

Recommendation:

That Report EIS-24-027 Delhi High School Pedestrian Cross Over be received as information; and

That Staff be directed to initiate the procurement process for the Engineering, Design and Construction of a Mid-Block Pedestrian Signal as an upgrade to the existing Pedestrian Cross Over; and

Further that the Approved Capital Budget be amended to add an allocation of \$150,000 for the installation of the Mid-Block Pedestrian Signal in Delhi, to be funded from the New/Incremental Capital Reserve.

8.3.3 Drainage Act - Reports and Transitions, EIS-24-011

319

Recommendation:

That staff report EIS 24-011, *Drainage Act* Reports and Transitions, be received as information; and

That Council accept the engineers *Drainage Act* section 40 report for the Angling Road Drain and proceed with the necessary notifications and process to close the project; and

That Council accept the engineers Drainage Act section 40 report for the Nanticoke Creek Petition and proceed with the necessary notifications and process to close the project; and

That Council accept the engineers Drainage Act section 40 report for the McClung Drain and proceed with the necessary notifications and process to close the project; and

That Council accept the engineers transition letter for the Kozack Petition and appoint Ray Dobbin Engineering Limited under the *Drainage Act* Section 4 to examine the area requiring drainage and prepare a report; and

That Council accept the engineers transition letter for the Dewitt Drain and appoint Ray Dobbin Engineering Limited under the *Drainage Act* Section 4 and 78 to prepare the necessary report for the Drain; and

That Council accept the engineers transition letter for the VanLoon Drain and appoint Headway Engineering under the *Drainage Act* Section 4 and 78 in response to the petitions and needs for improvement to the drainage system; and

That Council accept the engineer's letter for the Grzech Drain and close the project; and

Further that after the appropriate appeal periods a levy by-law be adopted to collect applicable assessments.

- 8.3.4 EIS-24-019 - PF Potters Drain - Report to Hire - Request for Improvement 345

Recommendation:

That staff report EIS 24-019 Report to hire an Engineer under the Drainage Act, PF Potters Drain – Request for Improvement be received as information; and

That Council accept the Request for Improvements signed by various owners within the PF Potter Drainage Watershed; and

Further That Council appoints the firm of Spriet Associates Limited in accordance with Drainage Engineering Services Roster under Section 78 of the Drainage Act.

- 8.3.5 Long Point Causeway Road Improvement Project - EIS-24-023 363

Recommendation:

That the Information Memo regarding the Long Point Causeway Road Improvement Project (EIS-24-023) be received as information.

8.3.6	EIS-24-031 - Ellwanger Drain 1 and 7 - Report to Consider	371
	Recommendation: That the Information Memo regarding the Ellwanger Drains 1 and 7 – Report for Consideration be received as information.	
8.4	Operations Division	
8.4.1	Proposed Public Tree Maintenance By-law, OPS-23-026	429
	Recommendation: That Report OPS-23-026 regarding the proposed Public Tree Maintenance By-law be received as information; and That the proposed Public Tree Maintenance By-law included within this report be approved by Council.	
8.5	Corporate Services Division	
8.5.1	County Lands Review, CS-24-030	445
	Recommendation: That report CS-24-030, County Lands Review, be received for information; That the following actions be taken with respect to the next steps for each County-owned property:	
	<ul style="list-style-type: none"> A. Portion of 2070 Main St (Walsingham) - PROCEED with Geotechnical Report, zoning work and surplus disposition process B. 19 Kenneth Ave (Woodhouse) Roll #33705014900 - PROCEED with surplus disposition process C. 17 Kenneth Ave (Woodhouse) Roll #33705015200 - PROCEED with surplus disposition process D. Kenneth Ave (Woodhouse) Block A Roll #33705014700 - PROCEED with surplus disposition process E. Sovereign St (Delhi) Roll #49200625500 - PROCEED with surplus disposition process 	

- F. Sovereign St (Delhi) Roll #49200622510 - PROCEED with surplus disposition process
- G. Portion of St. Elizabeth Cres. (Courtland) Roll #54102052200 – PROCEED with change to mutual agreement drain and surplus disposition process
- H. 197 Queen St (St. Williams) - PROCEED with surplus disposition process.
- I. Portion of 20 La Salle St (Port Dover) - PROCEED with rezoning process to R-1 Zone for potential of 3 residential lots (Option C) with remainder retained as open space (park) zone
- J. Portion of 39 Lingwood Dr (Waterford) - PROCEED with rezoning process to R-2 Zone for 1 single or semi-detached dwelling (Option B) with remainder retained as open space (park) zone
- K. Portion of Warren Rd (Simcoe) Roll #40100228300 - PROCEED with rezoning process to R1 Zone for 1 single detached dwelling
- L. Hawtrey Rd (Delhi) Roll #49404007320 – PROCEED with surplus disposition process
- M. 15 Firefighters Lane (Vittoria) – PROCEED with surplus disposition process “as-is”
- N. 14 Oakes Blvd (Vittoria) – PROCEED with rezoning process to RH Zone
- O. Portion of West Church Street property (Roll # 33503002500) and portion of West Church Street road allowance (adjacent to Roll # 33503002500) - RETAIN as part of the County road right-of-way; and

Further that subject to any future disposition process of County-owned property, that a portion of the proceeds be reinvested in park/public space areas of the neighbourhood that the parcel of land is located in.

Recommendation:

That Staff Report CS 24-051, Summary of Bid Awards for the period ending March 19, 2024, be received as information; and

That the General Manager, Operations be authorized to execute a contract with Mohawk Ford Sales (1996) Limited for Request for Tender **OPS-FLT-24-03 Supply and Delivery of Eight (8) New 4x4 1/2 Ton Pick-Up Trucks** in the amount of \$482,288 (excluding HST); and

That the Director, Engineering be authorized to execute a contract with WT Infrastructure Solutions Inc. for Invitational Request for Tender **EIS-ENG-24-79 Engineering Services for the Reconstruction of Leamon and West Church Street, Waterford** in the amount of \$312,030 (excluding HST); and

That the General Manager, Environmental and Infrastructure Services be authorized to execute a contract with Walker Construction Limited for Request for Tender **EIS-ENG-24-33 Surface Treatment Program 2024** in the amount of \$2,486,506 (excluding HST); and

That the Approved Capital Budget be amended to reflect all required adjustments to the 2024 Surface Treatment Program as identified in Table 1 of this report; and

That the Fire Chief, Fire Department be authorized to execute a contract with Rib Pro Inc. for Request for Tender **CAO-FD-24-02 Supply and Delivery of Two (2) New Water Rescue Boats & Two (2) New Trailers** in the amount of \$96,616 (excluding HST); and

Further that the Approved Capital Budget associated with Request for Tender **CAO-FD-24-02 Supply and Delivery of Two (2) New Water Rescue Boats & Two (2) New Trailers** be amended from \$ 87,000 to \$

99,000 (rounded, incl. net HST) to accommodate the required increase of \$12,000 with the variance to be funded by the General Capital Replacement Reserve Fund; and

That the Director, Engineering be authorized to execute a contract with Elgin Construction for Request for Tender **EIS-ENG-24-39 Homewood and Potts Reconstruction** in the amount of \$1,455,413.88 (excluding HST); and

That the Approved Capital Budget be amended by \$600,000 to reflect the budget adjustments to the Road Component of projects 5532311 and 5532310 relating to the Homewood and Potts Reconstruction as identified in Table 2 of this report; and

That the General Manager, Environmental and Infrastructure Services be authorized to execute a contract with Elgin Construction for Request for Tender **EIS-ENG-24-61 James Street Reconstruction** in the amount of \$3,345,062.94 (excluding HST); and

That the Director, Engineering be authorized to execute a contract with G. Douglas Vallee Ltd. for Request for Proposal **EIS-ENG-24-70 Engineering Services for 2025 Structures Rehabilitations and Replacements** in the amount of \$499,750 (excluding HST); and

That the Director, Strategic Innovation and Economic Development be authorized to execute a contract with Left Turn Right Turn Ltd for Request for Proposal **CD-ED-24-02 Ride Norfolk Transit Master Plan** in the amount of \$110,705 (excluding HST); and

Further that the Approved Capital Budget associated with Request for Proposal **CD-ED-24-02 Ride Norfolk Transit Master Plan** be amended from \$90,000 to \$144,000 (rounded, incl. net HST) as outlined in Attachment A to accommodate the required increase of \$23,000 and recognize grant funding for the project.

Recommendation:

THAT Report CS-24-016, 2024 Tax Policy, be received as information; and

THAT the 2024 Tax Ratios be set at:

Residential 1.0000

Multi-Residential 1.6929

New-Multi-Residential 1.0000

Commercial 1.6929

Industrial 1.6929

Pipeline 1.4894

Farmland 0.2300

Managed Forest 0.2500; and

THAT Norfolk County adopts both of the optional subclasses for small-scale on farm business for commercial and industrial subclasses; and

THAT the municipal tax rate reduction be set at 75% for the prescribed tax subclasses for small-scale on-farm business in 2024; and

THAT Norfolk County continue to apply a municipal tax rate reduction in 2024 of 33% to commercial and industrial properties in vacant land or excess land prescribed tax classes; and

THAT the 2024 Final Tax Levy be due and payable in two installments, on August 30, 2024 and October 31, 2024;

THAT on the first day of default a penalty of 1.25% shall be added and further interest of 1.25% shall be added on the first day of each calendar month thereafter in which default continues; and

THAT the 2024 tax rates resulting from the above tax policy decisions form a schedule to the 2024 Tax Policy By-Law; and

FURTHER THAT a 2024 Tax Policy By-Law be passed to give effect to the above.

8.6 Office of the Chief Administrative Officer

9. Motions
10. Notice of Motions
11. Other Business
12. Announcements
13. Closed Session

Recommendation:

That Council-in-Committee enter closed session at ____ p.m., pursuant to the Municipal Act, 2001, as amended, section 239(2)(c) to discuss matters pertaining to:

- a proposed or pending acquisition or disposition of land by the municipality or local board.

- 13.1 Proposed Property Acquisition - Ward 1, CS-24-008
Pursuant to section 239(c) of the Municipal Act, 2001, as amended, as the subject matter pertains to a proposed or pending acquisition or disposition of land by the municipality or local board.

Recommendation:

That Council-in-Committee reconvene in open session at __ p.m.

14. Adjournment

Recommendation:

That Council-in-Committee hereby adjourn at __ p.m.



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Information Memo

To: Council-In-Committee Meeting
Date: April 09, 2024
Division: Corporate Services
Department: Realty Services
Ward: Ward 1
Subject: Information Memo – Update of Site Lease
1084 Bay Street, Port Rowan

Recommendation(s):

That the Information Memo regarding Update of Site Lease at 1084 Bay Street, Port Rowan be received as information.

Background

On June 14th, 2022, Council authorized a proposed Site Lease (“the Lease”) with Signum Wireless Towers Inc. (“the Lessee”) at 1084 Bay Street, Port Rowan – Ward 1 (Report CS 22-C06).

Although there was a delay in finalizing the Lease, the purpose of this Information Memo is to advise Council that the Lease has now been fully executed and will become effective on the “Construction Commencement Date”. Should the Construction Commencement Date not occur within three (3) years from the date the Lease was signed (March 1st, 2024), the Lease shall be terminated and will be of no further force and effect.

Discussion:

The Lease is for a term of ten (10) years (“the initial Term”) with an annual rent of \$14,640.00 (in equal monthly instalments of \$1,220.00) plus any applicable taxes thereon, including H.S.T., with a 2.0% increase per year on the annual rent. In addition to rent, Norfolk County will receive \$250.00 per month plus applicable taxes for each additional carrier (sublessee). There is no automatic right to extend or renew the Lease. At the end of the term of the Lease, Council shall determine, in its sole discretion, whether to extend the term of the Lease. The extension terms will be subject to the same terms and conditions that apply during the initial Term, save and except for the rent.

Financial Services Comments:

The 10-year lease agreement in the amount of \$14,640 annually will have a favorable financial impact on the Levy Supported Operating budget once fully executed based on

the terms listed in the lease agreement. If construction begins prior to March 1st 2027, the applicable operating budgets will be adjusted to include the additional lease receipts for the duration of the contract.

Attachment(s):

None

Conclusion:

Entering into the Lease will generate revenue for this property and will have a favorable financial impact.

Approval:

Approved By:
Heidy VanDyk
General Manager, Corporate Services

Reviewed By:
Kelly Darbshire
Realty Services Specialist, Corporate Services

Prepared By:
Karen Lambrecht
Realty Services Specialist, Corporate Services

CS 22-C06



Information Memo

To: Council-In-Committee Meeting
Date: April 09, 2024
Division: Corporate Services
Department: Accessibility and Special Projects
Ward: All Wards
Subject: Information Memo – Port Dover Jeep Invasion Temporary Road Closure 2024

Recommendation(s):

THAT the Information Memo regarding the Special Event 2024-09 Port Dover Jeep Invasion Temporary Road Closure 2024 be received as information.

Background

The purpose of this memo is to inform Council of the delegated road closure activity for the Port Dover Jeep Invasion on Saturday May 11th, 2024.

Discussion:

The following road closure will be in effect for the event from 9:00 a.m – 5:00 p.m on Saturday May 11th, 2024:

- Market Street East from Main Street to St Andrew Street
- Park Street from Main Street to St Andrew Street

The event activities include a Jeep show, vendors and a live band. This event is run annually in Port Dover – the event organizers have made a decision to move the event to Powell Park for 2024 in an effort to grow the event.

Financial Services Comments:

Any costs associated with the temporary road closure on Saturday May 11th, 2024 as identified above will be accommodated within current operating base budgets.

Attachment(s):

- Attachment A: Port Dover Jeep Invasion Temporary Road Closure Map 2024

Conclusion:

Norfolk County recognizes the importance of special events in our community. The goal of Policy No. CS-45, Outdoor Special Event Policy, is to “encourage County wide festivals and events that draw people together, helping to promote community spirit”.

The outdoor special event application for the Port Dover Jeep Invasion has been circulated to the appropriate departments for review and comments.

Planning is well underway to support a successful event.

Approval:

Approved By:
Heidy VanDyk
General Manager, Corporate Services

Reviewed By:
Sam McFarlane
Manager, Accessibility and Special Projects

Prepared By:
Alicia Flynn
Corporate Services Generalist

Temporary Road Closure

Event: Port Dover Jeep Invasion

Location: Port Dover



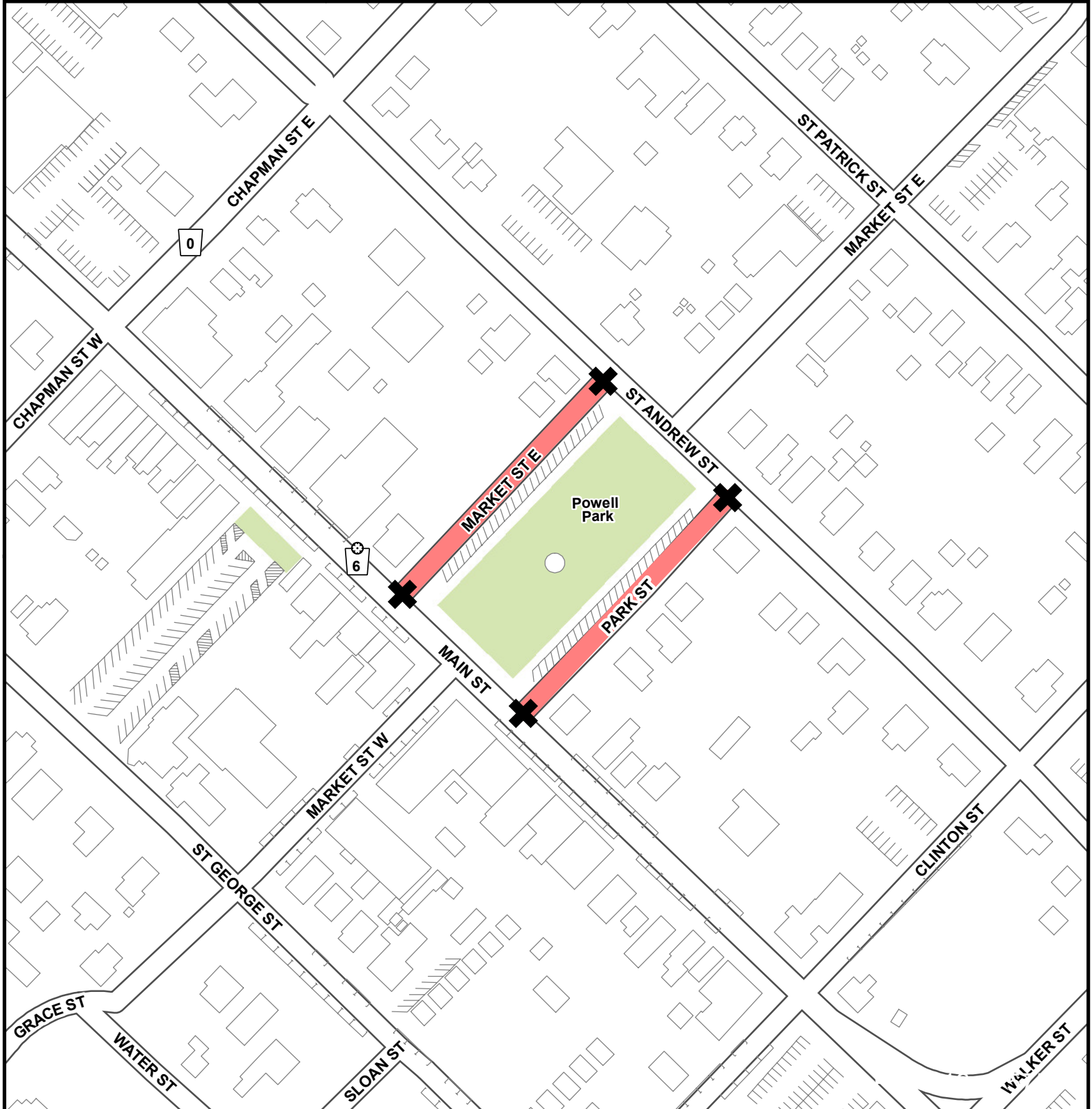
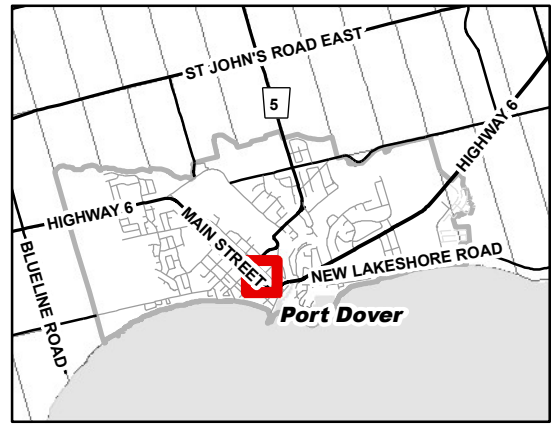
Barricades



Closed Road

0 12.5 25 50 75 100 125 Meters

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Council-In-Committee Meeting – April 09, 2024

Subject: 2023 Building Code Financial Statement
Report Number: CS-24-056
Division: Corporate Services
Department: Financial Management & Planning
Ward: All Wards
Purpose: For Information

Recommendation(s):

That Report CS-24-056 2023 Building Code Financial Statement be received as information.

Executive Summary:

As per s.7(4) of the *Building Code Act, 1992* (“the Act”), every 12 months municipalities are required to prepare a report on fees authorized by the Act and administered in its jurisdiction. Furthermore, per s.7(5) of the Act, the municipality shall make this report available to the public, which may be satisfied by posting the information on its website. The purpose of this report is to satisfy this legislated requirement.

Discussion:

Staff have prepared the report on building fees in accordance with the regulations of the Act. This report will also be made available to the public on Norfolk County’s website at the following address: <https://www.norfolkcounty.ca/business/building-in-norfolk-county/> under the Annual Reports tab and has been included as Appendix 1 to this memo.

The report includes comparative financial expenditures and revenues from 2022 (audited) and 2023 (unaudited). Revenues are summarized by type (permit fees vs other fees as authorized under the County’s User Fees & Service Charges by-law currently in effect), and expenses are summarized by direct costs (salaries, materials, services, etc.) vs indirect costs (inter-departmental charges).

The report also provides a continuity schedule of the Building Permit Stabilization Obligatory Reserve Fund, reconciling the opening balance in 2022 to the closing balance of 2023 by summarizing the interfund interest earned, and transfers to/from the reserve for capital and operating purposes (including the transfer of surplus/deficit from Building operations as required by the Act). The statement is included as Appendix 1 to this memo.

Financial Services Comments:

The building stabilization reserve has a 2023 year-end unaudited balance of \$3,961,422. The stabilization reserve is used to mitigate fluctuations that may occur in building fee revenue from year-to-year. Overall, the reserve remains healthy and is within target balances.

Interdepartmental Implications:

None

Consultation(s):

Community Development Division – Given the significant need for the creation of new housing units, Community Development and the Building Department is intending to look into the potential of a temporary measure to assist with housing affordability. This could include investigating the potential for a reduction in permit fees until the end of the year for any new building permits that create new/additional dwelling units. Further, for any developments that include units that meet the definition of affordable housing, the permit fee could be reduced by an equivalent amount (e.g., if a building is to include 25% affordable housing units, the permit fee could be reduced by 25% or if the building is to be 100% affordable units, the permit fee would be waived).

The intent would be to consider this for the second half of 2024 and monitor at year end/budget time as to the results. This will require some further financial and other analysis and since currently there is no delegated approval authority for fees, this would require a subsequent Council resolution or amendment to the user fee bylaw for a temporary reduction. One option is to refer this to the Mayor's Affordability Round Table (housing session) for feedback in advance of providing something for Council consideration.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Sustaining Norfolk - Creating a sustainable community and a positive legacy.

Explanation: Providing the Building Code Annual Statement updates Council on Norfolk's long-term financial picture and resourcing.

Conclusion:

As per regulations under the *Building Code Act, 1992*, Norfolk County staff have made available to the public the annual report on Building Fees.

Attachment(s):

- Appendix 1: Building Code Financial Statement for year ending Dec 31, 2023

Approval:

Approved By:
Al Meneses, CAO

Reviewed By:
Amy Fanning, CPA
Treasurer / Director, Financial Management & Planning

Prepared By:
Andrea Kannawin
Senior Financial Analyst

**Corporation of Norfolk County
Building Department
2023 Annual Financial Statement**

January 1st - December 31st	2022	2023
Revenues:		
Building & Septic Permit Fees	\$ 2,258,751	\$ 2,201,184
Other User Fees and Service Charges	124,197	76,057
Total Revenue	<u>2,382,948</u>	<u>2,277,241</u>
Less Expenses:		
Direct Costs	1,514,154	1,450,921
Indirect Costs	421,154	431,771
Total Expenses	<u>1,935,309</u>	<u>1,882,693</u>
Contribution to (from) Building Permit Stabilization ORF	<u>447,639</u>	<u>394,549</u>
Continuity of Building Permit Stabilization ORF		
Opening Balance - January 1st	2,928,387	3,431,079
Transfer to/(from) Reserve - Capital	-	(25,850)
Transfer to/(from) Reserve - Operating	447,639	394,549
Interest	55,054	161,645
Closing Balance - December 31st	<u>3,431,079</u>	<u>3,961,422</u> Note 1

This statement is presented in accordance with Section 7(4) of the *Building Code Act, 1992*, (the Act) and related Ontario Regulations regarding fees authorized under Section 7(1)(c) of the Act.

Note 1: 2022 is based on audited financial statements, 2023 is based on unaudited financial statements

Council-In-Committee Meeting – April 09, 2024

Subject: Public Requests – Speed Zone Reductions
Report Number: EIS-24-024
Division: Environmental and Infrastructure Services
Department: Engineering
Ward: Multiple Wards
Purpose: For Decision

Recommendation(s):

That Report EIS 24-024 Public requests – Speed Zone Reductions be received as information; and

That Norfolk County Council execute a by-law authorizing road staff to post a 60 km/h speed zone on Forestry Farm Road from 160 meters to 380 meters south of 10th Concession Road to 130 meters to 370 meters north of Charlotteville Road 8; and

That Norfolk County Council execute a by-law authorizing road staff to post a 60 km/h speed zone on McDowell Road East from 700 meters west of Charlotteville West 1/4 Line 600 meters east of Charlotteville West 1/4 Line; and

That Norfolk County Council execute a by-law authorizing road staff to post a 60 km/h speed zone on Concession 14 Townsend from 560 meters west of Cockshutt Road to 1060 meters west of Cockshutt Road; and

That Norfolk County Council execute a by-law authorizing road staff to post a 60 km/h speed zone on Pinegrove Road from 350 meters north of Lynedoch Road to 350 meters south of Lynedoch Road; and

Further That Norfolk County Council execute a by-law authorizing road staff to post a 60 km/h speed zone on Concession 11 Townsend from 900 meters east of Main Street Rockford to 400 meters west of Main Street Rockford.

Executive Summary:

In January of 2021 Council approved a Speed Limit Policy. The goal is to set the posted speed limit at a reasonable rate that provides road users with an effective road network that operates in a safe and efficient manner. This policy established guidelines for requesting changes to the posted speed limit.

Requests by members of the public to change the posted speed limit are referred to the Norfolk Road Safety Committee for initial review and discussion.

In this report staff are recommending changes to the posted speed limits on Norfolk County Roads.

Discussion:

The speed limit on a municipal road is covered by law, under Section 128, Subsection 2, of the Highway Traffic Act (HTA), which states “The Council of a municipality may, as permitted under the HTA and through this by-law, prescribe the rate of speed for motor vehicles driven on a roadway or portion of highway under its jurisdiction.”.

In consideration of lowering the posted speed limit staff will review physical road elements such as:

- Adjacent land use and development
- Roadway and shoulder widths
- Geometric features such as vertical and horizontal alignments and sight distances
- Shared use of roadway with pedestrians or cyclists

Input from the Norfolk County Road Safety Committee as well as the Ontario Provincial Police (OPP) with regards to speed studies or collision history is considered. Engineering staff have completed their review based on the above criteria and are recommending the speed reductions in Table 1.

Table 1 – Road Evaluation Summary:

Road	Section	Length (km)	Posted Speed (km/hr.)	Revised Speed (km/hr.)	Rationale for speed reduction
Forestry Farm Road	160 meters south of 10th Concession Road to 130 meters north of Charlotteville Road 8	0.46	80	60	Extension of a reduced speed zone in the built-up area of Silver Hill. The extension reflects additional homes that have been built over the years.
McDowell Road East	700 meters west of Charlotteville West 1/4 Line to 600 meters east of Charlotteville West 1/4 Line	1.3	80	60	Creation of a reduced speed zone in the built-up area of Pinegrove. There are numerous driveways as well

					as a commercial usage on this section.
Concession 14 Townsend	from 560 meters west of Cockshutt Road to 1060 meters west of Cockshutt Road;	0.50	80	60	Extension of reduced speed zones to provide a transition from 80 to 60 to 50.
Pinegrove Road	From 350 meters north of Lynedoch Road to 350 meters south of Lynedoch Road	0.70	80	60	Sightline restrictions at the intersection of Pinegrove Road and Lynedoch Road
Concession 11 Townsend	From 900 meters east of Main Street to 400 meters west of Main Street	1.3	80	60	Sightline restrictions at intersection on Concession 11 Townsend and Main Street Rockton in addition to vertical curves along this section.

In addition to the speed reductions on Pinegrove Road and Concession 11 Townsend staff are also recommending the following signage adjustments which will be completed by Roads Division to increase safety at these intersections.

Pinegrove Road and Lynedoch Road – replace and re-position intersection ahead signs to the appropriate distance in advance of the intersection for a reduced speed of 60kmh/hour; complete with a northbound flashing amber light mounted above the sign. The southbound direction currently has a flashing amber light.

Concession 11 Townsend and Main Street Rockton – replace and re-position existing intersection ahead signs to the appropriate distance in advance of the intersection for a reduced speed of 60kmh/hour; install hidden tab to the intersection ahead sign in the eastbound direction. The existing hidden intersection ahead sign will be removed as it is non-compliant.

Financial Services Comments:

The Final 2024 Levy Supported Operating Budget contains an allocation of \$619,600 related to the maintenance and replacement of various signage within the County. Costs associated with maintenance and replacement for signage include salaries and benefits, equipment usage plus materials and supplies.

The costs of updating the signage requirements discussed in the body of this report are expected to be accommodated within this budget.

Interdepartmental Implications:

The Roads Division can accommodate the additional signage requirements.

Consultation(s):

The Norfolk County Road safety committee was consulted in the preparation of this report.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Building Norfolk - Develop the infrastructure and supports needed to ensure complete communities.

Explanation: The reduction of the speed limits on these road sections will enhance safety for motorists, cyclists, and pedestrians by providing a safer operating speed for existing conditions.

Conclusion:

To enhance safety for motorists, cyclists and pedestrians, staff is recommending a reduction in the posted speeds as indicated in the report.

Attachment(s):

- By-Law to amend Former City of Nanticoke By-Law No 7-78 – EIS-24-026
- By-Law to amend Former Regional Municipality of Haldimand Norfolk By-Law 95-87 – EIS-24-025
- April 2024 Speed Reductions Mapping

Approval:

Approved By:
Andrew Grice
General Manager Environmental and Infrastructure Services

Reviewed By:
Darnell Lambert
Director Engineering

Prepared By:
Mike King
Engineering



The Corporation of Norfolk County

By-Law 2024-xx

Being a By-Law to Amend the Former City of Nanticoke By-Law 7-78, as amended, being a by-law to regulate traffic on City Roads/Streets.

WHEREAS the *Highway Traffic Act, R.S.O. 1990, as amended*, Chapter H.8, Section 128(5) provides Council with the authority to pass by-laws to prescribe a lower rate of speed on a portion of a highway under its jurisdiction and prescribe the time or times at which the speed limit is effective;

AND WHEREAS Section 9 of the *Municipal Act, 2001, S.O. 2001, c. 25, as amended*, provides that the municipality has the capacity, rights, powers, and privileges of a natural person for the purposes of exercising its authority;

AND WHEREAS the Council of The Corporation of Norfolk County deems it expedient and in the interest of the public to restrict the speed limits of motor vehicles on Lutesville Road, Culver Road, Cloet Road, St John's Road and Concession 6 Woodhouse;

NOW THEREFORE the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That the former City of Nanticoke By-Law 7-78-87, as amended, is hereby further amended by the following addition to Schedule D as follows:

Schedule D, Rate of Speed

Road	From	To	Rate of Speed km/hr
Concession 14 Townsend	560 meters west of Cockshutt Road	1060 meters west of Cockshutt Road	60
Concession 11 Townsend	900 meters east of Main Street (Rockford)	400 meters west of Main Street (Rockford)	60

- 2 And that the effective date of this By-Law shall be the date of passage thereof.

ENACTED AND PASSED this XXnd day of XX, 2024.

Mayor

County Clerk



The Corporation of Norfolk County

By-Law 2023-44

Being a By-Law to Amend the Former Regional Municipality of Haldimand Norfolk By-Law 95-87, as mended, being a by-law to regulate traffic on Regional Roads.

WHEREAS the *Highway Traffic Act*, R.S.O. 1990, as amended, Chapter H.8, Section 128 (5) provides Council with the authority to pass by-laws to prescribe a lower rate of speed on a portion of a highway under its jurisdiction and prescribe the time or times at which the speed limit is effective;

AND WHEREAS the *Highway Traffic Act*, R.S.O. 1990, as amended, Chapter H.8, Section 137 provides that the council of a municipality may by by-law provide for the erection of stop signs at intersections on highways under its jurisdiction;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Corporation of Norfolk County deems it expedient and in the interest of the public to restrict the speed limits of motor vehicles on Cockshutt Road and Old Highway 24;

NOW THEREFORE the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That the former Regional Municipality of Haldimand-Norfolk By-Law 95-87, as amended, is hereby further amended by the following addition to Schedule A as follows:

Schedule A, Rate of Speed

Highway	From	To	Rate of Speed km/hr
Forestry Farm Road	160 meters to 380 meters south of 10 th Concession Road	130 meters to 370 meters north of Charlotteville Road 8	60
McDowell Road East	700 meters west of Charlotteville West 1/4 Line	600 meters east of Charlotteville West 1/4 Line	60

Pinegrove Road	350 meters north of Lynedoch Road	350 meters south of Lynedoch Road	60
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2. And that this By-Law shall not become effective until signed in accordance with
The Highway Traffic Act and the Regulations

ENACTED AND PASSED this ____ day of _____, 2024.

Mayor: A. Martin

County Clerk: G. Scharback



EXISTING 80km/h ZONE

PROPOSED SPEED REDUCTION ON FORESTRY FARM ROAD

PROPOSED SPEED REDUCTION FROM 80km/h TO 60km/h

10TH CONCESSION RD

CHARLOTTEVILLE RD 8

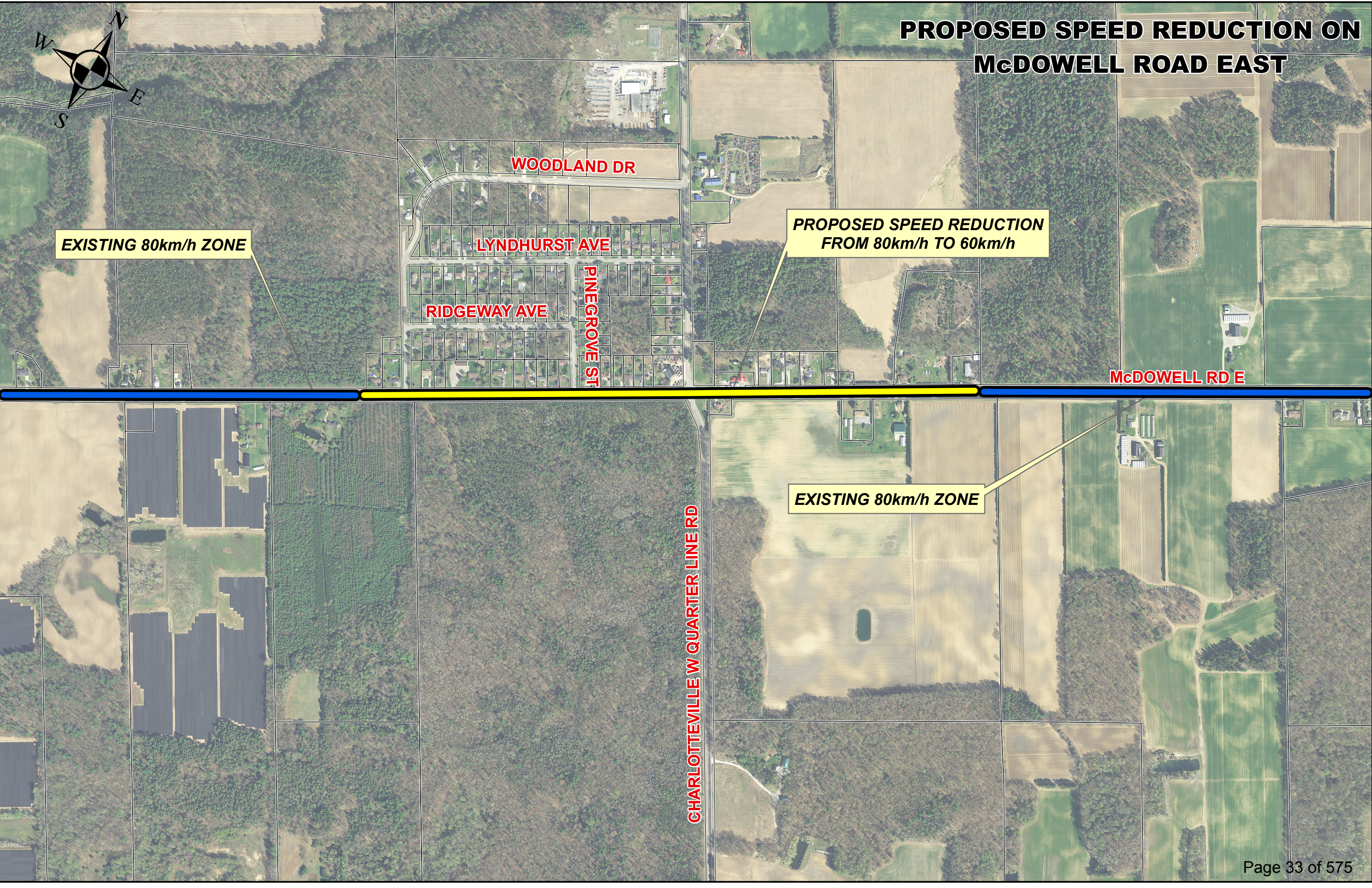
FORESTRY FARM RD

PROPOSED SPEED REDUCTION FROM 80km/h TO 60km/h

EXISTING 60km/h ZONE

EXISTING 80km/h ZONE

SILVER HILL SIDE RD



**PROPOSED SPEED REDUCTION ON
McDOWELL ROAD EAST**

EXISTING 80km/h ZONE

**PROPOSED SPEED REDUCTION
FROM 80km/h TO 60km/h**

McDOWELL RD E

WOODLAND DR

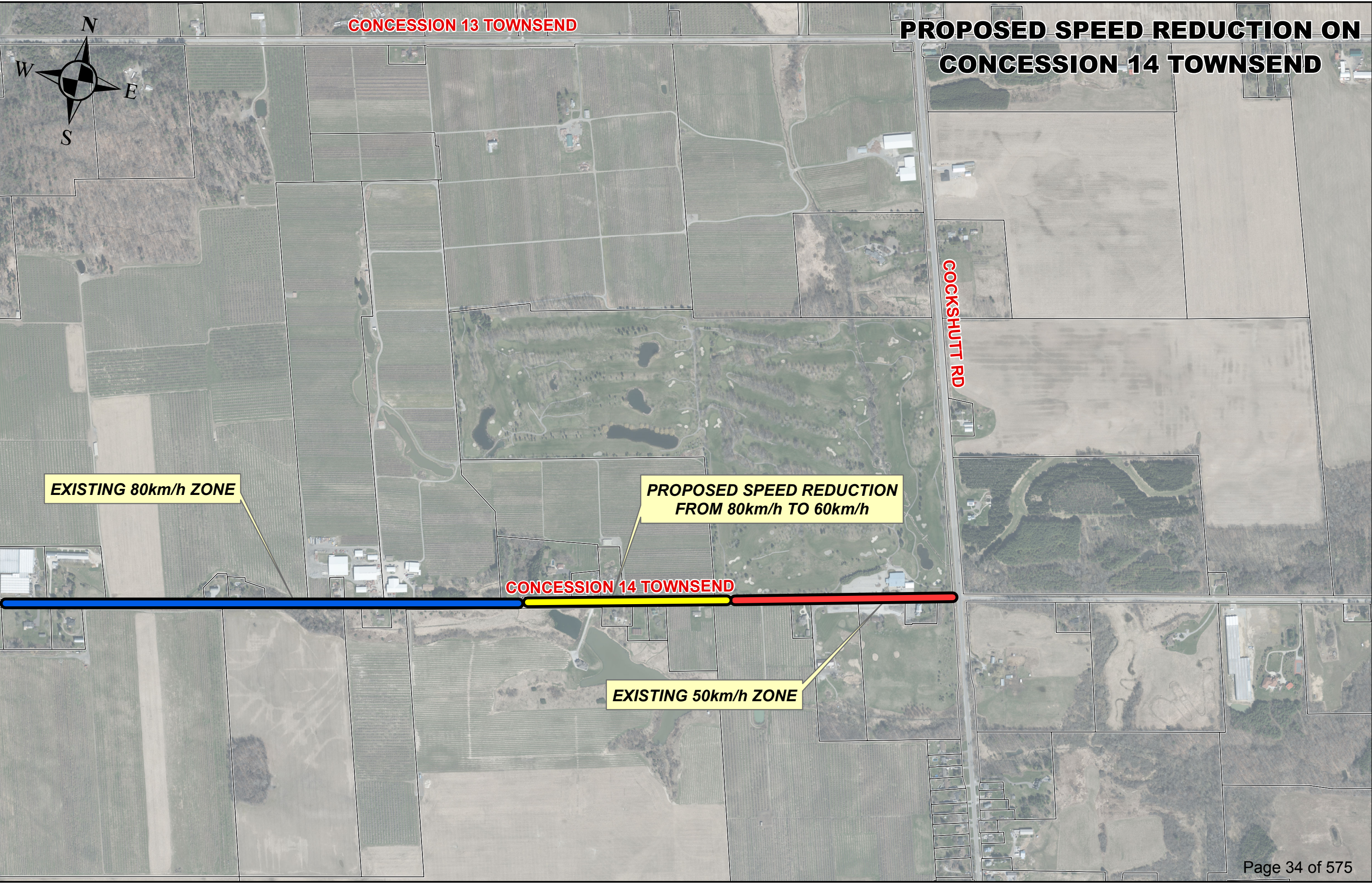
LYNDHURST AVE

RIDGEWAY AVE

PINEGROVE ST

EXISTING 80km/h ZONE

CHARLOTTEVILLE W QUARTER LINE RD



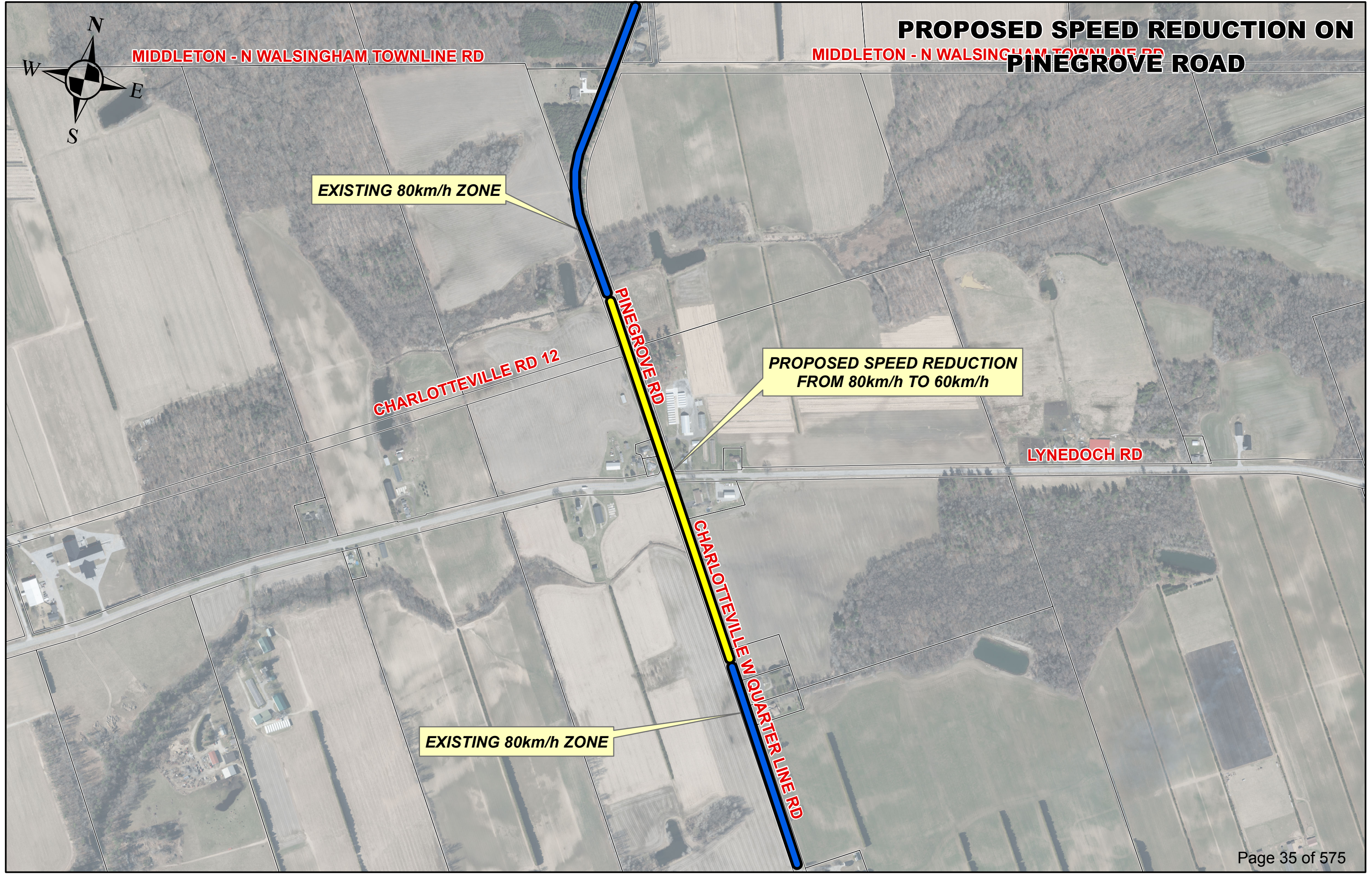
**PROPOSED SPEED REDUCTION ON
CONCESSION 14 TOWNSEND**

EXISTING 80km/h ZONE

**PROPOSED SPEED REDUCTION
FROM 80km/h TO 60km/h**

CONCESSION 14 TOWNSEND

EXISTING 50km/h ZONE



**PROPOSED SPEED REDUCTION ON
PINEGROVE ROAD**

MIDDLETON - N WALSINGHAM TOWNLINE RD

MIDDLETON - N WALSINGHAM TOWNLINE RD

EXISTING 80km/h ZONE

CHARLOTTEVILLE RD 12

PROPOSED SPEED REDUCTION
FROM 80km/h TO 60km/h

LYNEDOCH RD

EXISTING 80km/h ZONE

CHARLOTTEVILLE W QUARTER LINE RD



PROPOSED SPEED REDUCTION ON CONCESSION 11 TOWNSEND

MAIN ST ROCKFORD

EXISTING 80km/h ZONE

PROPOSED SPEED REDUCTION
FROM 80km/h TO 60km/h

EXISTING 80km/h ZONE

CONCESSION 11 TOWNSEND

VILLA NOVA RD

MAIN ST ROCKFORD



Working together with our community

Council-In-Committee Meeting – April 09, 2024

Subject: 2023 Parkland Reserve Fund Status
Report Number: CS-24-055
Division: Corporate Services
Department: Financial Management & Planning
Ward: All Wards
Purpose: For Information

Recommendation(s):

That Report CS-24-055 2023 Parkland Reserve Fund Status be received as information.

Executive Summary:

As per the requirements of the *Planning Act, 1990*, as amended, an annual report of the Parkland Reserve Fund activity must be provided to Council. The Parkland Reserve Fund Status is the “Special account, report” as outlined in the *Planning Act, 1990*, as amended, which must be made available to the public and forwarded to the Ministry of Municipal Affairs and Housing, at their request.

The Parkland Reserve Fund receives revenues assessed under Sections 42, 51.1 and 53 of the *Planning Act, 1990*. These funds are to be “spent only for the acquisition of land to be used for park or other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes”.

The Parkland Reserve Fund balance has increased by \$190,531 since 2022 year-end to a balance of \$721,702. This increase is due to collections during the year and interest earned because of the funds invested. Direct capital expenditures in 2023 were \$0 but outstanding commitments for the Reserve Fund totals \$615,000 per Appendix 1.

Discussion:

As per the regulations of the *Planning Act, 1990*, as amended, an annual report regarding the Parkland Reserve Fund activity must be provided to Council and made available to the public.

The “Special account, report” for the Parkland Reserve Fund should include the following information for the preceding year, as per the requirements of the *Planning Act, 1990, Regulation 509/20 (7)*:

- (a) Statements of the opening and closing balances of the special account and of the transactions relating to the account;
- (b) Statements identifying,
 - i. land or machinery acquired during the year with funds from the special account,
 - ii. buildings erected, improved or repaired during the year with funds from the special account,
 - iii. details of the amounts spent, and
 - iv. for each asset mentioned in subparagraphs (i) and (ii), the manner in which any capital cost not funded from the special account was or will be funded;
- (c) The amount of money borrowed from the special account and the purpose for which it was borrowed; and
- (d) Amount of interest accrued on any money borrowed from the special account.

This status report reflects the changes to the requirements of the *Planning Act, 1990*. Notably, municipalities are required to show which projects have been funded from the Parkland Reserve Fund, as well as other funding sources for those projects during the year. There is also the requirement that Council makes this statement available to the public. The Parkland Reserve Fund Status will be made available to the public through either Committee minutes or upon request.

This report summarizes the changes in the Parkland Reserve Fund for the year ended December 31, 2023. The Parkland Reserve Fund balance as of December 31, 2022 was \$531,171. The increase in the Parkland Reserve Fund balance of \$190,531 is due to collections exceeding capital expenditures funded from the Reserve Fund as reported in Appendix 1.

The Parkland Reserve Fund forecast balance for future years is presented as part of the 2024-2033 Capital Plan, and active capital commitments are presented in Appendix 1. As part of *Bill 23, the More Homes Built Faster Act*, a new subsection was added to the *Planning Act, 1990*, requiring municipalities allocate at least 60% of the monies held in the special account (Parkland Reserve Fund) annually. As a result, staff have swapped two projects, the Wellington Park Playground Replacement and the Memorial Ball Park Sports Field Lighting Retrofit, from their original funding sources to the Parkland Reserve to remain compliant.

Financial Services Comments:

The unaudited year-end Parkland Reserve Fund balance is \$721,702, as outlined in Appendix 1. The Approved Capital Budget includes commitments of \$615,000 from the Reserve Fund, leaving available funding at year-end of \$106,702. Projects that are eligible for funding are identified during the annual 10-Year Capital Plan process.

Interdepartmental Implications:

None

Consultation(s):

Planning Department – the Cash-in-lieu Parkland By-Law has recently been identified for review. The By-Law governs how developments would be subject to the cash-in-lieu of parkland regulations, including how the applicable amounts are calculated. As a result, if the By-Law is updated within 2024 it could increase or decrease the projected balance of the Parkland Reserve Fund over the next year.

Recreation Department – the Parks and Recreation Master Plan currently in effect was approved in 2015. The active capital commitments currently identified in the Parkland Reserve align with some of the projected capital costs identified in the Master Plan. Recently, this document was identified for review and staff are currently working on an update. As new/additional needs are identified through the Master Plan update, some of the commitments currently projected to be funded from the Parkland Reserve Fund may change, and would be identified through the annual 10-Year Capital Plan process.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Sustaining Norfolk - Creating a sustainable community and a positive legacy.

Explanation: Providing the Parkland Reserve Fund Status Report updates Council on Norfolk's long-term financial picture and resourcing.

Conclusion:

The Parkland Reserve Fund Status Report is the "Special account, report" as outlined in *Regulation 509/20 (7) of the Planning Act, 1990*, which must be provided to the public each year in respect of the preceding year.

Attachment(s):

- Appendix 1: Parkland Reserve Fund Statement for year ending Dec 31, 2023

Approval:

Approved By:
Al Meneses, CAO

Reviewed By:
Amy Fanning, CPA

Treasurer / Director, Financial Management & Planning

Prepared By:
Jared Carter
Senior Financial Analyst

**Norfolk County
Parkland Reserve Fund Status - 2023**

Opening Balance - January 1, 2023	\$ 531,171
Contributions:	
Cash-in-Lieu Collected	160,785
Reserve Fund Interest Earned	29,746
Total Contributions	<u>190,531</u>
Funds Spend on Capital:	
N/A	-
Total Funds Spend on Capital	<u>-</u>
Closing Balance - December 31, 2023	<u><u>\$ 721,702</u></u>
Active Capital Commitments:	
7131502 Dover Wharf Public Boardwalk Agreement	(150,000)
7332015 Dog Park - Delhi	(14,000)
7331736 Wellington Park Playground Replacement	(121,000)
7332325 Memorial Ball Park Sports Field Lighting Retrofit	(330,000)
Total Active Capital Commitments:	<u>(615,000)</u>
Uncommitted Balance - December 31, 2023	<u><u>\$ 106,702</u></u>

First Name

Brooke

Last Name

Martin

Email

[REDACTED]

Phone Number

[REDACTED]

Meeting Type

Council-in-Committee

Agenda Item

Norfolk Food Forest Update and Water Access Request

Meeting Date

03/19/2024

Purpose of Deputation (Minimum required text: 100 characters)

I would like to provide an update from Norfolk Food Forest which was able to follow through on our plans to plant in waterworks park starting last fall. I would like to follow up regarding a request for water access/storage through the county. I am also hoping to gather more media attention to increase our volunteer bank to ensure the food forest will be a success. I will have a short presentation showing the layout and location of the food forest as well as information for people looking to volunteer.

Do you have material or presentation for distribution to Council/Committee?

No

Deputation Location

Virtual

Consent

- I agree to the Notice of Collection Statement

First Name

Brent

Last Name

Stefan

Email

[REDACTED]

Phone Number

[REDACTED]

Meeting Type

Council - Deputations for this specific meeting type must pertain to a matter listed on the meeting agenda

Agenda Item

Delhi Dog Park new location

Meeting Date

03/26/2024

Purpose of Deputation (Minimum required text: 100 characters)

Delhi Dog Park, round 2

After discussing the previously proposed location for a dog park, we received some major backlash from the residents and since we have identified a new location that would be more suitable and there is room for growth to include Skate park and multi court park

Location – the old Delhi Dump property.

I do have a document to share however, it will not allow me to attach. Once I hear back I will send it to you directly

Do you have material or presentation for distribution to Council/Committee?

No

Deputation Location

In-person

Consent

- I agree to the Notice of Collection Statement

First Name

Whitney

Last Name

Donaldson

Email

[REDACTED]

Phone Number

[REDACTED]

Meeting Type

Council-in-Committee

Agenda Item

Request to waive county fees

Meeting Date

03/13/2024

Purpose of Deputation (Minimum required text: 100 characters)

I am requesting that county waive the fees attached to an application I require to open a daycare centre. The required paperwork that I have completed is an 18 page application, (Costing approx \$6,200) with more than 50% of it being not applicable to my individual situation. Our community has an extreme need for more daycare spaces and I have the space, education and the clientele needed to open said daycare and I have limited funds allocated for ministry of education requirements, I was unaware that the county's fees would be so hefty and I am requesting that the county assist by waiving said fee.

Do you have material or presentation for distribution to Council/Committee?

No

Deputation Location

In-person

Consent

- I agree to the Notice of Collection Statement

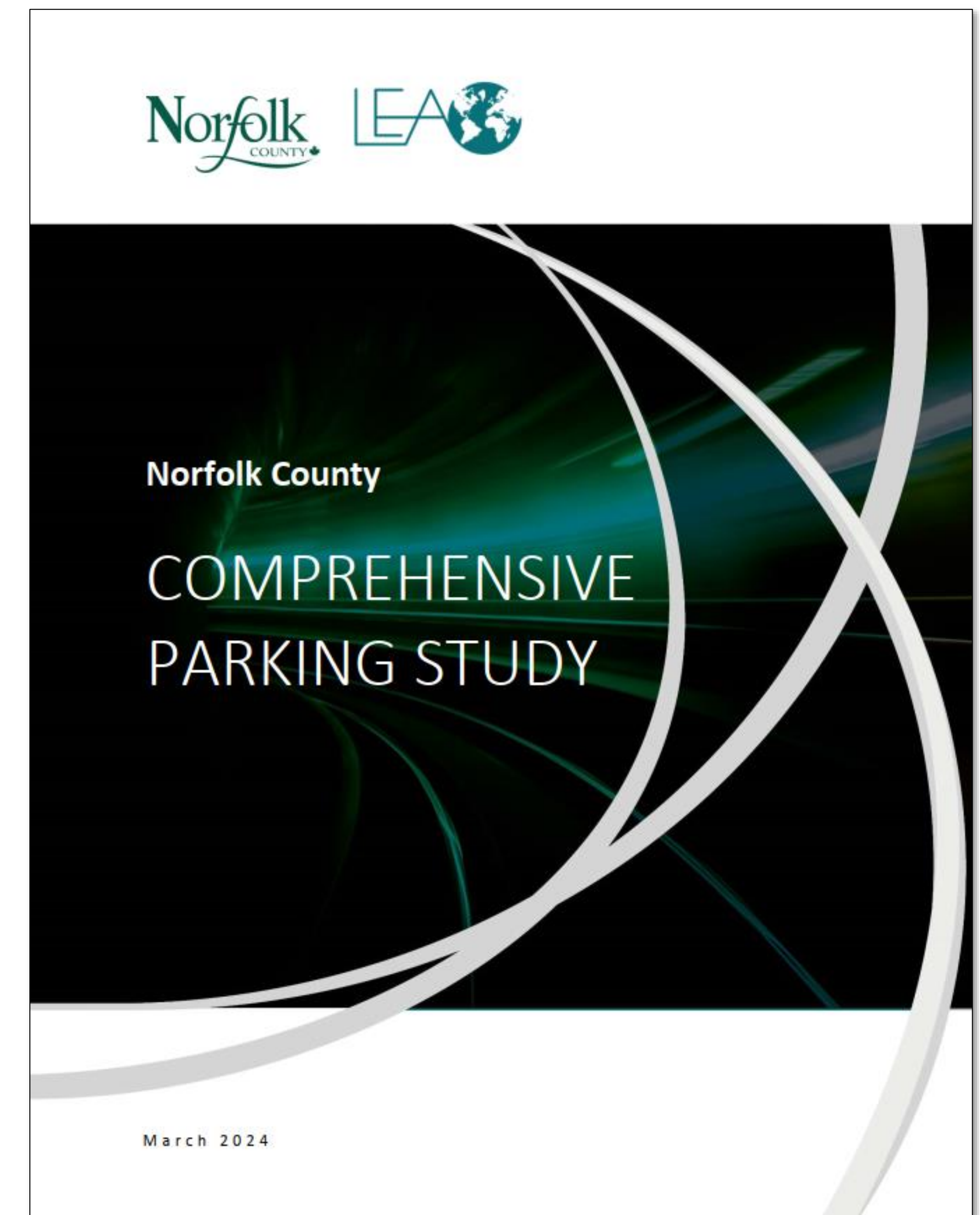
NORFOLK COUNTY Comprehensive Parking Study



Council Meeting Presentation – April 2024

Study Overview & Background

- An increase in tourism has led to parking demand issues in Norfolk County's waterfront and downtown areas
- Norfolk County needs to accommodate the parking demands of local residents , businesses, and seasonal visitors.
- This Comprehensive Parking Study includes parking policy and design strategies to address Norfolk County's existing and future parking demand issues.



Vision Statement & Guiding Principles

Vision Statement

The Norfolk County Comprehensive Parking Study will guide parking operations to meet the existing and future parking demands of the community, which includes the County's residents, visitors, and businesses, while addressing parking issues to support the County's vibrancy and growth by providing an affordable, accessible, and reliable parking system.

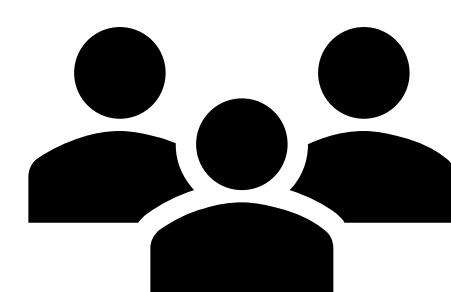
Guiding Principles



Creating an accessible and inclusive environment for all



Developing a seamless, efficient and reliable parking system

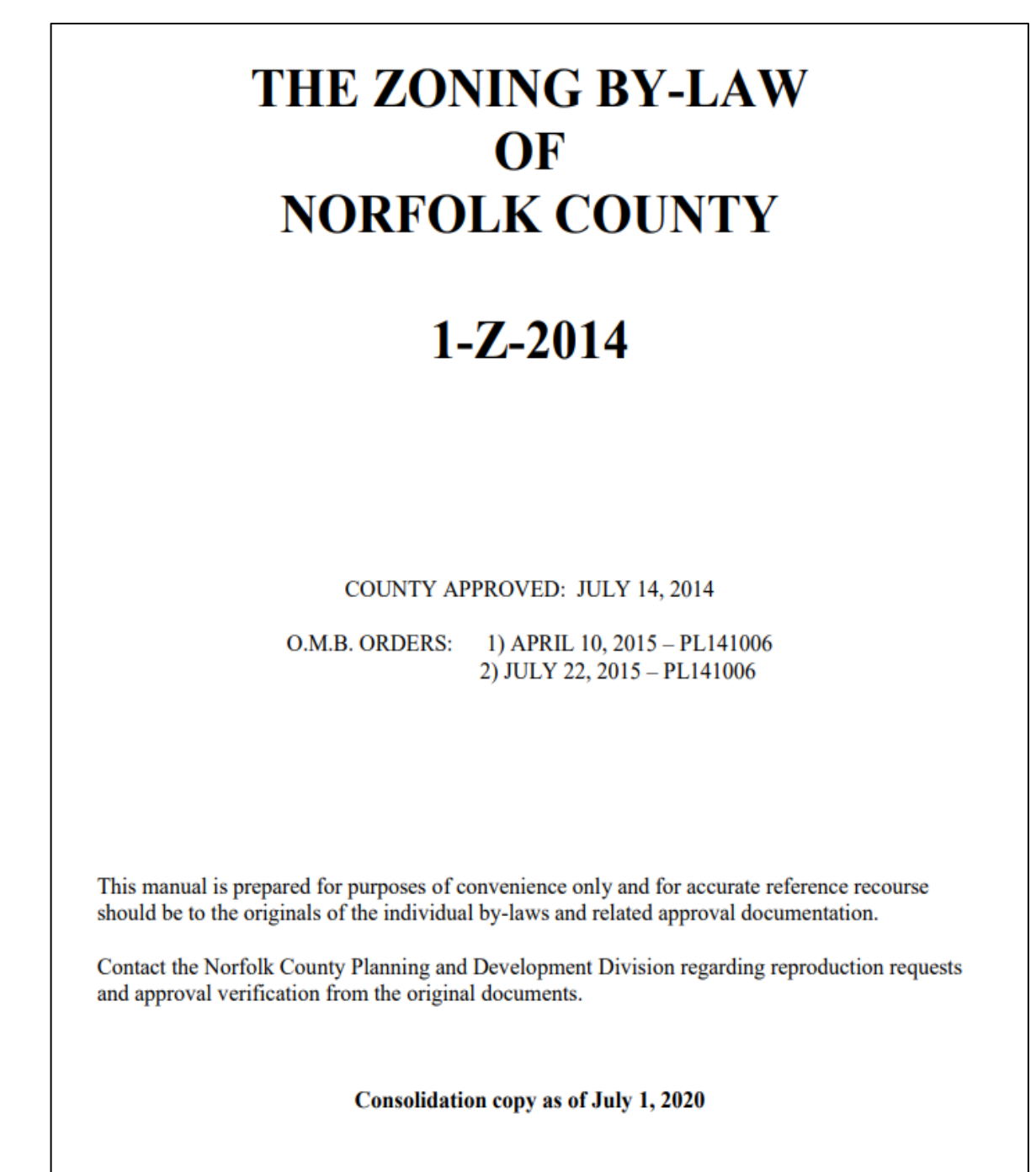
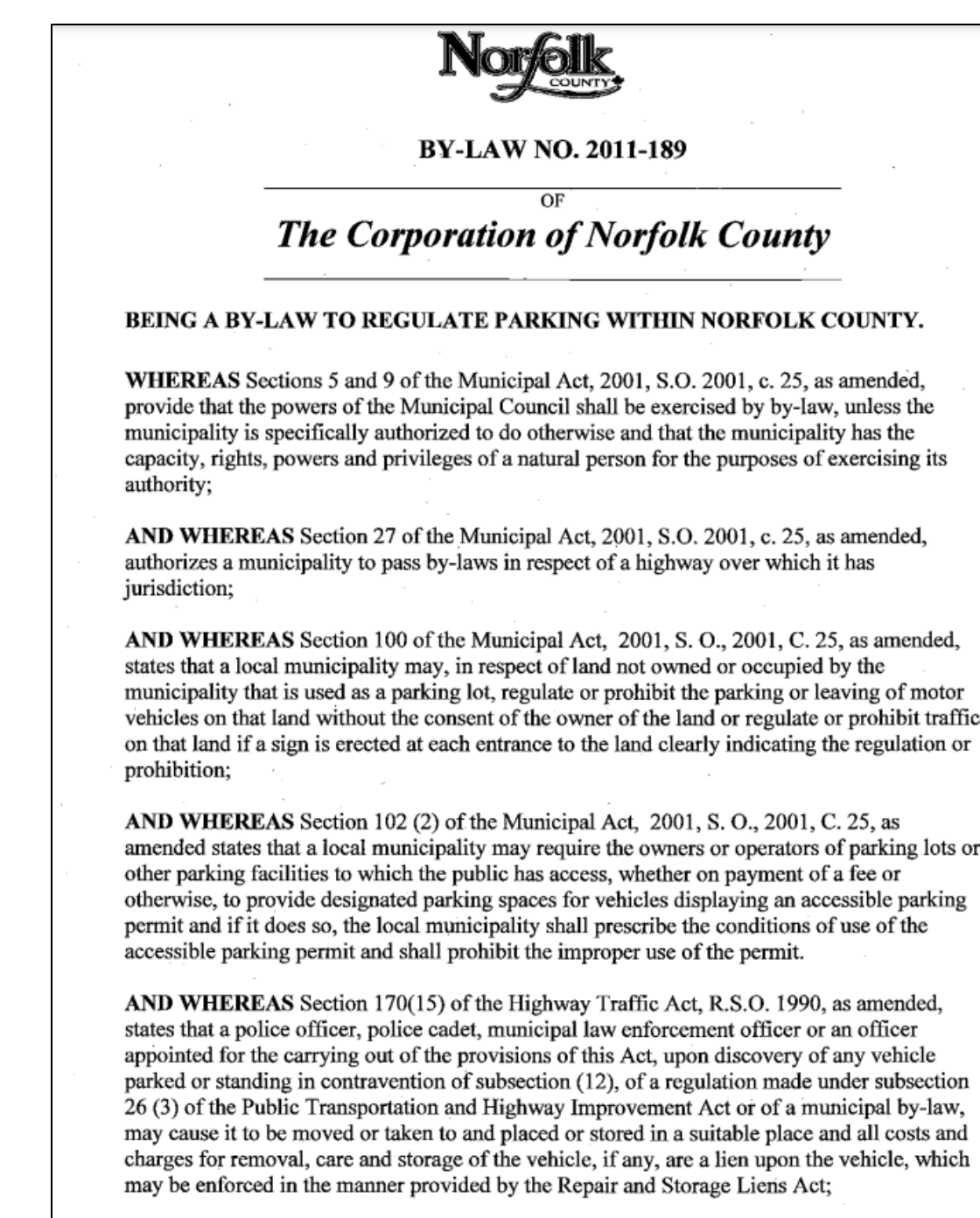
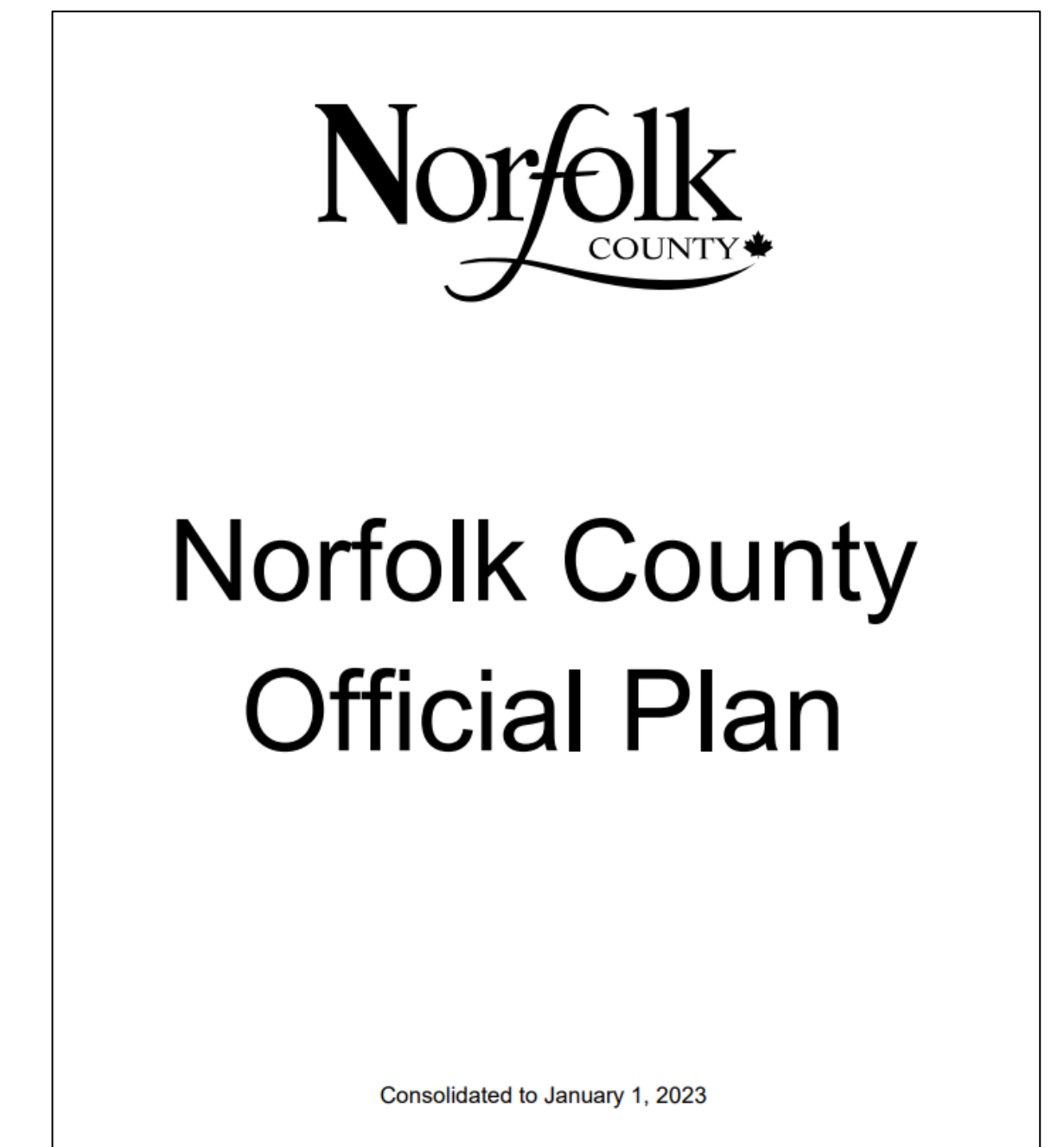
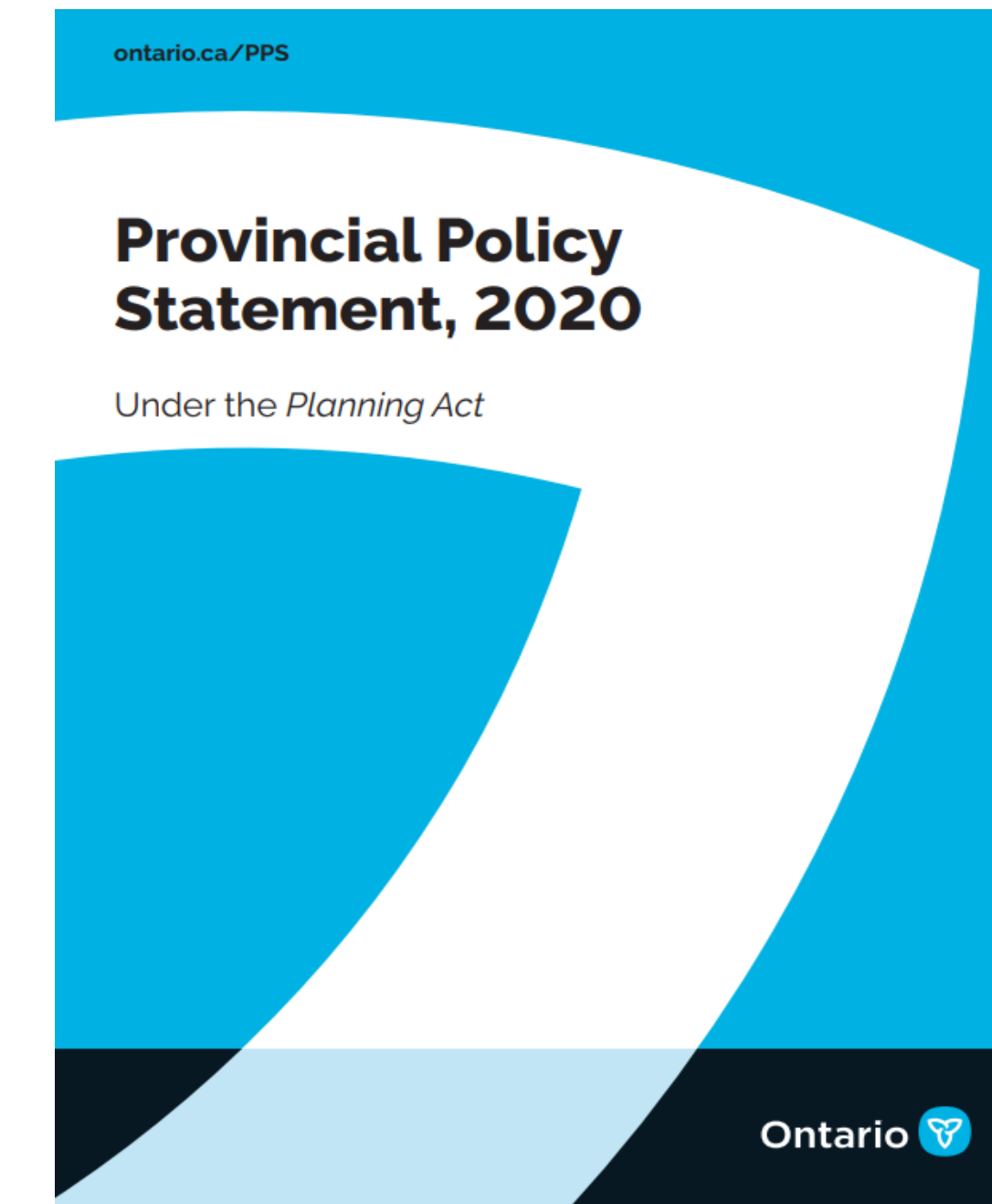


Collaborating with community members to support an equitable planning process

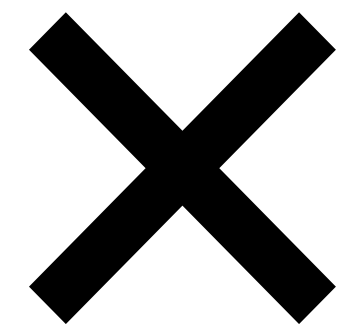
Background Planning & Policy Review



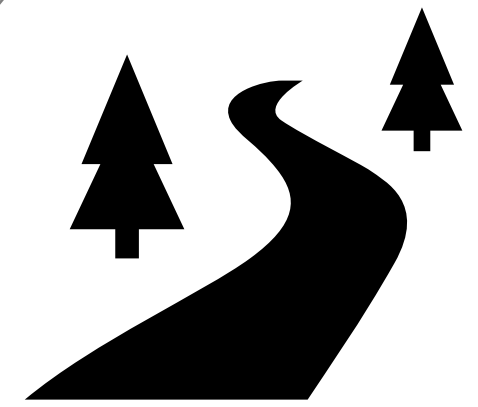
- A review of provincial and municipal planning and policy documents was undertaken to provide a greater understanding of Norfolk County's transportation and parking context.
- Documents that were reviewed include the following:
 - Provincial Policy Statement
 - Norfolk County Official Plan
 - Port Dover Draft Secondary Plan
 - Norfolk County Parking By-law 2011-189
 - Norfolk County Zoning By-law 1-Z-2014



Existing Parking & Curbside Loading Challenges



Lack of parking availability due to low parking turnover rate



Inconsistent right-of-way (ROW) width in residential areas makes it difficult for emergency vehicles and city maintenance vehicles (e.g. snow plows) to navigate when vehicles are parked on the roadway



Inefficient process for providing on-street loading zones and accessible parking as they are provided on an ad-hoc basis



Illegal parking on public and private properties

Parking Utilization Surveys

- Parking utilization surveys were conducted along high traffic areas within Port Dover, Simcoe, Turkey Point, Long Point, and Waterford.
- A parking demand rate >0.85 is when users experience difficulty locating available parking spaces; a rate >1.00 is over capacity

Waterford

Peak Time: 1PM & 2PM (Sat.)

Parking Supply: 105 spaces

Peak Demand Rate: 0.57

Simcoe

Peak Time: 10AM (Tues.)

Parking Supply: 90 spaces

Peak Demand Rate: 0.74

Port Dover

Peak Time: 3PM (Sat.)

Parking Supply: 227 spaces

Peak Demand Rate: 0.88

Turkey Point

Peak Time: 1:30PM

Parking Supply: 181 spaces

Peak Demand Rate: 0.96

Long Point

Peak Time: 2:30PM

Parking Supply: 168 spaces

Peak Demand Rate: 0.37

The following parking strategies were identified during the municipal best practices review and are not currently being implemented in Norfolk County:

Paid Parking in Commercial Core

Provides a revenue source and increases turnover rate and parking availability

Winter Overnight Parking Restrictions

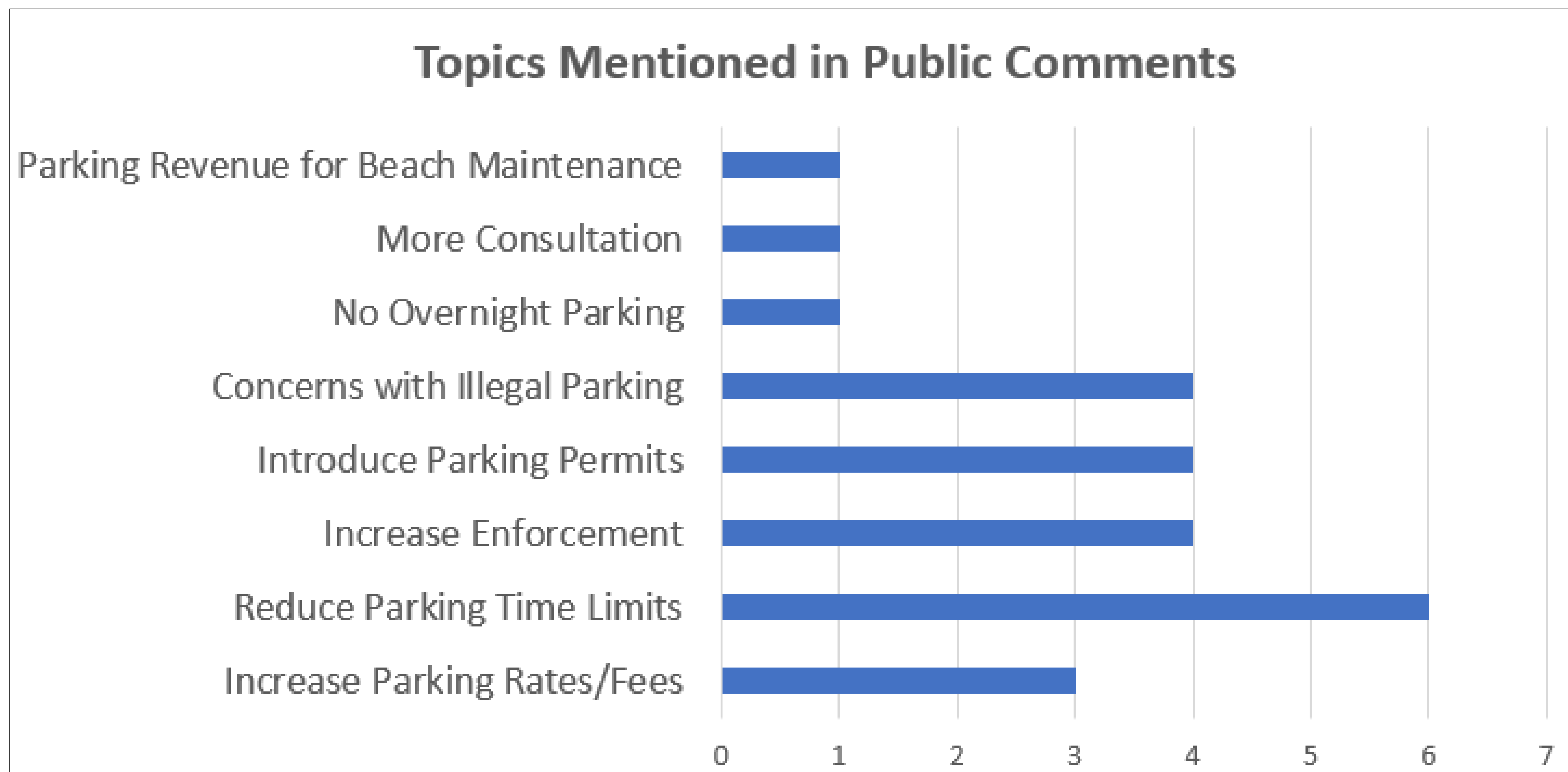
Assists with street cleaning, snow removal, and clearing out spaces for when commuters arrive in the morning

Seasonal Parking Permits

Provides a revenue source and helps to manage parking demand and availability

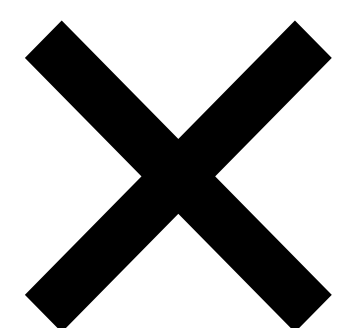
Public & Stakeholder Consultation – PIC

- Held at Vittoria & District Community Centre between 6PM –8PM on Wednesday, May 17th, 2023
- A total of 19 responses were gathered from the in-person interactive mapping activity and 3 responses from the online feedback form
- The most mentioned topic is to reduce parking time limits.



Public & Stakeholder Consultation – Online Survey

- An online survey was posted on Engage Norfolk to gather stakeholder and public feedback between July 4th, 2023 and July 31st, 2023.
- The online survey had a total of 360 participants
- Participants indicated the following parking challenges in the online survey:



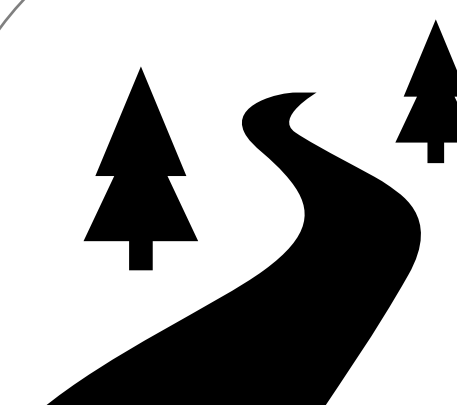
Lack of Parking Availability



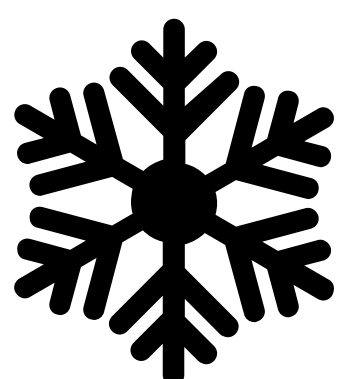
Unclear/Lack of Parking Signage



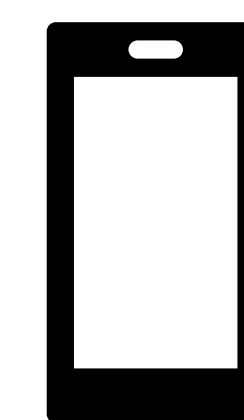
Lack of Parking Enforcement



Narrow Road Spaces due to On-Street Parking Taking up the ROW



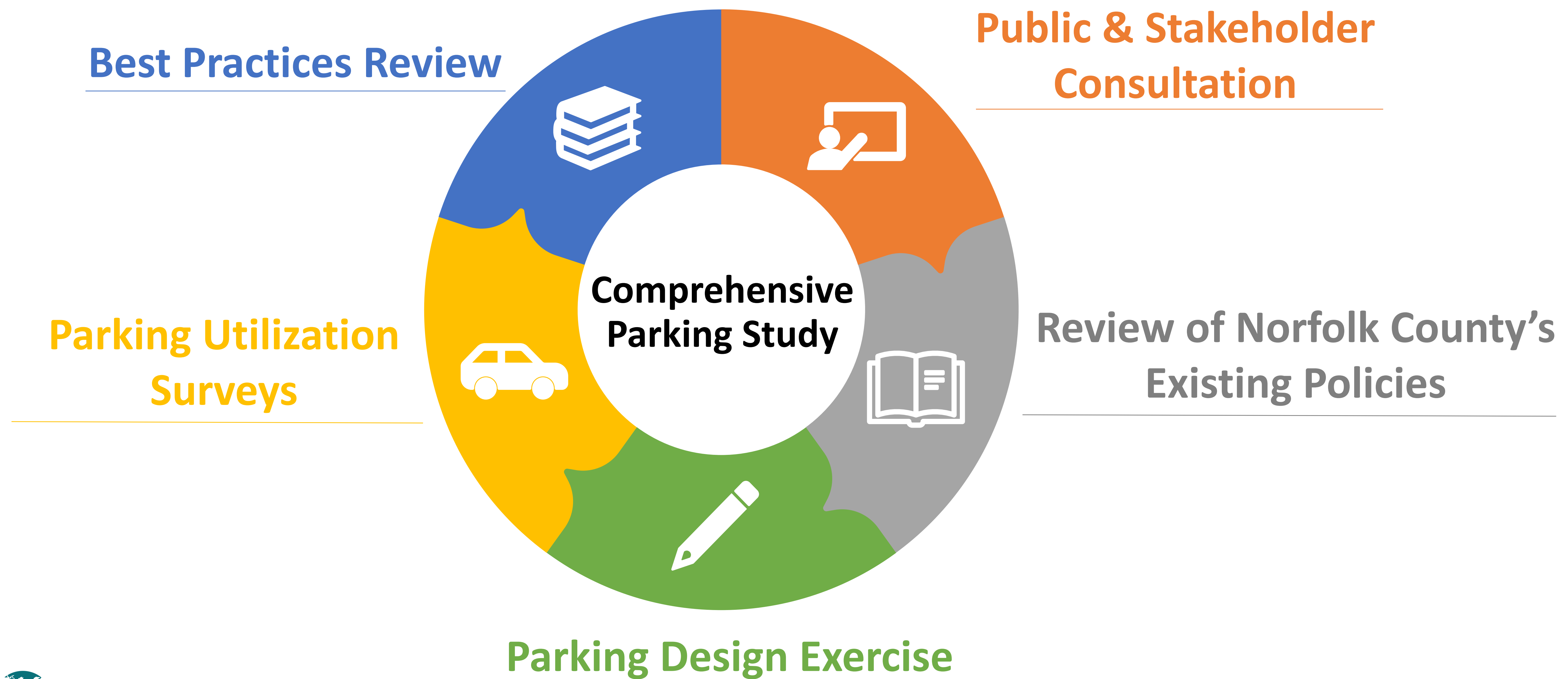
Parked Cars Blocking Snow Plows



Difficulty in Using HotSpot App

Recommended Strategies

- Recommendations have been grouped into three categories:
 - i. Parking Supply & Asset Management Strategies;
 - ii. Parking Management, Enforcement & Funding Strategies; and
 - iii. Curbside Management Strategies
- Recommended strategies are informed by the following components:



Topic: Parking Database

Existing Conditions: Municipal off-street parking lots are listed in the *Norfolk County Community Web Map* and *Schedule B of By-law 2011-189*.

Issue: Gap in information regarding the conditions of the lot.

Opportunity: Build upon the existing database.

Recommendation:

Develop a Comprehensive Database for Parking Supply & Asset Management

Expand upon the current system to include information related to the age, capacity, state of repair, enforcement and/or restrictions in a database that is updated at regular intervals.

Topic: Off-Street Parking Expansion

Existing Conditions: Majority of municipal parking lots are located within the County's Urban Areas

Issue: These municipal parking lots face constraints to expanding the available supply due to a lack of available land, high costs to expansion, or limited potential for new development

Opportunity: Increase parking availability to meet parking demand

Recommendation:

Prioritize Improvements to and the Efficient Use of Existing Municipal Lots and Land

Identify areas of improvement through design to maximize the capacity of existing lots before identifying additional lots for off-street parking expansion.

Topic: Zoning By-law Parking Requirements

Existing Conditions: Norfolk County parking requirements for developments are on the higher-end compared to similar municipalities in Southern Ontario.

Issue: Approvals for parking reductions in developments occur on an ad-hoc basis

Opportunity: Create a more streamlined approach to approving parking reductions

Recommendation:

Development of Parking Study Standards and Guidelines for New Development

Implement a Terms of Reference-style guide for applicants to follow when seeking relief from the By-law requirements.

Topic: Paid Parking

Existing Conditions: No paid parking prior to the Seasonal Paid Parking Pilot undertaken in 2022 and 2023.

Issue: High parking demand and low parking turnover rates during the summer months.

Opportunity: Implement paid parking.

Recommendation:

Seasonal Paid Parking

Implement seasonal paid parking during the summer with rates similar to those examined in the best practices review. Year-round paid parking can be considered in the future if parking demand issues arise outside of the summer months.

Parking Management, Enforcement & Funding Recommendations



Topic: On-Street and Off-Street Time Limits

Existing Conditions: The maximum time limit for on-street and off-street parking with no signage is 48 hours, resulting in vehicles being parked for long periods of time

Issue: Business owners have expressed that there are not enough vacant on-street parking spaces for their customers

Opportunity: Encourage those who will park for a long period of time to park in municipal lots instead of on-street parking spaces in commercial areas.

Recommendation:

Reduced On-Street Parking Time Limits

Reducing on-street parking time limits along high traffic commercial streets will encourage those who will park for a long period of time to park in municipal lots instead, which will free up on-street parking for short-term users

Topic: Seasonal Parking Permits

Existing Conditions: There were no seasonal parking permits sold in Norfolk County prior to the 2023 Seasonal Paid Parking Pilot.

Issue: Survey respondents have expressed that they want affordable parking.

Opportunity: Include alternative payment structures to hourly rates.

Recommendation:

Issue Seasonal Parking Permits

Parking permits can be an overall more affordable option for those who frequent the paid parking zones. Different rates for residents and visitors is recommended.

Topic: Winter Overnight Parking Restrictions

Existing Conditions: The overnight parking restrictions indicate that vehicles can not be parked on-street during snow removal under *By-law 2011-189*

Issue: The By-law is challenging for the public and enforcement officers to interpret as there is no set date and time associated with it.

Opportunity: Provide greater clarity on when parking is not permitted.

Recommendation:

Overnight Parking Time Restrictions

Discourage overnight on-street parking which will provide space for snow removal, while also increasing parking availability for commuters when they arrive in the morning.

Topic: Parking Enforcement Personnel

Existing Conditions: During the off-peak season, parking enforcement is conducted ad-hoc, and is typically reactive and complaint driven. During the peak season, 3-4 students are hired for full-time parking enforcement.

Issue: Illegal parking occurs year-round due to a lack of parking enforcement.

Opportunity: Increase parking enforcement.

Recommendation:

Increase Focus on Enforcement Year-Round

Hire additional officers to allocate an existing officer dedicated to parking enforcement year-round on either a full-or part-time basis.

Topic: Electric Vehicle Charging Stations

Existing Conditions: The Port Dover Draft Urban Design Guidelines encourages charging stations to be included in draft plans and site plans.

Issue: Electric vehicle parking spaces are not currently required for developments.

Opportunity: Examine the future demand for electric vehicle charging stations

Recommendation:

**Encourage and Provide
Rough-Ins for EV
Charging Stations**

EV charging spaces should be encouraged for new development. Zoning by-law requirements for EV charging can be considered in the future as demand for EVs increases. Opportunities to leverage funding to provide public EV charging stations can be sought.

Topic: 15-Minute Loading Zones

Existing Conditions: There are currently 15-min. loading zones in Port Dover (17) and Simcoe (1). The 15-min. loading zones are approved on an ad-hoc basis, driven by individual requests and support.

Issue: Difficult for County to manage the approval and removal of 15-minute loading zones.

Opportunity: Create a more streamlined approach to approving 15-min. loading zones

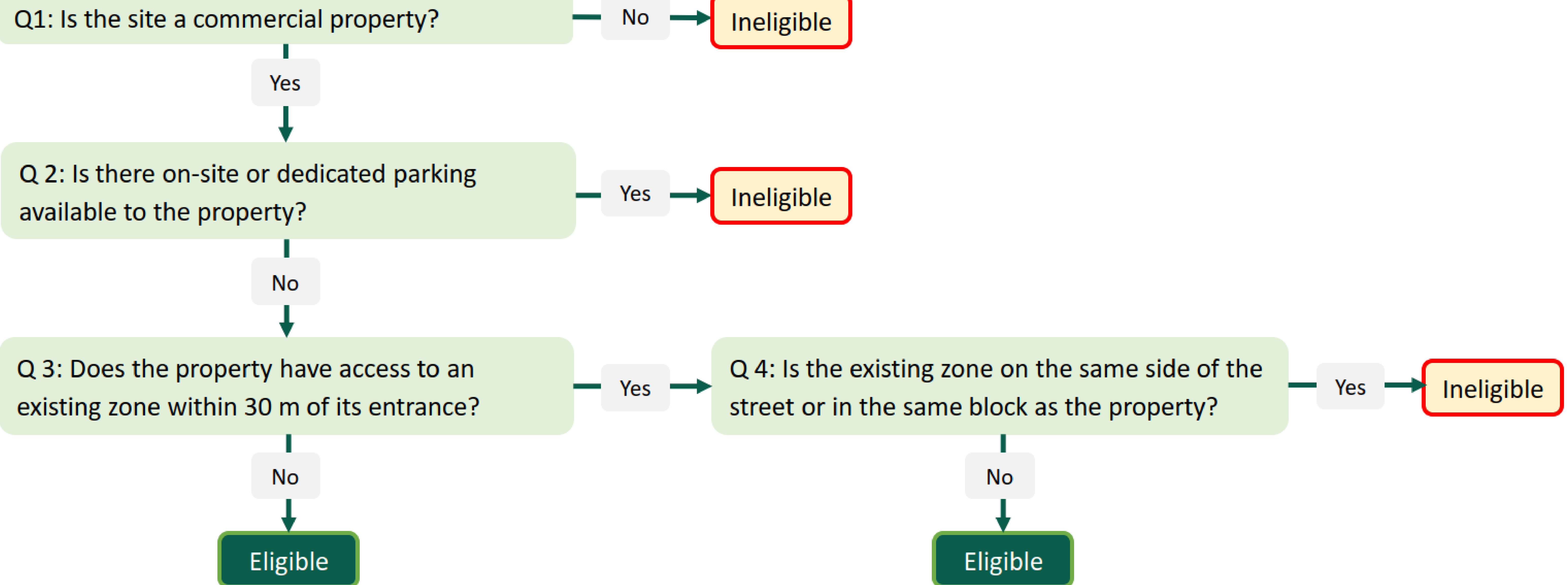
Recommendation:

15-Minute Loading Zone Framework

LEA has developed a framework that can be used to determine a commercial property's eligibility to receive a nearby 15-minute loading zone

15 Minute Loading Zone Framework

Process for Determining 15-Minute Loading Zone Eligibility



Topic: On-Street Accessible Parking

Existing Conditions: On-street accessible spaces are currently approved and implemented on an ad-hoc, by-request basis, and following consultation with the Manager – Accessibility and Special Projects.

Issue: Difficult for County to manage the approval on-street accessible parking spaces.

Opportunity: Create a more streamlined approach to approving on-street accessible parking

Recommendation:

On-Street Accessible Parking Framework

LEA has developed a framework that can be used to determine the location of on-street accessible parking spaces in commercial areas.

On-Street Accessible Parking Framework

Process for Determining On-Street Accessible Parking Eligibility

Q1: Is the site a commercial property?

No

Ineligible

Yes

Q 2: Is there on-site or dedicated accessible parking available to the property?

Yes

Ineligible

No

Q 3: Does the property have access to an existing accessible parking space within 30 m of its entrance?

Yes

Q 4: Is the accessible parking space on the same side of the street or in the same block as the property?

Yes

Ineligible

No

Eligible

No

Eligible

Topic: Curbside Commercial Loading Zones

Existing Conditions: Loading for private commercial properties is permitted based on the existing lot condition (i.e. the number of loading docks available on a lot).

Issue: No framework for the approval process of curbside commercial loading zones.

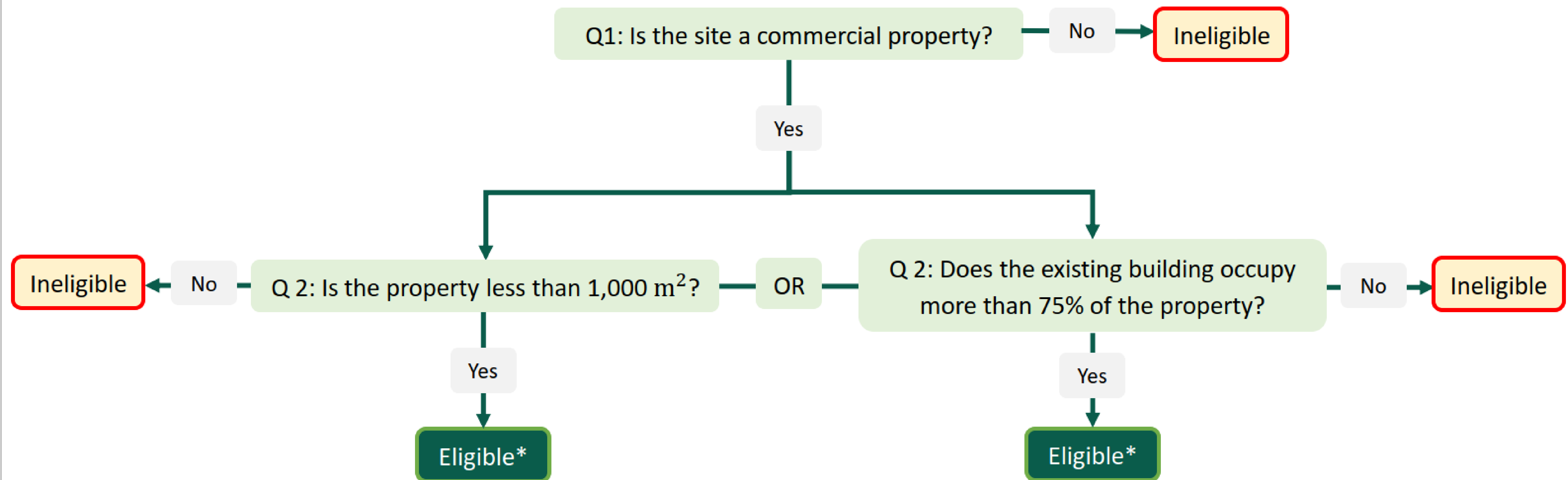
Opportunity: Create a more streamlined approach to approving on-street loading zones.

Recommendation:

Curbside Loading Zone Framework

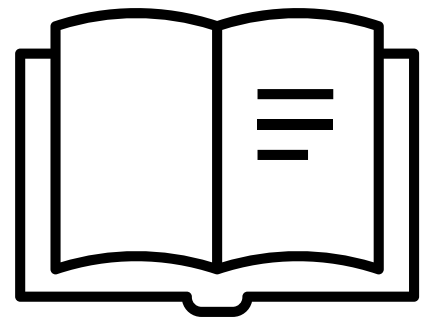
LEA has developed a framework that can be used to determine the location of on-street loading spaces in commercial areas.

Process for Determining On-Street Loading Eligibility

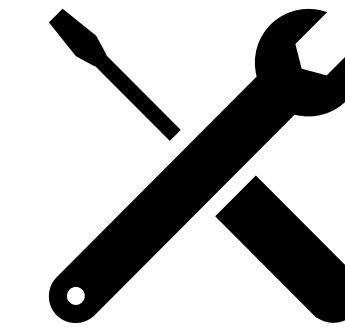


**Pending staff review of curbside segments to identify appropriate loading space location*

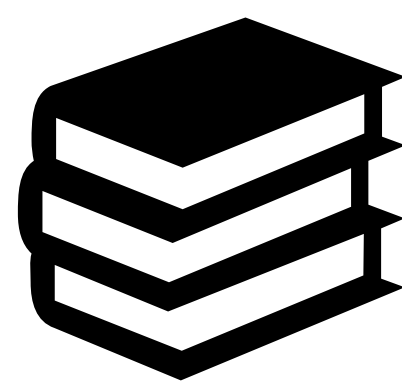
Summary of Recommendations



Develop a Comprehensive Database for Parking Supply & Asset Management



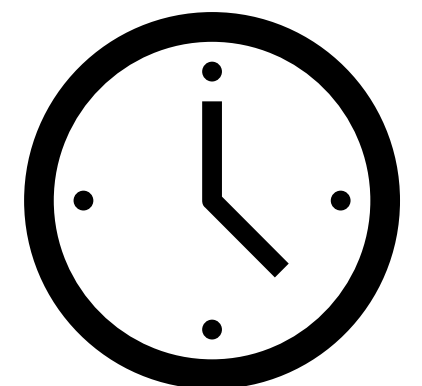
Prioritize Improvements to and the Efficient Use of Existing Municipal Lots and Land



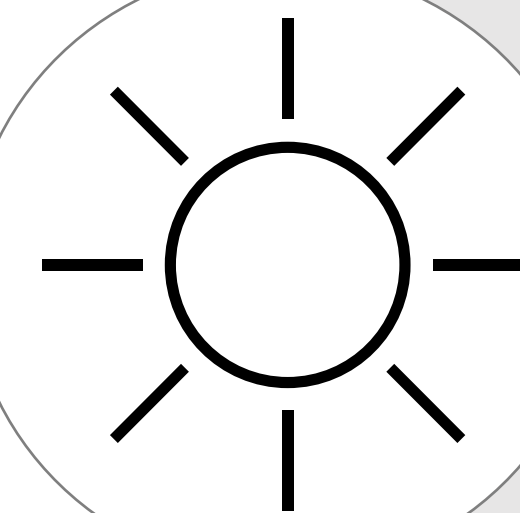
Development of Parking Study Standards & Guidelines for New Development



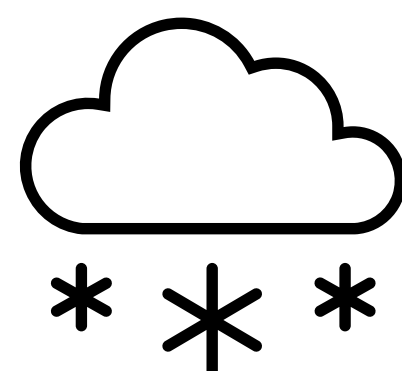
Implement Seasonal Paid Parking During the Summer Months



Reduced Parking Time Limits for On-Street Parking from Existing Conditions



Issue Seasonal Parking Permits for the Summer Months



Include Time Restrictions to the Winter Overnight Parking Restrictions



Increase Focus on Enforcement Year-Round



Encourage EV Charging Stations



Implement a Framework for 15-Min. Loading Zones, On-Street Accessible Parking, and Loading Zones

Design Review Recommendations

Street Segment/ Intersection	Community	Type	Recommendations
Ordnance Drive/Avenue	Turkey Point	On-Street	<ul style="list-style-type: none"> Shoulder resurfacing Formalization of parking spaces Addition of parking signage
Former Baseball Diamond at Turkey Point Road/Tom Millar Lane	Turkey Point	Off-Street	<ul style="list-style-type: none"> Partial conversion of former baseball diamond to parking lot Potential to extend lot based on monitoring of demand
Parking Lot at Erie Boulevard/Abigail Becker Parkway	Port Rowan	Off-Street	<ul style="list-style-type: none"> Formalization of parking spaces through delineating them with painted lines
St. James Street South/Alice Street Boat Launch	Waterford	Off-Street	<ul style="list-style-type: none"> Provide dedicated spaces for vehicles with trailers Add signage to encourage use of Alice Street parking for other vehicles

- Angled parking spaces in Norfolk County are **not recommended** as it often results in a net loss of parking spaces, and operational and safety concerns.

- Recommendations for the Comprehensive Parking Study have been informed by the following:
 - Review of Norfolk County's Existing Policies
 - Best Practices Review
 - Public & Stakeholder Consultation
 - Parking Utilization Surveys
 - Parking Design Exercise
- The recommendations have been categorized into four different topics
 - Parking Supply & Asset Management
 - Parking Management, Enforcement & Funding
 - Curbside Management
 - Design
- The timing, requirements, and prerequisites for implementation of the recommendations have been included in the Comprehensive Parking Study.



Comprehensive Parking Study

Thank you for listening!

Please do not hesitate to contact csidlar@lea.ca should you have any questions regarding the Comprehensive Parking Study.



Council-In-Committee Meeting – April 09, 2024

Subject: HNHC Updated Regeneration Strategy
Report Number: HSS-24-016
Division: Health and Social Services
Department: Social Services and Housing
Purpose: For Decision

Recommendation(s):

THAT Staff Report HSS-24-012 HNHC Updated Regeneration Strategy be received as information.

AND FURTHER THAT Council prioritizes affordable housing and approves the Haldimand Norfolk Housing Corporation updated strategy for regeneration, including the sale of assets, renovation of assets, and new capital projects, to maintain and improve the provision of community housing in Norfolk County, as detailed in the report and presentation.

AND FURTHER THAT Council approves the General Manager of Health and Social Services, acting as the Consolidated Municipal Services Manager for housing and homeless prevention, to provide consent to the Haldimand Norfolk Housing Corporation to complete the following actions with regards to the HNHC Updated Regeneration Strategy:

1. Sale of current semi-detached homes in Delhi and/or Simcoe, to maximum of twenty-four (24) units between 2024-2028, to assist in funding the Delhi New Development and 219 Regent Redevelopment capital projects of mixed-income affordable housing.
2. Ministry of Municipal Affairs and Housing notification of such sales, and provision of reasoning for pause on current rent-geared-to-income (RGI) service level, in anticipation of expansion and portfolio enhancement.
3. Demolition of two (2) existing units on Gibraltar Street in Delhi, preparation of land, and initiation of capital project Delhi New Development engineering and RFP preparation in 2024. The cost of this portion of the project will be recovered from the HNHC sold unit reserve fund, as directed by the Council.
4. Initiation in 2025 of development process for Delhi New Development project to provide sixteen (16) units of community housing, including a minimum of ten (10) rent-geared-to-income (RGI) units with capital construction targeting passive house standard.

5. Initiation of land preparation, engineering, and site planning for 219 Regent Redevelopment project in 2025-2027, funded from the Haldimand Norfolk Housing Corporation sold unit reserve fund, to ensure project is “shovel-ready” to access potential annual and/or one-time grant funding in the future.
6. Actively seek any/all available grants, subsidized funding pathways and explore listed cost mitigation strategies for the Delhi New Development and 219 Regent Redevelopment projects, to enhance any capital budget provisions from Norfolk County.

AND FURTHER THAT Norfolk County Council approves one of the proposed options for financing Phase One of the HNHC updated Regeneration Strategy, as written in the Delhi New Development Business Case, and explained in discussion below.

AND FURTHER THAT Norfolk County Council agrees to provide zoning bylaw amendment, committee of adjustment and site plan fees towards the affordable housing projects in Delhi and Port Dover, as an in-kind contribution to Haldimand Norfolk Housing Corporation.

AND FURTHER THAT Staff and Haldimand Norfolk Housing Corporation will return in early 2026 with a comprehensive follow-up report detailing the status of the Delhi New Development project, and with updated final costing and funding options for the 219 Regent Redevelopment project for Council approval.

Executive Summary:

Housing is a key influential determinant of health and is strongly tied to quality of life as it impacts the physical, social, emotional, and mental health of all persons. Therefore, at the direction of Council in report CS-22-105, this report provides an updated strategy detailing the prospective future of community housing in Norfolk County. There are significant federal, provincial, and municipal alignments and priorities to support the need for more housing across the entire housing system.

Affordable housing provides a secure foundation for people to find and keep jobs, to learn and build new skills, and be active contributing members to their communities. Affordable housing can also boost the local economy and attract employers with the promise of a stable workforce. Our strategy aims at targeting individuals and households with varying income levels to ensure the availability of safe and affordable homes.

To address the affordability supply crisis with innovative solutions, the Haldimand Norfolk Housing Corporation (HNHC) updated their regeneration strategy to leverage current assets that, due to age (60 years) have reached their purposeful lifecycles.

County staff and HNHC staff are exploring all grants and funding opportunities, as well as exploring cost mitigation strategies, across all levels of government to lessen the burden on taxpayers.

If approved, construction is estimated to be underway in 2025, the Delhi New Development revitalization project would see sixteen (16) units of rent-geared-to-income (RGI) and affordable/market housing, and in the future (est. 2028), the 219 Regent Redevelopment project would see twenty-five (25) units of RGI and affordable/market housing added to the Norfolk County community portfolio, owned, and managed by HNHC. Two options are provided in this report for the financial contributions to Phase One of this strategy to move forward.

Discussion:

An acute need for affordable housing in Norfolk County currently exists. To address this problem the HNHC continues to embark on an ambitious and purposeful plan to optimize and coordinate existing resources and project development that will build more capacity in the housing system. This approach will leverage the existing community housing program that the municipality inherited and struggles to maintain adequate service levels within aging assets. Moreover, exploring new partnerships and providing options in supportive, transitional, affordable and market rent units will modernize and enhance the overall capacity of the system while addressing ongoing and future demands.

Currently, Haldimand and Norfolk Counties maintain 670 RGI units, from one bedroom/bachelor units to five-bedroom family homes. Norfolk County has 435 of these RGI units in the county. Currently, the identified critical need across the community includes not only RGI and deeply affordable rents, but also affordable and market rents, with single units being prioritized, based on data analysis of Norfolk County population and the Ten-Year Housing and Homelessness Plan. The centralized waitlist currently has 476 applicants in Norfolk County. Wait times vary depending on applicant needs and availability, with special priority individuals waiting two to four years, single or family units waiting eight to ten years, and seniors waiting one to three years.

The Haldimand Norfolk Housing Corporation (HNHC) is the largest provider of community housing in the county. HNHC currently owns and/or manages 512 of the 667 these units, which constitutes 77% of all RGI units. The proposed regeneration strategy allows HNHC to effectively regenerate and revitalize this level of service and portfolio in an economical and environmentally sustainable manner.

HNHC has updated the regeneration strategy to include disposal of several current assets that would require substantial investment to maintain and/or revitalize for tenancy. The optimization of mixed-income housing strategies while striving to build complete communities will net additional new housing units in new capital projects above the counties current service levels. Net new housing can include replacement of

RGI units as well as innovative modernization techniques like applying portable housing allowances, deeply subsidized affordable housing, and other housing subsidization or expansion. Service level provision is mandated by the Ministry of Municipal Affairs and Housing in the Housing Services Act, and improving housing options will provide ongoing financial support to the maintenance of all units across the portfolio, increasing affordability, system modernization, and financial sustainability, while addressing community need as identified in the Norfolk County 10-Year Housing and Homelessness Plan.

Phase 1 of the regeneration strategy proposes demolishing two (2) units on Gibraltar Street in Delhi and selling up to twelve (12) units in Delhi and Simcoe. This will supplement financing a sixteen (16) unit of mixed-income community housing on land currently owned by HNHC/Norfolk County. The sale of two of these assets will provide initial funding towards site preparation for the 219 Regent Street Redevelopment.

Ensuring we build a sustainable and environmentally responsible future should be a priority. The passive house building standard includes maximizing infrastructure investments, reducing harmful emissions, while supporting the wellbeing of current and future generations. Staff are recommending the Passive House model as they allow for space heating and cooling related energy savings of up to 90% compared with typical building stock and over 75% compared to new buildings. The upfront construction costs are slightly higher than conventional buildings, but the long-term savings and benefits outweigh the gap in initial investment, for both owners and tenants.

Staff are requesting that authorization as the Service Manager be provided for the sale of units and pausing RGI service levels during project implementation. The Haldimand Norfolk Social Services and Housing and HNHC will actively pursue all funding opportunities which arise, both on an annual and one-time basis, as well as using any/all cost mitigation strategies listed to offset municipal contribution and mortgage requirements. There are two funding options presented below for phase 1. Staff are recommending Option 1, which includes a long-term mortgage and property tax subsidy, but no initial capital investment.

OPTION 1: As detailed in the business case from Haerko, Inc. on behalf of HNHC, Norfolk County does not provide any initial investment in the capital projects, relying on sale of current assets and significant mortgage loan(s) to complete the capital projects. HNHC and HNHC will pursue any/all grant and/or subsidized funding pathways and cost mitigation strategies listed to offset mortgage requirements. This option requires a fifty (50) year mortgage subsidy of approximately \$176,000 annually, in addition to the property tax subsidy, as detailed.

This proposal as a passive house would exceed the CMHC standards (noted below) and be eligible for grant consideration.

OPTION 2: Norfolk County contributes initial capital investment of \$5 million for the Delhi New Development project for 2025, with the understanding that HNHC and HNHC will pursue any/all grant and/or subsidized funding pathways and cost mitigation

strategies listed to offset county provided capital investment. This option would not require any ongoing mortgage subsidy but would require the ongoing property tax subsidy. The intent of HNHSS and HNHC would be to term the initial \$5 million investment as an interim forward funding solution, pending grant or subsidized funding opportunities to offset this amount.

Many of the available grants, subsidies and funding pathways provide opportunities for significant investments into projects in affordable housing, however, these applications are quite specific in requiring the initiation of projects to be “shovel-ready” and supported by the Municipality, either through project approval and/or financially supported. The preparation of development sites, therefore, is key to ensuring every opportunity can be explored to offset capital investment needs from the County.

Cost mitigation strategies are used by staff across all program areas, in order to provide support to as many individuals as possible, and to expand funding opportunities, not only for capital projects, but for service delivery as well.

Cost Mitigation Strategies:

1. Canadian Mortgage and Housing Corporation Co-Investment Program - Contribution and Loan
2. Rapid Housing Initiative
3. Canada-Ontario Community Housing Initiative funding
4. Ontario Priorities Housing Initiative funding
5. Allowing for debt incurrence with up to fifty (50) year amortization
6. Converting affordable rent units to RGI units to maintain service level standards
7. Exploring deployment of housing allowance and rental subsidies to maintain service level standards
8. Expanding the rent levels of affordable and market rent units through updated AAMR strategy in collaboration with the Ministry of Municipal Affairs and Housing
9. Investigation of continued amalgamation of non-profit providers

Further Explanation of Strategies:

1. Canadian Mortgage and Housing Corporation Co-Investment Program – Contribution and Loan. The National Housing Strategy (NHS) Co-Investment fund is a significant funding source for housing providers developing energy efficient, accessible, and socially inclusive housing, providing for over \$55 billion dollars over 10 years. The fund provides low-cost loans and/or capital contributions to incentivize new construction that meets or exceeds ambitious standards for affordability, energy efficiency and accessibility. Canadian Mortgage and Housing Corporation (CMHC) also provides low-cost mortgage and loan programs.
2. Rapid Housing Initiative (RHI) is a federal program from the CMHC under the NHS. It provides capital contributions for rapid construction of new housing

and/or acquisition of existing buildings for rehabilitation or conversion to permanent affordable housing.

3. Canada-Ontario Community Housing Initiative (COCHI) focuses on protecting tenants and the preservation of social/community housing supply. It targets long-term sustainability and supporting effective transitions for non-profit, cooperative, and municipally owned community housing into a future operating framework for community housing. It is an annual allotment that is provided to the Service Manager and then provided to nonprofit housing providers for updates, improvements, and capital projects.
4. Ontario Priorities Housing Initiative (OPHI) provides flexible funding to address local housing priorities and improve access to affordable housing options. It is aimed at increasing affordable housing supply, increasing housing affordability and improving the state of repair of the affordable and social housing stock. Service Managers have the flexibility to determine which program components they participate in, based on local needs and priorities. A key objective of OPHI is to incorporate energy efficiency into new affordable housing units and building design to promote a sustainable future.
5. Allowing for extended loan timelines, including mortgage and loan incurrence up to fifty (50) year amortization allows the flexibility of approach to finance that housing providers are able to leverage to have capital projects initiated, while maintaining important levels of service across all assets. This is a strategy implemented by many other affordable housing providers, to help increase cash flows and meet growing demands for affordable housing.
6. Conversion of affordable rent units to rent-geared-to-income units under current portfolio within Norfolk County. This cost mitigation is not as straightforward as others, as the operating costs of buildings with mixed ratio units (RGI and affordable) use that gap funding towards ongoing operations and capital needs. Therefore, while it does enhance RGI service level by moving these units from affordable to RGI, it also has a significant budgetary impact with respect to the ongoing operational costs of maintaining all units in the facility.
7. Exploring the expansion of housing allowances and rental subsidies to maintain service level standards would mean HNHSS could enhance current housing allowances and/or rental subsidies with municipal funding to facilitate the creation of RGI units in the system. These funding options permit RGI units outside of current housing providers across the community. This strategy is being used across multiple providers in municipalities to provide an innovative solution to address service levels and current gaps in the housing system.
8. Expanding the rent level of affordable housing and market rent units through updated AAMR strategy. The Canada Mortgage and Housing Corporation (CMHC) publishes regional Average Market Rents (AMRs) annually, that are

used by various Ministry of Municipal Affairs and Housing (MMAH) funded programs. Per the Investment in Affordable Housing (IAH) for Ontario (2014) and the Ontario Priorities Housing Initiative (OPHI) program guidelines, Service Managers may request alternate AMRs if CMHC AMRs are not available in certain communities, and/or if AMRs published by CMHC do not accurately reflect the actual market rent in the area.

Alternative Average Market Rents (AAMRs) do not affect the rent levels used for rent-geared-to-income (RGI) in the community as this is legislated at a level of 30% of a household's monthly adjusted family net income, as determined annually by each household member's Notice of Assessment (annual income tax return) and in accordance with the Housing Services Act. Changing to AAMRs would provide greater flexibility in the setting of affordable and market rent units in new developments, which in turn can augment funds to cover ongoing operational costs. These would simultaneously also incentivize private developers to move forward with affordable housing development proposals.

9. Investigating and possibly facilitating further amalgamation of non-profit housing providers. Amalgamation can enhance economies of scale and can improve the shared value of assets, programs, and service delivery. It can reduce risk, increase cash resources, and help achieve financial growth by consolidating resources and assets. Simplifying governance, corporate structure and oversight can also streamline operational efficiencies and optimize communication by eliminating duplication. The current housing review underway may address these strategies.

Overall, Norfolk County in partnership with HNHC, is committed to finding new ways to be innovative that will contribute to a vibrant and inclusive community with varied housing options for all residents at all income levels. Our strategy is to approach development and regeneration, while promoting sustainable and fiscally responsible initiatives. The maintenance, renewal and new development enhancements of the community housing portfolio will ensure that the quality of life and well-being of residents across Norfolk County is the focus now and in the future.

Financial Services Comments:

As fee amounts related to planning and building processes are unknown at this time these costs have not been factored into the above analysis. It is important to note that waiving associated fees will result in reduced revenue and could impact reserve balances and Norfolk's year end surplus/deficit amount as the project moves forward.

OPTION 1

The proposed mixed-income plan for the Delhi development as outlined in the attached business case with the passive building model is projected to cost \$7,651,000. These costs include site preparation, project management, legal and organizational fees, along

with the construction costs. The estimated monthly mortgage cost under the qualifying CMHC loan program is approximately \$176,000 for 50 years.

The County provides a property tax rebate to housing providers equal to the property taxes the development is required to pay annually. For this development, the property tax rebate amount, is to be transferred to the reserve to pay for the capital needs of the facility over its lifetime, as well as being able to have funds available at the end of the facility's useful life for regeneration of the development as required.

Table 1: Estimated Annual Operating Budget

Expenditures	
Maintenance - Materials & Services	\$27,900
Heat - Common Space Only	3,250
Electricity - Common Space Only	11,400
Water/Sewer - Common Space Only	5,650
Capital Replacement Reserves Contributions	60,000
Insurance	2,800
Property Taxes	60,000
Total Expenditures	\$171,000
Revenues	
From Tenants	\$110,700
Laundry	1,700
Parking	2,500
Property Tax Rebate	60,000
Vacancy Loss	(3,900)
Total Revenues	\$171,000
Net Operating Income	\$-
Mortgage Payments	\$176,000
Mortgage Subsidy	\$(176,000)

The County currently provides HNHC with a property tax rebate on the 10 properties that will be sold as part of this regeneration plan. These rebates will no longer be provided upon the sale of the units, resulting in savings of approximately \$17,000.

The use of the property tax rebate to maintain a capital reserve will allow this facility to maintain itself over its lifetime without requiring additional funds from the County.

The overall impact of this project to the County would be the mortgage payment of \$176,000 and an increase in property tax rebates of \$43,000, for an estimated total operating levy increase of \$219,000. Note that the property tax rebate will increase as the tax rates increase. An increase of \$219,000 would result in an increase on the net levy requirement of 0.17% for 2025.

OPTION 2

The County does not have the funds available to provide the upfront capital costs for this project. This option is not financially feasible.

Interdepartmental Implications:

From a Community Development perspective, the provision of affordable housing in the community is very important and supported through the Norfolk Official Plan. There are many policies aimed at encouraging and targeting dwelling units that are affordable to low-income households. The intent is to ensure that a full range of housing types are provided to meet the anticipated demand and demographic change. The new housing projects would require development applications that may include zoning, site plans, and building permits along with technical supporting material. Staff from various departments would be involved in the review and assistance of the projects.

Consultation(s):

Haldimand Norfolk Housing Corporation and their consultants Haerko, Inc. and Norfolk County Corporate Services, including Finance.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Building Norfolk - Develop the infrastructure and supports needed to ensure complete communities.

Explanation: Providing affordable housing to the community is an essential part of complete communities. Expanding our current housing portfolio to include RGI, affordable, supportive, and transitional housing enhances our community, supports vulnerable people, and provides future development options aligned with Norfolk County Official Plan.

Conclusion:

Modernization and expansion of the community housing portfolio in Norfolk County is necessary to address the critical core needs of housing across multiple income levels. The updated regeneration strategy promotes responsible leveraging of current assets to minimize fiscal impact to the corporation and levy budget, while broadening the housing options and opportunities across the community. Haldimand Norfolk Housing Corporation, as the majority provider of community housing in Norfolk County, will provide project management and ongoing maintenance of all community housing assets in this regeneration plan, with the Corporation of Norfolk County serving as owner and majority stakeholder.

Attachment(s):

Attachments include Haldimand Norfolk Housing Corporation Regeneration Master Plan, Delhi New Development Business Case, and 219 Regent Redevelopment Business Case.

Approval:

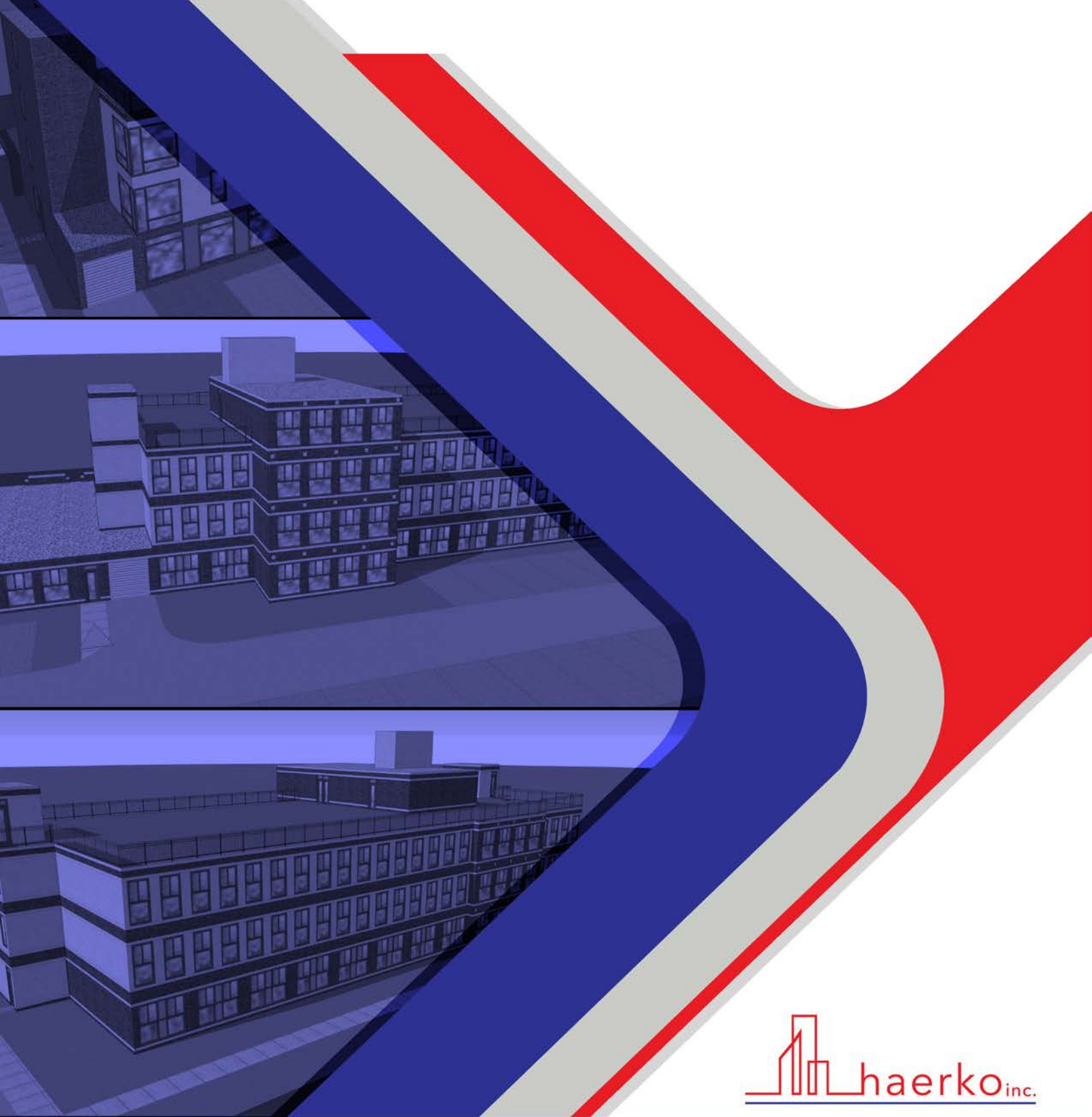
Approved By:
Al Meneses
Chief Administrative Officer

Prepared By:
Sarah Page
General Manager, HNHSS

HALDIMAND NORFOLK HOUSING CORPORATION

REGENERATION MASTER PLAN

March 2021 —



EXECUTIVE SUMMARY

Haerko Inc. (Haerko) was retained by Haldimand Norfolk Housing Corporation (HNHC) to prepare a Regeneration Master Plan (RMP) that aims to provide a range of strategies for the next 15 years. The RMP serves as the basis for which both Haldimand and Norfolk Counties may consider and select the desired strategy for their respective counties as managed by HNHC.

In 2001, the Province transferred responsibility for the oversight and funding of social housing to the municipal level, setting up municipal “Service Manager” (SM) organizations in 47 service areas within the province. Haldimand Norfolk is one service area, with Norfolk acting as the designated Service Manager on behalf of both counties. Under the Housing Services Act (HSA), the SM is required to administer and fund social housing communities previously administered by the Provincial and Federal governments. Subsidies must fund both operating and capital needs. This includes Haldimand Norfolk Housing Corporation (HNHC) as well as non-profit and cooperative housing developed under the various legacy social housing programs. This funding requirement by the Service Manager is in perpetuity.

HNHC is the Local Housing Corporation for Haldimand and Norfolk who are joint sole shareholders. HNHC owns and manages 544 of the mandated 826 social housing units in the service area on behalf of the SM. HNHC owns 416 of the 544 units and manages the balance for other housing providers as a service. As of 2021, the average age of HNHC’s assets is 47 years old. As the largest social housing provider in the service area, HNHC provides housing for seniors, families and adults. Currently, 409 households are waiting to be housed in a social housing unit. It is estimated that the wait time for general applicants is 8 years. The waitlist grows with each passing year as the demand increases faster than the supply.

As sole and joint shareholders of HNHC, Haldimand and Norfolk counties provide annual operation and capital subsidies to cover the financial shortfall as the total revenue is less than the operational and capital expenses. The capital subsidy covers the cost to maintain the assets, including repair and replacement of building components such as roofs, HVAC systems, etc.

The social housing programs established predominantly between 1960 and 1980 were implemented to meet the needs at the time. Many socio-economic changes have occurred since then which highlight the need for regeneration.

The current social housing and funding model is unsustainable based on current levels of funding. The operational subsidies will continue to increase year over year as rent revenue does not keep pace with the expenses. Furthermore, the static annual capital subsidy is not sufficient to maintain the assets, thus resulting in an unfunded capital liability.

The increasing capital liability results in a correspondingly growing Facility Condition Index (FCI) that reaches 30% in 2035, as can be seen below in Figure 1. Certain units may therefore need to be shut down due to their condition.

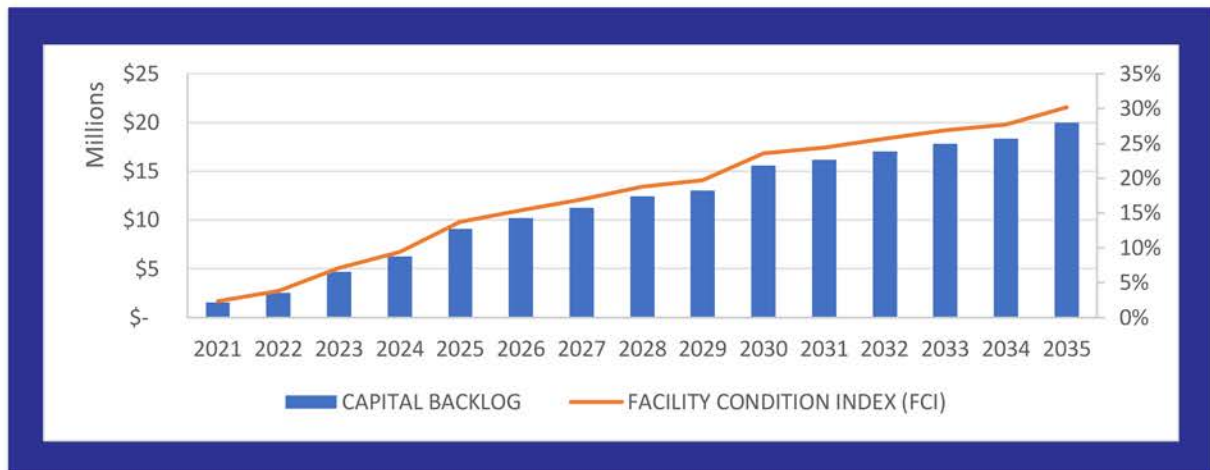


Figure 1 Capital Backlog with Corresponding FCI for HNHC's Assets

HNHC's housing stock is 97% social housing, which concentrates and segregates low-income households in a few buildings or parts of a subdivision. Mixed-income communities integrate a wider range of social-economic households, creating a sustainable community without blight and stigmatization.

There are many households that are looking to own or rent an affordable home. Housing prices and rents continue to increase as demand outstrips supply, while vacancy rates are currently at all-time lows in Haldimand Norfolk. Correspondingly, the centralized waitlist has continued to grow, see Figure 2 below.



Figure 2 Number of Households on the Waitlist Per Year (data provided March 9, 2021)

Social housing does not align with community demand as the demand exceeds the supply and the supply does not align with the demographics needing housing in the community. Furthermore, due to the lack of social and affordable housing in the service area, households housed in emergency and transitional housing find it difficult to secure rental housing.

HNHC is well positioned to regenerate their housing portfolio as the entire portfolio has reached the end of the operating agreements (EOA), and legislative changes in 2011 provide flexibility for HNHC.

All of HNHC's assets were evaluated through an asset classification analysis process to determine if they should be retained, revitalized, redeveloped, or disposed. The capital strategies are displayed in the Figure 3 below.

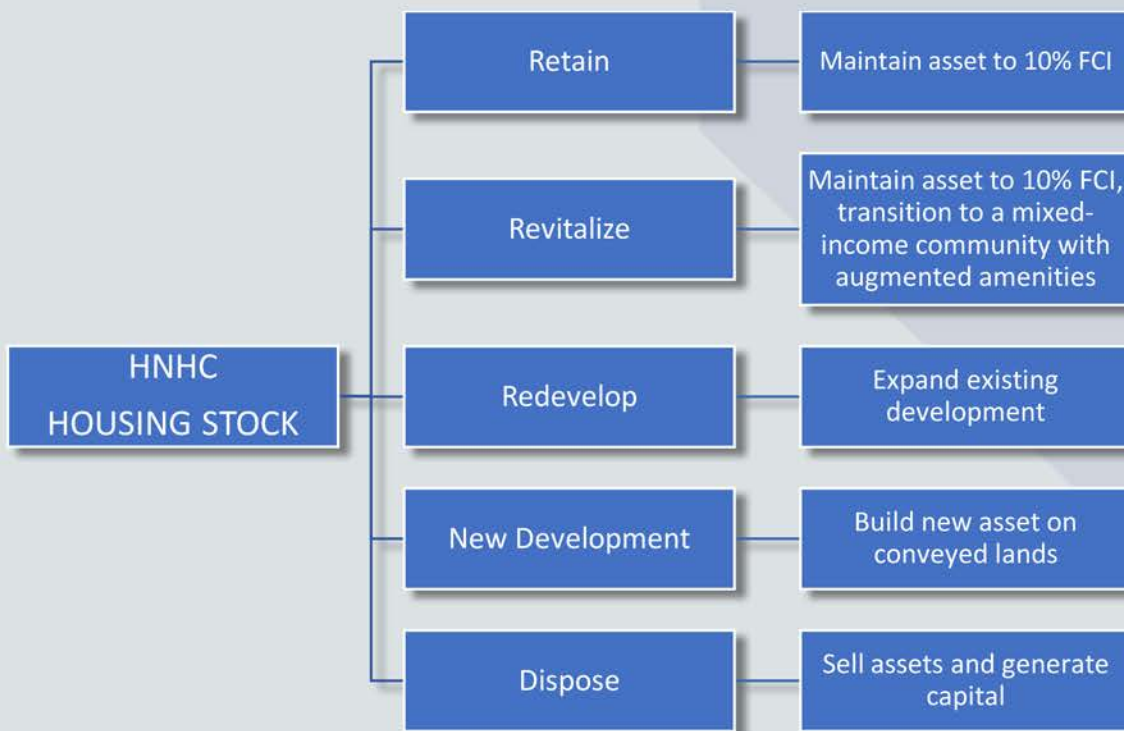


Figure 3 Asset Strategies for HNHC's Portfolio of Assets.

Retained and revitalized assets will be maintained to a 10% FCI, meaning the units will be on the threshold of a good/fair condition rating according to industry standards. The 10% FCI is a standard service level for maintaining housing assets. Maintaining to a 10% FCI means additional funding is required to meet the capital needs of the assets. Furthermore, no assets will fall out of service. They will be safe and provide a good living environment for households. Additionally, revitalized assets will change from a 100% social housing to a mixed-income community with a banded rent profile of 60%, 80% and 100% of market rents.

New and redeveloped assets as part of HNHC's regeneration master plan have the greatest impact both financially and socially. All new developments and expansions to existing developments are financially self-contributing, meaning they do not require an operating or capital subsidy from the SM. The buildings will have a mixed-income profile, creating affordable and market units and a stronger socio-economic community. Expanding the number of units in the service area aligns with the Housing and Homelessness Plan and with community demand. More specifically, the new buildings will provide more 1- and 2-bedroom units and will be highly energy efficient, as it is proposed to build them to the Passive House Standard; thus aligning with municipal energy management plans.

This plan is predicated upon using the proceeds from the sale of assets to partially fund new development projects, as well as maintaining the service level for the duration of the 15-year master plan.

Four strategies have been modeled that can be selected by Haldimand and Norfolk based on their financial investment. The Base Case is the "do nothing approach" where the current funding model remains. The Base Case is not considered to be a recommended path, but rather a comparator for the other strategies. The Renewal and Repair strategy will ensure all assets are maintained at a 10% FCI, with two developments undergoing revitalization. This strategy is based on accessing CMHC preservation funding under the National Housing Strategy that includes a contribution and low-cost, long-term lending. Option 1 builds upon the Renewal and Repair strategy and includes building a new multi-residential development in Dunnville and Simcoe. Option 2 builds upon Option 1, with the addition of two more new developments

(Hagersville and Delhi) and the redevelopment of 219 Regent in Port Dover. Option 2 is HNHC's desired plan and aligns with the Housing and Homelessness Plan, achieving HNHC's portion of reducing the waitlist by half. Options 1-2 are based on accessing new construction funding under the National Housing Strategy that includes a contribution and low-cost, long-term lending. See Table 1 below for the results and impact of the four strategies.

Table 1 Summary RMP Results for the Four Strategies

STRATEGY	BASE CASE	RENEWAL AND REPAIR	OPTION 1	OPTION 2
Portfolio Condition and Mix by 2035				
Portfolio FCI of Legacy Units	30%	10%	10%	10%
Capital Backlog of Legacy Units	\$20M	\$6.6M	\$6.1M	\$5.5M
Average Age of Assets (years)	62 years	62 years	47 years	37 years
Units out of Service Due to Poor Condition	20	0	0	0
# of Units Strategically Disposed	0	0	24	54
# of New Units	0	0	83	184
Net # of Units	416	434	491	562
# of HNHC's Owned RGI Units	383	385	387	387
# of RGI Portable Housing Benefits	20	18	16	16
# of Affordable Units	0	12	50	96
# of Market Units	13	19	38	63
Financials from 2021-2035 (\$ Thousands)				
Operating Subsidy	\$22,176	\$19,108	\$19,151	\$19,322
Operating Subsidy in year 2035	\$1,971	\$1,631	\$1,588	\$1,594
Total Capital Spend	\$9,598	\$28,786	\$67,243	\$112,798
Capital Subsidy	\$9,598	\$21,786	\$31,247	\$44,551
Sale of Existing Assets	\$0	\$0	\$7,063	\$17,213
CMHC Debt	\$0	\$6,500	\$22,433	\$40,033
CMHC Contribution (Estimated)	\$0	\$500	\$6,500	\$11,000

The execution of the Regeneration Master Plan will result in numerous benefits:

- 1) Eliminates the loss of social housing units
 - a) No units will reach a 30% FCI
 - b) 403 social housing units will continue to be provided
- 2) Maintains the existing housing stock, preventing the rapid deterioration of units
 - a) Maintain units at 10% FCI
 - b) Results in safe and desirable living environments for households
- 3) Contributes to the goals set forth by the Housing and Homelessness Plan
 - a) Maintain current housing stock
 - b) Increase the number of affordable and market units
 - c) Reduce the number of households on the waitlist
 - d) Reduce homelessness and create continuity in the housing continuum
- 4) Contributes to the counties' energy management plans
 - a) Reduce HNHC's GHG emissions and utility usage for legacy housing stock by approximately \$2.9M over 15 years.
 - b) All new developments and the one redevelopment will be built to Passive House standards
- 5) Starts HNHC's transition to become financially self-sustaining
 - a) All new assets will be financially self-contributing
 - b) Transition two existing assets to a mixed-income community
- 6) Access senior government funding
 - a) Leverage significant government funding to renew and repair existing housing stock and build new assets
- 7) Economic Benefits
 - a) Retain and create skill labour and technical jobs for the local community
 - b) Spin-off stimulus money within the wider community

The Regeneration Master Plan aligns with the goals set forth in the Housing and Homelessness Plan to varying degrees. The Base Case does not align with the goals. The Renewal and Repair strategy is the least aligned of the remaining plans, with Option 2 being aligned, achieving HNHC's portion of reducing the waitlist in half by 2030.

With an aging asset base, and high demand for social and affordable housing in the community, four regeneration strategies have been analyzed and presented for HNHC. As joint shareholders, Haldimand and Norfolk Counties play a crucial role in determining which strategy that will be pursued. The following report provides detailed context, reasons for regeneration, describes best practices, and describes the capital and regeneration strategies and concludes with recommendations for future regeneration studies.

TABLE OF CONTENTS

EXECUTIVE SUMMARY	2
GLOSSARY OF TERMS.....	10
1. INTRODUCTION.....	14
1.1 PURPOSE AND GOALS.....	14
1.1.1 <i>Financial sustainability</i>	14
1.1.2 <i>Purpose of this plan</i>	14
1.2 ROLES OF HOUSING PARTNERS.....	14
1.2.1 <i>Role of HNHC</i>	14
1.2.2 <i>Role of Haldimand and Norfolk Counties</i>	15
1.2.3 <i>Role of the Service Manager</i>	15
1.3 COMPENDIUM OF REPORTS	16
1.3.1 <i>Asset Classification Analysis Report</i>	16
1.3.2 <i>Redevelopment and New Development Business Cases</i>	17
1.3.3 <i>Sale of Single and Semi-Detached Homes</i>	17
1.3.4 <i>Financial Model Results</i>	17
1.3.5 <i>Assumptions and Risks</i>	17
1.3.6 <i>Alternative Average Market Rent (AAMR) Study</i>	17
2. HOUSING ENVIRONMENT	19
2.1 CHARACTERISTIC OF HNHC'S HOUSING STOCK	19
2.1.1 <i>Haerko's Qualified Professional Opinion</i>	19
2.2 HNHC'S HOUSING PROGRAMS.....	20
2.3 THE LEGISLATIVE CONTEXT	20
2.4 MODERNIZATION OF THE HOUSING SECTOR.....	22
2.4.1 <i>Housing Continuum</i>	22
2.4.2 <i>What does the Housing Sector Modernization Look Like?</i>	23
2.4.3 <i>Mixed Income Community</i>	24
2.4.4 <i>Asset Based Community Development</i>	24
2.4.5 <i>Funding Solutions:</i>	25
3. THE NEED FOR REGENERATION	32
3.1 HOUSING COSTS.....	32
3.2 LENGTHY SOCIAL HOUSING WAITLIST	34
3.3 SOCIAL HOUSING DOES NOT ALIGN WITH COMMUNITY DEMAND	35
3.4 THE SOCIAL HOUSING STOCK CONCENTRATES AND SEGREGATES LOW INCOME HOUSEHOLDS	36
3.5 INCREASING COSTS OF RGI UNITS	36
3.6 THE CURRENT FUNDING MODEL IS UNSUSTAINABLE.....	37
3.7 KEY FINDINGS AND CONCLUSIONS.....	38
4. SOCIAL HOUSING REGENERATION BEST PRACTICES	39
5. CAPITAL REGENERATION MASTER PLAN	41
5.1 DISPOSAL.....	42
5.2 REDEVELOPMENT	42
5.3 REVITALIZE	44
5.4 RETAIN	44
5.5 NEW DEVELOPMENT	44
5.5.1 <i>Dunnville</i>	44

5.5.2 <i>Simcoe</i>	47
5.5.3 <i>Hagersville</i>	49
5.5.4 <i>Delhi</i>	50
5.6 SUMMARY AND IMPACT OF RECOMMENDED CAPITAL REGENERATION PLAN	51
6. CONSOLIDATED FINANCIAL PLAN AND FUNDING REQUEST	53
6.1 GENERAL OVERVIEW	53
6.1.1 <i>Base Case</i>	53
6.1.2 <i>Renewal and Repair</i>	53
6.1.3 <i>Option 1</i>	53
6.1.4 <i>Option 2</i>	53
6.1.6 <i>Operating Financial Impacts</i>	55
6.1.7 <i>Capital Impacts</i>	55
6.1.8 <i>Community Impacts</i>	56
6.2 THE BASE CASE	56
6.2.1 <i>Financials</i>	56
6.2.2 <i>Impacts to the Community</i>	56
6.3 RENEWAL AND REPAIR	57
6.3.1 <i>Financials</i>	57
6.3.2 <i>Impacts to the Community</i>	57
6.4 OPTION 1	58
6.4.1 <i>Financials</i>	58
6.4.2 <i>Impacts to the Community</i>	59
6.5 OPTION 2	59
6.5.1 <i>Financials</i>	59
6.5.2 <i>Impacts to the Community</i>	60
6.8 SUMMARY	60
7. CONCLUSIONS AND RECOMMENDATIONS	62
WORKS CITED	64
APPENDIX 'A': FCI INFORMATION	65
APPENDIX 'B': KEY PERFORMANCE INDICATORS	68

TABLE OF FIGURES

Figure 1 Capital Backlog with Corresponding FCI for HNHC's Assets	3
Figure 2 Number of Households on the Waitlist Per Year (data provided March 9, 2021)	3
Figure 3 Asset Strategies for HNHC's Portfolio of Assets.....	4
Figure 4 Haldimand and Norfolk County, SM and HNHC Structure	16
Figure 5 The Housing Continuum.....	22
Figure 6 Average House Price, Haldimand and Norfolk.....	32
Figure 7 Primary Rental Market Vacancy Rates	33
Figure 8 Primary Rental Market Average Rents.....	33
Figure 9 Haldimand and Norfolk Social Housing Waitlist (data provided March 9, 2021)	35
Figure 10 HNHC Operating Expenses vs. Operating Subsidy	36
Figure 11 HNHC Capital Backlog vs. Facility Condition Index.....	37
Figure 12 Operational vs. Capital Work Done in 2020.....	38
Figure 13 Rendering 1 of 219 Regent Expansion	43
Figure 14 Rendering 2 of 219 Regent Expansion	43
Figure 15 Rendering 1 of Dunnville Development.....	46
Figure 16 Rendering 2 of Dunnville Development.....	46
Figure 17 Rendering 1 of Simcoe Development	48
Figure 18 Rendering 2 of Simcoe Development	48
Figure 19 Rendering 1 of Hagersville Development	49
Figure 20 Rendering 2 of Hagersville Development	50
Figure 21 Rendering 1 of Delhi Development.....	51
Figure 22 Rendering 2 of Delhi Development.....	51

LIST OF TABLES

Table 1 Summary RMP Results for the Four Strategies	5
Table 2 Compendium of Reports Contents.....	16
Table 3 FCI Condition Ranges.....	19
Table 4 Funding Offer.....	26
Table 5 Impact, Implementation and Transformative Potential	26
Table 6 RCFI Minimum Requirements	26
Table 7 CMHC NHS Co-Investment Fund for New Construction-Min. Requirements	28
Table 8 CMHC NHC Co-Investment for Repair and Renewal Minimum Requirements.....	28
Table 9 Asset Classifications and Potential Actions	41
Table 10 HNHC Results of Asset Classifications	42
Table 11 Programming of 219 Regent Expansion	43
Table 12 Programming for Dunnville Development	45
Table 13 Programming for Simcoe Development.....	47
Table 14 Programming of Hagersville Development	49
Table 15 Programming for Delhi Development	50
Table 16 Detailed Summary of Strategies for each Option	54
Table 17 Capital Levy using IO Debt.....	55
Table 18 Regeneration Master Plan Alignment to the Goals from the Housing and Homelessness Plan.....	56

GLOSSARY OF TERMS

AFFORDABLE HOUSING: In Canada, housing is considered “affordable” if it costs less than 30% of a household’s before-tax income (Canada Housing Mortgage Corporation, 2018). Many people think the term “affordable housing” refers only to rental housing that is subsidized by the government. In reality, it is a very broad term that can include housing provided by the private, public, and non-profit sectors. It also includes all forms of housing tenure: rental, ownership, and co-operative ownership, as well as temporary and permanent housing.

ALTERNATIVE AVERAGE MARKET RENT (AAMR): When approved by the Ministry of Municipal Affairs and Social Housing, AAMR becomes the benchmark to determine affordable rent. AAMR are established by conducting a market study for current rental rates. AAMR replaces the benchmark set forth by CMHC’s median market rents (MMR), which are based on the median of all rental rates surveyed within the region. CMHC’s MMR includes the population of long-term tenants who have been subject to rent control measures for many years. More details including benefits are described in the AAMR report included in the compendium of reports.

ASSET BASED COMMUNITY DEVELOPMENT: Asset Based Community Development builds on the assets that are found in the community and mobilizes individuals, associations, and institutions to come together to realize and develop their strengths. This makes it different to a Deficit Based approach that focuses on identifying and servicing needs (Nuture Development).

CANADA MORTGAGE AND HOUSING CORPORATION: CMHC is the agency responsible for carrying out the current affordable housing responsibilities of the federal government. In 1999, CMHC signed the Canada-Ontario Social Housing Agreement that transferred the funding and administration of social housing, which had been developed under federal programs, into the hands of the provincial government (Ontario Non-Profit Housing Association (ONPHA), 2021).

CENSUS METROPOLITAN AREA: A census metropolitan area (CMA) or a census agglomeration (CA) is formed by one or more adjacent municipalities centred on a population centre known as the core. A CMA must have a total population of at least 100,000 of which 50,000 or more must live in the core. A CA must have a core population of at least 10,000. (Statistics Canada, 2015)

DEBT SERVICE COVERAGE RATIO (DSCR): The Debt Service Coverage Ratio (DSCR) measures the ability of a company to use its operating income to repay all its debt obligations, including repayment of principal and interest on both short-term and long-term debt (Corporate Finance Institute (CFI)).

END OF OPERATING AGREEMENT (EOA): The end of operating agreements, or “EOA”, marks the end of the federal funding that has previously flowed through the province to Service Managers. EOA involves the end of operating agreements, mortgages, and debentures for all housing providers administered by Service Managers. Funding for housing providers will have to be paid entirely by municipalities and their property tax base (Housing Services Corporation (HSC), 2015).

FACILITY CONDITION ASSESSMENT (FCAs): FCAs are typically prepared for owners or managers of real estate portfolios to help optimize and maintain the physical condition and value of their assets, develop capital budgets, and prioritize resources. A Facility Condition Assessment can also be used to secure additional funding for renovations. They are a vital tool for owners and managers of real estate portfolios to plan and prioritize short- and long-term investments in their facilities.

FACILITY CONDITION INDEX (FCI): The FCI is used in facilities management as a benchmark to compare the relative condition of a group of facilities. The FCI is primarily used to support asset management initiatives of federal, state, and local government facilities organizations. This would also include universities, housing and transportation authorities, and primary and secondary school systems.

Mathematically, the FCI is represented as:

$$FCI = \frac{\text{Total of Building Repair, Upgrades and Renewal Needs (\$)}}{\text{Current Replacement Value of Buildings (\$)}}$$

FEDERATION OF CANADIAN MUNICIPALITIES (FCM): FCM is an advocacy group supporting more than 2,000 municipalities across Canada since 1901. They also provide funding and other services and resources such as the Green Municipal Fund (Federation of Canadian Municipalities (FCM)).

GREENHOUSE GAS EMISSIONS: Greenhouse gas emissions are emitted gases that have the property of absorbing infrared radiation emitted from the Earth's surface and reradiating it back to Earth's surface, thus contributing to the greenhouse effect (Britannica).

HOUSING CONTINUUM: The housing continuum is, at its simplest, the range of housing types available in a community — from emergency shelters on one end, all the way to homeownership on the other. In between lies an assortment of housing options and types, each critically important for different people at different times (Canada Housing Mortgage Corporation, 2018).

HOUSING INVESTMENT CORPORATION: HPC Housing Investment Corporation (HIC) delivers long-term, low-cost financing to housing non-profits and cooperatives to build more affordable housing and regenerate Canadian community housing portfolios (Housing Investment Corporation, 2019).

HOUSING SERVICES ACT: This legislation replaced the Social Housing Reform Act on January 1, 2012. It preserves the administrative and funding responsibility for housing with service managers within a more flexible framework (Ontario Non-Profit Housing Association (ONPHA), 2021).

INFRASTRUCTURE ONTARIO: Infrastructure Ontario (IO) is a Crown agency of the Province of Ontario that supports the Ontario government's initiatives to modernize and maximize the value of public infrastructure and real estate. IO upholds the government's commitment to renew public services and does so in co-operation with the private sector (Infrastructure Ontario).

KEY PERFORMANCE INDICATORS: Key Performance Indicators (KPIs) are the critical indicators of progress toward an intended result. KPIs provide a focus for strategic and operational improvement, create an analytical basis for decision making and help focus attention on what matters most.

LOCAL HOUSING CORPORATION (LHC): LHC is a new type of business corporation created by the former *Social Housing Reform Act* and overseen by the service manager as sole shareholder, to take over the ownership and other responsibilities of Local Housing Authorities (LHAs) (Ontario Non-Profit Housing Association (ONPHA), 2021).

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING (MMAH): MMAH works with municipalities, overseeing the Ontario Building Code, land use planning, natural disaster aid, school board elections, protection of tenants, municipal housing, homelessness and rent-increase guidelines and other rental housing related rules (Government of Ontario, 2020)

NATIONAL HOUSING CO-INVESTMENT FUND: The National Housing Co-Investment Fund supports the new and revitalization construction of mixed-income,

mixed-tenure, mixed-use affordable housing. Funded projects need support from another level of government to ensure a coordination of investments (Canada Housing and Mortgage Corporation).

NET ZERO READY: As the name suggests, a net-zero energy ready building is designed to be ultra-efficient, with the goal of being net-zero energy at some point in the future. For one reason or another the building owner is not able to afford the final steps, such as a photovoltaic power plant, that would bring it all the way to official net-zero energy. Therefore, designing the building to be very energy efficient with the appropriate infrastructure to handle an onsite "power plant" is a good intermediate step. The expected plan from the federal government is to mandate all new homes to be Net Zero energy ready by 2030.

ONTARIO HOUSING CORPORATION (OHC): This former agency of the provincial government had responsibility for provincially-owned housing and for the direction of local housing authorities. It no longer exists. See Local housing corporation (Ontario Non-Profit Housing Association (ONPHA), 2021).

PORTABLE HOUSING BENEFIT/RENT SUPPLEMENT UNITS: A portable housing benefit provides direct financial assistance to households that qualify for assistance with their housing expenses. They are to be used by the household directly to pay for their housing expenses. Unlike social housing, portable housing benefits are tied to a household, not a housing unit. Portable housing benefits can help bridge the housing affordability gap by helping households keep their housing costs at or below 30% of their income. This will be less effective in markets with high rents and low vacancy rates, where housing choice is therefore limited.

RENTAL CONSTRUCTION FINANCING INITIATIVE: CMHC rental construction financing provides low-cost funding to eligible borrowers during the riskiest phases of product development of rental apartments (construction through to stabilized operations). The minimum loan is \$1,000,000, and a maximum of up to 100% of Loan to Cost (for residential loan component).

The initiative focuses on standard rental apartment projects in Canada with general occupants where there is a need for additional rental housing supply (Canada Housing and Mortgage Corporation).

RENT-GEARED TO INCOME (RGI): The subsidy paid to a housing provider named under the *Housing Services Act* to allow a defined number of units to be rented to low-income tenants on a rent-geared-to-income basis. The RGI or rent subsidy equals the difference between the actual rent paid by the qualifying tenant (paying approximately 30 per cent of their income), and the government-approved market rent of a unit (Ontario Non-Profit Housing Association (ONPHA), 2021).

SOCIAL HOUSING: The Ministry of Municipal Affairs and Housing (MMAH) defines Social Housing as follows: *Social housing is government-assisted housing* that provides lower cost rental units to households with low-to-moderate incomes and can include:*

- *public housing (owned directly or indirectly by service managers)*
- *not-for-profit and co-operative housing*
- *rent supplement programs (often in the private market)*
- *rural and native housing (owned by Ontario Aboriginal Housing Services)*

* Also known as "Rent-Geared-to-Income" housing

Social housing or Rent-Geared-to-Income (RGI) housing refers to housing where the rents are legislatively set at 30% of a household's total gross monthly income. For example, if the household's total monthly income were \$2,000, their rent would be \$600 per month. (The details of the rent calculation are subject to the Housing Service Act (HSA))

1. INTRODUCTION

Haerko Inc. (Haerko) was retained by Haldimand Norfolk Housing Corporation (HNHC) to prepare a Regeneration Master Plan (RMP) that aims to provide a range of strategies for the next 15 years. The RMP serves as the basis for which both Haldimand and Norfolk Counties may consider and select the desired strategy for their respective counties as managed by HNHC.

1.1 Purpose and Goals

The purpose of the RMP is to assess HNHC's housing stock, programs and the surrounding communities; to develop strategies to address issues, modernize HNHC's housing stock and programs and better serve the needs of those communities. This RMP is intended to be a road map to provide guidance to both counties, the Service Manager and HNHC to best serve the housing needs in the service area.

1.1.1 Financial sustainability

Historically, social housing was developed, managed, and funded first by the federal government. It was then downloaded to the provincial government in 1993, who further downloaded the management and development responsibility to municipalities in 2001. Funding for social housing has been cyclical, with periods of little to no funding to periods with large funding programs. As the social housing stock age increased, so too did the list of repairs. This has created a large unfunded capital need across the province.

The goal of the RMP is to address the needs of HNHC's housing stock and to ensure that HNHC becomes a financially sustainable organization. Various strategies and solutions are presented to support this goal.

1.1.2 Purpose of this plan

The purpose of the RMP is to transform HNHC from the traditional social housing model to a modernized affordable housing model that addresses the needs of the local communities across the housing continuum. This is achieved by addressing asset, community and corporate issues and kicking off a transformational change from:

- a) A government agency to a self-sustainable business
- b) Delivering social housing to delivering social, affordable and market housing, strengthening the 'housing continuum'
- c) A culture of maintaining to a culture of continuous improvement driven by benchmarks - Key Performance Indicators (KPIs)
- d) An organization that provides solely mandated service delivery, to an organization that delivers community and customer driven services as along with the mandated service delivery
- e) Costly maintenance of assets to lower cost and higher performing assets
- f) 100% subsidized business model with no profitable segment to a mixed income business model requiring no subsidy for new developments

1.2 Roles of Housing Partners

In the housing sector, there is an ecosystem of organizations that work together to provide housing to local communities and their residents; adhering to legislative requirements and executing plans set forth by the federal, provincial, and municipal governments.

1.2.1 Role of HNHC

HNHC is the Local Housing Corporation (LHC) in the Haldimand and Norfolk counties, that is, they administer and manage social housing programs and assets according to the Housing Services Act (HSA). LHCs play a major role of providing affordable housing units to local residents, by mainly providing Rent-Geared-To-Income (RGI) units with funding provided through the Service Manager (SM). Under the HSA, HNHC is also mandated to or has the power to:

- a) Actively participate in the housing sector through partnerships, coordination and cooperation to effectively use resources and operational resources
- b) Provide additional services, i.e., laundry facilities, cable and telephone distribution
- c) Lease commercial premises that HNHC owns
- d) Partner with other organizations in providing community housing services
- e) Provide property management services on a fee-for-service basis to other housing providers in the service area
- f) Develop new community housing, redevelop and/or revitalize HNHC's assets and other managed assets by appropriately selling or leveraging assets as well as obtain new funding and creating partnerships

1.2.2 Role of Haldimand and Norfolk Counties

The two counties play a role in the housing sector at the local level, with Norfolk County serving as the Service Manager (SM) for the two counties. That is, Norfolk County is responsible for the provisions of the Housing Services Act.

Both Haldimand and Norfolk counties are joint shareholders of HNHC as noted in the Shareholder's Agreement. Haldimand and Norfolk County appoint the seven-member Board of Directors (BOD), which includes representation from Norfolk County Council, Haldimand County Council, and members of the community at large. The counties each have a right to provide direction and funds for their respective facilities within their municipal boundaries. Through the SM, the counties have an obligation to adhere to the Housing Services Act.

1.2.3 Role of the Service Manager

The SM is responsible for the provisions of the Housing Service Act (Government of Ontario, 2011), that is:

- a) Prepare and execute Housing and Homelessness Plans for their service area
- b) Exercise the power to "establish, administer and fund housing and homelessness programs and services and may provide housing directly."
- c) Maintain minimum service levels in respect to Rent-Geared-to-Income units for their service area
- d) Maintain minimum service levels with respect to Modified Units for their service area
- e) Establish and enforce local eligibility rules for Rent-Geared-to-Income units
- f) Establish and enforce occupancy standards
- g) Maintain a waitlist of applicants for affordable housing
- h) Review waitlist applications and place residents in appropriate homes
- i) Review decisions requiring the SM consent and matters that require the consent of the Ministry of Municipal Affairs and Social Housing

For clarity, the structure between the two counties, the SM and HNHC is shown in Figure 4 below.

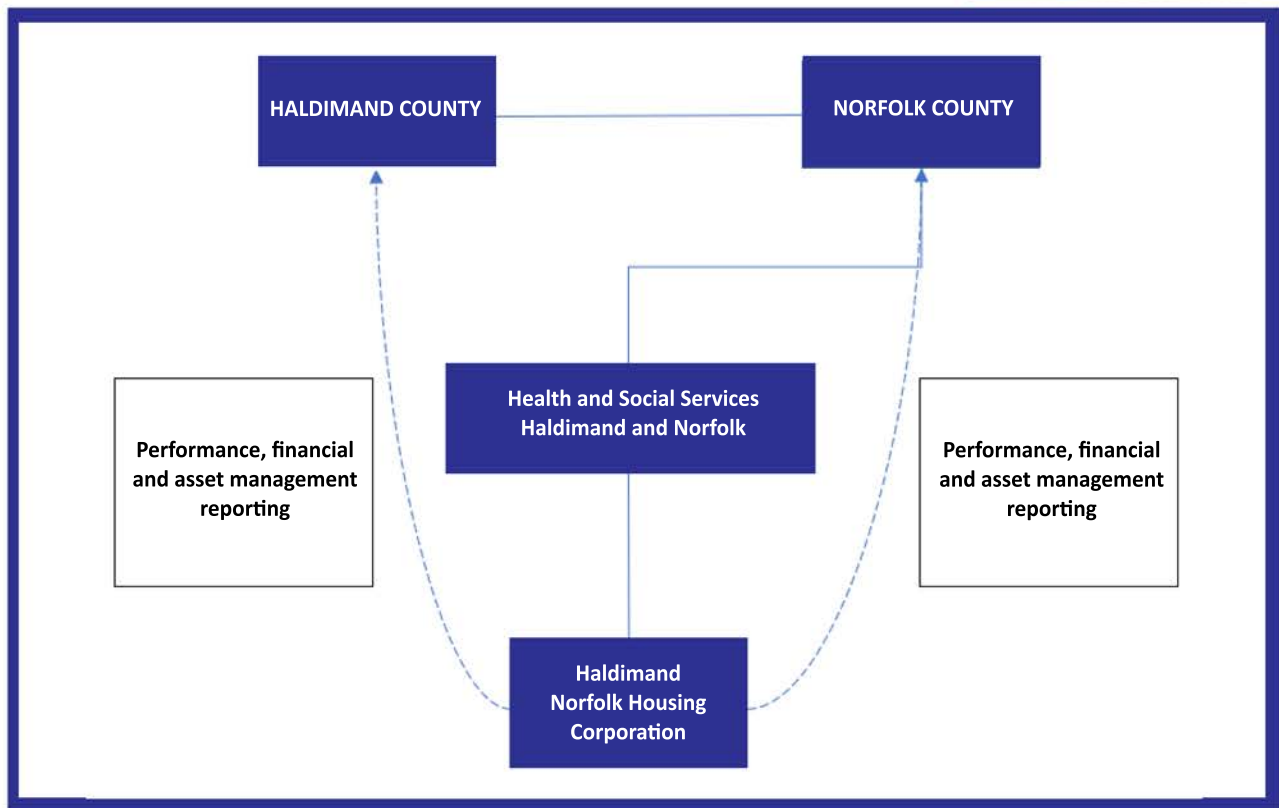


Figure 4 Haldimand and Norfolk County, SM and HNHC Structure

1.3 Compendium of Reports

This RMP is supported by a number of other reports and are included in the Compendium of Reports. The list of reports is noted in Table 2 and described below in brief.

Table 2 Compendium of Reports Contents

TYPE	DOCUMENT NAME
Asset Classification Report	<ul style="list-style-type: none"> Asset Classification Analysis Report
Redevelopment and New Development Projects	<ul style="list-style-type: none"> Dunnville New Development Business Case Simcoe New Development Business Case Hagersville New Development Business Case Delhi New Development Business Case 219 Regent Redevelopment Business Case
Disposal	<ul style="list-style-type: none"> Sale of Single Family and Semi-Detached Homes Business Case
Financials	<ul style="list-style-type: none"> Financial Model Results Haldimand Norfolk Housing Corporation Report: Material Financial Modeling Assumptions
Market Study	<ul style="list-style-type: none"> 2021 Alternate Average Market Rent Report - Haldimand Norfolk

1.3.1 Asset Classification Analysis Report

Completing the Asset Classification Analysis was the first milestone of the RMP study. Haerko collaborated with key HNHC staff to create a set detailed asset classification criterion and evaluated the assets to that criteria. The results of the asset classification analysis categorized each of HNHC's assets in the following categories:

- a) Retain
- b) Revitalize
- c) Redevelop
- d) Dispose

In addition to categorizing the existing assets, Haerko reviewed the existing HNHC properties to determine if new units could be built. The Asset Classification Analysis report was presented to the SM, Norfolk's Council-In-Committee on January 12, 2020 and it was received as information and approved (Staff Report HSS 20-23). More details are described in the Asset Classification Analysis report which is included in the compendium of reports.

1.3.2 Redevelopment and New Development Business Cases

A total of five detailed business cases have been developed, one for each of the four new developments, and one redevelopment. Each business case presents the work completed to date and specific requests of, and considerations for each county. Each business case outlines the massing concept, floor layouts, concept renderings of the exterior along with detailed financial pro formas and recommended next steps to see the project become a success. A number of financial scenarios are presented to provide funding options for each county to review. The list of business cases is as follows:

- a) Simcoe new development
- b) Dunnville new development
- c) Hagersville new development
- d) Delhi new development
- e) 219 Regent Ave, Port Dover redevelopment

1.3.3 Sale of Single and Semi-Detached Homes

HNHC recognizes that unique and innovative responses are required to address affordable housing issues in the community. HNHC is looking to rationalize their housing stock, that is, sell singles and semi-detached homes as one component of the RMP to renew the assets and reduce capital and operational costs associated with the units. The capital raised will help fund the new units as outlined in the Redevelopment and New Development Business Cases section above.

1.3.4 Financial Model Results

The summary of each RMP financial model is included in this report. The summary includes information about revenues, expenses, mortgage principle and interest, capital expenditures, CMHC contribution and debt, cost of units out of service, required subsidies and the FCI and capital backlog.

1.3.5 Assumptions and Risks

When developing financial models and forecasts, a set of assumptions are made. The assumptions made were conservative in nature, however there are still risks associated with each assumption as time horizons increase. The assumptions and risks are described in the Assumptions and Risks report that is included in the compendium of reports.

1.3.6 Alternative Average Market Rent (AAMR) Study

Haldimand Council approved completing an AAMR study of the service area to obtain representative rent data that will support HNHC's application for federal funding. This "levels the playing field" when

competing for senior level government funding with larger municipalities and benefits the SM, HNHC and other housing organizations when applying for funding. Haerko has been retained to complete the AAMR study. This study will be reviewed, consented, and submitted by the SM to the Ministry of Municipal Affairs and Housing for ministerial consent. Once approved, these rental rates may be used in 2021 to secure municipal, provincial and federal funding for housing projects.

2. HOUSING ENVIRONMENT

2.1 Characteristic of HNHC's Housing Stock

HNHC's housing stock is relatively uniform across the portfolio with low rise apartment buildings and single and semi-detached homes. The housing stock was built under the Ontario Housing Corporation between 1953 and 1981, and in 2021 has an average age of 47 years. HNHC has 78 buildings, housing 416 units with a replacement value of \$62M. The housing type range from bachelor to five-bedroom units.

Facility condition assessments (FCAs) were conducted for HNHC's housing portfolio in 2020. The condition of the units is assessed based on asset management and engineering principles and are summarized in a Facility Condition Index (FCI). FCI is a ratio is defined in Equation 1 below.

$$FCI = \frac{\text{Unfunded Liabilities}}{\text{Replacement Value of Asset}}$$

Unfunded liabilities represent repair and replacement work that has been deferred, or the balance of the cost that exceeds the projected budget. Replacement Value of the Asset is the cost to replace the asset "like for like", excluding any soft costs. The housing industry considers an asset to be in good, fair, poor or critical condition based on the FCI, where an FCI of 0% represents a brand-new building. See Table 3 for the condition ranges. More information about the FCI is in Appendix A.

Table 3 FCI Condition Ranges

FCI	Condition
0 - 10%	Good
10 - 25%	Fair
25 - 60%	Poor
60%+	Critical

The current portfolio FCI is 2% with an increase to 30% in year 2035 based on the capital funding and capital needs of HNHC. This means the condition of the units deteriorates over the next 15 years, accumulating required repair and replacement work. Haerko has reviewed the current FCI values and underlying data and conveyed our concerns to HNHC staff. Details of Haerko's concerns are described below.

2.1.1 Haerko's Qualified Professional Opinion

An FCI of 2% suggests that the building is nearly new and that the building systems are in good working order, modern and do not need to be repaired or replaced. However, the buildings in the HNHC portfolio are, on average, 47 years old with some original components that have not been repaired or replaced when required due to capital constraints. Haerko has reviewed four developments to determine which component repair and replacements have been deferred and the value of the same. Haerko found that critical and life safety components were prioritized and completed when required, i.e., roofs and fire alarm systems. However other major components such as kitchen, bathroom and unit renovations were deferred. If these building components were replaced based on their respective component life, the resulting average FCI for the four developments would be 11%, resulting in a 9% difference. Using this difference for all other developments, the resultant FCI of HNHC's portfolio is 11% today and in year 2035, 39%.

Haerko recommends two actions to correct this situation. Firstly, the data in Asset Planner needs to represent the needs of the assets, independent of available funding. In an asset plan, each building component has a finite life, and the replacement of that component must be shown in the year following the component life. For example, if kitchens have a life of 25 years, the asset plan in a given building should show all kitchens being replaced in year 26. Capital plans are built by assessing the needs of the assets and selecting projects to match the available funding. Secondly, as reported, the current building condition is not sustainable based on the current funding. If current funding levels are not increased, these units will be unrentable over time, and housing needs will not then be met. Furthermore, the maintenance costs of deteriorating units will increase, thus increasing the current operating subsidy.

2.2 HNHC's Housing Programs

HNHC provides housing under one housing program with different types of resident groups. Historically, OHC developed the current portfolio of units, which were built as part of social housing regulations with financing. When the portfolio was transferred to municipalities, the agreement was that the senior levels of government will pay the balance of the mortgages with the restriction that the RGI units remain, and the responsibility of social housing is now under the municipalities' purview. HNHC no longer has any mortgages, that is, they reached the End of the Operating Agreement (EOA) for all developments. This is an important milestone because HNHC now has the ability to change the programming of the developments, to introduce banded affordable rents and market rents however the municipalities must maintain the RGI service levels as mandated by the HSA. This provides more options in terms of strategy and improving the social outcomes of the residents.

Each of HNHC's developments are designated to certain types of residents; seniors, families and integrated (mixed) residents. Senior designated developments provide housing for independent seniors. Family designated developments house parents/caregivers and their children/dependents. Integrated (mixed) designated developments house a mix of adults and seniors. The designation is often historical, but designations may change to help resolve social issues and address changing community needs.

2.3 The Legislative Context

In 2001, the Province transferred responsibility for the oversight and funding of social housing to the municipal level, setting up municipal "service manager" organizations in 47 service areas within the province.

In January 2012, the Housing Service Act, 2011 (HSA) came into effect replacing the Social Housing Reform Act, 2000 as the provinces' social housing and rent-gear-to-income legislation. The purpose of the HSA is:

To provide for community-based planning and delivery of housing and homelessness services with general provincial oversight and policy direction, and

To provide flexibility for service managers and housing providers while retaining requirements with respect to housing programs that predate this Act and housing projects that are subject to those programs.

The Housing Service Act specifies how many households each municipal service manager must provide social housing for; these total 826 for the Haldimand Norfolk Service Area. HNHC maintains 403 social housing units or 49% of this service level. The remaining supply is provided by non-profit and cooperative housing providers as well as rent supplement and housing benefit programs in the private market.

Under the HSA, Service Managers are required to administer and fund social housing communities previously administered by the Provincial and Federal governments. Subsidies must fund both operating and capital needs. This includes HNHC as well as non-profit and cooperative housing developed under the various legacy social housing programs. Therefore, according to the Act, the Service Manager must, *“provide sufficient funding to enable the local housing corporation”* to maintain these communities, *“in a satisfactory state of repair and fit for occupancy”*. This funding requirement by the Service Manager is in perpetuity.

The HSA also requires Service Managers to have a 10-year Housing and Homelessness Plan and amend the plan at a minimum frequency of once every 5 years. The Haldimand Norfolk Service Manager renewed their 10-year Housing and Homelessness Plan in December 2020.

The primary influence of the HSA on the Regeneration Master Plan is with respect to the requirement to maintain the legislated number of social housing (RGI) units. That is, any social housing units that are sold, demolished, or redeveloped must be replaced with construction of a new unit, through a rent supplement or housing benefit.

2020 Changes to the HSA

There have been some recent changes to the HSA which came into effect in July 2020 through Bill 184, the “Protecting Tenants and Strengthening Community Housing Act, 2020.” The objectives of these changes are to create a more sustainable community housing system and are based on the following four core principles:

- Matching people with the right housing based on their needs
- Ensuring supports and services are flexible and that rules reflect local realities
- Building effective relationships between all levels of government, housing providers, tenants and Indigenous and community partners
- Promoting innovation and long-term sustainability

These changes build on the province’s *“Community Housing Renewal Strategy”* and the steps already taken to improve the life of tenants and housing providers as follows:

- Removing rules that penalize people for working more hours or going back to school
- Making rent-geared-to-income calculations easier for tenants and providers by using income tax information
- Filling vacant community housing units faster
- Protecting people who live in community housing by allowing housing providers to turn away tenants who have been previously evicted from community housing for serious criminal activities

These changes to the HSA have a potential positive impact in the future to the Regeneration Master Plan and the delivery of housing within the Haldimand Norfolk service area. For example, they have potential to review the service level standard in terms of the quantity of units within a Service Area. Furthermore, these changes could broaden the definition of a service level unit to include more than the current RGI, rent supplement and housing benefit solution. While these types of changes are unknown at this time, they appear to fundamentally provide more flexibility to the Service Manager and the housing provider to make changes to their housing stock to better reflect the community needs.

2.4 Modernization of the Housing Sector

2.4.1 Housing Continuum

Canada Mortgage and Housing Corporation (CMHC) has coined the term “Housing Continuum” to describe the full range and type of housing that exists in our communities across Canada. This is illustrated in Figure 5 below. All projects presented in this report will deliver housing in the social and affordable housing spectrum.



Figure 5 The Housing Continuum

a) Who does HNHC House Relative to the Housing Continuum?

The tenants living in social housing provided by HNHC are typically the most vulnerable in the community. This includes households that are on social assistance (e.g., Ontario Works, Ontario Disability Support Program), low-income households, single parents, individuals with mental health or addiction issues, seniors, and many others. The HNHC social housing stock is one mechanism the counties use to prevent homelessness, and it is a very important component on the housing continuum.

b) What is Social Housing?

The Ministry of Municipal Affairs and Housing (MMAH) defines Social Housing as:

Social housing is government-assisted housing that provides lower cost rental units to households with low-to-moderate incomes and can include:*

- *public housing (owned directly or indirectly by service managers)*
- *not-for-profit and co-operative housing*
- *rent supplement programs (often in the private market)*
- *rural and native housing (owned by Ontario Aboriginal Housing Services)*

* Also known as “Rent-Geared-to-Income” housing

Social housing or Rent-Geared-to-Income (RGI) housing refers to housing where the rents are legislatively set at 30% of a household’s total gross monthly income. For example, if the household’s total monthly income was \$2,000, their rent would be \$600 per month (the details of the rent calculation are subject to the Housing Service Act (HSA)).

However, if the tenant is unemployed or receives social assistance (Ontario Works or Ontario Disability Support Program) then the rent is determined by the HSA. For example, a single person (requiring a one-bedroom unit) who receives Ontario Works assistance could collect a maximum of \$376 for shelter costs. However, the HSA limits this amount to only \$129 if the tenant is housed by a social housing provider. In this case, a tenant on social assistance would pay as little as \$129 per month for a one-bedroom unit operated by HNHC.

The average rent collected across the entire HNHC portfolio in 2019 was \$353.

CMHC describes affordable housing as follows:

In Canada, housing is considered “affordable” if it costs less than 30% of a household’s before-tax income. Many people think the term “affordable housing” refers only to rental housing that is subsidized by the government. In reality, it’s a very broad term that can include housing provided by the private, public, and non-profit sectors. It also includes all forms of housing tenure: rental, ownership, and co-operative ownership, as well as temporary and permanent housing.

c) How does market housing compare to RGI or affordable housing?

Housing affordability can be a broad term as, what is affordable for one household may not for another of the same size but under different conditions and income levels. The corresponding continuum of household income largely determines in what situation a household will live within the housing continuum shown in Figure 5. The lowest cost form of permanent rental housing is RGI housing. Between RGI housing and market rental housing is a range of options for households that are generally referred to as affordable housing.

CMHC conducts annual rental market surveys where they determine the Average Market Rent (AMR) within a Census Metropolitan Area (CMA). In the case of Haldimand Norfolk each county is a defined CMHC CMA. The AMR that was reported by CMHC in January 2021 for a 1-bedroom unit in Haldimand is \$748 and for Norfolk is \$765. It is important to note that the AMR includes the entire rent roll of all residents in a building and is not therefore reflective of the rent a tenant would pay for a unit on the market at the time of the survey. The rent charged by the private market typically exceeds the AMR and can exceed it by a significant amount in a rapidly increasing rental market.

The rental market is tied directly to the residential real estate market, so when average home prices are increasing, it can be expected that market rental rates will correspondingly increase as well. Furthermore, rents are influenced by demand characteristics, growth in the rental supply, the quality of the rental supply, the vacancy rate, and other factors such as population growth and socioeconomic changes.

2.4.2 What does the Housing Sector Modernization Look Like?

Modernization of housing is a term used to describe changes that take place or need to take place to give Service Managers and housing providers more choice on how to operate housing and develop new housing. The primary drivers for housing modernization are to:

- 1) Simplify the complex set of rules and red tape that has developed over decades
- 2) Effectively address the End of Operating Agreements that allows for housing providers to move away from housing RGI tenants
- 3) Address the significant need for supportive, RGI and affordable rental housing

- 4) Address the capital backlog of existing housing portfolios, rationalize the housing stock and develop new housing.

A few examples of housing modernization at the provincial level are the Community Housing Renewal Strategy and the most recent changes to the HSA through Bill 184.

2.4.3 Mixed Income Community

Creating mixed income communities has been widely viewed and applied as a means of developing sustainable communities. While the trend is growing in Canada, there are a number of affordable housing developments both large and small that have a mixed income approach as a founding principle on which the development is established. Even beyond Canada, in the UK, Australia and USA there are numerous examples of mixed income communities and even housing portfolios (CMHC, 2018). The effective creation of a socially and economically inclusive community is generally viewed as a robust solution, that, as an integrated approach has benefits that are synergistic in nature.

1) Social Outcomes

Mixed income communities provide for better quality of housing, better access to services and amenities and safer neighborhoods compared to concentrated poverty environments (de Vos). Secondly, mixed income communities create the opportunity for the social interaction of low-income people with their higher income neighbors who model different behaviors. Mixed income neighborhoods are also considered safer and provide for the opportunity for racial integration. It is generally accepted that solely integrating households of varying incomes does not in itself create socially inclusive communities. There needs to be rather an intentional and holistic approach to develop and maintain a healthy and thriving community (Karerat). Asset Based Community Development (discussed below) could be used as an effective strategy to create this healthy and thriving community.

2) Financial Outcomes

While mixed income housing has long been seen as the solution to the segregation of social housing in the United States, Europe and the United Kingdom; in Canada it is growing as the financially sustainable solution to subsidized social housing. The concept of mixed income housing is the creation of a financially viable solution through the cross-subsidizing of higher with lower rents. The term “cross subsidies” relays the concept that mixed income developments can use the market to effectively subsidize part or all of the financing gap created by renting housing at below market rents. In order to create mixed income developments, there typically needs to be a contribution from one or more levels of government to make a project financially viable. This “contribution” may, for example, be in the form of the conveyance of land, cash or discounted financing terms such as low interest high amortization loans or a combination of two or more. These “one-time” subsidies are preferred over the subsidy required in perpetuity for social housing that was predominantly developed in the 60’s and 70’s in Canada.

2.4.4 Asset Based Community Development

Asset Based Community Development (ABCD) is a strategy for sustainable community development concerned with how to link micro-assets to the macro environment. It first identifies the assets of individuals, associations and institutions and then mobilizes them for people that have a need or interest in that asset. ABCD is based on a set of guiding principles that are rooted in the concept that much of community’s capacity is not used and is needed. When this strategy is used effectively, it results in building social capital within a community that ultimately strengthens the fabric of that community. For

more information on ABCD, see [The Four Essential Elements of an Asset Based Community Development Process](#) published by the ABCD Institute.

2.4.5 Funding Solutions:

Historically, public housing assets were funded by the federal government through long-term debentures issued and paid for through the federal government. This program featured no income mixing with 100% Rent-gear-to-income tenants and required long-term operating subsidies. When the download of public housing occurred in 2000, the provincial government decided that the municipalities would be responsible for funding the subsidies for this public housing once the mortgages expire. This point in time is typically referred to as “End of Operating Agreement” (EOA).

Securing funding for projects in the Regeneration Master Plan is often the most challenging component and arguably the most important one as well. There are many funding options but only a few that truly meet the required objectives of affordable housing. For example, in order to have a viable financial proforma, it is essential that the mortgage has characteristics of a long term (40 – 50 years) and very competitive interest rate.

The following is a brief overview of options for funding affordable housing projects. It should be noted that this is strictly a summary of the most viable options for funding both new development and renewal and repair of the existing housing stock. Furthermore, funding organizations change their funding programs throughout the life of the program which may change the project viability over time, or the funding solution sought for a specific project.

1) Federation of Canadian Municipalities (FCM)

FCM offers programs under their Green Municipal Fund for the retrofit and new development of affordable housing. Their programs have market competitive rates with amortization periods up to 30 years. This program targets triple bottom line benefits of:

- Reduce energy and GHG intensity
- Increase energy and housing affordability
- Improve building quality, and increase comfort, health and quality of life for residents

The eligibility thresholds are as follows:

- Existing building retrofit: 25% or greater reduction in energy consumption
- New build: Net-Zero Ready

The funding offer is a combination of grants and loans as shown in Table 4 below:

Table 4 Funding Offer

Project	Funding
Planning	<ul style="list-style-type: none"> ▶ Grant for up to 80% of eligible costs ▶ Up to a maximum of \$25,000
Study	<ul style="list-style-type: none"> ▶ Grant for up to 50% of eligible costs ▶ Up to a maximum of \$175,000
Pilot Project	<ul style="list-style-type: none"> ▶ Grant for up to 80% of eligible costs ▶ Up to a maximum of \$500,000
Capital Project: Retrofit	<ul style="list-style-type: none"> ▶ Financing for up to 80% of eligible costs ▶ Up to a maximum combined financing of \$10 million ▶ Grants are available for 25-50% of total financing – grant and loan proportions are based on anticipated energy performance
Capital Project: New Build	<ul style="list-style-type: none"> ▶ Financing for up to 20% of eligible costs ▶ Up to a maximum combined financing of \$10 million ▶ 50% grant and 50% loan

All applications will be evaluated on three primary criteria: Impact, Implementation and Transformative Potential. This is further described in Table 5:

Table 5 Impact, Implementation and Transformative Potential

Impact	Implementation	Transformative potential
<ul style="list-style-type: none"> ▶ Environmental benefits ▶ Economic benefits and affordability ▶ Social benefits ▶ Relative impact (considers provider size and context) 	<ul style="list-style-type: none"> ▶ Stakeholder engagement ▶ Team and partners ▶ Workplan and budget ▶ Risk management ▶ Financing ▶ Measurement and monitoring 	<ul style="list-style-type: none"> ▶ Innovation ▶ Audacity ▶ Capacity building ▶ Replication

2) CMHC Rental Construction Financing Initiative (RCFI)

The Rental Construction Financing provides low-cost loans encouraging construction of rental housing across Canada where the need is clearly demonstrated. It provides up to \$13.75 billion in loans for the construction of 42,500 units and will run from 2017 to the end of 2027. The minimum requirements for the eligible applicants (for-profit developers, non-profit developers and municipalities) are shown in Table 6.

Table 6 RCFI Minimum Requirements

CRITERIA	REQUIREMENT
Financial Viability	The applicant must have the financial and operational ability to carry the project without ongoing subsidies and ability to meet debt coverage ratio requirements. (DCR \geq 1.1)
Affordability	The applicant must meet one of the following affordability requirements and it should be maintained for at least 10 years. A: At least 20% of units must have rents below 30% of the median total income of all families for the area, and the total residential rental income must be at least 10% below its gross achievable residential income. B: The proposal has been approved under another affordable housing program or initiative from any government level, such as capital grants, municipal concessions or expedited planning processing.
Energy Efficiency	Projects must decrease energy use and GHG emissions. Both must be 15% below the 2015 National Energy Code for Buildings or the 2015 Code at minimum
Accessibility	At least 10% of the project's units must meet or exceed accessibility standards as regulated by local codes.

The following applies to the RCFI, new construction and repair and renewal under the CMHC National Housing Strategy. The National Housing Co-Investment Fund can provide low-cost repayable loans and/or forgivable loans to build new affordable housing and repair/renew existing affordable and community housing. The amount of repayable and forgivable loans depends on the quality of the project which is determined through a CMHC scoring process. The maximum amortization period is 50 years (40 years for repair and renew) with a 10-year term and fixed interest rate locked in at first advance. The CMHC lending rate is based on the 10-year Canadian government bond rate plus a spread and varies day to day. The CMHC rate is generally considered the lowest rate overall.

3) CMHC National Housing Strategy Co-Investment Fund for New Construction

In 2018, CMHC launched Canada's first-ever National Housing Strategy (NHS). The goal of this \$40 billion, 10-year plan is to strengthen the middle class, cut chronic homelessness in half, and fuel our economy. Part of the NHS is the National Housing Co-Investment Fund (NHCF) that contributes \$15.9 billion (\$4.7 billion contributions and \$11.2 billion in low interest loans) to the retrofit of existing housing and towards the creation of new housing. Approximately half of this funding is provided by the provinces and territories through Federal - Provincial agreements.

The NHCF prioritizes partnerships between governments, non-profit organizations, the private sector, and other groups, and provides low-cost loans and/or financial contributions. The focus of this fund is to develop energy efficient, accessible, and socially inclusive housing for mixed-income, mixed-tenure and mixed-use affordable housing purposes.

There are several possible loan and/or contribution combinations. Low-interest loans are available with amortization periods of fifty years to fund projects demonstrating financial viability and long-term affordability.

The minimum requirements for the eligible applicants (Community Housing Sector, Municipal Governments, Indigenous Governments and Organizations, Private Developers) are shown in Table 7.

Table 7 CMHC NHS Co-Investment Fund for New Construction-Min. Requirements

CRITERIA	REQUIREMENT
Financial Viability	Applicants must demonstrate their financial and operational ability to carry the project and to provide evidence of the financial viability of the proposed project itself, as well as capacity to deal with development risks such as cost over-runs and delays in construction or repairs/renovations. (DCR \geq 1.0)
Affordability	Rents for at least 30% of the units must be less than 80% of the Median Market Rent and maintained for a minimum of 20 years.
Energy Efficiency	Projects must demonstrate that they will either achieve a 25% decrease in energy consumption and Greenhouse Gas (GHG) emissions relative to the 2015 National Energy Code for Buildings or the 2015 National Building Code; OR a 15% decrease relative to the 2017 National Energy Code for Buildings
Accessibility	20% of units within the project must meet or exceed accessibility standards and its common areas must be barrier-free OR have full universal design applied.

4) CMHC National Housing Strategy Co-Investment Fund for Repair and Renewal

CMHC also has a funding program under the National Housing Strategy to address the much-needed capital repairs of existing housing assets.

The minimum requirements for the eligible applicants (Community Housing Sector, Municipal Governments, Indigenous Governments and Organizations, Private Developers) are shown in Table 8.

Table 8 CMHC NHC Co-Investment for Repair and Renewal Minimum Requirements

CRITERIA	REQUIREMENT
Financial Viability	Applicants must demonstrate their financial and operational ability to carry the project and to provide evidence of the financial viability of the proposed project itself, as well as capacity to deal with development risks such as cost over-runs and delays in construction or repairs/renovations. (DCR \geq 1.0) Note: Interest-only payments until completion of repairs; and then principal and interest payment for the remainder of terms.
Affordability	Rents for at least 30% of the units must be less than 80% of the Median Market Rent and maintained for a minimum of 20 years.
Energy Efficiency	Repair (Renewal) – Projects must demonstrate that they will achieve a 25% reduction in energy use and Greenhouse Gas (GHG) emissions relative to past performance
Accessibility	20% of units within the project must meet or exceed the accessibility standards and its common areas must be barrier-free.

5) Infrastructure Ontario

IO supports the renewal of public sector infrastructure by delivering affordable long-term loans to eligible clients.

Since 2006, IO has helped make a difference in communities across Ontario by providing affordable loans to municipal corporations for infrastructure renewal and development. Municipal corporations can include the following types of municipally owned organizations: local distribution companies, gas utilities, long-term care homes, local housing corporations, utility telecoms, transit corporations, or social housing corporations.

Eligibility

Municipal Corporations in Ontario that meet any of the following criteria may apply for an IO Loan for capital investments:

- Subsection 203 (1) of the Municipal Act, 2001 or subsection 148 (1) of the City of Toronto Act, 2006, all the shares of which are held by one or more municipalities
- Section 142 of the Electricity Act, 1998, all the shares of which are held by one or more municipal corporations
- Part III of the Social Housing Reform Act, 2000 as local housing corporations

Eligible Projects

IO loans can be used for any capital investments, including:

- New construction projects
- Facility expansion, renovation and retrofits
- Distribution lines, meters, transformers and equipment upgrades
- Various power generation (hydro, solar, etc.) and distribution projects
- Vehicles and rolling stock

The maximum amortization period is 30 years, and the interest rate is fixed over the entire amortization period. The IO lending rates are higher than CMHC rates but lower than non-government lending. A Local

Housing Corporation (LHC) could lend directly from IO however the qualification requirements and terms if the municipality is the borrower are significantly simplified.

6) Housing Investment Corp. (HIC)

HPC Housing Investment Corporation (HIC) delivers long-term, low-cost financing to housing non-profits and cooperatives to build more affordable housing and regenerate Canadian community housing portfolios.

HIC seeks to address the barriers that affordable housing providers have faced in accessing low-cost, long-term financing. HIC enables providers to leverage their assets so they can meet the affordable housing needs in their communities. HIC clients can take advantage of:

- Fixed rate thirty to fifty year term loan
- Housing knowledge
- Financial expertise & assistance
- Low-cost administration

Unlike other lenders, HIC delivers customer service tailored exclusively to affordable housing clients.

HIC uses the power of the group, the creditworthiness of Canada's affordable housing sector, and the market interest in HIC bonds to obtain fixed, low-cost financing:

- "A-low" credit rating from Standard & Poor
- TD Securities and Scotiabank co-lead as underwriters in the capital markets

Debt Coverage Ratio (DCR)

- Minimum DCR of 1.2 (based on Market Rent, agreed amortization period and Housing Investment Corporation's projected take-out interest rate).
- Minimum DCR of 1.1 (based on affordable rent, agreed amortization period and Housing Investment Corporation's projected take-out interest rate).
- Minimum DCR of 1.0 (if actual rent is 100% government subsidized, agreed amortization period and Housing Investment Corporation's projected take-out interest rate).

The maximum amortization period is 30 years with interest rates fixed over the amortization period. The lending rate is based on their bond rate plus a 35 bps administration fee. The lending rate is higher than CMHC and IO but may still be lower than a bank, credit union or private lending.

The eligibility criteria for the HIC program are:

- Creation of affordable rental housing
- Accessibility
- Access to public transportation
- Energy efficiency and greenhouse gas emissions reduction
- Financial viability and sustainability without ongoing government subsidies

7) Bank / Credit Union

Canadian banks and credit unions offer a wide range of commercial lending products that would be suitable for financing the development, acquisition and renewal of long-term housing assets. The most readily available of these is the Commercial Mortgage. For qualifying projects, CHMC has a program that insures residential and multi-residential developments funded through these financial institutions. Insured projects qualify for better terms and more affordable rates.

Although each financial institution will have a somewhat different product and underwriting criteria and process, they will all share a number of common characteristics. Typically, the Debt Service Coverage Ratio (DSCR) ranges between 1.1 and 1.5 with the maximum amortization period between 20 and 30 years. The terms for commercial mortgages typically range from open to 10-year terms but these would be at higher rates. Bank or credit union rates will be higher than CMHC and IO rates but may be in line with HIC rates but have the added risk of a shorter term of five to ten years versus thirty years or more.

Recommended Funding Solution

It is recommended that HNHC first pursues the CMHC co-investment funding under the National Housing Strategy for both the new development and renewal and repair of the existing portfolio. Given the long-term amortization periods (40 years for renewal and repair and 50 years for new construction), the low interest rates (currently < 1%) and the contribution (forgivable loan) component, this is the best product for financing affordable housing.

To make up the difference between the combined CMHC and the contribution from the county, it is recommended that additional long-term debt funding be accessed through Infrastructure Ontario, with the local municipality as the borrower. This would result in the lowest possible interest payments required for the project. It would also require that the municipal borrowers commit to funding the required principal and interest payments over an approved term, up to thirty years. This is further discussed in Section 6.7 Funding Options.

3. THE NEED FOR REGENERATION

The social housing sector as we know it today was developed starting in 1964 and has remained relatively unchanged, while there have been many social economic changes. With modernized legislation, EOA, and significant funding opportunities, it is the opportune time for regeneration.

3.1 Housing Costs

The price to purchase homes has significantly increased and outpaced earnings. With high demand for housing and little supply, housing prices have become unaffordable, and with it, vacancy rates are dropping as rents are increasing. The Haldimand and Norfolk Housing and Homelessness Plan describes the affordability issue in Haldimand and Norfolk as follows:

- The average house price in Haldimand Norfolk increased 46.9% between 2006 to 2016, from 213,466 to \$313,599. From 2016 to 2019, the average house price increased 66.4% from \$313,599 to \$512,912. Between 2006 and 2019, the average price increased 140%. See Figure 6.
- As illustrated in Figure 7, the vacancy rate has steadily declined.
- As vacancy rates declined and housing prices increased, rents so to have increased as shown in Figure 8.

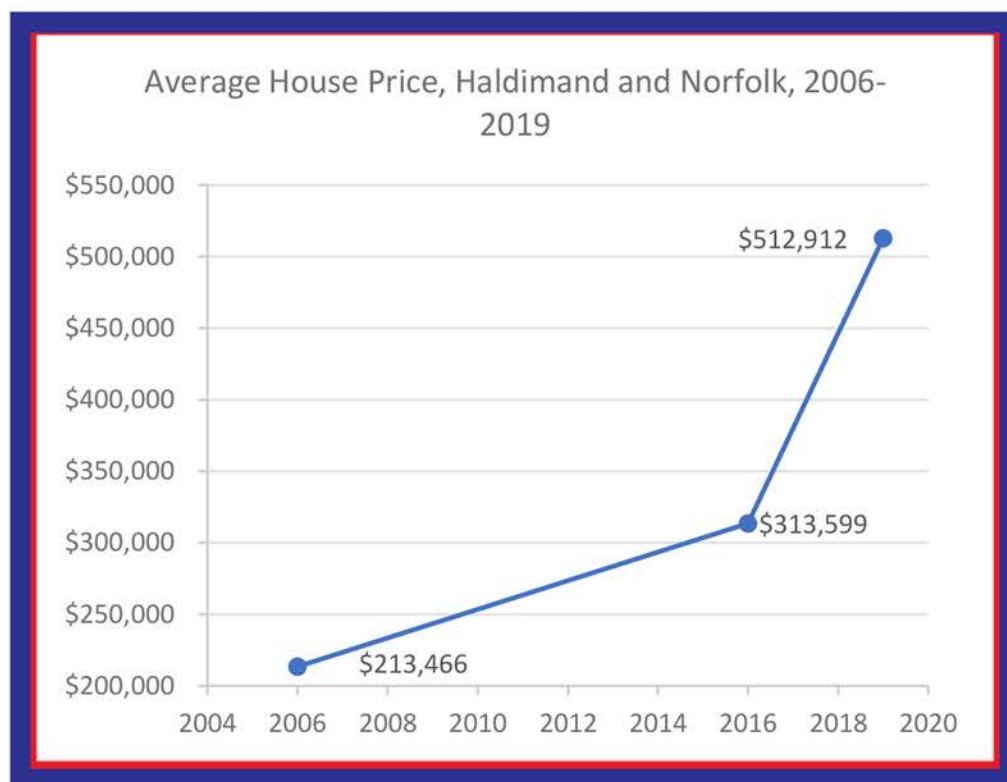


Figure 6 Average House Price, Haldimand and Norfolk

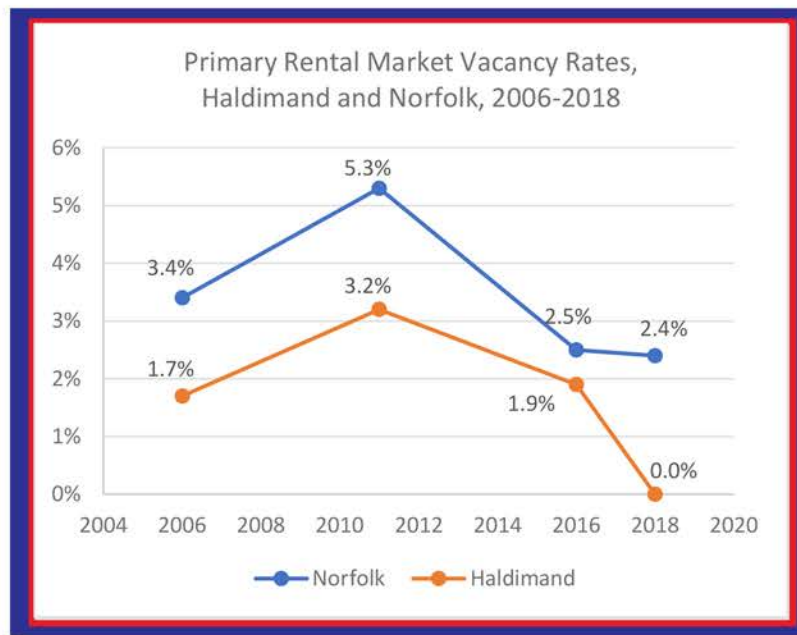


Figure 7 Primary Rental Market Vacancy Rates

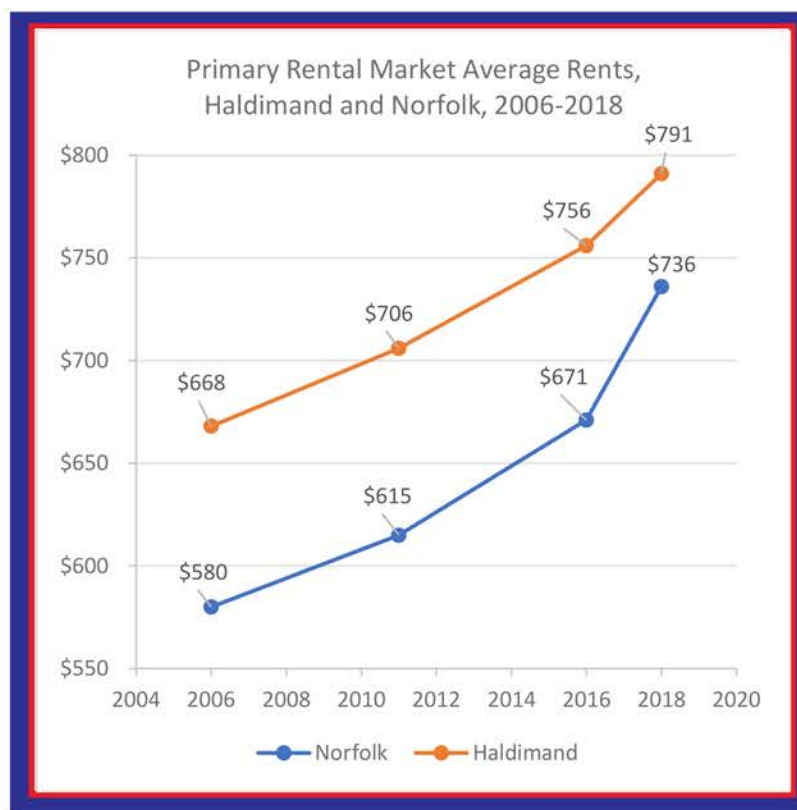


Figure 8 Primary Rental Market Average Rents

As a result of strong housing prices and rental markets, there are unintended consequences for low to middle-income households as outlined in the Haldimand and Norfolk Housing and Homelessness Plan 2020-2030:

- In 2015, 20% of all households in the Haldimand and Norfolk spend over 30% of their before-tax income on housing. This figure has likely increased along with the increase in housing prices and rental costs.
- 43.5 % of renter households in Haldimand and Norfolk spend over 30% of their before-tax income on housing based on 2015 data. This figure has likely increased along with decreased vacancy and increased rents.
- In 2016, over 50% of low-income households spend over 30% of their before tax income on housing. Approximately 20% of low-income households spend over 50% of their before tax income on housing. These figures have likely increased along with the increase in housing prices and rental costs.
- Due to high house prices, the average house price is unaffordable for households earning \$124,416 or less. This means, more households will look to rent as they no longer can afford to purchase a home.
- The rents in the secondary rental market are such that the average rent is unaffordable for households earning \$97,898 or less.
- Low-income rental households, earning approximately \$25,000 or less can only afford a bachelor apartment.

The circumstance for many low to middle-income households is precarious, leaving more requiring social and affordable housing options to prevent homelessness or spending a disproportionate amount of their income for housing.

3.2 Lengthy Social Housing Waitlist

As a result of high housing costs and rental rates, households are applying for social housing in hopes to be placed in an affordable rental unit. The waitlist has grown over time, outlining the growing need for affordable housing. By the end of December 2020, there were 409 households on the waiting list, up from 302 in December 2018. Based on December 2018 data, the wait time to be placed is one to three years for priority populations, and up to 8 years for general applicants. Figure 9 illustrates the total number of households on the waitlist at the end of each respective calendar year.

The Haldimand and Norfolk Housing and Homelessness Plan 2020-2030 has target to reduce the waitlist by half. Furthermore, the plan outlines that there is a need for more subsidized units for seniors based on demand and supply and that there is a higher demand for smaller units (i.e., 1- and 2-bedroom units).

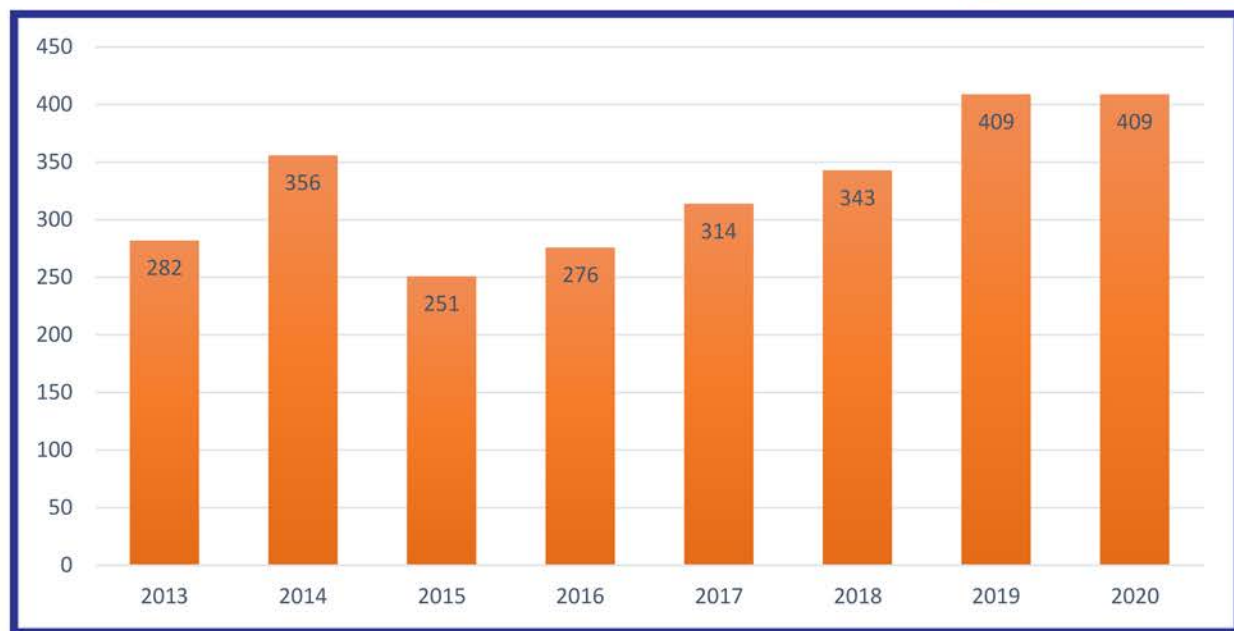


Figure 9 Haldimand and Norfolk Social Housing Waitlist (data provided March 9, 2021)

3.3 Social Housing does Not Align with Community Demand

The demand for affordable housing exceeds the supply. The growing waitlist outlines that the demand for social housing (RGI units) far exceeds the supply, where the waitlist grew 19% in the last two years. The list will continue to grow as housing prices climb, vacancy rates decrease, and rental rates increase.

The waitlist reflects only those households that qualify for RGI housing. As per the Haldimand Norfolk Housing and Homelessness Plan, in 2015 there were a total of 8,420 (approximately 20% of) households in Haldimand and Norfolk County that spent 30% or more of their before-tax household income on housing costs.

The demand for affordable housing outside of social housing is high while supply is low. In Haldimand, there is a zero-vacancy rate, while in Norfolk, it is 1.3%, thus making it difficult for all households to find rental housing that suits their needs and with a good living environment. With very low vacancy rates, low-income households are increasingly disadvantaged when competing with middle income households. Compounding the issue, low vacancy rates will force households to accept units that are in a state of disrepair or is inadequate for their household's needs.

Like many towns and cities in Ontario, Haldimand and Norfolk's populations are projected to continue to grow, and shift to an older age demographic. The population is projected to grow by 23.5% between 2016 and 2041, representing an increase of 22,422 residents. In 2016, seniors accounted for 20.7% of Haldimand and Norfolk's populations, and between 2006 and 2016, the senior population grew 33.8%. In concert, the number of youth and young adults declined while the population of older adults grew. This changing demographic will lead to an increased demand for accessible dwellings and increased demand for smaller dwellings as they decide to downsize.

Along with the change in demographics, the population is projected to increase, increasing the demand for affordable units. From 2016 to 2041, the population is projected to grow 23.5% in Haldimand and Norfolk. New households will further drive-up demand for homes and rental units, increasing prices, lowering vacancy rates and increasing rental rates unless there is more supply.

Emergency shelters and transitional housing are the first steps along the housing continuum. The housing and homelessness plan has stated that the main influence for the need for emergency shelters is a lack of permanent affordable housing. Without an appropriate supply of permanent affordable housing, it is difficult for households and individuals to transition from emergency shelters to transitional housing and then into affordable housing and affordable housing units with supports.

3.4 The Social Housing Stock Concentrates and Segregates Low Income Households

HNHC's housing stock currently houses 97% RGI units, concentrating low-income households in a few buildings or parts of a subdivision. In some instances, multiple low-income communities are located near one another, creating larger blocks of low-income housing. With the concentration of low-income households, the families and individuals can feel that they are segregated from the surrounding community. To combat the concentration and segregation, housing providers are shifting to mixed-income communities that have been successful in other Ontario service areas and beyond. Mixed-income communities integrate a wider range of socio-economic households, creating a sustainable community without blight and stigmatization.

3.5 Increasing Costs of RGI Units

Each fiscal year HNHC has an operating loss that is subsidized by Haldimand and Norfolk counties. The cost to provide and maintain RGI units is becoming more expensive from both an operating and capital perspective. Operationally, the RGI rent revenue is relatively static because it is based on the household income. However, the operating costs increase due to the increase in services, labour costs, and materials to maintain the units as the units age. Units require additional maintenance as they age and more so if there are insufficient capital funds to complete required capital repairs. This is contrary to a market unit, where the rents will rise and fall as the market shifts. HNHC does generate sundry revenues, i.e., vended laundry facilities, however the revenue generated is modest. The projected operating expenses and subsidy is illustrated in Figure 10 below. In year 2031, the operating subsidy increases to account for units falling out of service and being replaced with rent supplement units. With a growing yearly operations deficit, the counties will need to provide additional operating subsidies.

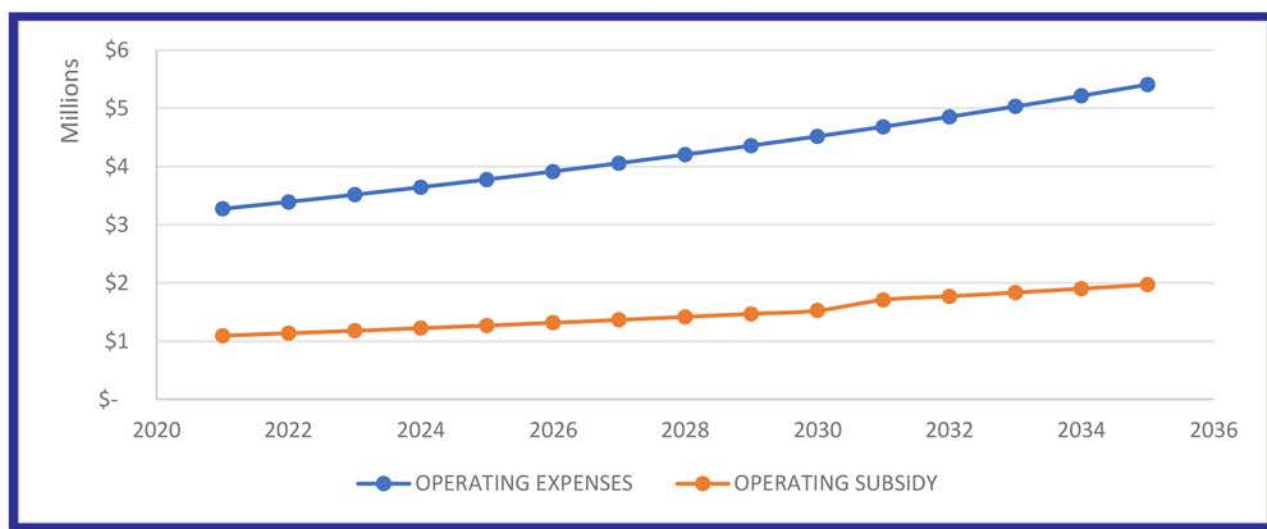


Figure 10 HNHC Operating Expenses vs. Operating Subsidy

Similar to operations, HNHC receives capital subsidies on a yearly basis, however the difference is that historically, the subsidy remains the same year after year. HNHC receives \$639,867 yearly for capital needs and it is spent proportionally as a 40-60 split between Haldimand and Norfolk respectively. The capital budget is used to repair or replace all elements of a building, i.e., shingled roofs, windows, boilers, foundations, and energy efficiency upgrades. The capital needs of HNHC exceeds the annual capital subsidy, thus funds are directed to essential work such as roofs, boilers, life safety systems, and elevators. Thus, other work is deferred due to lack of capital funds, i.e., kitchen and bathroom renovations, flooring and painting.

The current capital backlog is \$1.6M and based on the current funding model, in the year 2035, the capital backlog will be \$20M (See Figure 11). This represents a current and future FCI of 2% and 30%. As noted in Section 2.1.1, the current capital backlog and FCI is likely significantly under-represented. The capital backlog increases rapidly over the 15-year timeframe, where units start to become unsuitable for rent in year 2031 and fall out of service. In year 2036, all units will become unsuitable to rent and fall out of service. The living conditions of residents will deteriorate as the capital backlog grows and the FCI increases. If no action is taken, there will be a loss of RGI housing which is in short supply.



Figure 11 HNHC Capital Backlog vs. Facility Condition Index

3.6 The Current Funding Model is Unsustainable

In 2020, Haldimand and Norfolk provided \$2,260,054 to HNHC to subsidize the operational and capital work. Of which \$1,620,187 was allocated for operational work, and \$639,867 for capital work as shown in Figure 12.

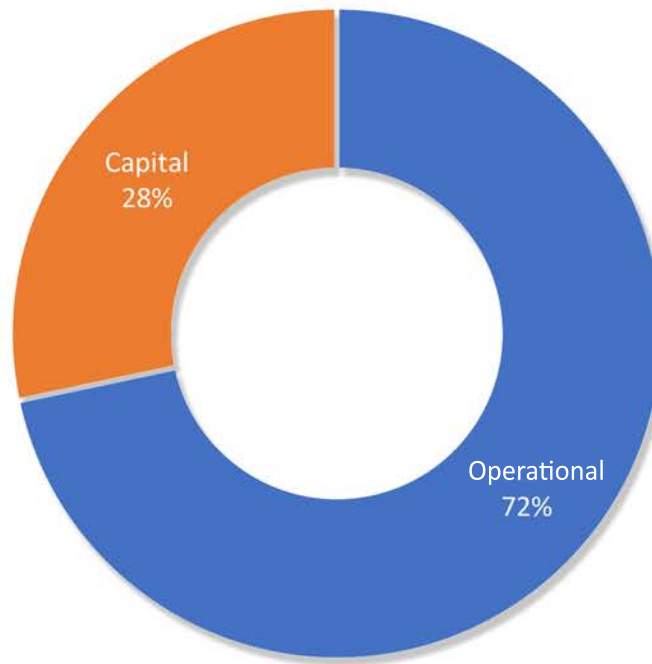


Figure 12 Operational vs. Capital Work Done in 2020

HNHC does not generate enough revenue to cover the cost to operate due to the low rents. Rents are the primary revenue source for HNHC, while other revenue sources are modest. However, operational costs increase due to operating an aging asset base, inflation, rising labour and material costs, rising utility rates, property taxes and other factors.

HNHC receives an annual fixed capital regardless of the capital needs. Due to inflation less and less capital work can be accomplished year over year. HNHC prioritizes life safety work (i.e., fire alarm systems, balcony railings), then work that will maintain the building structure (i.e., replace the shingled roof) and services (i.e., heating, hot water, water, elevators) then everything else (i.e., unit renovations, floor replacement, painting, windows, parking lots). As noted in Section 2.1.1, the lack of funding has contributed to the problem that the actual needs of the assets are not represented in Asset Planner and thus the resulting capital backlog and FCI are understated.

3.7 Key Findings and Conclusions

The current asset base was built under legacy programs between 1964 to 1981 and has remained static over the years. RGI housing concentrates and isolates low-income households, whereas best practices now show mixed income communities work best. Additional funding is required to maintain the current asset base, the majority for capital work with small year-over-year increases for operational costs. The current funding model is unsustainable. With the introduction of mixed income communities, social and sustainability issues can be reduced.

The current portfolio of units does not meet the needs of the community, both from a supply demand perspective. Currently, general households may wait up to 8 years for a social housing unit. Furthermore, there is a need for more 1 & 2 bedroom units and the demand is projected to grow. With rising housing prices, low vacancy and increasing rents, it is anticipated the demand for affordable housing will continue to increase. New affordable units need to be created, requiring substantial investment. The cost to continue with the status quo is significant and will have a detrimental impact to the community.

4. SOCIAL HOUSING REGENERATION BEST PRACTICES

As most social housing in Ontario was built through government programs from the 1960's through the 1980's, the average age of housing stock is typically in the 50-year range. During this period, many municipal and private non-profits built housing under programs of that time. For various reasons the housing programs did not provide for an adequate capital reserve and therefore, the assets are on average underfunded and in a continued condition of decline. Furthermore, there is often a misalignment of housing type demand to the supply due to changing demographics. For example, in many situations the demand for single bedroom units has grown substantially, yet the supply has not grown in the same proportion.

The mortgages and debentures used to finance housing built in this time-period typically had amortization periods of 40 – 50 years. Therefore, many mortgages have matured, and most will mature prior to 2030. As mortgages mature the operating agreements typically expire, thus requiring the service manager to fund the subsidy for social housing rather than the province. Recent changes in provincial legislation (HSA) in Ontario provide for greater flexibility when dispositioning assets, leveraging assets or repositioning assets to a mixed-income approach, enabling regeneration to take place within portfolios. Furthermore, the province has broadened the definition of the social housing unit with respect to the service level standard to include households on rent supplement programs and housing benefit programs. This gives service managers and housing providers more latitude on how they achieve their service level standard enabling regeneration to take place.

As a result of above, service managers and housing providers are analyzing their respective portfolios and developing housing master plans that provide the strategic direction for the next 15 – 25 years. Where housing portfolios are largely 100% social housing, most are revitalizing, redeveloping and developing new assets that are based on the mixed income model. This is in part, due to the fact that provincial and federal programs for developing new housing or revitalizing existing developments do not include direct operational subsidies as with former programs.

While provincial and federal programs exist for the development of new housing and the revitalization of existing housing, projects typically only mature to an approved plan when the municipality contributes in some form. Where new affordable housing is being developed on a continuous basis, municipalities are typically providing a number or all of the following enablers:

- Support debt financing
- Prioritizes the LHC to receive senior level funding
- Works with the LHC to plan & implement new housing
- Permits the sale of housing assets and use of revenue from sale for the development of new housing
- Waiver of planning and development fees
- Actively engages with the housing providers to enable the development of new housing

Other contributions that municipalities make toward affordable housing are the conveyance of land to develop new housing and funding to develop new housing and revitalize existing housing.

As municipalities develop plans for building new assets, they typically do so with utility requirements, GHG emissions and the environment in mind. Moreover, many municipalities have Energy Management Plans and Climate Action Plans that have targets for new construction and the retrofit or revitalization of existing buildings. Housing providers who develop affordable housing, are largely on the same path as

they recognize the importance of minimizing the environmental impact and cost of utilities over the life of the asset. This objective typically leads to building to the [Passive House Standard](#) as the highest known energy standard for the built form today. Combining the Passive House Standard with a net zero or near net zero approach significantly reduces the energy cost even further for the housing provider and/or the tenant.

5. CAPITAL REGENERATION MASTER PLAN

In collaboration with HNHC, Haerko assessed the existing assets through the asset classification analysis. The asset classification analysis methodology is described in the Asset Classification Analysis report available in the compendium of reports. Based on the assessment the assets were classified into four categories as follows: retain, revitalize, redevelop and dispose. In addition to the assessment of existing assets, business cases for new assets were developed. Table 9 describes the asset classifications and potential actions, and Table 10 shows the results for the asset classification process.

Table 9 Asset Classifications and Potential Actions

ASSET CLASS	DESCRIPTION	POTENTIAL ACTIONS
Retain	<ul style="list-style-type: none"> The development performs adequately and there is no compelling reason to revitalize, redevelop or dispose of the asset 	<ul style="list-style-type: none"> Base capital repair program
Revitalize	<ul style="list-style-type: none"> The development has some shortcomings that could be addressed through renovation or additional services 	<ul style="list-style-type: none"> Base capital repair program + additional improvements (capital or programmatic) Minor reno/rehab activity to re-purpose/enhance space and add amenities Can also include augmenting services Minor impact on operations
Redevelop	<ul style="list-style-type: none"> The development has some major shortcomings and is at or near the end of its lifecycle, there is a requirement for future accommodation at this location and redevelopment would maximize value by changing the composition and/or intensifying the existing use 	<ul style="list-style-type: none"> Major redevelopment activity through demolition and reconstruction, addition or substantial repurposing of the building Considerable impact on operations
Dispose	<ul style="list-style-type: none"> The development is at the end of the lifecycle and redevelopment would not provide the scale or unit composition desired and/or the location is not desirable. 	<ul style="list-style-type: none"> Disposal is rationalized based on poor performance or where there is a compelling strategic opportunity

Table 10 HNHC Results of Asset Classifications

ITEM	ADDRESS	FINAL CLASSIFICATION
1	68 Selkirk Street, Caledonia	Revitalize
2	109 King Street, E., Hagersville	Retain
3	116-149 Elizabeth Cr., Dunnville	Dispose
4	440 Queen Street, Dunnville	Redevelop
5	527-542 Queen/Main Street E., Dunnville	Dispose
6	400 Queen Street, Dunnville	Revitalize
7	503 Main Street, Dunnville	Retain
8	39 Nichol Street, Waterford	Revitalize
9	5-79 Oakwood Ave/Ashton Drive, Simcoe	Dispose
10	11 Arthur Street, Simcoe	Redevelop
11	20 Scott Avenue, Simcoe	Revitalize
12	91 Oak Street, Simcoe	Revitalize
13	46-689 Banstead/Gibraltar Streets, Delhi	Dispose
14	54 William Street, Delhi	Redevelop
15	243 Western Avenue, Delhi	Retain
16	219 Regent Avenue, Pt. Dover	Redevelop
17	283 William Street, Delhi	Retain

5.1 Disposal

Assets are disposed for two reasons; firstly, if the assets perform poorly, and/or secondly, for strategic reasons. For example, assets are disposed of to generate capital for more modern assets that better meet the current community demands.

HNHC has determined that the single and semi-detached homes will be strategically disposed to better align the housing portfolio to meet the community demand. The four developments planned for disposal are shown in Table 9 above. They will be disposed of through a transparent and competitive RFP process. Further information regarding the disposals may be found in the Asset Classification Analysis and the business case for the Sale of the Singles and Semi-Detached Homes as part of the Compendium of Reports.

5.2 Redevelopment

As part of the Regeneration Master Plan 219 Regent Ave in Port Dover will be expanded to add more units to the existing site. A four-storey expansion containing 36 units is planned to be built on the south west end of the existing building. The programming and conceptual renderings are shown below in Table 11 and Figures 13 and 14.

Table 11 Programming of 219 Regent Expansion

Bedroom Type	Bach	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Total
Proposed RGI Units	0	8	3	0	0	0	11
Proposed Affordable Units	0	12	4	0	0	0	16
Proposed Market Units	0	7	2	0	0	0	9
Total Proposed Units	0	27	9	0	0	0	36
Overall Bedroom Type %	0%	75%	25%	0%	0%	0%	100%



Figure 13 Rendering 1 of 219 Regent Expansion



Figure 14 Rendering 2 of 219 Regent Expansion

Further details for the 219 Regent redevelopment are included in the 219 Regent Business Case as part of the Compendium of Reports.

Prior to the redevelopment project it is planned to complete a Deep Energy Retrofit (DER) to the existing building at 219 Regent. A DER results in the significant reduction in utilities required by a building resulting from HVAC equipment and building envelope component replacement along with adding a significant amount of insulation. DER's are optimally performed on buildings when most of the building envelope components (e.g., windows, roof, rainscreen) have reached their end of useful life. This is planned to be funded through the CMHC Repair and Renewal program.

5.3 Revitalize

Two of the five revitalized classified assets were suitable and selected to be revitalized as part of the Regeneration Master Plan. 68 Selkirk and 39 Nichol will receive some additional capital work which includes augmenting some amenities. In addition, 68 Selkirk will undergo a DER. Furthermore, the programming of the building will be changed to introduce a mixed-income community. The program will be changed from 100% RGI to 60% RGI and 40% affordable to market units. To maintain the number of RGI units in the portfolio, portable housing benefits may be used if they cannot be housed in new assets.

5.4 Retain

Four assets scored well in a number of factors and were classified to be retained. No special action is required for these developments as part of the Regeneration Master Plan. However, it is important that these assets are maintained from a capital and operational perspective.

5.5 New Development

HNHC has plans to develop four new developments, targeting towns that have the highest demand for affordable housing. The programming and business cases have been developed for each, which can be reviewed as part of the Compendium of Reports. Each development has been rendered in different architectural styles to present the possibilities.

5.5.1 Dunnville

Dunnville is set to have the first new affordable housing development. HNHC is currently in the process of securing CMHC seed funding to complete pre-feasibility work. As part of the RMP, the Dunnville project is set to be finished in December 2023. The project consists of 35 new seniors' residential units with a mixed-income profile and will have three commercial spaces for rent. The development is located in Dunnville because within the Haldimand county, Dunnville has the highest number of households on the waitlist. Programming and conceptual renderings are illustrated in Table 12 and Figures 15 and 16 below.

Table 12 Programming for Dunnville Development

Bedroom Type	Bach	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Total
Proposed RGI Units	0	9	2	0	0	0	11
Proposed Affordable Units	0	14	2	0	0	0	16
Proposed Market Units	0	7	1	0	0	0	8
Total Proposed Units	0	30	5	0	0	0	35
Overall Bedroom Type %	0%	86%	14%	0%	0%	0%	100%

Commercial Type	# of Units	Area (sq. ft.)	Client
Commercial Office Space	2	4,000	- To be determined - To be determined
Commercial Retail Space	1	2,000	- To be determined
Total	3	6,000	



Figure 15 Rendering 1 of Dunnville Development



Figure 16 Rendering 2 of Dunnville Development

5.5.2 Simcoe

Simcoe is set to be the second new affordable housing development in the RMP. The project is anticipated to start in June 2021 and be finished in 2023. The project consists of 48 new seniors residential units with a mixed-income profile and will have three commercial spaces, one being for HNHC's new office. The development is located in Simcoe because within the Norfolk county, Simcoe has the highest number of households on the waitlist. Programming and conceptual renderings are illustrated in Table 13 and Figures 17 and 18 below.

Table 13 Programming for Simcoe Development

Bedroom Type	Bach	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Total
Proposed RGI Units	0	13	2	0	0	0	15
Proposed Affordable Units	0	18	4	0	0	0	22
Proposed Market Units	0	9	2	0	0	0	11
Total Proposed Units	0	40	8	0	0	0	48
Overall Bedroom Type %	0%	83%	17%	0%	0%	0%	100%
Commercial Type	# of Units	Area (sq. ft.)	Client				
Commercial Office Space	2	4,000	- HNHC - To be determined				
Commercial Office Space	1	2,500	- To be determined				
Total	3	6,500					



Figure 17 Rendering 1 of Simcoe Development



Figure 18 Rendering 2 of Simcoe Development

5.5.3 Hagersville

Hagersville will be the third new affordable housing development as part of the RMP. The project is anticipated to start in January 2026 and be finished in January 2028. The project consists of 30 new residential units with a mixed-income profile and will have two commercial spaces for rent. The development is located in Hagersville because within the Haldimand County, Hagersville has the second highest number of households on the waitlist, tied with Caledonia. Programming and conceptual renderings are illustrated in Table 14 and Figures 19 and 20 below.

Table 14 Programming of Hagersville Development

Bedroom Type	Bach	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Total
Proposed RGI Units	0	7	2	0	0	0	9
Proposed Affordable Units	0	12	2	0	0	0	14
Proposed Market Units	0	6	1	0	0	0	7
Total Proposed Units	0	25	5	0	0	0	30
Overall Bedroom Type %	0%	83%	17%	0%	0%	0%	100%

Commercial Type	# of Units	Area (sq. ft.)	Client
Commercial Office Space	2	4,000	- To be determined - To be determined
Total	2	4,000	



Figure 19 Rendering 1 of Hagersville Development



Figure 20 Rendering 2 of Hagersville Development

5.5.4 Delhi

Delhi will be the fourth new affordable housing development as part of the RMP. The project is anticipated to start in January 2031 and be finished in January 2033. The project consists of 35 new residential units with a mixed-income profile and will have one commercial space for rent. The development is located in Delhi because within the Norfolk County, Delhi has the second highest number of households on the waitlist. Programming and conceptual renderings are illustrated in Table 15 and Figures 21 and 22 below.

Table 15 Programming for Delhi Development

Bedroom Type	Bach	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Total
Proposed RGI Units	0	7	3	0	0	0	10
Proposed Affordable Units	0	12	4	0	0	0	16
Proposed Market Units	0	7	2	0	0	0	9
Total Proposed Units	0	26	9	0	0	0	35
Overall Bedroom Type %	0%	74%	26%	0%	0%	0%	100%
Commercial Type	# of Units	Area (sq. ft.)	Client				
Commercial Office Space	1	2,000	- To be determined				
Total	1	2,000					



Figure 21 Rendering 1 of Delhi Development



Figure 22 Rendering 2 of Delhi Development

5.6 Summary and Impact of Recommended Capital Regeneration Plan

The capital plan helps realign HNHC's portfolio of assets to better suit the needs of the community, through programing changes and redevelopment of an existing asset and building new assets. Utilizing senior government funding, all existing assets will undergo necessary capital work between 2022-2028 as the current funding is not sufficient to meet the capital needs of the assets. The majority of HNHC's assets will be retained, four developments will be strategically sold to generate capital for new assets and re-align HNHC's assets for smaller households. 39 Nichol and 68 Selkirk will be revitalized, meaning additional capital work will be completed and the programing of the units will be changed from 100% RGI to a mixed-income community. When reviewing the existing assets, 219 Regent was selected as one to redevelop with additional units. Four new developments are planned to expand the existing portfolio of units.

In aggregate, HNHC's regenerated portfolio will house additional households, will ensure the living environment for households is good and will strengthen the communities where the developments are located, if the following goals are embraced:

- 1) An expansion of the existing housing portfolio
- 2) Addressing the capital needs of the existing assets
- 3) Introducing mixed-income communities
- 4) Selling the single and semi-detached homes

6. CONSOLIDATED FINANCIAL PLAN AND FUNDING REQUEST

6.1 General Overview

A set of strategies were developed based on HNHC's financial statements, capital needs of existing assets, the financial models built for each business case, funding programs, units out of service, disposals, and assumptions. Each strategy represents one option that can be selected as the go-forward plan for HNHC. Haerko developed four strategies, from least to greatest change to HNHC's portfolio and impact for the community. The four strategies are:

6.1.1 Base Case

The base case represents the current state continuing into the future with no changes in funding. This is considered the "do nothing" approach. This strategy was selected to serve as a baseline to which other strategies can be compared and to highlight the implications of inaction. No housing and homelessness targets will be achieved with this strategy as no developments are revitalized, redeveloped or built new.

6.1.2 Renewal and Repair

The renewal and repair strategy will renew and repair all existing assets in HNHC's portfolio. Utilizing senior level funding, HNHC will complete significant capital work between 2022-2028 to revitalize the aging assets. Two developments, 68 Selkirk and 39 Nichol, will undergo revitalization. Not only will the buildings have additional work completed, but the program will also change to introduce a mixed-income community. The result is that some RGI units will be replaced in the in the two developments with a portable housing benefit, the cost of which has been included in the financial model. The majority of all capital needs will be funded through a co-investment partnership of Haldimand, Norfolk, HNHC and CMHC.

In addition, HNHC will execute their new energy management plan. The plan will reduce energy usage by 37%, water usage by 31% and GHG emissions by 33% when compared to 2019 levels. In more detail, 68 Selkirk and 219 Regent will undergo a Deep Energy Retrofit. The two deep energy retrofits will reduce the developments' energy usage by approximately 45%, and GHG emissions by approximately 34%. This strategy was selected to show the level of commitment that is required to sustainably maintain the current portfolio of assets. Despite the significant funding commitment required, this strategy contributes only marginally to the housing and homelessness targets resulting from the additional units created through the housing benefit.

6.1.3 Option 1

Option 1 includes the above renewal and repair strategy with the addition of two new builds, one in Simcoe and one in Dunnville. The two new builds will have a mix of RGI units, affordable and market units, creating a mixed income community. In order to realize the two new builds, some of the existing single and semi-detached homes will be sold to generate capital. This strategy creates a minor impact in achieving the housing and homelessness targets.

6.1.4 Option 2

Option 2 includes the above Option 1 with the addition of another two new builds and one redevelopment of an existing development. One new build will be located in Hagersville and the other in Delhi. 219 Regent Ave in Port Dover will be expanded to include more units. The new builds and the redevelopment will create mixed income communities. This strategy represents the plan HNHC conveyed throughout the

RMP project. This strategy strongly aligns with the housing and homelessness targets. More specifically, HNHC's portion of reducing the waitlist by half will be achieved.

The four strategies have been selected to represent various levels of investment from Haldimand and Norfolk county and utilization of available senior level government funding. Each strategy impacts the operation and capital budgets and has different impacts to the community. The impacts can be measured with Key Performance Indicators (KPIs) as described below in Appendix B.

Based on the four strategies developed and the KPIs above the financial modeling yielded the detailed summary presented in Table 16 below.

Table 16 Detailed Summary of Strategies for each Option

STRATEGY	BASE CASE	RENEWAL AND REPAIR	OPTION 1	OPTION 2
Portfolio Condition and Mix by 2035				
Portfolio FCI of Legacy Units	30%	10%	10%	10%
Capital Backlog of Legacy Units	\$20M	\$6.6M	\$6.1M	\$5.5M
Average Age of Assets (years)	62 years	62 years	47 years	37 years
Units out of Service Due to Poor Condition	20	0	0	0
# of Units Strategically Disposed	0	0	24	54
# of New Units	0	0	83	184
Net # of Units	416	434	491	562
# of HNHC's Owned RGI Units	383	385	387	387
# of RGI Portable Housing Benefits	20	18	16	16
# of Affordable Units	0	12	50	96
# of Market Units	13	19	38	63
Financials from 2021-2035 (\$ Thousands)				
Operating Subsidy	\$22,176	\$19,108	\$19,151	\$19,322
Operating Subsidy in year 2035	\$1,971	\$1,631	\$1,588	\$1,594
Total Capital Spend	\$9,598	\$28,786	\$67,243	\$112,798
Capital Subsidy	\$9,598	\$21,786	\$31,247	\$44,551
Sale of Existing Assets	\$0	\$0	\$7,063	\$17,213
CMHC Debt	\$0	\$6,500	\$22,433	\$40,033
CMHC Contribution (Estimated)	\$0	\$500	\$6,500	\$11,000

6.1.6 Operating Financial Impacts

Each of the four strategies will have an impact to the operating financials. There are many variables at play and the combination of the variables will create an overall trend whether the operating financials will reduce or increase the annual deficit that is subsidized by the municipalities.

Working from the first strategy (Base Case) to the last strategy (Option 2), the operating subsidy declines modestly for the Renewal and Repair and Option 1 strategy, but increases slightly for Option 2. The operating subsidy remains stable because the new units are self-contributing financially and units that require external subsidy are sold. Furthermore, the single and semi-detached units have good operating financials compared to the balance of the portfolio. In addition, there is a cost to provide portable housing benefits to maintain the RGI service level. The operating subsidy decreases from the Base Case (\$22,176,000) to the Repair and Renewal (\$19,108,000) strategy over the 2021 - 2035 timeframe resulting in savings of \$3,068,000. This is primarily due to the utility savings resulting from the implementation of the capital projects related to water, energy and GHG reduction.

6.1.7 Capital Impacts

The capital needs of HNHC are substantial and are currently underfunded. The level of investment by the municipalities will determine the impact to the portfolio. The greater the investment, the less the unfunded capital backlog and the more new units can be built.

Working from the first strategy (Base Case) to the last strategy (Option 2), the capital subsidies over the 15 years are \$9.6M, \$21.8M, \$31.2M, \$44.6M. The required capital subsidy for Option two will meet the housing and homelessness targets. As the capital spend increases, more sources of funding are used. The combination of funding sources enable ambitious regeneration plans to happen. Even with substantial senior level government funding and the sale of existing assets, municipalities need to raise funds to contribute to a regeneration plan.

Utilizing Infrastructure Ontario (IO) funding, municipalities can provide capital funding upfront and service the principal and interest payments using a capital levy. For discussion purposes, a high-level calculation was conducted to determine the required annual capital levy. This analysis is based on the annual capital levy increasing each year for 10 years and remain in place indefinitely to meet the needs of HNHC's assets. The calculation was based on the capital subsidy required from municipalities, a conservative interest rate and the existing tax base. See Table 17 below.

Table 17 Capital Levy using IO Debt

STRATEGY	BASE CASE	RENEWAL AND REPAIR	OPTION 1	OPTION 2
Consolidate Annual 10 Year Levy Using IO Debt	N/A	N/A	365k	415k
Haldimand Capital Levy %	N/A	N/A	0.2%	0.23%
Norfolk Capital Levy %	N/A	N/A	0.24%	0.27%

The level of investment for capital work is the main decision to be made by both municipalities and determines the impact to the community.

6.1.8 Community Impacts

While the financial investment is large to address the needs of the communities, the strategy selected will have long-lasting impacts for the community for the next 15 years. There are many intangible variables at play when discussing the community impacts.

Continuing down the current path as outlined in the Base Case is not a strategy that is recommended. At a minimum, the Renewal and Repair strategy should be pursued however, this does not help to reduce the growing community need nor help achieve any of the HHP goals. In order to work towards the HHP goals, Options 1 and 2 need to be selected. Option 1 will make a tangible impact, but will not achieve any HHP goal entirely. Option 2 will achieve HNHC's proportion of the HHP goals. See Table 18 to see how the Regeneration Master Plan Aligns with the goals outlined in the Housing and Homelessness Plan.

Table 18 Regeneration Master Plan Alignment to the Goals from the Housing and Homelessness Plan

HNHC REGENERATION MASTER PLAN	HOUSING AND HOMELESSNESS PLAN GOALS
Strong Alignment	Goal 1: To encourage a broad range of dwelling types and tenures which meet the needs of current and future residents of Haldimand and Norfolk Counties.
Strong Alignment	Goal 2: To ensure there is an adequate and appropriate supply of rental housing for households with low incomes and priority population groups.
Strong Alignment	Goal 3: To ensure there are sufficient options for housing with supports to facilitate aging in place and for people who require supports to live with dignity and as independently as possible.
Moderate Alignment	Goal 4: Ensure a person-centered housing, homelessness and support system is in place where all housing and homelessness service providers are working in collaboration so that everyone who needs help is able to access it in a timely manner and functional zero end to homelessness is achieved.

6.2 The Base Case

The base case represents the current state continuing into the future with no changes in funding. This is considered the "do nothing" approach and serves as a baseline to which all other strategies are compared to.

6.2.1 Financials

The financials for the base case will experience an increase in required operating subsidy while the annual capital subsidy remains the same. This represents the "do nothing" approach where the capital backlog grows because the capital subsidy remains the same yearly. However, the operating costs will increase over time, accounting for inflation, increase in labour and material prices, and to provide portable housing benefits for the 20 units that go out of service starting in year 2031.

6.2.2 Impacts to the Community

As time progresses, the condition of the units deteriorates; and with it, the living conditions of residents. Furthermore, starting in 2031, 20 units will be in a state of disrepair that will necessitate the households to be moved out to another accommodation within the community. While outside of the study period, in

2036, all units will be in very poor condition on average and therefore be at high risk living conditions for the residents most likely closing down some of the developments. This would require the use of a housing benefit for those units that are not operable. The supply of affordable units including RGI units is in short supply and the waitlist grows with each year. The loss of any units will further exacerbate the current affordable housing issues in the community.

As the units deteriorate, households will require more frequent maintenance for their units, creating unnecessary disturbances for them. Unit turnover will become more frequent, and waitlist applicants may refuse living in deteriorated units. As the units and the living environment deteriorate for the households, the surrounding neighborhood will be negatively affected. The units will look deteriorated from the exterior and show their age, and the neighborhood community can correspondingly deteriorate.

For the households on the waitlist, they will continue to wait longer and longer as the list grows. If they are placed, they will be housed in substandard units and their lives will be negatively impacted. The cycle of vacancies and placements will increase.

When units fall out of service, HNHC will have to decide whether the units will be sold or redeveloped; that is, gutted and rebuilt, demolished, or demolished and rebuilt. Restoring or rebuilding a deteriorated unit is more costly than properly maintaining the unit.

6.3 Renewal and Repair

The renewal and repair strategy will renew and repair all existing assets in HNHC's portfolio. This strategy identifies the investment required to sustainably maintain the current portfolio of assets.

6.3.1 Financials

Under the renewal and repair strategy, the operating subsidy required decreases due to the aforementioned utility savings and the capital subsidy doubles. The total capital spend is expected to be \$28.8M over the 15 years. It is anticipated that an estimated \$6.5M can be funded through CMHC debt and an estimated \$0.5M will be provided as a contribution by CMHC as part of the co-investment program. With the co-investment program, the municipalities will need to contribute approximately \$21.8M over the 15 years. In year 2035, the annual capital subsidy will be \$2.2M, a \$1.5M increase from the current capital subsidy of \$0.6M. This outlines the capital requirements of the current asset base to be maintained at 10% FCI.

The operating subsidy between 2021-2035 is \$19.1M, and for the year 2035, the operating subsidy is \$1.6M. In 2035, the operating subsidy remains relatively the same as the Base Case because the additional principal and interest payments for the CMHC debt is offset by the NOI of the new mixed-income communities at 68 Selkirk and 39 Nichol. There is a slight decrease of approximately \$300,000 however, due to the utility savings. Furthermore, the mixed-income communities at the two developments offset the cost to provide a portable housing benefit for the 18 units that were converted from RGI to a mix of affordable and market units. In summary, the introduction of more units within HNHC's portfolio is offset by introducing mixed-income communities for two developments.

6.3.2 Impacts to the Community

Through the renewal and repair strategy, all units will be maintained to an FCI of 10%, meeting HNHC service standards. A 10% FCI means that each development and the portfolio on a whole will be on the border of good to fair condition. Correspondingly, the households are better positioned to create strong communities.

As part of the renewal and repair, two developments, 68 Selkirk and 39 Nichol will undergo additional renovations and will have their amenities augmented as part of their revitalization. A number of units will be converted from RGI housing to affordable and market units, creating a mixed-income community. The RGI units will be replaced using a portable housing benefit. This will allow those households to select where they desire to live. The additional renovations and augmented amenities will create a better living environment for the households and will better meet the demand of the market residents. Market households demand a certain level of amenities and living environment. Creating a mixed-income community will strengthen the internal community within the building and the surrounding area.

Furthermore, there will be an additional 18 units in HNHC's portfolio, increasing the total unit count to 434 from 416. There will be an additional 12 affordable units in the counties and 6 new market units while the number of RGI units remains the same. This helps fill in the gap along the housing continuum.

The investment into all of the developments will address the repairs and greatly improve the energy efficiency of the existing housing stock and thus demonstrate the municipalities' commitment to a sustainable community housing program. However, this strategy does not address the growing waitlist, nor does it strive towards the goals set forth in the housing and homelessness plan.

6.4 Option 1

Option 1 includes the above renewal and repair strategy with the addition of two new builds, one in Simcoe and in Dunnville. The two new builds will have a mix of RGI units, affordable and market units, creating a mixed income community. In order to realize the two new builds, some of the existing single and semi-detached homes will be sold to generate capital.

6.4.1 Financials

When comparing to the Base Case, the operating subsidy required decreases slightly and the capital subsidy triples. The capital spend becomes \$67.2M over the 15 years. It is anticipated that an estimated \$22.4M can be funded through CMHC debt and an estimated \$6.5M will be provided as a contribution by CMHC as part of the co-investment program. With the co-investment program, the municipalities will need to provide approximately \$31.2M over the 15 years. In year 2035, the annual capital subsidy will be \$2.1M; a \$1.4M increase from the current capital subsidy of \$0.6M. This is \$100k less than the Renewal and Repair strategy. This outlines the capital requirements of the current asset base to be maintained at 10% FCI. The capital subsidy decreases slightly in comparison to the Renewal and Repair strategy because 24 units are sold, and all new units built are self-sufficient financially. The capital spend increases when building two new developments.

The operating subsidy between 2021-2035 is \$22M, and for the year 2035, the operating subsidy is \$2M. The operating subsidy remains relatively the same as the Base Case because the additional principal and interest payments for the CMHC debt is offset by the NOI of the new mixed-income communities at 68 Selkirk and 39 Nichol. Furthermore, the mixed-income community at the two developments offset the cost to provide a portable housing benefit for the 18 units that were converted from RGI to a mix of affordable and market units. The two new developments are self-contributing financially, thus they do not contribute to a need for increased operating subsidy. In summary, the introduction of more units within HNHC's portfolio is offset by introducing mixed-income communities for two developments.

6.4.2 Impacts to the Community

As discussed, Option 1 will include the renewal and repair of existing units and the positive impacts are the same. While much of the information is the same, there will be some units that are sold.

Through the renewal and repair strategy, all of the remaining legacy units will be maintained to an FCI of 10%, meeting HNHC service standards. A 10% FCI means that each development and the portfolio on a whole will be on the border of good to fair condition. Correspondingly, households are better positioned to create strong communities.

To raise capital for the new developments, 24 units will be sold in Simcoe and Dunnville. Between the two developments, 83 new units will be created, 48 in Simcoe and 35 in Dunnville. Further details regarding the two new development projects and the sale of units are included in the Compendium of Reports. The new unit count for HNHC will be 491 units, a net increase of 75 units from 416. There will still be 403 RGI units, with the addition of 50 affordable units and 25 market units. As part of the 403 RGI units, 16 will be provided through a portable housing benefit. Additional units within the portfolio will help address the waitlist in Simcoe and Dunnville, while shifting the unit types to meet the growing needs for smaller 1- and 2-bedroom units. Furthermore, the new units will be built to high performance energy standards and increase the number of accessible/universal units in the community. Accessible/universal units allow seniors and people with disabilities to live more independently.

As part of the renewal and repair component of Option 1, two developments, 68 Selkirk and 39 Nichol will undergo additional renovations and will have their amenities augmented as part of their revitalization. A number of units will be converted from RGI housing to affordable and market units, creating a mixed-income community. The converted RGI units will be replaced using combination of the new RGI units and portable housing benefits. This will allow those households to select where they desire to live. The additional renovations and augmented amenities will create a better living environment for the households and will better meet the demand of market households. Market households demand a certain level of amenities and living environment. Creating a mixed-income community will strengthen the internal community within the building and the surrounding area.

This strategy addresses some of the waitlist demand and serves as a step in the right direction to achieving the goals set forth in the housing and homelessness plan.

6.5 Option 2

Option 2 includes the above Option 1 with the addition of another two new builds (Hagersville & Delhi) and one redevelopment (219 Regent) of an existing development.

6.5.1 Financials

When comparing to the Base Case, the operating subsidy required decreases slightly and the capital subsidy substantially increases. The capital spend becomes \$112.8M over the 15 years. It is anticipated that an estimated \$40M can be funded through CMHC debt and an estimated \$11M will be provided as a contribution by CMHC as part of the co-investment program. With the co-investment program, the municipalities will need to provide approximately \$44.6M over the 15 years. In year 2035, the annual capital subsidy will be \$1.9M, a \$1.2M increase from the current capital subsidy of \$0.6M. This represents a \$180K reduction when compared to the Option 1 strategy. This outlines the capital requirements of the current asset base to be maintained at 10% FCI. The capital subsidy decreases slightly in comparison to the Base Case strategy because 54 units are sold, and all new units built are self-sufficient financially. The

capital spend increases when building four new developments and redeveloping one existing development.

The operating subsidy between 2021-2035 is \$44.6M, and for the year 2035, the operating subsidy is \$1.9M. The operating subsidy remains relatively the same as the Base Case because the additional principal and interest payments for the CMHC debt is offset by the NOI of the new mixed-income communities at 68 Selkirk and 39 Nichol. Furthermore, the new developments and the one redevelopment offset the cost to provide a portable housing benefit for the 18 units that were converted from RGI to a mix of affordable and market units. The new units are self-contributing financially, thus they do not contribute to a need for increased operating subsidy. In summary, the introduction of more units within HNHC's portfolio is offset by introducing mixed-income communities for the new developments.

6.5.2 Impacts to the Community

Through the renewal and repair strategy, all of the remaining legacy units will be maintained to an FCI of 10%, meeting HNHC service standards. A 10% FCI means that each development and the portfolio on a whole will be on the border of good to fair condition. Correspondingly, households are better positioned to effectively integrate within their communities.

It is planned to sell 54 units in Haldimand and Norfolk to raise the required capital for investment. Through this project 184 new units will be created in Haldimand-Norfolk over the 15-year period. Further details regarding the new development projects, the redevelopment project and the sale of the singles and semi-detached homes are included in the Compendium of Reports. The new unit count for HNHC will be 562 units, a net increase of 146 units from 416. There will still be 403 RGI units, with the addition of 96 affordable units and 50 market units. As part of the 403 RGI units, 16 will be provided through a portable housing benefit. Additional units within the portfolio will help address the waitlist in both counties, while shifting the unit types to meet the growing needs for smaller 1- and 2-bedroom units. Furthermore, the new units will be built to high performance energy standards and will increase the number of accessible/universal units in the community. Accessible/universal units allow seniors and people with disabilities to live more independently.

As part of the renewal and repair component of Option 2, two developments, 68 Selkirk and 39 Nichol will undergo additional renovations and will have their amenities augmented as part of their revitalization. A number of units will be converted from RGI housing to affordable and market units, creating a mixed-income community. The converted RGI units will be replaced using combination of the new RGI units and portable housing benefits. This will allow those households to select where they desire to live. The additional renovations and augmented amenities will create a better living environment for the households and will better meet the demand of market households. Market households demand a certain level of amenities and living environment. Creating a mixed-income community will strengthen the internal community within the building and the surrounding area.

This strategy addresses more of the waitlist demand and further strives in the right direction to achieving the goals set forth in the housing and homelessness plan.

6.8 Summary

The four financial strategies described above are presented to show the baseline and strategies from least to most impactful, correspondingly, from least to most financially intensive. The strategy selected will have a lasting impact on the community when housing affordability is a growing issue for many

households. The strategy selected must be considered in balance of the social good and the financial investment required. However, maintaining the status quo is not a strategy that can continue because it will result in a loss of social housing units.

7. CONCLUSIONS AND RECOMMENDATIONS

This RMP report presents four strategies that Haldimand and Norfolk can pursue. The decision on which what strategy will be executed is dependent on the municipalities' financial investment and the corresponding desired outcomes. Haerko strongly advises not to select the Base Case as it is not a long-term viable option. It results in units that will fall out of service, as existing units will deteriorate, and the affordability issue will not be addressed and will only worsen. Haerko foresees that the Renewal and Repair, and Option 1 and Option 2 would be suitable. Option 2 has the greatest impact to the community, and strongly aligns with the Housing and Homelessness Plan. Furthermore, Option 2 was the desired plan of HNHC. The information contained in this report and the Compendium of Reports will allow the two counties to make an informed decision. The finer details of executing will be planned by HNHC after a strategy is selected, because each strategy is different and it will be a collaborative endeavor that will require input from both counties, the Service Manager, HNHC, CMHC, residents, surrounding neighborhoods and other stakeholders.

It is recommended that the RMP be updated every five years to assess the performance of the previous five years and determine the direction for the next 15 years. Due to the complexity of such a large endeavor, it is expected that the plan will evolve over time and the direction will be updated, confirmed or re-aligned. When the RMP is updated, there are several recommendations Haerko can present.

HNHC readily provided the necessary information and data to prepare the RMP and it was well organized and provided in a timely manner. It is important that the necessary documents and plans are updated before the next RMP study, i.e., building condition assessments are conducted and the capital needs in Asset Planner are updated. With regard to BCA and Asset Planner, Haerko has provided recommendations as to improve the quality of the data and provided guidance on how to work from BCAs to developing capital plans. HNHC has been very collaborative, especially during the Asset Classification Analysis. The collaboration is greatly beneficial and is recommended to occur again for the next RMP.

We are in a period of housing reforms where many housing organizations are undergoing regeneration. We understand that housing is a continuum of housing types and programs. It is important to have information along the entire housing continuum and utilize that data to make more informed decisions. Haerko was able to use the waitlist information provided, however if more detailed information were available, it would help Haerko and HNHC make more informed decisions. More detailed information would allow us to know general characteristics of households on the waitlist and tailor the solutions in the RMP for those on the waitlist.

Haerko believes that the best planning outcomes can be most efficiently achieved through a collaborative process with HNHC, the SM and the municipalities.

It is also critical that the RMP plan be executed well and remain aligned to the purpose and objectives of the plan. While KPIs are useful and serve an important role in tracking progress, it is important to understand the impact to the community beyond KPIs and ensure that the plan is creating good beneficial impacts for the community. This will require continuing the annual HNHC resident survey, understanding the community changes, i.e., through updated Housing and Homelessness Plans and other studies that have community engagement components.

Overall, the RMP set forth was built utilizing a wealth of information provided and is sufficient for the municipalities to make an informed decision as to which strategy they support. It is important to continue to gather quality information and improve data where lacking so that the next RMP in 5 years is more precise. If a collaborative approach can be completed, it will further help ensure the plan is tailored to fit all stakeholders' situations and goals, creating a better win-win situation. As the plan progresses, it is important to track progress and understand the community impacts due to the plan. Haerko looks forward to understanding which strategy is selected and see the regeneration of social housing and HNHC underway.

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APPENDIX 'A': FCI INFORMATION



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FACILITY CONDITION INDEX

Facility Condition Index (FCI) is an industry standard asset management tool which measures the “constructed asset’s condition at a specific point in time” (US Federal Real Property Council, 2008). It is a functional indicator resulting from an analysis of different but related operational indicators (such as building repair needs) to obtain an overview of a building’s condition as a numerical value.

It was developed by the US Navy to assess conditions of vessels and strategically prioritize renewal spending. FCI was first utilized as an index for determining building condition in the early 1990s by US National Association of College and Universities and quickly became the standard for post secondary institutions across North America. Recently condition index measures have been adopted by the US Federal Real Property Council, American Public Works Association, Council of Ontario Universities, Federation of Canadian Municipalities (through their Infraguide publications), Health Authorities, Education Ministries and Social Housing Authorities throughout North America.

FCI is obtained by aggregating the total cost of any needed or outstanding repairs, renewal or upgrade requirements at a building compared to the current replacement value of the building components. It is the ratio of the “repair needs” to replacement value” expressed in percentage terms. Land value is not considered when evaluating FCI.

$$\text{FCI} = \frac{\text{Total of Building Repair/Upgrade/Renewal Needs (\$)}}{\text{Current Replacement Value of Building Components(\$)}}$$

The lower the value of FCI, the better condition that a building is in. Current industry benchmarks indicate the following subjective condition ratings for facilities with various ranges of FCI:

0- 5% FCI	Asset is in <u>good</u> condition
5-10% FCI	Asset is in <u>fair</u> condition
10 – 30% FCI	Asset is in <u>poor</u> condition

For example, a building with a replacement value of \$1,000,000 with outstanding renewal needs of \$90,000 would have an FCI of 9%, indicating the building is in fair condition. FCI can be reported at all levels in the asset hierarchy; it can be used to express component condition

BC Housing

(example: elevators), building condition, development condition and portfolio condition, with each higher level being the aggregate of those beneath it in the hierarchy.

While originally developed by the US Navy, FCI was quickly adopted by universities and other public institutions to monitor building condition and employed as a strategic decision-making investment tool. Other organizations in Canada are adopting this tool and are at various stages of implementation. This indicator is analogous to the condition index employed for many years by the Ministry of Transportation to monitor condition of bridges in the province, used to identify and prioritize repairs. BC Housing is currently using FCI to assist with investment decisions and strategic directions.

FCI IMPACTS, RISKS & RESIDENT MORALE

Utilizing FCI provides a professional method of measurement to determine the relative condition index of a single building, group of buildings, or if desired, a total portfolio. As FCI increases, the assets will experience:

- Increased risk of component failure
- Increased facility maintenance and operating costs
- Greater negative impacts to staff and residents.

Table 1 on the following page illustrates the types of risks and tradeoffs that can be expected when buildings are maintained at different FCI levels.

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Table 1: Facility Condition Index Levels and Impact to Component Failure Risk, Residents and Staff

Common Implications of FCI to Housing Portfolios				
FCI Levels	Impact to Buildings and Components	Examples of Component Issues	Resident Complaints and Morale	Maintenance Staff Impact
Critical (Over 30%)	<ul style="list-style-type: none"> - Facilities will look worn with obvious deterioration. - Equipment failure occurring frequently. Occasional building shut down will likely occur. Management risk is high. - Health and safety issue figure prominently 	<ul style="list-style-type: none"> - Replacement of multiple systems required (i.e. Mechanical, Electrical, Architectural and Structural) - Building heating system failure. - Evacuation of upper floor due to unaddressed roof leakage. - Structural issues including envelope replacement. 	<ul style="list-style-type: none"> - Resident complaints will be very high with an unmanageable level of frequency. - Lack of maintenance will affect resident attitudes and morale. 	<ul style="list-style-type: none"> - Staff will not be able to provide regular scheduled maintenance due to high level of "reactive" calls
Poor (11% to 30%)	<ul style="list-style-type: none"> - Facilities will look worn with apparent and increasing deterioration - Frequent component and equipment failure may occur. Occasional building shut down will occur 	<ul style="list-style-type: none"> - Replacement of specific major systems required, such as heating and plumbing systems, complete interior renovations, building envelope restoration. - Shut down may affect some units (i.e. roof or pipe leakage) 	<ul style="list-style-type: none"> - Resident complaints will be high with increased level of frequency. - Concern about negative resident morale will be raised and become evident. 	<ul style="list-style-type: none"> - Facilities staff time will likely be diverted from regular scheduled maintenance and forced to "reactive" mode
Fair (6% to 10%)	<ul style="list-style-type: none"> - Facilities are beginning to show signs of wear - More frequent component and equipment failure will occur 	<ul style="list-style-type: none"> - Repairs and replacement of specific systems, i.e. boiler, window replacements, interior renovations. 	<ul style="list-style-type: none"> - Resident complaints will occur with higher level of frequency - Resident morale may be affected 	<ul style="list-style-type: none"> - Facilities staff time may at times be diverted from regular scheduled maintenance
Good (0% to 5%)	<ul style="list-style-type: none"> - Facilities will look clean and functional - Limited and manageable component and equipment failure may occur 	<ul style="list-style-type: none"> - Repairs and replacement of more of an aesthetic or general nature, such as wall painting, carpet replacement, roof repair, window caulking. 	<ul style="list-style-type: none"> - Resident complaints will be low and manageable - Resident morale will be positive and evident 	<ul style="list-style-type: none"> - Facilities staff time will be devoted to regular scheduled maintenance

APPENDIX 'B': Key Performance Indicators

KEY PERFORMANCE INDICATORS (KPIs)	DESCRIPTION
Portfolio Condition and Mix by 2035	
Portfolio FCI of Legacy Units	<p>The FCI describes the condition of the legacy units in terms of a percentage of the capital backlog for the portfolio divided by the replacement value of the portfolio. HNHC has set a goal to maintain a 10% FCI for each development, resulting in a 10% FCI across the portfolio. 30% FCI represents when units are not suitable for households and are taken out of service. An FCI of 0% represents a new asset.</p> <p>In general, the lower the FCI, the better the condition of the units are in.</p>
GHG Emissions Reduction	To combat climate change, all tiers of government have set GHG emission reduction targets, it is important to understand the reduction to ensure goals are achieved. For the purpose of this report, all emission reductions are calculated with a 2019 base line.
Energy Usage Reduction	To combat climate change and minimize peak energy usage, all tiers of government are working towards energy usage reductions, it is important to understand the reduction to ensure goals are achieved. For the purpose of this report, all energy reductions are calculated with a 2019 base line.
Water Usage Reduction	To combat our impact to the Earth and minimize utility costs, it is important to understand the reduction to ensure goals are achieved. For the purpose of this report, all water use reductions are calculated with a 2019 base line.
Utility Cost Reduction	To combat rising utility costs and minimize utility costs, it is important to understand the cost savings. The cost savings can be used to fund additional capital improvements. For the purpose of this report, all utility cost reductions are calculated with a 2019 base line.
Capital Backlog of Legacy Units	<p>The capital backlog of legacy units represents the value of the deferred work not completed for the portfolio. When maintaining units to a 10% FCI, there will always be a capital backlog that corresponds with 10% of the value of the assets.</p> <p>In general, the lower the capital backlog the better, since there is less capital work needed to be completed, and correspondingly, the lower the maintenance needs are. As the capital backlog</p>

	increases, old or worn-out components will require more frequent maintenance.
Average Age of Assets	<p>It is important to understand the average age of the assets because as assets age, maintenance and capital repairs and replacements become more intensive. There are also limitations to updating old structures to meet higher energy efficiency and accessibility standards.</p> <p>In general, the younger the assets the better, as less capital work and maintenance will be needed. Furthermore, the units are more up to date with current regulations.</p>
Number of Accessible Units	It is important to know the number of accessible or universal units there are in HNHC's portfolio. It is important to understand this metric does not capture if the common area is 100% accessible but can be used as an indicative measure.
Units out of Service Due to Poor Condition	This KPI represents the number of units that have exceeded a 30% FCI; indicating the units are not suitable for rent and thus taken out of service. If replacement units are not built, households are typically housed through a housing benefit program.
Number of Units Strategically Disposed	<p>To raise funds for the regeneration of HNHC's assets, single and semi-detached homes will be sold. This KPI quantifies how many homes are planned to be sold for a particular strategy. The number of homes sold can be increased or decreased to suit the final strategy selected by the two counties.</p> <p>In general, a more ambitious regeneration plan will require more units to be sold to generate capital. A more ambitious plan typically further addresses the needs of the community.</p>
Number of New Units	In general, the more new units built the better. Typically, more new units will help address the needs of the community and the units are up to date, thus providing better living environments for residents.
Net number of Units	<p>This KPI represents the new total number of units HNHC will own and manage.</p> <p>In general, the higher the number of units, the better served the community is up to the point where there is no further demand for affordable housing.</p>

Number of RGI Units	<p>This KPI represents how many RGI units are operating. Through the Service Manager, municipalities are responsible to maintain a certain number of RGI units.</p> <p>In general, the Service Manager needs to maintain the standard service level. If the service level drops for a sustained amount of time, ministry approvals are required.</p>
Number of Affordable Units	<p>In general, the more affordable units, the better. More affordable units will help alleviate the housing affordability issues that many households experience. The introduction of affordable units with RGI, and market units helps create mixed-income communities which have beneficial social community outcomes.</p>
Number of Market Units	<p>In general, the more market units, the better. The market units help subsidize the RGI and affordable units, such that developments and organizations can become more self-reliant. This means municipalities will not need to contribute as much. In addition, having a mix of market, RGI and affordable units helps create strong communities.</p>
Financial from 2021-2035	
Operating Subsidy	<p>This KPI indicates how much operating subsidy is required between 2021-2035.</p> <p>In general, the operating subsidy must be considered with other factors to determine if it is trending in the right direction for the right reasons. For example, a lower operating subsidy may seem good, but it can be at the expense of fewer or poorer quality of services which negatively affect the community.</p>
Total Capital Spend	<p>This KPI indicates how much capital is required to be spent between 2021-2035. The capital can come from a variety of sources and are described in the following KPIs.</p> <p>In general, the total capital spend must be considered with other factors to determine if it is trending in the right direction for the right reasons. For example, a lower total capital spend may seem good, but it can cause units to fall out of service when the current supply is already short.</p>
Capital Subsidy	<p>This KPI indicates how much capital is required by the municipalities to contribute to the capital work required.</p>

Sale of Existing Assets	This KPI indicates how much capital will be generated by the sale of single and semi-detached homes. This helps lower the capital subsidy required of the municipalities and can be a contributor to making a regeneration plan feasible.
CMHC Debt	<p>This KPI indicates how much capital will be funded through CMHC debt. Debt through CMHC helps lower the capital subsidy required upfront from the municipalities and is a large reason why a regeneration plan is feasible.</p> <p>In general, the higher the debt, the higher the principal and interest payments are. Debt is neither good nor bad and must be taken into consideration with other factors to determine if it is effectively used.</p>
CMHC Contribution	<p>This KPI indicates how much capital will be contributed by CMHC. This helps lower the capital subsidy required from the municipalities and can be substantial enough to make a regeneration plan feasible.</p> <p>In general, the higher CMHC's contribution, the better, because it lowers the capital subsidy required from municipalities.</p>



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DELHI NEW DEVELOPMENT BUSINESS CASE

HALDIMAND NORFOLK HOUSING CORPORATION

March 20, 2024



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EXECUTIVE SUMMARY

Haldimand Norfolk Housing Corporation (HNHC) presented their regeneration master plan in 2021 to respond to the rapidly growing need for affordable housing in the Haldimand and Norfolk counties, and in alignment with municipal, provincial, and federal housing plans and strategies. HNHC intends to address some of the common social issues associated with public housing by undertaking the development of mixed-income buildings and communities and revitalizing existing developments. Specifically, HNHC has identified a need for a new affordable housing development in Delhi as part of the regeneration plan. The purpose of this business case is to provide an update to the plan presented in 2021 and seek approval for funding the Norfolk project.

HNHC is collaborating with Norfolk County to satisfy the increasing housing needs in the communities. HNHC owns suitable excess land for the new development in Delhi. In addition, HNHC will collaborate with local support service organizations and government offices who may express interest in the Delhi project.

HNHC is proposing to build a 14,635 sq. ft., two-storey building with 16 residential senior units and no commercial units. The building provides a combination of one-bedroom and two-bedroom units, with a mixed income profile. Ten units will be RGI units to maintain the service level due to the sale of ten (10) units to fund the development. Two units will be demolished to make way for the new development and overall service level will be maintained through other projects. Six market units will be added to the Norfolk portfolio. The Delhi development will serve as HNHC's first development in Norfolk County.

The development, built to the Passive House standard, is estimated to cost a total of \$7,651,000 and will require multiple funding sources. Based on the sale of five single and semi-detached units to date, HNHC will self-contribute \$2,753,000 (36%) of the overall development cost through the sale of ten units. The units are being sold according to the criteria outlined in the Sale of the Single Family and Semi-Detached Homes Business Case presented to Council in 2021. In addition to the self-contribution, HNHC is planning to access external funding through the Canada Mortgage and Housing Corporation (CMHC) Co-Investment program. As the primary funding partner, CMHC provides a contribution and low interest loans with a 50-year amortization period as part of the co-investment program under the National Housing Strategy (NHS). Although not confirmed, early estimates suggest \$1,200,000 (16%) of contribution would be possible. The development's net operating income (NOI) will be able to support \$3,698,000 (48%) of debt, which could be financed through CMHC. This approach requires zero upfront capital/equity from Norfolk County but does require on-going subsidies, which is Norfolk County Finance department's recommendation. A mortgage subsidy of \$176,000 per year is required for the length of the 50 year mortgage. Norfolk County staff recommend a property tax subsidy of \$60,000 per year in perpetuity which aligns with the current approach for existing HNHC developments in Norfolk County. Table 1 presents the two development options.

Table 1: Development Funding Options (1- Passive House (PH) is Recommended by Norfolk County Finance)

Option	Project Cost	Municipal Contribution	Capital			Municipal Subsidies		
			HNHC Equity from Disposals	Estimated CMHC Contribution	Estimated CMHC Loan	Mortgage Subsidy*	Property Tax Subsidy**	Operating Subsidy**
1-PH	\$7.7M	\$0	\$2.8M	\$1.2M	\$3.7M	\$176k	\$60k	\$0k
2-PH	\$7.6M	\$4.8M	\$2.8M	\$0.0M	\$0.0M	\$0k	\$60k	\$0k
CMHC Min	\$7.4M	\$0	\$2.8M	\$0.8M	\$3.8M	\$182k	\$60k	\$10k

* Annual subsidy for 50 years

** Annual subsidy in perpetuity

To date, pre-feasibility work commenced with the preparation of a functional program based on G. Douglas Vallee Limited's concept with some additional space requirements. Financial costing and pro formas were developed, outlining three development scenarios for Norfolk County. Concept renderings have been prepared showing the floor layouts and the building exterior on the selected site adjacent to the Gibraltar Street and Ewell Street intersection. HNHC is targeting to have this project completed by end of 2026 which requires a June 2024 project start date.

HNHC and Norfolk County Finance department recommend proceeding with this affordable housing project in concept and therefore are requesting Norfolk County to consider providing a municipal mortgage subsidy of \$176,000 per year for 50 years, and a property tax subsidy of \$60,000 per year in perpetuity to realize this project. Furthermore, HNHC requires the Service Manager's approval to sell 10 single and semi-detached homes within Norfolk as part of their contribution to the project, and demolish two units to provide the required lot space.

HNHC is ready to collaborate with the Service Manager and Norfolk County to ensure the successful delivery of this project aligning with Norfolk Council's vision for affordable housing in the county.

Table of Contents

EXECUTIVE SUMMARY	1
ORGANIZATION BACKGROUND	6
1. INTRODUCTION	10
1.1 CONTEXT.....	10
1.2. DEVELOPMENTS FOR DISPOSAL.....	10
1.3. SELECTED SITES	13
1.4. WORK COMPLETED TO DATE	13
1.5. FUNCTIONAL PROGRAM	14
1.6. PRIMARY BUILDING CONCEPT	15
2. DEVELOPMENT PROFILE	17
2.1 HISTORY OF THE DEVELOPMENT	17
2.2 STAKEHOLDER RELATIONSHIPS.....	17
3. ENVIRONMENTAL SCAN-COMPLETED	19
THE BROADER PROBLEM – ONTARIO – CANADA	19
3.1. HOUSING CONTINUUM	19
3.2. WHAT IS SOCIAL HOUSING?.....	19
3.3. WHAT IS AFFORDABLE HOUSING?.....	19
3.4. THE NEED FOR AFFORDABLE HOUSING IN HALDIMAND NORFOLK	20
3.5. ALIGNMENT WITH THE PROVINCIAL AND SERVICE MANAGER HOUSING GOALS	21
3.6. THE ECONOMIC BENEFITS OF BUILDING HOUSING	24
3.7. CENTRAL WAIT LIST DATA – HALDIMAND NORFOLK	25
4. DEVELOPMENT PLAN	26
4.1. PROJECT OVERVIEW	26
4.2. SITE SELECTION	26
4.3. LAND USE PLANNING	28
4.4. PROJECT MANAGEMENT	30
5. FINANCIAL PLAN AND FORECASTS.....	33
5.1 PROJECT COST DEVELOPMENT	33
5.2 PRO FORMA DEVELOPMENT	33
5.3 FUNDING	35
5.3.1 CMHC National Housing Strategy (2018-2028)	35
5.3.2 Project Funding	37
6. CONCLUSION	39
7. RECOMMENDATIONS	40
8. REFERENCES	41
9. GLOSSARY	42

APPENDICES	43
APPENDIX 1: SUPPORTING INFORMATION HALDIMAND NORFOLK HOUSING AND HOMELESSNESS PLAN – 2020-2030	44
APPENDIX 2: MAP SHOWING LOCATION OF DELHI AND SIMCOE, ONTARIO	48
APPENDIX 3: APPLYING FOR ALTERNATIVE AVERAGE MARKET RENTS (AAMR)	49
APPENDIX 4: PRO FORMA – SCENARIO 1 - PH - NORFOLK FINANCE RECOMMENDATION	50
SCENARIO 1 - PH – SUMMARY	50
SCENARIO 1 - PH – OPERATING BUDGET	51
SCENARIO 1 - PH – DEVELOPMENT COSTS	52
SCENARIO 1 - PH – ASSUMPTIONS	53
APPENDIX 5: PRO FORMA - SCENARIO 2 – PH	54
SCENARIO 2 - PH – SUMMARY	54
SCENARIO 2 - PH – OPERATING BUDGET	55
SCENARIO 2 - PH – DEVELOPMENT COSTS	56
SCENARIO 2 - PH - ASSUMPTIONS	57
APPENDIX 6: PRO FORMA - SCENARIO 3 – CMHC MINIMUM	58
SCENARIO 3 – CMHC Min – SUMMARY	58
SCENARIO 3 – CMHC Min – OPERATING BUDGET	59
SCENARIO 3 – CMHC Min – DEVELOPMENT COSTS	60
SCENARIO 3 – CMHC Min - ASSUMPTIONS	61

Table of Figures & Table

Figure 1: HNHC Developments at Banstead & Gibraltar, and Ashton & Oakwood	11
Figure 2: Banstead and Gibraltar Street unit locations	11
Figure 3: Ashton Drive and Oakwood Avenue unit locations	12
Figure 4: Property location within Delhi, ON	13
Figure 5: Proposed property boundary.	13
Figure 6: Ground Floor Layout	15
Figure 7: Second Floor Layout	15
Figure 8: The Housing Continuum	19
Figure 9: Ontario's Five-Point Plan	24
Figure 10: January 27, 2023 Concept - Aerial View (revised with additional space planning requirements) .	27
Figure 11: January 27, 2023 Concept – North-East Isometric (revised with additional space planning requirements)	27
Figure 12: January 27, 2023 – South-East Isometric (revised with additional space planning requirements)	28
Figure 13: General Schedule – HNHC Delhi Development	32
Figure 14: National Housing Strategy Targets	36
Figure 15: CMHC NHS Goals	36
Table 1: Development Funding Options (1- Passive House (PH) is Recommended by Norfolk County Finance)	2
Table 2: New Delhi Development Functional Program	14

Table 3: New Unit Count in Delhi.....	14
Table 4: Stakeholders involved in the process of HNHC’s Delhi Project.....	18
Table 5: Alignment with HN HHP Goals 2020 - 2030	22

ORGANIZATION BACKGROUND

HNHC is incorporated as a separate, stand-alone entity. Norfolk County serves as the Service Manager of housing on behalf of Norfolk County and Haldimand County. That is, HNHC provides community housing units in both counties. HNHC is the largest housing provider in the Haldimand Norfolk region, providing 66% of all housing.

HNHC owns and/or manages 527 Rent Geared to Income (RGI) housing units, with 313 located in Norfolk and 214 located in Haldimand. HNHC manages the capital repairs work at additional buildings on behalf of three other housing providers. Approximately 731 seniors, parents, children, singles and persons of special needs call one of HNHC's 78 buildings their home. The portfolio includes low-rise apartments, semi-detached and detached homes, and represents upwards of \$62 million in replacement value owned by HNHC, and a total of \$89 million when combined with the managed portfolios.

The operational structure of HNHC is as follows:

Norfolk County and Haldimand County are joint shareholders of HNHC, appointing the seven-member Board of Directors (the "Board"), which includes representation from Norfolk County Council, Haldimand County Council, and members of the community at large. The Board operates as a Policy Governance Board, providing direction, oversight, and policy approval. The Board reviews and approves service contracts, and capital budgets. The day-to-day operations and human resource matters have been delegated to HNHC management through the Chief Executive Officer (CEO) by the Board.

The CEO reports directly to the Board of Directors. The staff is organized into four departments (Finance and Administration, Business Services, Technical Services, and Property Management), each with a Manager reporting to the CEO. The CEO and the four Managers comprise the Executive Management Team. The central housing registry is maintained by Housing Services and Homeless Prevention Services as part of the Health and Social Services Department of Norfolk County.

HNHC'S STRATEGIC PLAN

Build Better Homes

Improve Our Resident's Satisfaction

Empower Our Staff to Lead and Succeed

Achieve Financial Fitness

Strengthen Our Community

The mission of HNHC is to:

1. **Build Better Homes** - Renovate existing buildings, build new buildings that meet residents' needs and keep buildings clean and well-maintained.
2. **Improve Our Residents' Satisfaction** - Communicate clearly and in advance with residents in all matters that affect them, like repairs and service disruptions. Work with HNHC's contractors to ensure that service delivery is improved and is consistent across all buildings.
3. **Empower Our Staff to Lead and Succeed** - Provide staff with the tools, skills, and processes they need to do their job. Set clear goals and expectations to support staff success and growth. Recognize and reward their outstanding work.
4. **Achieve Financial Fitness** - Spend our money and time carefully. Make the most of our buildings (revitalization). Keep costs down by reducing our energy use. Balance our budget.
5. **Strengthen Our Community** - Work to increase security and deter criminal behaviour. Improve fire safety awareness. Determine if you need additional support to live successfully in your home, and connect you to that support. Build stronger partnerships with organizations that can support you and can provide you with opportunities to improve your community.

This strategic plan was designed to align with the strategic plans of both Haldimand and Norfolk Counties. Specifically in the Norfolk plan, one of the key objectives is to facilitate and promote a diverse and attractive mix of housing options to increase affordability.

HNHC is positioned to undertake this development project as a component of the overall Regeneration Master Plan, supporting their strategic plan and the housing and homelessness plan. HNHC staff have the requisite expertise and experience to manage a growing asset portfolio and housing operation.

Project Management:

HNHC has one manager overseeing capital projects for both HNHC and four other organizations in the municipality. The manager oversees all projects for all project phases; initiation, design, procurement, construction, and close-out. External technical expertise and resources are retained to complete design and consulting work on an as-needed basis. HNHC prepares procurement documents, inserting designs and scope of work. Rarely has HNHC completed large capital projects, nor had the need to develop a robust project management system. If approved, the work involved in the regeneration master plan will require additional project management resources and systems not available within HNHC.

Energy Management:

Since inception, HNHC has tracked energy usage across their portfolio, formerly manually and more recently through Ener Cap (formerly Utility Management Program - UMP) provided by HSC. Through energy measurement and baseline comparison with other providers, HNHC has implemented numerous capital projects in all multi-unit residential buildings (MURBs). Both active and passive technologies targeted to reduce energy consumption were implemented. All of HNHC's MURBs have building automation systems that reduce energy usage in the buildings, provide diagnostic information and remote building control, which is both a rarity and a forward-thinking initiative. In 2020, HNHC completed the first energy audits of their MURBs, outlining numerous recommendations that can further reduce energy consumption by 45%, GHG emissions by 30%, and reduce water consumption by 38%. An energy management plan is currently being completed.

The national building code will be reducing the energy requirements of new construction by approximately ten-fold by 2030. Communities across Canada are responding to the new energy and GHG requirements by developing plans for their local jurisdiction. Developing new high performing buildings by designing and constructing to the Passive House Standard is one of HNHC's strategies to achieve the high targets for energy efficiency and GHG emissions.

Asset Management:

HNHC has developed a strong foundation for asset management by completing periodic building condition assessments (BCAs) across their portfolio of assets, and uploading this information into the asset planning software, "Asset Planner". BCAs were completed in 2020. The information gathered provides a 30-year horizon of capital work, expenditures needed and the facility condition index (FCI) for each building (see glossary for definition of FCI).

Community Impact:

HNHC is a dedicated community housing partner in the Haldimand Norfolk region, and implementation of the Regeneration Master Plan will help contribute to HNHC's strategic plan while meeting the ambitious strategies and targets set forward in the Haldimand and Norfolk Housing and Homelessness Plan (2020-2030). HNHC has a great outreach and relationships with many local community support services, i.e., Community Living, Haldimand and Norfolk Women's Services, Abel Enterprises, the AIM Group and True Experience.

HNHC's strategic plan is designed to align with the strategic plans of both Haldimand and Norfolk Counties. For example, Norfolk County's Strategic Priority #1 states: Vibrant, Creative Communities. Facilitate and promote a diverse and attractive mix of housing options to increase affordability.

1. INTRODUCTION

1.1 Context

Norfolk county, and HNHC have been planning to build new community housing; marking a significant step towards housing regeneration and addressing the understood need for affordable housing. HNHC continues to collaborate with external stakeholders; local, provincial, and federal government representatives, and community support service providers for new development projects and other projects in the Regeneration Master Plan.

All tiers of government have identified the need for affordable housing and most significantly, the Federal government is currently providing significant funding for housing. The current funding programs provided by CMHC expire at the end of 2028, however HNHC will leverage any funding opportunities with the goal to complete the Delhi development in the year 2026.

1.2. Developments for Disposal

Currently, HNHC owns and operates two single and semi-detached developments in Norfolk County (see Figure 1).

- The Banstead and Gibraltar development is located on the boundary of a residential and agricultural area in the town of Delhi. The development consists of 8 semi-detached buildings (a total of 16 units) and 4 single family homes which were built between 1959-1964. In total, there are 20 of 21 remaining units, consisting of 17 three-bedroom, and 4 four-bedroom units. See Figure 1 and Figure 2 below.
- The Ashton and Oakwood development is located in a residential area in the town of Simcoe. The development consists of 14 semi-detached buildings (a total of 28 units) built circa 1969. In total, there are 30 of 34 remaining units, of which eight are two-bedroom, twelve are three-bedroom, six are four-bedroom and four are five-bedroom. See Figure 1, Figure 2 and Figure 3 below.

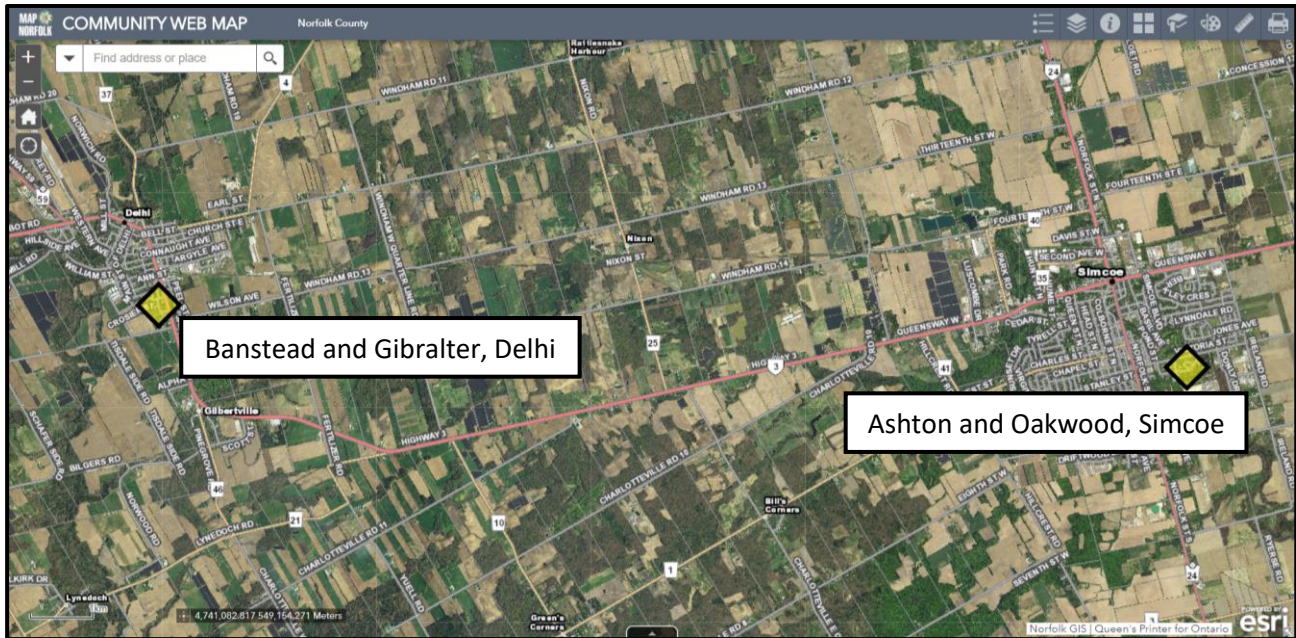


Figure 1: HHNC Developments at Banstead & Gibraltar, and Ashton & Oakwood

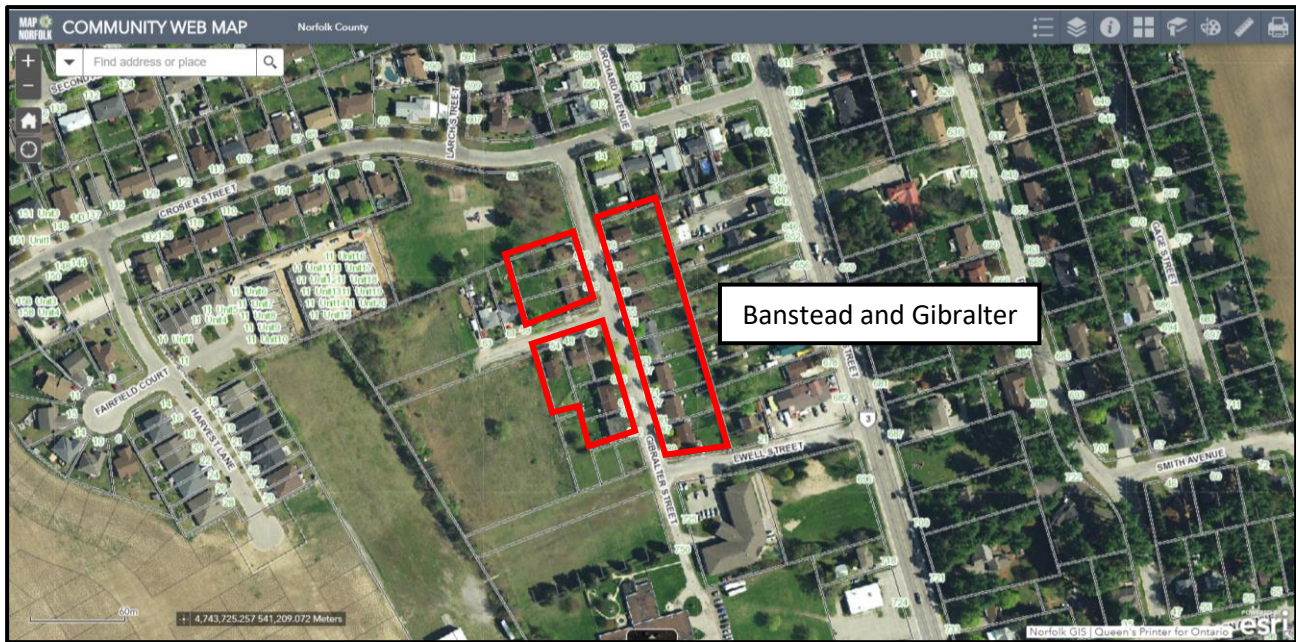


Figure 2: Banstead and Gibraltar Street unit locations

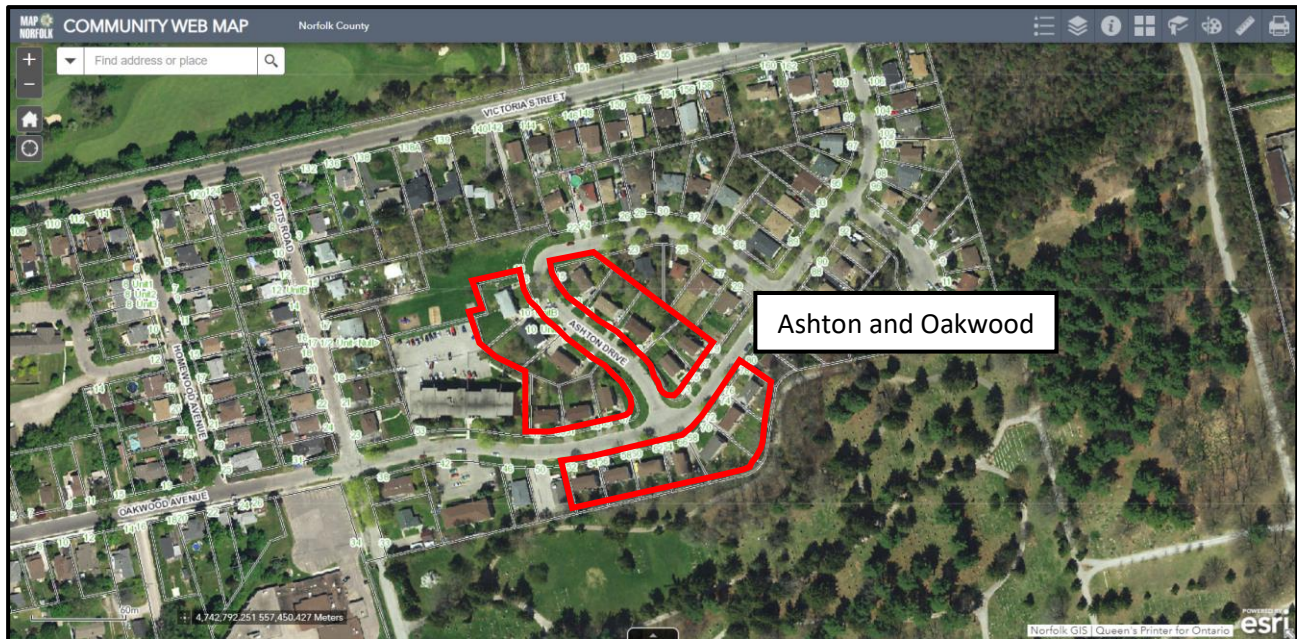


Figure 3: Ashton Drive and Oakwood Avenue unit locations

In support of HNHC's strategic plan, HNHC recognizes that unique and innovative initiatives are required to revitalize the current asset portfolio. Investing the proceeds of the sale of the single and semi-detached houses towards more efficient and higher density affordable housing options is desirable. This is common practice among other housing providers throughout the province. Single and semi-detached units will be sold through natural attrition, that is, only vacant units will be sold. To emphasize, no residents will be displaced as a result of selling these properties. For the Delhi development, HNHC plans to sell 10 single and semi-detached homes to self-contribute to the project.

It is generally understood that operating and owning single and semi-detached homes are more costly than equivalent multi-residential building. This threatens to create further challenges for capital repairs and regular maintenance in the remainder of the asset portfolio.

HNHC's objectives to sell single and semi-detached units aligns well with the changing community needs for smaller affordable units.

Proceeds of the sale and the savings accrued will contribute to both the revitalization of the more efficient built forms currently in the asset portfolio, and the building of new affordable housing units. The revitalized and new housing units will be more efficient in terms of operating costs and energy conservation. The new buildings will be more modern and accessible, provide a better living environment, and will meet the needs of the community. At the time the Regeneration Master Plan was published in 2021, the Housing and Homelessness Plan and waitlist data identified and strongly supported the need for single bedroom units. In addition, HNHC will leverage community partners in the new developments.

1.3. Selected Sites

HNHC identified surplus land in Delhi (Figure 4). Three of the four lots that are owned by HNHC are vacant, the semi-detached home on the fourth lot will be demolished to provide sufficient lot area for the new development (Figure 5).

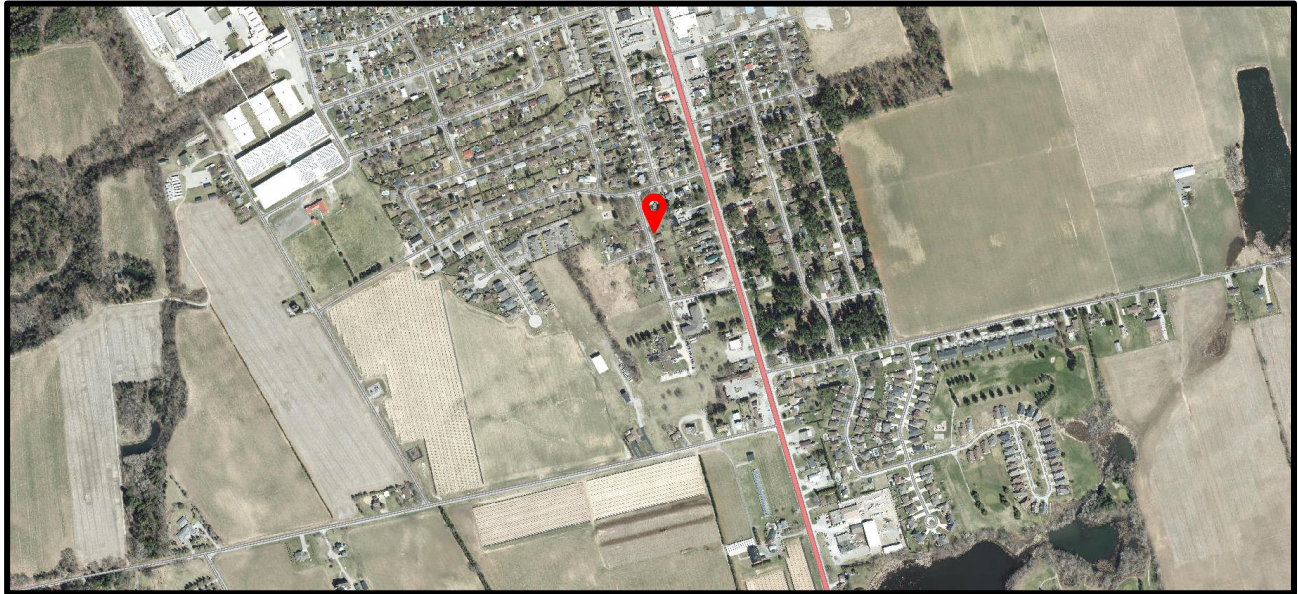


Figure 4: Property location within Delhi, ON.

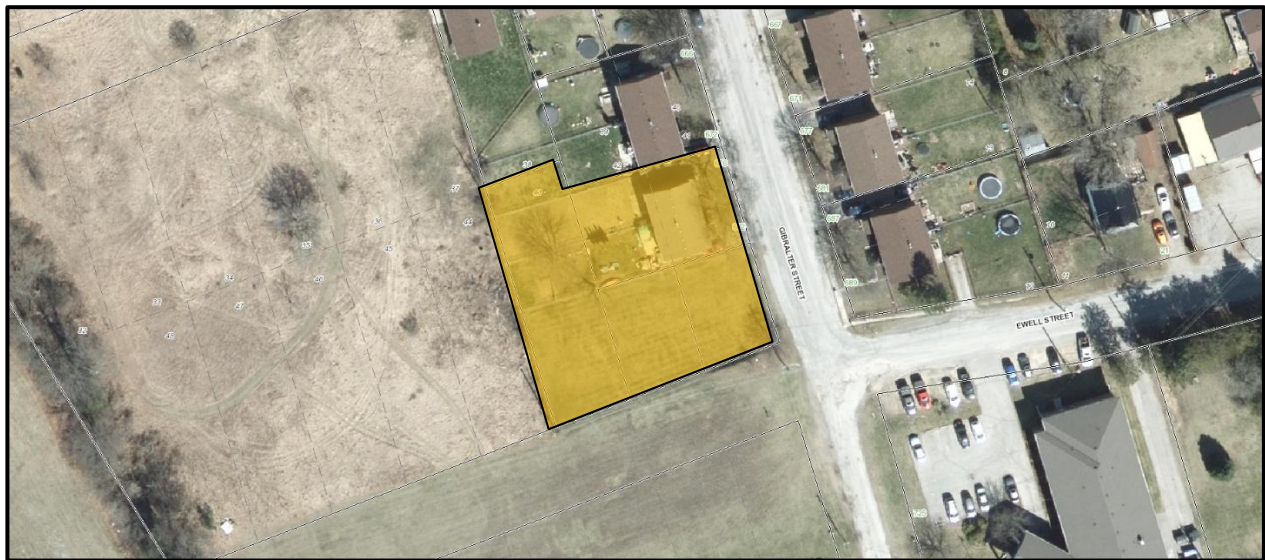


Figure 5: Proposed property boundary.

1.4. Work Completed to Date

Pre-feasibility work commenced by utilizing the January 27, 2023, concepts prepared by G. Douglas Vallee Limited with modifications to account for needed utility and amenities. From the concept, the functional

program was finalized, see Section 1.5 for more details. Through the review of the functional program, the modified conceptual layouts were confirmed. Once completed, the respective building and site areas were used to calculate the project costs. The project cost estimates were then used in the pro forma in order to provide direction for project feasibility and potential funding options. Options are presented as part of the business case to aid in the conversation of how the project will be funded.

1.5. Functional Program

Table 2 shows the functional program of the new development in Delhi. The Delhi development will have 16 rental units and no commercial space. The proposed split between RGI units and market units is 63% and 37%, respectively. That is, units within the ‘market’ category will be rented at levels 100% of CMHC’s median market rents. Note, 100% median market rent is much lower than true market rents requested in today’s market. This approach achieves a mixed-income community. The proposed functional program will maintain the service level (sale of 10 units, and building 10 new RGI units) and adding 6 new market units in Delhi. The two demolished units will be replaced through other HNHC and Norfolk County initiatives to ensure the serve level is maintained. Table 3 shows the proposed total units in Delhi that HNHC will own after the new development is built.

Table 2: New Delhi Development Functional Program

	Bedroom Type		
	1 Bed	2 Bed	Total
Proposed RGI Units	10	0	10
Proposed Affordable Units	0	0	0
Proposed Market Units	3	3	6
Total Proposed Units	13	3	16
Overall Bedroom Type %	81%	19%	100%

Table 3: New Unit Count in Delhi

	Bedroom Type						Total
	Bach	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	
Unit Count	0	41	0	13	4	0	58
Disposed/Units to Dispose of	0	0	0	12	0	0	12
Proposed New Units	0	13	3	0	0	0	16
Total New Unit Count	0	54	3	1	4	0	62

1.6. Primary Building Concept

The focus of the building is a compact, aesthetic design that is conservative, functional, and durable in nature. A common floor plate is proposed for the second floor to minimize cost.

The first floor includes six one-bedroom units, one two-bedroom unit, an entrance with a lobby, vended laundry facilities, electrical room, fire pump room, garbage and recycling room, and janitor closet. The second floor is serviced by two stairwells, and includes seven one-bedroom units and two two-bedroom units. There is no basement proposed for this development.

The total building floor area is 14,635 sq. ft., lot area is 0.46 acres in a L-shape format. There are a total of 14 paid parking spaces planned for the residents.

The conceptual floor layouts are shown in Figure 6, and Figure 7.

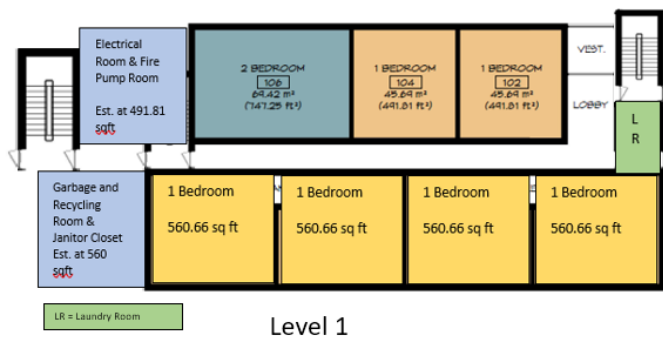


Figure 6: Ground Floor Layout



Figure 7: Second Floor Layout

The building interior will consist of modest but durable finishes. Designing and constructing this building to the Passive House standard is currently being proposed with an option for a CMHC minimum energy performance standard. While a Passive House build is not a requirement of the current building code nor funding programs, the Passive House standard will be a requirement of the OBC in 2030. Building to the Passive House standard aligns with Norfolk's Energy Plan, and broader provincial and federal plans. Furthermore, building to a Passive Housing standard counts towards obtaining higher CMHC Co-Investment grants. In addition, current funding programs require that approximately 20% of the units be fully accessible or the entire project has full universal design. This is in addition to the common spaces, that are required to be fully accessible by the current building code.

Using this basic design information, the building cost was calculated using standard construction costs. The land costs are based on HNHC's estimate to prepare the properties for the new development, this includes designated substance removal, demolition and municipal planning work. Lastly, this building cost was used to prepare the financial pro forma analysis. Both the building cost analysis and the pro forma analysis are further discussed in Section 5.

2. DEVELOPMENT PROFILE

2.1 History of the Development

Four parcels have been identified for the Delhi project; three of the four lots are vacant, and the fourth has a home built between 1959-1964. It is assumed the land was used for agricultural purposes before the current uses.

2.2 Stakeholder Relationships

HNHC is committed to a collaborative approach in its Delhi development plans as a step toward the regeneration of affordable housing in the region. An open dialogue has been created and will be continued through the life of the project, ensuring that all affected stakeholders are kept informed. HNHC recognizes the importance of stakeholder relations both overall and for the Delhi development project.

Development of the Delhi project by HNHC will involve the following stakeholders who all have an interest in the development process, shown in Table 4.

Table 4: Stakeholders involved in the process of HNHC's Delhi Project

Group Department	Classification	Org. Status	Responsibilities
HNHC Board of Directors	Leader	Internal	Approve plans and provide input and direction
Technical Services Dept.	Leader	Internal	Review planning, designing, and construction work as the client
Business Services Dept.	Supporter	Internal	Support Technical Services to execute the project
Finance Dept.	Supporter	Internal	Support Technical Services to secure funding and manage financial aspects
Property Management Dept.	Supporter	Internal	Support Technical Services with public and resident relationships
County of Norfolk	Shareholder, and Funder	External	Fund the project
Haldimand and Norfolk Health and Social Services	Service Manager, Supporter	External	Approve and support the project as Service Manager
CMHC	Funder	External	Fund the project
Other Funding Agencies	Funder	External	Fund the project
Adjacent Property Owners	Supporter	External	May have some impact on rezoning application
Local Private Businesses	Supporter	External	May have some impact on rezoning application
Other Local Community Service Providers (i.e. Community Living)	Supporter, and Customer	External	Engage with HNHC
Residents	Client	External	Engage with HNHC, provide feedback and identify concerns
Project Manager	Leader	External	Manage design, procurement, construction
Architect	Supporter	External	Design
Contractor	Supporter	External	Construct

3. ENVIRONMENTAL SCAN-COMPLETED

The broader problem – Ontario – Canada

Many people in Ontario and across Canada are struggling to find housing that meets their needs and their budget. Home prices in many communities have increased at rates greater than incomes. Lengthy approvals and high costs have slowed the approval of new housing and rentals. While many people live in acceptable housing that does not need major repairs and is not overcrowded, many are experiencing/have experienced challenges accessing acceptable housing over the past decade.

3.1. Housing Continuum

Canada Mortgage and Housing Corporation (CMHC) has coined the term “Housing Continuum” to describe the full range and type of housing that exists in our communities across Canada. This is illustrated in Figure 8 below. The Delhi project will deliver housing in the social and affordable housing spectrum.



Figure 8: The Housing Continuum

3.2. What is Social Housing?

Ontario Non-Profit Housing Association (ONPHA) defines Social Housing as:

Housing that is community sponsored, i.e., by local faith groups, service clubs, YMCAs, other community organizations, or by municipalities. Designed to address some of the public housing issues, it is mixed-income housing (some rent-geared-to-income, some market units) in smaller-sized projects (the term now includes public housing).

3.3. What is Affordable Housing?

CMHC describes affordable housing as follows:

In Canada, housing is considered “affordable” if it costs less than 30% of a household’s before-tax income. Many people think the term “affordable housing” refers only to rental housing that is subsidized by the government. In reality, it is a very broad term that can include housing provided by the private, public, and

non-profit sectors. It also includes all forms of housing tenure: rental, ownership, and co-operative ownership, as well as temporary and permanent housing.

3.4. The Need For Affordable Housing In Haldimand Norfolk

Health and Social Services Haldimand and Norfolk recently commissioned an update of the 10-year housing and homelessness plan report that was accepted by both Haldimand and Norfolk councils in mid-2020. The Haldimand and Norfolk Housing and Homelessness Plan 2020-2030 (HN HHP) includes an assessment of the following:

3.4.1 Housing needs (demand) for the ten-year period

3.4.2 Housing affordability

3.4.3 Housing gaps

There is a great need for social and affordable housing in the Haldimand Norfolk Service Area as identified in the HN HHP. In addition to the HN HHP, the Service Manager also operates a central registry where those that qualify for RGI housing can apply. This is further discussed in Section 6.7 and clearly demonstrates a housing need for this population of low-income households. The following are the **Key Findings** of each of the above areas assessed in the HN HHP. Note, further information may be found in Appendix 1 that supports these concluding statements.

3.4.1 Housing Needs (Demand) for the Ten-Year Period – Key Findings

- a. The population of Norfolk County will increase by 8.6% to 69,583 by 2041.
- b. Older adults and seniors make up a large proportion of the population in Haldimand and Norfolk, and the share of seniors is expected to continue to increase in the next five to ten years. This indicates a need for dwellings that allow seniors to age in place.
- c. Homelessness exists in Haldimand and Norfolk. Certain population groups are more likely to be homeless compared to others, indicating there is a need for housing and support services particularly for these population groups.
- d. Household sizes in Haldimand and Norfolk are shrinking, and the majority of households are made up of couples without children and persons living alone. This suggests a need for smaller dwelling sizes.
- e. The average household income in Haldimand and Norfolk increased at a higher rate than inflation, but certain households are more likely to have low incomes. This suggests a need for affordable housing for these households.

3.4.2 Housing Affordability – Key Findings

- a. One fifth of all households in Haldimand and Norfolk are facing housing affordability issues, indicating a need for more affordable housing in Haldimand and Norfolk.

- b. Low-income households were more likely to face housing affordability issues compared to households as a whole, indicating that the need for affordable housing is particularly high among this group.
- c. Average rents are not affordable to renters with low incomes in Haldimand and Norfolk, further stressing the need for additional affordable rental housing units throughout both communities.
- d. The average house price in 2019 in Haldimand and Norfolk is not affordable to the majority of households, indicating a growing need for market-rate rental housing for households who cannot afford homeownership.

3.4.3 Housing Gaps in Haldimand and Norfolk Counties – Key Findings

- a. There is a need for affordable rental housing options for households with low-incomes and priority populations.
- b. There is a need for a broader range of dwelling types, tenures, and uses throughout Haldimand and Norfolk.
- c. There is a need for additional supportive housing units for people who need housing with supports, which allow them to live with dignity and as independently as possible.
- d. There is a need for more emergency and transitional housing options and supports for people who are homeless or at risk of homelessness.

3.5. Alignment with the Provincial and Service Manager Housing Goals

This project closely aligns with and supports the housing goals at both the provincial and municipal levels. This section identifies how this project aligns with the following key plans:

- Haldimand Norfolk Housing and Homelessness Plan 2020-2030
- Provincial Community Housing Renewal Strategy
- More Homes, More Choices – Provincial Plan
- Ontario’s Long-Term Affordable Housing Strategy – 2016 Update

3.5.1. Haldimand Norfolk Housing and Homelessness Plan 2020-2030

Table 5: Alignment with HN HHP Goals 2020 - 2030

Goal / Objective	Achieves Goal	Applicable Sub-Goal
Goal 1: To encourage a broad range of dwelling types and tenures which meet the needs of current and future residents of Haldimand and Norfolk Counties.	✓	<ul style="list-style-type: none"> - Build higher density housing - Increase rental housing supply
Goal 2: To ensure there is an adequate and appropriate supply of rental housing for households with low incomes and priority population groups.	✓	<ul style="list-style-type: none"> - Securing land for affordable housing - Building on the More Homes More Choice Act, waive, defer or provide a grant in lieu of, development charges for affordable housing projects. - Provide a property tax exemption for a minimum of 25 years for affordable housing units in new and existing purpose-built affordable rental units. - Waive, defer or provide a grant in lieu of planning application and building permit fees for affordable housing developments. - Building on the previous action, examine the feasibility of providing a capital grant or forgivable loan for affordable housing developments which meet Passive House, LEED (even if they do not obtain certification), or similar standards. - Building on the previous actions, examine the feasibility of providing a capital grant or forgivable loan for affordable housing developments which exceed the Ontario Building Code's accessibility and visitability requirements.
Goal 3: To ensure there are sufficient options for housing with supports to facilitate aging in place and for people who require supports to live with dignity and as independently as possible.	✓	<ul style="list-style-type: none"> - Encourage and support non-profit housing providers to explore options for shared services model to build capacity in the sector. - Work with housing partners to identify opportunities to provide office space and infrastructure in central locations throughout Haldimand and Norfolk which different community agencies can use to provide support services. - As part of an education and awareness strategy, raise awareness of support services available, particularly for those with disabilities and mental health issues and work with housing partners to address the stigma associated with disabilities and mental health issues.

3.5.2. Provincial Community Housing Renewal Strategy

This project also aligns with the Community Housing Renewal Strategy of the province of Ontario. This renewal strategy sets out strategic goals to address problems that housing providers across Ontario are experiencing with the following:

- a. Housing operations and regulations
- b. Legacy housing stock
- c. Creation of new housing

This project delivers on two key goals with this housing renewal strategy:

- a. Protect and expand supply
 - Increase non-profit, co-op, and municipal affordable rental supply
- b. Provide opportunity to people
 - Better connect people to housing assistance and supports that are responsive to their complex and changing needs
 - Ensure people live in safe and well-maintained housing

3.5.3. More Homes, More Choice – Provincial Plan

In May 2019, the Ministry of Municipal Affairs and Housing published their plan **More Homes, More Choice** in response to the provincial housing crisis. **More Homes, More Choice** outlines our government's plan to tackle Ontario's housing crisis and encourages all partners to do their part by building more housing that meets the needs of people in every part of Ontario, starting now.

The knowledge and understanding of this provincial plan enables all those who are working on projects of this nature to do their part in delivering value for money in the shortest time period possible. The Five-Point Plan, Figure 9, is as follows:

HOUSING SUPPLY: ONTARIO'S FIVE-POINT PLAN

1. **SPEED:** Red tape and paperwork can add years to a construction project. We will maintain Ontario's strong environmental protections, while making the development approvals process faster.
2. **COST:** Layers of permits, governmental approvals and charges by municipalities add to the cost of building new homes. We will make costs more predictable to encourage developers to build more housing.
3. **MIX:** We will make it easier to build different types of housing – from detached houses and townhomes to mid-rise rental apartments, second units and family-sized condominiums. We need a variety.
4. **RENT:** There are more people looking for homes than there are places to rent. We will protect tenants and make it easier to build rental housing.
5. **INNOVATION:** This means everything from new housing designs and materials to creative approaches to homeownership and more. We will encourage more innovation and creativity in Ontario's housing sector and make sure government is not standing in the way.

Figure 9: Ontario's Five-Point Plan

3.5.4 Ontario's Long-Term Affordable Housing Strategy – 2016 Update

In March 2016, the Ministry of Municipal Affairs and Housing published their update to the Long-Term Affordable Housing Strategy. This strategy is based on the transformation of housing within the province and a renewed vision as follows: **"Every person has an affordable, suitable and adequate home to provide the foundation to secure employment, raise a family and build strong communities."**

The Delhi project meets the first goal of this strategy as follows: **An appropriate and sustainable supply of housing.** This is accomplished by:

- expanding and enhancing the range of land use planning and municipal finance tools that municipalities can use to build more affordable market housing.
- supporting a vibrant non-profit and co-operative housing sector

3.6. The Economic Benefits of Building Housing

In 2014, ONPHA published a report titled "Affordable Housing as an Economic Development" focusing specifically on northern and southwestern Ontario. It discusses the direct effects of housing investment on job creation and states: "Developing one residential unit is estimated to generate between two and two-and-a-half new jobs. In other words, each \$1 million invested in residential housing development creates between 10 and 12 jobs. The jobs generated through residential construction are overwhelmingly local: most are in the area where the unit is built, with the rest usually within Ontario."

The report continues with the indirect effects of housing on job creation and states as follows:

“For children living in inadequate or unaffordable housing, a secure home improves their likelihood of academic achievement and the completion of post-secondary education. Moreover, post-secondary graduates earn nearly \$5,000 more annually than those with a high school education — a number that is likely to increase as workers advance in their careers. The result of this increased earning potential is greater contributions to economic growth.”

“The household receiving RGI assistance, therefore, has \$400 more discretionary income per month than their equivalent in the private market, or approximately \$5,000 per year. This \$5,000 can be spent on local goods and services, generating positive outcomes for communities.”

3.7. Central Wait List Data – Haldimand Norfolk

Rent Geared to Income (RGI) assistance is financial assistance provided to eligible households under legislated requirements to reduce the amount the household must otherwise pay to occupy a unit in a housing development. Once an applicant is approved, they are placed on a waiting list for a unit in the location they have selected. As per the HN HHP the wait times range from 1-3 years for special priority applicants and up to 8 years for all other applicants. As per the HN HHP in 2015, there were a total of 5,105 (21.3% of) households in Norfolk County that spent 30% or more of their before-tax household income on housing costs. As of March 2024, 476 households of mixed composition are on the waitlist for RGI housing, which translates to wait times of 2-4 years for special priority, 1-3 years for seniors and 8-10 years for single/family units.

4. DEVELOPMENT PLAN

4.1. Project Overview

Delhi is an unincorporated community with a population of approximately 5,344 inhabitants (Statistics Canada, 2024) located at the junction of Highways 3 and 59 due southwest of Brantford in Norfolk County, Ontario (see map in Appendix 2). Delhi is the third largest community in Norfolk County. Norfolk County has a population of 67,490 inhabitants (Statistics Canada, 2024) and is expected to grow by 8.7% to 69,583 by 2041 (Haldimand and Norfolk Housing and Homelessness Plan 2020 - 2030, 2020).

The goal of this project is to create a financially sustainable, mixed-income housing development that meets the needs of the Delhi community and fulfils the broader affordable housing objectives of the Haldimand Norfolk service area. This development would target all income levels and offer rents from deep subsidy (RGI) to market. This development is planned to have thirteen one-bedroom units and three two-bedroom units, which reflects the need in the community as identified on the waiting list and in the HN HHP.

4.2. Site Selection

G. Douglas Vallee Limited concepts are shown below (Figure 10 to Figure 11), and a high-level costing has been undertaken that includes the following details:

- 0.46-acre greenfield/brownfield site
- One two-storey wood frame building, 16 residential units, no commercial unit
- 14 paid parking stalls, one roadway entry and exit
- Two stairwells
- 100% roll-in showers
- Modest and durable finishes

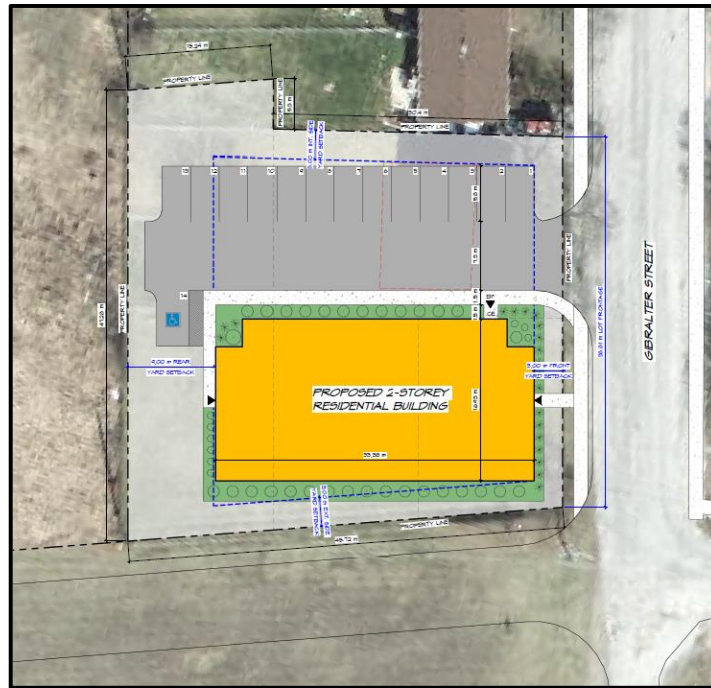


Figure 10: January 27, 2023 Concept - Aerial View (revised with additional space planning requirements)

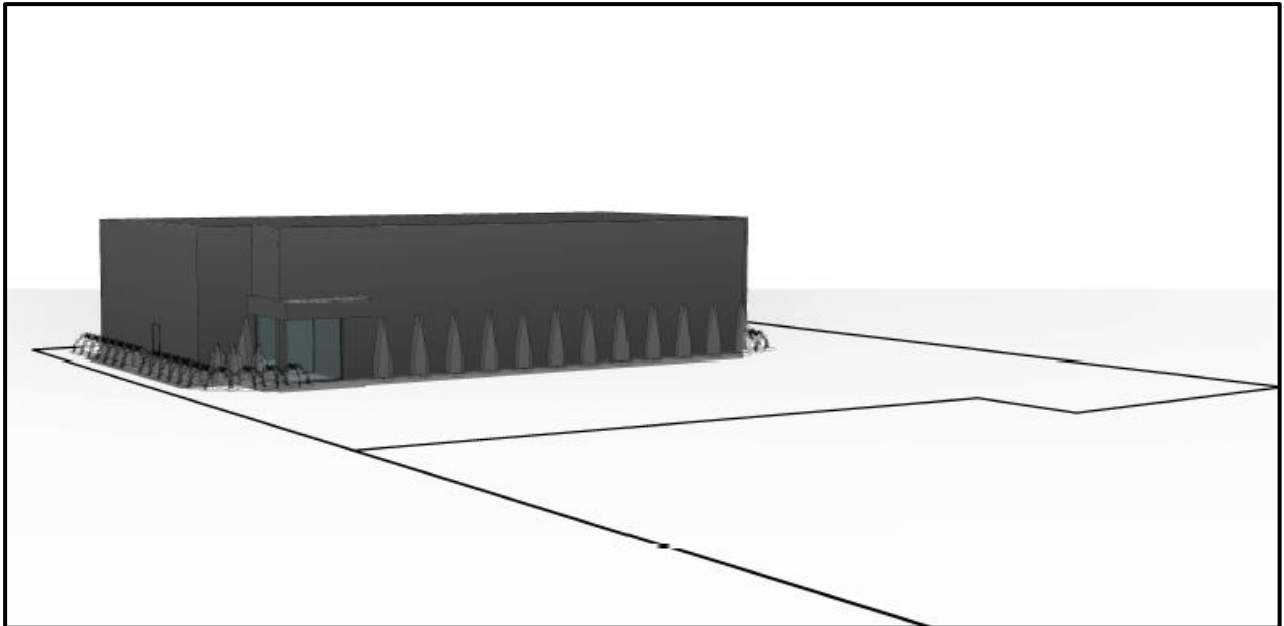


Figure 11: January 27, 2023 Concept – North-East Isometric (revised with additional space planning requirements)

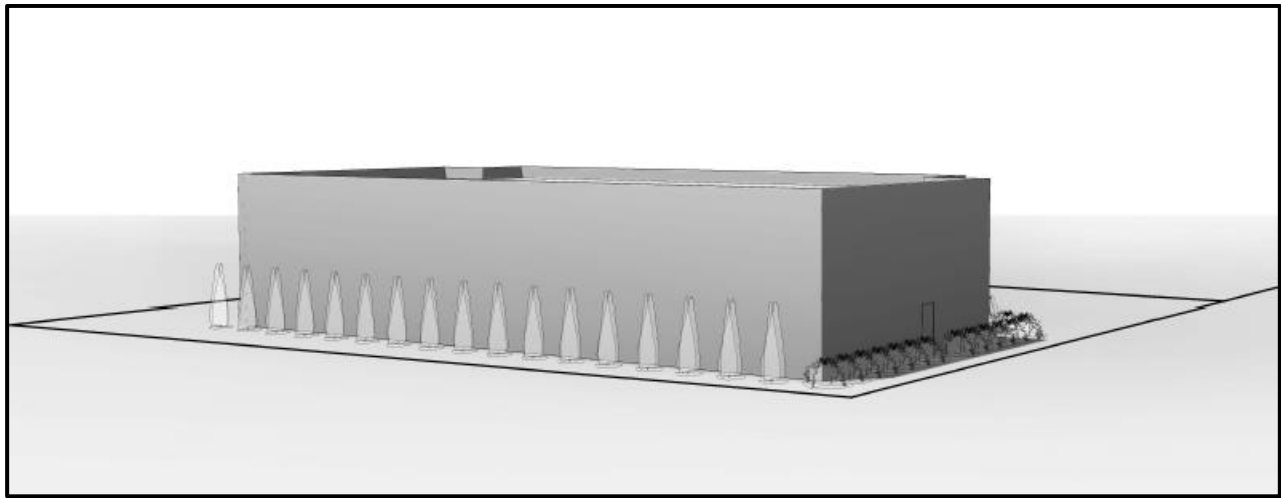


Figure 12: January 27, 2023 – South-East Isometric (revised with additional space planning requirements)

4.3. Land Use Planning

4.3.1 Provincial Policy Statement 2020 (PPS)

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for all Ontarians.

Haldimand-Norfolk Housing Corporation (HNHC), when considering land for development or redevelopment, should only consider lands with a designated Settlement Area within the meaning of the PPS. Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages, and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.

The PPS requires that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area.

The PPS also requires that planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development. In doing this, they shall accommodate a significant supply and range of housing options through intensification and redevelopment where this can be accommodated, taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

The PPS supports affordable housing initiatives to address Ontario's housing problems by stating policies for planning authorities to plan for affordable housing, encourage intensification, ensure

efficient use of municipal services, and require that neighbouring developments are compatible. Therefore, HNHC should ensure that candidate properties considered for development of affordable housing comply with the PPS.

4.3.2 County of Norfolk Official Plan (OP)

The Ontario Planning Act requires that municipal Official Plans must confirm to the PPS.

County of Norfolk OP provides for a variety of housing forms, tenures, and levels of affordability through development, redevelopment, intensification, and infilling projects.

When searching for candidate sites for development of affordable housing, HNHC should consider properties that are designated “Urban Residential Designation” in the OP for the County of Norfolk. The OP provides for a variety of housing types to support a diverse population.

The OP outlines land use policies for High Density residential uses in the Urban Residential Designation areas. Subject to verification of adequate municipal services, most of the policies to permit high density housing are achievable. The OP requires a maximum gross floor area of 300 square metres (3,229 square feet) as part of an Official Plan Amendment to permit high density mixed-use development in the County.

The County OP conveys the desire to have close cooperation between all levels of government and the private sector in order to provide for sufficient and affordable housing, and a stable residential housing market. The County shall ensure that a full range of housing types are provided to meet the anticipated demand and demographic change, including accessible housing forms to facilitate aging in place and persons with disabilities. For the purposes of this Plan, Affordable Housing is defined as:

- a) In the case of ownership housing, the least expensive of housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low- and moderate-income households; or housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;
- b) In the case of rental housing, the least expensive of a unit for which the rent does not exceed 30 percent of gross annual household income for low- and moderate-income households; or a unit for which the rent is at or below the average market rent of a unit in the regional market area.

For the purposes of this definition: low-income households are defined as households with incomes in the lowest 20 percent of the income distribution for the County. Moderate-income households is defined as households with incomes in the lowest 30 percent to 60 percent of the income distribution for the County.

- c) The provision of housing that is affordable and accessible to low- and moderate-income households shall be a priority. The County shall target that 25 percent of all new housing

provided throughout the County be affordable to low- and moderate-income households, and that at least 10 percent of all new units be affordable to low-income households (those with incomes falling within the lowest 20 percent of the income distribution for the County). The County shall encourage the provision of affordable housing through:

- i) supporting increased residential densities in appropriate locations, a full range of housing types, adequate land supply, redevelopment, and residential intensification, where practical.
 - ii) the timely provision of infrastructure in the Urban Areas;
 - iii) supporting the reduction of housing costs by streamlining the development approvals process;
 - iv) negotiating agreements with the public and private sectors to address the provision of affordably priced housing through the draft plan of subdivision and condominium approval process;
 - v) considering innovative and alternative residential development standards that facilitate affordable housing and more compact development form; and
 - vi) possibly developing a Municipal Housing Strategy with annual housing targets, mixes of housing types, affordability thresholds and related data.
- d) The County may adopt a Municipal Housing Facilities By-law to develop affordable housing as a “community facility” under the Municipal Act. In an effort to facilitate affordable housing, the County may:
- i) enter into capital facility agreements and/or partnerships with both private and non-profit organizations for affordable housing; and
 - ii) use available grants and loans, including tax-equivalent grants or loans to encourage the construction of affordable housing.

The County of Norfolk Official Plan is supportive of the provision of affordable housing in the municipality.

4.3.3 Norfolk County Zoning By-Law 1-Z-2014

The municipal zoning by-law dictates permitted uses and zone provisions on parcels of land in the municipality. Depending on the status of the zoning applicable to candidate properties, Haldimand-Norfolk Housing Corporation may need to identify an appropriate zoning by-law category to facilitate its development objectives and may need to formulate its own site-specific zoning category to facilitate its desired development. A planning justification report may be required to support a zoning amendment application as the parking and setbacks may require a variance for this development.

4.4. Project Management

A project of this nature requires an organized and structured approach from initial concept to the last activity of closing. It is recommended that a stage-gate project management process using the principles developed by the Project Management Institute Body of Knowledge is utilized to manage this project. A review is done

at each gate or at the completion of each phase to ensure that the project is achieving the predetermined goals. Project methodologies based on these principles actively manage the project schedule, costs, and quality to ensure all qualitative and quantitative goals are achieved. This is achieved by executing processes to manage scope, resources, communications, risk, procurement, and health and safety. Each of these processes needs to be planned, monitored, and controlled. Changes to the project management methodology should be approved by the project sponsor. Typically, an owner retains a project management consultant or development consultant at the beginning of the project to manage the project and guide the owner through each step and phase if they do not have the available in-house resources and or expertise.

The phases of development for the Delhi affordable housing project are as follows:

- Pre-feasibility
- Feasibility
- Pre-construction
- Construction
- Close

The following is a summary of the milestones and primary steps for each of the above phases, assuming the development consultant has already been identified.

1. Pre-feasibility

- a. Project initiation
- b. Identify goals and objectives
- c. Preparation and presentation of business case
- d. Site selection and acquisition
- e. Develop an initial building concept
- f. Assist owner in assessing their own operational capacity to undertake development of the project
- g. Apply for and secure available funding

2. Feasibility

- a. Site condition and soil analysis
- b. Preliminary designs
- c. Project cost analysis - Class D estimate
- d. Project financial (pro forma) analysis
- e. Zoning and development approvals
- f. Determine project feasibility
- g. Apply for and secure available funding

3. Pre-construction

- a. Award architect design contract
- b. Design (architect / sub-consultants)
- c. Project cost analysis – Class C, B and A estimates

- d. Procure construction contractor and award
- 4. Construction
 - a. Civil construction – site services and storm water management
 - b. Excavation and foundation
 - c. Erection of superstructure
 - d. Mechanical, electrical, fire safety systems, etc.
 - e. Finishing
- 5. Close
 - a. Building / systems commissioning
 - b. Occupancy permit
 - c. Resolution of final deficiencies
 - d. Building permit closure
 - e. Warranty / maintenance documentation
 - f. “As-built” drawings

A general timeline for a project of this size and scope is shown in Figure 13. This timeline assumes that the land has been identified, is zoned appropriately for the development, and that the approvals from all jurisdictions are given at the very latest by the end of the pre-construction phase. Furthermore, it is predicated on securing the project funding with the requisite financing approvals by the end of the feasibility phase.

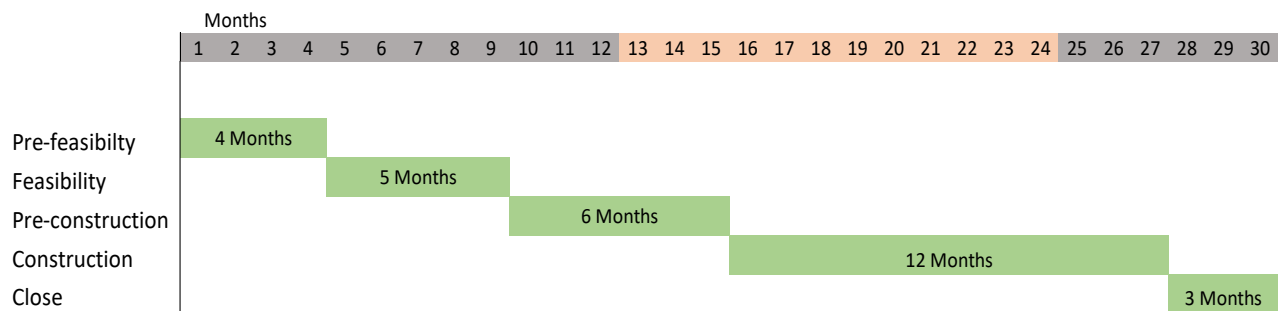


Figure 13: General Schedule – HNHC Delhi Development

5. FINANCIAL PLAN AND FORECASTS

5.1 Project Cost Development

The project costs are calculated using unit cost data from the Altus Group Canadian Cost Guide 2024. Altus Group is a leading cost consultancy company with offices around the globe. Each year, they publish a construction cost guide that provides unit cost data for regions across Canada and for all different types of buildings/construction. The guide is based on current and recently completed projects. The Altus Cost Guide provides a cost range for each type of construction in each region. Based on experience, the unit construction cost for the 75th percentile of the range was used for estimating residential hard construction costs. The soft costs were estimated in part using a percentage of the hard construction costs for the architectural and engineering costs, and allowances for other soft costs that are more fixed in nature. In addition, a 13% premium was added to the architectural costs and the hard construction costs for Passive House construction. A 10% contingency was used for all hard construction costs.

The above approach was also applied to the CMHC minimum energy performance standard with the exception that an 8% premium was added to the architectural costs and the hard construction costs instead of 13%.

The project cost estimates do not include costs associated with rezoning, other special studies, or any type of soil remediation. The project costs assume the sub-surface structure has the bearing capacity for a standard foundation for a building of this nature.

5.2 Pro Forma Development

Comprehensive pro formas have been built for each scenario presented within this report consisting of overall costs to build the development, funding options and go-forward operating financials. The pro formas were developed with key assumptions in mind

- Scenario 1 – Passive House with no upfront municipal capital contribution and with various municipal subsidies (Norfolk County Finance Recommendation).
 - Mortgage subsidy for a 50-year amortization, 10-year term CMHC mortgage. \$176,000 annually based on a qualifying rate of 4.13%. Actual interest rate will be 100 basis points lower than the qualifying rate.
 - Property tax subsidy in perpetuity in alignment with current developments within Norfolk. \$60,000 annually based on the current 2.2958% multi-residential tax rate, 51% expense ratio, and 7.00% cap rate.
- Scenario 2 – Passive House with upfront municipal capital contribution.
 - Municipal capital contribution of \$5,000,000 which negates the need for external funding, and use of debt.
 - Property tax subsidy in perpetuity in alignment with current developments within Norfolk. \$60,000 annually based on the current 2.2958% multi-residential tax rate, 51% expense ratio, and 7.00% cap rate.

- Scenario 3 – CMHC Minimum with no upfront municipal contribution with various subsidies.
 - Mortgage subsidy for a 50-year amortization, 10-year term CMHC mortgage. \$182,000 annually based on a qualifying rate of 4.13%. Actual interest rate will be 100 basis points lower than the qualifying rate.
 - Property tax subsidy in perpetuity in alignment with current developments within Norfolk. \$60,000 annually based on the current 2.2958% multi-residential tax rate, 51% expense ratio, and 7.00% cap rate.
 - Operating subsidy in perpetuity to balance the net operating statement to the value of \$10,000 annually.
- The non-RGI units will be 100% of market. For a one-bedroom this would result in monthly rent of \$887. Two-bedroom market rent is modelled at \$1,021 per month.
- The Service Manager will conduct a study and apply for Alternate Average Market Rents (AAMR), which will improve scoring on senior levels of government funding applications. Please see Appendix 3 for further support.
- At the direction of Norfolk County staff, the go-forward operating model for the development will include self-contributing capital reserve to the same amount as the property tax subsidy.
- A study of HNHC's operations was undertaken to include normal operating expenses within the go-forward operating financials. No additional staff are required to manage this development.
- Where judgement estimates were made, a conservative approach was taken. This includes the interest rate from the CMHC Co-Investment New loan at 4.13%, while the current rate is approximately 3.13%.

The key financial information of the Norfolk County Finance recommended option (Scenario 1 - PH – Norfolk Finance Recommendation) can be seen below in Table 7 with the entire pro forma available in Appendix 4, the alternatives, Scenario 2 – PH, and Scenario 3 - CMHC Minimum is available in Appendix 5 and 6 respectively.

Table 7: Recommended Scenario 1 - Passive House Standard

REVENUE	\$	347,000
OPERATING EXPENSES	\$	171,000
NOI	\$	176,000
MORTGAGE P&I	\$	176,000
ANNUAL CASH FLOW	\$	-
FUNDING SOURCES		
Sale of Existing Units	\$	2,753,000
Municipal Equity Contribution	\$	0
CHMC Co-Invest New Contribution	\$	1,200,000
CHMC Co-Invest New Loan	\$	3,698,000
TOTAL DEVELOPMENT COSTS	\$	7,651,000
LTV (Loan to Value Ratio)		0.48
DSCR (Debt Services Coverage Ratio)		1.00

5.3 Funding

5.3.1 CMHC National Housing Strategy (2018-2028)

CMHC has created the first National Housing Strategy (NHS) for Canada, which is “a \$55+ billion, 10-year plan to strengthen the middle class, cut chronic homelessness in half and fuel our economy” (Canada Mortgage and Housing Corporation, 2018). The strategy brings together the public, private, and non-profit sectors to re-engage in affordable housing. The NHS prioritizes the most vulnerable Canadians, i.e. seniors, and women and children fleeing domestic violence. The targets of the NHS are shown in Figure 14.

National Housing Strategy Targets

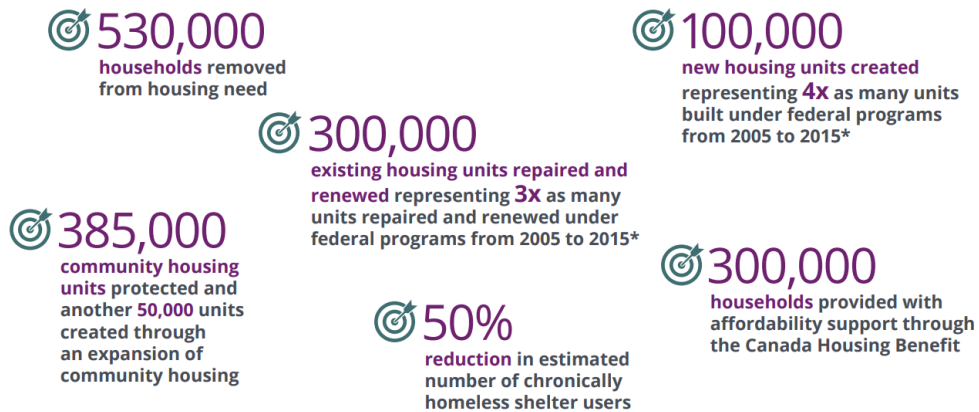


Figure 14: National Housing Strategy Targets

As a component of the CMHC NHS, the Federal government has committed over \$13 billion to create new housing and repair and renew existing housing. These goals are more specifically displayed in Figure 15. To aid in achieving outcomes, CMHC provides a mix of very attractive low-cost repayable loans, and capital contributions. CMHC's co-investment funding program is considered the best option to build new units and repair existing affordable units. CMHC provides 40 to 50 year amortization periods with interests at approximately 3% fixed interest rates with 10-year terms.



Figure 15: CMHC NHS Goals

To access CMHC's funds, CMHC has set forth minimum criteria to score points during the application phase. More points mean a higher probability the project will be selected to receive funding. The minimum requirement for scoring is:

- 25% decrease in energy consumption and Greenhouse Gas (GHG) emissions outlined in the requirements of the 2015 National Energy Code for Buildings (NECB) or the 2015 National Building Code (NBC) ("base case").
- 20% of the units must be fully accessible or the entire project has full universal design. This is in addition to the common spaces that are required to be fully accessible by the current building code.
- Co-investment funding partnerships, i.e., capital contributions, and waiver of fees.
- Affordable, 30% of units must have less than 80% of median market rents (MMR) for a minimum of 20 years.
- Financially viable, i.e., minimum debt coverage ratio of 1.0.
- Inclusive of priority groups.

The current funding provided by CMHC is set to expire at the end of 2028. It is unknown whether the current funding program will be extended, or a new funding program will be introduced. However, gauging the need for affordable housing and commitment from all three tiers of government, it is anticipated funding programs will exist beyond year 2028.

5.3.2 Project Funding

The development will be funded by the below sources. Each have their own unique terms and conditions:

Sales of Existing Units (\$2,753,000): HNHC plans to raise \$2,753,000 through the sale of ten single-family and semi-detached homes based on the average net proceeds of recently sold units. Six units are vacant and can be made ready for sale this year, with the remaining four units sold through attrition. Should sufficient homes not become vacant prior to the point when funds are required, HNHC would request to borrow the balance from the municipality at an agreeable interest rate and resolve the short-term debt as soon as homes become available for sale.

Municipal Contribution (\$0): Norfolk Finance confirmed that they prefer the use of annual subsidies as opposed to upfront capital.

CMHC Co-Investment New Contribution (\$1,200,000): A draft of CMHC's Co-Investment viability tool has been populated. This figure has not been confirmed by CMHC and requires an application to be made to CMHC for their review.

CMHC Co-Investment New Loan (\$3,698,000): CMHC Co-investment funding program also includes development financing, in addition to the previously discussed contribution. The current pro forma contemplates the entire debt serviceability to be utilized and maximizes the favourable terms CMHC

is providing in this program (a 50-year amortization periods with a 10-year fixed term, currently lending at an approximate 3.13% interest rate). This facility would be ultimately held by a commercial bank and follow the regular construction financing process of requiring a Quantity Surveyor.

Annual Property Tax Rebate (\$60,000): Annual property tax rebate is a form of co-investment under the CMHC Co-investment funding program and is one option municipalities can use to help finance a project. Norfolk County Finance recommended the use of an annual property tax subsidy to the value of \$60,000 in perpetuity. This aligns with the current arrangement for other HNHC developments within Norfolk County.

Building Permit Fee Waiver (\$0): This waiver includes all charges related to the building permit that a municipality would charge for development within Norfolk County. CMHC considers building permit waivers as a form of contribution, and it is one option municipalities use to help finance new housing projects. The current project cost analysis includes an estimate of the building permit fee and therefore assumes the building permit fees have not been waived.

Development/Community Benefit Charges & Parkland Dedication Fees: (\$0) Under Bill 23: More Homes Built Faster Act, passed in November 2022 to amend the Planning Act (1997), the Government of Ontario exempts affordable housing, non-profit housing, and inclusionary zoning units from development charges, parkland dedication fees, and community benefit charges. Therefore, these fees have not been included in the project costs.

Mortgage Subsidy (\$176,000): Mortgage subsidy is a form of co-investment under the CMHC Co-investment funding program and is one option municipalities can use to help finance a project. Norfolk County Finance recommended the use of an annual mortgage subsidy to the value of \$176,000 for a period of 50 years (length of the mortgage). Note the mortgage is based on ten-year terms.

Operating Subsidy (\$0): Operating subsidy is a form of co-investment under the CMHC Co-investment funding program and is one option municipalities can use to help finance a project. The distribution between RGI units and market units is such that no operating subsidy is required to balance the net operating income.

6. CONCLUSION

HNHC is the primary community housing provider in the Haldimand-Norfolk service area and has successfully owned and operated 419 units over the past 20 years. HNHC has commissioned an update to the Delhi business case which formed part of the original regeneration master plan presented in 2021 to Norfolk Council.

HNHC would like to build a 16-unit, multi-residential affordable housing community in Delhi as the first new development project in Norfolk County in alignment with the original regeneration master plan. The plan is to build a mixed-income community that would service a broad range of housing needs within the community; from deep subsidy to market rent. This is a well-tested model, as it is widely used throughout Ontario, Canada, and around the globe. There is a clear need for affordable housing in Norfolk County, and the excess lands in Delhi can be utilized for the new development. HNHC plans to complete this project by December 2026.

Work to develop a concept design including massing and floor layouts has been completed. The project has been costed using standard costs from the Altus Group, and a pro forma has been prepared that demonstrates the financial viability of the project. The financial model is conservative in its assumptions, includes a capital reserve for the building, and does require subsidies for it to break even with no requirement for upfront capital from Norfolk County.

Projects of this nature require a strong collaborative approach to funding. Fortunately, the Federal Government currently signals that they are committed to provide a large amount of support for new housing projects under the National Housing Strategy. Currently, CMHC is the best available program that funds the development of new affordable housing with a contribution and financing with low interest loans amortized over 50 years. Of the \$7.7M in total project costs for a Passive House development, \$3.7M can be financed through CMHC, and HNHC plans to self contribute to the project a minimum of \$2.8M through the sale of single and semi-detached homes in Norfolk. It is estimated that CMHC will contribute \$1.2M through a forgivable loan. Zero dollars are required upfront from Norfolk County. Norfolk would need to provide a mortgage subsidy of \$176,000 per year for 50 years, property tax subsidy of \$60,000 per year in perpetuity which is in line with existing agreements for HNHC's portfolio.

7. RECOMMENDATIONS

In order to realize the success of this affordable housing project in the Delhi community by December 2026 at the latest, HNHC is requesting the following from Norfolk County:

1. Approval of the Passive House new development in Delhi with a commitment to provide the required contribution of two subsidies;
 - a. Mortgage subsidy for 50 years to the amount of \$176,000 per year
 - b. Property tax subsidy in perpetuity to the amount of \$60,000 per year
2. Approve the sale of ten single and semi-detached units within Norfolk County to allow HNHC to self contribute upfront capital funding for the development. Sales will be conducted through the already approved process that ensures no tenants are displaced.
3. Endorse HNHC to move the project forward to a shovel ready state, that is, complete schematic design, design development, merge and rezone properties, and obtain site plan approval.
 - a. This includes endorsement to apply for and obtain CMHC Seed funding (up to \$150,000 forgivable loan, \$350,000 loan that has a 3 year period with zero interest).
 - b. Utilize current new development reserves to engage a project management consultant and design team to move the project forward to a shovel ready state.
4. Expedite planning reviews and approvals as required.

On behalf of HNHC, we thank Norfolk staff and Council for their considerations for the above recommendations.

8. REFERENCES

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9. GLOSSARY

Community housing is housing owned and operated by non-profit housing corporations, housing cooperatives and municipal governments, or district social services administration boards. These providers offer subsidized or low-end-of market rents – housing sometimes referred to as social housing and affordable housing.

FCI Definition (Facility Condition Index):

General Information and Methodology

The FCI is an industry standard key performance indicator (KPI) which can be used to objectively quantify and evaluate the current condition (i.e., physical health) of an individual building, or to compare an individual building to other buildings in a portfolio. FCI is based on the financial needs of the building only and can help building owners and managers make benchmark comparisons on the relative condition of buildings, but should be used with care. The FCI will not allow identification of priority actions or levels of risk associated with the building, nor a detailed list of all the required actions.

By using projected renewal and replacement costs, a future FCI can be predicted that will demonstrate the changing condition of the building over time.

FCI is typically expressed using the following equation:

$$\text{FCI} = \frac{\text{Total Renewal and Repair Costs}}{\text{Building Replacement Cost}}$$

Where:

- Renewal and repair costs are determined by the identified Repair or Replacement Action items.
- The building replacement cost represents the construction cost of building a building of the same size, with the same function, in accordance with current Standards and Codes, exclusive of land or real estate market costs.

The following benchmarks are typically industry standards used to indicate the overall building condition based on the FCI calculation:

- FCI: 0-5% Good Condition
- FCI: 5-10% Fair Condition
- FCI: 10-30% Poor Condition
- FCI: >30% Critical Condition

APPENDICES

Appendix 1: Supporting Information Haldimand Norfolk Housing and Homelessness Plan – 2020-2030

Housing Needs for the Ten-Year Period – Key Findings

Population is Growing

- As stated above, the population of Norfolk County is expected to grow by 8.6% to 69,583 by 2041.

Older adults and seniors make up a large proportion of the population in Haldimand and Norfolk, and the share of seniors is expected to continue to increase in the next five to ten years. This indicates a need for dwellings that allow seniors to age in place.

- In 2016 in Haldimand and Norfolk, 20.7% of the population was aged 65 years or older and 31.1% was aged 45 to 64 years, compared to 16.7% and 28.5% respectively in Ontario.
- Working-age young adults (25 to 44 years) made up a smaller share (20.6%) of Haldimand and Norfolk's population compared to Ontario (25.7%) in 2016, and this population group decreased by 10.2% since 2006.
- Norfolk had a higher proportion of seniors (22.5%) compared to Haldimand (18.1%).

Homelessness exists in Haldimand and Norfolk, and certain population groups are more likely to be homeless compared to others, indicating there is a need for housing and support services particularly for these population groups.

- As part of a homeless enumeration exercise undertaken in May 2018, over 500 individuals were surveyed in Haldimand and Norfolk and, of those, 79 individuals stated that they were homeless. It should be noted that homelessness counts generally underestimate the actual number of people who are homeless.
- The majority of the homeless individuals were male (51.9%) and predominantly aged 25 to 49 years (64.6%).
- Indigenous peoples and visible minorities made up 7.6% and 6.3% respectively of the homeless population compared to 3.1% and 2.0% of the general population. In contrast, 82.2% of the homeless population identified themselves as a non-visible minority, while non-visible minorities made up 94.8% of the general population.

A significant proportion of homeless individuals indicated they had become homeless because of substance abuse (34.2%).

Household sizes in Haldimand and Norfolk are shrinking, and the majority of households are made up of couples without children and persons living alone. This suggests a need for smaller dwelling sizes.

- Small households with one or two persons made up 64.2% of all households in Haldimand and Norfolk in 2016 compared to 58.7% in Ontario.
- Haldimand had a lower proportion of small households (60.1%) compared to Norfolk (67.0%).
- At 57.5%, couples without children and one-person households made up the majority of households in Haldimand and Norfolk in 2016.
- The number and share of couples with children decreased by 12.8% from 2006 to 2016%.

The average household income in Haldimand and Norfolk increased at a higher rate than inflation, but certain households are more likely to have low incomes. This suggests a need for affordable housing for these households.

- In 2019, the average household income in Haldimand and Norfolk was estimated at \$90,114 compared to \$105,394 in Ontario.
- Estimated average household incomes were higher in Haldimand (\$97,496) compared to Norfolk (\$85,219) in 2019.
- The average household income in Haldimand and Norfolk increased by 34.6% from 2005 to 2019 compared to a 26.1% increase in Ontario's consumer price index. This indicates that households have, on average, more disposable income now compared to 2015.
- However, among households in Haldimand, 30% (5,250 households in Haldimand and 7,790 households in Norfolk) had low incomes and certain household types were more likely to have low incomes. This includes people living alone, youth households, recent immigrants, lone parents, Indigenous households, households with a member with a cognitive or physical disability or a psychological or mental health issue, senior-led households, and visible minority households.

Housing Affordability – Key Findings

One fifth of all households in Haldimand and Norfolk are facing housing affordability issues, indicating a need for more affordable housing in Haldimand and Norfolk.

- In 2015, 20.0% of all households in Haldimand and Norfolk were spending 30% or more of their before-tax income on housing costs.
- Renter households were more likely to face housing affordability issues compared to owners (43.4% compared to 14.5%)
- Norfolk had a slightly higher proportion of households facing affordability issues (20.3%) compared to Haldimand (19.7%)
- A total of 8.4% of all households in Haldimand and Norfolk were in core housing need in 2015. From all households in core need, 94.7% fell below the affordability standard.

Low-income households were more likely to face housing affordability issues compared to households as a whole. This indicates that the need for affordable housing is particularly high among this group.

- A total of 50.5% of low-income households in Haldimand and 51.3% of low-income households in Norfolk spent 30% or more of their household income on shelter compared to 20.0% of households as a whole across Haldimand and Norfolk Counties.
- Renters, lone parents, single person households, Indigenous households, households with a member with a disability or mental health problems, visible minority households and youth households were more likely to face housing affordability issues compared to low-income households as a whole, indicating the need is particularly high for these households.

Average rents are not affordable to renters with low incomes in Haldimand and Norfolk, further stressing the need for additional affordable rental housing units throughout both communities.

- Renters with low incomes (\$25,775 or less in Haldimand and \$25,292 or less in Norfolk) would not be able to afford market rental housing rates in the private rental market in 2019, except for a bachelor apartment.
- Renter households with incomes from the 4th income decile and up (\$25,776 in Haldimand and \$25,293 in Norfolk) would be able to afford a one- or two-bedroom unit in the primary market. Renter households from the 5th income decile (\$32,151 and up in Haldimand and \$33,560 in Norfolk) would be able to afford the average price of all unit types in the primary market.
- Renters would need to be in the 7th income decile to afford the average rent in the secondary market. The secondary market makes up 83.6% of the rental market as a whole.

The average house price in 2019 in Haldimand and Norfolk is not affordable to the majority of households. This indicates a growing need for market rate rental housing for households who cannot afford homeownership.

- The increase in average house price from 2016 to 2019 (66.4%) has significantly outpaced average income growth (34.6%) and inflation (7.7%), making home ownership less accessible to an increasing segment of households living in Haldimand and Norfolk.
- The average house price in Haldimand and Norfolk was \$521,912 in August 2019, which is unaffordable to households in the 7th income decile or below in Haldimand (\$103,811 or less per year) and households in the 8th income decile or below in Norfolk (\$124,416 or less per year).

Housing Gaps in Haldimand and Norfolk Counties – Key Findings

- There is a need for affordable rental housing options for households with low incomes and priority populations.
- There is a need for a broader range of dwelling types, tenures and uses throughout Haldimand and Norfolk.
- There is a need for additional supportive housing units for people who need housing with supports to live with dignity and as independently as possible.
- There is a need for more emergency and transitional housing options and supports for people who are homeless or at risk of homelessness.

Appendix 2: Map showing Location of Delhi and Simcoe, Ontario



Appendix 3: Applying for Alternative Average Market Rents (AAMR)

When applying for upper government funding, including CMHC Co-Investment, Ontario Priorities Housing Initiative, etc., the benchmark of affordable rent criteria is usually set at 80% of CMHC's Median Market Rents (MMR). This metric is based on the median of all rental rates surveyed within the region. Specifically this population of rental units would include long-term tenants who have been subject to rent control measures for many years. This, combined with recent increases in the rental market have created a large lag in MMR keeping relative pace to current market rents. Larger municipalities usually do not struggle with this issue, as units more frequently turnover and the new units in the market help bring up the median.

To highlight this issue, the below table for Haldimand County compares the 2024 rents under varying categories. For example, based on the 1 bedroom market rents in Norfolk County and other municipalities who have established an AAMR, the AAMR for Norfolk County is believed to be in the range of \$1,320 to \$1,710 (80% AAMR being \$1,056 to \$1,368), which is an additional \$132 to \$444 per month per unit when compared to 80% MMR.

Norfolk County				
	Housing Income Limits (HILS)	Max HILS Rent	CMHC 80% of MMR	Assumed Market Rent
Bachelor	29,500	988	542	
1 Bed	38,500	963	924	1,850
2 Bed	46,500	1,163	830	2,331
3 Bed	52,500	1,313		
4 Bed	61,000	1,525		
5 Bed	61,000	1,525		

The remedy for this imbalance is the Service Manager applying to the Ministry of Municipal Affairs and Housing for an Alternate Average Market Rent (AAMR), which CMHC will approve and accept in place of CMHC's MMR. This has been successfully accomplished by other Service Managers across the province of Ontario, which has greatly improved their scoring and ultimate success in their funding applications.

Appendix 4: Pro Forma – Scenario 1 - PH - Norfolk Finance Recommendation

SCENARIO 1 - PH – SUMMARY

Haldimand-Norfolk Housing Corporation

Delhi (Norfolk County)

Pro Forma

Passive House

REVENUE	\$	347,000
OPERATING EXPENSES	\$	171,000
NOI	\$	176,000
MORTGAGE P&I	\$	176,000
ANNUAL CASH FLOW	\$	-
FUNDING SOURCES		
Sale of Existing Units	\$	2,753,000
Municipal Equity Contribution	\$	0
CHMC Co-Invest New Contribution	\$	1,200,000
CHMC Co-Invest New Loan	\$	3,698,000
TOTAL DEVELOPMENT COSTS	\$	7,651,000
LTV (Loan to Value Ratio)		0.48
DSCR (Debt Services Coverage Ratio)		1.00

Unit Count	16
1 Bed - RGI	10
1 Bed - 60% of Market	0
1 Bed - 80% of Market	0
1 Bed - 100% of Market	3
2 Bed - RGI	0
2 Bed - 60% of Market	0
2 Bed - 80% of Market	0
2 Bed - 100% of Market	3
Parking Spaces	14
Revenue Generating	14
Commercial Space Cost	\$ -
Cost per Unit	\$ 478,000
Total Cost/SqFt	\$ 523
Hard Cost/SqFt	\$ 415

SCENARIO 1 - PH – OPERATING BUDGET

Haldimand-Norfolk Housing Corporation Delhi (Norfolk County)

Annual Operating Budget

	TOTAL	
REVENUE	\$	347,000
From Tenants	\$	110,700
Laundry	\$	1,700
Parking	\$	2,500
Property Tax Rebate	\$	-
Commercial Rent	\$	-
Vacancy Loss	-\$	3,900
Municipal Mortgage Subsidy	\$	176,000
Municipal Property Tax Subsidy	\$	60,000
Municipal Operating Subsidy	\$	-
OPERATING EXPENSES	\$	171,000
Maintenance - Salaries	\$	-
Maintenance - Materials & Services	\$	27,000
Heat - Common Space Only	\$	3,250
Electricity - Common Space Only	\$	11,400
Water/Sewer - Common Space Only	\$	5,650
Admin Salaries (Head Office)	\$	-
Property Management	\$	-
Other Admin Materials & Services	\$	-
Capital Replacement Reserves Contributions	\$	60,000
Insurance	\$	2,800
Property Taxes	\$	60,000
HST	\$	900
NOI (Net Operating Income)	\$	176,000
MORTGAGE PAYMENTS	\$	176,000
Annual Cash Flow	\$	-

SCENARIO 1 - PH – DEVELOPMENT COSTS

Haldimand-Norfolk Housing Corporation

Delhi (Norfolk County)

Development Costs

	TOTAL
LAND	\$ 100,000
SOFT COSTS	\$ 1,341,000
Professional Fees	\$ 1,069,000
Site	\$ -
Legal and Organizational	\$ 90,950
Legal Fees	\$ 30,000
Organizational Expenses	\$ 5,000
Marketing/Rent-up	\$ 16,000
Capital Cost Audit	\$ 28,000
Market Appraisal for HST purposes	\$ 5,000
Property Taxes During Construction	\$ 4,950
Insurance During Construction	\$ 2,000
Existing tenant move-out / relocation	\$ -
Financing Costs	\$ 101,650
Interest During Construction	\$ 76,300
Lender's Legal Financing Fee	\$ 10,000
Lender's Mortgage Advance Fee	\$ 10,000
Lender's Application Fee	\$ 1,000
CMHC Mortgage Insurance Application Fee on Residential Units	\$ -
CMHC Mortgage Insurance Premium on Non-funded Residential Portion	\$ -
Insurance Consultant and Title Insurance	\$ 4,000
CMHC Mortgage Advance Fee	\$ 350
Fees and Permits	\$ 79,400
Contingency	\$ -
HARD COSTS	\$ 6,078,000
HST (NON REBATEABLE)	\$ 132,000
TOTAL DEVELOPMENT COSTS	\$ 7,651,000

SCENARIO 1 - PH – ASSUMPTIONS

Haldimand-Norfolk Housing Corporation

Delhi (Norfolk County)

Assumptions

Unit Type	# of Units	Unit %	Unit Size (SF)	Charged Rent	Rent Supplement	True Market Rent
1 Bed - RGI	10	63%	538	\$350		\$1,850
1 Bed - 60% of Market	0	0%				\$1,850
1 Bed - 80% of Market	0	0%				\$1,850
1 Bed - 100% of Market	3	19%	561	\$887		\$1,850
2 Bed - RGI	0	0%		\$368		\$2,331
2 Bed - 60% of Market	0	0%				\$2,331
2 Bed - 80% of Market	0	0%				\$2,331
2 Bed - 100% of Market	3	19%	747	\$1,021		\$2,331
	0	0%				
	0	0%				
	16	100%	9,301	\$9,224		

Appendix 5: Pro Forma - Scenario 2 – PH

SCENARIO 2 - PH – SUMMARY

Haldimand-Norfolk Housing Corporation Delhi (Norfolk County)

Pro Forma

Passive House

REVENUE	\$	171,000	Unit Count	16
OPERATING EXPENSES	\$	171,000	1 Bed - RGI	10
NOI	\$	-	1 Bed - 60% of Market	0
MORTGAGE P&I	\$	-	1 Bed - 80% of Market	0
ANNUAL CASH FLOW	\$	-	1 Bed - 100% of Market	3
FUNDING SOURCES			2 Bed - RGI	0
Sale of Existing Units	\$	2,753,000	2 Bed - 60% of Market	0
Municipal Equity Contribution	\$	4,820,000	2 Bed - 80% of Market	0
CHMC Co-Invest New Contribution	\$	-	2 Bed - 100% of Market	3
CHMC Co-Invest New Loan	\$	-	Parking Spaces	14
TOTAL DEVELOPMENT COSTS	\$	7,573,000	Revenue Generating	14
LTV (Loan to Value Ratio)		0.00	Commercial Space Cost	\$ -
DSCR (Debt Services Coverage Ratio)		-	Cost per Unit	\$ 478,000
			Total Cost/SqFt	\$ 517
			Hard Cost/SqFt	\$ 415

SCENARIO 2 - PH – OPERATING BUDGET

Haldimand-Norfolk Housing Corporation

Delhi (Norfolk County)

Annual Operating Budget

		TOTAL
REVENUE	\$	171,000
From Tenants	\$	110,700
Laundry	\$	1,700
Parking	\$	2,500
Property Tax Rebate	\$	-
Commercial Rent	\$	-
Vacancy Loss	-\$	3,900
Municipal Mortgage Subsidy	\$	-
Municipal Property Tax Subsidy	\$	60,000
Municipal Operating Subsidy	\$	-
OPERATING EXPENSES	\$	171,000
Maintenance - Salaries	\$	-
Maintenance - Materials & Services	\$	27,000
Heat - Common Space Only	\$	3,250
Electricity - Common Space Only	\$	11,400
Water/Sewer - Common Space Only	\$	5,650
Admin Salaries (Head Office)	\$	-
Property Management	\$	-
Other Admin Materials & Services	\$	-
Capital Replacement Reserves Contributions	\$	60,000
Insurance	\$	2,800
Property Taxes	\$	60,000
HST	\$	900
NOI (Net Operating Income)	\$	-
MORTGAGE PAYMENTS	\$	-
Annual Cash Flow	\$	-

SCENARIO 2 - PH – DEVELOPMENT COSTS

Haldimand-Norfolk Housing Corporation Delhi (Norfolk County)

Development Costs

	TOTAL
LAND	\$ 100,000
SOFT COSTS	\$ 1,264,000
Professional Fees	\$ 1,068,300
Site	\$ -
Legal and Organizational	\$ 90,950
Legal Fees	\$ 30,000
Organizational Expenses	\$ 5,000
Marketing/Rent-up	\$ 16,000
Capital Cost Audit	\$ 28,000
Market Appraisal for HST purposes	\$ 5,000
Property Taxes During Construction	\$ 4,950
Insurance During Construction	\$ 2,000
Existing tenant move-out / relocation	\$ -
Financing Costs	\$ 25,350
Interest During Construction	\$ -
Lender's Legal Financing Fee	\$ 10,000
Lender's Mortgage Advance Fee	\$ 10,000
Lender's Application Fee	\$ 1,000
CMHC Mortgage Insurance Application Fee on Residential Units	\$ -
CMHC Mortgage Insurance Premium on Non-funded Residential Portion	\$ -
Insurance Consultant and Title Insurance	\$ 4,000
CMHC Mortgage Advance Fee	\$ 350
Fees and Permits	\$ 79,400
Contingency	\$ -
HARD COSTS	\$ 6,078,000
HST (NON REBATEABLE)	\$ 131,000
TOTAL DEVELOPMENT COSTS	\$ 7,573,000

SCENARIO 2 - PH - ASSUMPTIONS

Haldimand-Norfolk Housing Corporation

Delhi (Norfolk County)

Assumptions

Unit Type	# of Units	Unit %	Unit Size (SF)	Charged Rent	Rent Supplement	True Market Rent
1 Bed - RGI	10	63%	538	\$350		\$1,850
1 Bed - 60% of Market	0	0%				\$1,850
1 Bed - 80% of Market	0	0%				\$1,850
1 Bed - 100% of Market	3	19%	561	\$887		\$1,850
2 Bed - RGI	0	0%		\$368		\$2,331
2 Bed - 60% of Market	0	0%				\$2,331
2 Bed - 80% of Market	0	0%				\$2,331
2 Bed - 100% of Market	3	19%	747	\$1,021		\$2,331
	0	0%				
	0	0%				
	16	100%	9,301	\$9,224		

Appendix 6: Pro Forma - Scenario 3 – CMHC Minimum

SCENARIO 3 – CMHC Min – SUMMARY

Haldimand-Norfolk Housing Corporation

Delhi (Norfolk County)

Pro Forma

CMHC Min

REVENUE	\$	363,000	Unit Count	16
OPERATING EXPENSES	\$	181,000	1 Bed - RGI	10
NOI	\$	182,000	1 Bed - 60% of Market	0
MORTGAGE P&I	\$	182,000	1 Bed - 80% of Market	0
ANNUAL CASH FLOW	\$	-	1 Bed - 100% of Market	3
FUNDING SOURCES			2 Bed - RGI	0
Sale of Existing Units	\$	2,753,000	2 Bed - 60% of Market	0
Municipal Equity Contribution	\$	-	2 Bed - 80% of Market	0
CHMC Co-Invest New Contribution	\$	800,000	2 Bed - 100% of Market	3
CHMC Co-Invest New Loan	\$	3,811,000	Parking Spaces	14
TOTAL DEVELOPMENT COSTS	\$	7,364,000	Revenue Generating	14
LTV (Loan to Value Ratio)		0.52	Commercial Space Cost	\$ -
DSCR (Debt Services Coverage Ratio)		1.00	Cost per Unit	\$ 460,000
			Total Cost/SqFt	\$ 503
			Hard Cost/SqFt	\$ 398

SCENARIO 3 – CMHC Min – OPERATING BUDGET

Haldimand-Norfolk Housing Corporation

Delhi (Norfolk County)

Annual Operating Budget

		TOTAL
REVENUE	\$	363,000
From Tenants	\$	110,700
Laundry	\$	1,700
Parking	\$	2,500
Property Tax Rebate	\$	-
Commercial Rent	\$	-
Vacancy Loss	-\$	3,900
Municipal Mortgage Subsidy	\$	182,000
Municipal Property Tax Subsidy	\$	60,000
Municipal Operating Subsidy	\$	10,000
OPERATING EXPENSES	\$	181,000
Maintenance - Salaries	\$	-
Maintenance - Materials & Services	\$	27,000
Heat - Common Space Only	\$	4,900
Electricity - Common Space Only	\$	16,800
Water/Sewer - Common Space Only	\$	8,500
Admin Salaries (Head Office)	\$	-
Property Management	\$	-
Other Admin Materials & Services	\$	-
Capital Replacement Reserves Contributions	\$	60,000
Insurance	\$	2,800
Property Taxes	\$	60,000
HST	\$	1,000
NOI (Net Operating Income)	\$	182,000
MORTGAGE PAYMENTS	\$	182,000
Annual Cash Flow	\$	-

SCENARIO 3 – CMHC Min – DEVELOPMENT COSTS

Haldimand-Norfolk Housing Corporation Delhi (Norfolk County)

Development Costs

	TOTAL
LAND	\$ 100,000
SOFT COSTS	\$ 1,307,550
Professional Fees	\$ 1,036,000
Site	\$ -
Legal and Organizational	\$ 90,950
Legal Fees	\$ 30,000
Organizational Expenses	\$ 5,000
Marketing/Rent-up	\$ 16,000
Capital Cost Audit	\$ 28,000
Market Appraisal for HST purposes	\$ 5,000
Property Taxes During Construction	\$ 4,950
Insurance During Construction	\$ 2,000
Existing tenant move-out / relocation	\$ -
Financing Costs	\$ 104,100
Interest During Construction	\$ 78,700
Lender's Legal Financing Fee	\$ 10,000
Lender's Mortgage Advance Fee	\$ 10,000
Lender's Application Fee	\$ 1,050
CMHC Mortgage Insurance Application Fee on Residential Units	\$ -
CMHC Mortgage Insurance Premium on Non-funded Residential Portion	\$ -
Insurance Consultant and Title Insurance	\$ 4,000
CMHC Mortgage Advance Fee	\$ 350
Fees and Permits	\$ 76,500
Contingency	\$ -
HARD COSTS	\$ 5,829,450
HST (NON REBATEABLE)	\$ 127,000
TOTAL DEVELOPMENT COSTS	\$ 7,364,000

SCENARIO 3 – CMHC Min - ASSUMPTIONS

Haldimand-Norfolk Housing Corporation

Delhi (Norfolk County)

Assumptions

Unit Type	# of Units	Unit %	Unit Size (SF)	Charged Rent	True Market Rent
1 Bed - RGI	10	63%	538	\$350	\$1,850
1 Bed - 60% of Market	0	0%			\$1,850
1 Bed - 80% of Market	0	0%			\$1,850
1 Bed - 100% of Market	3	19%	561	\$887	\$1,850
2 Bed - RGI	0	0%		\$368	\$2,331
2 Bed - 60% of Market	0	0%			\$2,331
2 Bed - 80% of Market	0	0%			\$2,331
2 Bed - 100% of Market	3	19%	747	\$1,021	\$2,331
	0	0%			
	0	0%			
	16	100%	9,301	\$9,224	

219 REGENT REDEVELOPMENT BUSINESS CASE

HALDIMAND NORFOLK HOUSING CORPORATION

March 6, 2024



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EXECUTIVE SUMMARY

Haldimand Norfolk Housing Corporation (HNHC) presented their regeneration master plan in 2021 to respond to the rapidly growing need for affordable housing in the Haldimand and Norfolk counties, and in alignment with municipal, provincial, and federal housing plans and strategies. HNHC intends to address some of the common social issues associated with public housing by undertaking the development of mixed-income buildings and communities, and revitalizing existing developments. Specifically, HNHC has identified a need for a new affordable housing development in Port Dover (at 219 Regent Avenue) as part of the regeneration plan. The purpose of this business case is to provide an update to the plan presented in 2021 and seek approval for funding the Norfolk project.

HNHC is collaborating with the Haldimand and Norfolk counties to satisfy the increasing housing needs in their communities. 219 Regent Avenue has excess land that can accommodate an expansion to the existing building. In addition, HNHC will collaborate with local support service organizations who may express interest in the 219 Regent project.

HNHC is proposing to build a 22,113 sq. ft., four-storey building with 25 residential adult units. The building provides a combination of one-bedroom and two-bedroom units, with a mixed income profile. This serves as the only redevelopment project involving an expansion to an existing building in the regeneration master plan.

The planned income mix in the building is fifteen (15) RGI units and ten (10) market units. The fifteen units were chosen to maintain the service level given 5 units have been sold to date, with ten more planned.

The development built to the Passive House standard is estimated to cost a total of \$12,816,970 and will require multiple funding sources. Based on the sale of one single family home and two semi-detached units to date, HNHC will self-contribute \$2,753,000 (22%) of the overall development cost through the sale of ten units. The units are being sold according to the criteria outlined in the Sale of the Single Family and Semi-Detached Homes Business Case presented to Council in 2021. In addition to the self-contribution, HNHC is planning to access the Canada Mortgage and Housing Corporation (CMHC) Co-Investment funding program. As the primary funding partner, CMHC provides non-repayable (contribution) and low interest loans with a 50-year amortization period as part of the co-investment program under the National Housing Strategy (NHS). Although not confirmed, early estimates suggest \$1,875,000 (15%) of contribution would be possible. The development's net operating income (NOI) will be able to support \$8,188,914 (64%) of debt, which could be financed through CMHC. This approach requires zero upfront capital/equity from Norfolk County but does require on-going subsidies. A mortgage subsidy of \$391,000 per year is required for the length of the 50 year mortgage. Norfolk County staff recommended a property tax subsidy of \$91,000 per year in perpetuity which aligns with the current approach for existing HNHC developments in Norfolk County. Table 1 presents the two development options.

Table 1: Development Funding Options (Passive House is Recommended)

Option	Capital				Municipal Subsidies			
	Project Cost	Municipal Contribution	HNHC Equity from Disposals	Estimated CMHC Contribution	Estimated CMHC Loan	Mortgage Subsidy*	Property Tax Subsidy**	Operating Subsidy**
Passive House	\$12.8M	\$0	\$2.8M	\$1.9M	\$8.2M	\$390k	\$91k	\$0k
CMHC Min	\$12.4M	\$0	\$2.8M	\$1.3M	\$8.4M	\$398k	\$91k	\$18k

* Annual subsidy for 50 years

** Annual subsidy in perpetuity

To date, pre-feasibility work commenced with the preparation of a functional program based on G. Douglas Vallee Limited's concept with some additional space requirements. Financial costing and pro formas were developed, outlining two development scenarios for HNHC. Concept renderings have been prepared showing the floor layouts and the building exterior on 219 Regent Avenue site. HNHC is targeting to have this project completed between 2028 – 2030. It is recommended to get the project shovel ready in preparation for funding opportunities.

HNHC recommends proceeding with this affordable housing project in concept and therefore is requesting Norfolk County to consider providing a municipal mortgage subsidy of \$390,000 per year for 50 years, and a property tax subsidy of \$91,000 per year in perpetuity to realize this project. Furthermore, HNHC requires the Service Manager approval to sell 10 single and semi-detached homes within Norfolk as part of their contribution to the project. In preparation for the new development, HNHC requests that the water supply issue is resolved by 2028 at the latest.

HNHC is prepared to work with the Service Manager and Norfolk County to ensure the success of this project and to deliver on the vision for affordable housing within the Norfolk County.

Table of Contents

EXECUTIVE SUMMARY	1
ORGANIZATION BACKGROUND	5
1. INTRODUCTION	9
1.1 CONTEXT.....	9
1.2. DEVELOPMENTS FOR DISPOSAL.....	9
1.3. SELECTED SITES	12
1.4. WORK COMPLETED TO DATE	12
1.5. FUNCTIONAL PROGRAM	12
1.6. PRIMARY BUILDING CONCEPT	13
2. DEVELOPMENT PROFILE	17
2.1 HISTORY OF THE DEVELOPMENT	17
2.2 STAKEHOLDER RELATIONSHIPS-	17
3. ENVIRONMENTAL SCAN	18
THE BROADER PROBLEM – ONTARIO – CANADA	18
3.1. HOUSING CONTINUUM	19
3.2. WHAT IS SOCIAL HOUSING?.....	19
3.3. WHAT IS AFFORDABLE HOUSING?.....	19
3.4. THE NEED FOR AFFORDABLE HOUSING IN HALDIMAND NORFOLK	20
3.5. ALIGNMENT WITH THE PROVINCIAL AND SERVICE MANAGER HOUSING GOALS	21
3.6. THE ECONOMIC BENEFITS OF BUILDING HOUSING	24
3.7. CENTRAL WAIT LIST DATA – HALDIMAND NORFOLK	25
4. DEVELOPMENT PLAN	26
4.1. PROJECT OVERVIEW	26
4.2. SITE SELECTION	26
4.3. LAND USE PLANNING	28
4.4. PROJECT MANAGEMENT	31
5. FINANCIAL PLAN AND FORECASTS.....	33
5.1 PROJECT COST DEVELOPMENT	33
5.2 PRO FORMA DEVELOPMENT	33
5.3 FUNDING	35
5.3.1 CMHC National Housing Strategy (2018-2028)	35
5.3.2 Project Funding	36
6. CONCLUSION	38
7. RECOMMENDATIONS	39
8. REFERENCES	40
9. GLOSSARY	41

APPENDICES	42
APPENDIX 1: SUPPORTING INFORMATION HALDIMAND NORFOLK HOUSING AND HOMELESSNESS PLAN – 2020 – 2030	43
APPENDIX 2: MAP SHOWING LOCATION OF PORT DOVER, ONTARIO.....	47
APPENDIX 3: APPLYING FOR ALTERNATIVE AVERAGE MARKET RENTS (AAMR)	48
APPENDIX 4: PRO FORMA - PASSIVE HOUSE STANDARD	49
PASSIVE HOUSE STANDARD – SUMMARY	49
PASSIVE HOUSE STANDARD – OPERATING BUDGET	50
PASSIVE HOUSE STANDARD – DEVELOPMENT COSTS	51
PASSIVE HOUSE STANDARD – ASSUMPTIONS.....	52
APPENDIX 5: PRO FORMA - CMHC MINIMUM STANDARD	53
CMHC MINIMUM STANDARD – SUMMARY	53
CMHC MINIMUM STANDARD – OPERATING BUDGET	54
CMHC MINIMUM STANDARD – DEVELOPMENT COSTS.....	55
CMHC MINIMUM STANDARD - ASSUMPTIONS	56

Table of Figures & Table

Figure 1: HNHC Developments at Banstead & Gibraltar, and Ashton & Oakwood	10
Figure 2: Banstead and Gibraltar Street Unit Locations	10
Figure 3: Ashton Drive and Oakwood Avenue Unit Locations	11
Figure 4: Ground Floor Layout	14
Figure 5: Second Floor Layout.....	14
Figure 6: Floor 3 Layout	15
Figure 7: Fourth Floor Layout	15
Figure 8: The Housing Continuum	19
Figure 9: Ontario's Five-Point Plan	24
Figure 10: March 1, 2023 Concept - Aerial View (revised with additional space planning requirements)	27
Figure 11: March 1, 2023 Concept - West Isometric of the New Addition to the Existing Building (revised with additional space planning requirements)	27
Figure 12: March 1, 2023 Concept - East Isometric of the New Addition to the Existing Building (revised with additional space planning requirements)	28
Figure 13: General Schedule – HNHC 219 Regent Redevelopment.....	32
Figure 14: National Housing Strategy Targets	35
Figure 15: CMHC NHS Goals.....	36
Table 1: Development Funding Options (Passive House is Recommended)	2
Table 2: Redevelopment Functional Program	13
Table 3: New Unit Count in Port Dover	13
Table 4: Stakeholders involved in the process of HNHC's 219 Regent Redevelopment Project	18
Table 5: Alignment with HN HHP Goals 2020 - 2030	22
Table 6: Waitlist Data for the Haldimand and Norfolk Service Area	25
Table 7: Recommended Passive House Standard.....	34

ORGANIZATION BACKGROUND

HNHC is incorporated as a separate stand-alone entity. Norfolk County serves as the Service Manager of housing on behalf of Norfolk County and Haldimand County. That is, HNHC provides community housing units in both counties. HNHC is the largest housing provider in the Haldimand Norfolk region, providing 66% of all housing.

HNHC owns and/or manages 527 Rent Geared to Income (RGI) housing units, with 313 located in Norfolk and 214 located in Haldimand. HNHC manages the capital repairs work at additional buildings on behalf of three other housing providers. Approximately 731 seniors, parents, children, singles and persons of special needs call one of HNHC's 78 buildings their home. The portfolio includes low-rise apartments, semi-detached and detached homes, and represents upwards of \$62 million in replacement value owned by HNHC, and a total of \$89 million when combined with the managed portfolios.

The operational structure of HNHC is as follows:

Norfolk County and Haldimand County are joint shareholders of HNHC, appointing the seven-member Board of Directors (the "Board"), which includes representation from Norfolk County Council, Haldimand County Council, and members of the community at large. The Board operates as a Policy Governance Board, providing direction, oversight, and policy approval. The Board reviews and approves service contracts, and capital budgets. The day-to-day operations and human resource matters have been delegated to HNHC management through the Chief Executive Officer (CEO) by the Board.

The CEO reports directly to the Board of Directors. The staff is organized into four departments (Finance and Administration, Business Services, Technical Services, and Property Management), each with a Manager reporting to the CEO. The CEO and the four Managers comprise the Executive Management Team. The central housing registry is maintained by Housing Services and Homeless Prevention Services as part of the Health and Social Services Department of Norfolk County.

HNHC'S STRATEGIC PLAN

Build Better Homes

Improve Our Resident's Satisfaction

Empower Our Staff to Lead and Succeed

Achieve Financial Fitness

Strengthen Our Community

The mission of HNHC is to:

1. **Build Better Homes** - Renovate existing buildings, build new buildings that meet residents' needs and keep buildings clean and well-maintained.
2. **Improve Our Residents' Satisfaction** - Communicate clearly and in advance with residents in all matters that affect them, like repairs and service disruptions. Work with HNHC's contractors to ensure that service delivery is improved and is consistent across all buildings.
3. **Empower Our Staff to Lead and Succeed** - Provide staff with the tools, skills, and processes they need to do their job. Set clear goals and expectations to support staff success and growth. Recognize and reward their outstanding work.
4. **Achieve Financial Fitness** - Spend our money and time carefully. Make the most of our buildings (revitalization). Keep costs down by reducing our energy use. Balance our budget.
5. **Strengthen Our Community** - Work to increase security and deter criminal behaviour. Improve fire safety awareness. Determine if you need additional support to live successfully in your home, and connect you to that support. Build stronger partnerships with organizations that can support you and can provide you with opportunities to improve your community.

This strategic plan was designed to align with the strategic plans of both Haldimand and Norfolk Counties. Specifically in the Norfolk plan, one of the key objectives is facilitate and promote a diverse and attractive mix of housing options to increase affordability.

HNHC is positioned to undertake this development project as a component of the overall Regeneration Master Plan, supporting their strategic plan and the housing and homelessness plan. HNHC staff have the requisite expertise and experience to manage a growing asset portfolio and housing operation.

Project Management:

HNHC has one manager overseeing capital projects for both HNHC and four other organizations in the municipality. The manager oversees all projects for all project phases; initiation, design, procurement, construction, and close-out. External technical expertise and resources are retained to complete design and consulting work on an as-needed basis. HNHC prepares procurement documents, inserting designs, and scope of work. Rarely has HNHC completed large capital projects, nor had the need to develop a robust project management system. If approved, the work involved in the regeneration master plan will require additional project management resources and systems not available within HNHC.

Energy Management:

Since inception, HNHC has tracked energy usage across their portfolio, formerly manually and more recently through Ener Cap (formerly Utility Management Program - UMP) provided by HSC. Through energy measurement and baseline comparison with other providers, HNHC has implemented numerous capital projects in all multi-unit residential buildings (MURBs). Both active and passive technologies targeted to reduce energy consumption were implemented. All of HNHC's MURBs have building automation systems that reduce energy usage in the buildings, provide diagnostic information and remote building control; a rarity, and forward-thinking initiative. In 2020, HNHC completed the first energy audits of their MURBs, outlining numerous recommendations that can further reduce energy consumption by 45%, GHG emissions by 30%, and reduce water consumption by 38%. An energy management plan is currently being completed.

The national building code will be reducing the energy requirements of new construction by approximately ten-fold by 2030. Communities across Canada are responding to the new energy and GHG requirements by developing plans for their local jurisdiction. Developing new high performing buildings by designing and constructing to the Passive House Standard is one of HNHC's strategies to achieve the high targets for energy efficiency and GHG emissions.

Asset Management:

HNHC has developed a strong foundation for asset management by completing periodic building condition assessments (BCAs) across their portfolio of assets, and uploading this information into the asset planning software, "Asset Planner". BCAs were completed in 2020. The information gathered provides a 30-year horizon of capital work, expenditures needed and the facility condition index (FCI) for each building (see glossary for definition of FCI).

Community Impact:

HNHC is a dedicated community housing partner in the Haldimand Norfolk region, and implementation of the Regeneration Master Plan will help contribute to HNHC's strategic plan while meeting the ambitious strategies and targets set forward in the Haldimand and Norfolk Housing and Homelessness Plan (2020-2030). HNHC has great outreach and relationships with many local community support services, i.e. Community Living, Haldimand and Norfolk Women's Services, Abel Enterprises, the AIM Group and True Experience.

HNHC's strategic plan is designed to align with the strategic plans of both Haldimand and Norfolk Counties. For example, Norfolk County's Strategic Priority #1 states: Vibrant, Creative Communities. Facilitate and promote a diverse and attractive mix of housing options to increase affordability.

1. INTRODUCTION

1.1 Context

Norfolk county, and HNHC have been planning to build new community housing, marking a significant step towards housing regeneration and addressing the understood need for affordable housing. HNHC continues to collaborate with external stakeholders; local, provincial, and federal government representatives, and community support service providers, for new development projects and other projects in the Regeneration Master Plan.

All tiers of government have identified the need for affordable housing and most significantly, the Federal government is currently providing significant funding for housing. The current funding programs provided by CMHC expires at the end of 2028, however HNHC will leverage any funding opportunities with the goal to complete the Port Dover development between 2028 - 2030.

1.2. Developments for Disposal

Currently, HNHC owns and operates two single and semi-detached developments in Norfolk County (see Figure 1).

- The Banstead and Gibraltar development is located on the boundary of a residential and agricultural area in the town of Delhi. The development consists of 8 semi-detached buildings (a total of 16 units) and 4 single family homes which were built between 1959-1964. In total, there are 20 of 21 remaining units, consisting of 17 three-bedroom, and 4 four-bedroom units. See Figure 1 and Figure 2 below.
- The Ashton and Oakwood development is located in a residential area in the town of Simcoe. The development consists of 14 semi-detached buildings (28 units) built circa 1969. In total, there are 30 of 34 remaining units, of which eight are two-bedroom, twelve are three-bedroom, six are four-bedroom and four are five-bedroom. See Figure 1, Figure 2 and Figure 3 below.



Figure 1: HNHC Developments at Banstead & Gibraltar, and Ashton & Oakwood



Figure 2: Banstead and Gibraltar Street Unit Locations

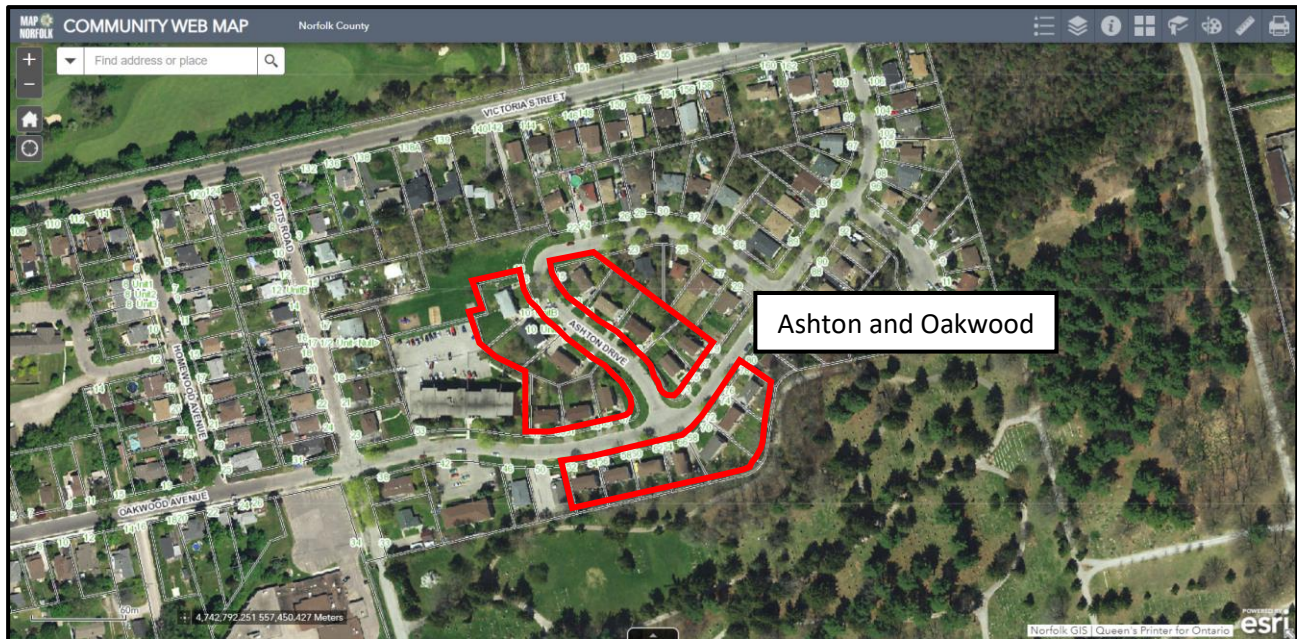


Figure 3: Ashton Drive and Oakwood Avenue Unit Locations

In support of HNHC's strategic plan, HNHC recognizes that unique and innovative initiatives are required to revitalize the current asset portfolio. Investing the proceeds of the sale of the single and semi-detached houses towards more efficient and higher density affordable housing options is desirable. This is common practice among other housing providers throughout the province. Single and semi-detached units are planned to be sold through natural attrition, that is, only vacant units will be sold. To emphasize, no residents will be displaced as a result of selling these properties. For the Port Dover development, HNHC plans to sell 10 single and semi-detached homes to self-contribute to the project.

It is generally understood that operating and owning single and semi-detached homes are more costly than the equivalent number of units in a multi-residential typology. Such ground-oriented assets create further challenges for capital repairs and regular maintenance in the remainder of the asset portfolio.

HNHC's objectives to sell single and semi-detached units aligns well with the changing community needs for smaller affordable units.

Proceeds from the sale will contribute to both the revitalization of more efficient built forms currently in the asset portfolio, and the building of new affordable housing units. The revitalized and new housing units will be more efficient in terms of operating costs and energy conservation. The new buildings will be more modern and accessible, provide a better living environment, and will meet the needs of the community. The Regeneration Master Plan published in 2021, the Housing and Homelessness Plan and waitlist data all identify and strongly support the need for single bedroom units. In addition, HNHC will leverage community partners in the new developments.

1.3. Selected Sites

Consideration was given to using existing properties owned by HNHC. 219 Regent Avenue was the only parcel with an existing building that allows additional units to be added. However, Port Dover currently has a ban on new developments due to water supply capacity limitations.

1.4. Work Completed to Date

Pre-feasibility work commenced by utilizing the concepts prepared by G. Douglas Vallee Limited with modifications to account for needed utility and amenities. From the concept, the functional program was finalized, see Section 1.5 for more details. Through the review of the functional program, the modified conceptual layouts were confirmed. Once completed, the respective building and site areas were used to calculate the project costs. The project cost estimates were then used in the pro forma in order to provide direction for project feasibility and potential funding options. Options are presented as part of the business case to aid in the conversation of how the project will be funded.

1.5. Functional Program

Table 2 shows the functional program of the expansion of the 219 Regent Avenue development in Port Dover. The 219 Regent Avenue expansion will add 25 rental units. The proposed split between RGI units and market units is 60% and 40%, respectively. That is, units within market category will be rented at levels 100% of CMHC's median market rents. Note, 100% median market rent is much lower than true market rents requested in today's market. This approach achieves a mixed-income community. The proposed functional program will add 15 new RGI units and 10 new market units in Port Dover. Table 3 shows the proposed total units in Port Dover that HNHC will own after the expansion is built. HNHC will collaborate with local community partners to determine their interest in some of the residential units.

Table 2: Redevelopment Functional Program

	Bedroom Type		
	1 Bed	2 Bed	Total
Proposed RGI Units	15	0	15
Proposed Affordable Units	0	0	0
Proposed Market Units	9	1	10
Total Proposed Units	24	1	25
Overall Bedroom Type %	96%	4%	100%

Table 3: New Unit Count in Port Dover

Bedroom Type	Bach	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Total
Current Unit Count	0	30	0	0	0	0	30
Units to Dispose of	0	0	0	0	0	0	0
Proposed New Units	0	24	1	0	0	0	25
Total New Unit Count	0	54	1	0	0	0	55

1.6. Primary Building Concept

The focus of the building is a compact, aesthetic design that is conservative, functional, and durable in nature. A common floor plate is proposed for floors two and three to minimize cost.

The ground floor consists of six residential units with a main entrance, vended laundry facility, exterior mailboxes and an electrical room. The second, third and fourth floor is served by an elevator and two stair wells, and also accommodate vended laundry machines. Seven units are located on the second floor. The third floor has seven units with a fire pump and mechanical room. The fourth floor has five units located away from adjacent properties to alleviate privacy concerns. There is no basement proposed for this development. The building will be directly adjacent to the current development but will not be connected internally.

The total building floor area provides 22,113 sq ft of residential space. There are a total of 62 parking spaces planned for the development, of which, 28 spaces will be allocated to the new building and the remaining for the pre-existing development. The building concept fits on the southwest portion on the existing parcel.

The conceptual floor layouts are shown in Figure 4: Ground Floor Layout, Figure 5, Figure 6, and Figure 7.

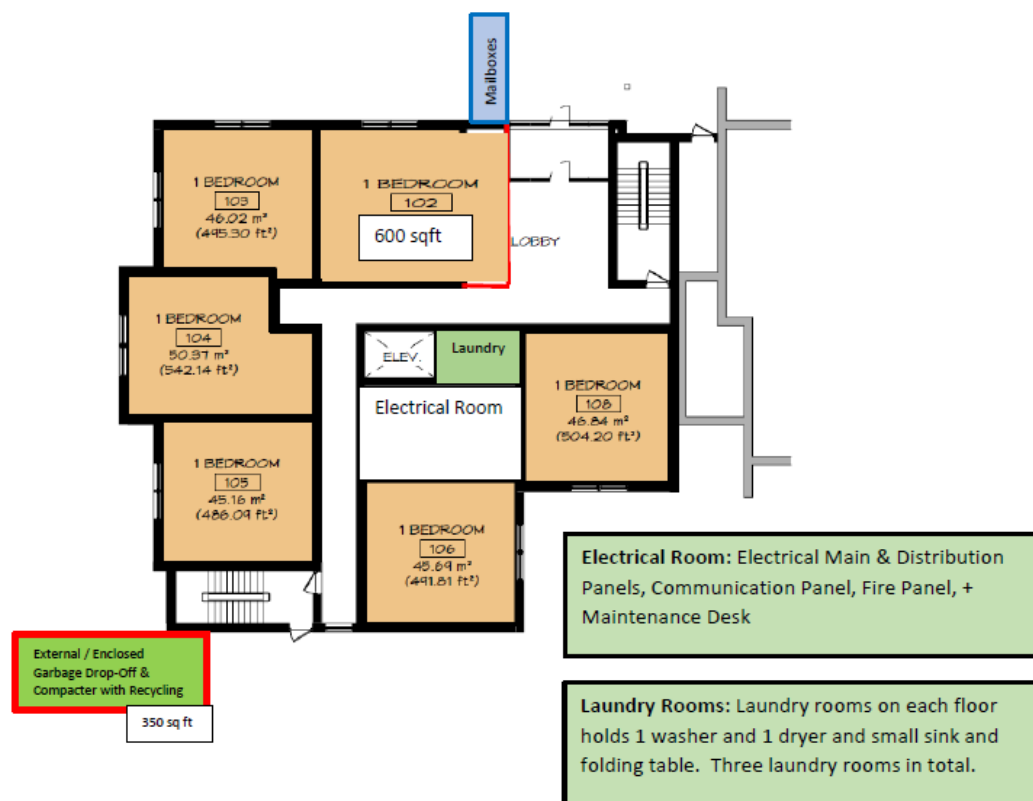


Figure 4: Ground Floor Layout



Figure 5: Second Floor Layout



Figure 6: Floor 3 Layout



Figure 7: Fourth Floor Layout

The building interior will consist of modest but durable finishes. Designing and constructing this building to the Passive House standard is currently being proposed with an option for a CMHC minimum energy performance standard. While a Passive House build is not a requirement of the current building code or funding programs, the Passive House standard will be a requirement of the OBC in 2030. Building to the Passive House standard aligns with Norfolk's Energy Plan, and broader provincial and federal plans. Furthermore, building to a Passive Housing standard counts towards obtaining higher CMHC Co-Investment grants. In addition, current funding programs require that approximately 20% of the units be fully accessible or the entire project has full universal design. This is in addition to the common spaces, that are required to be fully accessible by the current building code.

Using this basic design information, the building cost was calculated using standard construction costs. The land costs are based on HNHC's estimate to prepare the property for the new development, this includes municipal planning work and site preparation. Lastly, this building cost was used to prepare the financial pro forma analysis. Both the building cost analysis and the pro forma analysis are further discussed in Section 5.

FINANCIAL PLAN AND FORECASTS

2. DEVELOPMENT PROFILE

2.1 History of the Development

The existing development at 219 Regent Avenue was built circa 1975 by the Ontario Housing Corporation and subsequently transferred to the Local Housing Authority (LHA) in February 1976. The existing building is 22,129 sq ft, with two floors serviced by one elevator, and has 20 parking spaces. 219 Regent Avenue has reached the end of the operating agreement and is fully owned and managed by HNHC.

2.2 Stakeholder Relationships-

HNHC is committed to a collaborative approach in its 219 Regent redevelopment plans a step toward the regeneration of affordable housing in the region. An open dialogue has been created and will be continued through the life of the project, ensuring that all affected stakeholders are kept informed. Good stakeholder relations are necessary for any successful project, and HNHC recognizes the importance of stakeholder relations both overall and for the 219 Regent redevelopment project.

Development of the 219 Regent redevelopment project by HNHC will involve the following stakeholders who all have an interest in the development process, shown in Table 4.

Table 4: Stakeholders involved in the process of HNHC's 219 Regent Redevelopment Project

Group Department	Classification	Org. Status	Responsibilities
HNHC Board of Directors	Leader	Internal	Approve plans and provide input and direction
Technical Services Dept.	Leader	Internal	Review planning, designing, and construction work as the client
Business Services Dept.	Supporter	Internal	Support Technical Services to execute the project
Finance Dept.	Supporter	Internal	Support Technical Services to secure funding and manage financial aspects
Property Management Dept.	Supporter	Internal	Support Technical Services with public and resident relationships
County of Norfolk	Shareholder, and Funder	External	Fund the project
Haldimand and Norfolk Health and Social Services	Service Manager, Supporter	External	Approve and support the project as Service Manager
CMHC	Funder	External	Fund the project
Other Funding Agencies	Funder	External	Fund the project
Adjacent Property Owners	Supporter	External	May have some impact on rezoning application
Local Private Businesses	Supporter	External	May have some impact on rezoning application
Other Local Community Service Providers (i.e. Community Living)	Supporter, and Customer	External	Engage with HNHC
Residents	Client	External	Engage with HNHC, provide feedback and identify concerns
Project Manager	Leader	External	Manage design, procurement, construction
Architect	Supporter	External	Design
Contractor	Supporter	External	Construct

3. ENVIRONMENTAL SCAN

The broader problem – Ontario – Canada

Many people in Ontario and across Canada are struggling to find housing that meets their needs and their budget. Home prices in many communities have increased at rates greater than incomes. Lengthy approvals

and high costs have slowed the approval of new housing and rentals. While many people live in acceptable housing that does not need major repairs and is not overcrowded, many have experienced challenges accessing acceptable housing over the past decade.

3.1. Housing Continuum

Canada Mortgage and Housing Corporation (CMHC) has coined the term “Housing Continuum” to describe the full range and type of housing that exists in our communities across Canada. This is illustrated in Figure 8 below. The 219 Regent redevelopment project will deliver housing in the social and affordable housing spectrum.



Figure 8: The Housing Continuum

3.2. What is Social Housing?

Ontario Non-Profit Housing Association (ONPHA) defines Social Housing as:

Housing that is community sponsored, i.e., by local faith groups, service clubs, YMCAs, other community organizations, or by municipalities. Designed to address some of the public housing issues, it is mixed-income housing (some rent-geared-to-income, some market units) in smaller-sized projects (the term now includes public housing).

3.3. What is Affordable Housing?

CMHC describes affordable housing as follows:

In Canada, housing is considered “affordable” if it costs less than 30% of a household’s before-tax income. Many people think the term “affordable housing” refers only to rental housing that is subsidized by the government. In reality, it is a very broad term that can include housing provided by the private, public, and non-profit sectors. It also includes all forms of housing tenure: rental, ownership, and co-operative ownership, as well as temporary and permanent housing.

3.4. The Need for Affordable Housing in Haldimand Norfolk

Health and Social Services Haldimand and Norfolk recently commissioned an update of the 10-year housing and homelessness plan report that was accepted by both Haldimand and Norfolk councils in mid-2020. The Haldimand and Norfolk Housing and Homelessness Plan 2020-2030 (HN HHP) includes an assessment of the following:

3.4.1 Housing needs (demand) for the ten-year period

3.4.2 Housing affordability

3.4.3 Housing gaps

There is a great need for social and affordable housing in the Haldimand Norfolk Service Area as identified in the HN HHP. In addition to the HN HHP, the Service Manager also operates a central registry where those that qualify for RGI housing can apply. This is further discussed in Section 6.7 and clearly demonstrates a housing need for this population of low-income households. The following are the **Key Findings** of each of the above areas assessed in the HN HHP. Note, further information may be found in Appendix 1 that supports these concluding statements.

3.4.1 Housing Needs (Demand) for the Ten-Year Period – Key Findings

- a. The population of Norfolk County will increase by 8.6% to 69,583 by 2041.
- b. Older adults and seniors make up a large proportion of the population in Haldimand and Norfolk and the share of seniors is expected to continue to increase in the next five to ten years. This indicates a need for dwellings that allow seniors to age in place.
- c. Homelessness exists in Haldimand and Norfolk. Certain population groups are more likely to be homeless compared to others, indicating there is a need for housing and support services particularly for these population groups.
- d. Household sizes in Haldimand and Norfolk are shrinking, and the majority of households are made up of couples without children and persons living alone. This suggests a need for smaller dwelling sizes.
- e. The average household income in Haldimand and Norfolk increased at a higher rate than inflation, but certain households are more likely to have low incomes. This suggests a need for affordable housing for these households.

3.4.2 Housing Affordability – Key Findings

- a. One fifth of all households in Haldimand and Norfolk are facing housing affordability issues indicating a need for more affordable housing in Haldimand and Norfolk.
- b. Low-income households were more likely to face housing affordability issues compared to households as a whole, indicating that the need for affordable housing is particularly high among this group.

- c. Average rents are not affordable to renters with low incomes in Haldimand and Norfolk further stressing the need for additional affordable rental housing units throughout both communities.
- d. The average house price in 2019 in Haldimand and Norfolk is not affordable to the majority of households indicating a growing need for market-rate rental housing for households who cannot afford homeownership.

3.4.3 Housing Gaps in Haldimand and Norfolk Counties – Key Findings

- a. There is a need for affordable rental housing options for households with low-incomes and priority populations.
- b. There is a need for a broader range of dwelling types, tenures, and uses throughout Haldimand and Norfolk.
- c. There is a need for additional supportive housing units for people who need housing with supports which allow them to live with dignity and as independently as possible.
- d. There is a need for more emergency and transitional housing options and supports for people who are homeless or at risk of homelessness.

3.5. Alignment with the Provincial and Service Manager Housing Goals

This project closely aligns with and supports the housing goals at both the provincial and municipal levels. This section identifies how this project aligns with the following key plans:

- Haldimand Norfolk Housing and Homelessness Plan 2020-2030
- Provincial Community Housing Renewal Strategy
- More Homes, More Choices – Provincial Plan
- Ontario’s Long-Term Affordable Housing Strategy – 2016 Update

3.5.1. Haldimand Norfolk Housing and Homelessness Plan 2020-2030

Table 5: Alignment with HN HHP Goals 2020 - 2030

Goal / Objective	Achieves Goal	Applicable Sub-Goal
Goal 1: To encourage a broad range of dwelling types and tenures which meet the needs of current and future residents of Haldimand and Norfolk Counties.	✓	<ul style="list-style-type: none"> - Build higher density housing - Increase rental housing supply
Goal 2: To ensure there is an adequate and appropriate supply of rental housing for households with low incomes and priority population groups.	✓	<ul style="list-style-type: none"> - Securing land for affordable housing - Building on the More Homes More Choice Act, waive, defer or provide a grant in lieu of, development charges for affordable housing projects. - Provide a property tax exemption for a minimum of 25 years for affordable housing units in new and existing purpose-built affordable rental units. - Waive, defer or provide a grant in lieu of planning application and building permit fees for affordable housing developments. - Building on the previous action, examine the feasibility of providing a capital grant or forgivable loan for affordable housing developments which meet Passive House, LEED (even if they do not obtain certification), or similar standards. - Building on the previous actions, examine the feasibility of providing a capital grant or forgivable loan for affordable housing developments which exceed the Ontario Building Code's accessibility and visitability requirements.
Goal 3: To ensure there are sufficient options for housing with supports to facilitate aging in place and for people who require supports to live with dignity and as independently as possible.	✓	<ul style="list-style-type: none"> - Encourage and support non-profit housing providers to explore options for shared services model to build capacity in the sector. - Work with housing partners to identify opportunities to provide office space and infrastructure in central locations throughout Haldimand and Norfolk which different community agencies can use to provide support services. - As part of an education and awareness strategy, raise awareness of support services available, particularly for those with disabilities and mental health issues and work with housing partners to address the stigma associated with disabilities and mental health issues.

3.5.2. Provincial Community Housing Renewal Strategy

This project also aligns with the Community Housing Renewal Strategy of the province of Ontario. This renewal strategy sets out strategic goals to address problems that housing providers across Ontario are experiencing with the following:

- a. Housing operations and regulations
- b. Legacy housing stock
- c. Creation of new housing

This Housing Renewal Strategy project delivers on two key goals:

- a. Protect and expand supply
 - Increase non-profit, co-op, and municipal affordable rental supply
- b. Provide opportunity to people
 - Better connect people to housing assistance and supports that are responsive to their complex and changing needs
 - Ensure people live in safe and well-maintained housing

3.5.3. More Homes, More Choice – Provincial Plan

In May 2019, the Ministry of Municipal Affairs and Housing published their plan, **More Homes, More Choice** in response to the provincial housing crisis. **More Homes, More Choice** outlines our government's plan to tackle Ontario's housing crisis and encourages all partners to do their part by building more housing that meets the needs of people in every part of Ontario, starting now.

The knowledge and understanding of this provincial plan enables all those who are working on projects of this nature to do their part in delivering value for money in the shortest timeframe possible. The Five-Point Plan, Figure 9, is as follows:

HOUSING SUPPLY: ONTARIO'S FIVE-POINT PLAN

1. **SPEED:** Red tape and paperwork can add years to a construction project. We will maintain Ontario's strong environmental protections, while making the development approvals process faster.
2. **COST:** Layers of permits, governmental approvals and charges by municipalities add to the cost of building new homes. We will make costs more predictable to encourage developers to build more housing.
3. **MIX:** We will make it easier to build different types of housing – from detached houses and townhomes to mid-rise rental apartments, second units and family-sized condos. We need a variety.
4. **RENT:** There are more people looking for homes than there are places to rent. We will protect tenants and make it easier to build rental housing.
5. **INNOVATION:** This means everything from new housing designs and materials to creative approaches to homeownership and more. We will encourage more innovation and creativity in Ontario's housing sector and make sure government isn't standing in the way.

Figure 9: Ontario's Five-Point Plan

3.5.4 Ontario's Long-Term Affordable Housing Strategy – 2016 Update

In March 2016, the Ministry of Municipal Affairs and Housing published their update to the Long-Term Affordable Housing Strategy. This strategy is based on the transformation of housing within the province and a renewed vision as follows: **"Every person has an affordable, suitable and adequate home to provide the foundation to secure employment, raise a family and build strong communities."**

The 219 Regent redevelopment project meets the first goal of this strategy as follows: **An appropriate and sustainable supply of housing.** This is accomplished by:

- expanding and enhancing the range of land use planning and municipal finance tools that municipalities can use to build more affordable market housing
- supporting a vibrant non-profit and co-operative housing sector

3.6. The Economic Benefits of Building Housing

In 2014 ONPHA published a report titled "Affordable Housing as an Economic Development" focusing specifically on northern and southwestern Ontario. It discusses the direct effects of housing investment on job creation and states: *"Developing one residential unit is estimated to generate between two and two-and-a-half new jobs. In other words, each \$1 million invested in residential housing development creates between 10 and 12 jobs. The jobs generated through residential construction are overwhelmingly local: most are in the area where the unit is built, with the rest usually within Ontario."*

The report continues with the indirect effects of housing on job creation and states as follows:

“For children living in inadequate or unaffordable housing, a secure home improves their likelihood of academic achievement and the completion of post-secondary education. Moreover, post-secondary graduates earn nearly \$5,000 more annually than those with a high school education — a number that is likely to increase as workers advance in their careers. The result of this increased earning potential is greater contributions to economic growth.”

“The household receiving RGI assistance, therefore, has \$400 more discretionary income per month than their equivalent in the private market, or approximately \$5,000 per year. This \$5,000 can be spent on local goods and services, generating positive outcomes for communities.”

3.7. Central Wait List Data – Haldimand Norfolk

Rent Geared to Income (RGI) assistance is financial assistance provided to eligible households under legislated requirements to reduce the amount the household must otherwise pay to occupy a unit in a housing development. Once an applicant is approved, they are placed on a waiting list for a unit in the location they have selected. As per the HN HHP the wait times range from 1-3 years for special priority applicants and up to 8 years for all other applicants. The waitlist data as of September 2020 is shown in Table 6: Waitlist Data for the Haldimand and Norfolk Service Area

Table 6: Waitlist Data for the Haldimand and Norfolk Service Area

Waitlist by Bedroom Type							
Location	Total Waitlist	Bachelor	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
Caledonia - Haldimand	56	0	56	0	0	0	0
Cayuga - Haldimand	19	0	19	0	0	0	0
Delhi - Norfolk	100	*	81	0	10	9	0
Dunnville - Haldimand	177	*	105	30	30	12	0
Hagersville - Haldimand	55	*	55	0	0	0	0
Port Dover - Norfolk	91	*	91	0	0	0	0
Port Rowan - Norfolk	70	*	50	10	6	4	0
Simcoe - Norfolk	303	*	181	54	39	22	7
Waterford - Norfolk	72	*	72	0	0	0	0
Total	943	0	710	94	85	47	7

There are a total of 636 applicants seeking housing in Norfolk County and 307 seeking housing in Haldimand County. Currently, there are a total of 91 households on this waiting list for a place to live in Port Dover, the vast majority requiring single bedroom units.

The above waitlist reflects only those households that qualify for rent geared to income housing. As per the HN HHP in 2015 there were a total of 5,105 (21.3%) households in Norfolk County that spent 30% or more of their before-tax household income on housing costs.

4. DEVELOPMENT PLAN

4.1. Project Overview

Port Dover is an unincorporated community with a population of approximately 7,871 inhabitants (Statistics Canada, 2024) located approximately 60 kilometres southwest of Hamilton along highway six. Port Dover is located on Lake Erie, due southeast of Simcoe (see map in Appendix 2). Port Dover is the second largest town in Norfolk County, at just under half the population of Simcoe. Norfolk County has a population of 67,490 (Statistics Canada, 2024) inhabitants and is expected to grow by 8.7% to 69,583 by 2041 (Haldimand and Norfolk Housing and Homelessness Plan 2020 - 2030, 2020).

The goal of this project is to create a financially sustainable, mixed-income housing development that meets the needs of the Port Dover community and fulfils the broader affordable housing objectives of the Haldimand Norfolk service area. This development would target all income levels and offer rents from deep subsidy (RGI) to market. This development is planned to have 24 one-bedroom units and 1 two-bedroom unit, which reflect the need in the community as identified on the waiting list and in the HN HHP. The Service Manager noted Port Dover has the second greatest need for housing in Norfolk County based on 2024 waitlist data.

4.2. Site Selection

G. Douglas Vallee Limited concepts are shown below (Figures 10 to Figure 12), and high-level costing has been undertaken that includes the following details:

- Existing 219 Regent Ave parcel
- Addition of a four-storey wood frame addition, providing 25 additional residential units
- 62 additional parking stalls, of which, 28 are paid parking stalls, two roadway entries and exits
- One elevator, and two stairwells
- 100% roll-in showers
- Modest and durable finishes

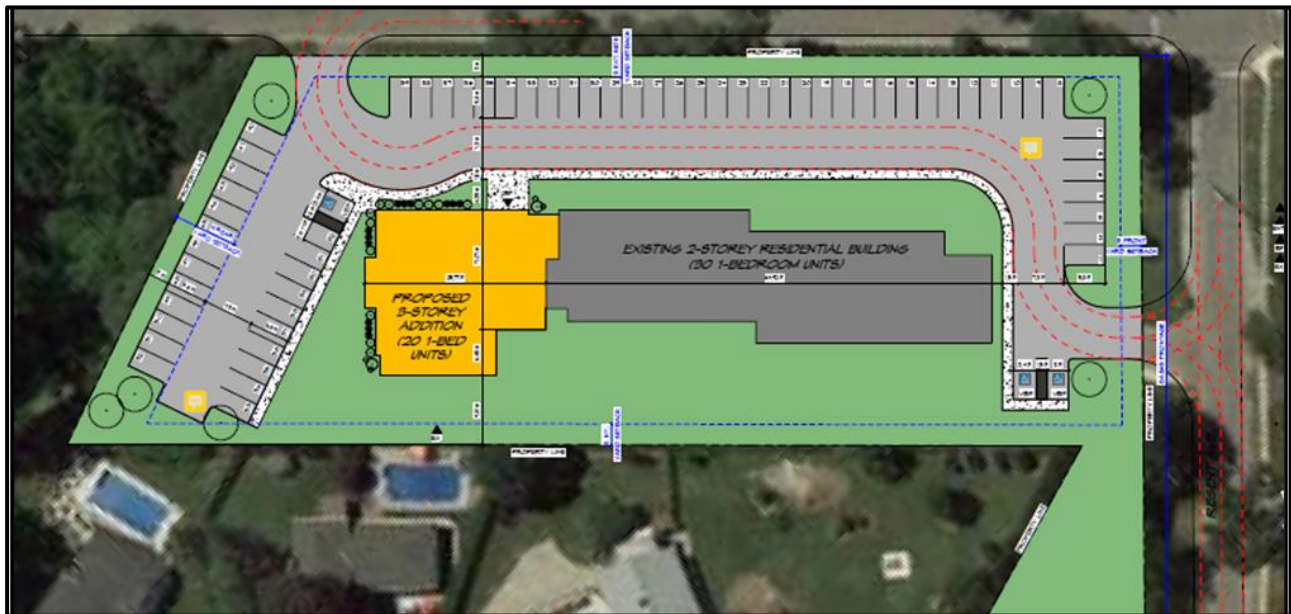


Figure 10: March 1, 2023 Concept - Aerial View (revised with additional space planning requirements)



Figure 11: March 1, 2023 Concept - West Isometric of the New Addition to the Existing Building (revised with additional space planning requirements)

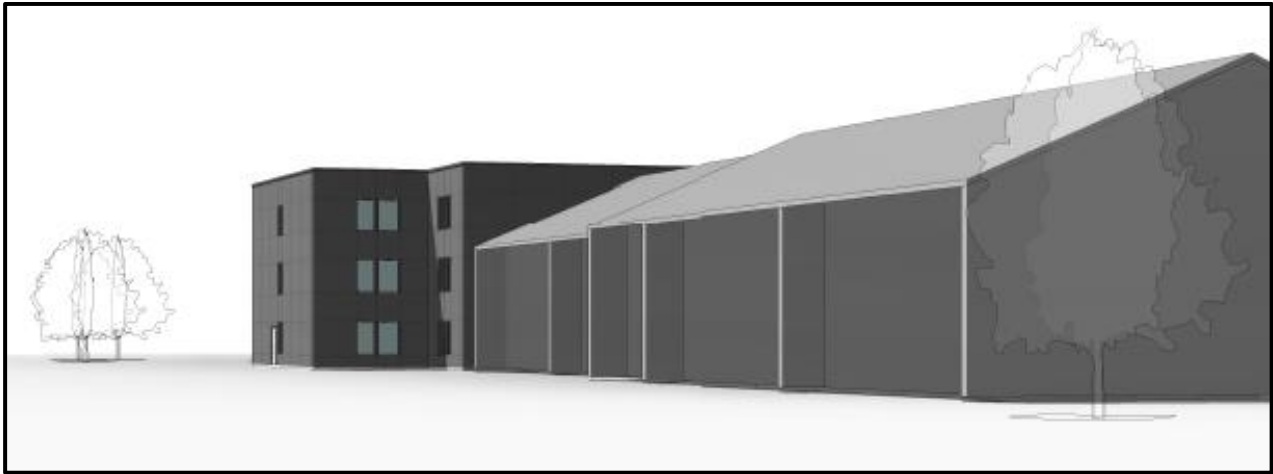


Figure 12: March 1, 2023 Concept - East Isometric of the New Addition to the Existing Building (revised with additional space planning requirements)

4.3. Land Use Planning

4.3.1 Provincial Policy Statement 2020 (PPS)

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for all Ontarians.

Haldimand-Norfolk Housing Corporation (HNHC), when considering land for development or redevelopment should only consider lands with a designated Settlement Area within the meaning of the PPS. Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages, and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.

The PPS requires that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area.

The PPS also requires that planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development. In doing this, they shall accommodate a significant supply and range of housing options through intensification and redevelopment where this can be accommodated, taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

The PPS supports affordable housing initiatives to address Ontario's housing problems by stating policies for planning authorities to plan for affordable housing, encourage intensification, ensure efficient use of municipal services, and require that neighbouring developments are compatible. Therefore, HNHC should ensure that candidate properties considered for development of affordable housing comply with the PPS.

4.3.2 County of Norfolk Official Plan (OP)

The Ontario Planning Act requires that municipal Official Plans must conform to the PPS.

The County of Norfolk OP provides for a variety of housing forms, tenures, and levels of affordability through development, redevelopment, intensification, and infilling projects.

When searching for candidate sites for development of affordable housing, HNHC should consider properties that are designated "Urban Residential Designation" in the OP for the County of Norfolk. The OP provides for a variety of housing types to support a diverse population.

The OP outlines land use policies for High Density residential uses in the Urban Residential Designation areas. Subject to verification of adequate municipal services, most of the policies to permit high density housing are achievable. The OP's requirement of a maximum gross floor area of 300 square metres (3,229 square feet) is needed as part of an Official Plan Amendment to permit high density mixed-use development in the County.

The County OP conveys the desire to have close cooperation between all levels of government and the private sector in order to provide for sufficient and affordable housing, and a stable residential housing market. The County shall ensure that a full range of housing types are provided to meet the anticipated demand and demographic change, including accessible housing forms to facilitate aging in place and persons with disabilities. For the purposes of this Plan, Affordable Housing is defined as:

- a) In the case of ownership housing, the least expensive of: housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low- and moderate-income households; or housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;
- b) In the case of rental housing, the least expensive of: a unit for which the rent does not exceed 30 percent of gross annual household income for low- and moderate-income households; or a unit for which the rent is at or below the average market rent of a unit in the regional market area.

For the purposes of this definition: low-income households are defined as households with incomes in the lowest 20 percent of the income distribution for the County. Moderate-income households means households with incomes in the lowest 30 percent to 60 percent of the income distribution for the County.

- c) The provision of housing that is affordable and accessible to low- and moderate-income households shall be a priority. The County shall target that 25 percent of all new housing provided throughout the County be affordable to low- and moderate-income households, and that at least 10 percent of all new units be affordable to low-income households (those with incomes falling within the lowest 20 percent of the income distribution for the County). The County shall encourage the provision of affordable housing through:
 - i) supporting increased residential densities in appropriate locations, a full range of housing types, adequate land supply, redevelopment, and residential intensification, where practical.
 - ii) the timely provision of infrastructure in the Urban Areas;
 - iii) supporting the reduction of housing costs by streamlining the development approvals process;
 - iv) negotiating agreements with the public and private sectors to address the provision of affordably priced housing through the draft plan of subdivision and condominium approval process;
 - v) considering innovative and alternative residential development standards that facilitate affordable housing and more compact development form; and
 - vi) possibly developing a Municipal Housing Strategy with annual housing targets, mixes of housing types, affordability thresholds and related data.
- d) The County may adopt a Municipal Housing Facilities By-law to develop affordable housing as a “community facility” under the Municipal Act. In an effort to facilitate affordable housing, the County may:
 - i) enter into capital facility agreements and/or partnerships with both private and non-profit organizations for affordable housing; and
 - ii) use available grants and loans, including tax-equivalent grants or loans to encourage the construction of affordable housing.

The County of Norfolk Official Plan is supportive of the provision of affordable housing in the municipality.

4.3.3 Norfolk County Zoning By-Law 1-Z-2014

The municipal zoning by-law dictates permitted uses and zone provisions on parcels of land in the municipality. Depending on the status of the zoning applicable to candidate properties, Haldimand-Norfolk Housing Corporation may need to identify an appropriate zoning by-law category to facilitate its development objectives and may need to formulate its own site-specific zoning category to facilitate its desired development.

The property at 219 Regent Avenue in Port Dover is within the “R5” zoning designation as shown on Schedule “A-32” attached to the County of Norfolk zoning by-law. The property is also subject to Special Provision Site Specific Schedule 14.556 that, among other regulations, restricts the density to 30 units. Therefore, a zoning amendment is required to permit more than 30 units on the property.

4.4. Project Management

A project of this nature requires an organized and structured approach from initial concept to the last activity of closing. It is recommended that a stage-gate project management process using the principles developed by the Project Management Institute Body of Knowledge is utilized to manage this project. A review is done at each gate or at the completion of each phase to ensure that the project is achieving the predetermined goals. Project methodologies based on these principles actively manage the project schedule, costs, and quality to ensure all qualitative and quantitative goals are achieved. This is achieved by executing processes to manage scope, resources, communications, risk, procurement, and health and safety. Each of these processes needs to be planned, monitored, and controlled. Changes to the project management methodology should be approved by the project sponsor. Typically, an owner retains a project management consultant or development consultant at the beginning of the project to manage the project and guide the owner through each step and phase if they do not have the available in-house resources and or expertise.

The phases of development for the Port Dover affordable housing project are as follows:

- Pre-feasibility
- Feasibility
- Pre-construction
- Construction
- Close

The following is a summary of the milestones and primary steps for each of the above phases assuming the development consultant has already been identified.

1. Pre-feasibility

- a. Project initiation
- b. Identify goals and objectives
- c. Preparation and presentation of business case
- d. Site selection and acquisition
- e. Develop an initial building concept
- f. Assist owner in assessing their own operational capacity to undertake development of the project
- g. Apply for and secure CMHC Seed Funding

2. Feasibility

- a. Site condition and soil analysis
- b. Preliminary designs
- c. Project cost analysis - Class D estimate
- d. Project financial (pro forma) analysis
- e. Zoning and development approvals
- f. Determine project feasibility
- g. Apply for and secure CMHC Co-investment funding

3. Pre-construction

- a. Award architect design contract
- b. Design (architect / sub-consultants)
- c. Project cost analysis – Class C, B and A estimates
- d. Procure construction contractor and award

4. Construction

- a. Civil construction – site services and storm water management
- b. Excavation and foundation
- c. Erection of superstructure
- d. Mechanical, electrical, fire safety systems, etc.
- e. Finishing

5. Close

- a. Building / systems commissioning
- b. Occupancy permit
- c. Resolution of final deficiencies
- d. Building permit closure
- e. Warranty / maintenance documentation
- f. “As-built” drawings

A general timeline for a project of this size and scope is shown in Figure 13. This timeline assumes that the land has been identified, is zoned appropriately for the development, and that the approvals from all jurisdictions are given at the very latest by the end of the pre-construction phase. Furthermore, it is predicated on securing the project funding with the requisite financing approvals by the end of the feasibility phase.

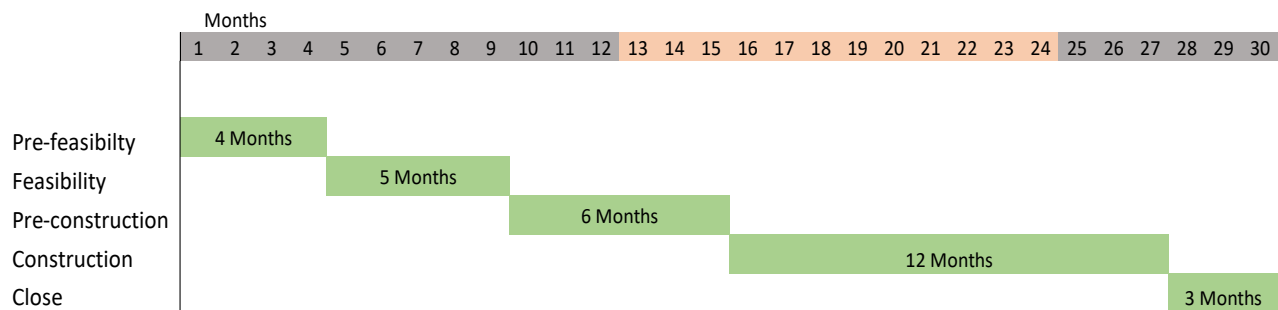


Figure 13: General Schedule – HNHC 219 Regent Redevelopment

5. FINANCIAL PLAN AND FORECASTS

5.1 Project Cost Development

The project costs are calculated using unit cost data from the Altus Group Canadian Cost Guide 2024. Altus Group is a leading cost consultancy company with offices around the globe. Each year, they publish a construction cost guide that provides unit cost data for regions across Canada and for all different types of buildings/construction. The guide is based on current and recently completed projects. The Altus Cost Guide provides a cost range for each type of construction in each region. Based on experience the unit construction cost for the 75th percentile of the range was used for estimating both the commercial and residential hard construction costs. The soft costs were estimated in part using a percentage of the hard construction costs for the architectural and engineering costs, and allowances for other soft costs that are more fixed in nature. In addition, a 13% premium was added to the architectural costs and the hard construction costs for Passive House construction. A 10% contingency was used for all hard construction costs.

No costs for land nor any costs associated with rezoning, other special studies nor any type of remediation have been included in the project cost estimates. The project costs assume that the land has no significant elevation differences, and the sub-surface structure has the bearing capacity for a standard foundation for a building of this nature.

5.2 Pro Forma Development

Comprehensive pro formas have been built for each scenario presented within this report consisting of overall costs to build the development, funding options and go-forward operating financials. The pro formas were developed with key assumptions in mind:

- The preference of funding the Municipal Contribution with zero upfront capital, but with various subsidies.
 - Passive House Standard
 - Mortgage subsidy for a 50-year amortization, 10-year term CMHC mortgage. \$390,000 annually based on a qualifying rate of 4.13%. Actual interest rate will be 100 basis points lower than the qualifying rate.
 - Property tax subsidy in perpetuity in alignment with current developments within Norfolk. \$91,000 annually based on the current 2.2958% multi-residential tax rate, 51% expense ratio, and 7.00% cap rate.
 - CMHC Minimum Standard
 - Mortgage subsidy for a 50-year amortization, 10-year term CMHC mortgage. \$398,000 annually based on a qualifying rate of 4.13%. Actual interest rate will be 100 basis points lower than the qualifying rate.
 - Property tax subsidy in perpetuity in alignment with current developments within Norfolk. \$91,000 annually based on the current 2.2958% multi-residential tax rate, 51% expense ratio, and 7.00% cap rate.

- Operating subsidy in perpetuity to balance the net operating statement to the value of \$17,000 annually.
- The non-RGI units will be 100% of market. For a one-bedroom this would result in monthly rent of \$887. Two-bedroom market rent is modeled at \$1,021 per month.
- The Service Manager will conduct a study and apply for Alternate Average Market Rents (AAMR), which will improve scoring on senior levels of government funding applications. Please see Appendix 3 for further support.
- At the direction of Norfolk County staff, the go-forward operating model for the development will include self-contributing capital reserve to the same amount as the property tax subsidy.
- A study of HNHC's operations was undertaken to include normal operating expenses within the go-forward operating financials. No additional staff are required to manage this development.
 - Where judgement estimates were made, a conservative approach was taken. This includes the interest rate from the CMHC Co-Investment New loan at 4.13%, while the current rate is approximately 3.13%.

The key financial information of the recommended option (Passive House Standard) can be seen below in Table 7 with the entire pro forma available in Appendix 5: **Pro Forma** - 4. The alternative, CMHC Minimum Standard is available in Appendix 5.

Table 7: Recommended Passive House Standard

REVENUE	\$	653,588
OPERATING EXPENSES	\$	262,409
NOI	\$	391,179
MORTGAGE P&I	\$	389,720
ANNUAL CASH FLOW	\$	1,459
FUNDING SOURCES		
Sale of Existing Units	\$	2,753,056
Municipal Equity Contribution	\$	0
CHMC Co-Invest New Contribution	\$	1,875,000
CHMC Co-Invest New Loan	\$	8,188,914
TOTAL DEVELOPMENT COSTS	\$	12,816,970
LTV (Loan to Value Ratio)		0.64
DSCR (Debt Services Coverage Ratio)		1.00

5.3 Funding

5.3.1 CMHC National Housing Strategy (2018-2028)

CMHC has created the first National Housing Strategy (NHS) for Canada, which is “a \$55+ billion, 10-year plan to strengthen the middle class, cut chronic homelessness in half and fuel our economy” (Canada Mortgage and Housing Corporation, 2018). The strategy brings together the public, private, and non-profit sectors to re-engage in affordable housing. The NHS prioritizes the most vulnerable Canadians, i.e. seniors, and women and children fleeing domestic violence. The targets of the NHS are shown in Figure 14.

National Housing Strategy Targets

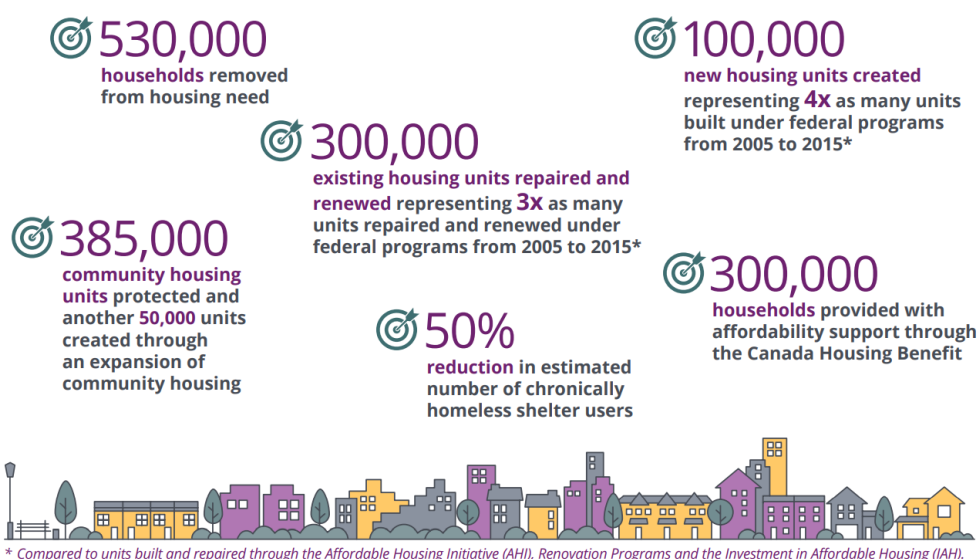


Figure 14: National Housing Strategy Targets

As a component of the CMHC NHS, the Federal government has committed over \$13 billion to create new housing and repair and renew existing housing. These goals are more specifically displayed in Figure 15. CMHC provides a mix of very attractive, low-cost repayable loans, and capital contributions. CMHC’s co-investment funding program is considered the best option to build new units and repair existing affordable units. CMHC provides 40 to 50-year amortization periods with interests at approximately 3% fixed interest rates with 10-year terms.



Figure 15: CMHC NHS Goals

To access CMHC’s funds, CMHC has set forth minimum criteria to score points during the application phase. More points mean a higher probability the project will be selected to receive funding, and more funding. The minimum requirement for scoring is:

- 25% decrease in energy consumption and Greenhouse Gas (GHG) emissions outlined in the requirements of the 2015 National Energy Code for Buildings (NECB) or the 2015 National Building Code (NBC) (“base case”).
- 20% of the units must be fully accessible or the entire project has full universal design. This is in addition to the common spaces that are required to be fully accessible by the current building code.
- Co-investment funding partnerships, i.e., capital contributions, and waiver of fees.
- Affordable, 30% of units must have less than 80% of median market rents (MMR) for a minimum of 20 years.
- Financially viable, i.e. minimum debt coverage ration of 1.0.
- Inclusive of priority groups.

The current funding provided by CMHC is set to expire at the end of 2028. It is unknown whether the current funding program will be extended or a new funding program will be introduced. However, gauging the need for affordable housing and commitment from all three tiers of government, it is anticipated funding programs will exist beyond year 2028.

5.3.2 Project Funding

The development will be funded by the below sources. Each have their own unique terms and conditions:

Sales of Existing Units (\$2,753,000): HNHC plans to raise \$2,753,000 through the sale of ten units based on the average net proceeds of recently sold units. Should sufficient homes not become vacant prior to the point when funds are required, HNHC would request to borrow the balance from the municipality at an agreeable interest rate and resolve the short-term debt as soon as homes become available for sale.

Municipal Contribution (\$0): Norfolk staff confirmed that they prefer the use of annual subsidies as opposed to upfront capital.

CMHC Co-Investment New Contribution (\$1,875,000): A draft of CMHC's Co-Investment viability tool has been populated. This figure has not been confirmed by CMHC and requires an application to be made to CMHC for their review.

CMHC Co-Investment New Loan (\$8,188,914): CMHC Co-investment funding program also includes development financing, in addition to the previously discussed contribution. The current pro forma contemplates the entire debt serviceability to be utilized and maximizes the favourable terms CMHC is providing in this program (a 50-year amortization periods with a 10-year fixed term, currently lending at an approximate 3.13% interest rate). This facility would be ultimately held by a commercial bank and follow the regular construction financing process of requiring a Quantity Surveyor.

Annual Property Tax Rebate (\$91,000): Annual property tax rebate is a form of co-investment under the CMHC Co-investment funding program and is one option municipalities can use to help finance a project. Norfolk County staff recommended the use of an annual property tax subsidy to the value of \$91,000 in perpetuity. This aligns with the current arrangement for other HNHC developments within Norfolk County.

Building Permit Fee Waiver (\$0): This waiver includes all charges related to the building permits that a municipality would charge for development within Norfolk County. CMHC considers building permit waivers as a form of contribution, and it is one option municipalities use to help finance new housing projects. The current project cost analysis includes an estimate of the building permit fee and therefore assumes the building permit fees have not been waived.

Development/Community Benefit Charges & Parkland Dedication Fees (\$0): Under Bill 23: More Homes Built Faster Act, passed in November 2022 to amend the Planning Act (1997), the Government of Ontario exempts affordable housing, non-profit housing, and inclusionary zoning units from development charges, parkland dedication fees, and community benefit charges. Therefore, these fees have not been included in the project costs.

Mortgage Subsidy (\$390,000): Mortgage subsidy is a form of co-investment under the CMHC Co-investment funding program and is one option municipalities can use to help finance a project. Norfolk County staff recommended the use of an annual mortgage subsidy to the value of \$390,000 for a period of 50 years (length of the mortgage). Note the mortgage is based on ten-year terms.

6. CONCLUSION

HNHC is the primary community housing provider in the Haldimand-Norfolk service area and has successfully owned and operated 419 units over the past 20 years. HNHC has commissioned an update to the Port Dover business case which formed part of the original regeneration master plan presented in 2021 to Norfolk Council.

HNHC would like to expand the current 219 Regent development in Port Dover with a 25-unit expansion as the second new development project in Norfolk County. The plan is to build a mixed-income community that would service a broad range of housing needs within the community; from deep subsidy to market rent. This is a well-tested model, as it is widely used throughout Ontario, Canada, and around the globe. There is a clear need for affordable housing in Norfolk County, and more specifically Port Dover; the second largest town in the county, as evidenced by the needs assessment in the Housing and Homelessness Plan 2020-2030 and the waiting list. HNHC aims to complete the development between 2028 – 2030, pending the removal of the development freeze.

Work to develop a concept design including massing and floor layouts has been completed. The project has been costed using standard costs from the Altus Group, and a pro forma has been prepared that demonstrates the financial viability of the project. The financial model is conservative in its assumptions, includes a capital reserve for the building, and does require subsidies for it to break even with no requirement for upfront capital from Norfolk County.

Projects of this nature require a strong collaborative approach to funding. Fortunately, the Federal Government currently signals that they are committed to provide a large amount of support for new housing projects under the National Housing Strategy. Currently, CMHC is the best available program that funds the development of new affordable housing with a contribution and financing with low interest loans amortized over 50 years. Of the \$12.8M in total project costs for a Passive House development, \$8.2M can be financed through CMHC, and HNHC plans to self contribute to the project a minimum of \$2.8M through the sale of single and semi-detached homes in Norfolk. It is estimated that CMHC will contribute \$1.9M through a forgivable loan. Zero dollars are required upfront from Norfolk County. Norfolk would need to provide a mortgage subsidy of \$390,000 per year for 50 years, and a property tax subsidy of \$91,000 per year in perpetuity which is in line with existing agreements for HNHC's portfolio.

7. RECOMMENDATIONS

In order to realize the success of this affordable housing project in the Port Dover community between 2028 – 2030 at the latest, HNHC is requesting the following from Norfolk County:

1. Approval of the Passive House new development in Port Dover with a commitment to provide the required contribution of two subsidies;
 - a. Mortgage subsidy for 50 years to the amount of \$390,000 per year
 - b. Property tax subsidy in perpetuity to the amount of \$91,000 per year
2. Approve the sale of ten single and semi-detached units within Norfolk County to allow HNHC to self contribute upfront capital funding for the development. Sales will be conducted through the already approved process that ensures no tenants are displaced.
3. Endorse HNHC to move the project forward to a shovel ready state, that is, complete schematic design, design development, merge and rezone properties, and obtain site plan approval.
 - a. This includes endorsement to apply for and obtain CMHC Seed funding (up to \$150k forgivable loan, 350k loan that has a 3 year period with zero interest).
 - b. Utilize current new development reserves to engage a project management consultant and design team to move the project forward to a shovel ready state.
4. Expedite planning reviews, zoning amendment and approvals as required.
5. Continue to resolve the water supply capacity issue in Port Dover such that new developments can resume by 2028 at the latest.

On behalf of HNHC, we thank Norfolk staff and Council for their considerations for the above recommendations.

8. REFERENCES

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9. GLOSSARY

Community housing is housing owned and operated by non-profit housing corporations, housing cooperatives and municipal governments, or district social services administration boards. These providers offer subsidized or low-end-of market rents – housing sometimes referred to as social housing and affordable housing.

FCI Definition (Facility Condition Index):

General Information and Methodology

The FCI is an industry standard key performance indicator (KPI) which can be used to objectively quantify and evaluate the current condition (i.e., physical health) of an individual building, or to compare an individual building to other buildings in a portfolio. FCI is based on the financial needs of the building only and can help building owners and managers make benchmark comparisons on the relative condition of buildings but should be used with care. The FCI will not allow identification of priority actions or levels of risk associated with the building, nor a detailed list of all the required actions.

By using projected renewal and replacement costs, a future FCI can be predicted that will demonstrate the changing condition of the building over time.

FCI is typically expressed using the following equation:

$$\text{FCI} = \frac{\text{Total Renewal and Repair Costs}}{\text{Building Replacement Cost}}$$

Where:

- Renewal and repair costs are determined by the identified Repair or Replacement Action items.
- The building replacement cost represents the construction cost of building a building of the same size, with the same function, in accordance with current Standards and Codes, exclusive of land or real estate market costs.

The following benchmarks are typically industry standards used to indicate the overall building condition based on the FCI calculation:

- FCI: 0-5% Good Condition
- FCI: 5-10% Fair Condition
- FCI: 10-30% Poor Condition
- FCI: >30% Critical Condition

APPENDICES

Appendix 1: Supporting Information Haldimand Norfolk Housing and Homelessness Plan – 2020 – 2030

Housing Needs for the Ten-Year Period – Key Findings

Population is Growing

- As stated above, the population of Simcoe County is expected to grow by 8.7% to 69,583 by 2041.

Older adults and seniors make up a large proportion of the population in Haldimand and Norfolk and the share of seniors is expected to continue to increase in the next five to ten years. This indicates a need for dwellings that allow seniors to age in place.

- In 2016 in Haldimand and Norfolk, 20.7% of the population was aged 65 years or older and 31.1% was aged 45 to 64 years, compared to 16.7% and 28.5% respectively in Ontario.
- Working-age young adults (25 to 44 years) made up a smaller share (20.6%) of Haldimand and Norfolk's population compared to Ontario (25.7%) in 2016 and this population group decreased by 10.2% since 2006.
- Norfolk had a higher proportion of seniors (22.5%) compared to Haldimand (18.1%).

Homelessness exists in Haldimand and Norfolk and certain population groups are more likely to be homeless compared to others, indicating there is a need for housing and support services particularly for these population groups.

- As part of a homeless enumeration exercise undertaken in May 2018, over 500 individuals were surveyed in Haldimand and Norfolk and, of those, 79 individuals stated that they were homeless. It should be noted that homelessness counts generally underestimate the actual number of people who are homeless.
- The majority of the homeless individuals were male (51.9%) and predominantly aged 25 to 49 years (64.6%).
- Indigenous peoples and visible minorities made up 7.6% and 6.3% respectively of the homeless population compared to 3.1% and 2.0% of the general population. In contrast, 82.2% of the homeless population identified themselves as a non-visible minority, while non-visible minorities made up 94.8% of the general population.
- A significant proportion of homeless individuals indicated they had become homeless because of substance abuse (34.2%).

Household sizes in Haldimand and Norfolk are shrinking, and the majority of households are made up of couples without children and persons living alone. This suggests a need for smaller dwelling sizes.

- Small households with one or two persons made up 64.2% of all households in Haldimand and Norfolk in 2016 compared to 58.7% in Ontario.
- Haldimand had a lower proportion of small households (60.1%) compared to Norfolk (67.0%).
- At 57.5%, couples without children and one-person households made up the majority of households in Haldimand and Norfolk in 2016.
- The number and share of couples with children decreased by 12.8% from 2006 to 2016.

The average household income in Haldimand and Norfolk increased at a higher rate than inflation, but certain households are more likely to have low incomes. This suggests a need for affordable housing for these households.

- In 2019, the average household income in Haldimand and Norfolk was estimated at \$90,114 compared to \$105,394 in Ontario.
- Estimated average household incomes were higher in Haldimand (\$97,496) compared to Norfolk (\$85,219) in 2019.
- The average household income in Haldimand and Norfolk increased by 34.6% from 2005 to 2019 compared to a 26.1% increase in Ontario's consumer price index. This indicates that households have, on average, more disposable income now compared to 2015.
- However, among households in Haldimand, 30% (5,250 households in Haldimand and 7,790 households in Norfolk) had low incomes and certain household types were more likely to have low incomes. This includes people living alone, youth households, recent immigrants, lone parents, Indigenous households, households with a member with a cognitive or physical disability or a psychological or mental health issue, senior-led households, and visible minority households.

Housing Affordability – Key Findings

One fifth of all households in Haldimand and Norfolk are facing housing affordability issues, indicating a need for more affordable housing in Haldimand and Norfolk.

- In 2015, 20.0% of all households in Haldimand and Norfolk were spending 30% or more of their before-tax income on housing costs.
- Renter households were more likely to face housing affordability issues compared to owners (43.4% compared to 14.5%)
- Norfolk had a slightly higher proportion of households facing affordability issues (20.3%) compared to Haldimand (19.7%)
- A total of 8.4% of all households in Haldimand and Norfolk were in core housing need in 2015. From all households in core need, 94.7% fell below the affordability standard.

Low-income households were more likely to face housing affordability issues compared to households as a whole. This indicates that the need for affordable housing is particularly high among this group.

- A total of 50.5% of low-income households in Haldimand and 51.3% of low-income households in Norfolk spent 30% or more of their household income on shelter compared to 20.0% of households as a whole across Haldimand and Norfolk Counties.
- Renters, lone parents, single person households, Indigenous households, households with a member with a disability or mental health problems, visible minority households and youth households were more likely to face housing affordability issues compared to low income households as a whole, indicating the need is particularly high for these households.

Average rents are not affordable to renters with low incomes in Haldimand and Norfolk, further stressing the need for additional affordable rental housing units throughout both communities.

- Renters with low incomes (\$25,775 or less in Haldimand and \$25,292 or less in Norfolk) would not be able to afford market rental housing rates in the private rental market in 2019, except for a bachelor apartment.
- Renter households with incomes from the 4th income decile and up (\$25,776 in Haldimand and \$25,293 in Norfolk) would be able to afford a one- or two-bedroom unit in the primary market. Renter households from the 5th income decile (\$32,151 and up in Haldimand and \$33,560 in Norfolk) would be able to afford the average price of all unit types in the primary market.
- Renters would need to be in the 7th income decile to afford the average rent in the secondary market. The secondary market makes up 83.6% of the rental market as a whole

The average house price in 2019 in Haldimand and Norfolk is not affordable to the majority of households. This indicates a growing need for market rate rental housing for households who cannot afford homeownership.

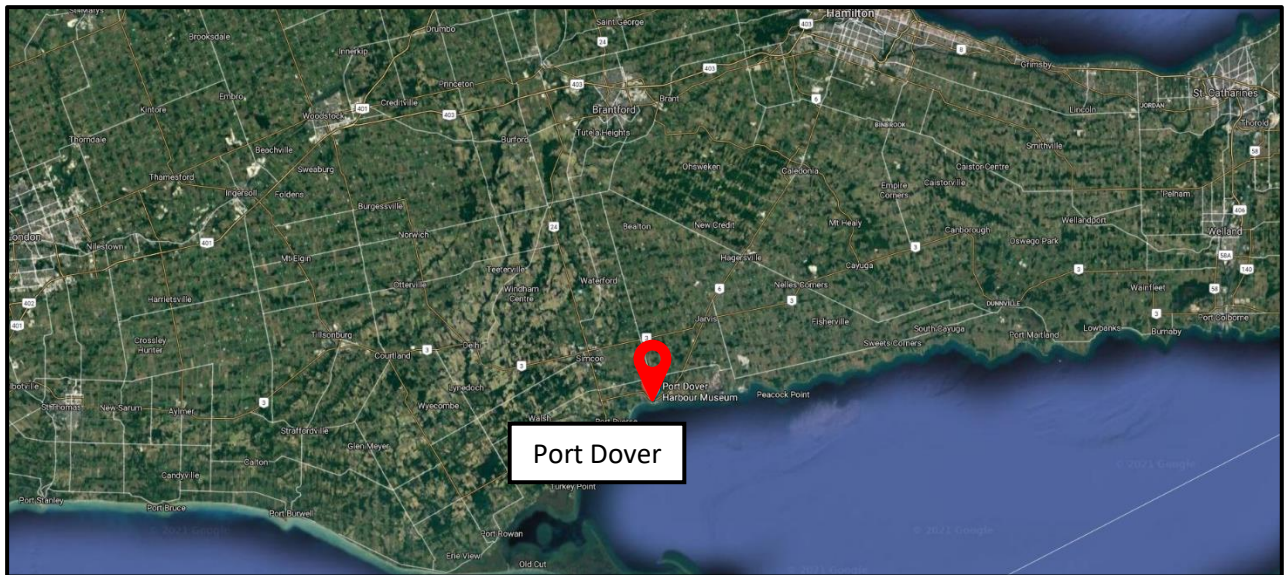
- The increase in average house price from 2016 to 2019 (66.4%) has significantly outpaced average income growth (34.6%) and inflation (7.7%), making home ownership less accessible to an increasing segment of households living in Haldimand and Norfolk.
- The average house price in Haldimand and Norfolk was \$521,912 in August 2019 which is unaffordable to households in the 7th income decile or below in Haldimand (\$103,811 or less per year) and households in the 8th income decile or below in Norfolk (\$124,416 or less per year).

Housing Gaps in Haldimand and Norfolk Counties – Key Findings

- There is a need for affordable rental housing options for households with low-incomes and priority populations.
- There is a need for a broader range of dwelling types, tenures and uses throughout Haldimand and Norfolk.

- There is a need for additional supportive housing units for people who need housing with supports to live with dignity and as independently as possible.
- There is a need for more emergency and transitional housing options and supports for people who are homeless or at risk of homelessness.

Appendix 2: Map showing Location of Port Dover, Ontario



Appendix 3: Applying for Alternative Average Market Rents (AAMR)

When applying for upper government funding, including CMHC Co-Investment, Ontario Priorities Housing Initiative, etc., the benchmark of affordable rent criteria is usually set at 80% of CMHC's Median Market Rents (MMR). This metric is based on the median of all rental rates surveyed within the region. Specifically this population of rental units would include long-term tenants who have been subject to rent control measures for many years. This, combined with recent increases in the rental market have created a large lag in MMR keeping relative pace to current market rents. Larger municipalities usually do not struggle with this issue, as units more frequently turnover and the new units in the market help bring up the median.

To highlight this issue, the below table for Haldimand County compares the 2021 rents under varying categories. For example, based on the 1 bedroom market rents in Norfolk County and other municipalities who have established an AAMR, the AAMR for Norfolk County is believed to be in the range of \$750, which is an additional \$190.

Norfolk County				
	Housing Income Limits (HILS)	Max HILS Rent	CMHC 80% of MMR	Assumed Market Rent
Bachelor	24,500	613	440	900
1 Bed	31,000	775	560	1,000
2 Bed	38,000	950	592	1,400
3 Bed	43,500	1,088		1,800
4 Bed	54,000	1,350		2,000
5 Bed	54,000	1,350		2,200

The remedy for this imbalance is the Service Manager applying to the Ministry of Municipal Affairs and Housing for an Alternate Average Market Rent (AAMR), which CMHC will approve and accept in place of CMHC's MMR. This has been successfully accomplished by other Service Managers across the province of Ontario, which has greatly improved their scoring and ultimate success in their funding applications.

Appendix 4: Pro Forma - Passive House Standard

PASSIVE HOUSE STANDARD – SUMMARY

Haldimand-Norfolk Housing Corporation

Port Dover (Norfolk County)

Pro Forma

Passive House

REVENUE	\$	653,588	Unit Count	25
OPERATING EXPENSES	\$	262,409	1 Bed - RGI	15
NOI	\$	391,179	1 Bed - 60% of Market	0
			1 Bed - 80% of Market	0
MORTGAGE P&I	\$	389,720	1 Bed - 100% of Market	9
ANNUAL CASH FLOW	\$	1,459	2 Bed - RGI	0
			2 Bed - 60% of Market	0
FUNDING SOURCES			2 Bed - 80% of Market	0
Sale of Existing Units	\$	2,753,056	2 Bed - 100% of Market	1
Municipal Equity Contribution	\$	0	Parking Spaces	62
CHMC Co-Invest New Contribution	\$	1,875,000	Revenue Generating	28
CHMC Co-Invest New Loan	\$	8,188,914		
TOTAL DEVELOPMENT COSTS	\$	12,816,970	Commercial Space Cost	\$ -
LTV (Loan to Value Ratio)		0.64	Cost per Unit	\$ 512,679
DSCR (Debt Services Coverage Ratio)		1.00	Total Cost/SqFt	\$ 580
			Hard Cost/SqFt	\$ 465

PASSIVE HOUSE STANDARD – OPERATING BUDGET

Haldimand-Norfolk Housing Corporation

Port Dover (Norfolk County)

Annual Operating Budget

	TOTAL	
REVENUE	\$	653,588
From Tenants	\$	171,048
Laundry	\$	2,575
Parking	\$	5,040
Property Tax Rebate	\$	-
Commercial Rent	\$	-
Vacancy Loss	-\$	6,075
Municipal Mortgage Subsidy	\$	390,000
Municipal Property Tax Subsidy	\$	91,000
OPERATING EXPENSES	\$	262,409
Maintenance - Salaries	\$	-
Maintenance - Materials & Services	\$	41,925
Heat - Common Space Only	\$	5,586
Electricity - Common Space Only	\$	19,276
Water/Sewer - Common Space Only	\$	9,706
Admin Salaries (Head Office)	\$	-
Property Management	\$	-
Other Admin Materials & Services	\$	-
Capital Replacement Reserves Contributions	\$	90,000
Insurance	\$	4,375
Property Taxes	\$	90,118
HST	\$	1,423
NOI (Net Operating Income)	\$	391,179
MORTGAGE PAYMENTS	\$	389,720
Annual Cash Flow	\$	1,459

PASSIVE HOUSE STANDARD – DEVELOPMENT COSTS

Haldimand-Norfolk Housing Corporation

Port Dover (Norfolk County)

Development Costs

	TOTAL
LAND	\$ 30,000
SOFT COSTS	\$ 2,277,818
Professional Fees	\$ 1,803,447
Site	\$ -
Legal and Organizational	\$ 123,000
Legal Fees	\$ 40,000
Organizational Expenses	\$ 8,000
Marketing/Rent-up	\$ 25,000
Capital Cost Audit	\$ 40,000
Market Appraisal for HST purposes	\$ 8,000
Property Taxes During Construction	\$ -
Insurance During Construction	\$ 2,000
Existing tenant move-out / relocation	\$ -
Financing Costs	\$ 194,501
Interest During Construction	\$ 169,101
Lender's Legal Financing Fee	\$ 10,000
Lender's Mortgage Advance Fee	\$ 10,000
Lender's Application Fee	\$ 1,050
CMHC Mortgage Insurance Application Fee on Residential Units	\$ -
CMHC Mortgage Insurance Premium on Non-funded Residential Portion	\$ -
Insurance Consultant and Title Insurance	\$ 4,000
CMHC Mortgage Advance Fee	\$ 350
Fees and Permits	\$ 156,870
Contingency	\$ -
HARD COSTS	\$ 10,287,475
HST (NON REBATEABLE)	\$ 221,677
TOTAL DEVELOPMENT COSTS	\$ 12,816,970

PASSIVE HOUSE STANDARD – ASSUMPTIONS

Haldimand-Norfolk Housing Corporation

Port Dover (Norfolk County)

Assumptions

Unit Type	# of Units	Unit %	Unit Size (SF)	Charged Rent	True Market Rent
1 Bed - RGI	15	60%	507	\$350	\$1,850
1 Bed - 60% of Market	0	0%			\$1,850
1 Bed - 80% of Market	0	0%			\$1,850
1 Bed - 100% of Market	9	36%	507	\$887	\$1,850
2 Bed - RGI	0	0%		\$368	\$2,331
2 Bed - 60% of Market	0	0%			\$2,331
2 Bed - 80% of Market	0	0%			\$2,331
2 Bed - 100% of Market	1	4%	797	\$1,021	\$2,331
	0	0%			
	0	0%			
	25	100%	12,956	\$14,254	

Appendix 5: Pro Forma - CMHC Minimum Standard

CMHC MINIMUM STANDARD – SUMMARY

Haldimand-Norfolk Housing Corporation

Port Dover (Norfolk County)

Pro Forma

CMHC Min

REVENUE	\$	678,588	Unit Count	25
OPERATING EXPENSES	\$	279,997	1 Bed - RGI	15
NOI	\$	398,591	1 Bed - 60% of Market	0
			1 Bed - 80% of Market	0
MORTGAGE P&I	\$	397,900	1 Bed - 100% of Market	9
ANNUAL CASH FLOW	\$	691	2 Bed - RGI	0
			2 Bed - 60% of Market	0
FUNDING SOURCES			2 Bed - 80% of Market	0
Sale of Existing Units	\$	2,753,056	2 Bed - 100% of Market	1
Municipal Equity Contribution	\$	1	Parking Spaces	62
CHMC Co-Invest New Contribution	\$	1,250,000	Revenue Generating	28
CHMC Co-Invest New Loan	\$	8,360,794		
TOTAL DEVELOPMENT COSTS	\$	12,363,851	Commercial Space Cost	\$ -
LTV (Loan to Value Ratio)		0.68	Cost per Unit	\$ 494,554
DSCR (Debt Services Coverage Ratio)		1.00	Total Cost/SqFt	\$ 559
			Hard Cost/SqFt	\$ 447

CMHC MINIMUM STANDARD – OPERATING BUDGET

Haldimand-Norfolk Housing Corporation

Port Dover (Norfolk County)

Annual Operating Budget

	TOTAL	
REVENUE	\$	678,588
From Tenants	\$	171,048
Laundry	\$	2,575
Parking	\$	5,040
Property Tax Rebate	\$	-
Commercial Rent	\$	-
Vacancy Loss	-\$	6,075
Municipal Mortgage Subsidy	\$	398,000
Municipal Property Tax Subsidy	\$	90,000
Municipal Operating Subsidy	\$	18,000
OPERATING EXPENSES	\$	279,997
Maintenance - Salaries	\$	-
Maintenance - Materials & Services	\$	41,925
Heat - Common Space Only	\$	8,379
Electricity - Common Space Only	\$	28,913
Water/Sewer - Common Space Only	\$	14,560
Admin Salaries (Head Office)	\$	-
Property Management	\$	-
Other Admin Materials & Services	\$	-
Capital Replacement Reserves Contributions	\$	90,000
Insurance	\$	4,375
Property Taxes	\$	90,118
HST	\$	1,727
NOI (Net Operating Income)	\$	398,591
MORTGAGE PAYMENTS	\$	397,900
Annual Cash Flow	\$	691

CMHC MINIMUM STANDARD – DEVELOPMENT COSTS

Haldimand-Norfolk Housing Corporation

Port Dover (Norfolk County)

Development Costs

	TOTAL
LAND	\$ 30,000
SOFT COSTS	\$ 2,225,110
Professional Fees	\$ 1,751,627
Site	\$ -
Legal and Organizational	\$ 123,000
Legal Fees	\$ 40,000
Organizational Expenses	\$ 8,000
Marketing/Rent-up	\$ 25,000
Capital Cost Audit	\$ 40,000
Market Appraisal for HST purposes	\$ 8,000
Property Taxes During Construction	\$ -
Insurance During Construction	\$ 2,000
Existing tenant move-out / relocation	\$ -
Financing Costs	\$ 198,050
Interest During Construction	\$ 172,650
Lender's Legal Financing Fee	\$ 10,000
Lender's Mortgage Advance Fee	\$ 10,000
Lender's Application Fee	\$ 1,050
CMHC Mortgage Insurance Application Fee on Residential Units	\$ -
CMHC Mortgage Insurance Premium on Non-funded Residential Portion	\$ -
Insurance Consultant and Title Insurance	\$ 4,000
CMHC Mortgage Advance Fee	\$ 350
Fees and Permits	\$ 152,433
Contingency	\$ -
HARD COSTS	\$ 9,894,900
HST (NON REBATEABLE)	\$ 213,840
TOTAL DEVELOPMENT COSTS	\$ 12,363,851

CMHC MINIMUM STANDARD - ASSUMPTIONS

Haldimand-Norfolk Housing Corporation

Port Dover (Norfolk County)

Assumptions

Unit Type	# of Units	Unit %	Unit Size (SF)	Charged Rent	True Market Rent
1 Bed - RGI	15	60%	507	\$350	\$1,850
1 Bed - 60% of Market	0	0%			\$1,850
1 Bed - 80% of Market	0	0%			\$1,850
1 Bed - 100% of Market	9	36%	507	\$887	\$1,850
2 Bed - RGI	0	0%		\$368	\$2,331
2 Bed - 60% of Market	0	0%			\$2,331
2 Bed - 80% of Market	0	0%			\$2,331
2 Bed - 100% of Market	1	4%	797	\$1,021	\$2,331
	0	0%			
	0	0%			
	25	100%	12,956	\$14,254	

Council-In-Committee Meeting – April 09, 2024

Subject: Community Grant Program
Report Number: CD-24-036
Division: Community Development
Department: Administration
Purpose: For Decision

Recommendation(s):

That the following Community Grant Selection Committee recommendations for the 2024 Norfolk Community Grants be approved:

- Haldimand-Norfolk Reach (Child Nutrition Network) - \$3000
- South Coast Community Caring for Cancer - \$2500
- G.I.R.L.S Power Camp- \$5000
- Long Point Biosphere Reserve Foundation - \$3200
- The Simcoe Heritage Friendship Festival- \$3000
- PRIDE Haldimand Norfolk- \$5000
- Front Door Ministry – St. Paul's Presbyterian Church - \$2300; and

Further that the minor update to Policy MC-05-Norfolk Community Grant Policy as attached to Report CD-24-036 be approved.

Executive Summary:

This report relates to the recommendations for the 2024 Community Grant Program.

Discussion:

The Norfolk Community Grant program was overhauled to provide a new process, policy, application submission, evaluation and reporting. The structure of the new grants is to align and help partner with non-profit-organizations to undertake community initiatives that implement Norfolk's Strategic Priorities of Empowering Norfolk, Building Norfolk, Connecting Norfolk, Serving Norfolk and Sustaining Norfolk.

The Community Grant Program for 2024 was reviewed in June and October 2023 and approved through council in January 2024. The intent of the program is to build and advance the self-sustainability and effectiveness of not-for-profit sector by providing an

appropriate level of support that strengthens the capacity of not-for-profit organizations to deliver programs and services within Norfolk.

Community grants issued by Norfolk County are designed to be supplemental to the organizations overall requirements necessary to carry out the new initiative, deliver services or carry out their responsibilities. Community Grants should not be considered as a primary source of funding. Approval of grant funding in any one year does not guarantee future assistance and is not to be regarded as a commitment. Preference will be given to new organizations providing new initiatives, services or responsibilities. These projects should be beneficial to the community and are clearly non-core or non-scheduled services offered by the County.

Applications for the Community Grant Program were open from February 1st to February 29th, 2024. As per Council resolution, the selection committee is comprised of one (1) member from each of the six (6) council advisory committees and five (5) staff members from each Division, with one (1) non-voting coordinator from Community Development. Staff identified a discrepancy between the October 2023 Council resolution regarding the committee composition and the policy and are recommending a minor update to the policy to ensure alignment.

The committee reviewed and rated each application on their own and then met as a group to review the ratings and make recommendations. In accordance with the grant guidelines, 33 of the applications were identified as eligible and 5 were deemed ineligible. Upon review, the selection committee determined that 7 applications warranted funding through the Community Grant Program. The group ensured that recommended recipients fully meet the mandate of the program, have a high chance of success and sustainability into the future. The committee recommended allocation of the available \$24,000 in 2024 to the following prioritized recipients:

- Haldimand-Norfolk Reach (Child Nutrition Network)
- South Coast Community Caring for Cancer
- G.I.R.L.S Power Camp
- Long Point Biosphere Reserve Foundation
- The Simcoe Heritage Friendship Festival
- PRIDE Haldimand Norfolk
- Front Door Ministry – St. Paul's Presbyterian Church

The summary of all eligible applications is attached to this report.

Financial Services Comments:

The Final 2024 Levy Supported Operating Budget includes an allocation of \$34,000 for the Norfolk County Community Grant Program. Based on the recommendations in Report CD-23-091 presented at the October 17th, 2023 Council meeting, \$10,000 of the 2024 allocation was committed to specific annual grants for historically-exempt organizations. This leaves a remaining budget of \$24,000 for the Community Grant

applications contained in this report. The Community Grant Selection Committee has selected recipients within the approved budget amount. Staff recommend moving forward with the grant recipient selections made by the Committee.

Interdepartmental Implications:

The Grant Selection Committee included staff member from each Division.

Consultation(s):

Grant Selection Committee, Staff

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Connecting Norfolk - Bringing the community together with cultural, physical and technological linkages.

Explanation: This initiative helps with the objectives of:

- Foster and build partnerships with the community
- Create a place where businesses and residents can thrive
- Celebrate and connect all of our communities”

Conclusion:

The Community Grant Selection Committee reviewed all 33 eligible applications and rated each application based on the mandate of the program. The Selection Committee recommendation should be considered by Council in making the final decision on Community Grant Program.

Attachment(s):

- Attachment A- Community Grants- Eligible Applicants
- Attachment B- Policy MC-05- Norfolk Community Grant Policy and Housekeeping Update

Approval:

Approved By:

Al Meneses, CAO

Reviewed By:

Brandon Sloan,
General Manager, Community
Development

Marie Steiner,
Divisional Coordinator, Community
Development

Prepared By:

Attachment A:

Community Grant Program- Eligible Applicants

Haldimand-Norfolk REACH (Child Nutrition Network)

Requesting: \$3000

Project Overview:

For the 2023-24 school year, the Child Nutrition Network continues to experience significant year-over-year growth as demand for universal healthy food for students in Norfolk County. We are currently serving a daily average of 5,100 students in Norfolk per day of program operation. The cost of providing a single meal to a student has increased by 60% since the pre-pandemic period of 2018-19 as the cost of food ratchets up year after year, combined with an increased uptake of students during this same time period by 46%. In 2018-19, less than 45% of students in our area accessed the student nutrition program, and today that number is just shy of 60%, indicating that need is outpacing growth to student enrollment. Despite two record breaking years of fundraising in Norfolk, we are still struggling to provide enough.

As demand presses up against available funding, one of our primary objectives this year is to maximize our fundraising capacity to ensure that our calculated shortfall (of about \$20,000) is achieved. Secondly, many of our schools are looking to add additional days of operation per week (e.g. 3 days up to 4 days), and/or increasing the number of programs offered per day (e.g. adding a snack program on top of a breakfast program) in order to meet the needs of students with respect to food security.

South Coast Community Caring for Cancer

Requesting: \$2500

Project Overview:

The purpose of the grant funds will be used to purchase parking passes for the Hamilton Health Sciences parking lots within Hamilton. Many of the local community who are facing their own challenge with cancer utilize the Hamilton Health Sciences facilities mainly Juravinski Hospital for radiation treatment and to see their oncologist. These funds would allow us to purchase 250 parking passes and we would be able to add 3 passes to each bag requested.

Girl's Power Camp

Requesting: \$10,000

Project Overview:

It is a fun-filled weekend in a camp setting with interactive learning experiences including activities, workshops and discussions that focus on issues such as body image, self-esteem, healthy eating, active living, healthy relationships, and personal safety. Campers also participate in self-defense, yoga, and high ropes courses to increase their confidence, face their fears, challenge their limits and take risks in a safe setting. The

objective of the program is that campers walk away feeling empowered, have a secure sense of self, new tools and skills to navigate the upcoming life changes, and have positive community connections.

Long Point Biosphere Reserve Foundation

Requesting: \$10,000

Project Overview:

The Long Point Biosphere Region is requesting \$3200. in support for a portion of the cost to establish an annual weekend festival in Norfolk County called "Conservation Crawl" marketed to residents of Norfolk County and urban visitors from London, Hamilton, and Toronto. This application is part of a larger proposal to the Federal Economic Development Agency for Southern Ontario funding and will cover the cost of transportation for visitors to experience a range of outdoor conservation activities, enjoy eco-tourism products and services, and learn about an important Indigenous cultural project, with emphasis placed on increasing access for unserved populations. The overall objectives of the festival are to:

No 1: Position the Long Point Biosphere Region/Norfolk County as a unique tourist destination by promoting its commitment to environmental and cultural sustainability.

No. 2: Expand the Biosphere's tourism offerings with the Mississauga's of the New Credit First Nation.

No. 3: Increase off season tourism in Norfolk County through unique experiences at the festival.

No. 4: Promote eco-tourism in the Biosphere/Norfolk County through unique and interactive outdoor experiences.

The Simcoe Heritage Friendship Festival

Requesting: \$10,000

Project Overview:

We are looking to expand the Festival in three key areas: (1) our KidsZone, (2) Our Community Showcase Stage, (3) Through cultural diversity in our Main Stage programming and (4) through Greening Initiatives. We recognized early on that this Festival needs to be for families and for people of all walks of life. As costs rise in our current economic climate, it is imperative that we provide an event that can be enjoyed by one and all for a minimal financial investment. The Friendship Festival has always been about FUN and making memories with your neighbours and neighbouring communities. We want the parklands of downtown Simcoe to come alive each Civic Holiday weekend and to sparkle and delight our visitors. We want there to be something magical at every turn: to see a well-known story book character come to life wandering through the crowds, to watch as an illusionist breaks another Guinness World Record, to hear a wide range of music from all sorts of different cultures in every corner of all three parks. We want them to be able to lie on the grass in the dark and watch a family-friendly movie under the stars while munching on freshly-popped popcorn. We want our visitors to see art being made by real-life artisans and then to be able to try their hand at making art too, for when one experiences art of any kind, one truly knows the meaning of life. To that end, we hope to be able to create some lasting, interactive art pieces/installations which showcase Norfolk County's diverse cultural heritage and its agricultural role as Ontario's Garden and have these placed throughout the parklands each year. We will hire some youth artisans to create these pieces and have the public interact with them over the weekend.

We are also wanting to hire even more children's and family performers and to feature a wide range of musical styles from cultures found within our community on the Main Stage and the Community Showcase Stage.

And finally, we want to continue on with our greening initiatives that we started 4 years ago: to bring in more recyclable products, to offer a refillable water station, to create reusable Festival water bottles, to encourage all of our vendors to "Go Green" and to continue with our recycling program.

PRIDE Haldimand Norfolk

Requesting: \$5000

Project Overview:

Our PRIDE DAY celebration is a chance for those who identify as 2SLGBTQIA+ - as well as their allies - to celebrate and support vendors and artists also from the community. We will enjoy musical entertainment from local talent, as well as listen to encouraging public speakers devoted to inclusivity and the equality of all Canadians as promised by the Constitution. PRIDE DAY will also feature a "Queer Artists and Allies Market" where supportive local businesses and artisans of all identities can showcase their work. This year we will feature: a number of local musicians performing in the gazebo; a children's area with crafts and activities for families to enjoy, operated by the Ontario Early Years Centre; an area promoting literacy and activities available through the Norfolk Public Library; special recognition of Ryder Mandryk for her successful "Rainbow Crosswalks in Norfolk" efforts and more.

Costs of running a Pride Day event include: hiring local 2SLGBTQIA+ talent, security and audio services, advertising and promotions, volunteers' t-shirts and food, tents and porta-potties, and other expenses detailed in the Project Budget.

In terms of human resources, we require the following roles to be taken on by our volunteer board members: Logistics Coordinator, Vendor Coordinator, Programming Coordinator, Sponsorship Coordinator, Marketing and Branding Coordinator. Each board member takes charge of their role, from planning to execution, allowing the event to run smoothly. With a six-year history, the Pride HN Board is able to share resources created over time, including planning documents and advice for a successful, joyful Pride Day celebration. With the objective of providing a safe and inclusive space to celebrate Pride, we feel we have the required expertise on how to host this important community event. We are seeking funding from Norfolk County to ensure our first year holding the event here in Norfolk is successful, well advertised and properly supported.

Front Door Ministry – St. Paul Presbyterian Church

Requesting: \$2800

Project Overview:

The Front Door Ministry was developed to help the less fortunate of Simcoe and Norfolk County who come to the church looking for food, water, and any resources available to them. The objective of the project is to help needy neighbors looking for help from our church. Since St. Paul's is part of the downtown area of Simcoe, we see the needs of homeless, addicted, and impoverished individuals in our community. Since we are a giving

organization, people turn to us in times of need, as evidenced by the number of individuals who ring our doorbell looking for help. We meet our objectives by distributing 20 to 30 food bags of non-perishable food items and 10, \$25 Food Basics grocery store gift cards each week. We also hand out donations of personal hygiene products, tents, sleeping bags, blankets, coats, socks, mitts, hats, and scarves, as available. We host a coffee hour every Thursday from 8:30 to 9:30 am at the church where we serve coffee, tea, and other beverages, as well as fresh food items like fruit, yogurt, cheese, and other treats. During the coffee hour, we distribute the \$25 grocery food cards. We track the distribution of food cards and lunch bags. We attempt to give one food card to each individual per month. We offer welcome, friendship, support, and community to those on need. To meet our objectives, we need donations of money or grocery food cards, funds to purchase fresh foods, and funds and donations of non-perishable food items, as well as donations of tents, blankets, clothing items and personal hygiene products.

3 & 24 Entertainment

Requesting: \$10,000

Project Overview:

Joseph and the Amazing Technicolor Dreamcoat! A Community and Professional Broadway Spectacle! An epic CommPro production, blending community passion with professional experience to deliver an educational, immersive theatrical experience in a collaborative Broadway spectacle.

Our ambitions to orchestrate a world-class theatre production, harnessing the collective talents of both local enthusiasts and seasoned professionals. This blend not only aims to elevate the artistic caliber of our production but also serves as the cornerstone of our unique CommPro approach. We have navigated the legal landscape to secure the necessary licensing for the rights and musical composition, ensuring that our rendition of this timeless narrative is both authentic and respectful of its creators.

Starting in June, our rehearsal phase is set to begin and will transcend a traditional production rehearsal format. It will serve as an intensive workshop, where our community participants will receive hands-on training and insights from industry experts. These sessions are designed to cover the multidimensional aspects of theatre production.

Our mission for this production is multifold. We envision a production that not only captivates audiences but also becomes a cultural landmark, drawing significant attendance and local business partnerships. By weaving a strong promotional network with local enterprises and media outlets, we aim to generate enthusiasm and excitement to bolster the success of audience attendance. However, our vision is not solely measured in ticket sales; it's rooted in the transformative journey of our participants. Through the CommPro initiative, we are committed to nurturing a legacy of knowledge, skill, and passion for the theatrical arts.

Additionally, our endeavor seeks to extend beyond the realms of art, contributing to the local economy by attracting visitors and promoting regional tourism. We believe in the power of theatre to rejuvenate communities, sparking a renewed zest for artistic ventures and cultural exploration.

We will involve other groups including Young Theatre Players (10 - 18) - youth choir for the show, broken up into three different groups for the different show dates.

Art with Heart Studio

Requesting: \$5018.65

Project Overview:

Art With Heart Studio is so excited to be hosting our third annual AWHs FLAIR FEST - Talent Show & Family Picnic! This event is a kid-centered, family experience that showcases talented youths from right here in Norfolk. Flair Fest is all about celebrating what makes each of us so wonderful and special!

Flair Fest will include a revival of the Maureen Dodd Talent Show, but AWHs style! Open to kids from Kindergarten to grade 12, our talent show will see 40+ kids on stage with lots of great prizes to be won. This event will also feature a Youth Art Show, a unique one-of-a-kind Youth Makers Market filled with local youth vendors, activities & crafts, lawn games, food, and more.

It's sure to be an incredible & fun experience for the whole family all day long! Best part? It's FREE to attend! This event is open to community members and is being hosted at Powell Park in June 2024. As an arts non profit, we want to provide lots of great opportunities for our local youth to show their talent -- whether that is music, dance, art, or crafts! This is a way to bring the community together! Any child who wants to access the arts can at Art with HEART Studio, and this event helps anyone join in on the fun.

Cancer Support and Resource Program

Requesting: \$2500

Project Overview:

The CSRP holds 2 'New Day New Me' mini-spa days for cancer survivors each year - 1 in April and 1 in November. Each day costs \$2,500.00. This is something we do exclusively for Norfolk County residents/survivors and IN Norfolk County rather than survivors travelling to Hamilton for their Look Good Feel Better sessions that are provided by the Canadian Cancer Society. We use local professionals at the Florian Clinic for treatments and provide lunch from Kaley's.

Junior Achievement South Western Ontario

Requesting: \$5000

Project Overview:

With this grant, Junior Achievement (JA) South Western Ontario will be able to deliver five in-class learning experiences to prepare 125 Norfolk County students for their future careers, by teaching them the skills and knowledge they need to be successful in the global economy. The objectives of JA's learning experiences include fostering financial literacy, promoting entrepreneurship, and developing students' skills, such as

critical thinking, problem-solving, and communication.

To meet these objectives, JA provides trained volunteers who bring their professional experiences into the classroom to deliver interactive and engaging lessons. The lessons are designed to help students connect classroom concepts with real-life situations and to encourage them to think creatively and independently. The required resources to deliver JA's hands-on learning experiences include volunteers, materials, and funding. Volunteers are recruited and trained by JA staff to deliver age-appropriate lessons to students. Materials, such as workbooks and other resources, are provided to the volunteers and students to support their lessons. Funding is also necessary to cover the costs of volunteer training, materials, and program delivery.

JA's in-class learning experiences provide valuable educational opportunities for students, helping them to develop the skills and knowledge they need to succeed in their future careers.

LaSalette Area Rural Roots Community Hall

Requesting: \$4141.29

Project Overview:

Project is to replace our worn out chairs used for use in our Community Hall. We host many fundraising meal events, host many family functions year round, hold lunches for families after funeral services in the community.

We provide low cost rental space for the "PITT", a not for profit self-defense training organization with emphasis on youth skills.

Our objectives are too increase use of our facilities and leave a positive impression on visitors to Norfolk. We do not have the budget to replace chairs at this time. We have upgraded kitchen facilities and tables via our own fundraising events and donations and would like to take this final step.

Lighthouse Festival Theatre Corporation

Requesting: \$10,000

Project Overview:

A pantomime is a musical comedy live performance for families that are based on fairy tales. Developed in England and traditionally performed during the Christmas season, pantos are over the top silly plays that feature songs, slapstick comedy, and dancing. The characters on stage interact with the audience, asking them to cheer when the hero is on stage and boo the villain. The scripts reference local celebrities, locations and events to add an extra layer of fun for the audience.

Lighthouse Festival Theatre is dedicated to introducing pantomimes to our community and making it a celebrated tradition in Norfolk, filling a gap that currently requires theatre goers looking for live family entertainment to travel more than an hour for. Offering a professional pantomime at Lighthouse Theatre expands the family entertainment options available in the region during the shoulder season. The panto is

also a great opportunity to bring tourists into the region at a typically down period, drawing on the success of the main summer season.

Lighthouse Festival Theatre held our first panto last winter, "Jack and the Beanstalk", running two weeks in December. The show saw a total of 2,333 attendees, approximately 40% of the overall capacity of Lighthouse Theatre. Of the total audience that attended, 23% travelled beyond 40km to attend (considered a tourist by the Ministry of Tourism, Culture and Sport). The feedback from those who saw the panto was overwhelming delight and commitments to share their experience with the friends and family.

For this coming December Lighthouse has secured the rights to "Cinderella, The Panto" and is engaging a playwright to write the script, but we are seeking assistance in supporting the second year of this initiative. Along with the planned 16 performances, Lighthouse will be including one relaxed performance where the theatre environment and typical theatre etiquette are adjusted for those who experience sensory sensitivities or barriers to attending a traditional theatre performance.

When introducing the panto last year, we found an unexpected barrier in explaining to our community, and those who travel to see shows at Lighthouse, what a panto is, resulting in lower ticket sales than anticipated. Even those who attended admitted they were not entirely sure what to expect. Our confidence in the success of a panto in Norfolk is supported in part by the reception from theatre reviewers who attended "Jack and the Beanstalk". Gary Smith, theatre reviewer for the Hamilton Spectator said "Lighthouse Festival in Dover... are serving up a terrific fractured fairy tale of a show... that will have adults, as well as kids, rolling in the aisles". Mike Renzella from the Haldimand Press called it "a truly fun and unique evening that is sure to please the younger crowd with bright sets, inventive lighting, and over-the-top costumes and performances, while the older crowd is sure to enjoy the show's onslaught of zingers". We are confident our community will embrace the panto as a new holiday tradition for Norfolk while also providing increased foot traffic for local restaurants and shops near the theatre.

Nature's Calling Environmental Education

Requesting: \$1750

Project Overview:

The project that we are seeking Norfolk County Community Grants funding for is an interactive family-focused one-day event called "Shinin' Times Mountain Man Rendezvous". This one-of-a-kind event hosts volunteer re-enactors who depict North American life pre-1840s through various interactive demonstrations and activities. Nature's Calling has hosted this event in the past (pre-Covid) for 4 years.

The public will explore camp set-ups including traditional-style tents, open-fire cooking, and sutlery (outfits) all day long at the event. Volunteers demonstrate frontier life activities and trades, such as flint and steel fire starting techniques, archery and tomahawk throwing, and trap setting.

Community members will have the opportunity to safely participate in a variety of pioneer-times activities, such as bead work, rug-hooking, candle dipping, rope making, spinning and weaving, historic games and

leisure activities such as egg toss and period-appropriate music and dance.

In past iterations of the event, we have worked with Indigenous volunteers to present Indigenous stories and tales, and discussions of trading with settlers.

The event offers community members a chance to see history in action and learn what it meant to "live off the land" in pioneer times in Upper Canada.

Objectives for the event include:

- Provide a hands-on opportunity for the public, especially families with children, to learn about what life was like in pre-1840s by participating in a variety of activities at a relatively low cost.
- Provide opportunities for children of all ages to participate in interactive, enquiry-based games.
- Promote respect for nature and help sustain Norfolk County's heritage by hosting an outdoors-based event that depicts what it is like to live off the land in pre-technology times.

Resources required are outlined in the budget. Volunteers form the core of this event with period re-enactors demonstrating life pre-1840's. They will have encampments on the site that families can visit. The games and activities will be coordinated by NCEE volunteers and parents.

Norfolk Community Help Centre

Requesting: \$10,000

Project Overview:

Our services help newcomers settle and adapt to life in Canada. These services include information and referrals, language training, assistance finding employment and applying to eligible government programs, and help integrating into Canadian society. Settlement staff assist immigrants in overcoming barriers specific to the newcomer experience, such as a lack of official language skills and limited knowledge of Canada, so that they can participate in social, cultural, civic and economic life.

Our office operates on a no-appointment needed basis. Staff assist clients as need arises and are available in person and over the phone. All staff are trained to provide settlement services. Required resources is supplying wages for existing staff.

Objectives

- 1) Adapt to life in Canada: help clients navigate Canadian systems with language supports, apply for OHIP, driver's licence, and navigate medical and dental appointments.
 - 2) Assistance in registering children for public school (elementary and secondary).
 - 3) Orientation, information and referrals to other community programs.
 - 4) Assistance with applications for federal and provincial programs, such as birth and marriage registrations, OW, ODSP, Employment Insurance, CPP, OAS, Passports, etc.
-

Norfolk County Sports Hall Recognition

Requesting: \$3662

Project Overview:

As part of the Sports Hall's 30th anniversary celebrations, we are planning a "Skate With the Greats" event featuring Waterford's Elaine Chuli, currently a goalie in the Professional Women's Hockey League, and possibly other high-level hockey players (currently still in planning stages). The project will involve ice time with Elaine, as well as media availability and potentially the opportunity for young athletes to discuss with Elaine what it takes to make it to the professional leagues, as a player and particularly as a goalie. Our objective is to have at least 50 young athletes (we expect the majority to be girls, but boys are welcome too) have the opportunity to interact with Elaine, either on ice or in class, and to have at least one news article generated by the event. Less easy to measure but also important is the opportunity to inspire young athletes to excel, using the philosophy "If you can see it, you can be it." We also want to increase the Sports Hall's exposure by holding events outside of Simcoe (site of the Sports Hall displays) and Delhi (site of our induction dinners). To boost awareness of the Hall, we will have information materials and display materials on hand (pertaining to women's hockey history). Resources required are ice time, room availability, promotional funding, and money for honoraria for featured guests such as Elaine Chuli.

Norfolk Harvesters Rugby Club

Requesting: \$5575

Project Overview:

Norfolk Harvesters would like to host a multi age level two day fall Rugby Tournament. It is anticipated that the event would take place just before Pumpkinfest in Waterford 2024. We currently utilize the field at Waterford District High School for training, practice and game days. We would utilize this field for the tournament. This event would cover a variety of age ranges and allow for all members of our youth groups to experience quality game play.

We would plan for both male and female players with games available in the age ranges minis, rookies and juniors. The main objective of this tournament is to give our youth players the experience of playing high level rugby against a number of players from around south west Ontario. This tournament would be for our Norfolk County students to experience an event that will help them develop fitness goals, team spirit and camaraderie. The tournament will help players develop skills they will need if they wish to go onto play for university/college teams.

Our volunteer board has a lot of knowledge and skills in delivering on a quality tournament. We have hosted a falls tournament in previous years, prior to the pandemic. We have existing templates for invitations, tournament format, promotions, prizes and awards along with creating participant feedback surveys. We would work through Rugby Ontario to contact similar clubs in South West Ontario. The tournament would be an opportunity for a weekend of entertainment through high quality youth rugby.

Norfolk Harvesters is committed to developing rugby in Norfolk County and as such we are prepared to absorb the annual running costs of this tournament. We also have some gift in kind donations from local businesses. However, we do not currently have the quality resources to deliver on a high caliber tournament. We would utilize this grant to purchase equipment and resources that is needed and expected of a quality tournament and will represent Norfolk county with pride. Additionally, this equipment would be utilized year round by our youth teams to improve our rugby program.

Ontario Society for Working Equitation

Requesting: \$5000

Project Overview:

Bring Judge to Canada - Flight / Accommodations / Meals

Day fee for Judge

Educational seminars/ Clinics

2 days of Show (CAN-Am Cup)

Youth show

Emergency services - paramedic

Veterinarian and Farrier

Cost for the fairground rental

We have a shared bank of obstacles that will be transported to the event

We have mobilized volunteers to run the event. Many of our returning (now officials) participants will be helping for their continuing education.

Ontario South Coast Beverage Association

Requesting: \$4595.50

Project Overview:

We want to elevate our Spirit of the Season event by reaching participants outside of Norfolk to bring them into the County to spend tourist dollars during the off-season (shoulder season) for our breweries, wineries, distilleries, shops, and local businesses. Spirit of the Season is a self-guided passport program that include 16-20 stops from members of the Toast the Coast Trail where participants can go and get a food and drink pairing sample over the course of three weekends. It's a way for people to explore new places and support local.

We want to:

- Have 500 participants this year, this will be measured by the amount of tickets sold, and by selling tickets early this year.
 - Have local businesses including our members see tourist dollars in their shops, this will be done by tracking purchases from passport members.
 - Have participants from cities outside of Norfolk to showcase businesses. This will be done through a survey sent out to participants at the end.
-

Port Dover Senior Centre

Requesting: \$4000

Project Overview:

The bedrock of all the PDSC programs and activities is social participation and connections, and our 3 levels of Line-Dancing are a prime example of seniors connecting, staying active and having fun.

Line-Dancing is very well subscribed activity all over the county, and is growing in popularity. Participants enjoy the music, the opportunity to dance without the need of a partner (this is especially true for widows, widowers and single seniors) and the connectedness they feel as part of the group. Both the Simcoe and Port

Dover Senior Centres have very active Line-Dancing programs and there is further interest in the wider seniors' community. Based on the popularity of these programs, we would like to bring this "dancing" community of seniors together for a fun day of connecting with other seniors in the community who enjoy line-dancing or who just want to explore it.

Our proposal is to host a Saturday Line-Dance Day, which will bring both seniors and instructors from across Norfolk County together for a full day of workshops, instruction and Line-Dancing. Participants will enjoy learning new dances at different levels of difficulty, experience the teaching styles of different instructors and connect with others who share their interest in Line-Dancing and best of all, to dance!

The event, held at the Port Dover Community Centre, would run from 10 am till 4 pm and would accommodate approximately 125 participants. A simple lunch and snacks will be provided throughout the day, thereby creating a special experience for all participants.

This event has the potential to become an annual activity, held in different locations or hosted by different Centres, bringing together seniors from across Norfolk County with similar interests, increasing participation at other Centre and forging relationships between the Senior Program Centres themselves.

Purrfect Companions of Norfolk Cat Rescue & Adoption

Requesting: \$10,000

Project Overview:

PCON's project is to provide low cost spay/neuter care to reduce the feline over population in the region. This project is directly related to current Norfolk County residents who are dealing with large colonies of cats on their property. The objective is to help the current residents who are on the PCON waitlist and with the some 150 colony cats currently needing spay/neuter, vaccinations, testing for highly contagious diseases such as FIV and feline leukemia as well as treating any medical conditions these cats may have. On average the shelter received 10+ calls per day from county residents looking for help with stray and abandoned cats and kittens, cats and kittens injured and in distress.

The objective will be met and is being met by PCON's efforts to, with permission and working with the home owners, trap the felines, bring them into the shelter when space is available, assess them for any medical issues, flea treat and deworm and set them up in a kennel with food, water, litter and a bed until they can be taken to the low cost clinics that PCON uses in Hamilton, London and Kitchener - East Village Animal Hospital. EVAH is a low cost clinic available only to rescues and clients that meet their low income criteria. PCON has received minimal funds from the residents who are dealing with these large colonies and unfortunately several of these situations are out of the control. Thus PCON needs the financial resources to deal with these situations. If not resolved then the feline population will continue to become unmanageable. The demand for help is detrimental.

Earlier in 2023 and after a meeting with Mayor Amy Martin, PCON reached out to local vets with a letter of support from Mayor Martin, asking for help to offer low cost clinics to the public. Of the seven veterinarians we contacted only one responded and the answer was "no" and one responded that they would meet with PCON to discuss options. We have since met with that veterinarian but details are still needing review and

negotiation. Without the support of local vets PCON is forced to use the out of town clinics offered by East Village Animal Hospital located in London, Hamilton and Kitchener.

Simcoe and District Humane Society

Requesting: \$10,000

Project Overview:

As we continue helping persons and properties in Norfolk County and continuing our work within our Vision Statement: For all animals to be treated with compassion without the threat of ever being unwanted or abandoned, they might live in a community where overpopulation of companion animals is diminished by humane intervention not euthanasia.

The Society is working with ALL species of animals, Cats, Dogs, Rabbits, small animals and have been educating and assisting pet owners or finders of strays to spay/neuter their pets and the strays outdoors. This may include owned properties where feral or barn cats are prevalent, assisting owners who have been given orders by the Provincial Animal Welfare Services to surrender overpopulation of animals in the household, in barns or in kennels on properties.

The Society also works with surrounding animal services to provide housing and adoption services for animals in their care. After the last few years with COVID 19, difficulties getting vet appointments, loss of jobs, loss of housing, illness and death of owners, people moving into Norfolk County and finding barns of cats; Add the cost of care for other species of animals needing help as well; the problem needs the support of the County. This grant would assist with a portion of the cost of care and would allow the Society to assist lower income households to put \$75 towards a cat, rabbit, small pet spay or neuter or \$125 toward a dog spay or neuter. This project will continue in future years, as our families continue to have pets, strays, or unmanaged lands. Included in this grant request is the 2023 list of animals spayed or neutered through Simcoe and District Humane Society's System.

Also included is the cost of care for these spay/neuter surgeries. These costs may include vaccines, blood tests, dewormer, flea treatment, and microchip insertion, however, the Society purchases some of our medical supplies and microchips directly to save dollars.

Simcoe and District Humane Society is an essential service, available and working through emergency situations.

South Coast Cultural Society

Requesting: \$10,000

Project Overview:

2024 features a 100% accessible, diverse Canadian, BIPOC and culturally rich line up including Indigenous groups White Pine Connection drumming/story telling/dance performances, Lacey Hill Band, Canadian Legends-multi Juno winning Band Lighthouse, Johannes Linstead, Jamaican/Canadian sensation OKAN, kids and family orientated/educational music therapy programming with a certified music therapist, vendors, dozens of local artists.

Events engage and support the community with VIP and free programming, increasing expenditures in Norfolk County, marketing the area and its businesses as a tourist destinations for world-class music, culture, indoor/outdoor excursions and events, marketing and advertising all artists, partners, advertisers and Norfolk County and Ontario's South Coast brands internationally.

SCJ averages 80-\$200,000/event expenditures, attracting visitors from 6 provinces, 5 states and 60 cities and is at the forefront of enlightening its community to diversity and inclusion through music, arts and culture in the communities it serves. However, the area remains under-served requiring further support. A decade ago, JAZZ was a four-letter word in Norfolk County. Today, SCJ amplifies Norfolk internationally live and world-wide on TV/VOD, creating jobs, inspiring young artists, growing culturally rich audiences and leading in ethical, sustainable tourism and economic development for its Lake Erie town.

SCJ is also accessible in price, with an objective to present as many free concerts as possible in the 2024 season. Events will engage and support the community with VIP and free programming, increasing expenditures in Norfolk County, marketing the areas as tourist destinations for world-class music, culture, indoor/outdoor excursions and events. Jazzin' Juniors headliner Zaynab Wilson, Francophone artists Eric Boucher band and 3 concerts for the hearing impaired are also planned with ASL DEAF performers. 45 Canadian artists are confirmed with letters of intent.

Stonebridge Community Services

Requesting: \$4467.25

Project Overview:

Stonebridge Community Services is requesting funds to support training opportunities for our fitness volunteers and staff to upgrade their skills to better serve Norfolk County seniors. Stonebridge Community Services currently offers senior fitness classes (exercise & fall prevention) in 8 communities in Norfolk county (Port Rowan, St. Williams, Port Dover, Vittoria, Waterford, Simcoe, Delhi, Courtland). We run 24 classes each week with over 400 participants. We currently provide care to 7 home bound seniors in Norfolk county and offer 6 virtual exercise classes each week.

Our fitness instructors are primarily trained on the job through shadowing and instruction from other instructors. Our Supportive Care Aids are not provided with any specific exercise training. We therefore, feel that providing our staff and volunteers with formal training through the Canadian Centre for Activity & Aging, specific to their roles will improve their confidence in offering these popular and much needed programs and improve the safety and outcome for participants.

Fitness instructors would receive the following training: Senior Fitness Instructors' Course through the Canadian Centre for Activity and Aging - This course is designed to teach individuals to lead safe and effective exercise classes for community-dwelling older adults. Certification as a CCAA Seniors' Fitness Instructor recognizes proficiency in leading evidence-based model exercise classes, applying specific knowledge and skills pertinent to adulthood and old age. The SFIC course was developed by the CCAA in partnership with Western's School of Kinesiology. This certification course involves 28-30 hours of theory and practical instruction, delivered in-person or in a mixed delivery format of synchronous and asynchronous modules, and mentorship from the CCAA team. Certification is granted upon successfully completing a written exam and a competency-based practical evaluation. Certification is maintained by demonstrating ongoing excellence in upholding the SFIC standard.

Supportive Care Aids would receive the following training: Tiered Exercise Program course through the Canadian Centre for Activity and Aging - a three tier, 10-exercise progressive program geared towards older adults that require improved functional mobility and independence. Learn how to assign older adults to tiers and progress them through the program individually or in a group setting. Suitable for individuals involved in in-home care, retirement residences, or long-term care facility programs. The program will be deemed successful when we have provided each of our 4 fitness instructors, and 5 supportive care aids with appropriate training in senior's health & fitness.

Tillsonburg & District Multi-Service Centre

Requesting: \$1800

Project Overview:

The Multi-Service Centre is a charitable organization providing excellence in employment, literacy and home support services to Oxford, Norfolk and Elgin communities through partnerships and innovation that allow others to embrace their personal independence. Incorporated in 1978, the MSC has been supporting residents and businesses with their employment needs, literacy upgrading and helping seniors to age in place through our home support services. Many of these services are at no cost to the client. The MSC is grateful for the continued support from Norfolk County. In 2020, the MSC was the successful recipient of a \$1,440 community grant. Thank you!

Waterford Lions Pumpkinfest

Requesting: \$10,000

Project Overview:

We are hoping to expand our entertainment on stage to include more local talent and also to bring in some well-known talent in order to draw a larger, more diverse crowd. To seek a few more entertainment entries to our parade which draws so many people from far and wide who then spend money on all of our other festivities! We are also looking to have a giant Lego area for kids to play in which again draws parents in to spend money at other activities.

Waterford Tricenturena Skating Club

Requesting: \$4000

Project Overview:

Our club's year end skating showcase/carnival is a community event held at the Waterford Tricenturena Arena the first weekend in April. In 2022, almost 700 people attended Carnival between two shows and a dress rehearsal. Families and friend from throughout Norfolk and other locations travelled to Waterford to see our skaters and enjoy our community and local businesses. This year, over 150 skaters from our Me and My Parent littlest skaters to our Adult Figure Skating program will perform in our Party like its 1999 Carnival. This is an increase of almost 50 skaters because our clubs keeps growing every year with more and more interest in programming and increased registration in all our programs. To help support this increased registration, and increased costs, this application is asking for financial support for our ice rental costs for the weekend of carnival and funds to help offset our costume costs from our increase in skater participants. Ice

rental is our a large expense for carnival and having financial support secured to cover these costs means our fundraising efforts can be concentrated on decorations, lights, programs, tickets and other expenses that are necessary to making sure our show is a success. Funds to offset our costume expenses are not only beneficial to bringing our show to life - with the pageantry that our community has come to love - but our costumes are also a year over year investment. We keep all of our costumes and try and repurpose as many as possible each year but we also like to build that collection over time with investment in key, re-usable pieces, no matter the theme each year. With more skaters registered this year, we have more skaters in each number, so also need to have additional costumes made to add to our current inventory. These funds help support both of these specific objectives - ice rental and costumes - but moreover our most important objective - a successful carnival where all our skaters can participate and the entire community can enjoy.

Young Theatre Players

Requesting: \$6000

Project Overview:

YTP no longer has a projector available to us to use for our productions and will be needing to purchase one ourselves. The cost is going to be about \$6000.00 we will be able to use this equipment for future productions as well. So a good investment for us, it will also save on set costs as well for future plays as we will be able to use the projector for some our sets. Along with this one time cost this year every production has fees associated, the wrights/scripts for the plays vary between 2000-5000, costumes and props can run between 200-1000, along with printing costs and other misc. costs associated. This year there are two plays, Mean Girls has been performed and in June we will be performing Beauty and the Beast.



REVISED POLICY MC-05: Norfolk Community Grants

Mayor and Council

Authority

In accordance with Section 107 of *the Municipal Act*, Norfolk County Council may provide grants to organizations and groups who operate within, and/or provide services to, Norfolk County for any purpose that Council considers in the interest of the municipality.

Definitions

“Grant” – contribution “in-cash” or “in-kind” that is awarded by Norfolk County for specific initiatives, services or responsibilities to an eligible recipient. Operational Subsidies do not qualify as grants under this policy.

“In good standing” – the organization is not in litigation with the County. The organization is current on taxes and accounts receivable.

“In-Kind” – grants based on the provision of municipal property/facilities, materials or resources to an applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or loss of revenue for the County. Examples of in-kind services include staff time for special events, waived or subsidized fees, waived, discounted or subsidized rental rates and free use of county equipment. If applicable, Norfolk County reserves the right to amend the amount of grant requests based on the applicants request for additional in-kind support.

“Not For Profit Organization” – an adjective used to describe an applicant(s) who meets one or more of the following requirements:

- is registered in Ontario as a non-profit corporation by the applicable provincial or federal authority or ministry; or
- is a registered charitable organization; or
- is a volunteer-based community organization or group that can demonstrate that it provides a clear benefit to Norfolk County and can show that the denial of grant/financial assistance would impact their ability to carry out their project

“Selection Committee” – a team comprised of one (1) member from ~~five-six~~ (56) council advisory committees (Accessibility Advisory Committee, Agricultural Advisory Committee, Heritage Advisory Committee, Sustainability Advisory Committee, Economic Advisory Committee, Recreation and Parks Advisory Committee) and ~~six-five~~ (65) Norfolk County staff members, from the following divisions/departments; Community Development, Finance, Operations, E&IS and Corporate Services and one (1) non-voting coordinator

from Community Development assigned with the task of evaluating Community Grant Applications. Each member must commit to a two (2) year term.

“Project” – specific initiatives, services or responsibilities to be carried out by the applicant organization.

Policy Statement

Norfolk County recognizes the need to assist non-for-profit organizations in taking on new initiatives and assisting organizations in carrying out their services and responsibilities. Hereon referred to as “Projects”

These projects should align with one or more of the Norfolk County Strategic Priorities for the current term of Council, as part of Norfolk County’s Strategic Plan. These projects should be beneficial to the community and are clearly non-core or non-scheduled services offered by the County.

The Norfolk County Strategic Priorities for the current term of Council are as follows **Empowering Norfolk, Building Norfolk, Connecting Norfolk, Serving Norfolk and Sustaining Norfolk.**

The County believes that organizations should become sustainable as soon as possible after they begin operations and should remain sustainable if the community provides the level of funding required for their operation. In other words, the County will not be supporting on an ongoing basis any organization that does not have a sufficient amount of support, financial or otherwise, from the community. Community grants issued by Norfolk County are designed to be supplemental to the organizations overall requirements necessary to carry out the new initiative, deliver services or carry out their responsibilities. Community Grants should not be considered as a primary source of funding. Approval of grant funding in any one year does not guarantee future assistance and is not to be regarded as a commitment. Preference will be given to new organizations providing new initiatives, services or responsibilities.

Organizations that include the purchasing of tangible capital assets as part of the organizations project budget will require additional approval of Norfolk County, prior to the overall approval of the application. Examples of tangible capital assets would be a permanent garden, decorative features or equipment.

Council reserves the right to cancel or alter the Community Grant Program or Policy as needed.

Purpose

The purpose of this policy is to:

- Work together with our community to deliver on Norfolk County Strategic Plan Priorities.

- Provide limited financial assistance to eligible, not-for-profit organizations to provide new initiatives, services or carry out responsibilities that align with one or more of Norfolk County Strategic Priorities.
- Achieve consistency, fairness and demonstrate due diligence with respect to proper use of public funds when grants are involved.
- Ensure that all grant-related projects are administered and operated in a fiscally responsible manner by well organized, competent and properly structured organizations or groups.
- Provide decision making criteria for use by the Selection Committee when responding to requests for grants.
- To build and advance the self-sustainability and effectiveness of not-for-profit sector by providing an appropriate level of support that strengthens the capacity of not-for-profit organizations to deliver programs and services within Norfolk.

Norfolk Community Grant Program Budget

Council shall establish annually, the total funding envelope for the “Community Grant Program”, as part of the annual operating budget.

Grant requests can be made for values from \$500 to \$10,000. Application approvals and final grant allocation amounts to organizations will be based on application criteria, number of applicants and total available funding envelope. Funding through the Community Grant Program is not guaranteed and is subject to funding availability.

Guidelines:

Eligibility

Please Note – Council reserves the right to change eligibility requirements without notice at any time.

1. Must be a **“Not For Profit Organization”** who meets one or more of the following requirements:
 - is registered in Ontario as a non-profit corporation by the applicable provincial or federal authority or ministry; or
 - is a registered charitable organization; or
 - is a volunteer-based community organization or group that can demonstrate that it provides a clear benefit to a community within Norfolk County and can show that the denial of grant/financial assistance would impact their ability to carry out their planned project(s)

2. Organization must be in existence for a minimum of one (1) year before consideration will be given for a grant.
3. Organization must have a Volunteer Board, or Steering Committee consisting of three (3) or more members.
4. Applicants must be located in, or provide initiatives, services or responsibilities to Norfolk County.
5. Applicants must demonstrate active community support and fundraising efforts to support the continuation of the initiative, service or responsibility.
6. Applications must align with one (1) or more of the County's Strategic Priorities.
7. Applications must include a completed "**Project Budget Form**" as well as a copy of the most recent financial statements and/or the current year's budget at time of submission. Norfolk County will require proof of cost for any project expense item over \$5000.
8. Project applications must have a benefit to the community.
9. The applicant's project does not unnecessarily duplicate successful projects that already exist in Norfolk County.
10. Grant applications involving a special event(s) or festival projects that may require additional in-kind support from Norfolk County must contain a completed "**In-kind Support Summary Form**" with their grant application. The form is to be filled out and signed by County staff after an internal consultation with the departments involved that would be providing in-kind support.
11. Any organization that is currently receiving or has received in the last 12 months any operational subsidies, subsidized or discounted rates or fees or any "in-kind" services from Norfolk County must be declared on the application. These amounts may be deducted from the overall grant request.
12. The Grant Application form must be completed in full, including all questions answered and all requested supporting documents submitted at time of application. Incomplete applications will not be considered.

Ineligibility

1. Cannot be an individual, or a commercial or industrial organization. (*Municipal Act*, Section 106)
2. Cannot be a local board, as defined by the Municipal Act.
3. Cannot be agencies whose mandate is the responsibility of other levels of government where funding has been withdrawn.

4. Ineligible if not “in good standing” with the County.
5. The applicant organization cannot be currently receiving or have received any additional grant funding from any other Norfolk County Grant Programs within the past twelve (12) months. Operational subsidies to Community Groups do not qualify as Grants under this policy. Grants will not be provided to fund capital projects on property held by private landowners.

Process

1. The application intake will open in late January of the funding year, after annual budget decisions.
2. The grant policy and application package will be available on the county website.
3. All applicants must review the Norfolk Community Grant Policy and complete the application for submission no later than February 28th of the year of the funding request. Applications must be completed in full for consideration.
4. If applicable, any request for “in-kind” support must be outlined, in the in-kind support summary, with a dollar value and approved by the applicable county department prior to submitting the application. The Selection Committee will review applications in March. If a pecuniary interest should exist in an application, that Selection Committee member must declare and record a conflict and withdraw from the discussion.
5. The Selection Committee will review each application, based on the eligibility and evaluation criteria outlined in the policy, and make recommendations to Council.
6. Successful and unsuccessful applicants will be notified via email by the end of April. Successful applicants will receive an approval letter from Norfolk County’s CAO’s office or delegate, binding applicant to previously agreed upon terms and conditions of receiving a Norfolk County Community Grant.
7. Community Grant Funds will be deployed starting May 1.
8. Grant Recipients must provide a detailed and accurate report for the project by filling out and submitting “**Grant Reporting Form**” to the County, no later than 60 days after completion of the project. Failure to do so will eliminate the organization from future grant funding consideration.

Evaluation of Applications

The following evaluation criteria will be used by the Selection Committee to evaluate all applications:

1. How the initiative, service or responsibility aligns with the County’s Strategic Priorities.
2. Applicants must outline clear, quantitative and measurable goals and/or project metrics.

3. How the project positively benefits Norfolk County and positively contributes to the quality of life of residents. Preference will be given to organizations that provide programs, events or services to underserved populations and/or support diversity, equity and inclusion.
4. Applicants must provide evidence of community support to enable the organization to be sustainable. This support could include:
 - a. additional financial and non-financial resources being leveraged from other sources;
 - b. details of the number of volunteers that will be involved in the work, and the number of hours they will bring; and
 - c. collaboration or partnership with other organizations
5. Applicants must provide evidence of financial need, as well as prove they have established diversified sources of revenue by submitting a copy of their most recent budgets or financial statements. Organizations that have current budgets or financial statements indicating a significant surplus will be required to provide explanations of the surplus and how the organization intends to use it.
6. Sound organizational track record. This considers if the organization has the ability, skills and capacity to undertake the work and has undertaken similar work in the past.
7. The organizations project budget is accurate, financial viable, cost effective and contains feasible or reasonable timelines.

Terms and Conditions

1. Declaration by the Grantee that the information contained in the Grant Application and supporting documentation is true and correct in every respect.
2. Community Grant funds must be used for the specific initiative, service or responsibility outlined in the application. Misuse of funds will result in the applicant being disqualified from receiving future grants.
3. The applicant organization must spend grant funding on the sole purpose for which it was awarded by May 1st of the following year of the funding request.
4. Community Grant funds are not transferrable between projects or groups.
5. In case of a project cancellation or alteration to the original project, the Grantee shall immediately notify the County. In case of a cancelation, repayment of the entire amount of the Community Grant will be required.
6. In case of any remaining unused funds for a project the Grantee shall immediately notify the County. Repayment of the remaining unused amount of the Community Grant will be required.

7. The Grantee shall notify the County immediately, in writing, of its impending or actual bankruptcy, insolvency, appointment of a receiver, dissolution, cessation of carrying on business or bulk sale of assets.
8. The Grantee shall immediately notify the County, in writing, if any of the information provided by the Grantee to the County is determined to be inaccurate in any material respect, or if there has been any material adverse change in any of the information provided.
9. The Grantee shall comply with all laws, regulations, by-laws and other governmental directives or orders in the course of spending the Grant.
10. The Grantee shall indemnify and hold harmless the County against any claims, costs, causes of action, fines, or any other losses or other penalties the County suffers relating to the giving of the Grant to the Grantee.
11. Grant recipients must acknowledge Norfolk County's contribution to the project in all related public information, promotional material and media coverage. Prior approval relating to proper logo placement and usage is required.
12. Grant Recipients must provide a detailed and accurate report for the project by filling out and submitting "Grant Reporting Form" to the County, no later than 60 days after completion of the project. Failure to do so will eliminate the organization from future grant funding consideration. Should an organization apply for a grant while a previous grant project is still considered open, should their application be approved, funds will be held until the previous project is complete and the Grant Report has been received.
13. The Grantee consents to the County using information regarding the details of the grant awarded, including the name of the Grantee, the activities carried out and the community impact of the activities in reports and on the County website and other relevant media, provided that the County shall not release any information, including financial information and personal information of members or Board members, which is confidential pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.



Working together with our community

Council-In-Committee Meeting – April 09, 2024

Subject: Authorization – D7806 Mutual Agreement Drain - Cedar Drive, Turkey Point
Report Number: EIS-24-020
Division: Environmental and Infrastructure Services
Department: Engineering
Purpose: For Decision

Recommendation(s):

That staff report EIS 24-020 Report for Authorization – D7806 Mutual Agreement Drain - Cedar Drive, Turkey Point be received as information; and

That Council provide authorization and direct the CAO to sign the Mutual Agreement Drain, as presented; and

Further That Council direct staff to Register the Mutual Drain Agreement on title to the participating lands, and to construct the Drain with cost recovery as outlined within the agreement.

Executive Summary:

Council has received a Mutual Agreement Drain (MAD) signed by four (4) owners, seeking Norfolk County's assistance in addressing a drainage issue along Cedar Drive in Turkey Point. During heavy rain and snow melt, water pooling along the road and into front yards is creating a localized issue which is a nuisance and safety hazard for motorists.

Working closely with the willing owners, staff have developed a solution to the drainage issue and suggested the MAD process be used to support the forward movement of the solution along with a cost share arrangement noting the mutual benefits being derived. The steps taken to date involve developing a solution plan, estimating the project cost and applying for any necessary permits and approvals. MADs are effective for simpler projects when owners collaborate and cooperate to resolve an issue.

The landowners are requesting Norfolk County's participation in the MAD to facilitate construction, cover upfront costs, and contribute 50% to the total project expenses in recognition of the benefit being derived by the road (effective removal of surface water and ponding in the road allowance). After thorough review, staff support this proposal

and recommend Council authorize the appropriate staff to sign the agreement and move the project forward.

Discussion:

The Mutual Agreements Drain (MAD) proposal near 368 and 370 Cedar Drive in Turkey Point demonstrates collaborative and cooperative efforts between landowners and Norfolk County to address a drainage issue. Through proactive planning and stakeholder collaboration, a plan has been developed to alleviate water pooling on private property and within the road allowance, enhancing safety for motorists and property aesthetics. The proposal consists of the installation of a new catch basin within the road allowance, and the construction of approximately 45m of 6" HDPE pipe from the road allowance, along the side-yards of 368 and 370 Cedar Drive, out-letting into the channel behind these properties. All permits and approvals required to perform the work have been received or approved in concept. The LPRCA Permit was not completed as staff did not want to incur costs, should the project not be supported by Council.

Norfolk County's endorsement of the proposal and financial contribution to project expenses illustrates a fair and transparent cost-sharing mechanism, consistent with previous initiatives like the Southern Turkey Point Relief Drain. Attachment A provides a clear breakdown of financial responsibilities, promoting equity among property owners and accountability for construction and future maintenance. All future maintenance, if required, would be conducted by the Operations Division and costs could be recovered as outlined within the agreement.

Realty Services has indicated they will assist with registering the MAD agreement on title to ensure the agreement is in place long-term and provides legal clarity for the presence of the outlet between 368 and 370 Cedar Drive. With the agreement registered on title, the agreement is binding on future owners which will protect our ability to maintain the drainage system in the future.

The Operations Division has agreed to support the proposed works, demonstrating interdepartmental cooperation. Once the agreement has been approved, staff will coordinate the works as soon as practical.

Staff are recommending that Council provide staff with the necessary authorization to execute the agreement as submitted and continue to support this collaborative effort.

Financial Services Comments:

Per Attachment 1, the expected cost to construct this Mutual Agreement Drain, if approved, is \$12,500. Attachment A within the Agreement indicates Norfolk County's expected proportion is 50%, or approximately \$6,250. The Final 2024 Levy Supported Operating Budget includes an allocation of \$237,300 for the materials and installation /

repairs of piping and catch basins. The construction under this agreement would be accommodated within this budget and not result in any additional impacts to the levy.

In addition to the construction costs outlined in this agreement, Norfolk County will be responsible for a portion of future maintenance costs of this drainage system. These costs will be assessed using Attachment A within the Agreement, and Norfolk County's portion would also be accommodated within the annual budget discussed above.

Interdepartmental Implications:

Realty Services will be required to assist in registering the signed agreement on title.

Engineering Staff will be required to facilitate remaining permits, construction and coordinate the recovery of costs incurred once the project is complete.

Operations Division will be required to support the project and staff time for basic maintenance in the future.

Consultation(s):

Staff have collaborated on this effort with several internal and external agencies.

Internally, Drainage staff have worked with other staff in the Engineering Department, Operations Division, and Corporate Services Division (Realty Services).

Externally, staff have worked with our Environmental consultant to provide review and oversight for permits and approvals, along with consultations with the Long Point Region Conservation Authority and the Department of Fisheries and Oceans Canada.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Building Norfolk - Develop the infrastructure and supports needed to ensure complete communities.

Explanation:

The initiative aligns with the above strategic plan linkage by addressing drainage issues collaboratively and prioritizing safety and fairness. The proposal reflects the county's commitment to resilient and sustainable infrastructure development.

Conclusion:

Staff recommends Council provide staff with the necessary authorization to execute the contract as submitted and continue to support this collaborative effort.

Attachment(s):

1. Attachment No. 1 – D7806 Mutual Agreement Drain
2. Attachment No. 2 – D7806 Mutual Agreement Drain Map
3. Attachment No. 3 – D7806 Mutual Agreement – ‘Attachment A’

Approval:

Approved By:
Andrew Grice
General Manager, EIS

Reviewed By:
Darnell Lambert, CET
Director Engineering

Prepared By:
Chris Dunn, CET
Drainage Superintendent

Agreement by Owners - Mutual Agreement Drains

Drainage Act, R.S.O. 1990, c. D.17, s.2

We, the undersigned (hereinafter referred to in this agreement as the owners), enter into this agreement made pursuant to the above Act for the construction or improvement and subsequent maintenance of the drainage works for our respective lands as described below:

Property Owners Signing the Mutual Agreement:

- Your municipal tax bill will provide the parcel roll number.
- Complete the following description of the land of each owner sufficient for registration on the title of the property in the proper land registry office.
- Please note that properties registered under *the Registry Act* may be submitted on paper while properties registered under *the Land Titles Act* must be submitted electronically.
- Ensure that each description contains its Property Identification Number (PIN). PINs for municipal roads may require a reference plan.

Contact Information

Last Name NORFOLK COUNTY	First Name	Middle Initial
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Mailing Address

Unit Number	Street/Road Number 185	Street/Road Name ROBINSON STREET		PO Box
City/Town SIMCOE			Province ONT	Postal Code N3Y 5L6
Lot or Part Lot No.	Concession	Geographic Township	Parcel Roll No.	Property Identification No. 502670756

The Drainage works (*Drainage Act*, R.S.O. 1990,s. (1)) consists of: (Provide brief description of the size, length, and location of the drainage works)

The Drainage Works will consist of installing a catchbasin at Cedar Drive and installing approximately 45m of 150mm (6") solid HDPE pipe to provide an outlet from Cedar Drive and adjacent properties to the channel behind 368 and 370 Cedar Drive. Work to include all necessary restoration and cutting hole in seawall for outlet pipe.

The drainage works is located as shown on the attached plan which forms part of this agreement. (The plan must show the parcel boundaries and the location of the drain, giving points of commencement, course and termination, depth, bottom and top width, any bridge, culverts, catch basin, etc., requested and other particulars as agreed upon.) Illegible plans will not be accepted.

The name of the drainage works (optional)

NC Wiseman Freeman Vansickle and Moore MAD

The estimated cost of the drainage works \$12,500.00 (dollars)

The proportion of the cost of construction or improvement and subsequent maintenance of the drainage works shall be borne by the owners of the undersigned properties in the proportions set out opposite each property:

Express the proportion under each heading as a percentage. The total of the percentages in each column must add up to 100.

Property Identification No.	Construction/Improvement %	Maintenance %
See Attachment A		
Total 100%		

Additional terms to the agreement as specified by the owners(i.e. Timeframe required for maintenance)

See Attachment A - Attachment A will form part of this agreement.

Registered agreement binding on successors

In accordance with section 2(3) of the *Drainage Act*, an agreement or an executed copy thereof made under this section shall, upon registration in the proper land registry office, be binding upon the heirs, executors, administrators, successors and assigns of each party to the agreement.

I hereby enter into this agreement for drainage for the land described and acknowledge my financial obligations.(Fill out the applicable section below)
Ownership

☐ Sole ownership

Owner Name (Last Name,First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the agreement form)

Owner Name (Last Name,First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the agreement form)

Name of Signing Officer (Last Name, First Name) (Type/Print)

Al Meneses

Name of Corporation	Signature
Norfolk County	I have the authority to bind the Corporation
Position Title	Date (yyyy/mm/dd)
Chief Administrative Officer	

I hereby enter into this agreement for drainage for the land described and acknowledge my financial obligations. (Fill out the applicable section below)

Ownership

☐ Sole ownership

Owner Name (Last Name, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☒ Partnership (Each partner in the ownership of the property must sign the agreement form)

Owner Name (Last Name, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
WISEMAN STEVEN LLOYD	<i>Steven Wiseman</i>	2024/01/16
UTTER SCOTT CLAIR	<i>Scott Utter</i>	2024/01/16

☐ Corporation (The individual with authority to bind the corporation must sign the agreement form)

Name of Signing Officer (Last Name, First Name) (Type/Print)

Name of Corporation	Signature
Position Title	<small>I have the authority to bind the Corporation</small> Date (yyyy/mm/dd)

I hereby enter into this agreement for drainage for the land described and acknowledge my financial obligations.(Fill out the applicable section below)

Ownership

☒ Sole ownership

Owner Name (Last Name,First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
FREEMAN ALLEN RUSSELL W		2024/01/24

☐ Partnership (Each partner in the ownership of the property must sign the agreement form)

Owner Name (Last Name,First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the agreement form)

Name of Signing Officer (Last Name, First Name) (Type/Print)

Name of Corporation	Signature
	I have the authority to bind the Corporation
Position Title	Date (yyyy/mm/dd)

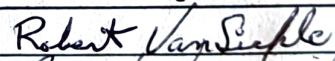
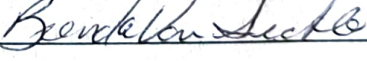
I hereby enter into this agreement for drainage for the land described and acknowledge my financial obligations.(Fill out the applicable section below)

Ownership

☐ Sole ownership

Owner Name (Last Name,First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☒ Partnership (Each partner in the ownership of the property must sign the agreement form)

Owner Name (Last Name,First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
VANSICKLE BRENDA ANVANSICKLE ROBERT ROSS		2024/01/05
VANSICKLE BRENDA ANNE		2024/01/25

☐ Corporation (The individual with authority to bind the corporation must sign the agreement form)


Name of Signing Officer (Last Name, First Name) (Type/Print)

Name of Corporation	Signature
	I have the authority to bind the Corporation
Position Title	Date (yyyy/mm/dd)

I hereby enter into this agreement for drainage for the land described and acknowledge my financial obligations. (Fill out the applicable section below)

Ownership

☒ Sole ownership

Owner Name (Last Name, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
MOORE STEPHEN JEFFREY		2023/12/20

☐ Partnership (Each partner in the ownership of the property must sign the agreement form)

Owner Name (Last Name, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the agreement form)

Name of Signing Officer (Last Name, First Name) (Type/Print)

Name of Corporation	Signature
	I have the authority to bind the Corporation
Position Title	Date (yyyy/mm/dd)

I hereby enter into this agreement for drainage for the land described and acknowledge my financial obligations. (Fill out the applicable section below)

Ownership

☐ Sole ownership

Owner Name (Last Name, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the agreement form)

Owner Name (Last Name, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the agreement form)

Name of Signing Officer (Last Name, First Name) (Type/Print)

Name of Corporation	Signature
	I have the authority to bind the Corporation
Position Title	Date (yyyy/mm/dd)



ATTACHMENT A - PROPORTIONS for MAD D7806

The proportion of the cost of construction or improvement and subsequent maintenance of the drainage works shall be borne by the owners of the undersigned properties in the proportions set out opposite each property:

Express the proportion under each heading as a percentage. The total of the percentages must add up to 100%.

Owner #1	Owner #2	Roll Number	Property Identification Number	Construction/Improvement	Maintenance
WISEMAN STEVEN LLOYD	UTTER SCOTT CLAIR	49310005200	502670149	12.5%	12.5%
FREEMAN ALLEN RUSSELL W		49310007300	502670169	12.5%	12.5%
VANSICKLE ROBERT ROSS	VANSICKLE BRENDA ANNE	49310007200	502670168	12.5%	12.5%
MOORE STEPHEN JEFFREY		49310007100	502670167	12.5%	12.5%
NORFOLK COUNTY - CEDAR DRIVE			502670756	50.0%	50.0%
TOTAL 100%				100%	100%

ADDITIONAL TERMS: (Additional terms to the agreement as specified by the owners(i.e. Timeframe required for maintenance))

* If the drainage system is not working due to a blockage or the need for repair, any owner may file a notice with the Municipality. Once recieved, the parties will have 60 days to initiate a maintenance plan acceptable to the affected parties.

*The work will be organized by Norfolk County. Costs of the construction and maintenance of the Drainage Works will be based off of actual costs and interest charges incurred. Invoices will be sent to the affected parties and if unpaid, cost will be applied to the applicable tax roll.

*All parties must agree in writing before work commences or maintenance occurs.

*Norfolk County takes no responsibility for any events that are naturally occuring such as rising lake levels or storm surges. During these events, the new pipe may act as a conduit and cause localized flooding.

*This agreement shall be registered on title in accordance with section 2(3) of the Drainage Act, in order to bind the agreement on future heirs, executors, administrators, successors and assigns of each party to the agreement



Working together with our community

Council-In-Committee Meeting – April 09, 2024

Subject: Delhi High School Pedestrian Cross Over
Report Number: EIS-24-027
Division: Environmental and Infrastructure Services
Department: Engineering
Ward: Ward 3
Purpose: For Decision

Recommendation(s):

That Report EIS-24-027 Delhi High School Pedestrian Cross Over be received as information; and

That Staff be directed to initiate the procurement process for the Engineering, Design and Construction of a Mid-Block Pedestrian Signal as an upgrade to the existing Pedestrian Cross Over; and

Further That the Approved Capital Budget be amended to add an allocation of \$150,000 for the installation of the Mid-Block Pedestrian Signal in Delhi, to be funded from the New/Incremental Capital Reserve.

Executive Summary:

Prior to the 2021 construction project on James Street in Delhi, there was a formal pedestrian crossing located on James Street immediately south of Pine Street. The crossing location featured: school crossing signs, painted crosswalk lines, actuated flashing beacon lights and a crossing guard during school crossing times. (see picture in attachments)

As part of the Engineering design process for the reconstruction project of James Street, a Traffic Study Report (TSR) was completed with a recommendation to relocate the pedestrian crossing and to upgrade its safety features to include a Pedestrian Cross Over Signal (PXO). The recommendation was based on Engineering guidelines and requirements for pedestrian crossings using volumes recorded (observed) as well as detailed site information.

As part of the Construction project the crossing was relocated 60 meters to the south and installed as a Level 2 Type B PXO (see picture in attachments). A school crossing guard is also on duty at this location at assigned times.

In late 2022 through report EIS 22-084 a Community Safety Zone (CSZ) designation was approved for James Street between Lansdowne Avenue to Brock Avenue. The CSZ envelops the relocated pedestrian crossing location between Pine Street and William Street.

In late 2023 staff became aware of three (3) incidents where pedestrians (students) were struck by vehicles. There have also been some close calls reported as well. The incidents occurred despite the presence of a PXO with flashing lights and a crossing guard.

In late November 2023, Engineering staff began to collect vehicular and pedestrian data at the PXO location for review and analysis to determine if further action is warranted to improve safety at the pedestrian crossing location.

Discussion:

Prior to the reconstruction of James Street in 2023, a formal pedestrian crossing point was located just south of Pine Street on James Street. While this was the formal crossing location for pedestrians, it was likely that a number of informal pedestrian crossings were being made further south of this location (nearer to William Street) given its more direct route to the High Schools front entrance. Crossings outside of the formal crossing point would require pedestrians to wait for gaps in traffic to cross the road. This presents a risky pedestrian crossing maneuver.

A TSR was completed as part of the engineering and design for James Street reconstruction and the study concluded with a recommendation to relocate the existing formal pedestrian crossing point 60 meters to the south (more near William Street) and upgrade its features to a Level 2 Type B PXO. This relocation work put the formal crossing point in the location of the above noted 'informal crossings' and was completed as part of the James Street reconstruction project in 2023.

The Type B PXO crossing features push button activation, overhead signage and pole mounted rapid rectangular flashing beacons and is compliant with the design requirements identified in Ontario Traffic Manual Book 15 Pedestrian Crossing Treatments.

At its new location, more central to the High School; the PXO provides a much-improved crossing environment and hence more pedestrian crossings now occur at this location.

In late 2023 staff became aware of three (3) incidents over the past couple of years where pedestrians (students) were struck by vehicles. There have also been some close calls reported as well. These incidents occurred despite the presence of a PXO with flashing lights and a crossing guard. In response, Engineering staff began collecting vehicle and pedestrian volume data in the PXO area to conduct a preliminary analysis to determine if further safety measures were warranted at the pedestrian

crossing location. It was noted during data collection that several vehicles did not stop in advance of the PXO when the signals were activated and even with a crossing guard present. Engineering staff conducted analysis of the data and concluded that the traffic and pedestrian volumes at this location require the consideration of an upgrade to the existing PXO.

James Street is a Ministry of Transportation of Ontario (MTO) connecting link, and as such Norfolk County must gain approval from MTO for any proposed additions or modifications to the traffic control devices along this highway. A technical review was completed by Paradigm Transportation Solutions in early February 2024 that confirmed that further safety measures are warranted, and the recommended safety treatment is a Mid-Block Pedestrian Signal (MPS).

An MPS is a traffic signal that is primarily dedicated to providing traffic gaps for pedestrian movements at mid-block crossing locations (i.e. not at an intersection). MPSs feature traffic and pedestrian signal heads and AODA complaint signal pushbuttons. Countdown signal heads are optional; however, staff are recommending their installation at this location to indicate time left to cross James Street given that it is a four (4) lane roadway. A typical layout is shown in the attachments.

Staff forwarded the technical review and recommendations to the MTO for review and comment. In late February 2024, MTO staff concurred with the review and recommendation to install an MPS at this location.

Next Steps

For the PXO to be upgraded to an MPS, staff are recommending that a procurement be initiated to retain a consulting Traffic Systems Engineer to complete the required design and tender package.

The current PXO is solar powered, however, it is anticipated that a hydro connection will be required for the new MPS installation. It is likely that the poles and pole bases that currently support the existing PXO features can be re-used. The other existing components can be stored and re-used on other new or existing PXO's in Norfolk County.

It is anticipated that the cost to upgrade the PXO to an MPS will be approximately \$150,000 including engineering, design, and construction.

Once the design is complete and prior to tendering, staff will again follow up with MTO to ensure that they have no issues with the proposed design and layout of the MPS.

Norfolk County will also be required to enact a by-law for the installation of the MPS on the connecting link. The by-law can be enacted by Council during the construction stage and shall be filed with the Ministry within 30 days of passing.

If approved by Council, staff will immediately begin the procurement process for Engineering and construction with the hope of completing the installation before the start of the 2024/25 school year.

Financial Services Comments:

The Approved Capital Budget and 10-Year Capital forecast includes multiple allocations for Pedestrian Cross Overs; however, the department has earmarked other locations for these projects already. As such, the Approved Capital Budget does not include an allocation for a Mid-Block Pedestrian Signal in Delhi.

Therefore, staff recommend that the Approved Capital Budget be amended to include a new project for a Mid-Block Pedestrian Signal in Delhi, with an allocation of \$150,000 to be fully funded from the New/Incremental Capital Reserve, consistent with other planned installations of PXO's.

The New/Incremental Capital Reserve is anticipated to have sufficient funds to accommodate this amendment. Staff will review this forecast accordingly if it is affected by any year-end entries and provide an update when audited 2023 Financial Statements are presented to Council.

Interdepartmental Implications:

The Roads Department will have to add the MPS to their inventory of traffic signal systems for inspections to conform to the Minimum Maintenance Standards.

Clerks will be required to file a copy of the by-law with the Ministry within 30 days of its passing, and the by-law shall not become operative until it is approved by the Ministry.

Consultation(s):

The Ministry of Transportation Ontario was contacted regarding the conditions and approval requirements to install an MPS on the connecting link in Delhi.

The Ontario Provincial Police were consulted (as part of the Norfolk Road Safety Committee meeting) to discuss the current PXO installation, safety, and enforcement concerns.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Building Norfolk - Develop the infrastructure and supports needed to ensure complete communities.

Explanation: The upgrade of the Pedestrian Crossing at the High School in Delhi is warranted and will provide a safer crossing for students and residents.

Conclusion:

Staff are recommending that the existing Pedestrian Crossing in Delhi in front of the High School be upgraded to a Mid-Block Pedestrian crossing and that procurement commence to retain an Engineering firm to complete the design and tender package.

It is also recommended that a project be created in the Approved Capital Budget with an allocation of \$150,000 to complete the Engineering, design, and construction of the MPS.

Attachment(s):

- Original school crossing on James Street at Pine Street
- Current PXO in front of Delhi High School
- Typical Layout for a Mid-Block Pedestrian Crossing

Approval:

Approved By:
Andrew Grice,
General Manager Environmental and Infrastructure Services

Reviewed By:
Darnell Lambert,
Director Engineering.

Prepared By:
Mike King,
Engineering





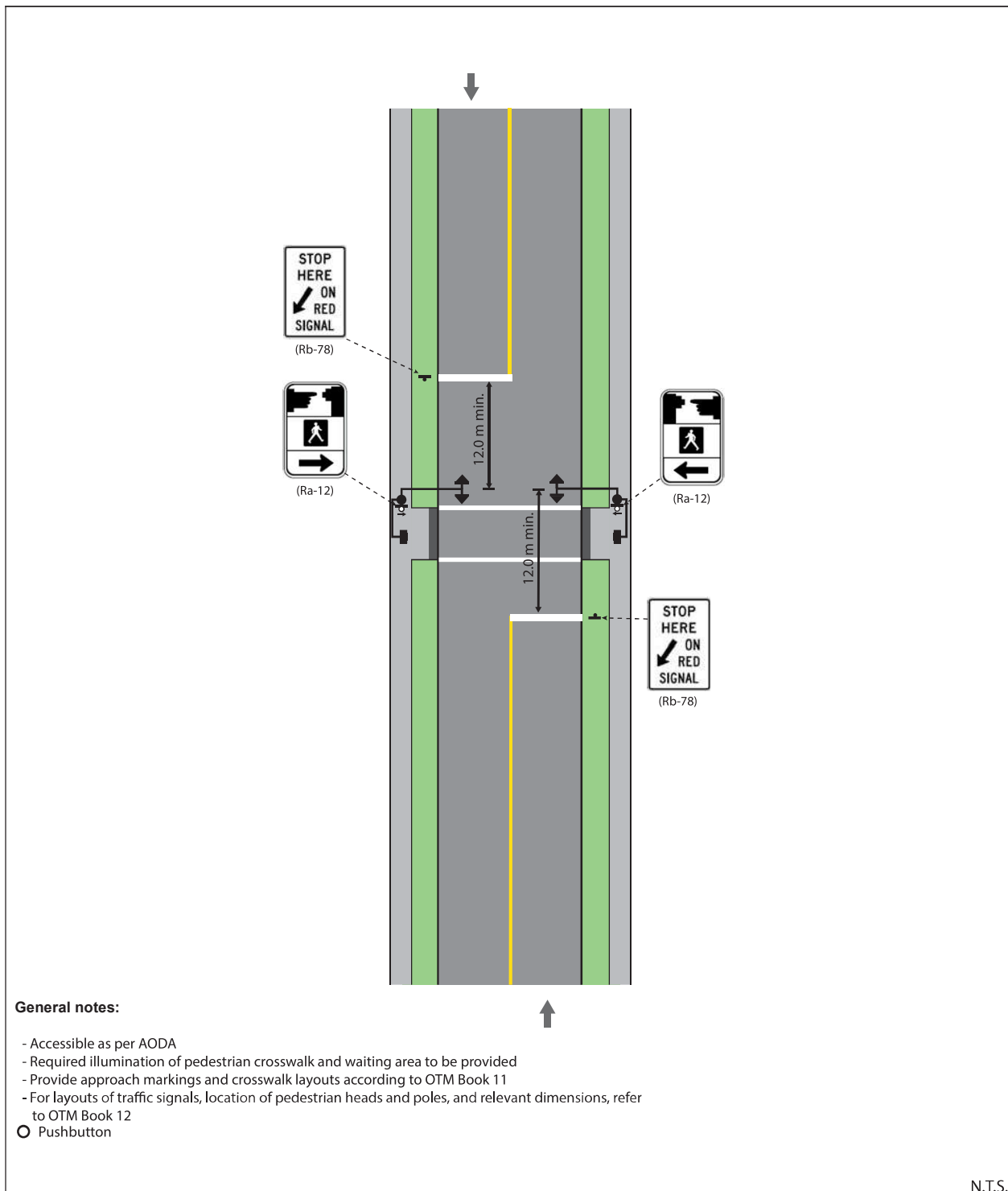


Figure 17: Mid-block Pedestrian Signal Pedestrian Crossing Treatment (2-lane, 2-way)



Working together with our community

Council-In-Committee Meeting – April 09, 2024

Subject: Drainage Act - Reports and Transitions
Report Number: EIS-24-011
Division: Environmental and Infrastructure Services
Department: Engineering - Drainage
Ward: All Wards
Purpose: For Decision

Recommendation(s):

That staff report EIS 24-011, *Drainage Act* Reports and Transitions, be received as information; and

That Council accept the engineers *Drainage Act* section 40 report for the Angling Road Drain and proceed with the necessary notifications and process to close the project; and

That Council accept the engineers *Drainage Act* section 40 report for the Nanticoke Creek Petition and proceed with the necessary notifications and process to close the project; and

That Council accept the engineers *Drainage Act* section 40 report for the McClung Drain and proceed with the necessary notifications and process to close the project; and

That Council accept the engineers transition letter for the Kozack Petition and appoint Ray Dobbin Engineering Limited under the *Drainage Act* Section 4 to examine the area requiring drainage and prepare a report; and

That Council accept the engineers transition letter for the Dewitt Drain and appoint Ray Dobbin Engineering Limited under the *Drainage Act* Section 4 and 78 to prepare the necessary report for the Drain; and

That Council accept the engineers transition letter for the VanLoon Drain and appoint Headway Engineering under the *Drainage Act* Section 4 and 78 in response to the petitions and needs for improvement to the drainage system; and

That Council accept the engineer's letter for the Grzech Drain and close the project; and

Further That after the appropriate appeal periods a levy by-law be adopted to collect applicable assessments.

Executive Summary:

Norfolk County is in receipt of several Drainage Engineer reports and letters from Dietrich Engineering Limited (DEL), specifically:

- Three (3) Section 40 Drainage Act reports for the Angling Road Drain, Nanticoke Creek Petition and the McClung Drain recommending cessation of any further work on these drains and petitions be ceased and that the projects be closed through the proper process of notice and cost assessment.
- Three (3) letters from DEL requesting that the engineering assignments for the Dewitte Drain, Kozack Petition and VanLoon Drain be reassigned to another Engineering firm.
- One (1) letter from DEL recommending that the requested assignment for the Grzech Drain be closed with no further action.

Details of each of these recommendations and requests are outlined within this report.

Discussion:

Staff have been working with Dietrich Engineering Limited (DEL) to bring a number of outstanding drain projects to completion. Through discussions with DEL, we understand that reductions in staffing levels and resources have challenged DEL's ability to productively and effectively manage the current work under assignment to them.

In response, DEL has taken the time to reassess the many projects under their purview and identified projects that should be closed and/or reassigned to another Engineering firm for continuance and completion.

A *Drainage Act* Section 40 report can be used to identify a project as not required, impractical or cannot be constructed under the *Drainage Act*. The engineer identifies the reason the project should not proceed, costs incurred to date and how the costs are to be assessed. This effectively concludes the engineering services component and closes the project. This does not prevent the County or any owner from reinitiating a project in the future if their interests change. The following projects are being recommended for cessation per Section 40 of the Drainage Act:

1. Angling Road Petition – Section 40 Report (Refer to Attachment 1)
Engineer appointed – February 27, 2007
Costs to Date – \$75,642.79

Discussion – A full detailed design, cost estimate and draft assessment was presented to all affected owners in February 2011. As a result of this meeting the engineer completed additional surveying and investigated additional options. A revised design, estimate and assessment was presented to the affected owners in April 2017. The cost at that time was estimated at \$308,400. Owners strongly objected to the project going forward. Staff and the engineer have reached out to the owners of the properties identified on the petition seek their input into the

continuance of the project or to determine if the owners were interested in removing their names from the Drainage Act petition. No written responses were received.

Typically costs to date are assessed to the original petitioners only. In this case the engineer is proposing to assess a portion of the cost to Norfolk County related to investigations relating to development and an outlet for road drainage.

Should Council accept and approve the Section 40 report for this drain, the costs incurred to date will be assessed to the petitioners and the County as appropriate.

2. Nanticoke Creek Petition – Section 40 Report (Refer to Attachment 4)
Engineer appointed – February 27, 2007
Costs to Date – \$158,078.71

Discussion – This project was intended to incorporate a tributary of the Nanticoke Creek (a natural waterway which is regulated by the Long Point Region Conservation Authority (LPRCA) and the Department of Fisheries and Oceans (DFO)) as a Municipal Drain. The request stems from bank erosion issues caused by excessive flows in the creek, which is affecting the adjacent lands and their use for agricultural practices. Prior to starting any engineering design, staff and DEL had meetings and conversations with the DFO and LPRCA to determine the best approach to address the issues in the natural waterway. Through this work, DEL has completed extensive surveys, flow assessments and hydrology modelling. Over the past few years, despite efforts, DEL has not been able to advance the work under this assignment due to lack of input and direction from the regulatory agencies. Given this situation, DEL has recommended that it is not practical to continue with this project. Staff have received copies of the DEL surveys, data, plans, and modelling as this information may be useful if issues on this matter arise again in the future.

Typically costs to date are assessed to the original petitioners only. In this case the engineer has assessed Norfolk County \$124,832.53 of the total costs to date due to investigations which the Engineer feels should not be passed onto the petitioners.

Should Council accept and approve the Section 40 report for this drain, the costs incurred to date will be assessed to the petitioners and the County as specified in the engineers report.

3. McClung Drain - Section 40 Report (Refer to Attachment 6)
Engineer appointed –
Costs to Date – \$3,738.39

Discussion – DEL was appointed to prepare a reassessment report under the

Drainage Act Section 76 for the McClung Drain. This appointment allows the engineer to change assessments only and does not provide authorization to prepare a new design. After investigating the watershed, issues were identified within the drain that required consideration of a revised design. A field investigation and CCTV video inspection was completed by DEL to determine the capacity of the existing drain relative to changes in the watershed. The Engineer determined that the County should consider a revised design at this point and that continuing with a reassessment report would only duplicate efforts.

Being that the drain is the primary storm outlet for a small length of County Highway 6, staff have considered current needs versus the cost of a redesign and have decided to withhold recommending the appointment of a new Engineer at this time. If the County or Owners wish to address the issue of reassessment, an Engineer will need to be appointed to undertake the work of a redesign first prior to any financial reassessment exercise.

The engineer has assessed the costs to date to Norfolk County with the understanding that the County can use the findings completed through the Engineers work to undertake maintenance and/or capital repairs to fix identified issues with the drain.

Staff agree that the best option, at this point in time, is to close the assignment with DEL and undertake further review of the assessment work completed to date and to determine appropriate next steps before making any further recommendations to Council on this matter.

Where a project must continue under the *Drainage Act*, but the Engineer assigned is no longer able to continue providing services (as is the case here with DEL), the Engineering may file a letter under Section 8(2) of the Drainage Act and advise that the work is being transitioned to another Engineer within the same firm. In the case here with DEL, the firm itself is no longer capable of continuing work and further not able to re-assign the work internally. In this case, DEL is recommending that three (3) projects be transitioned to another external drainage engineering firm of choice by Norfolk County. In one case, DEL has recommended a specific engineering firm due to the fact that one of their former employees who worked on the assignment is now employed by that firm allowing for some level of continuity of service. Staff have discussed the proposed reassignment with Purchasing to ensure such recommendations do not violate our Purchasing Bylaw and staff can advise that the re-assignments can proceed so long as the re-assigned work is provided to those on our current roster of qualified Drainage Engineering firms. DEL has provided letters of re-assignment for the following three (3) projects:

1. Dewitte Drain – Transition Letter (Refer to Attachment 2)
Engineer Appointed – October 26, 2011
Costs Incurred to Date – \$0

Discussion – This project is a result of an owner petition to extend the existing Detitte Drain upstream and downstream of its current start and terminus points respectively (Section 4 of the Drainage Act) as well as an undertaking to assess and issues and develop solutions for the existing drain (Section 78 of the Drainage Act).

DEL has provided Norfolk County a letter requesting transfer of this project to another engineering firm (per Section 8(2) of the Drainage Act) and are offering to waive their remaining un-invoiced fees of \$5,585. Staff recommend accepting the DEL transition letter further recommend that the assignment be transferred to R. Dobbin Engineering Inc. as they are a capable firm within our Drainage Engineering Services roster.

The appointed firm will have access to the survey data and draft plans completed to date.

2. Kozack Petition – Transition Letter (Refer to Attachment 3)

Engineer Appointed – October 26, 2011

Costs Incurred to Date – \$17,466.87

Discussion – This project is a result of an owner petition for a new drain under Section 4 of the Drainage Act to address drainage issues on their property.

DEL has provided Norfolk County a letter requesting transfer of this project to another engineering firm (per Section 8(2) of the Drainage Act) and are offering to waive their remaining un-invoiced fees of \$4,876. Staff recommend accepting the DEL transition letter further recommend that the assignment be transferred to R. Dobbin Engineering Inc. as they are a capable firm without our Drainage Engineering Services roster.

The appointed firm will have access to the survey data and draft plans completed by DEL and costs incurred to date for this work will be included as part of the final project costs upon completion and included as part of the final costs to be assessed against all benefitting parties.

3. VanLoon Drain – Transition Letter (Refer to Attachment 5)

Engineer appointed – January 18, 2007, April 28, 2010, and October 25, 2011

Costs to Date – \$29,854.36

Discussion – The VanLoon Drain is the outlet for the intersection of Turkey Point Road and Highway 24. The system provides drainage relief for the abutting private fields and the County roadside ditches/drainage system. The drain system here needed an assessment to determine the extent of repair necessary to improve the drain. DEL was provided the assignment under Section 78 of the Drainage Act to complete this work. DEL completed several surveys and

attempted to video inspect the existing enclosed drains but with limited success. Their investigations have found many of the pipes are not working and/or failing in a number of locations. The project has not advanced to the solutions stage.

DEL has provided Norfolk County a letter requesting transfer of this project to a recommended engineering firm (per Section 8(2) of the Drainage Act) and their recommendation stems from the fact that the Engineer (Mr. Terzian) was formally engaged in this project under DEL and is now employed by Headway Engineering. To best provide continuity on this project, DEL recommends, and staff concur, to transfer this assignment to Headway Engineering. Headway Engineering is listed on the current Norfolk County Drainage Engineering Services roster. Should Headway accept the assignment, DEL all further work and invoicing would flow from Headway Engineering. Headway Engineering will have access to all work completed by DEL and costs incurred to date for this work will be included as part of the final project costs upon completion and included as part of the final costs to be assessed against all benefitting parties.

The final matter with DEL pertains to the Grzech Drain (Refer to Attachment 7 for the Engineers letter on this matter. DEL was appointed by Norfolk County to complete a section 76(1) report for a maintenance assessment schedule. DEL completed a preliminary investigation and has determined that a new maintenance assessment schedule is not required at this time. In an act of good faith, DEL is offering to waive their costs incurred to date (\$2,242) on this assignment. Staff recommend that this assignment simply be closed.

Financial Services Comments:

In the case of three (3) of the seven (7) assignments in this report (Dewitte, Kozack, VanLoon), there are no direct financial implications from transitioning to other engineers, as the intent is to remain compliant with the *Drainage Act, 1990*. Construction cost and assessment estimates are unknown at this time and will be presented to Council upon completion of the subsequent engineer reports. However, Norfolk County may be responsible for some of the costs at a later date, including future maintenance of the drains. The Grzech Drain also has no financial implications as the cost of the final engineering report is being waived and the assignment is recommended to be closed.

In the case of the three other assignments in this report (Angling, Nanticoke Creek, McClung), the assignments are recommended to be closed through Section 40 of the *Drainage Act, 1990*, with costs to date to be assessed according to the schedules in the attached engineer reports.

Norfolk County's drainage construction program is funded through recoveries from affected landowners, debentures, or reserves (for Norfolk County assessments), and ministry grants. Projects ended through Section 40 of the *Drainage Act, 1990* would not be eligible for ministry grants.

Staff previously identified a number of projects that were considered at risk of not being completed or collectible. Following Council direction, staff accounted for the anticipated costs of these projects by either recording an allowance, writing them off, or transferring amounts to the Drain Construction Reserve in 2022 to cover potential additional costs.

As all of the costs in this report were previously identified to be budgeted, allowed for, and/or written off, there will be no negative impact as a result of this report. Where Norfolk's assessment of costs on these drains is less than 100% there will be a favourable recovery from the affected landowners of the amounts previously allowed for / written off. The recommendations in this report would also decrease the at-risk amount that had previously been identified.

Table 1 below details the amounts incurred to date for each of the assignments.

Table 1: Summary of Drainage Assignments

Drainage Project	Actuals to Date
5931088 Angling Road Drain	\$75,643
5931102 Nanticoke Creek Drain	158,079
5931277 McClung Municipal Drain	3,738
5931216 Kozack Drain	17,447
5931177 Dewitte Drain	*17,372
5931117 VanLoon Drain	*40,916
Grzech Drain	0
Total	\$313,195

**all of the Dewitte Drain and a portion of the VanLoon Drain costs have previously been assessed to affected landowners.*

Interdepartmental Implications:

There are no interdepartmental implications associated with the recommendations in this report.

Consultation(s):

Risk Management and Financial Services within the Corporate Service Division were consulted in the preparation of this report.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Building Norfolk - Develop the infrastructure and supports needed to ensure complete communities.

Explanation:

The projects identified above are regulated under the *Drainage Act* and in this case the Engineering firm of DEL (assigned to these projects) has brought forward three (3)

section 40 reports to close out assignments, issued three (3) letters per section 8(2) of the Act to re-assign the works to other firms due to their inability to carry forward and one (1) letter closing out a project as it is deemed not required.

Conclusion:

Staff recommend Council accept the reports and letters provided by Dietrich Engineering Limited and proceed with the applicable Drainage Act processes to bring these assignments to close (in the case of 4 of the 7 assignments) or (in the case of 3 of the 7 assignments) to allow the assignments to be transferred to another engineering firm for continuance.

Attachment(s):

- Attachment 1 – Angling Road – Engineer Report
- Attachment 2 – Dewitte Drain – Engineer Letter
- Attachment 3 – Kozack Petition – Engineer Letter
- Attachment 4 – Nanticoke Creek Petition – Engineer Report
- Attachment 5 – VanLoon Drain – Engineer Letter
- Attachment 6 – McClung Drain – Engineer Report
- Attachment 7 – Grzech Drain – Engineer Letter

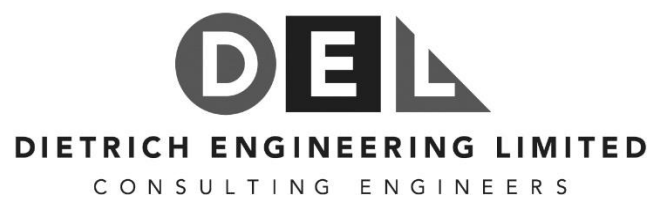
Approval:

Approved By:
Andrew Grice,
General Manager, Environmental and Infrastructure Services

Reviewed By:
Darnell L. Lambert,
Director, Engineering

Prepared By:
Bill Mayes,
Drainage Superintendent

Section 40 Report
Angling Road Municipal Drain Petition
Norfolk County
(Former Township of Townsend)



Reference No. 0715

October 27, 2023



TABLE OF CONTENTS

1.0	Authorization.....	1
2.0	Existing Conditions & Findings.....	1
3.0	Conclusions.....	2
4.0	Assessment of Cost to Date.....	2
5.0	Report Procedure	3



DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

10 Alpine Court, Kitchener, ON, N2E 2M7 | T: (519) 880-2708 | F: (519) 880-2709 | E: mail@dietricheng.com

Kitchener, Ontario

October 27, 2023

**Section 40 Report for the
Angling Road Municipal Drain Petition
Norfolk County
(Former Township of Townsend)**

To the Mayor and Council
of Norfolk County

Members of Council:

1.0 Authorization

Dietrich Engineering Limited was appointed by a motion of Norfolk County Council to prepare a report under Section 4(1) of the Drainage Act R.S.O., 1990, during their February 27, 2007 Council meeting. Instructions to proceed were received from the County. A petition was filed by the affected landowners; C. & R. McSheffery, D. & S. Sirey, V. & K. MacKay, and M. Usher, and the County of Norfolk, located in Pt. Lot 12, Concession 4 in Norfolk County, former Township of Townsend.

The petition is valid in compliance with Section 4(1)(a) of the Drainage Act, R.S.O., 1990.

An onsite meeting was held on Tuesday, June 5, 2007, to review the scope of the project with the Landowners involved, a representative from the Grand River Conservation Authority, and the Norfolk County Drainage Superintendent.

Information meeting no. 1 was subsequently held on February 16, 2011, at the Norfolk County Public Works and Environmental Services Offices to present the proposed location and design for the new drainage system as well as the estimated costs of construction and future maintenance assessments.

Information meeting no. 2 was held on April 3, 2017, at the Waterford Community Centre. The purpose of this meeting was to review the revised drain design and estimated costs of construction.

2.0 Existing Conditions & Findings

The southwest portion of the Village of Boston made use of a private tile drainage system (following a similar alignment to the proposed Angling Road Municipal Drain) when the residential area was originally developed. Closed Circuit Television (CCTV) was employed to inspect the condition of the existing private tile system and revealed that this system was in a poor state of repair and is not of sufficient capacity to drain the surrounding and upstream lands within the watershed to today's standards of drainage.

3.0 Conclusions

At this present time, two of the four properties involved in the original petition for the drainage works have changed ownership, resulting in less interest from the Landowners to pursue this project. In accordance with Section 40 of the Drainage Act, R.S.O. 1990, the undersigned Engineer has determined that drainage works arising from this Petition are not required because the current owners of the petitioning parcels have indicated they do not want the project to continue. No further work is needed unless the decision outlined in this report is reversed on an appeal to the Tribunal under Section 48 of the Drainage Act, R.S.O. 1990.

4.0 Assessment of Cost to Date

Project costs to date include engineering survey and design work, Landowner meetings and correspondence, interest charges and preparation of this Section 40 report.

Project costs shall be the responsibility of the current owners of the property identified on the petition and Norfolk County. The total costs to date incurred for work associated with this petition are \$71,081.90 + net H.S.T. for a total of \$72,169.23. Norfolk County shall bear the cost of all accumulated interest charges (\$9,251.91). A 20%/80% split shall be used to assess the remaining costs, with the petitioning properties responsible for 20% of the costs and Norfolk County responsible for 80% of the costs, as per the schedule below.

Lot	Concession	Roll No.	Current Owner	Assessment
Pt. 12	4	5-171	S. Rochholz & J. Rogers	\$3,145.87
Pt. 12	4	5-170-50	D. & S. Sirey	\$3,145.87
Pt. 12	4	5-170	K. & V. MacKay	\$3,145.87
Pt. 12	4	5-160	C. Resch	\$3,145.87
Norfolk County – Interest Charges				\$9,251.91
Norfolk County – Assessment				\$50,333.84
Norfolk County – Total Assessment				\$53,294.03
Total				\$72,169.23

5.0 Report Procedure

We recommend that the County Council formally provide notice of the filing of this report to the requesting landowners in accordance with procedures of the Drainage Act R.S.O. 1990, along with a copy of this report. No other circulation of this report is required, and no further action will be taken under the Drainage Act R.S.O. 1990, on the petition submitted unless the decision of the Engineer in this report is reversed by an appeal to the Drainage Tribunal under Section 48 of the Drainage Act R.S.O. 1990.

In good faith, the outstanding balance of \$1,500.00 for engineering services provided by Dietrich Engineering Limited to date will not be invoiced to Norfolk County.

Respectfully submitted,

DIETRICH ENGINEERING LIMITED



W. J. Dietrich, P.Eng.

WJD:sm



November 17, 2023

Ms. Krista VanPamel
Drainage Clerk
Norfolk County
Public Works Division
183 Main Street of Delhi
Delhi, Ontario
N4B 2M3

Dear Krista,

Re: Dewitte Municipal Drainage Project
Norfolk County
(Former Township of Charlotteville)
Our Reference No. 1116

Dietrich Engineering Limited was appointed under Sections 4(1) and 78(1) of the Drainage Act R.S.O. 1990 by Norfolk County to prepare a drainage report for the Dewitte Municipal Drain.

Greg Nancekivell, C.E.T., who was the project manager for the proposed drainage work is no longer employed by Dietrich Engineering Limited, and as such Dietrich Engineering Limited is no longer in a position to complete this drainage project.

Per Section 8(2) of the Drainage Act, R.S.O. 1990 Dietrich Engineering recommends transferring the appointment for the Dewitte Municipal Drain to another drainage engineering firm. All Dietrich Engineering Limited files (including but not limited to; notes, drawings, modelling, assessments, cost estimates, etc, as applicable) will be transferred to Norfolk County to be shared with the newly appointed engineering firm.

In good faith, our outstanding balance of \$5,585.00 for engineering services will not be invoiced.

Yours truly,

DIETRICH ENGINEERING LIMITED



William J. Dietrich, P.Eng.

WJD:sm

cc: Chris Dunn, Drainage Superintendent, Norfolk County



November 17, 2023

Ms. Krista VanPamel
Drainage Clerk
Norfolk County
Public Works Division
183 Main Street of Delhi
Delhi, Ontario
N4B 2M3

Dear Krista,

Re: Kozack Municipal Drainage Project
Norfolk County
(Former Township of Charlotteville)
Our Reference No. 1183

Dietrich Engineering Limited was appointed under Section 4(1) of the Drainage Act R.S.O. 1990 by Norfolk County to prepare a drainage report for the Kozack Municipal Drain.

Greg Nancekivell, C.E.T., who was the project manager for the proposed drainage work is no longer employed by Dietrich Engineering Limited, and as such Dietrich Engineering Limited is no longer in a position to complete this drainage project.

Per Section 8(2) of the Drainage Act, R.S.O. 1990 Dietrich Engineering recommends transferring the appointment for the Kozack Municipal Drain to another drainage engineering firm. All Dietrich Engineering Limited files (including but not limited to; notes, drawings, modelling, assessments, cost estimates, etc, as applicable) will be transferred to Norfolk County to be shared with the newly appointed engineering firm.

In good faith, our outstanding balance of \$4,876.00 for engineering services will not be invoiced.

Yours truly,

DIETRICH ENGINEERING LIMITED

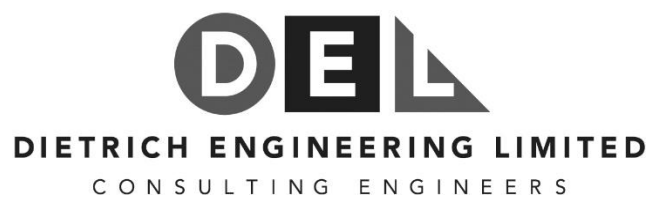

William J. Dietrich, P.Eng.

WJD:sm

cc: Bill Mayes, Drainage Superintendent, Norfolk County



Section 40 Report
Branch of the Nanticoke Municipal Drain Petition
Norfolk County
(Former Township of Townsend)



Reference No. 0611

October 27, 2023



TABLE OF CONTENTS

1.0	Authorization.....	1
2.0	Existing Conditions & Findings.....	1
3.0	Conclusions.....	2
4.0	Assessment of Cost to Date.....	2
5.0	Report Procedure	3



DIETRICH ENGINEERING LIMITED
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Kitchener, Ontario

October 27, 2023

**Section 40 Report for the
Branch of the Nanticoke Municipal Drain Petition
Norfolk County
(Former Township of Townsend)**

To the Mayor and Council
of Norfolk County

Members of Council:

1.0 Authorization

Dietrich Engineering Limited was appointed by a motion of Norfolk County Council to prepare a report under Section 4(1) of the Drainage Act R.S.O., 1990, during their March 14, 2006, Council meeting. Instructions to proceed were received from the County, a petition was filed by the affected landowners; M. DeBoer, R. Smith, D. Shabatura, S. Rebuk, J. Moore, G. Moore, and R. Bieri, located in Pt. Lots 14-17, Concession 7, Pt. Lots 15-17, Concession 8, and Pt. Lots 18 and 19, Concession 9, in Norfolk County, former Township of Townsend.

The petition is valid in compliance with Section 4(1)(a) of the Drainage Act, R.S.O., 1990.

The purpose of this petition was to transform an existing tributary (Nanticoke Creek) into a municipal drain to allow for better drainage of the surrounding lands and easier future maintenance.

An onsite meeting was held on Thursday, May 11, 2006, to review the scope of the project with the Landowners involved, and the Norfolk County Drainage Superintendent. A complete survey of the area followed the onsite meeting.

2.0 Existing Conditions & Findings

The area known as the proposed Branch of the Nanticoke Creek Municipal Drain was not sufficiently draining the surrounding lands. Following the onsite meeting and initial survey, the Fisheries & Oceans Canada (DFO) was notified of the project through a request for review. Long Point Conservation Authority (LPCA) was also involved in the project after the onsite meeting. DFO requested a study of the watershed be completed including installation of transducers and analysis of flow data as well as investigation into local historical rainfall data. This information was then used to create hydrology modelling data for the area. Over the course of time, the creek has continued to deposit silt into the watershed area. In 2017 a drone survey of the watershed area was completed to be able to prepare and appropriate design for the proposed drainage system.

3.0 Conclusions

At this present time, the environmental approvals from DFO and LPCA are not attainable due to the environmentally prohibitive nature of this project. In accordance with Section 40 of the Drainage Act, R.S.O. 1990, the undersigned Engineer has determined that drainage works arising from this Petition are not viable due to strong environmental opposition. No further work is needed unless the decision outlined in this report is reversed on an appeal to the Tribunal under Section 48 of the Drainage Act, R.S.O. 1990.

4.0 Assessment of Cost to Date

Project costs to date include engineering survey and design work, Landowner meetings and correspondence, interest charges and preparation of this Section 40 report.

Project costs shall be the responsibility of the current owners of the property identified on the petition and Norfolk County. The total costs to date incurred for work associated with this petition are \$149,071.93 + net H.S.T. for a total of \$150,884.73. Norfolk County shall bear the cost of all accumulated interest charges (\$20,578.63). A 20%/80% split shall be used to assess the remaining costs, with the petitioning properties responsible for 20% of the costs and Norfolk County responsible for 80% of the costs, as per the schedule below.

If this project is able to be resumed at a future date and time as a result of changes in the environmental approval process, the costs associated with this project to date maybe transferred and included with a drainage report at that time.

Lot	Concession	Roll No.	Current Owner	Assessment
Pt. 14	7	3360406060000000	I. Chikowore & F. Chemhazo	\$2,606.12
Pt. 15	7	3360406080000000	R. & H. Rebuk	\$2,606.12
Pt. 16	7	3360406860000000	Magalas Farms Limited	\$2,606.12
Pt. 16 & 17	7	3360406800000000	M. De Boer	\$2,606.12
Pt. 15	8	3360600130000000	M. De Boer	\$2,606.12
Pt. 16	8	3360600160000000	Shermandale Farms Limited	\$2,606.12
Pt. 17	8	3360600180000000	M. De Boer	\$2,606.12
Pt. 18	9	3360602630000000	T. Moore	\$2,606.12
Pt. 18	9	3360603750000000	M. & D. Bieri	\$2,606.12
Pt. 19 & 20	9	3360603650000000	M. & D. Bieri	\$2,606.12
Norfolk County – Interest Charges			\$20,578.63	
Norfolk County – Assessment			\$104,244.90	
Norfolk County – Total Assessment				\$124,823.53

Total \$150,884.73

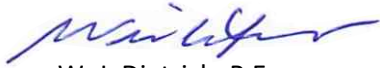
5.0 Report Procedure

We recommend that the County Council formally provide notice of the filing of this report to the requesting landowners in accordance with procedures of the Drainage Act R.S.O. 1990, along with a copy of this report. No other circulation of this report is required, and no further action will be taken under the Drainage Act R.S.O. 1990, on the petition submitted unless the decision of the Engineer in this report is reversed by an appeal to the Drainage Tribunal under Section 48 of the Drainage Act R.S.O. 1990.

In good faith, the outstanding balance of \$7,500.00 for engineering services provided by Dietrich Engineering Limited to date will not be invoiced to Norfolk County.

Respectfully submitted,

DIETRICH ENGINEERING LIMITED



W. J. Dietrich, P.Eng.

WJD:sm





DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

10 Alpine Court, Kitchener, ON, N2E 2M7 | T: (519) 880-2708 | F: (519) 880-2709 | E: mail@dietricheng.com

October 5, 2021

Ms. Krista VanPamel
Drainage Clerk
Norfolk County
Public Works Division
183 Main Street of Delhi
Delhi, Ontario
N4B 2M3

Dear Krista,

Re: Van Loon Municipal Drainage Project
Norfolk County
(Former Township of Charlotteville)
Our Reference No. 0709

Dietrich Engineering Limited was appointed under Section 78 of the Drainage Act R.S.O. 1990 by Norfolk County to prepare a drainage report for the Van Loon Municipal Drainage Project.

Michel Terzian, who was the project manager for the proposed drainage work is no longer employed by Dietrich Engineering Limited.

Per Section 8(2) of the Drainage Act, R.S.O. 1990 the file for the Van Loon Municipal Drainage Project will be transferred to Stephen Brickman of Headway Engineering.

Yours truly,

DIETRICH ENGINEERING LIMITED

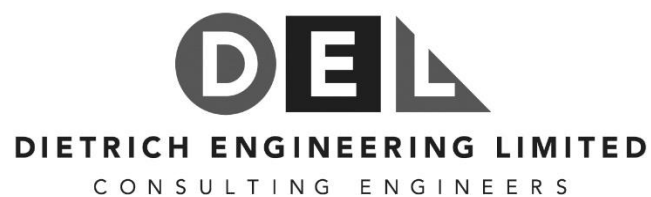
A handwritten signature in blue ink, appearing to read 'William J. Dietrich', is written over a light blue horizontal line.

William J. Dietrich, P.Eng.

WJD:sm

cc: Bill Mayes, Drainage Superintendent, Norfolk County
Stephen Brickman, Headway Engineering

**Section 40 Report
McClung Municipal Drain
Norfolk County
(Former Township of Woodhouse)**



Reference No. 0873

October 27, 2023



TABLE OF CONTENTS

1.0	Authorization.....	1
2.0	Existing Conditions & Findings.....	1
3.0	Conclusions.....	1
4.0	Assessment of Cost to Date.....	2
5.0	Report Procedure	2



DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

10 Alpine Court, Kitchener, ON, N2E 2M7 | T: (519) 880-2708 | F: (519) 880-2709 | E: mail@dietricheng.com

Kitchener, Ontario

October 27, 2023

**Section 40 Report for the
McClung Municipal Drain Section 76(1) Request
Norfolk County
(Former Township of Townsend)**

To the Mayor and Council
of Norfolk County

Members of Council:

1.0 Authorization

Dietrich Engineering Limited was appointed by a motion of Norfolk County Council to prepare a report under Section 76 of the Drainage Act R.S.O., 1990, during their December 9, 2008, Council meeting.

The request is valid in compliance with Section 76(1) of the Drainage Act, R.S.O., 1990.

2.0 Existing Conditions & Findings

The original McClung Municipal Drain was constructed in 1959 and was maintained for the following 50 years by the McClung family. In recent years the County of Norfolk has re-routed the municipal water from Port Dover to outlet at an auto flush located within close proximity to Hwy No. 6, where the McClung Municipal Drain is located. The Landowner (Mr. McClung) on whose property the McClung Municipal Drain is located, feels the additional water may overload the McClung Drain, as the drain was not originally constructed to handle the additional water from the Port Dover auto flush.

Closed Circuit Television (CCTV) was employed to inspect the existing condition of the McClung Municipal Drain system and revealed that this system is in a poor state of repair.

3.0 Conclusions

This project has come to a standstill and the undersigned Engineer has determined that a new maintenance assessment arising from this Section 76 request is no longer appropriate to address the issues with the McClung Municipal Drain. No further work is needed in this regard unless the decision outlined in this report is reversed on an appeal to the Tribunal under Section 48 of the Drainage Act, R.S.O. 1990.

4.0 Assessment of Cost to Date

Project costs to date include Landowner meetings and correspondence, tile inspection, preliminary drafting, interest charges and preparation of this Section 40 report.

Project costs shall be the sole responsibility of Norfolk County. The total costs to date incurred for work associated with this request are \$3,558.61 which consists of \$3,200.00 (DEL), \$56.32 net H.S.T., and \$302.29 in accumulated interest charges.

5.0 Report Procedure

We recommend that the County Council formally provide notice of the filing of this report to the requesting landowners in accordance with procedures of the Drainage Act R.S.O. 1990, along with a copy of this report. No other circulation of this report is required, and no further action will be taken under the Drainage Act R.S.O. 1990, on the petition submitted unless the decision of the Engineer in this report is reversed by an appeal to the Drainage Tribunal under Section 48 of the Drainage Act R.S.O. 1990.

In good faith, the outstanding balance of \$2,500.00 for engineering services will not be invoiced.

Respectfully submitted,

DIETRICH ENGINEERING LIMITED



W. J. Dietrich, P.Eng.

WJD:sm





DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

10 Alpine Court, Kitchener, ON, N2E 2M7 | T: (519) 880-2708 | F: (519) 880-2709 | E: mail@dietricheng.com

October 27, 2023

Ms. Krista VanPamel
Drainage Clerk
Norfolk County
Public Works Division
183 Main Street of Delhi
Delhi, Ontario
N4B 2M3

Dear Krista,

Re: Grzech Municipal Drainage Project
Norfolk County
(Former Township of Charlotteville)
Our Reference No. 0619

Dietrich Engineering Limited was appointed under Section 76(1) of the Drainage Act R.S.O. 1990 by Norfolk County to prepare a new maintenance assessment for the Grzech Municipal Drain.

Upon review of this project, Dietrich Engineering Limited has determined that a new maintenance schedule is not required for the Grzech Municipal Drain.

Dietrich Engineering Limited has accumulated \$2,242.00 in engineering fees that, in good faith, will not be invoiced to Norfolk County.

Yours truly,

DIETRICH ENGINEERING LIMITED

A handwritten signature in blue ink, appearing to read 'W. Dietrich', with a stylized flourish at the end.

William J. Dietrich, P.Eng.

WJD:sm

cc: Bill Mayes, Drainage Superintendent, Norfolk County



Working together with our community

Council-In-Committee Meeting – April 09, 2024

Subject: Report to Hire an Engineer under the Drainage Act
PF Potters Drain – Request for Improvement
Report Number: EIS-24-019
Division: Environmental and Infrastructure Services
Department: Engineering
Purpose: For Decision

Recommendation(s):

That staff report EIS 24-019 Report to hire an Engineer under the Drainage Act, PF Potters Drain – Request for Improvement be received as information; and

That Council accept the Request for Improvements signed by various owners within the PF Potter Drainage Watershed; and

Further That Council appoints the firm of Spriet Associates Limited in accordance with Drainage Engineering Services Roster under Section 78 of the Drainage Act.

Executive Summary:

Council is in receipt of several Notice of Requests for Major Improvements signed by residents (Attachment No. 1) within the PF Potters Drain Watershed (Attachment No. 2 – Site Map) who are seeking an improved drainage solution for their properties located within Part Lot 15, Concession 12 of the former Township of North Walsingham.

Staff are aware of the ongoing drainage issues in the area and due to the drains age and records from past maintenance repairs; staff are recommending an engineer be appointed to review the PF Potters Drain as a whole to provide a suitable outlet for the owners and make any necessary improvements required on the drainage system.

Staff recommend Council appoint an Engineer under the Drainage Act under Section 78 in response to these requests.

Discussion:

Over the past couple of years, Staff have been actively engaged in discussions with a group of property owners who are significantly impacted by routine flooding in and around the PF Potters Drain. Please refer to Attachment No. 3 for pictures of the recent flooding events. It's worth noting that local residents have indicated that some of these

issues have been ongoing for decades, indicating that this is a longstanding problem that has been worsening over time.

Staff have responded to several work orders in the area, including some necessary tile repairs that revealed the drains were filled with sediment. It has become evident that there is a capacity issue, and the drain is no longer functioning as it should. In light of this, the affected property owners have decided to request the municipality to hire an engineer to thoroughly review the system and propose appropriate solutions.

The original PF Potters Drain was constructed in 1938 and completely replaced in 1968 after 30 years of service. In 1999, the downstream portion of the Main Drain was rebuilt, once again after an additional 30 years of service. However, the remaining upper portions of the drain (1 and 2A) were left untouched, meaning that they have served the area for 57 years, and the most recently improved portion is approaching its 25th year of service. Please refer to Attachment No. 2 – Key Map for a visual representation of the drain system.

Considering the service history of the Drain, it would be beneficial to undertake a thorough review of the drain for the purpose of identifying issues and recommendations for necessary improvements. After careful consideration of the area and the available information, Staff concur with the local residents' request to appoint an engineer to assess the drain and determine necessary improvement to the PF Potters Drain as it appears that the work required extends beyond normal maintenance and repair.

Norfolk County will be responsible for both construction and future maintenance costs, proportionate to their relative share, as determined by the Engineer, to address surface runoff from Norfolk County lands and roads within the PF Potters Drain Watershed. The exact costs have not yet been defined.

Once appointed under Section 78 of the Drainage Act, the engineer will conduct an on-site meeting to inspect the drainage area and discuss the needs of the affected property owners. Through this consultation process, the engineer will evaluate the received request and explore alternative options to determine the most cost-effective solution.

As per the Norfolk County Drainage Engineering Services Roster EIS-ENG-21-03, which was approved by Council during the July 13, 2021, Council-in-Committee meeting, Spriet Associates Limited is the next firm to be appointed. Spriet Associates is an approved vendor on the roster, and their availability to undertake this work has been confirmed, pending Council's decision to proceed with the appointment.

Financial Services Comments:

The Approved Capital Budget includes an allocation of \$150,000 for 2024 Municipal Drain Construction Engineering. This budget is utilized for the award of engineering in relation to petitions that come forward throughout the year.

Norfolk County's Drain Construction Program is funded through recoveries from affected landowners, Debentures (Norfolk County's share), and ministry grants. Norfolk County may be responsible for some of the costs related to the construction of this Drain, however construction costs and assessment estimates are unknown at this time and will be presented to Council upon completion of the engineer's report.

In addition to the construction costs outlined in the report, Norfolk County would also be responsible for its portion of the Section 78 report and would remain responsible for a portion of the future maintenance costs of this drain going forward. These costs will be assessed by using the maintenance assessment schedule outlined in the engineer's report.

Interdepartmental Implications:

All expenses related to work under the *Drainage Act* are financed through Norfolk County. These costs are then assessed to lands, roads, and utilities in accordance with the *Drainage Act*. Assessments are calculated based on actual costs and are applicable to the owner(s) of lands according to the tax roll at the time of the bill preparation.

Purchasing Services

Purchasing staff have reviewed the report and advised that Request for Pre-Qualification EIS-ENG-21-03 Drainage Engineering Services Roster was developed and issued in accordance with the Norfolk County Purchasing Policy and Procedures.

Further, purchasing staff can confirm that Spriet Associates Limited is an approved vendor in good standing on the Norfolk County Drainage Engineering Services Roster that was developed and issued in May of 2021 for a three (3) year term.

Consultation(s):

The *Drainage Act* is a public process and the owners of lands affected by this project will be notified and consulted in accordance with the *Act*.

Once a drain report is adopted under By-Law, Norfolk County will become responsible for maintenance of the drainage works through the Drainage Superintendents.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Building Norfolk - Develop the infrastructure and supports needed to ensure complete communities.

Explanation:

Municipal Drains once adopted under by-law provide an outlet for storm water for private and public lands and are maintained by Norfolk County in accordance with the drain by-laws through the Drainage Superintendent(s).

Conclusion:

Staff recommends that Council by resolution accept the request as received and appoint the engineering firm of Spriet Associates Limited in response to the request as received.

Attachment(s):

1. Attachment No. 1 – Requests for Major Improvement
2. Attachment No. 2 – Site Map
3. Attachment No. 3 - Photos

Approval:

Approved By:
Andrew Grice
General Manager, EIS

Reviewed By:
Darnell Lambert, CET
Director Engineering

Prepared By:
Chris Dunn, CET
Drainage Superintendent

**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

To: The Council of the Corporation of the Municipality of Norfolk County

Re: P.F. Potters Drain

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☒ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☒ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☐ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

To see the PF Potters Drain improved to a modern day design standard to reduce flooding occurrences. Properties need direct outlets/connection to drain to provide improved drainage.

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Plan 551, Lot 1

Ward or Geographic Township

North Walsingham

Parcel Roll Number

3310-542-020-30300

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.


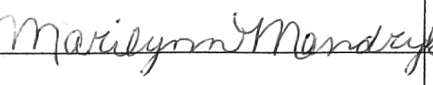
**RECEIVED
FEB 23 2024
DRAINAGE SERVICES**

Ownership

Partnership

If you need to provide additional information, please attach along with this form.

Partnership (Each partner in the ownership of the property must sign the form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
MANDRYK JAMIE		2024/02/12
MANDRYK MARILYNN DAPHNE		2024/02/12

Enter the mailing address and primary contact information of property owner below:

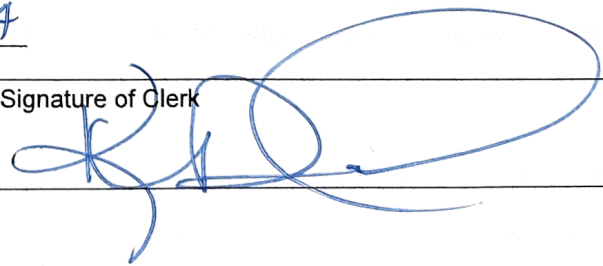
Last Name	First Name	Middle Initial

Mailing Address

Unit Number	Street/Road Number 1171	Street/Road Name 12th Concession Road	PO Box
City/Town Langton	Province Ontario	Postal Code N0E 1G0	
Telephone Number	Cell Phone Number (Optional) 519-420-9518	Email Address (Optional) jmmandryk@bell.net	

To be completed by recipient municipality:

Notice filed this 26 day of February 20 24

Name of Clerk (Last, First Name) <u>VanPaemel, Krista</u>	Signature of Clerk 
--	--

**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

To: The Council of the Corporation of the Municipality of Norfolk County

Re: P.F. Potters Drain
(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☒ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☒ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☐ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

RECEIVED
FEB 23 2024
DRAINAGE SERVICES

Provide a more specific description of the proposed drain major improvement you are requesting:

To see the PF Potters Drain improved to a modern day design standard to reduce flooding occurrences. Properties need direct outlets/connection to drain to provide improved drainage.

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Plan 551, Lots 2 & 3

Ward or Geographic Township

North Walsingham

Parcel Roll Number

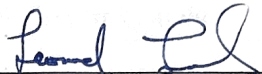
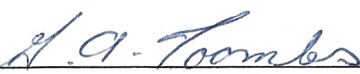
3310-542-020-30200

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership**Partnership**

If you need to provide additional information, please attach along with this form.

Partnership (Each partner in the ownership of the property must sign the form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
Toombs, Leonard		FEB 5 / 24
Toombs, Georgina		FEB 5 / 24

Enter the mailing address and primary contact information of property owner below:

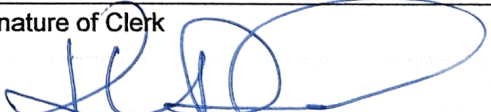
Last Name Toombs	First Name LEONARD	Middle Initial ROBERT
---------------------	-----------------------	--------------------------

Mailing Address

Unit Number	Street/Road Number 1175	Street/Road Name 12th Concession Road	PO Box
City/Town Langton	Province Ontario	Postal Code N0E 1G0	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

To be completed by recipient municipality:

Notice filed this 526 day of FEB 20 24

Name of Clerk (Last, First Name) VanPaemel, Krista	Signature of Clerk 
---	--

**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

To: The Council of the Corporation of the Municipality of Norfolk County

Re: P.F. Potters Drain

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☒ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☒ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☐ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

To see the PF Potters Drain improved to a modern day design standard to reduce flooding occurrences. Properties need direct outlets/connection to drain to provide improved drainage.

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Plan 551, Lots 4

Ward or Geographic Township

North Walsingham

Parcel Roll Number

3310-542-020-30000

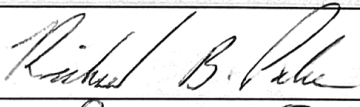
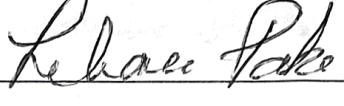
If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership

Partnership

If you need to provide additional information, please attach along with this form.

Partnership (Each partner in the ownership of the property must sign the form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
PAKE RICHARD		2024/02/13
PAKE LILIANE		2024/02/13

Enter the mailing address and primary contact information of property owner below:

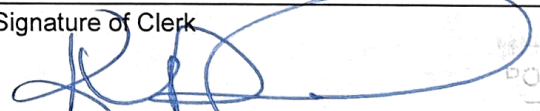
Last Name	First Name	Middle Initial
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Mailing Address

Unit Number	Street/Road Number 1181	Street/Road Name 12th Concession Road	PO Box
City/Town Langton	Province Ontario	Postal Code N0E 1G0	
Telephone Number	Cell Phone Number (Optional) 519-718-1439	Email Address (Optional) richardbpake@gmail.com	

To be completed by recipient municipality:

Notice filed this 26 day of February 20 24

Name of Clerk (Last, First Name) <u>VanPaemel, Krysta</u>	Signature of Clerk 
--	--

Name of Clerk

**Notice of Request for Drain
Major Improvement
*Drainage Act, R.S.O.***

To: The Council of the Corporation of the Municipality of Norfolk County

Re: P.F. Potters Drain
(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☒ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☒ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☐ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

To see the PF Potters Drain improved to a modern day design standard to reduce flooding occurrences. Properties need direct outlets/connection to drain to provide improved drainage.

Property Owners

-
-
-

Property Description

NWAL CON 12 PT LOT 15

Ward or Geographic Township
North Walsingham

Parcel Roll Number
3310-542-020-29900

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

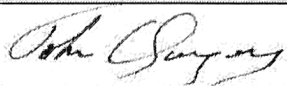
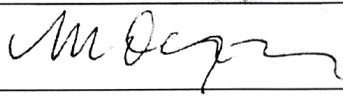
RECEIVED
FEB 23 2024
DRAINAGE SERVICES

Ownership

Partnership

If you need to provide additional information, please attach along with this form.

Partnership (Each partner in the ownership of the property must sign the form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
QUERQUES GIOVANNI		2024/02/12
QUERQUES MARY		2024/02/12

Enter the mailing address and primary contact information of property owner below:

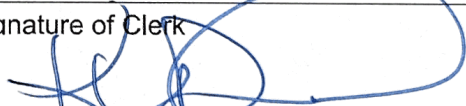
Last Name	First Name	Middle Initial

Mailing Address

Unit Number	Street/Road Number 1185	Street/Road Name 12th Concession Road	PO Box
City/Town Langton		Province Ontario	Postal Code N0E 1G0
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

To be completed by recipient municipality:

Notice filed this 26 day of February 20 24

Name of Clerk (Last, First Name) <u>VanPaemel, Krista</u>	Signature of Clerk 
--	--

To: The Council of the Corporation of the Municipality of Norfolk County

Re: P.F. Potters Drain

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☒ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☒ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☐ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

To see the PF Potters Drain improved to a modern day design standard to reduce flooding occurrences. Properties need direct outlets/connection to drain to provide improved drainage.

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

NWAL CON 12 PT LOT 15

Ward or Geographic Township
North Walsingham

Parcel Roll Number

3310-542-020-29700

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

RECEIVED
FEB 23 2024
DRAINAGE SERVICES

Ownership

Partnership

If you need to provide additional information, please attach along with this form.

Partnership (Each partner in the ownership of the property must sign the form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
KLASSEN JACOBO	<i>Jacob Klassen</i>	
KLASSEN AGANETHA	<i>Aganetha Rempel Klassen</i>	

Enter the mailing address and primary contact information of property owner below:

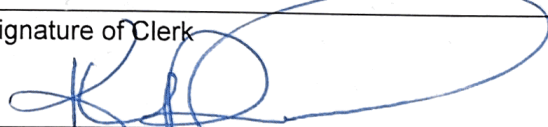
Last Name	First Name	Middle Initial

Mailing Address

Unit Number	Street/Road Number 1195	Street/Road Name 12th Concession Road	PO Box
City/Town Langton		Province Ontario	Postal Code N0E 1G0
Telephone Number	Cell Phone Number (Optional) 226-970-1993	Email Address (Optional) 1jacobklassen@gmail.com	

To be completed by recipient municipality:

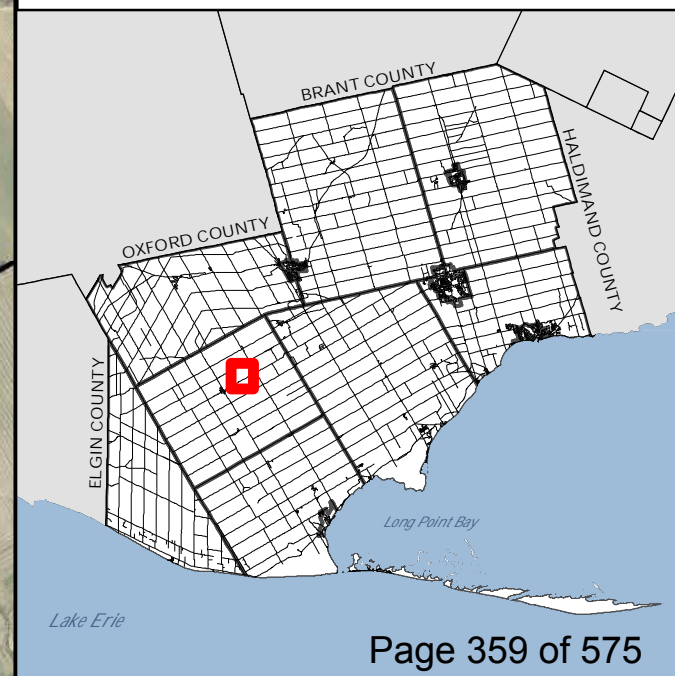
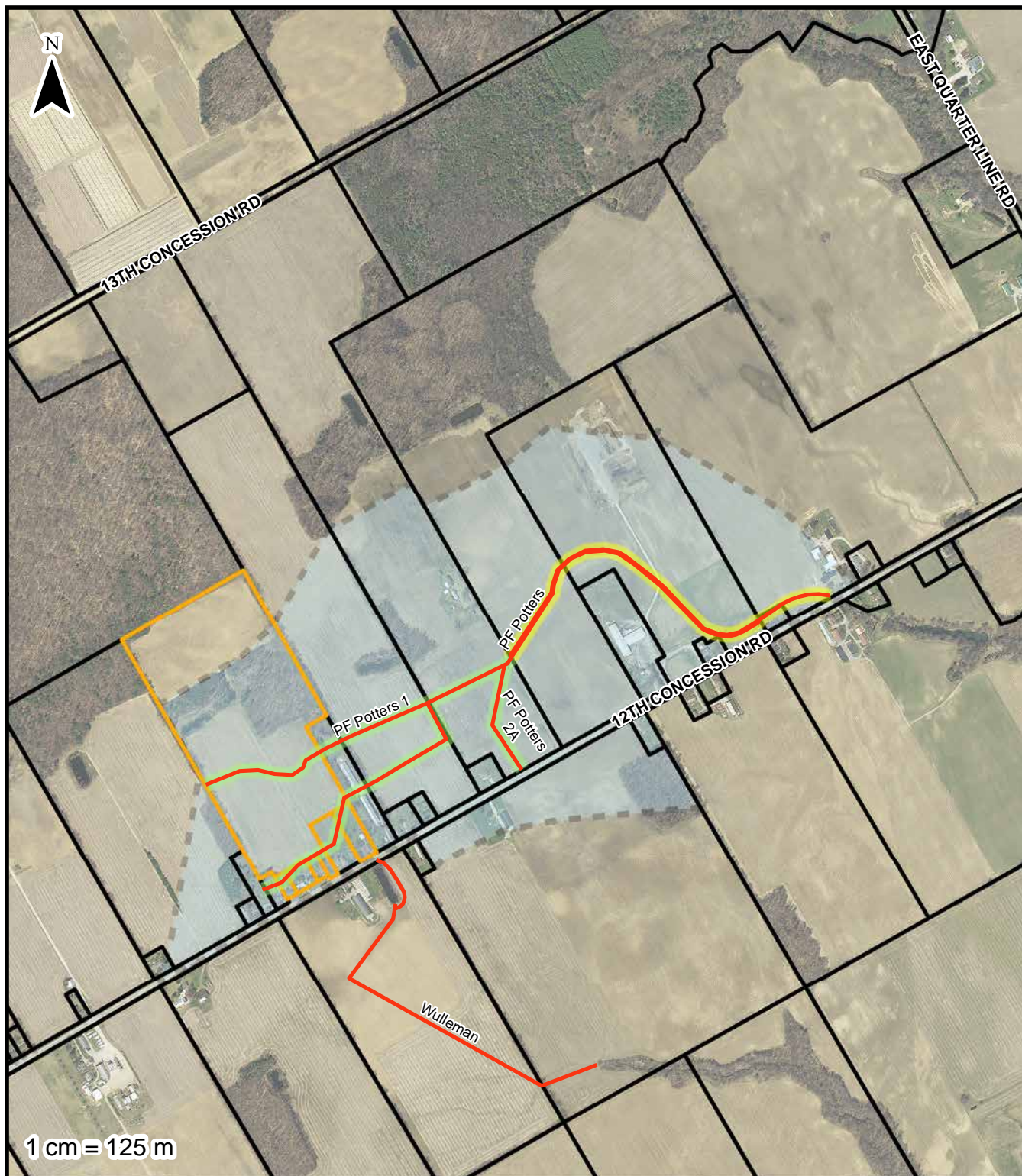
Notice filed this 26 day of February 20 24

Name of Clerk (Last, First Name) <i>VanPaemel, Krista</i>	Signature of Clerk 
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Attachment No. 2

PF Potters Drain
Request for Improvement
Report No. EIS 24-019
Council-in-Committee Meeting
April 9, 2024

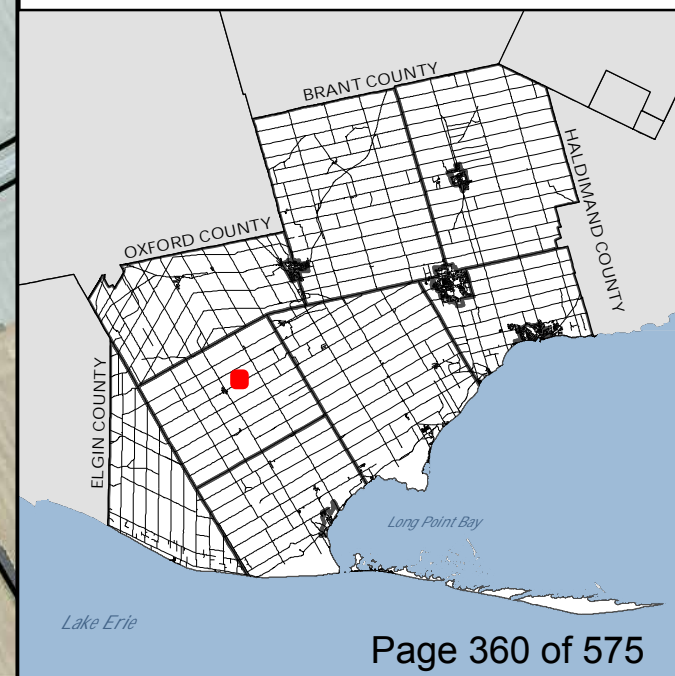
- Closed - Tile
- 1968 Report
- 1999 Report
- Drain Watershed
- Request to Improve
- Parcel



Attachment No. 2

PF Potters Drain
Request for Improvement
Report No. EIS 24-019
Council-in-Committee Meeting
April 9, 2024

- Closed - Tile
- 1968 Report
- 1999 Report
- Drain Watershed
- Request to Improve
- Parcel









Working together with our community

Information Memo

To: Council-In-Committee Meeting
Date: April 09, 2024
Division: Environmental and Infrastructure Services
Department: Engineering
Ward: Ward 1
Subject: Long Point Causeway Road Improvement Project – EIS-24-023

Recommendation(s):

That the Information Memo regarding the Long Point Causeway Road Improvement Project (EIS-24-023) be received as information.

Background

In July 2019, Norfolk County completed a Schedule C Municipal Class Environmental Assessment (MCEA) for the Rehabilitation of the Long Point Causeway from Lakeshore Road to Erie Boulevard, including the replacement of the Long Point Causeway Bridge, to address deteriorating conditions and transportation needs along the corridor. An Environmental Study Report (ESR) was prepared to document the proposed design and MCEA process.

The Project proceeded to implementation in two (2) phases:

- Phase 1: Detailed design and construction for the replacement of the Long Point Causeway Bridge over Big Creek. Construction was completed in December 2022.
- Phase 2: Detailed design and reconstruction of the Long Point Causeway, from Lakeshore Road to Erie Boulevard (north and south of the Phase 1 works to Lakeshore Road and Erie Boulevard, respectively).

Due to the constrained causeway corridor, the environmentally sensitive nature of the project location, and the challenges in obtaining provincial and federal permits, the road cross-section that was identified as the Preferred Design Concept in the ESR was revised within the Phase 2 limits to reduce environmental impacts through a reduction of the roadway footprint and grading.

An ESR Addendum was prepared to capture the proposed revisions to the roadway design, existing conditions, impacts and mitigation measures, and ensure that

consultation was completed. The ESR Addendum was posted in January 2024 for public, agency, and Indigenous Nation review in accordance with the MCEA.

Discussion:

This communication serves to provide an update on the Long Point Causeway Project, Phase 2, in particular details on the proposed reconstructed roadway platform and the allocation of road space within it. The objective of this roadway improvement project to:

1. Address the poor roadway conditions along the Causeway
2. Achieve improved safety for all users respecting the limited space provided by the uniqueness of this right of way
3. Introduce measures that temper operating speeds in-line with the posted speed limit (50km/hour)
4. Integrate Norfolk's active and on-going road-side tree management initiatives as part of this project.
5. Minimize the interaction between area wildlife and roadway users

The Long Point Causeway is a unique roadway within Norfolk County as it is located within the buffer zone for the Long Point World Biosphere Reserve and forms the easterly edge of the Big Creek National Wildlife Area and the westerly edge of the Long Point Inner Bay. Its immediate surrounding lands are of significant importance to the wildlife living in these areas, and geotechnically challenging given the marshland on the west and the inner bay on the east. These situational features and conditions pose significant barriers to any contemplated expansion of the roadway platform. Attachment A (Figure 1) portrays the current road platform conditions.

The original Environmental Assessment (*EA*) recommendation for the Causeway (beyond the bridge reconstruction area), indicated that the roadway could be widened in an effort to provide wider travel lanes (2 x 3.5m), a paved shoulder (1.5m each side) and gravel shoulders (1.0m each side). To deliver this proposed road, construction into the Long Point Marsh land area would be required. Approval agencies would not support such an intrusion into the marshlands. Furthermore, the additional cost to deliver such an expanded roadway into the marshland area was significant and in the order of \$11M. A pictorial of the initial proposed improved platform proposal and its conflicts with the marshland is shown in Attachment A (Figure 2).

In March of 2023, staff presented report EIS-23-009 to Council outlining proposed changes to the original *EA* proposal to which was intended to negate any intrusion into the marshland area and avoid significant additional construction costs. The March 2023 report secured Council's approval to proceed with an Addendum to the *EA* allowing for the consideration of a modified roadway platform. The report indicated that wider 'shared' travel lanes (2x4.0m) could be provided along with 'additional cycling/pedestrian space along the edge of the road'. This proposal would have introduced wider travel lanes (beyond that in place today) that would see motorists and cyclists share lane space. The inference to additional roadside space for others such as

pedestrians and cyclists who may wish to cycle outside the shared space was not dimensioned at that time. A pictorial of this revised road section is shown on Attachment A (Figure 3).

Since the writing of the March report, and in preparation for the issuance of an Addendum to the EA, staff along with its consultant progressed the detailed design based on the suggestion above. Through the detailed field work it became evident that in delivering two 4m wide lanes, the additional space beyond the white edge line would vary from 0m to 0.75m in width. The 0m limitation is not isolated to a small section but rather 50% of the road length would have this 0m space while the balance could provide 0.75m. This would not be an ideal situation.

This finding necessitated a further examination of how to best improve the roadway within the constrained work zone and still deliver upon the objectives for the Causeway. The result was a modified road section that continues to work within the constrained work zone and deliver travel lanes reflective of the current lane width in place today and an improved variable roadside paved shoulder ranging from 0.75m to 1.25m with white lines separating these areas. The area outside the 3.25m travel lanes is insufficient to be delineated as dedicated cycling space however the additional space provides an improvement for those that cycle the Causeway. Travel lanes of 3.25m provide a reasonable minimum travel space for motorists which, in being of minimum width, tends to temper operating speeds. This revised roadway section shown on Attachment A (Figure 4) was presented to the public through the EA Addendum process and received predominantly positive feedback. Staff is providing the above details so that you are informed of the steps and considerations that took place leading into the EA Addendum. Staff have been reminded of the importance of keeping Council and others informed if / when key changes in project scope or details arise, as this enables Council members to respond to any questions that arise.

Roadside tree removals and replanting

Willows and Eastern cottonwood trees were planted along the Causeway when it was created in the 1920s. Although not usually viewed as an ideal roadside tree, these willows and cottonwoods have been maintained over the years in effort to retain their aesthetic value provided to the surrounding area. These trees have been and continue to be the subject of the active tree management program along this section road which is being delivered by the County's Forestry Division. Most of the trees have been in a steady state of decline in recent years resulting in increased maintenance requirements. Over 70 trees have required removal between 2018 and 2021 as part of the ongoing management of these roadside trees. The most recent assessment had indicated many of the trees present an unacceptable level of risk to road users. The early 2024 tree removal program was coordinated with the roadway improvement project to ensure the two (2) separate projects did not overlap with each other. A total of 109 trees were removed and 22 trees were pruned through the roadside tree management program. The County is committed to re-introducing appropriate roadside trees along the Causeway respecting that their presence carries notable value from a scenery and

wildlife support (no dependency) point of view. To that end, the County (through its Forestry Division) has initiated a tree replacement program as part of its active and ongoing roadside tree management program along this stretch of road. Notification for the replacement program will be coming out this spring. The program will include approved species at suitable planting locations along the Causeway as well as some additional locations in the surrounding area. Replantings will consist of trees, shrubs, and grasses. Replanting is scheduled to start this spring and will continue into 2025.

Roadside parking

The Long Point Causeway in its present and proposed future state does not provide sufficient space for roadside parking. Staff are considering the installation of gateway signs as motorists enter the north/south stretch of the Long Point Causeway – advising motorists that roadside parking is prohibited along the Causeway. A gateway sign may be preferred over the placement of numerous traditional roadside no parking/no stopping signs as the presence of several repeating signs (while perhaps more effective) would most likely be seen as unattractive for this area. We would also suggest the placement of a supplementary sign indicating the presence and location of the Long Point Birding Trail and Viewing Platform to guide nature watchers to this most appropriate viewing area. While we do anticipate that some users may well still attempt to park and view from the roadside, the messaging proposed on the gateway sign will assist in changing some behaviors along this stretch roadway. Sample road signage can be found on Attachment B. Staff propose to monitor the behaviour of road users post construction and if necessary, traditional no parking/no stopping signs could be installed to reinforce the desired behaviour and to improve enforceability.

Wildlife Protection

The Long Point Causeway project includes the installation of wildlife exclusionary fencing along the edge of the Causeway (nearer to the water edge) which will serve to guide amphibious wildlife to the crossing corridors installed in the roadway under an earlier cooperative project with Canadian Wildlife Service, a division of Environment and Climate Change Canada. The exclusionary fencing serves to minimize crossing conflicts between wildlife and motorists, providing a safer environment for both wildlife and motorists.

Financial Services Comments:

The Approved Capital Budget contains an allocation of \$6,333,000 for Project 5531704 Long Point Causeway Road Reconstruction, of which approximately \$400,000 has been spent to date primarily related to engineering studies and tree maintenance. Funding for this project is budgeted to be provided from the Roadway Construction Reserve. Additional finance comments will be provided when future updates regarding tender results are presented to Council.

Attachment(s):

- Attachment A: Cross Sections
- Attachment B: Sample Road Signage

Conclusion:

On January 8, 2024, the ESR Addendum was posted for the mandatory 30-day review period under the MCEA process. The 30-day review period concluded on February 9, 2024, and no Section 16 order requests were received from the Minister of Environment, Conservation and Parks.

Staff are currently working on completing the tender package for the 2024 construction season.

Approval:

Approved By:
Andrew Grice,
General Manager of Infrastructure and Environmental Services

Reviewed By:
Darnell Lambert, C.E.T.,
Director, Engineering.

Prepared By:
Jacob Columbus, C.E.T.,
Project Manager, Engineering

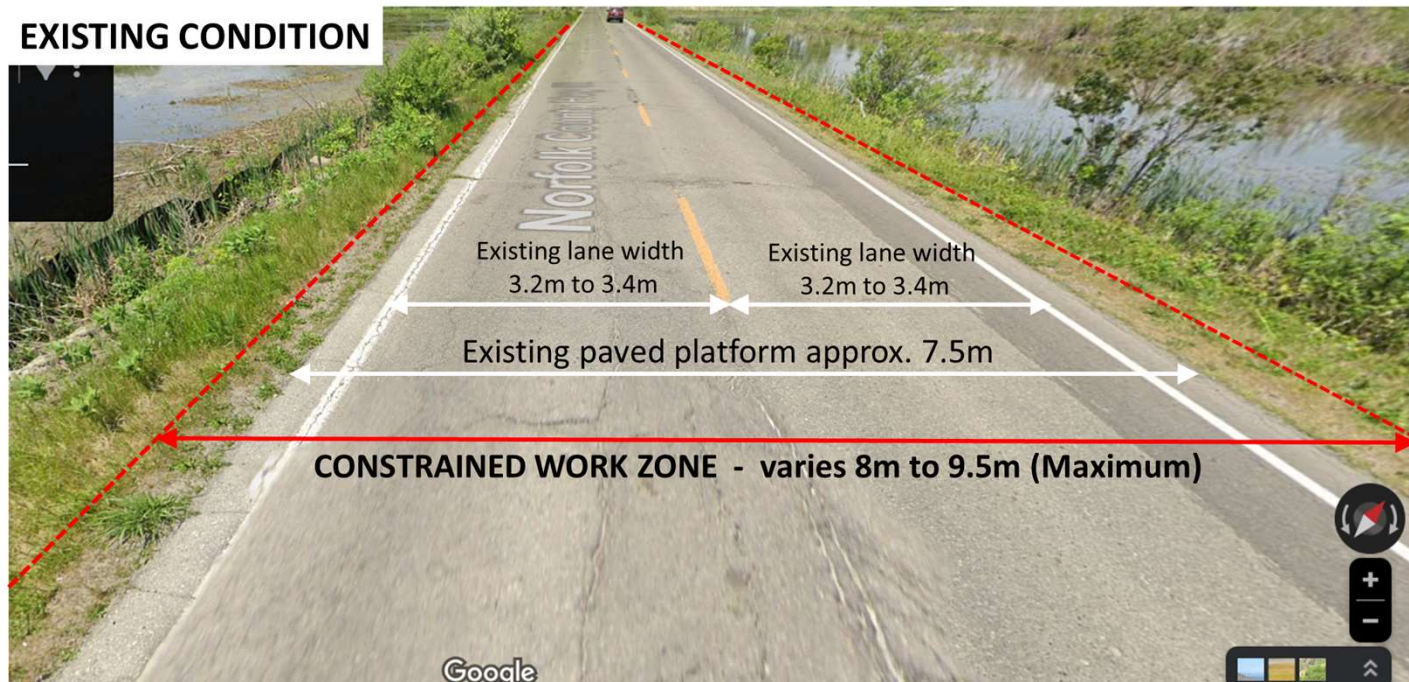


Figure 1 – Existing conditions/constraints

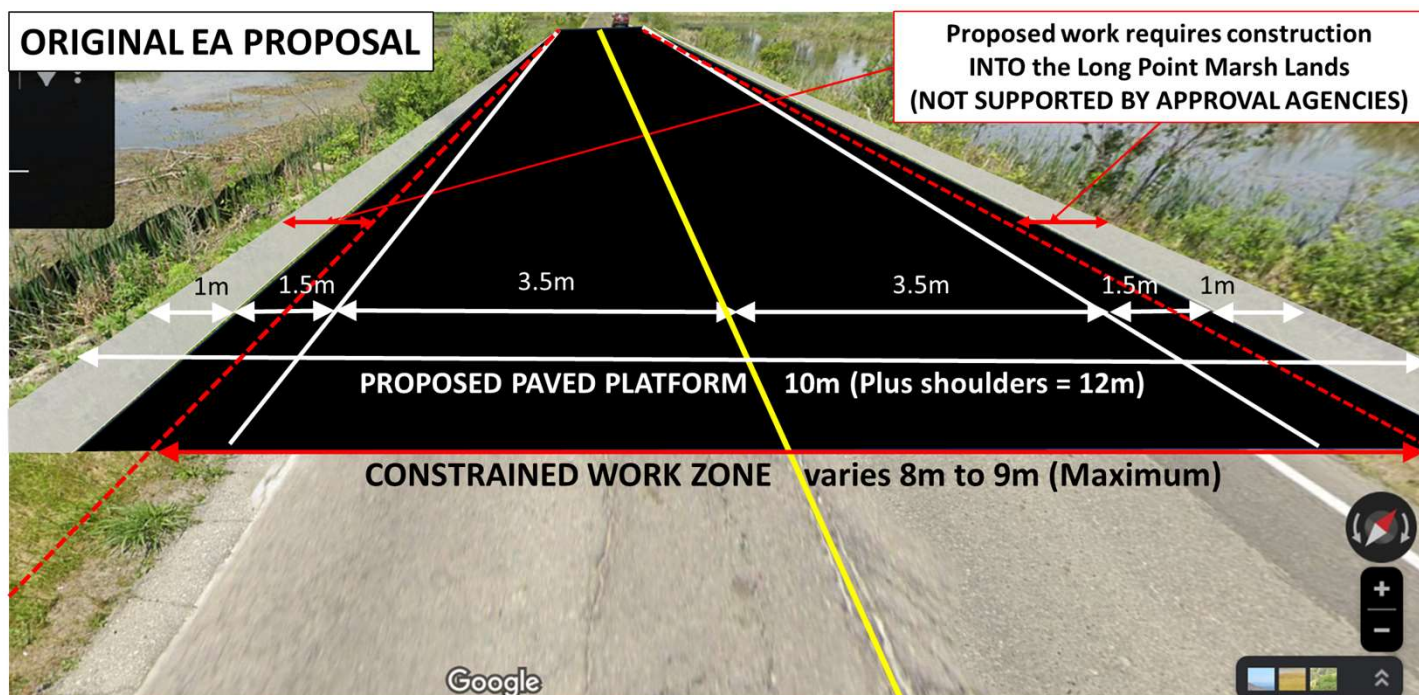


Figure 2 – Original EA Proposal

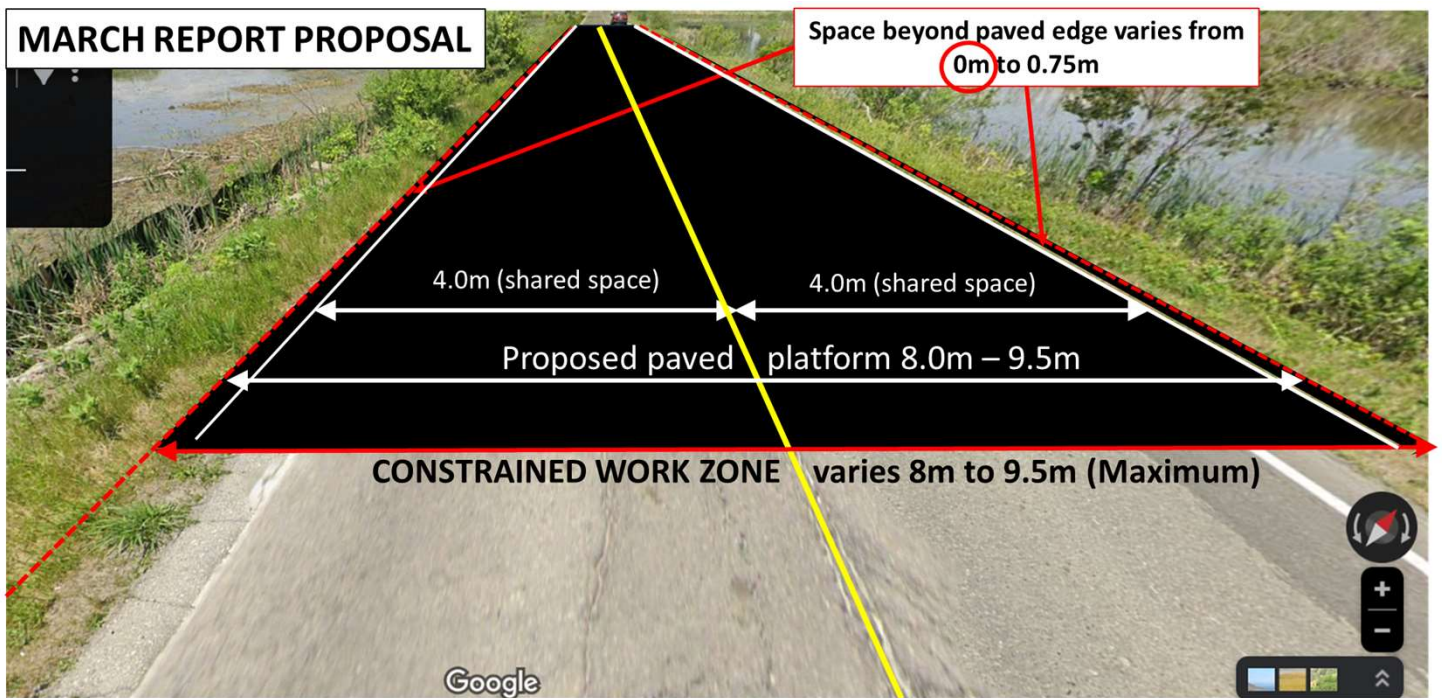


Figure 3 – March 2023 Proposed Road Platform

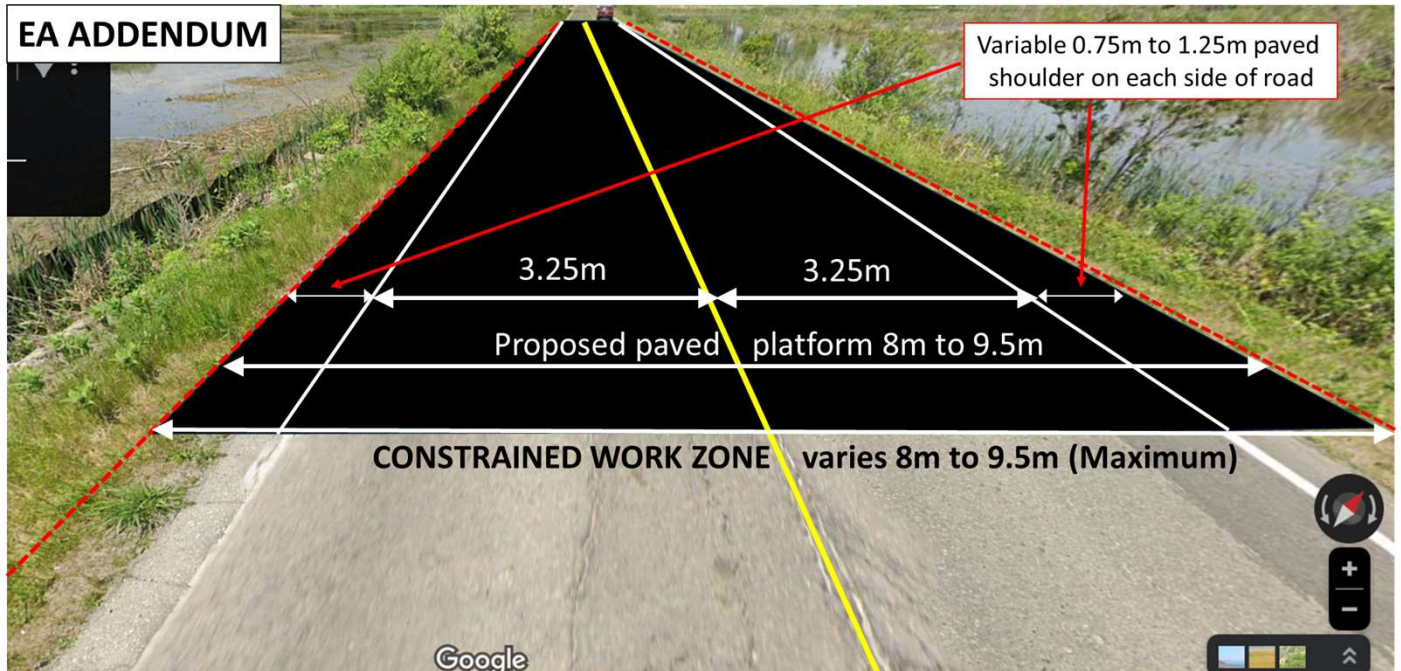


Figure 4 – EA Addendum Proposal

Attachment B: Sample Road Signage





Information Memo

To: Council-In-Committee Meeting
Date: April 09, 2024
Division: Environmental and Infrastructure Services
Department: Engineering - Drainage
Ward: Ward 6
Subject: Ellwanger Drains 1 and 7 – Report for Consideration

Recommendation(s):

That the Information Memo regarding the Ellwanger Drains 1 and 7 – Report for Consideration be received as information.

Background

Council is in receipt of the Ellwanger Drains 1 and 7 report, dated March 7, 2024, prepared by Mike Devos, P.Eng. of Spriet Associates Ltd.

The engineer's report will be presented to Council for decision at the April 16th, 2024, Council Meeting.

Discussion:

Council appointed the firm of Spriet Associates Ltd. under the *Drainage Act* through staff report PW 05-40, PW 10-25 and PW 15-41. The Ellwanger Drains 1 and 7 is located Lots 14 through 18, Concession 1, in the former Township of Woodhouse (Refer to Attachment 1 – Site Plan).

The attached Ellwanger Drains 1 and 7 report dated, March 7, 2024, prepared by Mike Devos, P.Eng. has been filed with Norfolk County. (Refer to Attachment 2 – Ellwanger Drains 1 and 7 Report).

Staff and the engineer have conducted meetings with the affected owners in accordance with the Drainage Act, supplemented by additional owner information sessions. All affected owners were invited to review the draft design, costs, and assessments. The engineer has incorporated feedback received and updated the final report and design accordingly.

The necessity of the project stemmed from changes in alignment, pipe sizing, and Stormwater Management (SWM) Concepts, which conflicted with the existing Ellwanger Drains No. 1 and 7, in order to accommodate the Dover Coast Development. All the

outlined works in this report have been implemented through prior phases of the Dover Coast Development and have received approval from Norfolk County and other relevant governing bodies during previous stages of the development process. The Developer has agreed to cover 100% of the costs for preparing the new report. As the Engineering/Design phase is complete and construction is finished, the Engineer has reviewed the changes, documented them in a new report, and provided a fair and equitable assessment for potential future maintenance needs. Future maintenance will only be undertaken, if necessary, with the applicable condo corporations and Golf Course given the first opportunity to perform required maintenance under their current plans.

The total estimated cost outlined in the report is \$26,100, with the entire amount being assessed to the developer, known as 2079095 Ontario Limited (Roll#: 3310-337-040-19192).

The engineer will attend the Council meeting to present the report. Council members are required to hear any concerns raised by affected owners regarding the design or location of the proposed drainage works and decide whether to adopt the report through a by-law.

By adopting the by-law, the report will proceed through the regulated *Drainage Act* appeals process. Affected owners who are dissatisfied with the report will have the opportunity to appeal through the various Drainage Act appeal bodies. Upon completion of the appeals, the Drainage Superintendents, appointed under the by-law to execute the Council's duties under the *Drainage Act*, will be responsible for bringing the project to completion.

Financial Services Comments:

The Approved Capital Budget includes an allocation of \$767,000 for Project 5931148 D5149 – Ellwanger Drains 1 & 7, with funding to be provided entirely through external recoveries from affected landowners.

As stated in the body of the report, the total estimated project costs for construction of the Ellwanger Drains 1 & 7 are \$26,100 (excluding HST). The full amount will be recovered through affected landowners. Costs to date primarily related to engineering, surveying, and administration are approximately \$112,200, so the project is expected to be completed within budget. Of this amount, approximately \$85,400 of those costs were previously assessed under a separate drain report, with the remaining \$26,800 relating the current report and engineer.

In addition to the construction costs outlined in the report, Norfolk County will be responsible for a minimal portion of the future maintenance costs of this drain. These costs will be assessed by using the maintenance assessment schedule included in the engineer's report.

Attachment(s):

- Attachment 1: Site Plan
- Attachment 2: Ellwanger Drains 1 and 7 Report

Conclusion:

Staff recommend Council adopt the report under by-law on April 16th, 2024, and the project proceed through the *Drainage Act* process.

Approval:

Approved By:

Andrew Grice

General Manager, Environmental and Infrastructure Services

Reviewed By:

Darnell L. Lambert

Director, Engineering

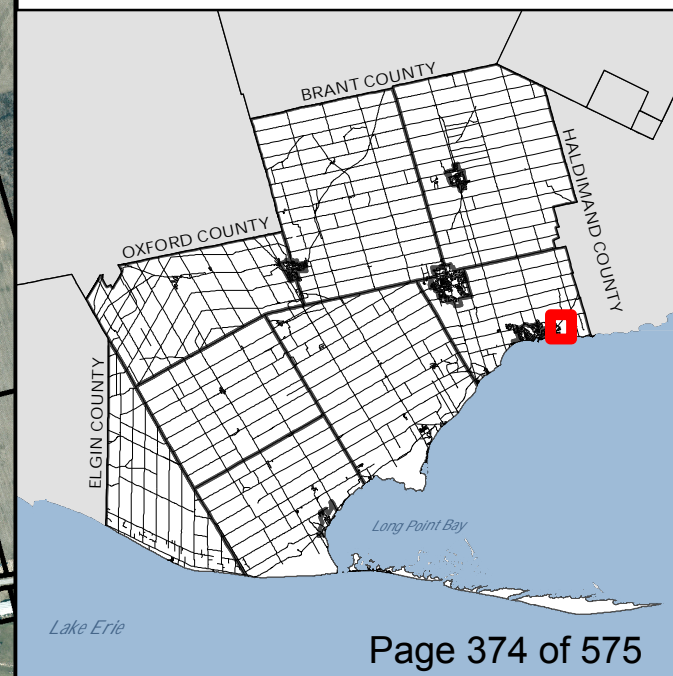
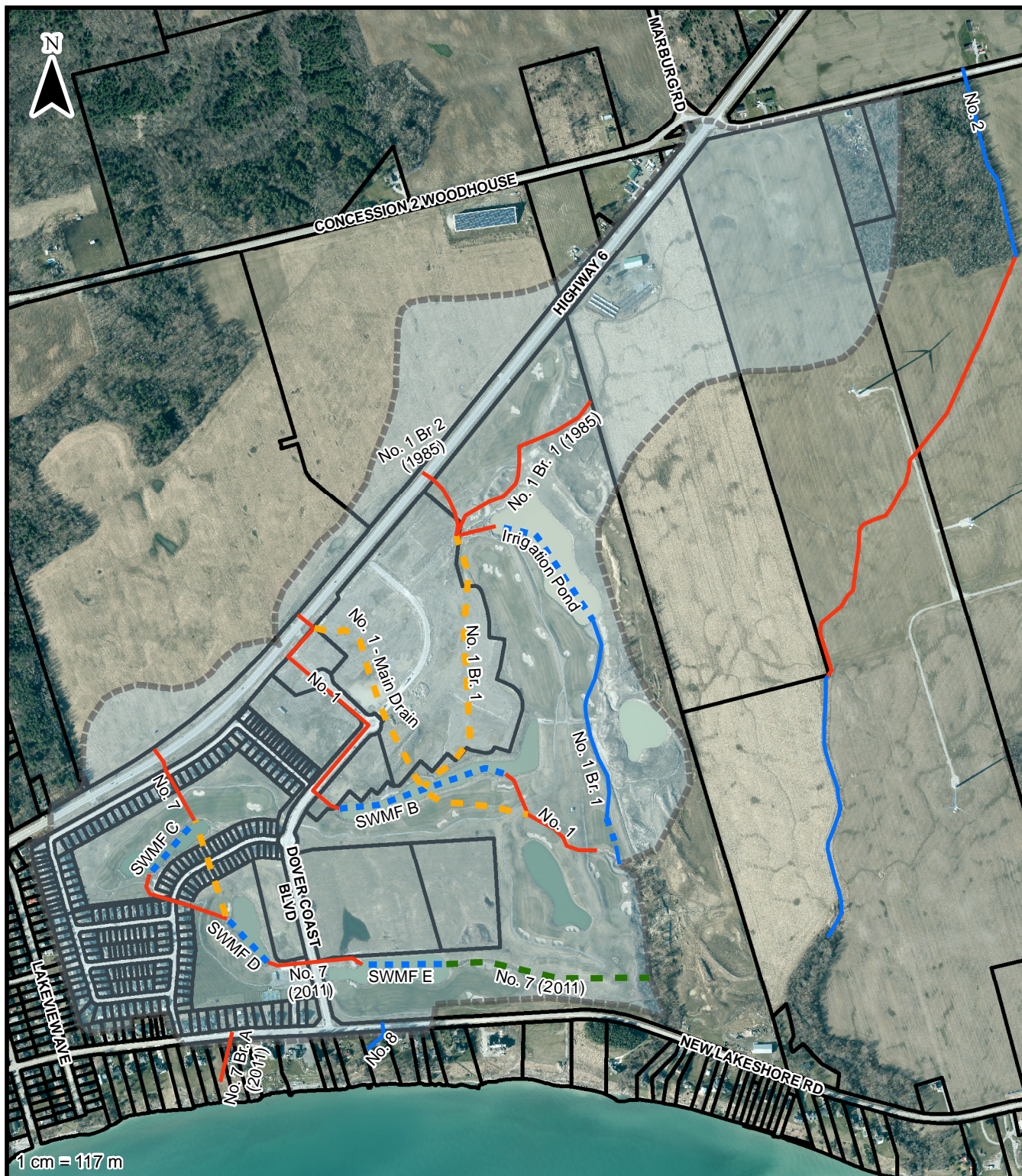
Prepared By:

Chris Dunn, Drainage Superintendent

Attachment No. 1 - Site Map

Ellwanger 1 & 7
Report No. EIS 24-031
Council-in-Committee Meeting
April 9, 2024

- Open - Ditch
- - - Open - Pond
- - - Open - Swale
- Closed - Tile
- - - To Be Abandoned
- Watershed
- Parcel



ELLWANGER DRAINS NO. 1 & 7 2024

Norfolk County



**SPRIET
ASSOCIATES**

ENGINEERS & ARCHITECTS

155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
E-mail MAIL@SPRIET.ON.CA

Our Job No. 215047

March 7, 2024

ELLWANGER DRAINS NO. 1 & 7 2024

Norfolk County

To the Mayor and Council of
Norfolk County

Mayor and Council:

We are pleased to present our report to cover the reconstruction of portions of Drains No. 1 & 7 of the Ellwanger Municipal Drain serving parts of Lots 14 to 18, Concession 1 (Woodhouse) in Norfolk County. The total watershed area contains approximately 169 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by one of the affected landowners.

HISTORY

Drains No. 1 & 7 were originally constructed pursuant to a report submitted by J.B. Wiebe, P. Eng. dated March 8, 1985 with drawings revised June 6, 1985. Drain No. 1 consisted of a Main Drain, Branch 1, and Branch 2, while Drain No.7 consisted of one drain with a separate outlet.

Drain No.1 – Main Drain is a closed tile drain extending from an outlet in a natural watercourse in Lot 16, upstream northerly to and across Highway 6 to its head on the north side in Lot 15. The Main Drain includes 340 metres of 525mm tile and 439 metres of 300mm tile. Branch 1 is a closed drain, extending from an outlet in the Main Drain in Lot 16, upstream north-easterly and easterly across to its head at the line between Lot 16 & 17. This branch includes 550 metres of 450mm tile and 396 metres of 350mm tile. Branch 2 is a closed tile drain extending from an outlet in Branch 1 in Lot 16, northerly up to and across Highway 6. This branch includes 160 metres of 300mm tile.

Drain No.7 is an open and closed drain extending from an outlet in a natural watercourse part way between the lake and New Lake Shore Road, upstream northerly across Lot 15 up to and across Highway 6 to its head on the north side. This drain includes 30 metres of open ditch, 400 metres of 400mm tile and 276 metres of 350mm tile.

A portion of Drain No.7 was later reconstructed pursuant to a report submitted by J.D. Vallee, dated August 23, 2011. This report provided for the reconstruction of the lower 307 metres of this drain. Starting at a point approximately 369 metres down from its head, a new Stormwater Management Facility (SWMF) was constructed as part of the report. The portion of the remaining branch between the SWMF and New Lake Shore Road was abandoned from municipal drain status. The portion across the road and downstream was renamed Branch 'A.' From this SWMF a new 975mm storm drain extended easterly to connect to a second SWMF. From the east end of this SWMF a new weir and outlet ditch was constructed continuing easterly to an outlet in the natural watercourse downstream of the Main Drain outlet.



EXISTING DRAINAGE CONDITIONS

At a site meeting held with respect to the project and through later discussions, the owners reported the following:

- that most of the lands where Drain No.1 – Main Drain, Drain No.7, and the lower part of Drain No.1 – Branch 1 are located are being developed into residential and commercial land as well as a golf course
- that the above existing tile drains will be replaced with new storm sewers, SWMFs, and an outlet ditch
- that the new works become part of the Ellwanger Municipal Drain No. 1 & 7
- that the design, drawings, and specifications are being completed by the landowner's (developer's) engineer – Development Engineering Limited (DEL)
- that the new work would be completed and paid for by the developer

Upon reviewing information provided, the existing drain information, and discussions with Norfolk County, we note the following:

- that approximately 113 metres of 900mm sewer pipe has already been installed from the upper end of SWMF D that was constructed under the 2011 report upstream northwesterly to Regatta Drive
- that the 2011 report directed that all maintenance costs be covered by the landowner where that portion of the drain exists
- that the existing Drain No.7, including two SWMFs, are working satisfactorily
- that the existing portion of Drain No.1 – Main Drain upstream and downstream of the new work should remain part of the Ellwanger Municipal Drain and included as part of this report
- that the existing part of Drain No.7 upstream of the new work should remain part of the Ellwanger Municipal Drain and included as part of this report
- that the portion of Drain No.1 – Branch 1 upstream of its junction with Branch 2 will not be disturbed but should be included as part of this report

DESIGN CRITERIA AND CONSIDERATIONS

That the new storm sewers and SWMFs have been designed by Development Engineering Ltd. (DEL) to standards provided by the Ministry of the Environment and Climate Change (MOECC) and Norfolk County and shall be submitted to and approved by the (MOECC) prior to construction.

The capacity of the storm sewers were designed in accordance with the rational method to a design frequency of a 1 in 5 year storm. Design frequency is the frequency with which a given storm event is equalled on the average, once in a period of years. Thus a 2 year frequency event would be expected to be equalled or exceeded 50 times in 100 years. We note that lot grading within the development will alter the route of excess overland flow, but has been designed to continue to function as shown on the lot grading plans. This route will not be part of the municipal drain.

DESIGN CRITERIA AND CONSIDERATIONS (cont'd)

The SWMFs were designed as wet ponds in accordance with the DEL Stormwater Management (SWM) report dated December 2015 for both quantity and quality maintenance and safety provisions. This report indicated there were no watershed changes and quantity measures implemented would control release flows to ensure no increase in flows downstream of the outlet point. The quality measures implemented provide an enhanced level of protection. Both SWMFs (B & C) will have an irrigation drawdown buffer above the permanent pool levels.

We have reviewed the DEL design only but have not completed a detailed check of their calculations, and therefore we do not take any responsibility for their design. We do note that the side slopes of SWMF 'B' are less than normally recommended by the MECP but both DEL and Norfolk County support this as it is located within a private golf course with no public access.

It is to be noted that Pond A and a second small pond downstream on Drain No.1 – Branch 1 have been designed as irrigation ponds with golf course features and which have no purpose/function as SWMFs.

The existing portion of Drain No.7 from Sta. 0+412 downstream to the outlet in the natural water course was designed by G. Douglas Valley Ltd. This work was later reviewed by DEL as part of their work on Drain No.7 upstream.

RECOMMENDATIONS

We are therefore recommending the following:

- that the existing Drain No.7 from Regatta Drive upstream to Highway 6 was replaced with new 675mm to 900mm sewer pipe, and new private SWMF C
- that the existing Drain No.1 – Main Drain from a point approximately 165 metres upstream from its outlet, upstream to Highway 6 was replaced with new 450mm to 1200mm sewer pipe, new SWMF B, and new 525mm restricted outlet sewer
- that the existing Drain No.1 – Branch 1 from its outlet in the Main Drain upstream to the junction of Branch 2 was replaced and relocated with 600mm sewer pipe and two ponds; Irrigation Pond A, and a small golf course pond (Sta. 0+870 to Sta. 0+000)
- that the above works be incorporated as a part of the Ellwanger Drain for future maintenance purposes
- that the remaining 165 metres of Drain No.1 – Main Drain downstream of the new outlet sewer be included as part of this report for future maintenance purposes (Sta. 1+178 to Sta. 1+030)
- that the SWMFs B, C, D, E, Irrigation Pond A and golf pond shall not be part of the Ellwanger municipal drain with ownership and all responsibilities remaining private with adjacent property in accordance with the applicable Environmental Compliance Approvals
- that the 975mm storm sewer and outlet swale covered in the 2011 Vallee report for Drain No. 7 be included as part of this report for future maintenance purposes under Section 76 of the Drainage Act
- that all other storm sewers within the proposed development on private lands or public roads do not form part of the municipal drain

RECOMMENDATIONS (cont'd)

- that the above relocation of the lower portion of Branch 1 has an outlet in the natural watercourse approximately 54 metres downstream of the Main Drain outlet
- that all portions of the existing municipal drain which were replaced were destroyed and are considered abandoned from municipal status pursuant to Section 19 of the Drainage Act including the following:
 - a) Drain No.1 – Main Drain from Sta. 1+030 to Sta. 0+044
 - b) Drain No.1 – Branch 1 from its outlet in the Main Drain to junction of Branch 2
 - c) Drain No.7 from Sta. 0+525 to Sta. 0+053
- that the existing portions upstream and downstream of this newly incorporated work on Drain No.1 – Main Drain & Branch 1 and Drain No.7 be included as part of this report for future maintenance purposes

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant wetlands, sensitive areas or endangered species within the affected watershed area or along the route of the drains. The proposed construction includes stormwater management and erosion protection measures (temporary and permanent).

SUMMARY OF WORK

The recently constructed work covered by this report includes approximately 380 lineal meters of open ditch including rip-rap bank protection, approximately 940 lineal meters of 450mm to 1200mm sewer pipe including related appurtenances.

SCHEDULES AND DRAWINGS

Two schedules are attached hereto and form part of this report, being Schedule 'A' - Cost Estimate and Schedule 'B' - Assessment for Maintenance.

Schedule 'A' - Cost Estimate. This schedule provides for a detailed cost estimate of the Engineering and Administration work which is in the amount of \$26,100.00. This estimate includes engineering and administrative costs associated with this report only and does not include any construction costs or developer's engineer's cost.

Schedule 'B' – Assessment for Maintenance. In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of, or the entire drainage works.

The following drawings form part of this report:

- Drawings 'A' through 'F' prepared by Development Engineering dated January 17, 2017
- Our Drawing No. 1, Job No. 215047
- Drawings 2 through 6 prepared by J.D. Vallee originally from the report dated August 23, 2011
- Drawing 9 prepared by J. Byron Weibe Ltd dated March 8, 1985

They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

As all costs associated with this will be borne by the development, no allowances under Sections 29 to 31 of the Drainage Act were provided.

ASSESSMENT (Construction)

We assess the entire cost of this report to the developer/owner of the property, 2079095 Ontario Limited (Roll No. 331033704019192). It is to be noted that the cost of this report is not eligible for the Provincial Agricultural Grant.

ASSESSMENT (Maintenance)

A modified "*Todgham Method*" is typically used to calculate the assessments shown on Schedule 'C' – Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route where warranted and then extracting Special Assessments from each section.

The remainder is then separated into Benefit and Outlet Assessments. The Benefit is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet is distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands are assessed for outlet at lower rates than cleared lands. Also, roads and residential properties, are assessed for outlet at higher rates than cleared farmlands.

ASSESSMENT DEFINITIONS (Maintenance)

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These assessments are known as benefit, outlet liability and special benefit as set out under Sections 22 and 23 of the Act.

SECTION 22

BENEFIT as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

SECTION 23

OUTLET liability is assessed to the lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

SECTION 25

In accordance with Section 25(1) of the Drainage Act, the County has requested that, for future maintenance, lands be assessed as block assessments. The assessment to the block is levied against all rateable properties within the block proportionately on the basis of the assessment values of the lands and building as set out by MPAC.



MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

After completion, Drain No. 1 (Main Drain and Branch 1) and Drain No. 7 including the existing portions that remain shall be maintained by Norfolk County at the expense of all upstream lands and roads assessed in Schedule 'B' – Assessment for Maintenance and in the same relative proportions until such a time as the assessment is changed under the Drainage Act.

The landowners shall be given the opportunity to complete the maintenance work themselves to the satisfaction of the County at their own cost. If the owner chooses not to complete the repairs, the County shall complete the repairs. All maintenance work shall be completed within the 'working space for future maintenance' as shown on the drawings.

In accordance with above recommendations, the SWMFs shall not be part of the municipal drain with all responsibilities being the landowner's. However, if there is a blockage in the any of them, the municipality may remove such blockage to re-establish flow and design water levels at the entirely cost of the adjacent landowner.

The costs to restore asphalt, curbs, sidewalks, and lawn/sod shall be assessed 100% to the adjacent lands/road.

The portions of Drain No. 7 and Drain No. 1 – Main Drain located within the M.T.O. Highway 6 R.O.W. shall be maintained in accordance with the 1985 drawings entirely at the expense of the M.T.O. as per the 1985 report.

The existing portions of Drain No. 7 shall continue to be maintained in accordance with the drawings and specifications shown in the August 23, 2011 report prepared by J.D. Vallee.

Drain No.7 – Branch A shall be maintained in accordance with Drawing No.2 (2011) entirely at the expense of New Lake Shore Road (Sta. 0+000 to Sta. 0+025 Open Ditch and Sta. 0+025 to Sta. 0+123 Closed Pipe Drain).

Drain No.8 shall be maintained in accordance with Drawing No.9 (March 8, 1985) entirely at the expense of New Lake Shore Road (Sta. 0+070 to Sta. 0+133).

The existing upstream portions of Drain No.1 – Branch 1 and Drain No.1 – Branch 2 shall continue to be maintained in accordance with the existing report, drawings, specifications, and Schedule of Assessment in the March 8, 1985 report and are not included as part of this report.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

M.P.DeVos, P. Eng.



MPD:ms



SCHEDULE 'A' - COST ESTIMATE
ELLWANGER DRAINS No.1 & 7 2024
NORFOLK COUNTY

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

ADMINISTRATION

Interest and Net Harmonized Sales Tax	\$ 1,459.00
Survey, Plan and Final Report	\$ 23,154.00
Expenses	\$ <u>1,487.00</u>
TOTAL ESTIMATED COST	\$ <u>26,100.00</u>

SCHEDULE 'B' - ASSESSMENT FOR FUTURE MAINTENANCE

ELLWANGER DRAINS No.1 & 7 2024

NORFOLK COUNTY

Job No. 215047

March 7, 2024

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
DRAIN No. 7 - Sta. 0+000 (2011) to Sta. 0+937 (2011) & Sta. 0+525 to Sta. 0+000						
<i>Geographic Woodhouse</i>						
1	Pt.15&16	3.4	331033704018100	%	2.90 %	2.90 %
1	Pt.14	0.1	331033704018250		0.10	0.10
1	Pt.14	0.2	331033704014600		0.10	0.10
1	Pt.14&15	13.0	Block A - Residential Lands/Condo	21.40	10.90	32.30
1	Pt.15&16	5.8	331033704019024	11.60	4.90	16.50
1	Pt.15	4.8	331033704019297	6.00	4.00	10.00
1	Pt.15	5.9	331033704019198	7.00	5.00	12.00
1	Pt.15	3.2	331033704019025	0.90	2.70	3.60
1	Pt.15	5.5	331033704019296	1.30	4.60	5.90
1	Pt.15	1.3	331033704019290	0.40	1.10	1.50
TOTAL ASSESSMENT ON LANDS				48.60 %	36.30 %	84.90 %
=====						
Highway 6		3.0	M.T.O.	8.00 %	2.70 %	10.70 %
Dover Coast Blvd		1.1	Norfolk County	3.40	1.00	4.40
TOTAL ASSESSMENT ON PUBLIC ROADS				11.40 %	3.70 %	15.10 %
=====						
TOTAL ASSESSMENT ON DRAIN No. 7						<u>100.00 %</u>

SCHEDULE 'B' - ASSESSMENT FOR FUTURE MAINTENANCE (Cont'd)

ELLWANGER DRAINS No.1 & 7 2024

NORFOLK COUNTY

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
DRAIN No. 1 - MAIN DRAIN : Sta. 1+178 to Sta. 0+000						
<i>Geographic Woodhouse</i>						
1	Pt.15&16	1.3	331033704018100	%	1.70 %	1.70 %
1	Pt.14&15	1.4	Block B - Residential Lands/Condo	6.50	1.80	8.30
1	Pt.16	12.9	331033704019025	6.00	16.60	22.60
1	Pt.15	1.2	331033704019032	5.00	1.60	6.60
1	Pt.15	3.2	331033704019031	6.00	4.10	10.10
1	Pt.15	1.0	331033704019033	3.50	1.30	4.80
1	Pt.15	8.2	331033704019024	8.00	10.50	18.50
TOTAL ASSESSMENT ON LANDS				35.00 %	37.60 \$	72.60
Highway 6				8.00 %	1.30 %	9.30 %
Dover Coast Blvd				9.00	0.70	9.70
Barret Court				8.00	0.40	8.40
TOTAL ASSESSMENT ON PUBLIC ROADS				25.00 %	2.40 %	27.40 %
TOTAL ASSESSMENT ON THE DRAIN No. 1 - MAIN DRAIN						<u><u>100.00 %</u></u>

SCHEDULE ' B ' - ASSESSMENT FOR FUTURE MAINTENANCE (Cont'd)

ELLWANGER DRAINS No.1 & 7 2024

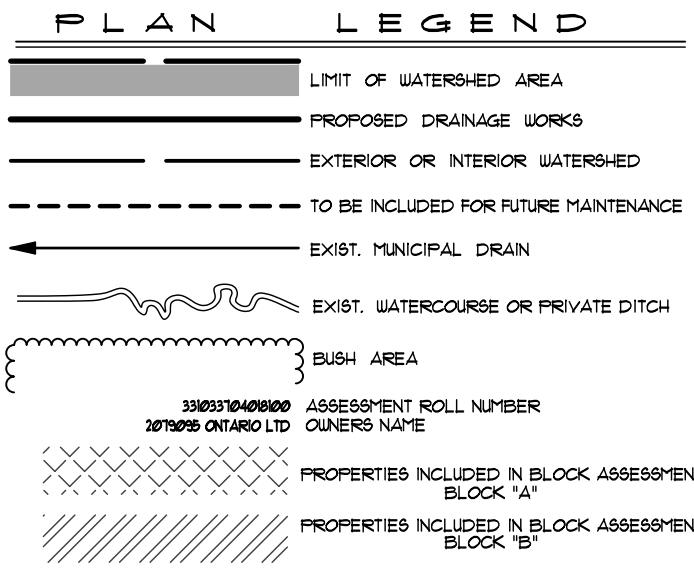
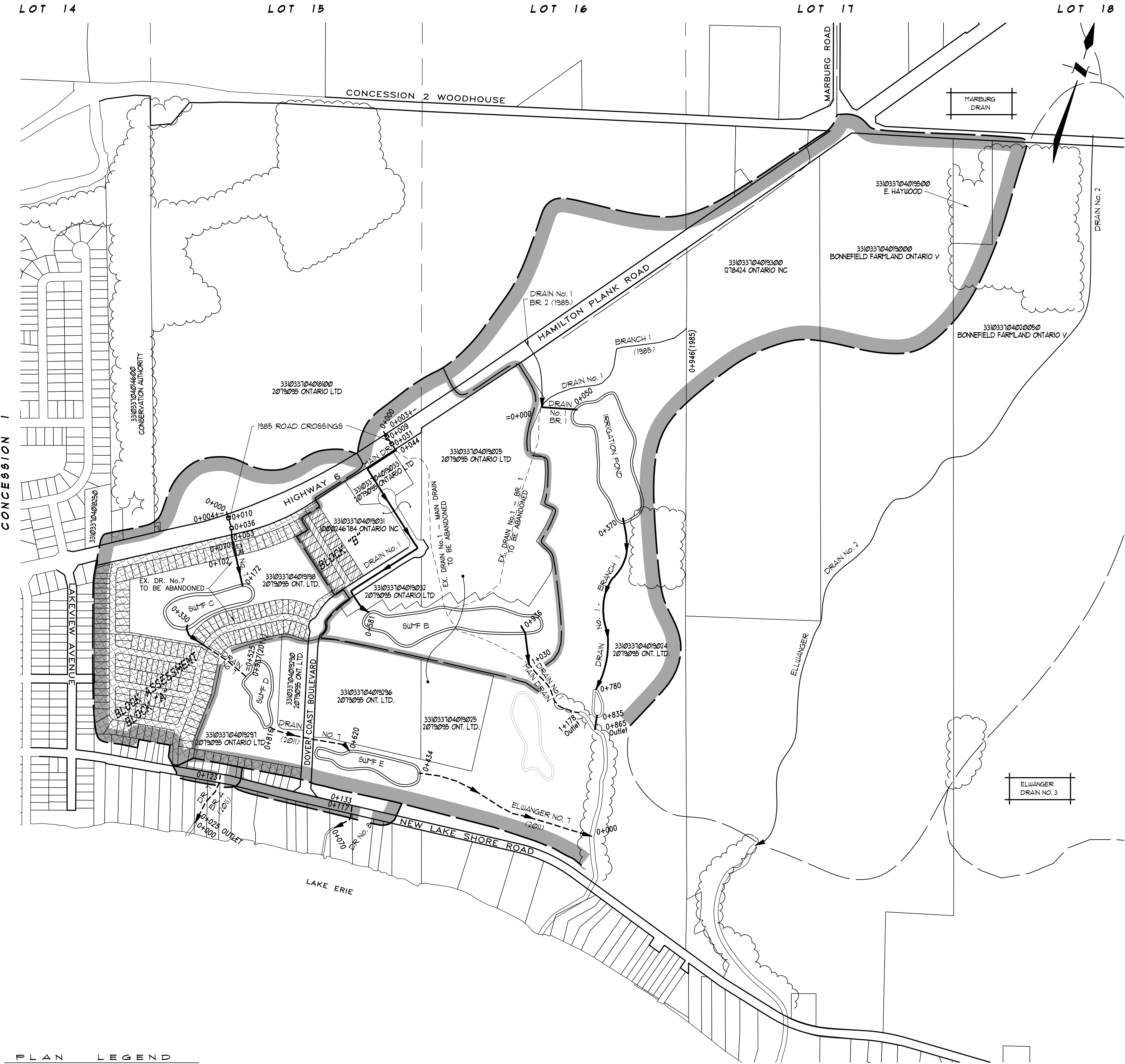
NORFOLK COUNTY

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
DRAIN No.1 - BRANCH 1 : Sta. 0+865 to 0+000						
<i>Geographic Woodhouse</i>						
1	Pt.15&16	7.7	331033704018100	%	4.60 %	4.60 %
1	Pt.14	26.1	331033704019024	60.00	15.50	75.50
1	Pt. 17	10.8	331033704019300		6.40	6.40
1	Pt. 17	14.2	331033704019000		8.40	8.40
1	Pt. 18	2.1	331033704020050		1.20	1.20
1	Pt. 18	2.1	331033704019500		1.20	1.20
				=====		
TOTAL ASSESSMENT ON LANDS				60.00 %	37.30 %	97.30 %
				=====		
Highway 6		4.0	M.T.O.	%	2.40 %	2.40 %
Conc 2 Woodhouse		0.4	Norfolk County		0.30	0.30
				=====		
TOTAL ASSESSMENT ON PUBLIC ROADS				%	2.70 %	2.70 %
				=====		
TOTAL ASSESSMENT ON DRAIN No. 1 - BRANCH 1						<u><u>100.00 %</u></u>

GENERAL NOTES

- 1/ THE STORM SEWERS AND STORM WATER MANAGEMENT FACILITIES INDICATED ON THE ADJACENT PLAN (INCLUDING APPURTENANCES) ARE TO BE PART OF THE ELLWANGER DRAINS No. 1 & 7 FOR FUTURE MAINTENANCE PURPOSES.
- 2/ THE ATTACHED CONSTRUCTION DRAWINGS A TO F PREPARED BY DEVELOPMENT ENGINEERING LTD. DATED AND SEALED JANUARY 17, 2011 FORM PART OF THIS REPORT.
- 3/ THE WORKING SPACE FOR FUTURE MAINTENANCE PURPOSES SHALL BE AS SHOWN ON DRAWINGS A TO F.
- 4/ ALL AREAS DISTURBED BY MAINTENANCE WORKS SHALL BE RESTORED TO EXISTING CONDITIONS INCLUDING TOPSOIL, SOD, LANDSCAPING AND FENCES. RELOCATION AND/OR RESTORATION OF SHEDS AND TREES ARE THE RESPONSIBILITY OF THE OWNERS.
- 5/ MAINTENANCE OF THE STORM WATER MANAGEMENT FACILITIES SHALL BE MAINTAINED IN ACCORDANCE WITH THE RECOMMENDATIONS IN THE DEVELOPMENT ENGINEERING LTD. STORM WATER MANAGEMENT REPORT "DOVER COAST CONDOMINIUM DEVELOPMENT - PHASE 2" DATED DECEMBER 2015.



PLAN SCALE 1:5,000

ELLWANGER DRAINS
No. 1 & 7 2024
Norfolk County

Drainage Superintendent:
CHRIS DUNN
519-582-2100 EXT 601

No.

REVISIONS

DATE

Drawn By: RK, AV
Date: March 7, 2024

Field Book
N/A

JOB No.
215041

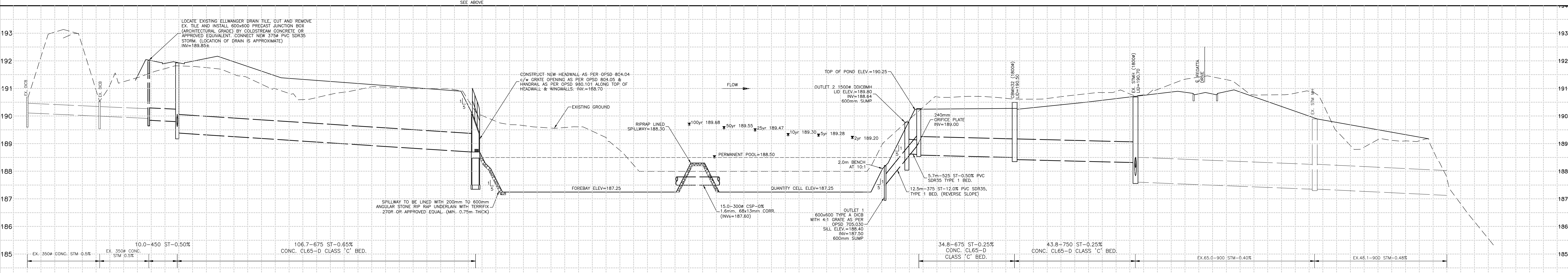
Drawing No.
1 of 1

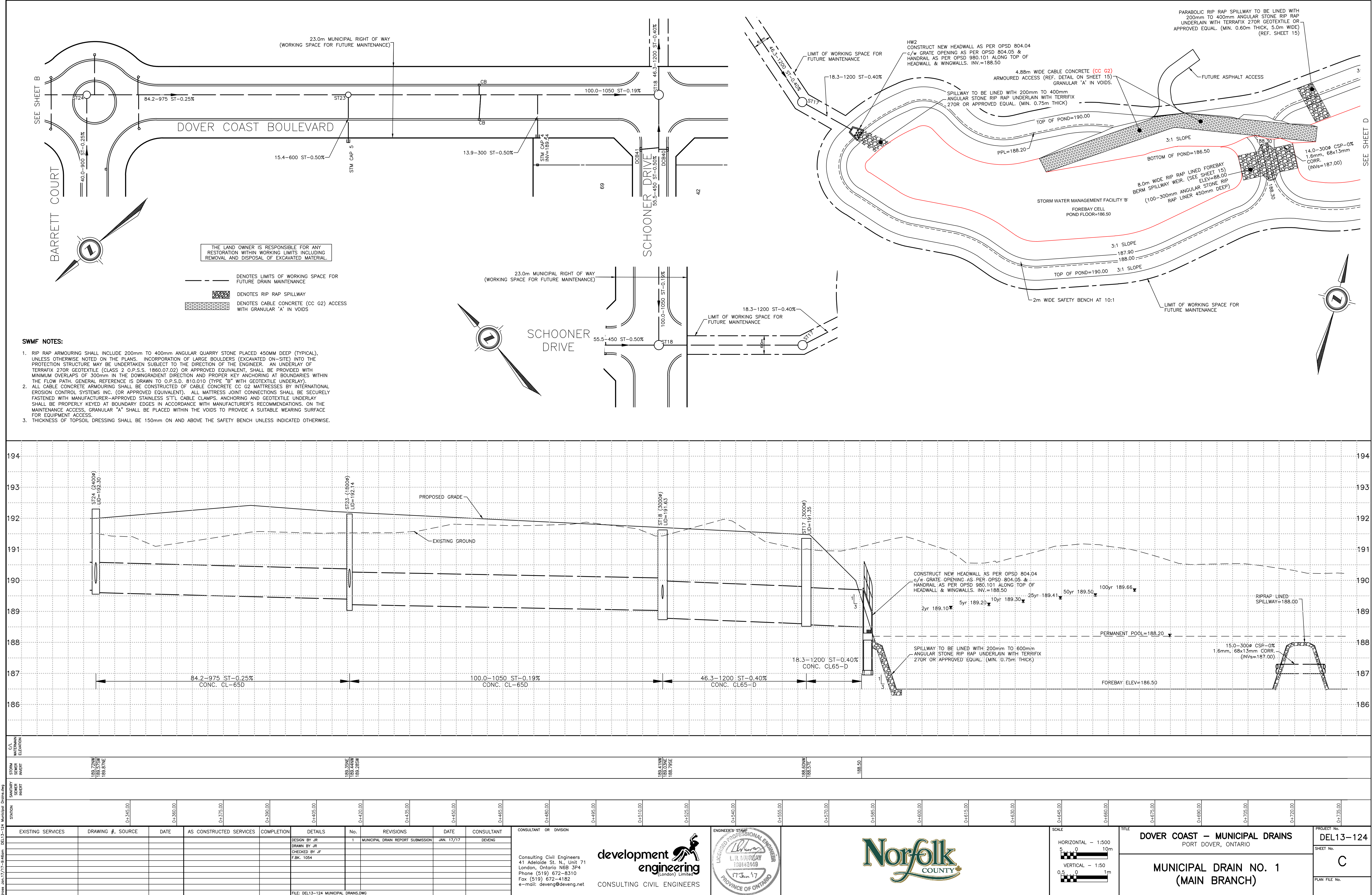
LICENCED PROFESSIONAL ENGINEER
M. P. DEVOS
PROVINCE OF ONTARIO

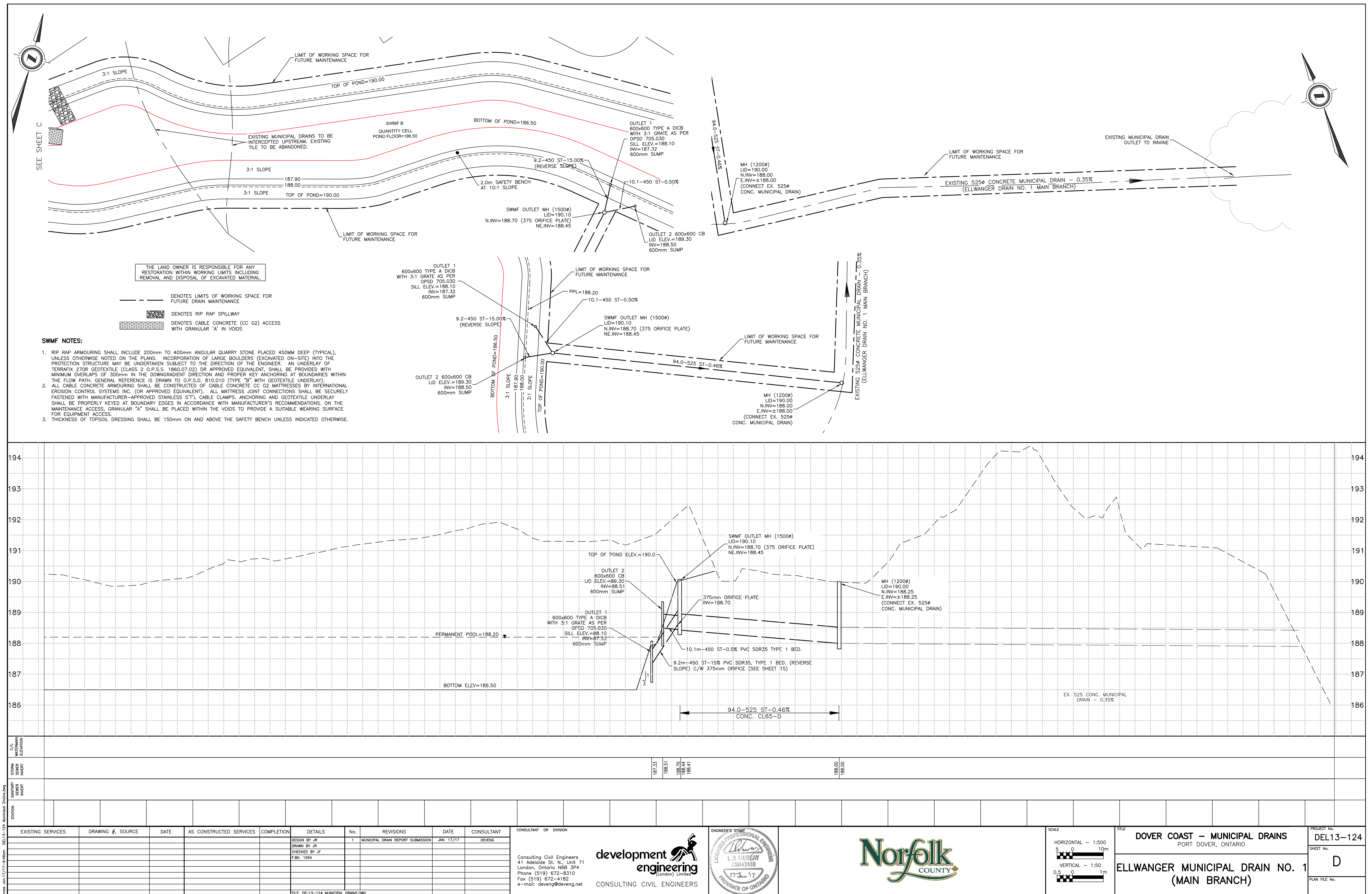
WATERSHED PLAN

SPRIET ASSOCIATES
LONDON
CONSULTING ENGINEERS
155 YORK STREET - LONDON
(519) 672-4100 - NG-1145

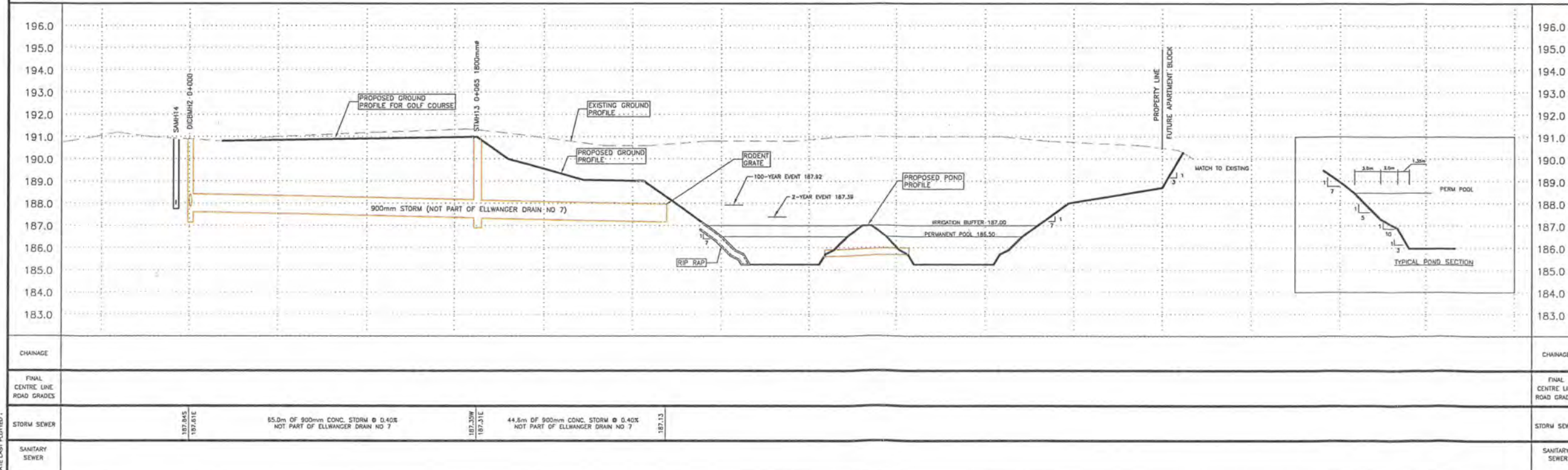
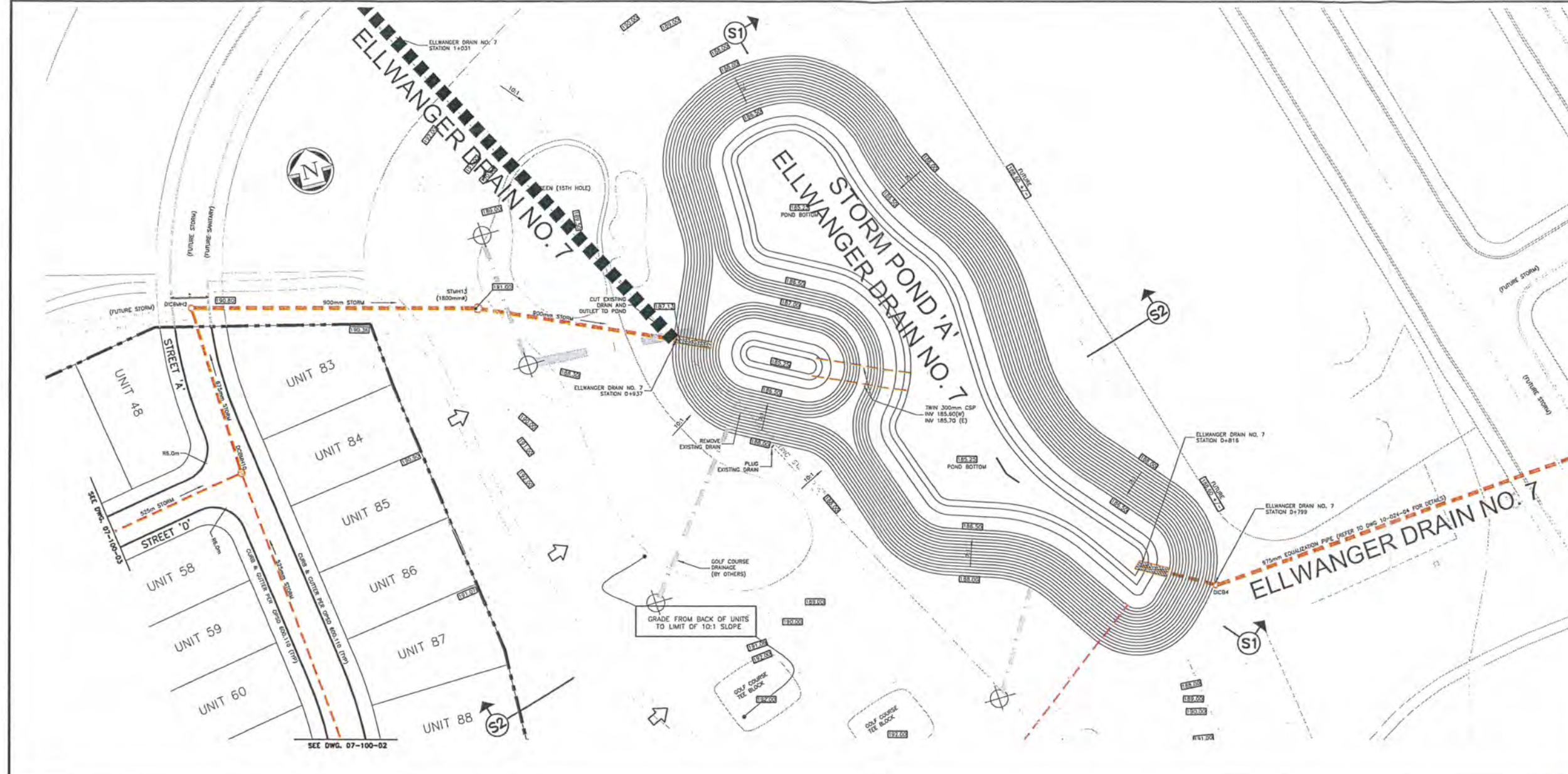
Page 386 of 575







REV. No.	DATE	REVISION
2	JULY 20/11	ISSUED FOR DRAINAGE REPORT





Consulting Engineers,
Architects & Planners

G. DOUGLAS VALLEE LIMITED
2 TALBOT STREET NORTH
SIMCOE, ONTARIO N3Y 3W4
(519) 426-6270

Stamp

Project Title
ELLWANGER DRAIN WORKS

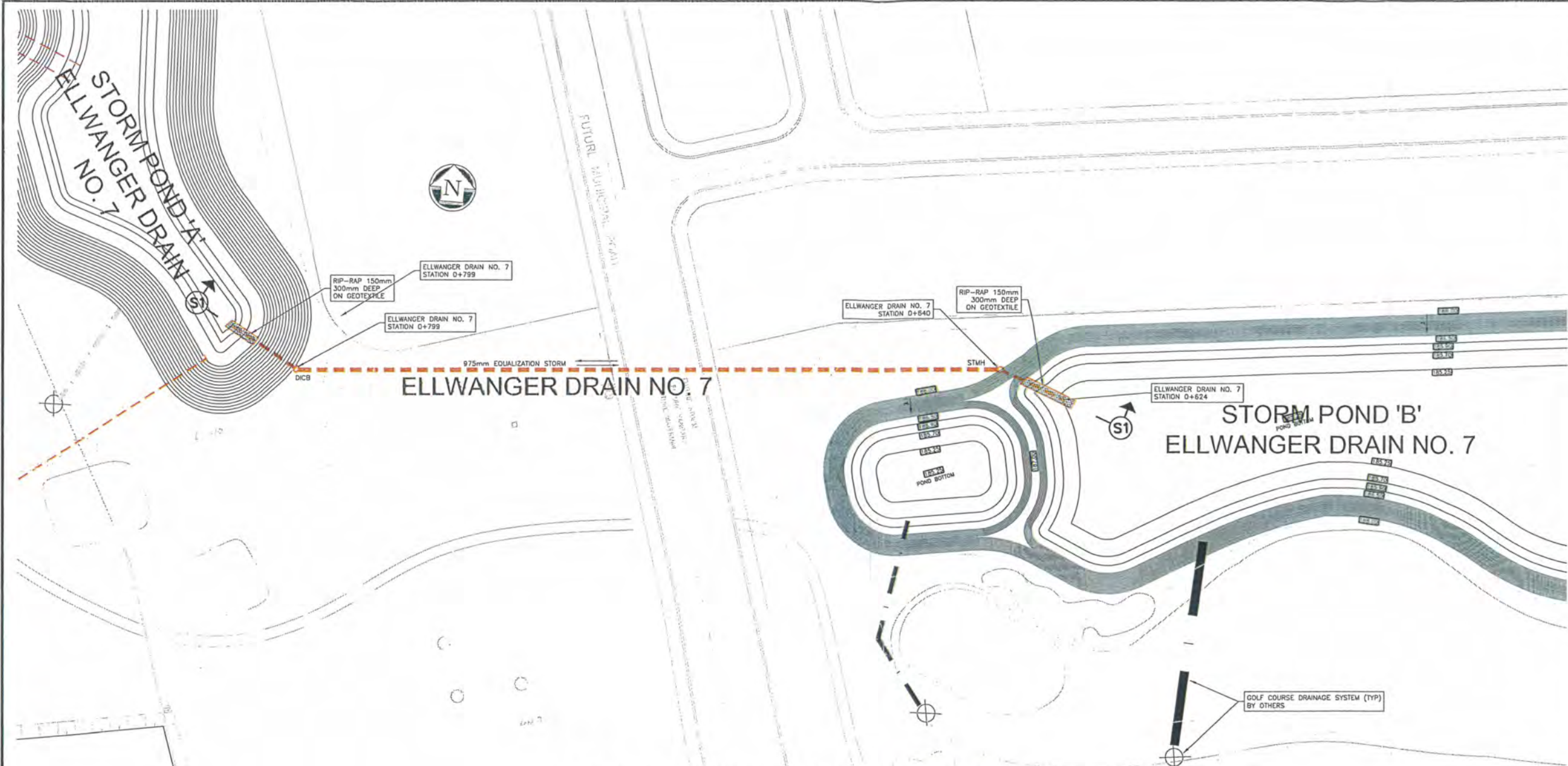
PORT DOVER
NORFOLK COUNTY

Drawing Title
STORM POND 'A'

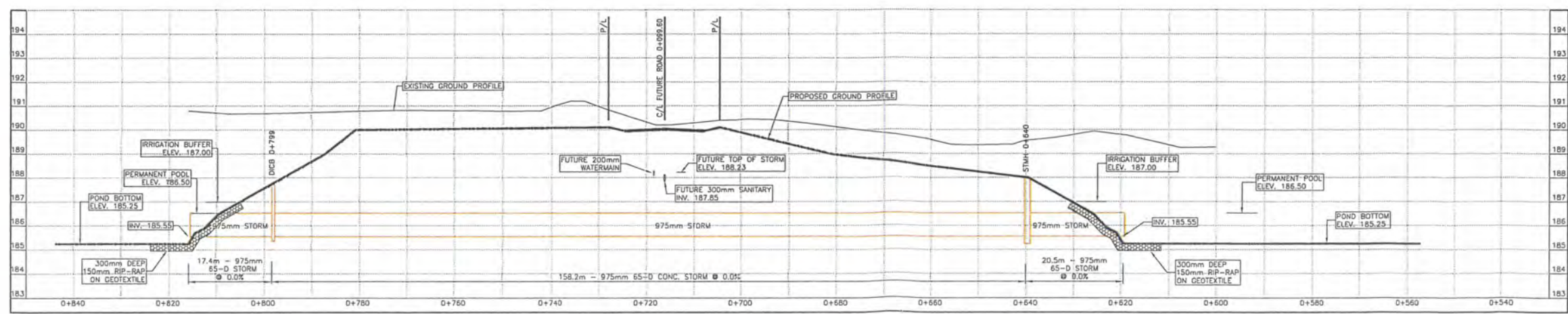
Designed by : DJB
Checked by : TGS
Date Started : JULY 2008
Drawing Scale : AS SHOWN
Project No. : 10-024

Drawn By : TJC/RCS
Date : JULY 2008
Drawing No. : **03**


REV. No.	DATE	REVISION
0	JULY 20/11	ISSUED FOR DRAINAGE REPORT



STORM POND EQUALIZATION
SCALE = 1:500



SECTION S1-S1
SCALE: HORIZONTAL = 1:500
VERTICAL = 1:100



vallee
Consulting Engineers,
Architects & Planners

G. DOUGLAS VALLEE LIMITED
2 TALBOT STREET NORTH
SIMCOE, ONTARIO N3Y 3W4
(519) 426-6270

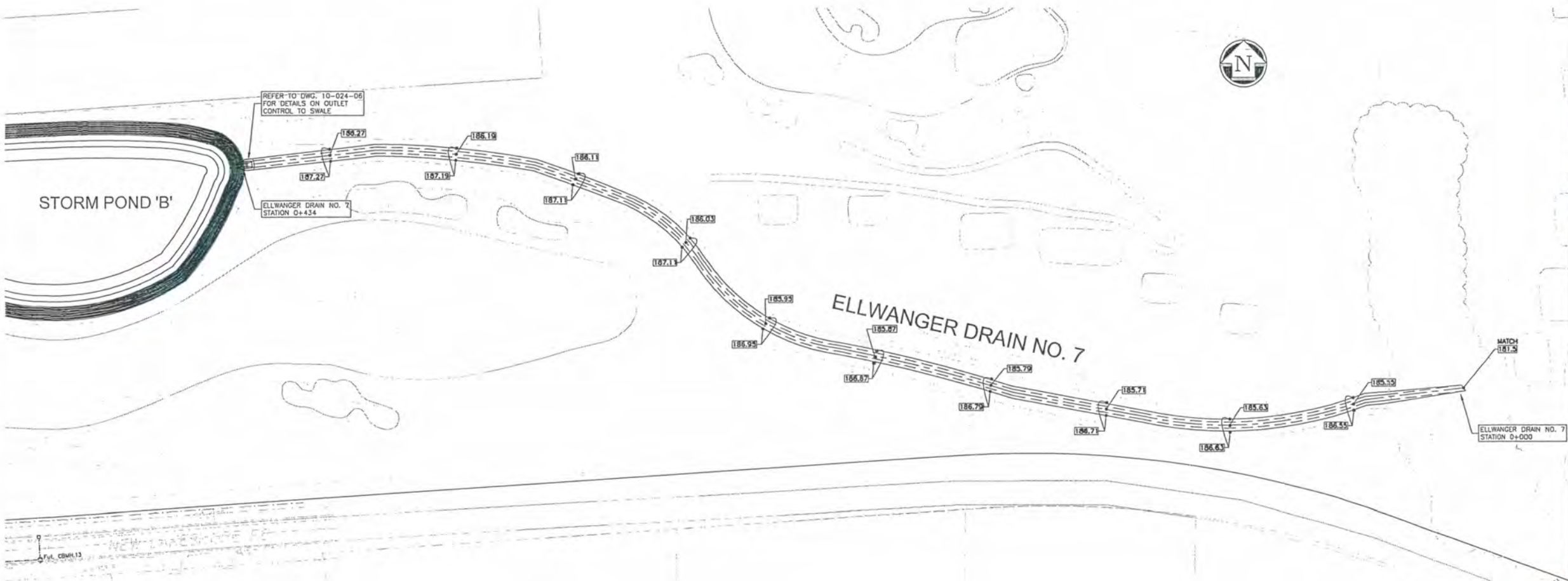
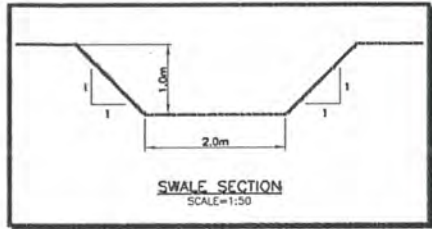
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Project Title
ELLWANGER DRAIN WORKS

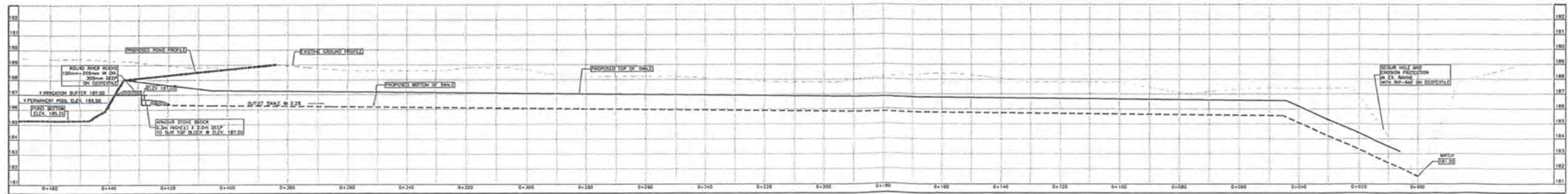
PORT DOVER
NORFOLK COUNTY

Drawing Title
**PLAN AND PROFILE
POND EQUALIZATION PIPE**

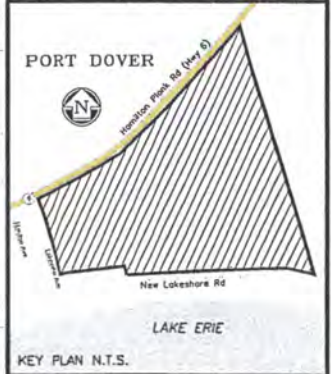
Designed by : TGS	Drawn By : TJC
Checked by : TGS	Date Started : DECEMBER 2010
Drawing Scale : AS SHOWN	Drawing No. 04
Project No. 10-024	



SWALE OUTLET TO RAVINE



REV. No.	DATE	REVISION
0	JULY 20/11	ISSUED FOR DRAINAGE REPORT



SCALE:
HORIZONTAL = 1:750
VERTICAL = 1:150



G. DOUGLAS VALLEE LIMITED
2 TALBOT STREET NORTH
SIMCOE, ONTARIO N3Y 3W4
(519) 426-6270

Stamp

Project Title
ELLWANGER DRAIN WORKS
PORT DOVER
NORFOLK COUNTY

Drawing Title
SWALE OUTLET

Designed by :	TGS	Drawn By :	TJC
Checked by :	TGS	Date Started :	DECEMBER 2010
Drawing Scale :		Drawing No.	06
Project No.	10-024		

DATE LAST PLOTTED :

DRAIN NO. 7

Sta. 0+020 to 0+050

Clean & drain existing open ditch.
Existing trees and brush to be cleared & grubbed and left in piles as designated by owner. Spoil to be levelled.
Supply & install 10 sq. m. rip rap c/w filter fabric underlay.
Supply & install 300 mm C.S.P. c/w rodent grate as shown on drawing. Fill in existing open ditch. Leave shallow graded waterway maintain 600 mm (min.) cover.
Supply and install 400 mm concrete tile as shown on drawing. Fill in existing open ditch. Leave shallow graded waterway. Maintain 600 mm (min.) cover.
Supply and install 900 mm x 900 mm catch basin c/w frame and grate. Supply and install 5 sq. m. rip rap c/w filter fabric underlay.
Supply and install 450 mm C.S.P. by open cut.
Supply and install 900 mm x 900 mm catch basin c/w frame and grate. Supply and install 5 sq. m. rip rap c/w filter fabric underlay.
Supply and install 400 mm concrete tile as shown on drawing. Fill in existing open ditch. Leave shallow graded waterway. Maintain 600 mm (min.) cover.
Level area to grade shown on drawing prior to installing tile. Levelled area to be 20 metres wide. Strip & stockpile topsoil & replace to final grade after tile is installed. Levelled areas to be inspected by engineer prior to installing tile. Spoil to be used to fill in low spots.

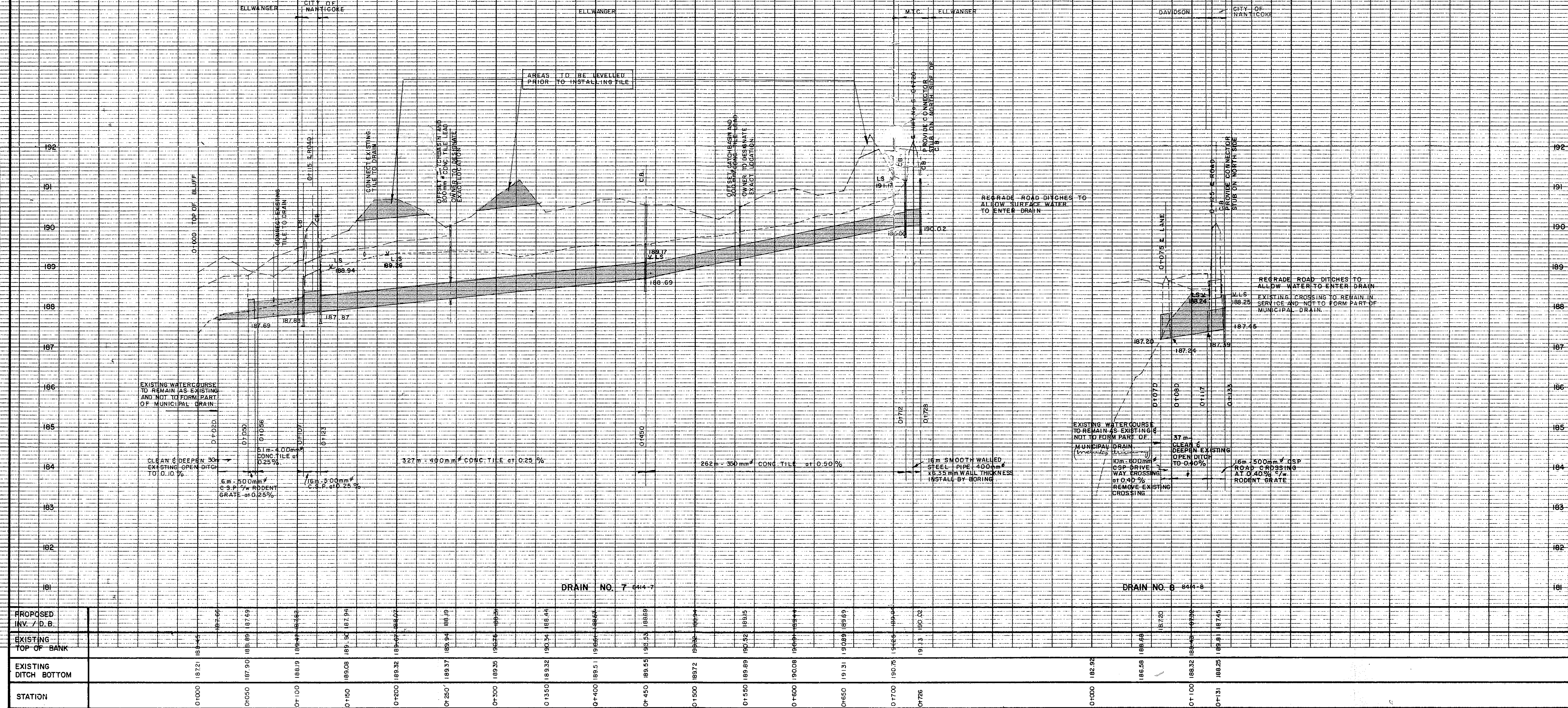
Sta. 0+260 (approx.)

Supply and install 600 mm x 600 mm offset catchbasin, c/w frame and grate. Owner to designate exact location. Supply and install 200 mm concrete tile lead to main drain. Maintain 0.10% (min.) slope. Supply and install 5 sq. m. rip rap c/w filter fabric underlay.
Level area to grade shown on drawing prior to installing tile. Levelled area to be 20 metres wide. Strip & stockpile topsoil & replace to final grade after tile is installed. Levelled areas to be inspected by engineer prior to installing tile. Spoil to be used to fill in low spots.
Supply and install 400 mm x 600 mm catch basin c/w frame and grate. Supply and install 5 sq. m. rip rap c/w filter fabric underlay.
Supply and install 350 mm concrete tile as shown on drawing. Fill in existing open ditch. Leave shallow graded waterway. Maintain 600 mm (min.) cover.
Supply and install 600 mm x 600 mm offset catchbasin, c/w frame and grate. Owner to designate exact location. Supply and install 200 mm concrete tile lead to main drain. Maintain 0.10% (min.) slope.
Supply and install 5 sq. m. rip rap c/w filter fabric underlay.
Level area to grade shown on drawing prior to installing tile. Levelled area to be 20 metres wide. Strip & stockpile topsoil & replace to final grade after tile is installed. Levelled areas to be inspected by engineer prior to installing tile. Spoil to be used to fill in low spots.
Supply & install 900 mm x 900 mm catch basin c/w frame & grate.
Supply & install 5 sq. m. rip rap c/w filter fabric underlay.
Supply & install 400 mm x 6.35 mm wall thickness smooth walled steel pipe, by boring.
Supply & install 5 sq. m. rip rap c/w filter fabric underlay.

DRAIN NO. 8

Sta. 0+070 to 0+080

Supply and install 600 mm C.S.P. as shown on drawing. Remove and dispose of existing crossing.
Clean & deepen existing open ditch. Existing trees and brush to be cleared and grubbed and left in piles as designated by owner. Spoil to be levelled.
Supply and install 500 mm C.S.P. c/w rodent grate by open cut. Existing crossing to remain in service.
Supply and install 5 sq. m. rip rap c/w filter fabric underlay at outlet.
Supply & install 900 mm x 900 mm catch basin c/w frame & grate. Supply & install 5 sq. m. rip rap c/w filter fabric underlay.
Leave shallow graded waterway above all tile. Maintain 600 mm (min.) cover.
Regrade road ditches to allow surface water to enter drain.
Fill in existing open ditch using existing material.
Provide 300 mm (min.) on all catchbasins, etc.



J. BRYON WIEBE LTD. ENGINEERS & PLANNERS SIMCOE, ONTARIO	
ELLWANGER MUNICIPAL DRAINS DRAINS NO. 7 & 8 CITY OF NANTICOKE (FORMER TOWNSHIP OF WOODHOUSE)	
DATE MARCH 8, 1985	APPROVED BY J.B.W.
JOB NUMBER 8414-7, 8	DRAWING NUMBER 9

THIS DRAWING MAY NOT BE COPIED OR REPRODUCED WITHOUT PERMISSION OF J. BRYON WIEBE LTD.

SPECIFICATIONS FOR CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS

G E N E R A L I N D E X

SECTION A	General Work	Pages 1 to 6
SECTION B	Open Drain	Pages 7 to 9
SECTION C	Tile Drain	Pages 10 to 15
STANDARD DETAILED DRAWINGS		SDD-01 to SDD-05



SECTION A - GENERAL WORK

I N D E X

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
A.1 COMMENCEMENT AND COMPLETION OF WORK.....	1
A.2 WORKING AREA AND ACCESS.....	1
A.3 ROAD CROSSINGS.....	1
A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL.....	3
A.5 FENCES.....	3
A.6 LIVESTOCK.....	4
A.7 STANDING CROPS.....	4
A.8 RAILWAYS, HIGHWAYS, UTILITIES.....	4
A.9 LOCATION OF UTILITIES.....	4
A.10 IRON BARS.....	4
A.11 STAKES.....	4
A.12 RIP-RAP.....	5
A.13 GABION BASKETS.....	5
A.14 RESTORATION OF LAWNS.....	5
A.15 RESTORATION OF ROADS AND LANEWAYS.....	6

SECTION A

GENERAL WORK

A.1 COMMENCEMENT AND COMPLETION OF WORK

The work must commence immediately after the Contractor is notified of the acceptance of his tender or at a later date, if set out as a condition of the tender. If weather creates poor ground or working conditions the Contractor may be required, at the discretion of the Engineer, to postpone or halt work until conditions become acceptable.

As noted on the drawn, the contractor must first arrange for a preconstruction meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling, access and other pertinent details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours' notice prior to returning to the project.

The work must be proceeded with in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the tender or in the contract documents.

A.2 WORKING AREA AND ACCESS

The working area available to the Contractor to construct the drain and related works including an access route to the drain shall be as specified on the drawings.

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately in order that negotiations with the affected owners can take place.

Where a Contractor exceeds the specified widths due to the nature of his operations and without authorization, he shall be held responsible for the costs of all additional damages and the amount shall be deducted from his contract price and paid to the affected owners by the Municipality.

A.3 ROAD CROSSINGS

.1 General

- .1 Scope: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 Road Occupancy Permit: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 Road Closure Request and Construction Notification: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 Traffic Control: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.



A.3 **ROAD CROSSINGS** (cont'd)

- .5 **Site Meeting/Inspection:** A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 **Weather:** No construction shall take place during inclement weather or periods of poor visibility.
- .7 **Equipment:** No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

.2 **Jacking and Boring**

- .1 **Material:** The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 **Site Preparation and Excavation:** Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 **Installation:** The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.
- .4 **Unstable Soil or Rock:** The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 **Tile Connections:** Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 **Backfill:** Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 **Restoration:** The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 **Acceptance:** All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

A.3 **ROAD CROSSINGS** (cont'd)

.3 **Open Cut**

- .1 **Material**: The culvert or sub-drain crossing pipe material shall be specified on the drawings.
- .2 **Site Preparation and Excavation**: Where necessary, fences shall be carefully taken down as specified in the general conditions. Prior to any excavation taking place, the areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the construction area.
- .3 **Installation**: The pipe shall be installed using bedding and cover material in accordance with Standard Detailed Drawing No. 2 or detail provided on drawings.
- .4 **Unstable Soil or Rock**: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered.
- .5 **Tile Connections**: Prior to commencement of backfilling, all tiles encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for connections not shown on the drawings shall be an extra to the contract.
- .6 **Backfill**: Backfill from the top of the cover material up to the underside of road base shall meet the requirements for M.T.O. Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to produce a density of 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm, both meeting M.T.O. requirements. Granular road base materials shall be thoroughly compacted to produce a density of 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing an HL-4 Hot Mix Asphalt patch of the same thickness as the existing pavement. The asphalt patch shall be flush with the existing roadway on each side and not overlap. If specified, the asphalt patch shall not be placed immediately over the road base and the Granular "A" shall be brought up flush with the existing asphalt and a liberal amount of calcium chloride shall be spread on the gravel surface. The asphalt patch must be completed within the time period set out on the drawing.

The excavated material from the trench beyond a point 2.5 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

A.4 **SURPLUS EXCAVATED MATERIAL AND GRAVEL**

Excess excavated material from open cut installation through roads, railways, laneways and lawn/grass areas, shall be removed and disposed of off-site by the Contractor as part of their lump sum installation price. If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

A.5 **FENCES**

No earth shall be placed against fences and all fences removed by the Contractor are to be replaced by him in as good condition as found. In general, the Contractor will not be allowed to cut existing fences but shall disconnect existing fences at the nearest anchor post or other such fixed joint and shall carefully roll it back out of the way. Where the distance to the closest anchor post or fixed joint exceeds 50 meters, the Contractor will be allowed to cut and splice in accordance with accepted methods and to the satisfaction of the owner and the Engineer or Superintendent. Where existing fences are deteriorated to the extent that existing materials are not salvageable for replacement, the Contractor shall notify the Engineer or the Superintendent prior to dismantling. Fences damaged beyond salvaging by the Contractor's negligence shall be replaced with new materials, similar to those existing, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the owner and the Engineer or Superintendent. The site examination should indicate to the Contractor such work, if any, and an allowance should be made in the tendered price.

The Contractor shall not leave any fence open when he is not at work in the immediate vicinity.

A.6 LIVESTOCK

The Contractor shall provide each property owner with 48 hours' notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the property owner shall be responsible to keep all livestock clear of the construction areas until further notified. Where necessary, the Contractor will be directed to erect temporary fences. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock, where the injury or damage is caused by his failure to notify the property owner or through negligence or carelessness on the part of the Contractor.

The Contractor constructing a tile drain shall not be held responsible for damages or injury to livestock occasioned by leaving trenches open for inspection by the Engineer if he notifies the owner at least 48 hours prior to commencement of the work on that portion. The Contractor will be held liable for such damages or injury if the backfilling of such trenches is delayed more than 1 day after acceptance by the Engineer.

A.7 STANDING CROPS

The Contractor shall not be held responsible for damages to standing crops within the working area available and the access route provided if he notifies the owner thereof at least 48 hours prior to commencement of the work on that portion.

A.8 RAILWAYS, HIGHWAYS, UTILITIES

A minimum of forty-eight (48) hours' notice to Railways, Highways and Utilities, exclusive of Saturdays, Sundays and Holidays, shall be required by the Contractor prior to any work being performed and in the case of a pipe being installed by open cutting or boring under a Highway or Railway, a minimum of 72 hours' notice is required.

A.9 UTILITIES

The attention of the Contractor is drawn to the presence of utilities along the course of the drain. The Contractor will be responsible for determining the location of all utilities and will be held liable for any damage to all utilities caused by his operations. The Contractor shall co-operate with all authorities to ensure that all utilities are protected from damage during the performance of the work. The cost of any necessary relocation work shall be borne by the utility. No allowance or claims of any nature will be allowed on account for delays or inconveniences due to utilities relocation, or for inconveniences and delays caused by working around or with existing utilities not relocated.

A.10 IRON BARS

The Contractor shall be held liable for the cost of an Ontario Land Surveyor to replace any iron bars destroyed during the course of construction.

A.11 STAKES

At the time of the survey, stakes are set along the course of the drain at intervals of 50 meters. The Contractor shall ensure that the stakes are not disturbed unless approval is obtained from the Engineer. Any stakes removed by the Contractor without the authority of the Engineer, shall be replaced at the expense of the Contractor. At the request of the Contractor, any stakes which are removed or disturbed by others or by livestock, shall be replaced at the expense of the drain.

A.12 **RIP-RAP**

Rip-rap shall be specified on the drawings and shall conform to the following:

- .1 **Quarry Stone**: shall range in size from 150mm to 300mm evenly distributed and shall be placed to a 300mm thickness on a filter blanket at a 1.5 to 1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.
- .2 **Broken Concrete**: may be used in areas outside of regular flows if first broken in maximum 450mm sized pieces and mixed to blend with quarry stone as above. No exposed reinforcing steel shall be permitted.
- .3 **Shot Rock**: shall range in size from 150mm to 600mm placed to a depth of 450mm thickness on a filter blanket at a 1.5:1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.

A.13 **GABION BASKETS**

Supply and install gabion basket rip-rap protection as shown on the drawings.

Gabion baskets shall be as manufactured by Maccaferri Gabions of Canada Ltd. or approved equal and shall be assembled and installed in strict accordance with the manufacturer's recommendations.

The gabion fill material shall consist solely of fractured field stone or gabion stone graded in size from 100mm to 200mm (4" to 8") and shall be free of undersized fragments and unsuitable material.

A.14 **RESTORATION OF LAWNS**

- .1 **General**: Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the Contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil**: Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:
 - Seeding and sodding - minimum depth of 100mm
 - Gardens - minimum depth of 300mm

In all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to Contractor's operations, imported topsoil from acceptable sources shall be imported at the Contractor's expense to provide the specified depths. Topsoil shall be uniformly spread, graded, and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized, and any roots or foreign matter shall be raked up and removed as directed.

.3 **Sodding**

- .1 **Materials**: Nursery sod to be supplied by the Contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer**: Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m² of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod**: Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

On slopes steeper than 3 to 1, and in unstable areas, the Engineer may direct the Contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions. No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the Contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

A.14 **RESTORATION OF LAWNS (cont'd)**

- .4 **Seeding:** Seed to be supplied by the Contractor shall be "high quality grass seed" harvested during the previous year, and shall be supplied to the project in the supplier's original bags on which a tag setting out the following information is affixed:

- Year or Harvest - recommended rate of application
- Type of Mixture - fertilizer requirements

Placement of seed shall be by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of placing seed, to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the supplier's recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

- .5 **Settlement:** The Contractor shall be responsible during the one-year guarantee period for the necessary repair of restored areas due to trench settlement. Areas where settlement does not exceed 50mm may be repaired by top dressing with fine topsoil. In areas where settlement exceeds 50mm, the Contractor will be required to backfill the area with topsoil and restore with seeding and/or sodding as originally specified.

A.15 **RESTORATION OF ROADS AND LANEWAYS**

- .1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.
- .2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:
- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
 - .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.



SECTION B - OPEN DRAIN

I N D E X

<u>SECTION NUMBER</u>		<u>PAGE NO.</u>
B.1	PROFILE.....	7
B.2	ALIGNMENT.....	7
B.3	CLEARING AND GRUBBING.....	7
B.4	EXCAVATION.....	7
B.5	EXCAVATED MATERIAL.....	7
B.6	EXCAVATION THROUGH BRIDGES AND CULVERTS.....	8
B.7	PIPE CULVERT.....	8
B.8	MOVING DRAINS OFF ROADS.....	8
B.9	TRIBUTARY OUTLETS.....	8
B.10	SEDIMENT BASINS AND TRAPS.....	9
B.11	SEEDING.....	9

SECTION B
OPEN DRAIN

B.1 PROFILE

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the ditch in meters and decimals of a meter and also the approximate depth of cuts from the existing bottom of the ditch to the elevation of the ditch bottom. These cuts are established for the convenience of the Contractor; however, benchmarks will govern the final elevation of the drain. Benchmarks have been established along the course of the drain and their locations and elevations are noted on the profile drawing. A uniform grade shall be maintained between stakes in accordance with the profile drawing.

B.2 ALIGNMENT

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless otherwise noted on the drawings. Where it is necessary to straighten any bends or irregularities in alignment not noted on the drawings, the Contractor shall contact the Engineer or Superintendent before commencing the work.

B.3 CLEARING AND GRUBBING

Prior to commencement of work, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the side slope shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the owner.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

B.4 EXCAVATION

The bottom width and the side slopes of the ditch shall be those shown on the profile drawing.

Unless otherwise specified on the drawings, only the existing ditch bottom is to be cleaned out and the side slopes are not to be disturbed. Where existing side slopes become unstable because of construction, the Contractor shall immediately contact the Engineer or Superintendent. Alternative methods of construction and/or methods of protection will then be determined, prior to continuing the work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall, unless otherwise specified, strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

B.5 EXCAVATED MATERIAL

Excavated material shall be deposited on either or both sides of the drain as indicated on the drawings or as directed by the Engineer or Superintendent. A buffer strip of not less than 3 meters in width through farmed lands and 2 meters in width through bush areas shall be left along the top edges of the drain. The buffer strip shall be seeded and/or incorporated as specified on the drawings. The material shall be deposited beyond the specified buffer strip.

B.5 EXCAVATED MATERIAL (cont'd)

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water into the ditch so that water will be trapped behind the spoil bank. The excavated material shall be placed and levelled to a minimum width to depth ratio of 50 to 1 unless instructed otherwise. The edge of the spoil bank away from the ditch shall be feathered down to the existing ground; the edge of the spoil bank nearest the ditch shall have a maximum slope of 2 to 1. The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship on machinery and personnel. No excavated material shall cover any logs, scrub, debris, etc. of any kind.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

Any stones 150mm or larger left exposed on top of the levelled excavated material shall be removed and disposed of as an extra to the contract unless otherwise noted on plans.

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

The Contractor shall excavate the drain to the full specified depth and width under all bridges. Where the bridge or culvert pipe is located within a road allowance, the excavated material shall be levelled within the road allowance. Care shall be taken not to adversely affect existing drainage patterns. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is completed unless otherwise specified. Permanent bridges must be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Engineer or Superintendent if excavation may cause the structure to undermine or collapse.

B.7 PIPE CULVERTS

Where specified on the drawings, the existing culvert shall be carefully removed, salvaged and either left at the site for the owner or reinstalled at a new grade or location. The value of any damage caused to the culvert due to the Contractor's negligence in salvage operation will be determined and deducted from the contract price.

All pipe culverts shall be installed in accordance with the standard detail drawings as noted on the drawings. If couplers are required, 5 corrugation couplers shall be used for up to and including 1200mm dia. pipe and 10 corrugation couplers for greater than 1200mm dia.

B.8 MOVING DRAINS OFF ROADS

Where an open drain is being removed from a road allowance, it must be reconstructed wholly on the adjacent lands with a minimum distance of 2.0 meters between the property line and the top of the bank, unless otherwise noted on the drawings. The excavated material shall be used to fill the existing open ditch and any excess excavated material shall be placed and levelled on the adjacent lands beyond the buffer strip, unless otherwise noted. Any work done on the road allowance, with respect to excavation, disposal of materials, installation of culverts, cleaning under bridges, etc., shall be to the satisfaction of the Road Authority and the Engineer.

B.9 TRIBUTARY OUTLETS

The Contractor shall guard against damaging the outlets of tributary drains. Prior to commencement of excavation on each property the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations will be repaired by the Contractor at his cost. All outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer which were not part of the Contract shall be considered an extra to the contract price.



B.10 **SEDIMENT BASINS AND TRAPS**

The Contractor shall excavate sediment basins prior to commencement of upstream work as shown on the plan and profile. The dimension of the basin will be in a parabolic shape with a depth of 450mm below the proposed ditch bottom and the basin will extend along the drain for a minimum length of 15 meters.

A sediment trap 300mm deep and 5 meters long with silt fence placed across ditch bottom on the downstream end of the trap shall be constructed prior to and maintained during construction, to prevent silt from flushing downstream. The silt fence shall be removed and disposed of after construction.

B.11 **SEEDING**

- .1 **Delivery:** The materials shall be delivered to the site in the original unopened containers which shall bear the vendor's guarantee of analysis and seed will have a tag showing the year of harvest.
- .2 **Hydro Seeding:** Areas specified on drawings shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572 and with the following application rates:

Primary Seed (85 kg/ha.):	50% Creeping Red Fescue 40% Perennial Ryegrass 5% White Clover
Nurse Crop	Italian (Annual) Ryegrass at 25% of Total Weight
Fertilizer (300 kg/ha.)	8-32-16
Hydraulic Mulch (2000 kg/ha.)	Type "B"
Water (52,700 litres/ha.)	

Seeding shall not be completed after September 30.

- .3 **Hand Seeding:** Hand seeding shall be completed daily with the seed mixture and fertilizer and application rate shown under "Hydro Seeding" above. Placement of the seed shall be by means of an approved mechanical spreader. Seeding shall not be completed after September 30.



SECTION C - TILE DRAIN

I N D E X

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
C.1 PIPE MATERIALS.....	10
C.2 TESTING.....	10
C.3 LINE.....	10
C.4 CLEARING AND GRUBBING.....	11
C.5 PROFILE.....	11
C.6 GRADE.....	11
C.7 EXCAVATION.....	11
C.8 INSTALLATION.....	12
C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS.....	12
C.10 BACKFILLING.....	13
C.11 UNSTABLE SOIL.....	13
C.12 ROCKS.....	13
C.13 BROKEN, DAMAGED, OR EXCESS TILE.....	13
C.14 TRIBUTARY DRAINS.....	13
C.15 OUTLET PIPES.....	14
C.16 CATCHBASINS AND JUNCTION BOXES.....	14
C.17 BLIND INLETS.....	15
C.18 GRASSED WATERWAY.....	15
C.19 BACKFILLING EXISTING DITCHES.....	15
C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM.....	15

SECTION C

TILE DRAIN

C.1 PIPE MATERIALS

- .1 **Concrete Tile:** All tile installed under these specifications shall be sound and of first quality and shall meet all A.S.T.M. Specifications current at the time of tendering. Concrete tile shall conform to Designation C412 "Extra Quality" except that the minimum compression strengths shall be increased by 25%. Heavy Duty tile shall conform to Designation C412 "Heavy Duty Extra Quality".
- .2 **Corrugated Steel Pipe:** Unless otherwise specified, all metal pipe shall be corrugated, riveted steel pipe or helical corrugated steel pipe with a minimum wall thickness of 1.6mm (16 gauge) and shall be fully galvanized.
- .3 **Plastic Tubing:** The plans will specify the type of tubing or pipe, such as non-perforated or perforated (with or without filter material).
 - i) Corrugated Plastic Drainage Tubing shall conform to the current O.F.D.A. Standards
 - ii) Heavy Duty Corrugated Plastic Pipe shall be "Boss 1000" manufactured by the Big 'O' Drain Tile Co. Ltd. or approved equal
- .4 **Concrete Sewer Pipe:** The Designations for concrete sewer pipe shall be C14 for concrete sewer pipe 450mm (18") diameter or less; and C76 for concrete sewer pipe greater than 450mm (18") diameter. Where closed joints are specified, joints shall conform to the A.S.T.M. Specification C443.

Where concrete sewer pipe "seconds" are permitted the pipe should exhibit no damages or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements for No.1, Pipe Specifications (C14 or C76). The pipe may contain cracks or chips in the bell or spigot which could be serious enough to prevent the use of rubber gaskets, but which are not so severe that the joint could not be mortared conventionally.
- .5 **Plastic Sewer Pipe:** The plans will specify the type of sewer pipe, such as non-perforated or perforated (with or without filter material). All plastic sewer pipe and fittings shall be "Boss Poly-Tite", ULTRA-RIB", "Challenger 3000" or approved equal with a minimum stiffness of 320 kpa at 5% deflection.
- .6 **Plastic Fittings:** All plastic fittings shall be "Boss 2000" or "Challenger 2000" with split coupler joints or approved equal.

C.2 TESTING

The manufacturer shall provide specimens for testing if required. The random selection and testing procedures would follow the appropriate A.S.T.M. requirements for the material being supplied. The only variation is the number of tiles tested: 200mm to 525mm dia. - 5 tile tested, 600mm to 900mm dia. - 3 tile tested. The drain will be responsible for all testing costs for successful test results. Where specimens fail to meet the minimum test requirements, the manufacturer will be responsible for the costs of the unsuccessful tests. Alternately, the Engineer may accept materials on the basis of visual inspections and the receipt in writing from the Manufacturer of the results of daily production testing carried out by the Manufacturer for the types and sizes of the material being supplied.

C.3 LINE

Prior to stringing the tile, the Contractor shall contact the Superintendent or the Engineer in order to establish the course of the drain.

Where an existing drain is to be removed and replaced in the same trench by the new drain or where the new drain is to be installed parallel to an existing drain, the Contractor shall excavate test holes to locate the existing drain (including repairing drainage tile) at intervals along the course of the drain as directed by the Engineer and/or the Superintendent. The costs for this work shall be included in the tender price.

Where an existing drain is to be removed and replaced in the same trench by the new drain, all existing tiles shall be destroyed, and all broken tile shall be disposed of offsite.



C.3 **LINE** (cont'd)

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other water courses or at sharp corners, it shall run on a curve of at least a 15-meter radius. The new tile drain shall be constructed at an offset from and generally parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water. The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and the existing tile act together to provide the necessary capacity.

C.4 **CLEARING AND GRUBBING**

Prior to commencement of drain construction, all trees, scrub, fallen timber and debris shall be cleared and grubbed from the working area. Unless otherwise specified, the minimum width to be cleared and grubbed shall be 20 meters in all hardwood areas and 30 meters in all softwood areas (willow, poplar, etc.), the width being centred on the line of the drain.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

C.5 **PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the drain in meters and decimals of a meter. These cuts are established for the convenience of the Contractor; however, benchmarks will govern the final elevation of the drain. Benchmarks have been established along the course of the drain and their locations and elevations are noted on the profile drawing.

C.6 **GRADE**

The Contractor shall provide and maintain in good working condition, an approved system of establishing a grade sight line to ensure the completed works conform to the profile drawing. In order to confirm the condition of his system and to eliminate the possibility of minor errors on the drawings, he shall ensure his grade sight line has been confirmed to be correct between a minimum of two control points (bench marks) and shall spot check the actual cuts and compare with the plan cuts prior to commencement of tile installation. He shall continue this procedure from control point to control point as construction of the drain progresses. When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation, using the sight line, a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made in order to conform to the as built elevation of the bore pipe. All tile improperly installed due to the Contractor not following these procedures shall be removed and replaced entirely at the Contractor's cost.

When following the procedures and a significant variation is found, the Contractor shall immediately cease operations and advise the Engineer.

C.7 **EXCAVATION**

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.

C.7 **EXCAVATION** (cont'd)

- .2 **Scalping**: Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capacity of the Contractor's tiling machine, he shall lower the surface grade in order that the tiling machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion of backfilling, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.
- .3 **Excavator**: Where the Contractor's tiling machine consistently does not have the capacity to dig to the depths required or to excavate the minimum trench width required, he shall indicate in the appropriate place provided on the tender form his proposed methods of excavation.
Where the use of an excavator is either specified on the drawings or approved as evidenced by the acceptance of his tender on which he has indicated the proposed use of a backhoe he shall conform to the following requirements:
- a) the topsoil shall be stripped and replaced in accordance with Section .2 "Scalping".
 - b) all tile shall be installed on a bed of 19mm crushed stone with a minimum depth of 150mm which has been shaped to conform to the lower segment of the tile.
 - c) the Contractor shall allow for the cost of the preceding requirements (including the supply of the crushed stone) in his lump sum tender price unless it is otherwise provided for in the contract documents.
- .4 **Backfilling Ditch**: Where the contract includes for a closed drain to replace an open drain and the ditch is to be backfilled, the Contractor shall install the tile and backfill the trench prior to backfilling the ditch unless otherwise noted. The distance the trench shall be located away from the ditch shall be as noted on the drawings, (beyond area required for stockpiling topsoil and backfilling). After tile installation is complete topsoil (if present) shall be stripped and stockpiled within the above limits prior to backfilling of ditch. Only tracked equipment shall be permitted to cross backfilled tile trench and must be at 90 degrees to line of tile.

C.8 **INSTALLATION**

The tile is to be laid with close fitting joints and in regular grade and alignment in accordance with the plan and profile drawings. The tiles are to be bevelled, if necessary, to ensure close joints (in particular around curves). Where, in heavy clay soils, the width of a joint exceeds 10mm the joint shall be wrapped with filter cloth as below. Where the width of a joint exceeds 12mm the tile shall first be removed and the joint bevelled to reduce the gap. The maximum deflection of one tile joint shall be 15 degrees. Where a drain connects to standard or ditch inlet catchbasins or junction box structures, the Contractor shall include in his tender price for the supply and installation of compacted Granular 'A' bedding under areas backfilled from the underside of the pipe to undisturbed soil. The connections will then be grouted.

Where a tile drain passes through a bore pit, the Tile Contractor shall include in his tender price for the supply and placement of compacted Granular "A" bedding from the underside of the pipe down to undisturbed soil within the limits of the bore pit.

As above and where soil conditions warrant, the Engineer may require (or as specified on the drawings) that each tile joint be wrapped with synthetic filter cloth. The width of the filter cloth shall be 300mm wide for tile sizes of 150mm to 300mm and 400mm wide for sizes of 350mm to 750mm. The filter cloth shall cover the full perimeter of the tile and overlap a minimum of 100mm or as specified on the drawings. The type of cloth shall be Mirafi 140NL for loam soils and 150N for sandy soil. Any such work not shown on the drawings shall be considered as an addition to the contract price unless specified on the drawings.

C.9 **ROAD AND LANEWAY SUB-SURFACE CROSSINGS**

All road and laneway crossings may be made with an open cut in accordance with standard detailed drawings in the specifications or on the drawings. The exact location of the crossing shall be verified and approved by the Road Authority and the Engineer and/or Superintendent.

C.10 BACKFILLING

As the laying of the tile progresses, blinding up to the springline including compaction by tamping (by hand) is to be made on both sides of the tile. No tile shall be backfilled until inspected by the Engineer or Drainage Superintendent unless otherwise approved by the Engineer.

The remainder of the trench shall be backfilled with special care being taken in backfilling up to a height approximately 150mm above the top of the tile to ensure that no tile breakage occurs. During the backfilling operation no equipment shall be operated in a way that would transfer loads onto the tile trench. Surplus material is to be mounded over the tile trench so that when settlement takes place the natural surface of the ground will be restored. Upon completion, a minimum cover of 600mm is required over all tile. Where stones larger than 150mm are present in the backfill material, they shall be separated from the material and disposed of by the Contractor.

Where a drain crosses a lawn area, the backfilling shall be carried out as above except that, unless otherwise specified, the backfill material shall be mechanically compacted to eliminate settlement.

C.11 UNSTABLE SOIL

The Contractor shall immediately contact the Engineer or Superintendent if quicksand is encountered, such that installation with a tiling machine is not possible. The Engineer shall, after consultation with the Superintendent and Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation. Where directed by the Engineer, test holes are to be dug to determine the extent of the affected area. Cost of test holes shall be considered an addition to the contract price.

C.12 ROCKS

The Contractor shall immediately contact the Engineer or Superintendent if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a tiling machine. The Engineer or Superintendent may direct the Contractor to use some other method of excavating to install the drain. The basis of payment for this work shall be determined by the Engineer and Drainage Superintendent.

If only scattered large stones or boulders are removed on any project, the Contractor shall haul same to a nearby bush or fence line, or such other convenient location as approved by the Landowners(s).

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

The Contractor shall remove and dispose of off-site all broken (existing or new), damaged or excess tile or tiles. If the tile is supplied by the Municipality, the Contractor shall stockpile all excess tile in readily accessible locations for pickup by the Municipality upon the completion of the job.

C.14 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain shall be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary tile drains encountered are clean or reasonably clean, they shall be connected into the new drain. Where existing drains are full of sediment, or contain pollutants, the decision to connect those drains to the new drain shall be left to the Engineer or Superintendent. Each tributary tile connection made by the Contractor shall be located and marked with a stake and no backfilling shall take place until the connection has been approved by the Engineer or Superintendent.

For tributary drains 150mm dia. or smaller connected to new tiles 250mm dia. or larger, and for 200mm dia. connected to 350mm dia. or larger, the Contractor shall neatly cut a hole in the middle of a tile length. The connections shall be made using a prefabricated adaptor. All other connections shall be made with prefabricated wyes or tees conforming to Boss 2000 split coupler or approved equal.

Where an open drain is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain. All existing metal outlet pipes shall be carefully removed, salvaged, and left for the owner. Where the grade of the connection passes through the newly placed backfill in the ditch, the backfill material below the connection shall be thoroughly compacted and metal pipe of a size compatible with the tile outlet shall be installed so that a minimum length of 2 meters at each end is extending into undisturbed soil.

C.14 **TRIBUTARY DRAINS** (cont'd)

Where locations of tiles are shown on the drawings the Contractor shall include in his tender price, all costs for connecting those tiles to the new drain regardless of length.

Where tiles not shown on the drawings are encountered in the course of the drain, and are to be connected to the new drain, the Contractor shall be paid for each connection at the rate outlined in the Form of Tender and Agreement.

C.15 **OUTLET PIPES**

Corrugated steel pipe shall be used to protect the tile at its outlet. It shall have a hinged metal grate with a maximum spacing between bars of 40mm. The corrugated steel pipe shall be bevelled at the end to generally conform to the slope of the ditch bank and shall be of sufficient size that the tile can be inserted into it to provide a solid connection. The connection will then be grouted immediately.

The installation of the outlet pipe and the required rip-rap protection shall conform to the standard detailed drawing as noted on the drawing.

C.16 **CATCHBASINS AND JUNCTION BOXES**

- .1 **Catchbasins:** Unless otherwise noted or approved, catchbasins shall be in accordance with O.P.S.D. 705.010, 705.030. All catchbasins shall include two - 150mm riser sections for future adjustments. All ditch inlet catchbasins shall include one 150mm riser section for future adjustments. The catchbasin top shall be a "Bird Cage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catchbasin with bolts into the concrete. Spacing of bars on grates for use on 600mmx600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmx600mm shall be 90mm with a steel angle frame.

The exact location and elevation of catchbasins shall be approved by the Road Authority or the Engineer/Superintendent. Catchbasins offset from the drain shall have "Boss 2000" 200mm diameter leads or approved equal unless otherwise noted and the leads shall have a minimum of 600mm of cover. The leads shall be securely grouted at the structures and the drain.

- .2 **Junction Boxes:** Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.
- .3 **Connections:** Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.
- .4 **Installation:** Where the native material is clay, all catchbasins shall be backfilled with an approved granular material placed and compacted to a minimum width of 300mm on all sides with the following exception. Where the native material is sandy or granular in nature it may be used as backfill. Filter cloth shall be placed between the riser sections of all catchbasins.

Where the Contractor has over excavated or where ground conditions warrant, the structure shall be installed on a compacted granular base.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. Topsoil shall be distributed to a 65mm thickness and seeded unless otherwise specified. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 meters each way from all catchbasins.



C.17 BLIND INLETS

Where specified, blind inlets shall be installed along the course of the drain in accordance with details on the drawings.

C.18 GRASSED WATERWAY

Topsoil to be stripped from construction area and stockpiled prior to construction of waterway. Waterway to be graded into a parabolic shape to the width shown on the drawings. Topsoil to be relevelled over the waterway and other areas disturbed by construction.

Waterway to be prepared for seeding by harrowing and then seeded by drilling followed by rolling. Seeding rate to be 85 Kg/Ha with the following mixture:

- 30% Canon Canada Bluegrass
- 25% Koket Chewings Fescue
- 30% Rebel Tall Fescue
- 15% Diplomat Perennial Rye
- Plus #125 Birdsfoot Trefoil (25% of Total Weight)

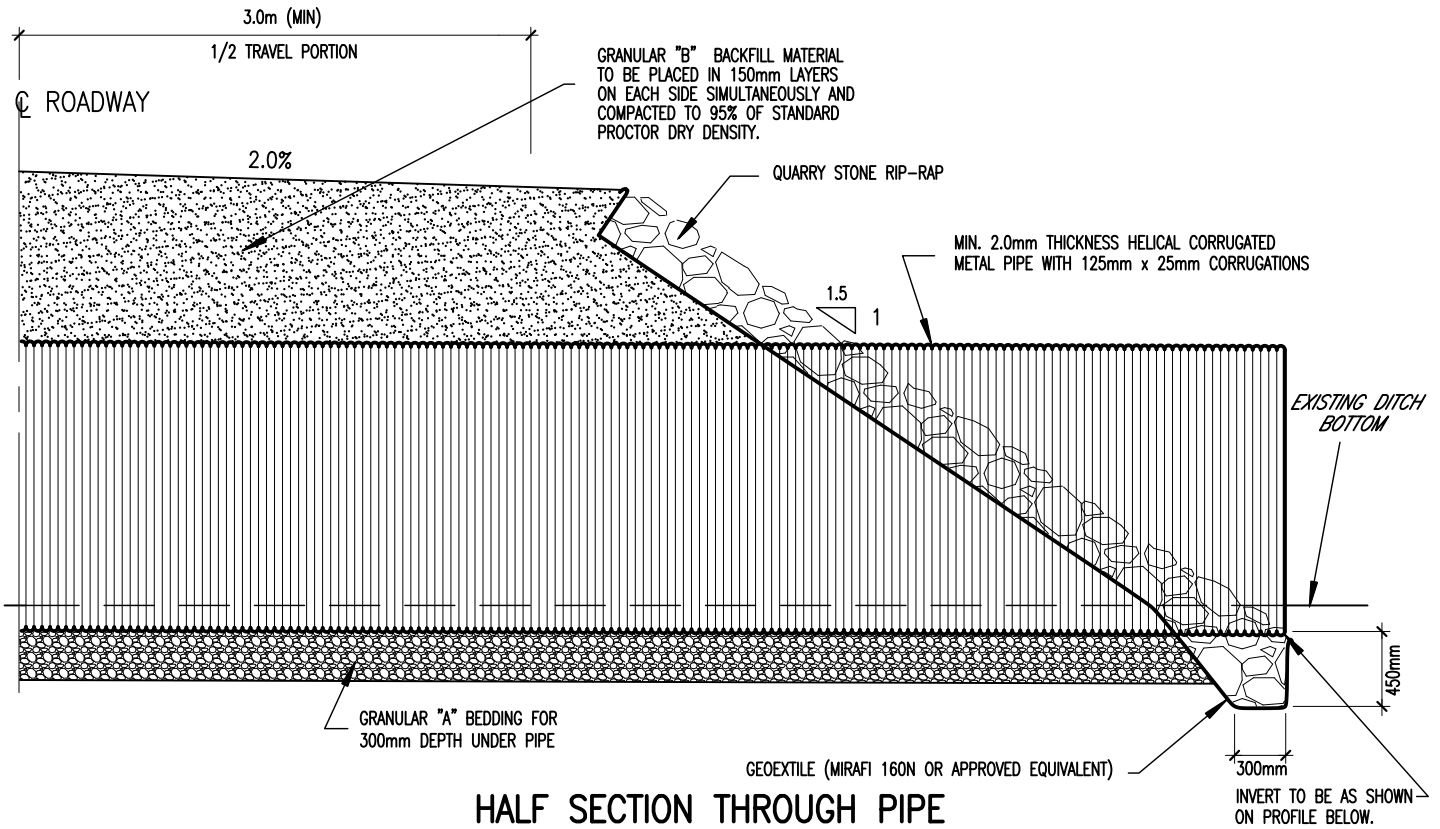
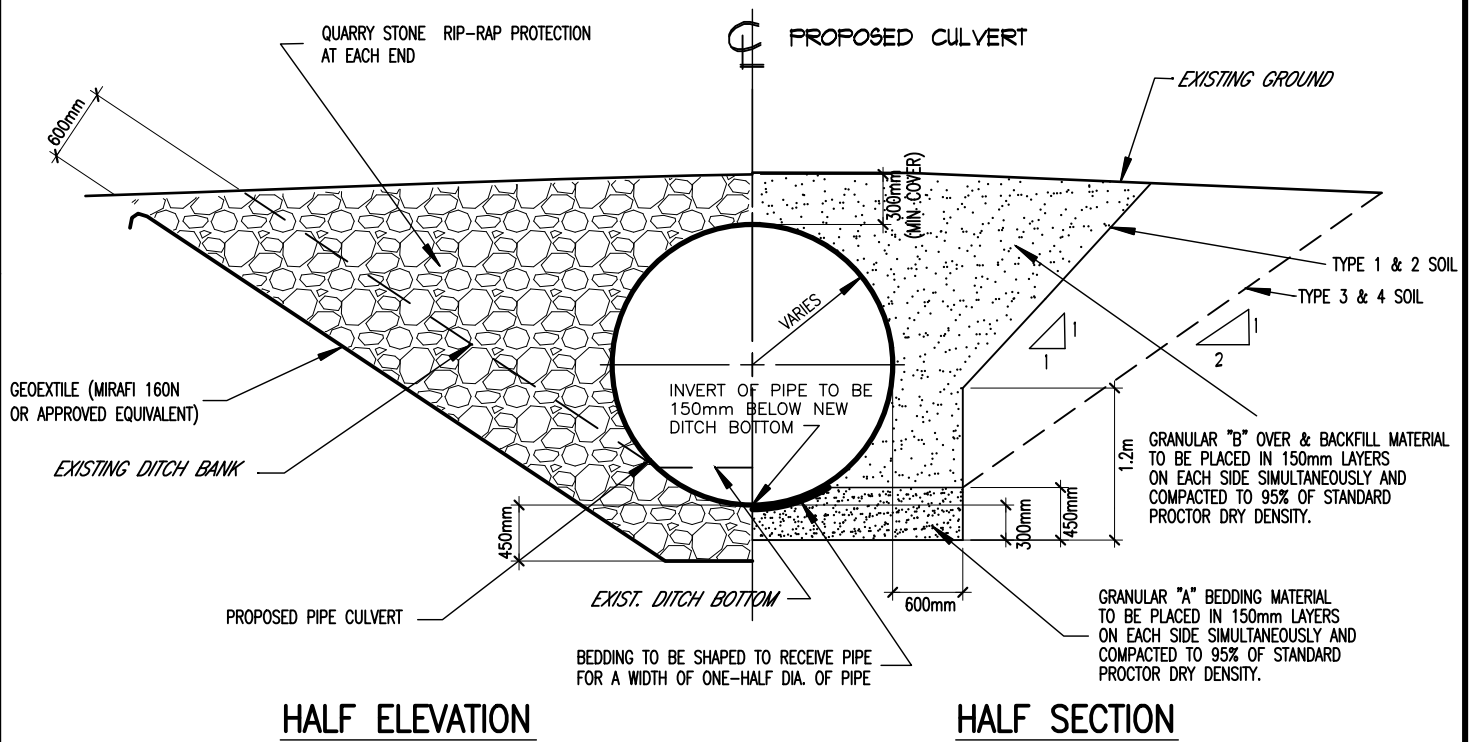
C.19 BACKFILLING EXISTING DITCHES

The Contractor shall backfill the ditch sufficiently for traversing by farm machinery. If sufficient material is not available from the old spoil banks to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled ditch unless otherwise specified on the contract drawings. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period. The final grade of the backfilled ditch shall provide an outlet for surface water.

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other specifications of this contract.

The requirements of licensing of operators, etc. which apply to the installation of closed drains under the Tile Drainage Act shall also be applicable to this contract in full unless approval otherwise is given in advance by the Engineer.



NOTES

- 1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 19mm CRUSHED STONE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS MIRAFI 160N OR APPROVED EQUIVALENT.

TYPICAL FARM CULVERT INSTALLATION DETAIL

Scale: N.T.S.

Approved by:

Date: January 1983

Drawn by: jk

M.P.D.

Revised: November 2000

ELEVATION & SECTION

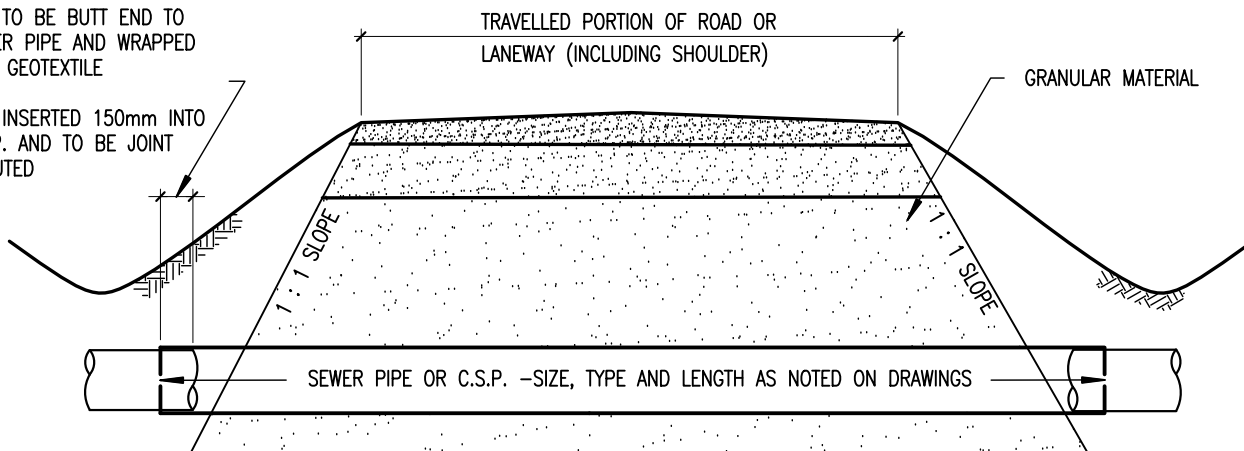


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

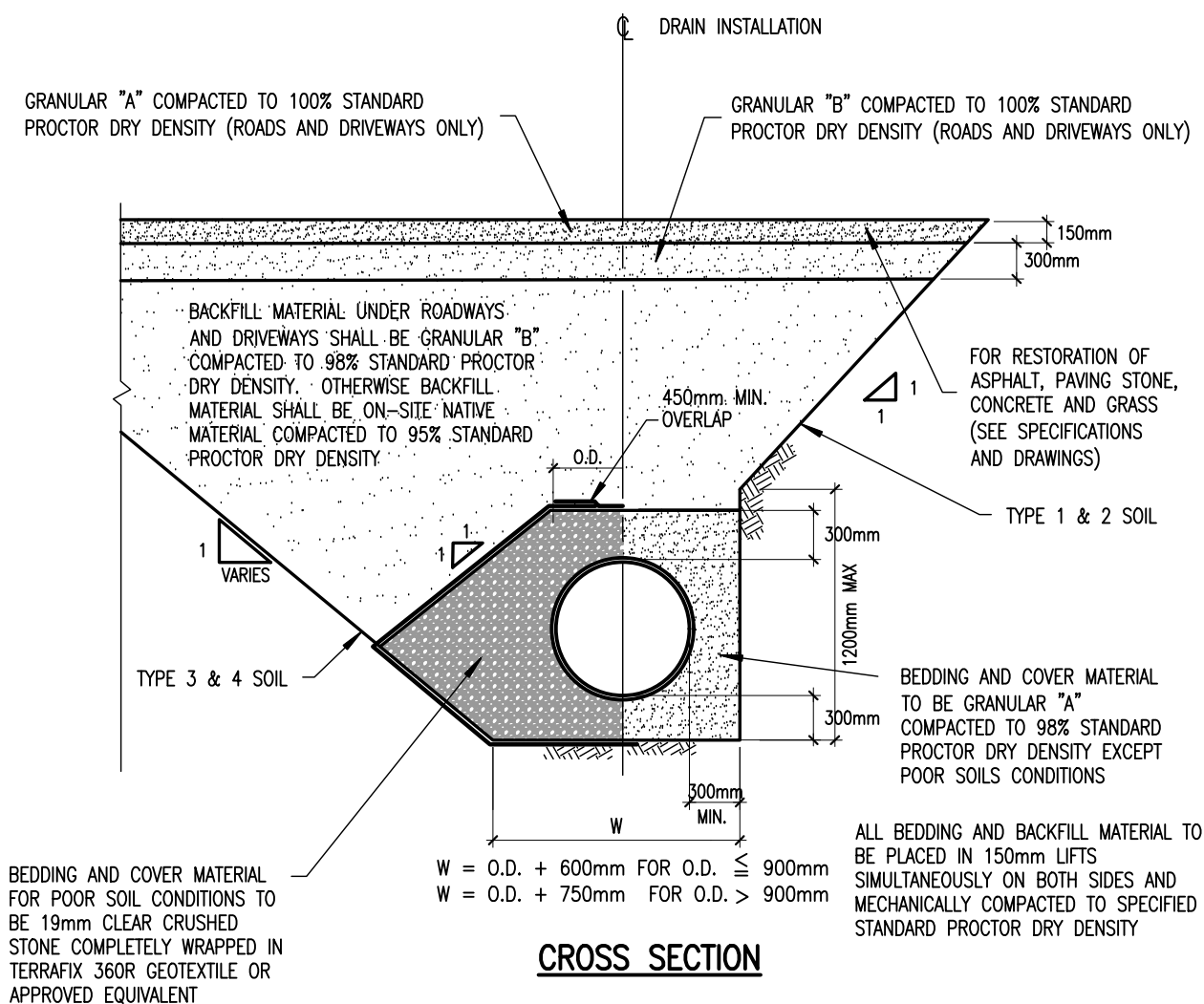
STANDARD
DETAILED
DRAWING
NO.

Page 424 of 575

2. TILE INSERTED 150mm INTO
C.S.P. AND TO BE JOINT
GROUTED



SECTION THROUGH PIPE



CROSS SECTION

**TYPICAL INSTALLATION DETAIL FOR SEWER PIPE
UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS**

Scale: N.T.S.

Approved by:

Date: January 1983

Drawn by: jk

M.P.D.

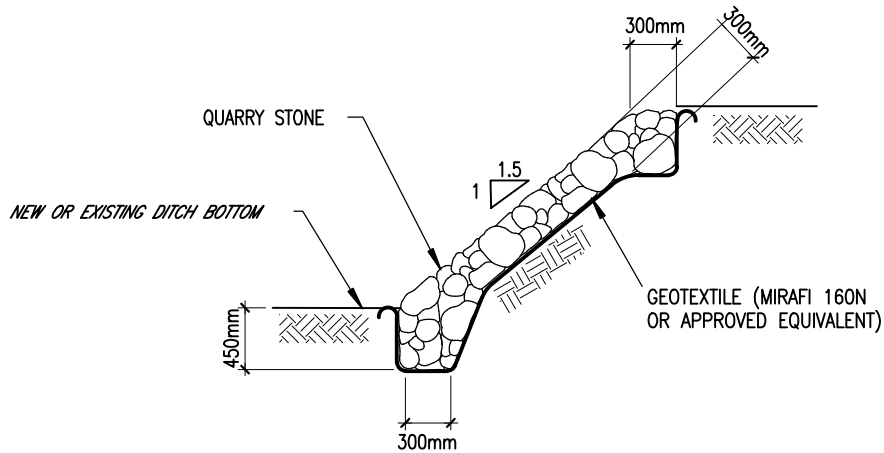
Revised: JULY 2018

ELEVATION & SECTION

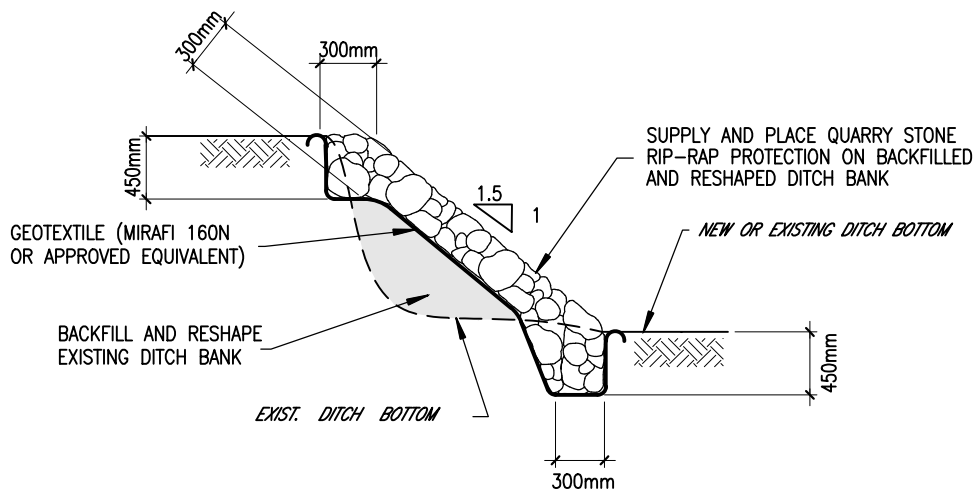
SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **02**

No. 02



TYPICAL DITCH BANK RIP-RAP



**TYPICAL DITCH BANK RIP-RAP
WITH BACKFILLING OF WASHOUT**

TYPICAL DITCH BANK RIP-RAP DETAILS

Scale: N.T.S.

Approved by:

Date: July 2000

Drawn by: jk

M.P.D.

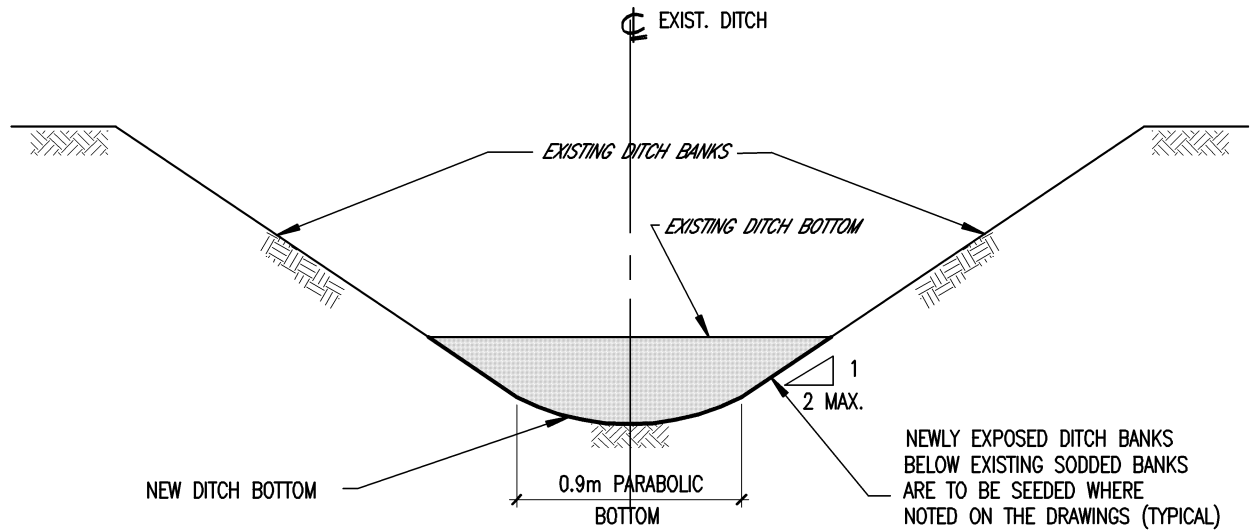
Revised: November 2000

SECTIONS

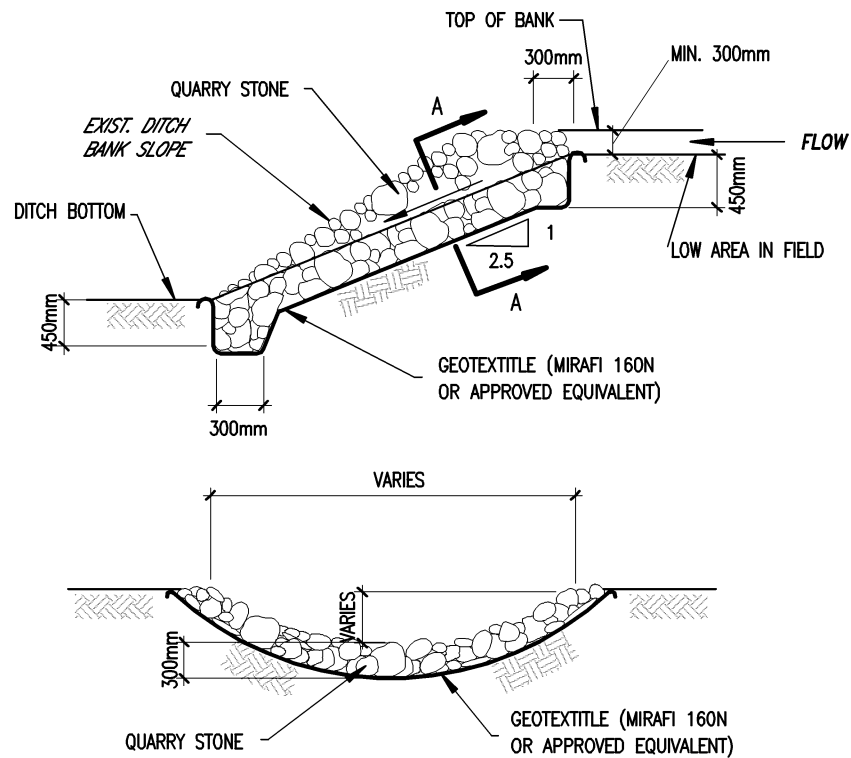


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **04**




TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised:
SECTIONS		STANDARD DETAILED DRAWING No. 05
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		



Working together with our community

Council-In-Committee Meeting – April 09, 2024

Subject: Proposed Public Tree Maintenance By-law
Report Number: OPS-23-026
Division: Operations
Department: Parks
Ward: All Wards
Purpose: For Decision

Recommendation(s):

That Report OPS-23-026 regarding the proposed Public Tree Maintenance By-law be received as information;

And That the proposed Public Tree Maintenance By-law included within this report be approved by Council.

Executive Summary:

Staff are presenting to Council for the first time a draft Public Tree Maintenance By-law. The By-law is being recommended for adoption to address the need for a clear and transparent policy respecting the authority to plant, maintain, and remove trees located on lands owned by Norfolk County. The By-law would also enable Norfolk to enforce issues as they relate to the unauthorized injury or destruction of trees located on County owned lands.

Discussion:

Operations staff are responsible for the management and maintenance of trees located on Norfolk County owned properties and are recommending that Norfolk County adopt a Public Tree Maintenance By-law.

A Public Tree Maintenance By-law would strengthen the County's policies with respect to protecting and preserving Norfolk's canopy cover. The need for this bylaw is based on ongoing requests and complaints regarding conflicts with County owned trees and adjacent private lands. This Bylaw would provide a clear and transparent process to handle these situations.

Despite the inherent authority of Norfolk County to plant, maintain, and remove trees on land owned and managed by Norfolk County, and the powers to do so established through the *Municipal Act, S.O. 2001*, it is desirable to clearly identify and describe

those authorities and provide clarity on circumstances that may be confusing. For example, the By-law provides an opportunity to clarify how ownership and authority over trees located on the boundary line between a private landowner and the County is established.

Although it would not be typical for someone other than the County to prune or remove a healthy tree from County owned land, occasionally circumstances arise where the pruning or even removal of a healthy County owned tree needs to be considered. Through the By-law, a formal permitting process is proposed to handle such requests. The permitting process allows the County to review all requests and consider them on their merits.

A provision in the By-law also establishes a replacement value for any County owned tree that is injured or removed, something that is not established currently.

The Public Tree Maintenance By-law would provide the County with enforcement abilities in situations where a County owned tree has been injured or destroyed without authorization. At present time such circumstances require prosecution by the Ontario Provincial Police for offences such as mischief and trespass to property. Having the ability to enforce offences related to the injury or destruction of a County owned tree through the By-law not only allows the County to respond more diligently to such situations, but it provides for a wider range of penalties that may include actions to remedy the violation such as replanting trees or paying to replant the trees.

Financial Services Comments:

This By-law seeks to formalize and provide a framework for dealing with conditions that currently exist, therefore there are no additional financial impacts anticipated beyond the Approved Levy Operating Budget allocations for tree maintenance and forest conservation.

Staff are not recommending a permit fee at this time due to the nature and volume of work required.

Interdepartmental Implications:

This By-law will provide staff greater guidance and abilities in relation to the management and protection of trees on County owned lands.

Consultation(s):

Operations staff have consulted with By law, Risk Management, and the Agricultural Advisory Board in regard to this report and draft by-law.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Sustaining Norfolk - Creating a sustainable community and a positive legacy.

Explanation: Adoption of a Public Tree Maintenance By-law would establish a policy that supports the protection and enhancement of canopy cover across Norfolk County, necessary for a healthy and sustainable community and which strengthens the County's legacy as a leader in forestry and tree preservation.

Conclusion:

This report is intended to provide an overview of the draft Public Tree Maintenance By-law and how its implementation would advance County operations and interests. The *Municipal Act, S.O. 2001* requires that the County adopt and maintain policies that relate to the protection and enhancement of tree canopy.

The draft Public Tree Maintenance By-law included with this report supports the protection and enhancement of tree canopy and also provides clear and transparent processes for staff to address circumstances that arise relating to the management of County owned trees. Staff are currently dealing with many of these situations and circumstances on a day to day basis and this bylaw will provide the written policy.

Attachment(s):

- Draft Public Tree By-law

Approval:

Approved and Reviewed By:
Bill Cridland
GM Ops

Prepared By:
Adam Biddle,
Supervisor, Forestry



The Corporation of Norfolk County

By-Law 2024-

Being a by-law to authorize and regulate the planting, care, maintenance, and preservation of trees on or affecting public property in Norfolk County.

Whereas the Council for the Corporation of Norfolk County recognizes the importance of trees to the environment for the purposes of health, safety, history, and general well-being; and

Whereas the Council for the Corporation of Norfolk County wishes to promote tree conservation, the increase, renewal and proliferation of trees and tree canopy, and the protection of existing trees by providing reasonable standards regarding the preservation, planting, protection and maintenance of Public Trees; and

Whereas Sections 8 through 10 of the *Municipal Act* authorizes a municipality to provide necessary and desirable services, pass by-laws respecting the health, safety and well-being of persons and environmental well-being, and exercise specific and general powers to act, and to regulate and prohibit the acts of others; and

Whereas Section 135 of the *Municipal Act* S.O. 2001, c. 25 (the "*Municipal Act*") authorizes a municipality to prohibit or regulate the destruction or injuring of trees; and

Whereas Section 62 (1) of the *Municipal Act* authorizes a municipality, at reasonable times, to enter upon land lying along any of its highways to inspect trees, and conduct tests on trees, and to remove decayed, damaged, or dangerous trees or branches of trees if, in the opinion of the municipality, the trees or branches pose a danger to the health or safety of any persons using the highway; and

Whereas Section 62 (2) of the *Municipal Act* authorizes an employee or agent of a municipality to remove a decayed, damaged or dangerous tree or branches of trees immediately without notice to the owner of the land upon which the tree is located, if in the opinion of the employee or agent, the tree or branch poses an immediate danger to the health or safety of any person using a highway; and

Whereas Section 141 of the *Municipal Act* a municipality may provide trees to the owners of land adjacent to any highway and may plant the trees on the owners' land with their consent; and

Whereas Section 270 (1) of the *Municipal Act* requires that a municipality adopt and maintain policies with respect to the manner in which a municipality will protect and enhance the tree canopy and natural vegetation in the municipality; and

Whereas Section 431 of the *Municipal Act* provides that, if any by-law of a municipality under the *Municipal Act* or any other Act is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in

which a conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted and, in the case of a by-law described in Section 135 of the *Municipal Act*, require the person convicted to correct the contravention in the manner and within the period that the court considers appropriate; and

Whereas Section 10 of the *Forestry Act* R.S.O.1990 c. F.26 states that every tree whose trunk is growing on the boundary between adjoining lands is the common property of the owners of the adjoining lands.

Now therefore the Council of The Corporation of Norfolk County hereby enacts as follows:

1. SHORT TITLE

- 1.1 This By-law shall be known and may be cited as the “Public Tree Maintenance By-law”

2. DEFINITIONS

In this By-law:

- 2.1 “Arborist” means a person with a diploma or degree involving arboriculture from an accredited college or university, a registered professional forester, an accredited certified arborist under the International Society of Arboriculture, or with a demonstrated history of tree preservation experience or a registering consulting arborist with the American Society of Consulting Arborists.
- 2.2 “Boundary Tree” means any Tree where its Trunk is located on both Public Property and an adjacent property.
- 2.3 “County” means the Corporation of Norfolk County, the General Manager of Operations or their delegate, or an Officer.
- 2.4 “Council” means the Council for the Corporation of Norfolk County and includes its successor.
- 2.5 “DBH” or “Diameter at Breast Height” means the Diameter of the stem or trunk of a Tree measured at a point that is 1.37 metres from the ground.
- 2.6 “Deface” includes but is not limited to the painting or carving of words, figures, symbols or any other markings on a Tree.
- 2.7 “Destroy” includes any action which causes or results in the death of a Tree, not limited to but including acts of cutting, burning, knocking over the Tree, and “Destruction” shall have a corresponding meaning.

- 2.8 “Dripline” means the outer boundary of an area on the surface of the ground directly below and which corresponds with the outer edge of the crown of a Tree.
- 2.9 “Emergency Work” means work necessary to terminate an immediate danger to life or property as determined by the General Manager of Operations, and includes but is not limited to work associated with water main repairs, utility repairs, and structural repairs to a building.
- 2.10 “Good Arboriculture Practice” means the proper implementation of removal, renewal, and maintenance activities known to be appropriate for the individual Trees in and around urban areas and includes Pruning of Trees to remove dead limbs, maintain structural stability and balance, or to encourage their natural form, provided that such pruning is limited to the appropriate removal of not more than one-third of the live branches or limbs of a tree, is done with proper pruning cuts, and does not result in any unsafe condition.
- 2.11 “Highway” shall include the entire right-of-way of a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle under the jurisdiction of Norfolk County.
- 2.12 “Injure” or “Injury” means any action that causes physical, biological, or chemical damage to a Tree, including any lasting damage which has the effect of inhibiting or terminating its growth, which may result by accident or design, and includes but is not limited to changing of grades around a Tree that results in exposing roots or burying the trunk or branches, compacting soil over root areas, severing or damaging roots, and improper pruning or removal of bark.
- 2.13 “Maintain” or “Maintenance” includes all operations of watering, spraying, injecting, fertilizing, treating, cabling, bracing, and any other like activity to assist with the health and protection of the tree, but does not include cutting, pruning, or Injuring the Tree.
- 2.14 “Officer” means a Municipal Law Enforcement Officer or other person appointed by Council for the administration and enforcement of this By-law.
- 2.15 “Permit” means written authorization, in a form approved by the County, issued by the County pursuant to this By-law.
- 2.16 “Person” means and includes an individual, an association, a chartered organization, a firm, a partnership, or a corporation, and their respective heirs, executors, administrators, or duly appointed representatives.

- 2.17 “Pest” means any organism, including but not limited to such things as insects or diseases whether viral, fungal, or bacterial, which directly or indirectly cause irreversible damage to the long-term health, vitality, longevity, and integrity of a Tree.
- 2.18 “Private Property” means any land other than Public Property.
- 2.19 “Private Tree” means any Tree that is located entirely on Private Property.
- 2.20 “Prune” or “Pruned” or “Pruning” means the cutting away of parts of a Tree.
- 2.21 “Public Property” means any land or property owned by Norfolk County.
- 2.22 “Public Tree” means any Tree that is located entirely on Public Property.
- 2.23 “Remove” or “Removal” or “Removed” means the elimination, in whole or in part, of a Tree.
- 2.24 “Tree” means a plant of any species of woody perennial including its root system, which has reached or can reach a height of at least 4.5 meters at physiological maturity.
- 2.25 “Tree Protection Zone” or “TPZ” means a restricted area, enclosed by fencing or other barrier, around a Tree which serves to protect the Tree and its root zone.
- 2.26 “Trunk” means the part of a Tree from its point of growth away from its roots, the root collar, up to where it branches out to limbs and foliage.
- 2.27 “Vehicle” shall include a motor vehicle, trailer, traction engine, farm tractor, road-building machine and a vehicle drawn, propelled or driven by any kind of power, including a motorized snow vehicle.

3. INTERPRETATION

- 3.1 In this By-law, the singular tense and plural tense are deemed to be interchangeable.
- 3.3 Where a provision of this By-law conflicts with the provisions of another By-law in force in the County, the provision that establishes the higher standard to protect health, safety and welfare of the general public shall prevail.

4. APPLICABILITY

- 4.1 This By-law applies to all Public Trees, Boundary Trees and any Trees which pose an immediate danger to the health and safety of any person using a Highway, within Norfolk County.

5. EXEMPTIONS

This By-law does not apply to:

- 5.1 Activities or matters undertaken by the County or a local board of the County;
- 5.2 Activities or matters under a license issued under the *Crown Forest Sustainability Act, 1994*;
- 5.3 The Injuring or Destruction of Trees by a Person licensed under the *Surveyors Act* to engage in the practice of cadastral surveying or their agent, while making a survey;
- 5.4 The Injuring or Destruction of Trees imposed after December 31, 2002 as a condition to the approval of a site plan, a plan of subdivision or a consent under section 41, 51 or 53, respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
- 5.5 The Injuring or Destruction of Trees imposed after December 31, 2002 as a condition to a development permit authorized by regulation made under section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under the regulation;
- 5.6 The Injuring or Destruction of Trees by a transmitter or distributor, as those terms are defined in Section 2 of the *Electricity Act, 1998*, for the purpose of constructing and maintaining a transmission system or distribution system, as those terms are defined in that section;
- 5.7 The Injuring or Destruction of Trees undertaken on land described in a licence for a pit or quarry or permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*; or
- 5.8 The Injuring or Destruction of Trees undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,

(a) That has not been designated under *the Aggregate Resources Act* or a predecessor of that Act, and

(b) On which a pit or quarry is a permitted land use under a by-law passed under Section 34 of the *Planning Act*.

5.9 The Pruning of branches from a Public Tree or Boundary Tree, provided that the branches being Pruned are located on or over Private Property and will not result in the Injury of the Tree.

5.10 The Pruning and Removal of a Public Tree or Boundary Tree required for Emergency Work that has been approved by General Manager of Operations or their designate.

6. AUTHORITY FOR PLANTING, MAINTENANCE AND REMOVAL OF PUBLIC TREES

6.1 The General Manager of Operations is hereby authorized to plan, regulate, supervise, and carry out or cause to be carried out the planting, Maintenance, Pruning, protection, preservation, and Removal of all Public Trees.

6.2 The General Manager of Operations may delegate any authority and responsibilities that are conferred to them under this By-law to an employee of the County.

6.3 Without limiting the generality of Section 6.1 and 6.2, the County may take or cause the following action:

(a) plant Trees on Public Property;

(b) designate the species of Trees which are prohibited on Public Property;

(c) Maintain, Prune, and Remove any Public Tree;

(d) remove without notice or compensation to any Person, any object or thing that adversely affects a Public Tree;

(e) enter upon land adjacent to a Highway to inspect Trees and conduct tests on Trees;

(f) implement all necessary treatments for Pest problems associated with Public Trees;

(g) stop any work or action that is causing Injury or Destruction to a Public Tree.

- 6.4 The General Manager of Operations or their delegate shall have the power to issue a Permit, refuse to issue a Permit, revoke a Permit, suspend a Permit, and impose terms or conditions on a Permit.

7. BOUNDARY TREES

- 7.1 Without limiting the generality of Section 6.1 and 6.2, the County is hereby authorized to take or cause the following action:
- (a) enter upon land to Maintain, Prune, and Remove any Boundary Tree or part of a Boundary Tree, without notice or compensation to any Person if, in the opinion of the County, the Tree or part thereof poses an immediate danger to the health or safety of any Person using a Highway;
 - (b) stop any work or action that is causing Injury or Destruction to a Boundary Tree without proper authorization.
- 7.3 The General Manager of Operations or their delegate may authorize the Pruning, Injury, or removal of a Boundary Tree on behalf of the County.
- 7.4 The cost for the Maintenance, Pruning, Removal, and replacement of a Boundary Tree may be shared between any or all owners of the Boundary Tree only through prior written agreement.

8. PRIVATE TREES

- 8.1 Any Tree located entirely on Private Property, whether planted by the County or by any other Person, is the property of the landowner and is the owner's sole responsibility.
- 8.2 The County is hereby authorized to take or cause the following action:
- (a) enter upon land to Maintain, Prune, and Remove, without notice or compensation to any person, a Private Tree, if in the opinion of the County, the Tree or part thereof poses an immediate danger to the health or safety of any Person using a Highway

9. PROHIBITIONS

- 9.1 Unless otherwise exempt from this By-law, no Person shall:
- (a) Prune, Injure, Remove, Deface, or alter in anyway a Public Tree without a Permit;
 - (b) Prune, Injure, or Remove a Boundary Tree without prior written authorization from the General Manager of Operations or their delegate;

- (c) plant, or cause or permit to be planted, a Tree on Public Property without prior written authorization from the General Manager of Operations or their delegate;
 - (e) fasten or attach any sign, bill, notice, wire, rope, nail, or other object to, around, on, or through any Public Tree without prior written authorization from the General Manager of Operations;
 - (f) climb, or permit any Person under their care or control to climb, any Public Tree without prior written authorization from the General Manager of Operations;
 - (g) interfere with fences, structures, or barriers delineating a Tree Protection Zone, or associated signage, or other protective devices around any Public Tree or Boundary Tree;
- 9.2 No Person shall contravene the terms or conditions of a Permit issued under this By-law.
- 9.3 No Person shall fail to comply with an order issued under this By-law.
- 9.4 No Person shall remove or deface an order that has been posted pursuant to this By-law.
- 9.5 No Person shall hinder or obstruct an Officer or attempt to hinder or obstruct an Officer who is performing a duty in accordance with this By-law.

10. PERMIT APPLICATION

- 10.1 A Person seeking to Prune, Injure, or Remove a Public Tree shall apply to the County for a Permit.
- 10.2 The County shall receive, process and review all Permit applications.
- 10.3 An application for a Permit shall include the following information:
- (a) the applicant's name, mailing address, and other contact information as may be required;
 - (b) details of the location, size, species, and health of the particular Tree;
 - (c) a description of the proposed Pruning, Injuring, or Removal and reason for which the Permit is required;
 - (d) information for the Person or company who will be conducting the Pruning, Injuring, or Removal of the Public Tree.

(e) any additional information as may be required by the County.

11. ISSUANCE OF A PERMIT

11.1 If an application for a Permit is made in accordance with Section 10 of this By-law, and the applicant meets all of the requirements of this By-law, the County may issue a Permit.

11.2 Every Permit issued is valid for a period of one year from the date of issuance and is non-transferable. The Permit may be renewed or extended for a period of one year at the discretion of the County.

12. PERMIT CONDITIONS

12.1 The County may impose any of the following conditions when issuing a Permit:

- (a) specify the standards and timelines for which the work is to be performed;
- (b) require that the work be carried out in accordance with Good Arboricultural Practices;
- (c) require that the work be carried out by a competent Arborist;
- (d) require Tree Protection Zones to be installed to the specifications and satisfaction of the County;
- (e) require fees to be paid to cover the costs for the replacement of the Public Tree;
- (f) any other condition as may be required by the General Manager of Operations.

12.2 Fees relating to the replacement of a Public tree will be calculated using the fees prescribed in Norfolk County's User Fee By-law and will be based on the planting of, at minimum, one 50mm caliper tree for every 10 centimeters of DBH of Public Tree that is Injured or Removed.

13. SECURITY DEPOSIT

13.1 In addition to Section 12, the General Manager of Operations may require an applicant to provide a security deposit as a condition of issuing a Permit.

13.2 The security deposit shall be in the amount that would cover the costs of replacing a Public Tree and for any potential maintenance work related to any Trees that need to be replaced for a period of up to two (2) years.

13.3 Where a Permit holder has provided a security deposit to the County as a condition of a Permit, the Permit holder shall notify the County when the work for which the Permit was issued is complete. The County will complete an inspection of the work and upon completion of an inspection the County shall:

- (a) immediately return the security deposit to the Permit holder if it is determined that the work has been carried out in accordance with the Permit and no remedial action is required; or
- (b) call upon the security deposit or a portion of the security deposit if it is determined by the County (in their sole discretion) that any or all of the security deposit is required to replace, Maintain, Prune, or Remove a Public Tree as a result of the work carried out by the Permit holder; or
- (c) retain the security deposit for a period of two (2) years from the date of the inspection if the County is unable to conclude during the inspection if the Public Tree is Injured. For greater clarity, the County shall comply with Sections 13.3 (a) and (b) once they are able to conclude that the Tree has been Injured or not and shall return the security deposit at the expiration of the two (2) year period if no Injury is observed.

14. REFUSAL OR REVOCATION OF A PERMIT

14.1 The General Manager of Operations may refuse to issue a Permit if they determine that:

- (a) the applicant does not comply with the applicable laws, including but not limited to, this By-law, other municipal by-laws, provincial or federal laws;
- (b) the proposed work involves the Injury or Removal of a healthy Public Tree;
- (c) the application relates to a Tree that is subject to a building permit, rezoning, a consent, a minor variance, a plan of subdivision, or a site plan that has been submitted to the County but has not received final approval;
- (d) the proposed work does not comply with the County's tree preservation and protection standards;
- (e) the Tree is relevant to the heritage designation of the Public Property, as determined by the County's Heritage Committee;
- (f) natural heritage systems, environmentally sensitive areas, ecological systems, natural landforms or hazard lands (any of which may be defined in the County's Official Plan) will not be adequately protected and/or preserved;

- (g) the impacted Tree is an endangered, threatened or special concern species as defined in the *Endangered Species Act, 2007*;
 - (h) the impacted Tree is a species of special concern, as defined in the *Species at Risk Act, 2002*, S.C. 2002, c 29, as amended; or
 - (i) a person or property will be adversely affected.
 - (j) there are reasonable alternatives to the Injury or Removal of the Tree.
- 14.2 In addition to the circumstances established in Section 14.1, the General Manager of Operations may revoke a Permit if:
- (a) this By-law or the terms and conditions of the Permit are not complied with;
 - (b) the Permit was issued because of mistaken, false, or incorrect information.
- 14.3 After a decision is made by the General Manager of Operations to refuse or revoke a Permit, written notice of that decision shall be given to the applicant or Permit holder, advising the applicant or Permit Holder of the decision.
- 14.4 The Permit holder of a revoked Permit shall immediately cease or ensure the immediate cessation of all the actions for which a Permit has been issued upon revocation of the Permit.
- 14.5 The written notice to be given under Section 14.3 shall include the reason for the decision, including reasonable particulars.
- 14.6 The decision made by the General Manager of Operations shall be final.

15. ENFORCEMENT

- 15.1 In addition to the General Manager of Operations, the administration and enforcement of this By-law may be performed by an Officer.
- 15.2 Where a Person has contravened this By-law, an Officer may make an order directing the Person to do any of the following:
- (a) comply with any conditions required to correct the contravention to the satisfaction of the Officer; and/or,
 - (b) cease the activity which is subject of the contravention.
- 15.3 The order issued by the Officer pursuant to Section 15.2 shall set out:
- (a) the Person who contravened the By-law or caused or permitted the contravention;

- (b) reasonable particulars of the contravention, including the location of the land on which the contravention occurred, and the period within which there must be compliance with the order; and,
- (c) if applicable, notice stating that if the Person fails to comply with the order within the time period specified, the County may take such action as is necessary to correct the contravention of this By-law at the expense of the Person who contravened the By-law and may recover the costs of taking such action from the Person who contravened the By-law by adding such costs to the tax roll and collecting them in the same manner as property taxes.

15.4 An order issued pursuant to Section 15.2 of this By-law may be served:

- (a) personally, in which case it shall be deemed to have been served on the date of such person service; or,
- (b) by prepaid registered mail to the last known address of the Person to be served, in which case it shall be deemed to have been served on the fifth day after the date it was mailed.

15.5 Where a person fails to comply with an order issued pursuant to Section 15.2 of this By-law within the time period specified, the County, in addition to all other remedies it may have, may take such action as necessary to correct the contravention of this By-law.

16. OFFENCE AND PENALTY

- 16.1 Every Person who contravenes any provision of this By-Law is guilty of an offence.
- 16.2 All contraventions of this By-Law, or of orders issued in accordance with this By-Law, that continue for a period of several consecutive days are designated continuing offences pursuant to section 429(2) of the *Municipal Act, 2001*
- 16.3 All contraventions that consist of two or more acts or omissions, each of which separately constitutes an offence, is a contravention of the same provision of the By-Law and designated as multiple offences pursuant to section 429(2) of the *Municipal Act, 2001*.
- 16.4 For greater clarity, all contraventions that involve multiple Trees are designated as multiple offences pursuant to section 429(2) of the *Municipal Act, 2001*.
- 16.5 Upon conviction of an offence under this By-law, a Person is liable to a fine as follows:

- (a) A minimum fine of \$200.00 and a maximum fine of \$100,000.00.
- (b) In the case of a multiple offence, for each offence included in the multiple offence, a minimum fine of \$200.00 and a maximum fine of \$10,000.00, and the total of all fines for each included offence is not limited to \$100,000.00.
- (d) A special fine may be imposed, in addition to a fine under clauses (a), (b), and (c) above, in circumstances where the Person convicted has or may have obtained an economic advantage from the contravention of this By-law or an order issued pursuant to this By-law and the maximum amount of the special fine may exceed \$100,000.00.

17. SEVERABILITY

- 17.1 Should a court of competent jurisdiction declare a part or whole of any provision of this By-law to be invalid or of no force and effect, the provision or part declared invalid is deemed severable from this By-law, and it is the intention of Council that the remainder of the By-law survive and be applied

Enacted and passed this ____ day of _____, 20_____.

Mayor

County Clerk

Council-In-Committee Meeting – April 09, 2024

Subject: County Lands Review
Report Number: CS-24-030
Division: Corporate Services and Community Development
Department: Administration
Ward: Multiple Wards
Purpose: For Decision

Recommendation(s):

That report CS-24-030, County Lands Review, be received for information;

That the following actions be taken with respect to the next steps for each County-owned property:

- A) Portion of 2070 Main St (Walsingham) - PROCEED with Geotechnical Report, zoning work and surplus disposition process
- B) 19 Kenneth Ave (Woodhouse) Roll #33705014900 - PROCEED with surplus disposition process
- C) 17 Kenneth Ave (Woodhouse) Roll #33705015200 - PROCEED with surplus disposition process
- D) Kenneth Ave (Woodhouse) Block A Roll #33705014700 - PROCEED with surplus disposition process
- E) Sovereign St (Delhi) Roll #49200625500 - PROCEED with surplus disposition process
- F) Sovereign St (Delhi) Roll #49200622510 - PROCEED with surplus disposition process
- G) Portion of St. Elizabeth Cres. (Courtland) Roll #54102052200 – PROCEED with change to mutual agreement drain and surplus disposition process
- H) 197 Queen St (St. Williams) - PROCEED with surplus disposition process.
- I) Portion of 20 La Salle St (Port Dover) - PROCEED with rezoning process to R-1 Zone for potential of 3 residential lots (Option C) with remainder retained as open space (park) zone
- J) Portion of 39 Lingwood Dr (Waterford) - PROCEED with rezoning process to R-2 Zone for 1 single or semi-detached dwelling (Option B) with remainder retained as open space (park) zone
- K) Portion of Warren Rd (Simcoe) Roll #40100228300 - PROCEED with rezoning process to R1 Zone for 1 single detached dwelling
- L) Hawtrey Rd (Delhi) Roll #49404007320 – PROCEED with surplus disposition process

- M) 15 Firefighters Lane (Vittoria) – PROCEED with surplus disposition process “as-is”
- N) 14 Oakes Blvd (Vittoria) – PROCEED with rezoning process to RH Zone
- O) Portion of West Church Street property (Roll # 33503002500) and portion of West Church Street road allowance (adjacent to Roll # 33503002500) - RETAIN as part of the County road right-of-way; and

Further that subject to any future disposition process of County-owned property, that a portion of the proceeds be reinvested in park/public space areas of the neighbourhood that the parcel of land is located in.

Executive Summary:

As part of the County Land Review project, thirteen properties were identified as having potential to be declared surplus to County needs and sold. Previous Council direction was given to Staff to undertake community engagement related to the potential disposition of these properties. Community engagement occurred in November and December, 2023 online using the Engage Norfolk platform and also through three public engagement sessions held at the Langton Community Centre, Vittoria & District Community Centre and Talbot Gardens multi-purpose room. Answers to all of the public questions have been posted to the Engage Norfolk page and staff have gathered all of the feedback received through this public engagement.

The purpose of this staff report is to provide Council with an update on the County Land Review project, to share with Council the feedback received through the public engagement process and to seek direction on next steps for each of the thirteen parcels of land that were the subject of public engagement.

Discussion:

Brief Background

Through previous closed session budget and other resolutions, direction was provided to review all “vacant” County-owned land to confirm if all properties were required to be retained in our inventory or if any parcels of land could be considered surplus and sold. An inter-departmental working team reviewed 511 properties through a series of preliminary evaluations and comprehensive criteria. The scope of the work included review of properties such as green space, but did not include active County facilities. Further background on the project is identified in the ENGAGE Norfolk project page and in the public information meeting presentation, Attachment A to this report. An update on the initial “batches” of properties under consideration is summarized below.

Corporate Services successfully recruited the dedicated temporary, full-time Realty Specialist resources that was approved by Council for the Land Review project. This team member has led the Realty Services work related to the parcels of land that were declared surplus by Council to be sold and also the road closure properties. Additionally, Realty Services has completed the request for proposal process to secure a roster of two realty brokerage firms to assist with property sales.

Update on Surplus Disposition Properties

Through a May 2023 resolution, nine (9) properties were declared surplus and the appropriate disposition procedures are being followed to offer to sell to adjacent owners or other. These properties include:

- St. George Street, Port Dover (Roll #33402005460)
- Cockshutt Road, Townsend (Roll # 33606044300)
- Beach Lane, Houghton (Roll # 54501032410)
- West Church Street, Waterford (Roll # 33503002500)
- Willow Drive, Gilbertville (Roll #49102814800)
- Talbot Street North, Simcoe (Roll # 40100318810)
- Lierman Lane, Langton (Roll # 54201035200)
- Woodland Drive, Pinegrove (Roll # 49301045734)
- NC Road 19 West, Windham (Roll # 49100840000)

Since then, the portion of West Church Street in Waterford (Roll # 33503002500), which was initially declared surplus and could be offered to the adjacent landowner, was identified through the adjacent landowners development that the land is needed for engineering and municipal right-of-way purposes and thus should remain as County land. A recommendation is included in this report to clarify the direction.

Realty Services has completed the required internal and external circulations for all of the above surplus disposition properties and has reached out to the adjacent property owners to determine their interest in purchasing these lands. Some initial interest has been indicated and Realty Services Staff are continuing discussions with adjacent land owners. Future reports will be brought forward seeking Council's approval as draft agreements of purchase and sale are reached.

Update on Road Closure Properties

Realty Services has proceeded with the road closure process for several portions of road allowance, including notification, report and public hearing committee March 5, 2024. This includes:

- Silver Lake Drive, Port Dover (Roll # 33403013300)
- Portion of Woodland Drive, Pinegrove (adjacent to Roll # 49301045734)
- Harbour Street, Port Dover (Roll # 33401068943 & 33401068935)
- SW Corner St. John's Road East/Marburg Road, Woodhouse (No Roll #)
- Unopened right-of-way between St. George St. / Main St., Port Dover (behind Roll #33402005460 and other adjacent portion of ROW).

The next steps were outlined in the March Public Hearing Committee report, and included a pending recommendation on surplus disposition.

As noted above, a portion of West Church Street (adjacent to Roll # 33503002500) was originally identified as potential to close and sell to adjacent land owner; however, is

now being recommended to retain as road right-of-way given it will be needed in municipal ownership for engineering related to the adjacent development.

Update on Properties to Investigate for Potential Affordable Housing Partnerships

Through the initial review of County-owned land, several properties may have the potential to be considered towards future needs and opportunities to make available for affordable housing. Land is one of the tools that a municipality has to potentially offer towards our housing needs. Staff are investigating partnership opportunities, process and next steps and will bring forward any recommendations for future Council direction.

Update on Engagement Properties

Prior to moving forward with Council considering recommendations and providing direction on certain properties under review, the County undertook a public engagement campaign in November-December. An overview of the engagement events, dedicated project page, survey and feedback results, questions and answers, notification methods and more is included within the Consultations section and attachments to this report.

The initial properties generally include a portion of, or all of, a property that is currently green space that the County is maintaining and in one instance includes a closed utility building. A preliminary evaluation was conducted through a technical review team. In advance of considering the municipally-owned properties under the Land Purchasing and Sale Policy and Bylaw, Norfolk decided to conduct a community engagement campaign on the initial 13 properties. This included a dedicated ENGAGE NORFOLK page with information, mapping, surveys, commenting and Q&A posting along with updates to subscribers. Staff also undertook media release, print ad and social media over several months along with info and comment boxes at libraries and community centres.

Three public information meetings were held November 22nd (Langton and Vittoria) and 23rd (Simcoe). Approximately 300 total people attended the 3 combined public information meetings, with the majority in attendance for the Vittoria Old Town Hall portion (not part of this scope but was combined for efficiencies). The Langton and Simcoe meetings had approximately 10-40 people. The presentation and video for each meeting was available on the Engage Norfolk project page.

A survey and commenting period were open from November 10 to December 7. The questions received as part of the commenting period along with those received as part of the in person meetings or follow-up emails were all responded to and posted on the Engage project page with an update provided. The full list of Q&A's is attached to this report (see Attachment B).

A summary of the comments received includes the following themes:

Environment

- Protect green spaces
- Loss of wildlife habitat
- Impact climate change
- Funds generated from sale could improve remaining parkland

Property owners

- Impact the character of neighbourhood
- Lack of access to other parkland in neighbourhoods
- Cost to maintain these properties (perception that taxes should cover costs)
- Negative impact on property values

Development

- Infrastructure needed to support growth is not in place
- Already enough available land to build on
- New homes will increase traffic, congestion
- Restrict type of building permitted if land were sold
- Support sale if property could provide new housing

History/culture

- Donated/gifted land should not be sold
- Spaces used for generations, emphasis on family history/tradition, nostalgia
- Historical significance of properties
- Importance of recreational use of parkland by neighbours

Financial

- Support sale of surplus land
- Support sale when land is not being used by community for purpose intended (comment concerned Walsingham Community Park); costs money to maintain
- Funds generated from sale will help reduce taxes
- Appreciative of County undertaking the review to identify surplus

The survey responses along with additional comments received up until mid-February are attached to this report (see Attachment C).

There are two properties where specific questions were brought forward during the engagement that required additional review and research by staff.

The first is Hawtrey Road in Delhi. During the engagement it was noted by community members that it was believed that this property had been a burial site and there were graves on the property, although there are no visible grave markers. Staff from the Operations Division consulted with the Bereavement Association of Ontario (BAO) who investigated and have concluded that, based on the information received, they have no reasonable grounds to believe that there are graves or a cemetery on this site. From their perspective, the matter is closed.

The second is La Salle Street in Port Dover. During the engagement residents of the neighbourhood brought forth information related to their understanding that the land had been permanently designated as parkland. A resident supplied a copy of an agenda from the City of Nanticoke Special Planning Committee Public Meeting held on June 18, 1998 where comments from the public on a Draft Official Plan were presented and discussed. A petition and background information was included. Residents requested the land be designated as “public park area” only. A report on the public comments from the consultant involved in the Official Plan provided a response that the Official Plan was to have a broader Residential designation that would include and allow for uses such as parks, local institutional and local commercial, which would be implemented through site specific zoning. It was noted while it would differ from how all other parks were to be treated, a special provision to limit the use of “Ryerson Park” to only a neighbourhood park was recommended. The final decision on that plan would have to be confirmed. Currently, the lands are within the Norfolk Official Plan and are designated Urban Residential, with no apparent special policy limiting the use to park and zoned Open Space. Whether the lands had a special policy or not, should anything other than open space / park be proposed, an amendment to the zoning would be required and is a similar public process to an Official Plan Amendment.

Staff have reviewed this documentation and consulted with external legal counsel to confirm that there is nothing registered on the title of this property that would prohibit the County from considering alternate uses or disposition.

Next Steps/Directions

Attachment D to this report includes an overview of each property, including location map, considerations and issues identified, potential options or next step requirements and a staff recommendation. Many of the next steps may involve further staff efforts, use of 3rd party resource to undertake technical work, preparation of reference plans, zoning work (public process) and future reporting to Council for each property. At this time, direction is required for each property which is reflected in the recommendations of this report.

Financial Services Comments:

In 2014, Norfolk County established a Property Management Services Reserve in order to fund the costs associated with providing property management services. This reserve is funded by proceeds from the sale of surplus lands. The Property Management Services Reserve, now known as the Land Reserve, contains an unaudited balance as at December 31, 2023 of \$3,763,265. This balance will be increased through the sale of lands as identified in this report and reduced by the staffing and planning costs associated with the resources required to complete the sales.

As noted in report CS 21-46 and Option 10 from the 2020 budget process, the net proceeds from each property would be contributed to the County’s reserves and a target of 50% of the proceeds from sales would be allocated to a reserve specific for future park tree canopy or other such purposes.

The conversion of currently held municipal lands into privately held lands could result in new assessment growth as the land would most likely be taxable at varying rates depending on the use of the land and the MPAC assessed values. Currently, the assessment value of all properties listed within this report total approximately \$1,889,000. If the recommended properties are sold and re-zoned as residential at the current assessment value, the result would be an additional \$28,000 in property tax revenue annually.

All costs associated with the surplus dispositions would be taken out of the sale proceeds received when each parcel is sold. Norfolk County currently has a roster of 2 Planning Consultants as part of the Land Review process. Depending on the complexity of the site, planning costs including any required studies could range from an estimated \$15,000 to \$50,000 per parcel depending on the scope of work required. The disposition of lands could result in reduced operational and maintenance costs, though this may be offset by additional park improvements and/or amenities which may require maintenance and though initial acquisition of these amenities would be funded through proceeds from sale, future capital replacements would require increased reserve transfers.

Interdepartmental Implications:

An internal working group was part of the original review of County-owned land (no facilities) and identification of parcels to consider. Many business units are part of conserving and managing County-owned land such as green space while also cognizant of the fiscal and resource implications of doing so. The actions related to the current properties under consideration is reliant upon Realty Services and several other departments. Depending upon the direction and next steps for each of the properties, there could be implications to Realty, Planning, Operations and more (including Legal Services, 3rd party professional services and Finance).

Consultation(s):

Internal and external consultation has occurred throughout the Land Review project and in accordance with the County's policies related to road closures and the declaration and disposition of surplus lands. Should easements be required by any external service providers, County staff will work with the external service provider to ensure these are completed accordingly prior to disposition of any of the lands.

The community has been consulted online through Engage Norfolk, through paper surveys that were available throughout the County and in person public engagement sessions.

The community has been provided with updates on the project through the Engage Norfolk site.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Sustaining Norfolk - Creating a sustainable community and a positive legacy.

Explanation: This project aligns with “Ensure financial sustainability” - continue our long-term financial and resource strategy that is realistic, affordable and sustainable.

Conclusion:

Making decisions on the potential disposition of municipally-owned land is often very difficult. There are often many reasons why the County owns certain parcels of land. Green space is important for a healthy community as is fiscal responsibility for what lands the municipality can maintain. There are also mounting needs for housing options within our community and land is one tool that a municipality can consider.

An update is provided for each aspect of the County Land Review project to date along with recommendations specific to each property following the review and feedback process.

Attachment(s):

- Attachment A – Public Information Meeting Presentation
- Attachment B – County Land Review – Questions & Answers (as posted on ENGAGE Norfolk)
- Attachment C – County Land Review – Summary of Feedback
- Attachment D – County Land Review – Engagement Properties Summary

Approval:

Approved By:
Al Meneses, CAO

Reviewed By:
County Land Review Internal Working Group

Prepared By:
Heidy Van Dyk, MPA
General Manager, Corporate Services

Brandon Sloan, BES, MCIP, RPP
General Manager, Community Development

Katherine McCurdy
Director, Corporate Customer Service and Communications
Corporate Services

Attachment A

County Land Review Project Public Meeting

Langton Community Centre

Wednesday, November 22

3:00 to 4:30 p.m.

Vittoria Community Centre

Wednesday, November 22

6:00 – 7:30 p.m.

Talbot Gardens

Thursday, November 23

6:00 – 7:30 p.m.

Agenda

- Welcome
- Presentation
- Questions and answers
- Open House
- Opportunity to provide feedback

Background

- Norfolk County owns over 2,500 acres of vacant land, parkland, and woodlots
- Operating costs include grass cutting and tree maintenance, as well as indirect costs such as insurance and administration
- Through previous budget decisions, Council directed staff to review County underutilized land to identify any potential surplus land which may then be monetized (sold)
- **511 properties** within the scope of the project (primarily vacant)

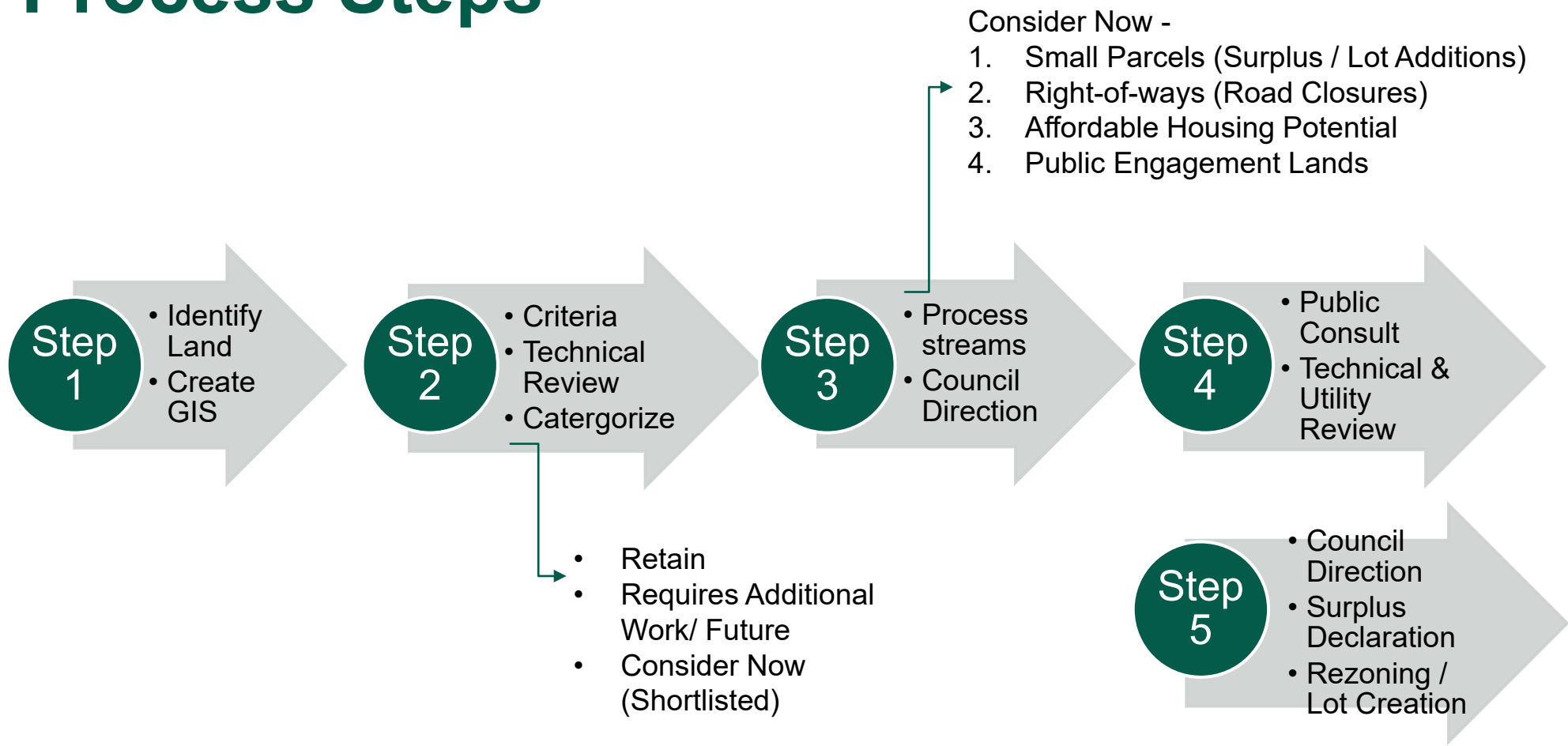
Benefits

- Further solidify Norfolk's financial foundation (e.g., reduce expenses, increase revenue, future assessment growth, reduce future levy pressures, assist with needed reserves, etc.)
- Subject to future decision, beyond contribution to reserves, a portion of any land monetization could also help fund Council-approved priorities.
 - This may include consideration of improvements to parks, facilities, green areas/ trees, infrastructure, etc. in the areas where the land parcels are being considered
- Add more land supply for much needed housing and employment opportunities
- Reduce annual maintenance and operating expenses

How County land was reviewed

- 511 primarily vacant County lands in the scope of review
- Internal working group with representation from different departments: Engineering, Infrastructure, Realty, Operations – Parks, Planning, Economic Development, etc.
- Initial review to scope land into 'categories':
 - Retain (e.g., land with trunk sanitary sewer, cemetery),
 - Low priority / requires extensive work / further review
 - Potential "shortlist" or initial batch of properties to "consider now"

Process Steps



Preliminary Review Criteria (Categorization and Shortlisting)

- Property location
- Parcel size and lot frontage
- On an Open and Maintained Road
- Serviceability (municipal, private)
- Infrastructure availability
- Requirements for retaining for existing or future infrastructure, easements, parking
- Useability of site and amount of park and green space in the surrounding area
- Adjacent lands
- Land Use status (official plan, zoning) and provincial policy implications
- Potential for affordable housing and other housing options
- Ability to create jobs
- Potential for partnerships
- Level of technical study that may be required if to be developed
- Level of change to potentially make saleable
- Potential for financial return

7

Preliminary Review (Retain/Not Initially Prioritized)

- Cemeteries
- Roads
- Servicing / Utility Corridors
- Walkways, Trails and access points
- Parking lots
- Land with significant natural features (waterways, wetlands and woodlands, waterfront land)
- Stormwater management facilities

All County Buildings and
Facilities*
=
Not in the Scope of this Review
(Referred to County Facility
Review Project)

Preliminary Review ("Consider Now" Initial Shortlist)

Small Parcels
(Surplus
Process)

Right-of-ways
(Road Closure
Process)

Affordable
Housing
Potential

*This Process



Public
Engagement
Lands

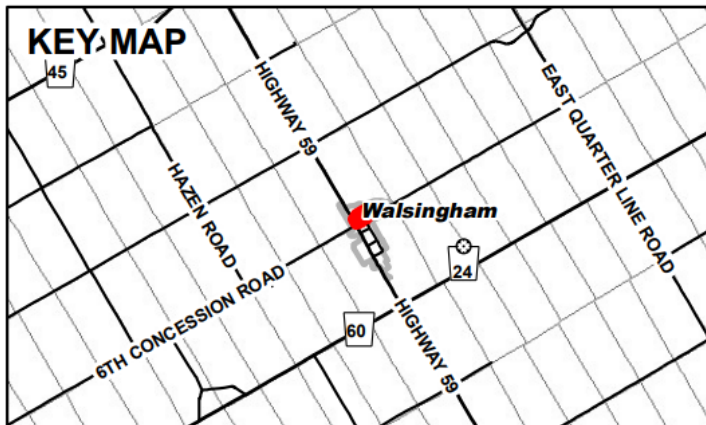
"Consider Now" Initial Shortlist (Public Engagement Lands)

- First group of **13 properties or portions of properties** identified for public engagement and further review before making any recommendations on whether portions or all the land should be considered as potentially surplus and sold.
- Range of locations throughout the County
- Public engagement added as an upfront step. Community feedback to be considered in any future prioritization / consideration.

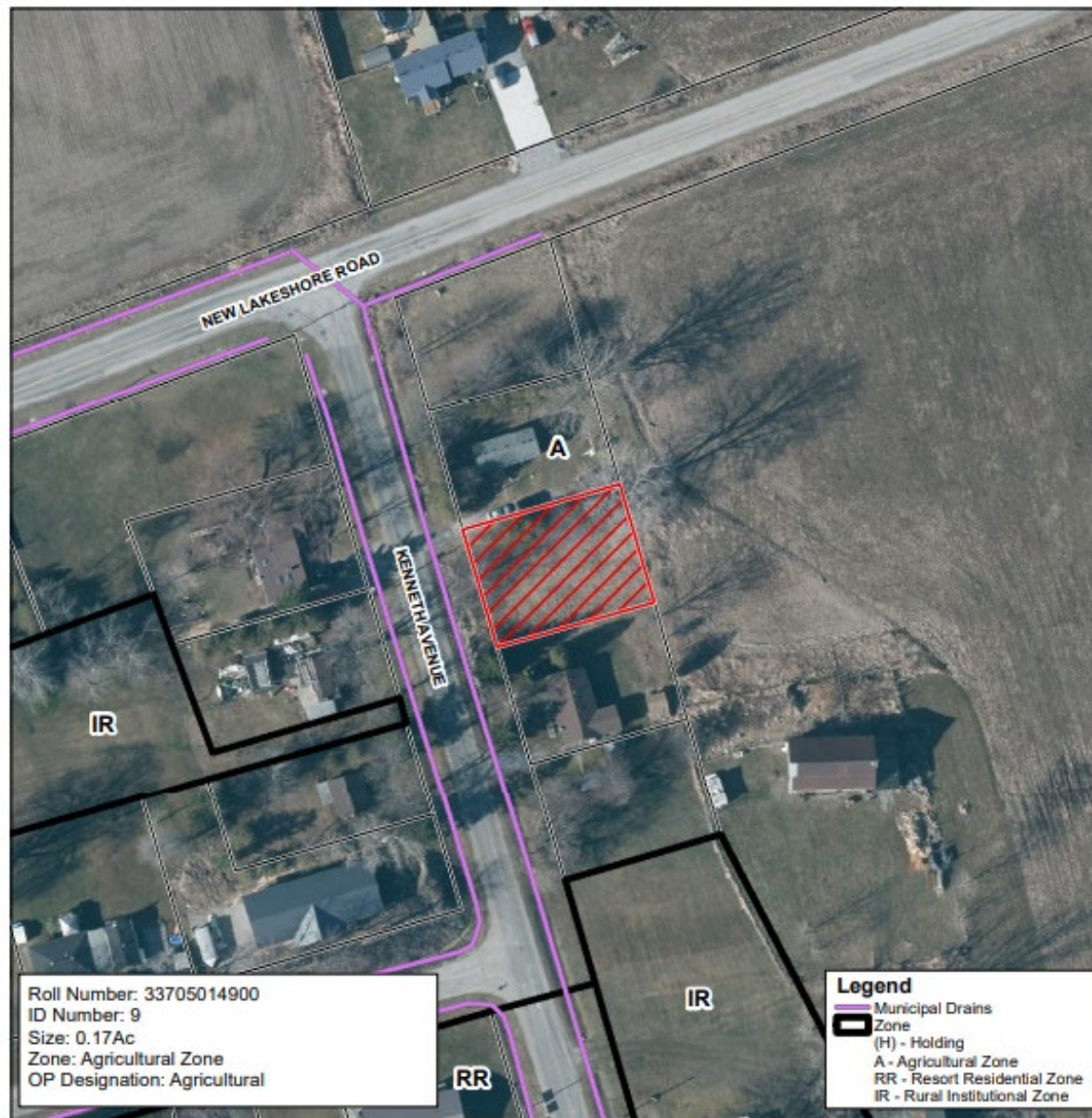
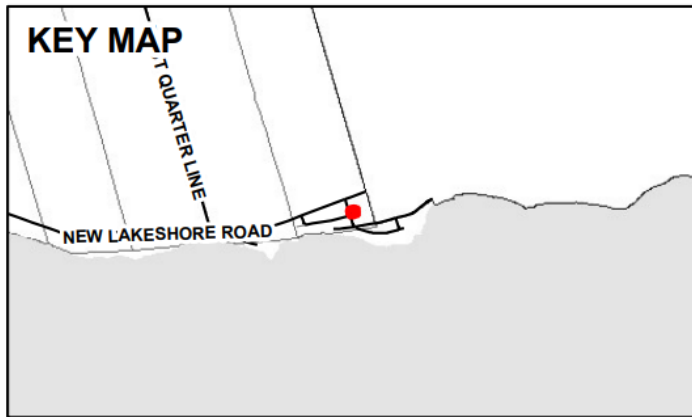
"Consider Now" Initial Shortlist (Public Engagement Lands)

1. Portion of Walsingham Community Park, 2070 Main Street of Walsingham
2. Lot 17, Kenneth Ave, Woodhouse
3. Lot 19, Kenneth Ave, Woodhouse
4. Block A, Kenneth Ave, Woodhouse
5. Parts of Lot 33, Sovereign Street, Delhi
6. Portion of 27 Elizabeth Crescent, Courtland
7. 197 Queen Street East, St. Williams
8. Portion of Percy Ryerse Park, 20 La Salle Street, Port Dover
9. Lingwood Park, Lingwood Drive, Waterford
10. Portion of Colonel Stalker Park, Warren Road, Simcoe
11. Woodlot, Hawtrey Road/Highway 59, Delhi
12. 15 Firefighter Lane, Vittoria
13. 14 Oakes Blvd., Vittoria

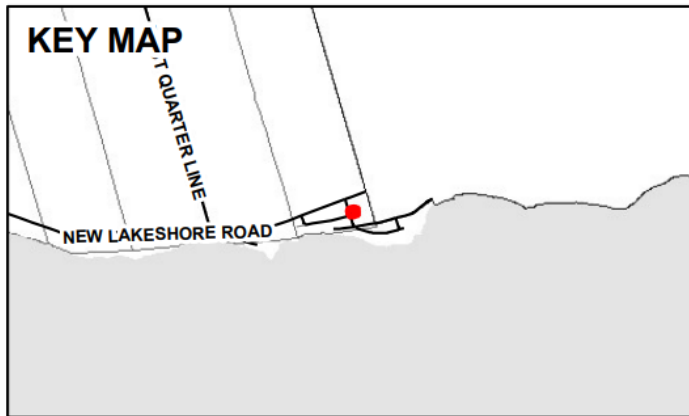
Portion of Walsingham Community Park, 2070 Main Street of Walsingham



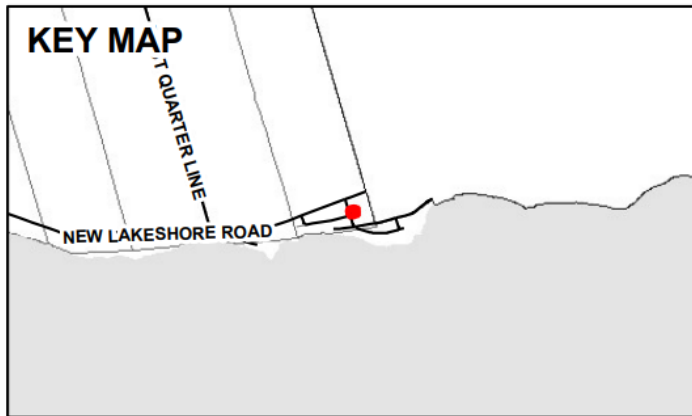
Lot 17, Kenneth Ave, Woodhouse



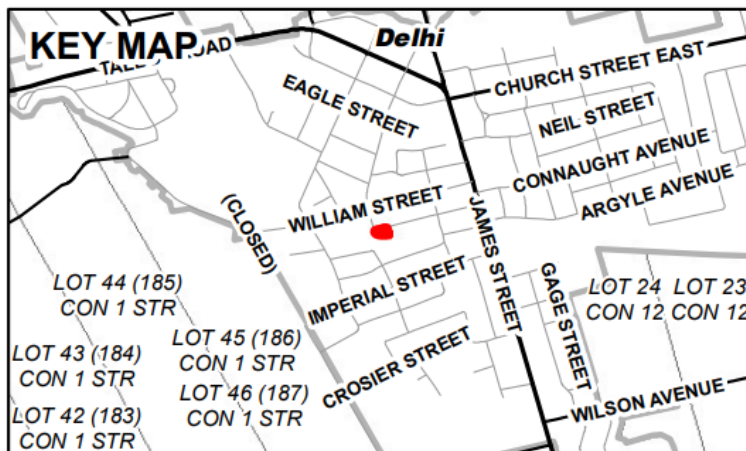
Lot 19, Kenneth Ave, Woodhouse



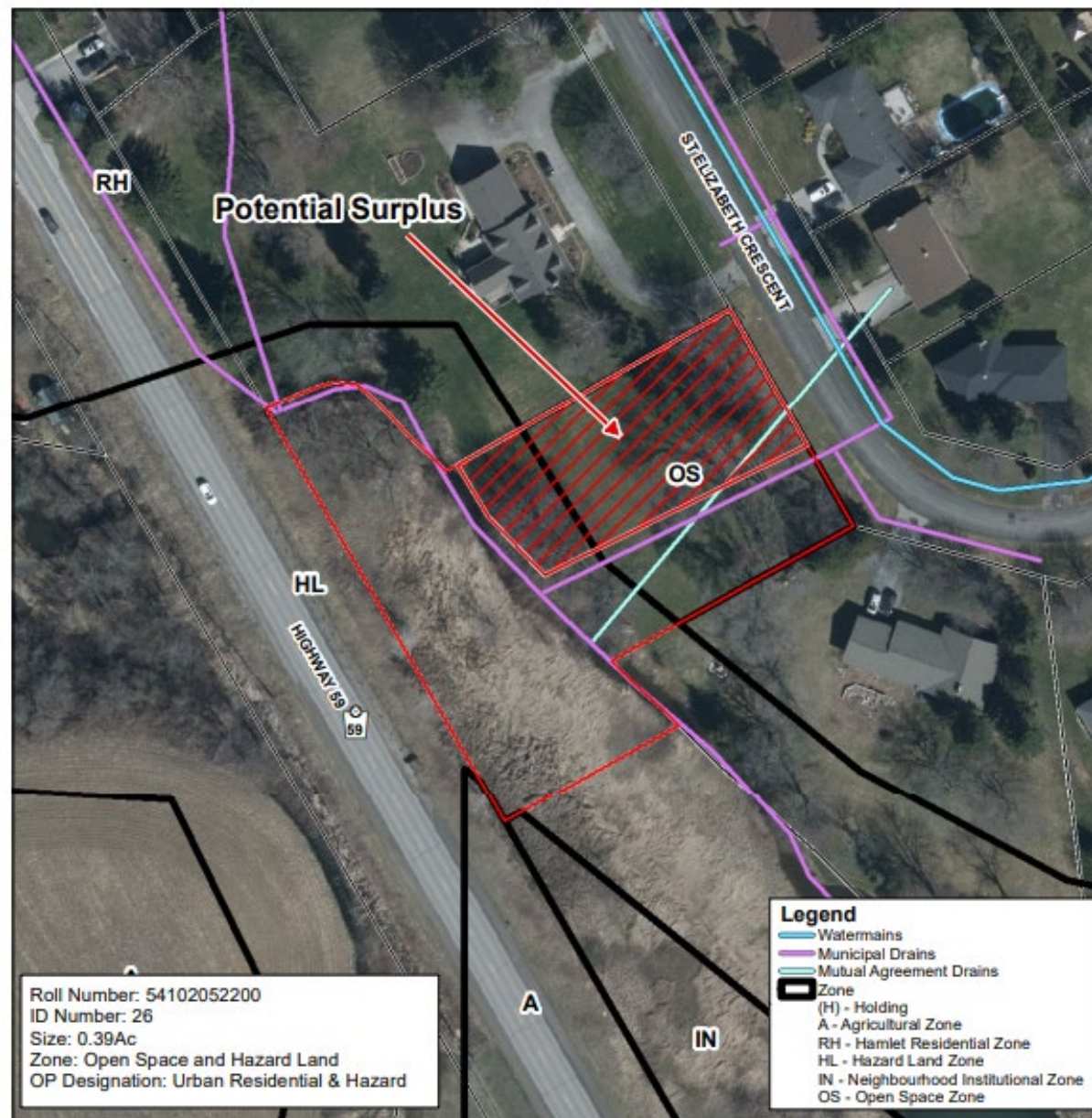
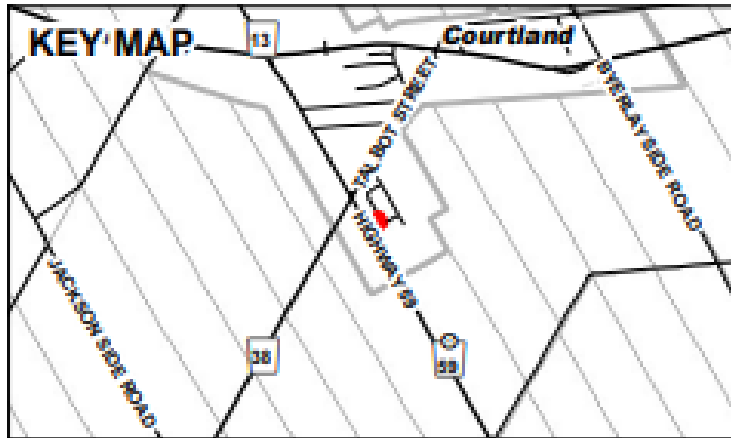
Block A, Kenneth Ave, Woodhouse



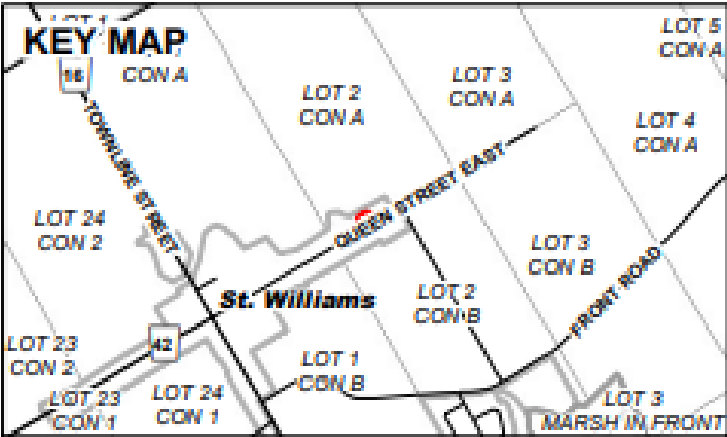
Parts of Lot 33, Sovereign Street, Delhi



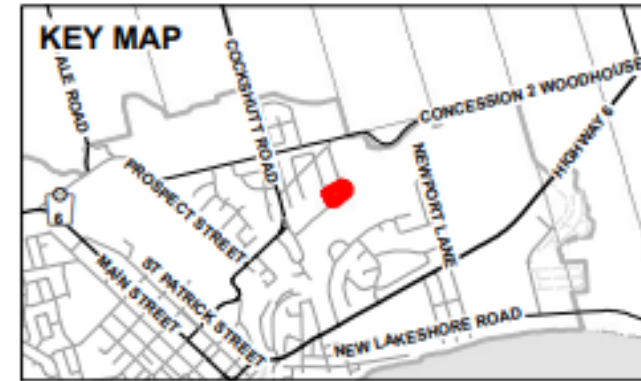
Portion of 27 Elizabeth Crescent, Courtland



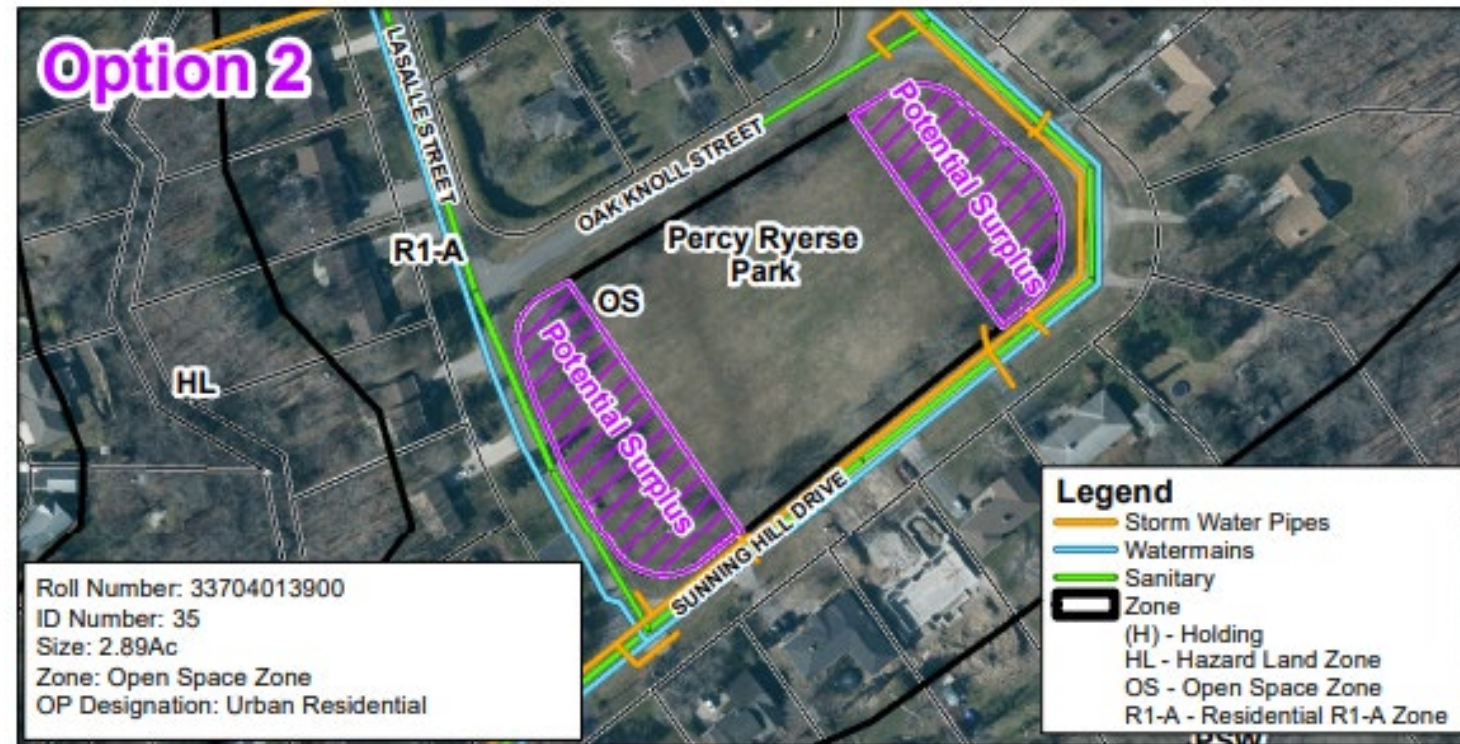
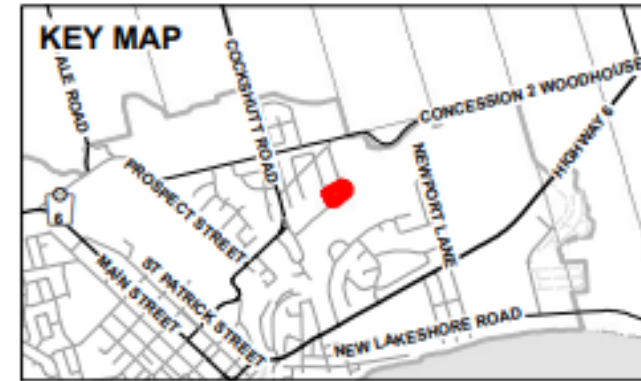
197 Queen Street East, St. Williams



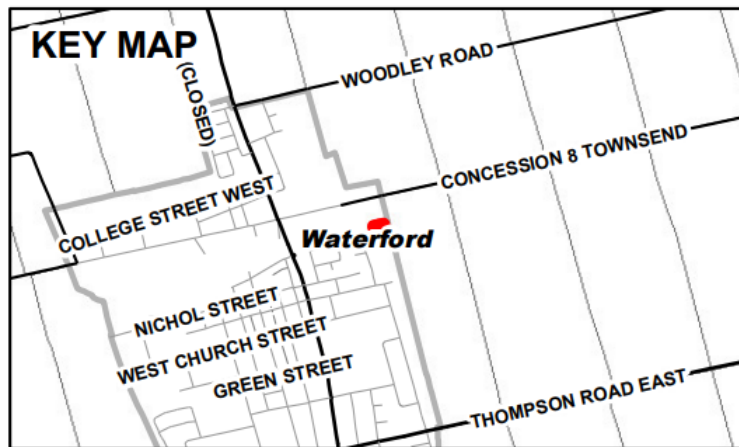
Option 1:
Portion of Percy Ryerse
Park, 20 La Salle Street,
Port Dover



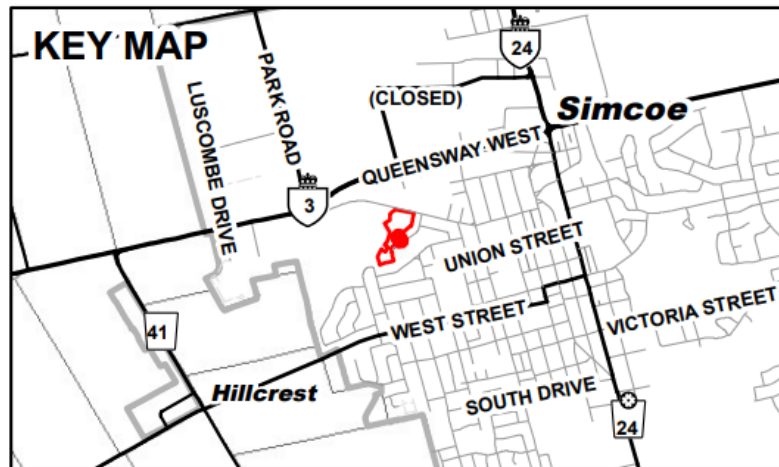
Option 2:
Portion of Percy Ryerse
Park, 20 La Salle Street,
Port Dover



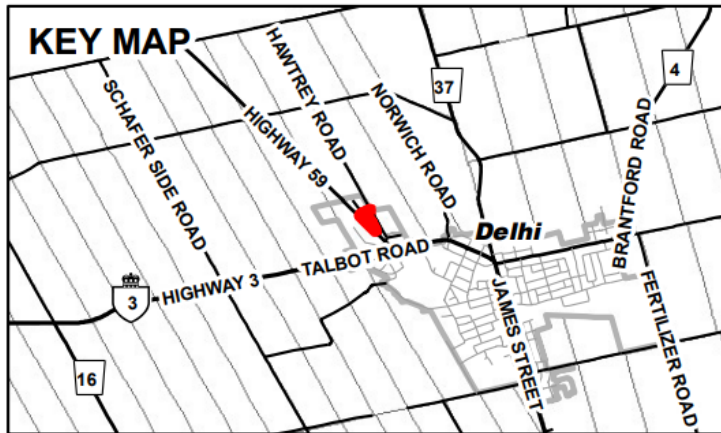
Lingwood Park, Lingwood Drive, Waterford



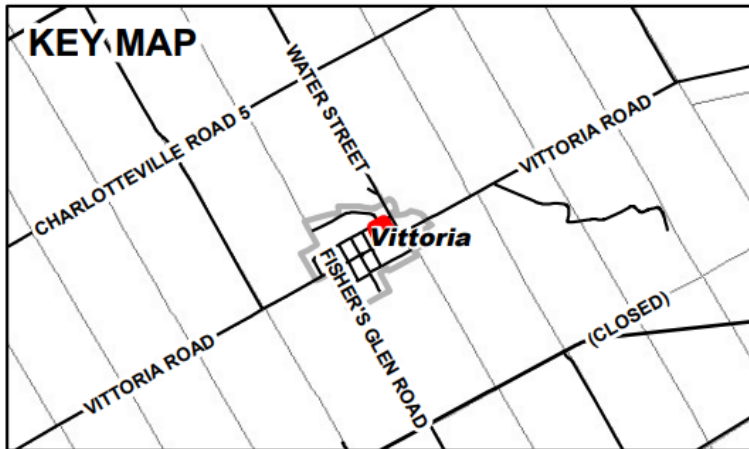
Portion of Colonel Stalker Park, Warren Road, Simcoe



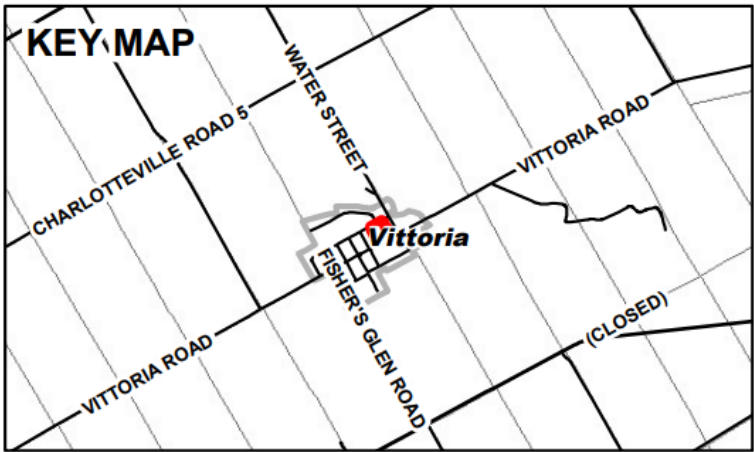
Woodlot, Hawtrey Road/Highway 59, Delhi



15 Firefighter Lane, Vittoria



14 Oakes Blvd., Vittoria



How to share your feedback



In person – complete a paper comment card today and drop it in one of the boxes



Online – at EngageNorfolk.ca/land-review



By mail – send comments to:

Norfolk County
Robinson Administration Building, Suite 100
Attention: County Land Review Project
185 Robinson Street
Simcoe, ON, N3Y 5L6

Q & A / Online Feedback-Questions

Thank you for attending

Questions and answers from County Land Review EngageNorfolk platform and in-person sessions

Q1: [A family has] lived next to this park since the street was created and have and continue to use that side of the property as access to the back yard for yard maintenance. To arbitrarily take away that access would make it difficult to get machinery needed in the back for that purpose.

A: While typically public land isn't necessarily for private use, the County does have a process to allow machinery or other maintenance access to private yards through parks via operations@norfolkcounty.ca. In this case, the access may have to go around 1 lot if it is created.

Q2: Eroding away our parks to make a quick buck will permanently change our green spaces for generations to come. This is a quick cash grab that will not fix Norfolk's financial woes. The money will be spent and then what? More selloffs? I expect this will continue. What will our parks look like in ten years? I bet you know and are not sharing.

A: Thanks for the comment and questions. Green space is important for a healthy and sustainable community. Norfolk does continue to investigate opportunities each year to manage our financial position and minimize the impact on the tax base where possible. The amount that would be contributed to reserves or strategic priorities has not been determined at this time and would be part of any future decision on any sale or monetization of any portion of lands. The County may continue to review its land inventory from time to time in the future.

Regarding what our parks will look like in 10 years, the County does plan on updating the existing 2016 Parks, Facilities and Recreation Master Plan as part of a future 10-year update which sets out the vision and strategy for parks and recreation facilities. Norfolk does have a strong provision of parks and green space. At this time, the existing Master Plan is the guiding document for what our parks will look like.

Q3: How is this information distributed to people who may not be on a social media platform? I have great concern that despite "following" Norfolk County on Facebook I didn't receive this news until someone sent it to me personally. There is the potential for many residents to NOT be informed in something that impacts their neighbourhood tremendously. The lack of informed citizens would potentially bias your data collection. Also, those who are not fully computer literate or lack accessibility to the internet would be disadvantaged in learning or commenting on this information. Please let me know how Norfolk County will ensure that no one is missed in this information seeking strategy.

A: Yes. Paper copies of the survey are now available at our ServiceNorfolk locations, the Simcoe Recreation Centre, and Norfolk County Public Library branches.

At this point in the process, the public engagement was broad and community wide, using the County's social media channels and our Engage Norfolk online platform.

If Council decides to go down the route of potentially declaring the property surplus, then we will follow the Public Hearing process which includes notification to adjacent property owners and a Public Hearing Committee meeting of Council where people can speak regarding the proposed declaration and disposal of surplus land.

Q4. I have been looking through the lands under review in order to provide some input but have a couple of preliminary questions. Obviously, the county would like to receive the highest possible value for these parcels in addition to shedding the ongoing costs for maintenance, insurance, etc. A much better price would be achievable on all parcels if a residential zoning was already in place.

1. Does the county have the ability to change the zoning of the parcels prior to sale?

A: If Council decides to declare the lands surplus, then prior to sale, the County could go through the required processes for any lands where a rezoning or other development process needs to occur (note: this would increase the value of land for a sale). Another option is that any potential purchaser could go through the rezoning process.

2. Does the county have the ability to divide the blocks into smaller pieces prior to sale?

A: The county could look to divide the blocks into lots via Reference Plan (most efficient process), severance (via the Committee of Adjustment process) or plan of subdivision (if roads, infrastructure or other requirements are needed via the development process) as necessary (note: this would increase the value of land for a sale). Similar to above, better prices would be achievable if the land parcels were already divided into residential lots.

Q5. What Method of sale will be used? CS-60 lists 6 or more possible methods. Public tender in accordance with the County's Purchasing Policy EBS-02. Call for proposal • Listing with a real estate firm or broker. Land exchange. Negotiation with County staff, ratified by Council. Auction. Such manner as Council deems appropriate.

A: There are some smaller parcels of land that have already been declared surplus by the County and it is being determined whether they can be sold to the adjacent property owners, in accordance with Norfolk County policy.

The County currently has an RFP in the marketplace to develop a roster of real estate brokers to list and assist with the sale of surplus lands.

Q6: Please publish the original agreement ceding this land [Percy Ryerse Park] for use as a park in perpetuity. If this land was not originally gifted to Norfolk County, how did Norfolk County acquire this land?

A: The Corporation of the Township of Woodhouse acquired the lands on October 16th, 1958, by Instrument Number NR263289 (attached). This document did not contain any covenants or restrictions regarding the use of the lands, nor any requirement to retain the lands in perpetuity. There are no other documents registered on title to the property that restrict the use or ownership of the lands.

Q7: I want to review all the infrastructure reports of the expansion in Waterford as part of legal disclosure.

A: The scope of the County Lands Review project does not include any “expansion” of facilities or land in Waterford. Perhaps the question is related to another proposed initiative? If it is related to the Lingwood Park lands in Waterford, there is a water main along the frontage of the entire property along with sanitary and storm under the road to near the end of the existing pavement (fully serviced). Utilities are in the vicinity.

Q8: Percy Ryerse Park is a monument to the man who so generously donated the land to the county with the caveat that it be used as park land in perpetuity. The land is not "under-utilized" as it's used spontaneously by residents throughout the year. My kids have played soccer, volleyball, had picnics, climbed the trees, played with their dog in the park. Did the County document this? Likely not. My mother-in-law skis in the park, with her friend, who also lives in the subdivision. More houses will bring no added value to the community. It's unlikely any new houses would be single level bungalows, as is the current architectural style. Consideration must also be given to the added traffic in a neighbourhood without street lighting or sidewalks. I urge council to reconsider this very bad decision.

A: Yes, there is some use of the park. Under-utilized does not necessarily mean it is not utilized and may refer to portions of the land. The County does not document each time a park is used.

Thank you for the information about various uses of the park space throughout the year. For clarity, no decision has been made or needs to be reconsidered. Norfolk is conducting public engagement to gather information and feedback along with continued review before anything is brought forward in a future report to Council

Should any portion of lands be considered and ultimately declared surplus, additional work would be required to identify what could be done with any surplus lands. In many

cases, this would involve a rezoning process, which is public. That process would look at items such as building types, heights, setbacks, traffic, services, etc.

Q9: If this is a park, how can it be zoned residential - was the zoning changed and if so by whom?

A: The land is currently zoned Open Space. It is not currently zoned to allow residential and has not been changed.

Should any portion of lands be considered and ultimately declared surplus, additional work would be required to identify what could be done with any surplus lands. In many cases, this would involve a rezoning process, which is public. That process would look at items such as building types, heights, setbacks, traffic, service, etc.

Q10: Regarding Hawtrey Road Woodlot - Am I correct in thinking that the County would be looking into the Ontario Heritage Act, since there are provisions related to "resources of archaeological value"? There were at least 2 wooden grave markers there years ago.

Jack Ungar built the one of the first homes there, and being employed as a horticulturalist walked the woods many times. He told me there were graves back there and at least 2 wooden grave markers from the late 1800's early 1900's. Unfortunately, in those days the poor were not always buried in designated cemeteries and church records are not always adequate or even found. I believe there was maybe the same issues with Indigenous people across Canada. I feel that there should be equal due diligence for everyone, no matter the colour of our skin or nationality or ability to purchase a cemetery lot. This may not be much different that the Poor House Cemetery in Simcoe behind the condos.

A: Nothing related to a burial site was identified, however, staff appreciate that this has been identified through the public engagement and will research further to confirm prior to bringing forward a recommendation to Council related to this property.

Q11: I would also like to point out the fact that there are already likely over a thousand privately owned vacant lots for sale with the various new subdivision throughout Delhi, which would be more desirable than a lot on Hwy 59 that would be basically across the road from a fertilizer factory (Scotts) with many transports coming and going on a busy highway, not to say there would be also the air quality factor.

A: As of the end of 2022, there were 58 vacant lots in registered subdivisions in Delhi, 65 lots in draft approved subdivisions in Delhi and 157 proposed lots or blocks under review in circulated plans. Since that time, there are two new large subdivision proposals, one stage of a draft approved subdivision that is now registered and one

plan that was under review that is now draft approved. There may be other vacant land on the market from private landowners outside of these subdivisions. Although the land on Hawtrey Rd is zoned residential, introducing new residential development near existing industrial is something that should be further considered along with the potential driveway access requirement.

Q12: As for selling the additional land at the back of the Hawtrey properties, it would not be advantageous to the homeowners since the increased land would increase MPAC assessments which in turn increases the property taxes as well as making them liable for maintenance on the trees behind their houses. The County increase in taxes would be minimal the staff resources to make this happen.

A: Any potential sale of County land that may result in a future development would increase the tax assessment for that property – this is one of the advantages of this process and initiative. Given there are many factors in MPAC's assessment process, it is not known at this time whether this would have a resulting effect on the implications to the assessment of adjacent properties. It is unclear regarding the statement about maintenance liability for the trees behind houses. If the parcel of land was sold, the maintenance liability for the trees would shift from the County (tax payers) to the new owner.

Q13: The trees definitely need to stay as a buffer zone for noise created by Scotts. Otherwise, the complaints will never be resolved. Again, Staff time is tax dollars.

A: The comment regarding the trees as a buffer area to the nearby industrial area is a consideration.

Q14: For the vacant land in Vittoria, what will the process look like for the sale of the properties - will the public be allowed to know when the property will be on the market?

A: A Request for Proposals (RFP) was issued to the marketplace to establish a roster of real estate brokers to assist with the sale of any lands that are declared surplus. The process to declare a property surplus and sell it is a public process so yes, the public will know if a property is going up for sale.

Q15: Will the properties in question be surveyed into lots prior to sale?

A: See Q&A 4.2 above. The land could be sold as one parcel (or portion) and then in the future the owner could create lots prior to selling or the County could create the individual "lots" prior to selling.

Q16: Regarding all 3 properties - if sold would there be any restrictions as to what - if any - could be built on the existing property?

A: The use of a property would first be related to zoning. The existing or proposed new zoning would identify the permitted uses, such as a single detached dwelling (a house) or a townhouse, etc. The County could limit what those uses are and the size, height, building setbacks of that in the zoning. Another option is with the sale of property; the County could consider putting other limitations or requirements within a purchase and sale agreement. If there are specific ideas or suggestions, we would be open to feedback, and it may be different for each property's situation and neighborhoods.

Q17: What sorts of uses will be permitted for the land?

A: See Q&A #4 and #15 above.

Q18: Will the proposed uses blend in with the existing land uses around the properties in question. What sorts of restrictions will go along with the sale of the land - will there be safeguards in place to protect the community from unscrupulous land speculators/developers.

A: See Q&A #4 and #15 above. In considering each site that may move forward to the next step there are a few scenarios. In some cases, there may already be zoning for the property that is in place that allows certain uses such as a single detached dwelling. In those instances, the sale of the land could potentially proceed under the existing zoning standards, although the County could consider adding "restrictions" to any purchase and sale agreement (which may impact the price/sale amount). In other cases, the property would need to be rezoned (which is a public process with Council decision). Through that process, the uses and zoning provisions to ensure that any new development is compatible with the surrounding area could be considered and put in place. "Compatible" doesn't necessarily mean "exactly the same". Another scenario is that the surrounding area may entirely be made of the same housing type (e.g. only single detached dwellings) and there may be a desire to consider permitting other housing types to be built (e.g. semi-detached or townhouse dwellings) to provide a range of housing choice for people to live (including staying within the same community but maybe downsizing). No comment on the "scrupulous-ness" of developers.

Q19: Will the revenue generated go into general revenues or will funds be kept in reserve for the benefit and use of the community where the land is located.

A: It has been noted that one of the purposes of the County Land Review project is to generate revenue to improve the County's financial position. Recommendations will be provided to Council about which reserve fund(s) any land sale proceeds could be directed towards and also potential investments in community infrastructure such as park improvements.

Q20: Will all the steps of the process of the sale, the price asked, the price received, who the purchaser is etc. be transparent to the community.

A: When Norfolk County's Realty Services staff complete a sale or purchase, including the sale of a road allowance, an information memo to Council (in open session) is prepared that provides Council with the details of the disposition, including the closing date, the sale price and the purchaser. Staff would follow this process for any of these properties.

Q21: Is the plan for all the lands being considered the same? For example, will all the proceeds from all the land sales be used to offset the tax rate across the board.

A: Please see answer to question 19.

Q22: How much will the tax rate be offset approximately [due to the property sales]?

A: Potential savings to the tax levy will depend upon a number of things, including the amount of funds generated by the sale of the property, where those funds are directed (i.e.: reserves, community improvements), the future use of the land and associated increased revenue due to additional property tax assessment.

What does that translate to for each ratepayer approximately.

A: Please see answer to question 22.

Q23. If Lands were not sold what would be the impact on the tax rate and what would that translate to for each ratepayer approximately.

A: Each year the County prepares budgets for capital, rate (water and wastewater) and operating expenses. Capital projects might be funded from reserves, debt, grant funding and/or the property tax levy. The rate budget is supported by the water and wastewater users. The main source of funding to support the County's operating budget is the property tax levy. Property tax requirements are determined every year through the Council budget discussions based on the needs for the specific year. For this reason, it would be difficult to say how much more or less property tax would be paid if land was sold or not sold.

Q24: Issues around fairness and equity between communities is a big concern - how will the decisions be made around parcels in each community?

A: The batch of properties that are being considered now are in a range of locations throughout the County. Decisions will be made by Council about specific land parcels in each community.

Q25: Have you considered the water, waste, etc.

A: The preliminary review of properties considered if there was municipal or private water and wastewater. Should any parcels of land be considered at the next steps, any future development would have to consider water and wastewater for any lots (and no impact on surrounding area).

Q26: What is the yearly cost of each property's tax and maintenance?

A: County-owned land (other than land owned by a County Public Utility or Commission) does not contribute towards property tax. While the County has an overall maintenance budget for parks operations, each individual property does not have a specific yearly maintenance figure associated with it. Should specific land parcels being considered moving forward, a yearly maintenance estimate can be provided for the property to assist in the consideration.

Q27: Could it be possible for businesses to choose to sponsor the properties in terms of providing financial assistance in order to keep the properties as is?

We have a lot of amazing businesses that may offer to help foot the bill for some of the expenses if a clear guideline was given.

A: One of the reasons for the County Land Review project is to look at areas where ongoing maintenance of some of the County's lands, such as parks, could be reduced. The project also aims to repurpose potentially underutilized lands to help meet the County's needs for additional land for employment and housing purposes. Sale and redevelopment of lands can generate funds to improve the County's financial position through one time reserve contributions (from proceeds of sale) and ongoing increased property tax assessment (from new development). If the decision was made to retain a parcel of land and explore operating partnerships it would be important to consider ways to ensure that the partnership was efficient to maintain and ongoing / long term in nature.

Q28: I would also like to know if any of the parcels of land need to be sold as deemed by Norfolk County would the county be willing to give a tax break to a community group who chooses to purchase?

A: Any tax implications for any future owners of the properties, if they are eventually declared surplus and sold, would be in keeping with applicable legislation and in the spirit of consistency and fairness to all property owners.

Q29: I'd also like to know if they could be gifted back to those who gifted them or transferred the land in the first place?

A: The County has and continues to review how properties may have been dedicated or come into the County's ownership. If land was officially "gifted" and there is something that is registered on title to the land that it should remain park or green space in perpetuity that is an important factor. In many cases, the green space or parkland was transferred to the municipality as part of the park dedication within a registered plan of subdivision (e.g. not necessarily a gift but a development requirement). In those instances, the land does not have to be transferred back to the original developer.

Q30: I would also like to know where the money from the property that was sold on Fishers Glen Road for 65,000 was spent?

A: Proceeds from the sale were distributed in a manner that was in keeping with the spirit of the original trust and with the approval of the Ontario Public Guardian and Trustee.

Q31: I would also like to address, if any properties are sold, what would be able to be built there? It appears since many of our sidewalks are ripped out. Many of us are now having problems with our sewer beds.

A: Please see Q&A #4 and #15 above. Any future development would need to conduct technical analysis of septic and water systems.

Q32: Is there an objective system utilized to rank potential surplus lands, and is there a report available for the parcels under consideration?

A: As outlined in the public presentation and open house materials, the preliminary review of the 511 County-owned land parcels included initial "categorization". This included parcels to retain (e.g. cemeteries), parcels that would require extensive work/further review/low priority from the initial review and those parcels that are shortlisted to potentially to consider now. The preliminary review included several rounds of objective (and some subjective) criteria with technical staff from areas such as Engineering, Infrastructure, Realty, Operations, Forestry, Parks, Planning, Economic Development, Housing, etc.

The system used to categorize and rank land was Geographic Information System (GIS)-based along with spreadsheets. Several rounds of preliminary review were undertaken to categorize and shortlist properties. From the shortlisted properties additional criteria was utilized, including:

- Property location and description
- Property size
- Property frontage and does it meet minimum lot width requirements (zoning)
- On an Open and Maintained Road
- Infrastructure availability / Serviceability (municipal, private)

- Requirements for retaining for existing or future infrastructure, easements, parking
- Land Use status (official plan, zoning)
 - Would any “development” contravene the Official Plan / Provincial Policy Statement
- Potential for affordable housing and other housing options
- Level of technical study that may be required if to be developed
- Level of change to potentially make saleable
- Useability of site and amount of park and green space in the surrounding area
- Context of adjacent lands
- Ability to create jobs
- Potential for partnerships
- Potential for financial return
- Public engagement potential
- Specific comments
- Additional actions required

Following the public engagement, comments from utilities and agencies, there will be additional review by staff and depending upon the next steps could be further analysis, ranking and future report(s).

At this point in time, there is not a specific report available regarding the parcels under consideration as that is expected as a future step after the engagement and further review.

Q33: [Have the park] areas been surveyed, for example, by the County regarding use of the area?

A: The preliminary review of all County-owned lands included staff members from the Operations and Parks areas and their knowledge and input of the sites. The County does not regularly conduct “usage surveys” of each park space. Should any of the lands move forward to the next step, additional investigation and reviews along with notification will be provided.

Q34: Could the Hawtrey Road property be a burial site?

In looking at properties in question, staff used the GIS system in order to identify significant items. The review did not show anything related to a burial site, but staff will do more investigating before a recommendation goes to Council. Staff have followed up to walk the property and searching for any additional information.

Q35: When did the Hawtrey road site zoning get changed to residential?

The residential zoning has been in place since at least 2014, if not earlier.

Q36: If these lands get sold for development, if these lands are owned by the County and provided by the developer for Park purposes, is selling the land a disservice to the developer and area residents?

Parkland was often dedicated to the municipality as part of the registration of a plan of subdivision. In the future, the municipality can consider whether the full amount of parkland is still required. At this point, Council has made no decision on any property. Staff will be presenting a comprehensive report and considering all options before making recommendations for future Council decisions.

Q37: Would an archeological study be done regarding the Hawtrey site to determine if remains are on site? Has one been done in the past?

An archeological study has not been done on the site as part of the preliminary review of County land, however, that is something that could be considered should the property be determined to move forward to the next step. Typically, where flagged, that is the type of study that is done prior to development, such as a subdivision. Additional review could be undertaken by staff to determine if an archeological study was done with the original Hawtrey Rd subdivision.

Q38: Why consider cutting down trees that provide so many benefits to surrounding properties?

Natural heritage areas, including trees and other vegetation, provide many benefits. The potential implications of any tree removal will be identified for each property as part of the review and considerations moving forward. In the case of Hawtrey Rd site, it is noted that this location currently provides a “buffer” between the industrial uses to the west and the residential area.

Q39: How many privately-owned properties are for sale in the Delhi area right now?

This is something that would need to be addressed by the local Real Estate Association. According to Realtor.ca as of Dec. 13, 2023, there were 50 properties for sale within Delhi including 9 in a proposed apartment and several single detached dwellings in new or existing subdivisions. Staff's scope for the project was to look at Norfolk-owned lands.

Q40: Why is Hawtrey Road being considered given its location near woodland?

There are many factors that were reviewed for all of the County-owned lands, including the various provincially and locally significant natural heritage features (e.g. environment). can deem a property a “significant woodland”. This is one of the few treed properties that the County owns that does not include any provincially significant wetlands, areas of natural scientific interest, water bodies, no Conservation Authority hazard land or regulated area, not classified as County Woodlot and is in an Urban

Area. Having said that, if there is limited vegetation/wooded areas within the overall area, even a smaller treed location could be important for that immediate vicinity.

Q41: What do we do when parkland is all gone?

At this point in time, overall there is a sufficient supply of park and green space within Norfolk. Each community and neighbourhood area should be reviewed within its own context as well to ensure that an appropriate amount of park and green space remains. It is not the intent to declare all parkland surplus.

Q42: What is the long-range plan for park development? Could there be more?

The long-range plan currently is guided by the Parkland, Recreation and Facilities Master Plan (2016). The intent is to conduct a 10-year review by 2026. At this time, parkland is listed as part of Norfolk County's surplus land policy as a type of land that can be considered. That doesn't mean that any park in question will be deemed surplus, but they can be part of reviews currently and in the future.

Q43: Are there restrictions on Percy Ryerse Park (and other vacant lands) to be a park in perpetuity?

Staff has reviewed the situation, including a title search, and did not find any restrictions on the land in question. However, staff will continue to investigate further. If any residents have official documents pertaining to the property, staff will be happy to review them.

Q44: Can the public view the ownership transfers and conditions of lands in question?

This information is available through the Registry Office at Onland.ca.

Q45: What documentation needs to be provided so that green space remains green space that is used every day by the community?

Over 500 properties were looked at as this process began and numbers were narrowed as it went along. Any feedback from the public will be noted in the report and brought to Council – that possibly parkland is not considered surplus going forward. A more detailed review of each green space may be conducted if the land in question is to be considered in the next steps.

Q46: How long will the survey be open for?

The feedback survey closed on December 7, 2023.

Q47: What is the county doing in terms of affordable housing and how does it relate to this project?

Affordable housing as defined by the province is housing that is at or below the average market cost for the area. None of the properties in question are currently being considered by the County for “affordable” housing. Should any of the lands be deemed surplus and sold, the purchaser may propose any “tenure” (rental, ownership) and price. The County could consider restrictions on the sale of the property. The County may be reviewing or setting aside other parcels for potential consideration or partnership on “affordable” housing as part of something that the municipality can provide. Should any lands move forward in that regard, it would typically involve a public process (especially if any rezoning development application would be required).

Q48: What is the review process for the survey? How can we be assured this will be a proper review process?

This process will include a number of experts and staff at the County. Answers are being provided to all questions and the Q&A will be considered in the next steps of the review and in any future report to Council on this project.

Q49: Will the possibility of selling each of the parcels be put forward to Council?

The feedback report will share all of its findings with Council. At that point, Council can decide which properties they may want to deem surplus, which would start the surplus property process. That would trigger another council report and further opportunities for public feedback.

Q50: Who has the final say on the parcels of land?

Norfolk County Council will ultimately decide on whether a portion or all a property is declared surplus. Should any of the lands require a rezoning to allow for any development, that is a public process that involves another Council decision and includes appeal rights.

Q51: What is the effect of severing a lot near a pumping station and spring water?

As part of the review process, staff worked with our GIS Department to identify what’s under the ground on each property to ensure there weren’t any water or sewer pipes on location. Any possible development would be reviewed again, this time by our Environmental Services Team to ensure no further work would impact local drinking water.

Q52: Can the By-law be provided for the zoning change on Hawtrey Road of parkland to residential along with any notification to the owners of the abutting land?

The Hawtrey Road lands do not appear as if they were ever zoned for parkland. County records indicate that the land (what is now the subdivision and the wooded area) was zoned for Development in Regional Zoning Bylaw 1-DE-80 (1980) and amended through Zoning Bylaw 12-DE-83 (1983) to Residential Type 1 ([view by-law](#)). This was related to a draft plan of subdivision from 1979 to develop all of the lands (including the wooded area) with residential lots. Several Bylaw amendments occurred related to holding provisions, special provisions and to facilitate the residential lots that were eventually created fronting Hawtry Road in 1988 (Bylaw 22-DE-88), 1993 (Bylaws 2-DE-93 and 22-DE-93) and 1998 (Bylaw 12-DE-98). In 2007, a Zoning By-law was passed to remove the holding provision to permit the subject lands (all of them) to be used for residential purposes ([view by-law](#)). When lands in Norfolk were consolidated in Zoning Bylaw 1-Z-2014, the subject lands were updated from R-1 zone to the comparable R1-A zone.

The notifications for the regional or county-wide Zoning Bylaws would have been conducted as part of a comprehensive process, including any statutory public notifications under the Ontario Planning Act such as the newspaper. The site-specific Zoning Bylaw Amendments noted above would have followed the statutory notifications to surrounding properties under the Ontario Planning Act. The notifications could be researched; however, given retention periods of archived material from former townships/region/county and given that the zoning existed as residential prior to the residential lots being built/occupied, additional work is not being conducted at this time.

County Land Review EngageNorfolk data

Engagement

- 2.69 k total page views
- 394 visitors
- 8 questions provided in advance of in-person session
- 154 feedback responses

Traffic sources

- Most visitors and contributors arrived via social media or by navigating to the site

Channel	Aware	Engaged, provided feedback
Direct	1,004	71
Referrals – newspapers, email	264	20
Search Engine	191	15
Social	1,229	65

Document downloads

Property	Views
Portion of Percy Ryerse Park 20 La Salle Street Port Dover	450
Portion of Colonel Stalker Park Warren Road Simcoe	229
Woodlot Hawtrey Road Highway 59 Delhi	244
Lingwood Park Lingwood Drive Waterford	198
Lot 17 Kenneth Ave Woodhouse	187
Portion of Walsingham Community Park	167
15 Firefighters Lane Vittoria	119
Parts of Lot 33 Sovereign Street Delhi	112
197 Queen Street East St. Williams	102
Block A Kenneth Ave Woodhouse	102
Lot 19 Kenneth Ave Woodhouse	98
14 Oakes Blvd Vittoria	92
Portion of 27 Elizabeth Crescent Courtland	72

Summary by property

1. Portion of Walsingham Community Park, 2070 Main Street of Walsingham, Walsingham (Milne Street, Walsingham)

Nature of comment	Responses
Support	9
Neutral/unrelated	4
Oppose	6

Comments:

- Sell it.
- Good idea
- Do not take our green space.
- Agree to sell off surplus
- Sell it!
- Maybe
- Yes
- We realize the county owns and maintains the Percy Ryerse Park and can do whatever they want or need to, to help reduce the tax burden on the municipality and the rest of the tax payers and residents. We are residents of this area and are pleased that you invite our opinions and thoughts with respect. My view on the dividing the park is that the best way is lengthwise to maximize the number of homes. However I ask that you put restrictions that the 1. homes all have setback of at least two car lengths from the street 2. they have at least one garage attached preferably one and one half or two. 3. the homes should be at east one and half meters to side property lines or more to match existing homes on Sunninghill 4. All home designs be different ex. ranch style, backsplit, sidesplit, raised ranch, two storey. you get the idea ,to blend in with existing homes which are all different. Not all the same style, not row housing or townhousing with no garage.Try to reduce regular on street parking. Currently, we have a nice blend which makes our street scape attractive and unique. Anything different would spoil our neighbourhood and de-value property values. 5. Fronts of homes should have brick or stone fronts and not all homes the same colour. 6. Size should match existing 1000 to 2000 sq. ft. 7. Preferrably no fencing or limit the height not to exceed 7 feet. Chainlink if pets are allowed. 8. All water and sewer rough-ins be done at once to property lines not continual interuptions for extented times and street repaired to existing levels. We are willing to help and work with the county if you put restrictions on the types of homes built.
- More free green spaces required, not less
- Do not sell this land
- No problem with this.
- Any parts or portions of parks should not be sold off. They are for the recreation and leisure of people in the community. Not to be sold off for profit. Do you realize how low that is getting...?
- I see the only reason that this property should not be sold is if it is used a extensively by the community. I went to school in Walsingham and at that time the "community Centre" was

used rarely, and the ball diamond occasionally. If the situation here has not changed since my school days, then I say sell it.

- Sell
- Keep property
- No sell park land
- SELL
- No comment
- Consider making more housing for low income people for all the properties available that are suitable. Many people can't afford the rent being charged.

2. Lot 17, Kenneth Ave, Woodhouse

Nature of comment	Responses
Support	14
Neutral/unrelated	
Oppose	4

Comments:

- Sell it.
- Good idea
- Do not take our green space
- Agree to sell off surplus
- This property could be sold to provide new housing.
- I'm fine with this being sold and built on
- Sell it!
- i Agree
- Yes
- More free green spaces required, not less
- Do not sell this land
- No problem with this.
- Property next to mine and interested seeing what selling price is and if it's something I can afford to purchase.
- Good idea! Sell as it never gets used.
- Sell
- Keep property
- Yes sell
- SELL
- NC

3. Lot 19, Kenneth Ave, Woodhouse

Nature of comment	Responses
Support	9
Neutral/unrelated	
Oppose	4

Comments

- Sell it
- Good idea
- Do not take our green space
- Agree to sell off surplus
- I'm fine with this being sold and built on
- Sell it!
- I agree
- Yes
- More free green spaces required, not less
- Do not sell this land
- No problem with this.
- Good idea as it never gets used
- Sell
- Keep property
- Yes sell
- SELL
- NC

4. Block A, Kenneth Ave, Woodhouse

Nature of comment	Responses
Support	10
Neutral/unrelated	
Oppose	4

Comments

- Sell it.
- Good idea
- Do not take our green space
- Agree to sell off surplus
- I'm fine with this bring sold and built on
- Sell it!
- I Agree
- More free green spaces required, not less
- Do not sell this land
- No problem with this.
- Great idea, sell it as it never gets used as a park. I live across from it and never see anyone there. Just costing money to maintain over the years.
- Sell
- Keep property
- Yes sell
- SELL
- NC

5. Parts of Lot 33, Sovereign Street, Delhi

Nature of comment	Responses
Support	10
Neutral/unrelated	
Oppose	4

Comments:

- Sell it
- Do not take our green space
- Agree to sell off surplus
- Sell it!
- I Agree
- More free green spaces required, not less
- Do not sell this land
- No problem with this.
- Sell it
- Sell
- Sell
- Keep property
- Yes sell
- SELL

6. Portion of 27 Elizabeth Crescent, Courtland

Nature of comment	Responses
Support	9
Neutral/unrelated	
Oppose	4

Comments

- Sell it
- Do not take our green space
- Agree to sell off surplus
- Sell it!
- I Agree
- Yes
- More free green spaces required, not less
- Do not sell this land
- No problem with this.
- Sell
- Keep property
- Yes sell
- SELL

7. 197 Queen Street East, St. Williams

Nature of comment	Responses
Support	10
Neutral/unrelated	
Oppose	4

Comments

- Sell it
- Do not take our green space
- Agree to sell off surplus
- Sell it!
- I Agree
- Yes
- More free green spaces required, not less
- Do not sell this land
- No problem with this.
- Sell it
- Sell
- Keep property
- Yes sell
- SELL

8. Portion of Percy Ryerse Park, 20 La Salle Street, Port Dover

Nature of comment	Responses
Support	15
Neutral/unrelated	8
Oppose	101

Comments:

- Sell it.
- I live down the street from this park, If some of it was to sold, I propose a portion of the sale proceeds go toward playground equipment in this park. There are no play structures east of Main Street in Port Dover. The closest are Lions Park, Lakeside or Kinsmen Parks. We have to drive our grandkids to a playground.
- Option 1 would be my choice. Please use some of the proceeds to buy playground equipment for the remaining park lands.
- Great idea! Will the homes need cisterns? Maybe wait to sell these until the water ban is lifted?
- This is the only open area for kids and people to play. I have asked for a park but was told it cost too much. This should be kept as the ONLY public grass space for people to enjoy. Not for more housing especially when new subdivisions will be going in all around this area
- Please leave as open green space. It doesn't need swings or any other modifications. It allows for the imagination of residents to come up with their own uses. There are and will

continue to be other areas for increased densities in new developments just down the road.
Thank you.

- This was donated and intended for community use not to be sold and commercially developed.
- We enjoy using this space to play outside with our children. If it is going to be updated, I believe something for the community would be more beneficial than housing. Green space is important. We've spent countless hours flying kites, playing soccer, lacrosse, catch etc there.
- My husband grew up on LaSalle street and always talked about the amazing neighbourhood and everyone coming together at Percy Ryerse Park to celebrate events. When we got the chance 20 years ago to raise our kids in this neighbourhood we were so excited! This park means so much to this area and our neighbourhood. It is very rare to drive by and not see some activity happening. It is my understanding that this park was donated by Percy Ryerse (hence the park name!) to the County so it is just unbelievable that the county can turn around and take it away. Absolutely disgusting. As for maintenance, it's cut a few times a year and how is making the park smaller going to alleviate this cost? It will take 10 minutes to cut it instead of 15? Really? Tell us how that makes sense!
- No, do not use option 1 or 2. Leave the park as green space as it was intended.
- This proposal would severely alter the character of the neighbourhood. This park is the only green space in Sunninghill area, in fact there is no park area anywhere in this section of Port Dover. Both proposals would destroy the green space, leaving little for residents to enjoy. To sacrifice the integrity of the neighbourhood for a few houses would be a shame.
- Leave this green space alone!
- "This land has been used for DECADES for children to play in
- Leave green space alone
- Whomever builds there will complain about noise from children playing in leftover green space-allowing Norfolk County to then sell the rest of the green space "
- This is a green space provided by the land developer for the residents of this neighbourhood. It was intended to be used for public recreational purposes, not for a developer to make a buck or for the county to cash in when they are over budget. Another public access was sold across from my home on sunninghill drive which was intended to allow residents access to the water. As a resident of this neighbourhood I am opposed to the sale and or use of this green space for any other purpose than local recreational activities.
- Do not take our green space
- It was gifted and it's an insult to whoever did that to now sell it. There's also \$1M ++ homes in that area anyway so don't even mention the houses built there eventually will be 'affordable' - that's never going to happen!
- "This Park should be left alone as it was donated from Percy when he built the development.
- It is well used by many families "
- Leave this park as it is. The idea to sell part of this lot to revenue is not worth ruining a park and insulting a person who donated it. This green space is the only available park within the entire side of port Dover. It serves as a green space for many surrounding neighborhoods.

- This idea is terrible. You will destroy a beautiful, peaceful spot that is the only public green space north of the bridge at Silver Lake. I live two blocks away but I walk my dog in this location every day. Destroying this spot would be unfair to the taxpayers living on this side of Dover..
- DO NOT SELL
- "This property was donated to the county long ago by Mr. Ryerse for continued use as a green space and park. It is well used by the residents who live nearby and has been for many years.
- Our town needs to maintain some green spaces within the town proper. This is not an appropriate choice for more packed-in, overpriced housing development. Build more and more houses along the edges of town if you must, but leave the green spaces alone. "
- I have an additional comment to add, Sunninghill Drive is a brand new reconstructed road, completed in June 2023, I sure hope numerous road cuts will not be performed to bring underground utility services to any proposed lots.
- My mother and father-in-law built their home on Sunninghill more than 50 years ago...when they passed my son bought the home. My mother and father-in-law always told me that Percy Ryerse donated that piece of land on the condition that it always remained a park. Our family has used that park for more than 50 years to play soccer, baseball, chase...and the annual fireworks for the entire community. When I go to visit my son and grandchildren someone is always using the park....why on earth would it's sale even be considered...we have so much unused sprawl. I don't believe for one second taxes are the reason.
- Leave this property alone! You have no right to do with it as you will in the same "Spirit" of our current Premier! Ask him how his plan panned out!!! My parents purchased their home in Port Dover's Ryerse subdivision in 1970 and one of the deciding factors was Mr. Ryerse's gift of the Green Space Park named after him! 3rd and 4th generations of our family still reside there! It was/is the focus of much recreational activity in the form of sports, kites, dogs and family gatherings, fireworks and Bbq's over the years. Leave Green Spaces alone. Thanks for having the decency to refer to it as Percy Ryerse Park instead of County Land!
- I am strongly against any changes being made to land that was donated by Percy Ryerse. This park provided a safe place for kids to go. This is where I learned to play soccer, baseball, tag football, brought our dogs to play ball, spent holidays as a neighbourhood with fireworks. This park was not donated for property to be built, it was for the neighbourhood to enjoy it as a park, to get together, to celebrate, for families to use to teach their children sports.
- "While I did not live in the immediate area growing up, I visited friends who did live there. This space was and is (from all the Facebook comments I see from current residents) LOVED. Soccer games, kites, tree climbing and other kid's play are fond memories.
- Leave this space as-is. No changes.
- Want to build more housing in Port Dover? Start once you've fixed the infrastructure. Spying for ways to circumvent it is only angering the highest taxed county residents. Make your money on Simcoe land. Goodness knows that town needs help. For every plot of land you want to make money from in Dover, get it from two or three in Simcoe. THAT'S where you'll be able to provide AFFORDABLE housing. Dover is a lost cause for affordable. And isn't that what this is all about? A push for new, affordable housing?

- Dover will get you the biggest bang for your buck, sure, but not until the infrastructure can support it. You're still allowing the building of new homes in places where no homes existed! I don't care if it's in a current residential area, it is still new homes adding waste."
- This land was gifted as green space, it is disrespectful to even think about using it for ANY other purpose. Families have been using this park for generations. I have memories of snowball fights, soccer games and picnics there going back 30 years. It would be a shame to lose this space for future generations
- Cutting property in half does not make sense, you still have grass to cut. Putting houses on Sunninghill would mean cutting up new road. This green space is used by families & most new residences are young families. Because there is no water & subdivision waiting to be developed, that should be priority Thank you Wayne
- Agree to sell off surplus
- No. Leave this park as it is. Leave it as green space.
- "I am so fortunate to live near my grandkids and we often walk to the park and enjoy the green space that is so quickly disappearing from other communities I do hope this park stays as is for family memories to grow and treasure in the future"
- It's designated park...it's used by local residents...apparently local deer are regular visitors
- Definitely not in favour of any of this donated land to be sold
- "This property is the only greenspace for kids and families to use in this area of town. The reservoirs in the neighbouring new developments cannot be considered appropriate greenspace as they are not safe or accessible to those with little kids looking to run. Adding playground or sports equipment is an appealing but lofty idea that would need community involvement to come to fruition.
- While the selling of this land should not happen, it should be noted that the two options are awful for flow. An L-shaped parcel severed makes more sense and feels more open. It is worrisome and distasteful that this land is proposed for sale. It scoffs at the historical donation of the Ryerse family. If Norfolk doesn't want the gift, perhaps it should be returned to the Ryerse descendants or offered to the neighbourhood members to buy a share and preserve it.
- Quite simply, this parcel should be maintained as is or have more recreational features added to match the increased number of children living in and visiting grandparents in the neighbourhood. It's just not the right place for further development. "
- Leave it alone!!!
- This park is by far not underutilized. Percy Ryerse Park is apart of our neighborhood. It's frequented by many locals walking; including seniors, children and pets. By keeping this land solely a park, it is keeping this part of the neighborhood a safer, less busy walking space for all. By selling the land for development, it will only be busier. Recently there was a survey that went around our neighborhood for a sidewalk along Sunninghill when the road was redone, and it was decided not to. This is because it's a quiet walking area already and it was not needed with our tax dollars. Often you will see kids playing in this park having fun, people playing with their dogs, volleyball nets set up, and other activities. It really would be a shame to see this park sold. With the growing neighborhood of young families, this space is an opportunity to grow memories in our town. Properties are becoming smaller, and we need to preserve large green spaces like this. This park could stay vacant for what it's

already used for, or playgrounds could be added or soccer nets as well, etc. Please consider these thoughts before making your decision.

- Sell it!
- Percy Ryerse is my father. He built the subdivisions around this park and this parkland was provided to the Town to be used by the public. To my knowledge there was no intention or plan to ever use that land for private use. I would like the County to review and disclose the original development plans and grant of land if it decides to proceed forward with this proposal. Personally, I lived on LaSalle St in the 1960's and have lived on Sunninghill Dr. directly across from the park since in or about 1965 (my teenage years to my 70's). For the past 60+ years I have enjoyed and watched others enjoy this park. It has been used by several generations of kids playing, practicing golf swings, baseball, people taking their pets, community gatherings including fireworks displays where the entire surrounding community have come together. I believe any steps to develop the park will be short sighted and the immediate short term gain will have limited if any long term value for the town or Norfolk County. If the county proceeds forward and develops the land it will be an irreversible mistake. There are no other parklands near Percy Ryerse Park on this side of Silver Lake and to my knowledge there are no plans or any intention to create further parks. The value and worth of the community will be diminished. The biggest regret of any community is the sale and destruction of its parkland. As the Town and County continue to grow the value-added by parkland(s) will be priceless.
- While I understand there are maintenance costs associated with the park. I do not believe and have seen no indication that those costs will significantly decrease or decrease at all as there will still be insurance and maintenance fees for the stunted park that remains.
- In addition there are economic concerns including impacts to property values, and taxes paid by its neighbours. Further, the town requires affordable housing. Developing this park will not solve this problem. Only a handful of houses at most would be built (and most likely damage the brand new road just installed). It is unlikely that any of these houses would be affordable. The town needs affordable houses for seniors! This is the plan that needs to be developed by the County including proper planning on the "right" location of the affordable housing.
- I am not opposed to developing the Park so that it can be further used by the community i.e. Kids play equipment, splash pads, benches, etc. The crux of any development is that it is "for" the community to use and enjoy.
- As a result this proposal reeks of a money grab by the County to the detriment of the community.
- Percy Ryerse Park is my father's park so some may argue I am biased. I am biased! I watched the growth of this Town and community thanks the hard work and generosity of my father. To me this is personal!
- This green space, along with the others on the list, is necessary for a healthy community. In addition Percy Ryerse donated this land to the community for specific use as a park. It is utilized by people of all ages, including youth fun sports, horticultural plantings and dog walkers of all ages. This precious land is not required for housing and is of immeasurable value in its present form. Once developed, it's value is lost forever. The agreement between a donor and the community should be sacrosanct.

- This is the only park in the area and was donated to the town to be used as such. This park is well used by everyone in the neighborhood, young and old, and it is absolutely ridiculous that a council that is supposed to be serving the community they have been elected too, would even consider selling off even a small piece of such an important part of it. My wife and I can be found in this park nearly every day in the summer playing baseball with our 5 kids, who would be devastated to find out that the people who are supposed to be looking after the future of their neighborhood are in fact selling it off. As more and more housing has been developed in the area we have seen more and more families bringing their kids to this park as there is no other options within walking distance. So it doesn't seem reasonable that this beautiful greenspace that has been a focal point of the neighborhood for generations should have ever been considered to be put up for sale to developers. I understand that sacrifices need to be made to maintain a budget and try and save taxpayers money, but selling off parks is not the right way to do it. Especially when it's the only park in the area and is so important to the people of the neighborhood.
- I oppose this sale. Keeping green space is crucial to our fight against climate change.
- When we bought our property on LaSalle St. in 1977, we were promised that the Percy Ryerse Park would remain as a green space. It was our understanding that Percy Ryerse had turned over that land to the County on the condition that it would always be a park. Is there constant activity there every day? No, but I can assure you that that area has been a favourite place for children growing up in this neighbourhood all of the years that we have lived here. Kite flying, baseball skills being improved in that large space, as well as kids just running around for fun. We still have children in this area, who benefit from having a clean green space, where they can enjoy numerous activities. I sincerely hope that the promise made to Percy Ryerse will be honored by this Council too.
- While I understand that land is needed to build this parcel of property was donated for the specific use as a park. It is the only park on this side of Dover currently available for children to play. As a gift to Port Dover it should remain as intended.
- I Agree very large park dont need it all
- Ryerse Park, in its entirety, is an important core element of the Sunning Hill neighbourhood, used almost continually by dog walkers, kids and adults playing catch, frisbee players, volleyball practice, cross-country skiers, night-time star gazers and many others, I strongly oppose the sale of any public parkland as it is unlikely to be replaced once sold, except at much higher cost.
- I don't want this developed. It's been a park for the 18 years I've lived on Sunninghill and I do not believe that developing the property will improve the neighbourhood
- I grew up on Lasalle Street and used the park all the time .Now having a family and living on Sunninghill Drive my kids use the park for a number of things .
- It would be a total shame to sell off portions of this park .
- This park was donated from the Ryerse family and should stay a complete parcel of land.
- I am against selling any part of this park for housing.
- I am not in favour of this park being sold off or updated in any way. It is an established park that our family of 7 uses daily especially in the summer for baseball games, pitching practice, soccer games, volleyball, flying kites and running around with friends. Our kids have also enjoyed picnics in the park, practicing cartwheels and walking our puppy around.

We moved to this area because of the amazing green space/park that it had. If you remove the park it is a devastating loss to all the families and residents who use the park on a daily basis. There are no other parks or green space within walking distance of this area.

- Yes
- We have always enjoyed spending time in the park with our family. Building houses in this area would further restrict our limited access to parks and green space on this side of Port Dover.
- I don't feel the park should be changed. It's a park used by families in an established area. Other land in Dover already designated for property development should be used instead
- I do not believe this is a good use of our community land.
- What is the yearly cost of ownership and maintenance for portion to be sold? What is the property currently zoned as?
- Does the County propose applying useage conditions to prospective buyers (I.e. land can never be used for low income housing)?"
- Dear Mayor, Council and Norfolk County Staff, Do you wish to be a part of breaking a commitment that was done in good faith from years past? Not honouring the agreement made by Percy Ryerse and the previous municipality by selling off green space offered by a developer to be the centrepiece of the Sunninghill/LaSalle neighbourhood would be a grievous mistake and reflect poorly on the Norfolk's leaders. I would ask leadership to consider what are the parameters of parks and greenspace to housing and population? It appears that there are very few municipally owned park land in Port Dover with the primary green space being owned and maintained by our service clubs. Norfolk County's 2021 document Port Dover Secondary Plan: Natural Features shows Percy Ryerse park as one it it's Greenlands Systems and states "new development will contribute to establishing beautiful neighbourhoods, a network of green spaces, protecting natural areas, a connected trail system, safe streets and providing a variety of shops and services." The suggestion that Percy Ryerse Park can be sold to fill up the county coffers goes against your own vision statement. <https://www.norfolkcounty.ca/wp-content/uploads/2021/07/Port-Dover-SP-Presentation-Natural-Features.pdf>
- Percy Ryerse Park serves many in Port Dover, not just the few who are lucky enough to live around the perimeter. In the 13 years that I have lived on Sunninghill, I've witnessed wonderful uses of this park including: Kids doing cartwheels and playing tag, Parents teaching their kids to ride bikes around the perimeter for a soft landing in the grass, Kites being flown, Kids climbing and sitting in the crook of a low tree, People teaching their dog to sit, fetch, and recall, A Dad helping his son fly a model airplane, Games of Frisbee, Kids playing soccer, People of all ages, practicing golf, Several bunches of kids playing volleyball with a portable net, People gathering in the shade and just hanging out to talk, Whole families playing a game of baseball. I have also been fortunate enough to see that it is not just a gathering place for humans but a place where flocks of robins land in the spring to feed, coyotes gather and play, flocks of geese land for a rest and a herd of deer frolicking on a perfect Christmas Eve (true story). Not only has this been a gathering place for Port Dover residents and local animals but would direct you to our local Historian, Harry Barrett's "Lore and Legends of Long Point". Mr. Barrett notes "In 1964, Percy Ryerse, of Port Dover, while excavating for a housing development, uncovered several ash and charcoal pits about four

feet below the surface. They were four feet wide and extended for some one hundred feet. This location on the high ground overlooking the confluence of Black and Patterson's Creeks would have been ideal place for a village since no visitor could easily approach. Many arrow heads were also in evidence at this site." Certainly, something to consider prior to selling off lots.

- Recently, Sunninghill Drive underwent a considerable restoration taking approximately 2 years to have the replacement infrastructure completed. Digging up the road again to run infrastructure to new lots would be very disruptive to the residents who live here and likely rather expensive to the County pocketbook. I find it humorous that a sidewalk was avoided because the neighbourhood didn't supposedly warrant it, yet now you are considering more housing and therefore more traffic.
- In light of the information cited about having more housing for all, it is noted that there is currently a surplus of \$800,000 housing in Norfolk County, particularly in Port Dover. Building more large homes on large lots does not solve any kind of housing issue, all it does it collect revenue from the folks who can afford expensive homes and would upset your constituents who value this green space.
- I am not just advocating for my own neighbourhood park but for other green spaces in Norfolk as well. Selling off parts of parkland is appalling. People purchased their homes near park land to enjoy. As Norfolk County has not historically held developers save trees, preserve greenspace or make parks for new communities, where do you suppose people should gather and play? There have been years of new developments and no new parks established. At what point will you run out of land to sell.
- This land was donated by the Ryerse family as a park. It is used daily by the bordering residents, and surrounding community. I have spent hours maintaining this park when the county has not for the past 20yrs. (Cutting grass, removing branches, and cleaning garbage) Our children play in this park, our neighbors gather in the park, and it is frequented by the surrounding wildlife. (Deer, Coyote, fox, etc.)
- Why is the urbanization and destruction of green space such a community priority of late? If you no longer wish to maintain Percy Ryerse Park, give it back to the family."
- Please publish the original agreement ceding this land for use as a park in perpetuity. If this land was not originally gifted to Norfolk County, how did Norfolk County acquire this land? If this is a park, how can it be zoned residential - was the zoning changes and if so by whom?
- Leave this park alone. It provides green space for local families to enjoy
- This was DONATED land, for the purpose of a green space/park in the subdivision and it should stay this way.
- Percy Ryerse Park is the only green space (park) in this area. There are more and more young families moving into that particular area. It would be a shame to see it used for housing. That is not why people are living in that area. Please keep it green!
- It would be very unfortunate to lose this very unique Port Dover feature. This land was a large part of why my family lived in this neighbourhood when my children were young. This land was donated and the wishes of the donor need to be honoured.

- Please keep this park as it is. It is well used by my families within the area (not just the surrounding streets. It is used for a variety of sports, a dog park and a fireworks display each year.
- Beautiful green space that was donated to the county and is used by the surrounding residents and visitors to the area. No need to sell
- Do not sell this land. There are too many memories at this park for my family and I, I would be completely devastated to see houses be built on it. It was where I last walked with my Grandmother before she passed from brain cancer. Now, I walk around the park and think about her when I'm feeling down. Just horrible to see the invasion of new buildings where they are not needed.
- More free green spaces required, not less
- I am disappointed to learn that the County is considering selling parts of the park property to build homes. As Dover continues to grow I think it would be a mistake to decrease the green space. Let's be honest. The homes that would be built there would make the park less enticing for people to use.
- A valuable piece of land used by many, love it dearly !!
- This property was donated and has served as a valuable gathering space for families in the area for years. Neighbours come together here; families come together here; even bridal parties have used the green space to capture their special day. To sell off parts of this land would be wrong and totally go against what was intended for its use. Not every piece of land needs to have more houses plunked on it!
- With all the outstanding land that is ready for development why would we need to use the park for additional development.
- A true shame to take over more beautiful green space to build.
- As a young person who has lived on Sunninghill Drive for the majority of my adolescent life, I have grown up using Percy Ryerse Park as a personal playground. Many a volleyball game or softball practice has been held in this area, as well as May 24 weekend firework shows, picnics, and even bike riding lessons when you need some grass to soften your fall. Additionally, coyotes, deer, birds, squirrels, and many other animals live in the park or use it on a regular basis. Needless to say, I think it would be a foolish idea to develop the Percy Ryerse Park. Furthermore, the absolute debacle that was the sidewalk situation of last year is even more reason for the prevention of residential development on LaSalle Street. Not only do the residents of this neighbourhood want to wait through yet another lengthy, inefficient construction process, it would also be irresponsible to introduce more people and therefore cars onto this road since it would only increase traffic, risking an accident because there remains no side walk. Overall, Norfolk County needs to consider all aspects of the land they want to develop AND if development is truly needed or not. Simply put, an opportunity doesn't need to be taken just because it is available. Thank you.
- I am writing to express my concerns about the proposed redevelopment of Percy Ryerse Park. This greenspace holds a special place in my heart, as it is not only a cherished part of my childhood memories but also a significant community asset that should be preserved for generations to come.
- Percy Ryerse Park is more than just a plot of land; it is a repository of countless personal and shared experiences for the residents of our neighbourhood. I have fond memories of

playing at the park during my visits to my grandparents' house and spending quality time with friends who live across the park. It is where I climbed my first tree, learned how to hit a softball, and enjoyed (and still do enjoy when I visit) leisurely walks with my grandparents. I also remember my Grandmother teaching me about the different types of trees in the park, and curiously watching squirrels chase each other up them. Also, The open field provided a space for my dog and me to play freely, fostering a sense of joy and connection with nature.

- In an era where our world is becoming increasingly dominated by technology and indoor activities, preserving green spaces like Percy Ryerse Park is crucial for the well-being of current and future generations. The park serves as a sanctuary for many. Encouraging outdoor activities and creating spaces for community interaction is essential for maintaining a healthy and vibrant neighbourhood.
- One of the unique aspects of Percy Ryerse Park is its role as a gathering place for the annual Victoria Day celebration. This event has become a tradition that brings the community together, fostering a sense of unity and shared identity. In a time when such communal experiences are becoming rarer, it is imperative to safeguard spaces that facilitate these connections among neighbours.
- Furthermore, I would like to draw attention to the historical significance of Percy Ryerse's donation of the park as greenspace. His generous act reflects a commitment to preserving the natural beauty of our community and ensuring that future generations can enjoy the same benefits of outdoor spaces that we have cherished.
- I urge the City Council to reconsider the proposed redevelopment of Percy Ryerse Park and instead explore alternative ways to enhance its value as a greenspace. By doing so, we can contribute to the conservation of our community's heritage and promote a healthier, more connected neighbourhood.
- leave this park alone.
- As a kid that grew up in that neighbourhood from 1972-'92, the park was the hub for the neighbourhood events, kids play(using your imagination play, tag, field sports , kite flying, practising sports, playing with and walking dogs. Also a place where you could look out and see nature, deer geese, occ coyote. Again a little piece of green space for everyone to enjoy . Please leave it alone! Think of the future. The surrounding area continues to get gobbled up by housing , leave it alone for future generations of the growing area to enjoy....
- I know that there are many families that use that park. Pretty disappointing when someone buys a house with the park's proximity in mind and now have to face development pressures. These changes affect whole communities.
- The entire property should be sold for residential use and the increase in the tax base could be used to keep property taxes down for everyone.
- I understand that the county needs to review vacant land holdings regularly but this is not vacant land. It is land that was donated by a family to be used as a community park. It would be disgraceful to then turn around and develop it into housing lots. The idea that keeping a section in the middle as a park (essentially in the backyards of the future new homes) is not really the compromise you may think it is. The county should be promoting mandatory green spaces in all new housing development plans, not removing them. It is not only about honouring the intention of the family who donated the land but a question of what kind of community do you want to live in, what makes it a community, and how do you

promote active, healthy population's. Having a place where neighbourhood children can run, play volleyball or other sports together, put on concerts for their parents and where families can roll out their bbq's down to the park for a community party and firework display (which is how the park was used when I grew up on LaSalle) should be viewed as an ideal environment to grow up. It should be replicated, not replaced.

- We were home owners of 4 LaSalle Street in the Ryerse subdivision from 1973 until 1992. Having children during those years, this park played such a role in their lives. Baseball, soccer, flying kites, picnic lunches, and the entire subdivision, contributing for the annual 24 celebration, with monetary gifts to purchase fireworks, gathering at homes near the park, for snacks and conversation, bags of popcorn for watching the show. How incredibly lucky we were to enjoy this area. It completely saddens me that this parcel of land known as Percy Ryerse park would even be considered for new builds. Judi Ralston
- No one will donate a park to this county ever again if this is approved for development. Not only is this in bad faith, it would be a significant detriment to every home in the neighbourhood. I grew up playing in that park; this small green space provides so much quality of life to residents. Moreover, this site, across from waterfront mansions, seems an odd site for the type of high-density affordable housing we actually need, which is ostensibly the point here. Developing this land is short-sighted, and anathema to the intent of the generous person who donated it to all of us.
- Please do not sell parkland.
- This is right in the middle of a mature established and serene neighbourhood. To invite numerous years of noise, garbage, mud on the road and ripping up the newly reconstructed road for servicing I cannot fathom. The property taxes paid in this neighbourhood should have no issue covering the maintenance costs or there is a more fundamental internal issue to address. The disruption to the completed subdivision is completely unthinkable and besides the park is not vacant County owned land. It is the community park in our neighbourhood that was sold to the previous political entity for \$1 as the green space provision under the subdivision agreement. Please honour that agreement and leave it alone for soccer, baseball, volleyball, dog training and walking, kite flying, drone flying, golf practise and a really interesting wildlife corridor from Black Creek to the ravine West of LaSalle. There is knowledge of indigenous historical findings and there is also an abandoned gas well either on or very close proximity. We all know how these matters can go sideways when disturbed. Far better off to leave thing the way they are. Thank you.
- Please do not sell something that was donated by a former Poet Dover icon.
- Please save our park and green space. This land was donated for the purpose of it staying as a green space, not being used for development. Housing on that land would completely change the landscape for that space and would not be fair for those that purchased housing in our neighborhood knowing it was a park and green space.
- I am opposed in principle to any changes being made to Percy Ryerse Park.
 1. It is my understanding that the land was donated to you by Percy Ryerse when he laid out the current subdivision, to be used as a neighbourhood park in perpetuity. Let us continue honour that commitment.
 2. Upkeep of this park is minimal: grass cutting, mostly, with perhaps tree maintenance

(though that would be an occasional expense). There are no pieces of equipment or seating, etc., nor are there any paths to maintain.

3. I suspect insurance for this property would be reasonable as well, since there's are no pieces of playground equipment, seats or other structures, and the trees are far enough away from nearby properties to not pose a significant risk.
4. The park is enjoyed by neighbourhood adults, children. Dog owners definitely use it.
5. It is the only park space on this side of town.
6. Developing the property would necessitate cutting down beautiful healthy trees.
7. I assume the lot sizes, should development go ahead, would not match the large lot sizes of the surrounding neighbourhood, thereby creating a jarring little island of small lots in the middle of the established subdivision.
8. Finally, we do not have the necessary infrastructure to allow more development at this time here in Port Dover.

I was unable to attend tonight's information session, so am grateful for the opportunity to express my point of view. I shall look forward to updates and any further information regarding future of Percy Ryerse Park.

- This is very upsetting for a number of reasons. Firstly, my family and I have been using this park since we moved to Port Dover in 1986. It's been a great spot for walking the dog, playing sports, enjoying fireworks during the holidays, etc. Port Dover is getting congested. We don't have enough services (doctors, groceries, parking) to serve the number of people that we already have. And yet there are already other property projects just waiting to happen in different parts of town that are currently farmers fields. Why do we have to stuff new builds in existing older neighbourhoods? People enjoy Port Dover because it doesn't seem congested like Toronto. Let's keep it that way.
- If you do decide to build on that space, that will surely decrease the value of the surrounding properties due to the reduced green space. Are you planning on reducing property taxes in that area? Or are you just trying to be greedy by collecting more?
- From what I understand, Mr. Ryerse donated this land to the county under the understanding that it would be kept as a green space for the public to enjoy. I'm assuming the county doesn't want to break prior promises like the settlers did with the indigenous peoples.
- Please do the sensible thing and leave the park alone. In fact, let's try and put more parks and green spaces in Norfolk so that we don't feel like we're living in a city.
- Please do not remove the green space in La Salle Park. It would be a travesty to lose this green space. Building here would break a promise and congest this area. If anything, it should have more native trees/plants/flowers to support our pollinators - which we desperately need - with strategically placed benches to enjoy this green space more
- Beautiful park like green space not suitable for development especially with no restrictions...terrible for existing home owners
- Do not sell this land
- As a great granddaughter of Percy Ryerse I feel that it is a shame to see this proposal come up and it actually feels somewhat hurtful. Greenspaces and parkland within our communities are integral to our collective wellbeing. Should we as a community profit from the kind gift of one of our own? Many of my great grandfather's family members and friends

and former neighbors in the survey still live in this community and would wish to continue to see Percy Ryerse Park still used and enjoyed in the spirit of his original wishes. Nina Bell (nee Ryerse)

- Many home owners in the vicinity of Percy Ryerse Park are very concerned regarding the intention of Norfolk County to dismantle the only public park in a large area of Northeast Port Dover. It is not so-called “vacant land “ , as the County Land Review seems to want to characterize it. It is a unique and valuable resource and not “underutilized” by the public . Many people use the area daily for walking cycling running and dog walking / selling park lands will change this pattern of use for the worse / many local residents bring children for walks in the area and various play activities in the park / if access is limited they may forgo that activity and have to travel by car for example to another area of Port Dover to access open park space. There is no other similar open public park space in the large area north of Black Creek and East of Silver Lake in Port Dover.
- Parkland was entrusted to the County to provide recreational space for the local community, not necessarily to provide revenue for the municipality by cutting it up for short term cash. Altering the park will completely change the character of the neighborhood for the worse with no apparent positive benefits for the local community. When Percy Ryerse park was created and deeded to Woodhouse in the Pleasantview Heights subdivision in 1957 it was designed very well to fit the area and serve the needs of local residents to use as a park. The Plan is clear as to the intentions of the Ryerse family.
- It has no internal or external features like water courses or road allowances that lend themselves to severances. It is more or less symmetrical with good traffic flow around it and functions very well as an open park space for various activities / any modification to the overall shape would seriously impede the use of the space as it exists. It is not, for example an old road allowance or old right of way or abandoned vacant land, which , of course could reasonably be considered surplus assets.
- Residential properties in the neighborhood are, and have been purchased at a premium because of proximity to the park area. That investment will be arbitrarily taken from the owners if values are reduced by compromising the park space. This may result in be several millions in losses to current owners with no compensation or reduced assessments likely to happen. This is highly unfair
- Compromising the park space will interfere with wildlife patterns in the area between ravines and farmland . It will require removal of mature oak trees that provide fodder for deer and many squirrels. Many types of birds and rabbits are in the area also. It should have more trees planted instead cutting them down to build a few houses considering only three blocks away hundreds will be built at Dover Mills and Cockshutt Road.
- Please do not approve of this ill advised proposal. In fact, this park should never have been considered in the first place and should be removed from the list .
- No, no, no! This is a park, not a disposable asset! There are enough over-priced, too large homes in Port Dover!
- No problem with this. It is a huge park for the density of the surrounding residential lands (mostly retired folks with not a lot of children) and I have not noticed that it is used much in summer or winter.

- Any parts or portions of parks should not be sold off. They are for the recreation and leisure of people in the community. Not to be sold off for profit. Do you realize how low that is getting...?
- Leave the park as is. It was donated in perpetuity.
- Please leave this property alone. It has virtually no infrastructure requiring maintenance that would be part of the "expense" being claimed as a reason to sell the property. Ironically, selling part of the property would increase infrastructure and maintenance requirements even if partly off loaded onto a developer. This park serves as a playground for one of the youngest demographic neighbourhoods in Port Dover and us a wonderful reprieve from the almost uninterrupted housing density from Dover Mills Road to downtown Dover. That density is already planned to increase with pre-approved development at Cockshutt and Dover Mills, as well as high density condo development at the old marine yard on Silver Lake Rd. Please do not make the mistake of eliminating the features of the area that draw people to live here and support your tax base. If it's all houses, one might as well live in Townsend. Dover is not a dormer community. People live here to live here. Other than playing around the unfenced and poorly maintained waste water control ponds in the neighbourhood (yes, that means the one on Angler Drive) where are kids expected to play close to home and where parents know they are safe? It's not viable to expect young children or older people to go to Lyons Club park or the ballparks downtown. Thankyou for your attention.
- When I purchased my home on Sunninghill Dr Port Dover back in Dec 1967, I was told by the sellers and original owners who purchased from Percy Ryerse, that the park was given to the subdivision and was to be known as Percy Ryerse Park. At the time apparently, the gully on Sunninghill dr was to be available to the subdivision owners who were not on the water, to have access for canoes, kayaks etc. That went out the window when the son of Percy sold off the lot. Just because there are no kids playground equipment on the land under discussion, does not make it not a park. This park has been used by my children, myself and many neighbours over the years. We never asked the city for anything other than possibly grass cutting, and I don't believe that this has had to be done. We have local fireworks put on for the kids and parents for many years. Your proposal is for more houses (people) and when you rebuilt Sunninghill recently you took the cheap way out and did not install sidewalks as per drawings. This beautiful survey has a large number of walkers (people, dogs etc). Hasn't the council created enough animosity with our communities with the water and sewer issues that are currently going on, and stop harassing us any more than what is currently before us. Thanks for listening.
- Please leave the vacant land alone. Not enough infrastructure available to service more development. Our taxes are too high already.
- "This park has been used by myself as well as various family members over the years. I have been across from the park for 18 yrs.
- There are no parks to play soccer, baseball, or ski in or snowshoe within walking distance. One would have to drive to Silver Lake as the closest one.
- I have seen families play baseball, soccer, volleyball and even build snowmen in winter in this park.

- I remember Peter Ryerse telling me personally that his father had donated the land to be used as green space for the area. At the meeting, some more concrete documents were provided attesting to this fact.
- I see all kinds of wildlife go through this green space.
- THIS SHOULD REMAIN OUR NEIGHBOURHOOD PARK. IT IS NOT VACANT UNUSED LAND"
- Selling off parks and green space is a terrible precedent. Initially just a little bit of a park but then the ease of monetizing "surplus" assets will lead to bigger and bigger bites. Green spaces and natural environments within the more urban portions of Norfolk provide a quality environment with physical and psychological benefits for residents and visitors. Hands off!!
- Sell
- This property would be an ideal location for an organized Community Garden. As the Ryerses were farming people this would be an homage to their heritage and provide fresh local produce to stake holders, perhaps the local Food Bank, and wholesome outdoor exercise .
- Sell this one first
- Skate park! The kids need something to do
- Keep property
- I'm sure that you have received many responses to the proposal to offer parts of Ryerse Park for sale and development but I would like to ensure that you consider the impact not only upon the human residents but also upon the natural residents of the area.
- Ryerse Park forms a connector link with the ravine and the natural watercourse to the west behind the homes on Lasalle Street, most of whom do not have fenced-in properties, the open lands north of Concession 2, Black Creek and the Lynn River, and the 20 acres of woodland to the east behind the homes on Sunning Hill Drive, which again do not have fenced yards.
- This natural thoroughfare enables the free movement of deer, foxes, coyotes, squirrels, chipmunks, innumerable bird species (eg.: geese, ducks, orioles, blue jays, cardinals), skunks, snakes, turtles and frogs. Many municipalities are creating wildlife corridors to allow animals to move freely and safely; I cannot believe that the Ontario Ministry of Natural Resources or the Ministry of the Environment would endorse the destruction of a natural animal movement corridor.
- In turn the above animals seek food and shelter within the mature trees that surround the park. Within the last week we have seen a small herd of deer feeding on the acorns on the ground under the oaks as well as two sleek and healthy-looking coyotes.
- Residents eagerly await the replacement trees which are due soon to replace the two mature oaks that were taken down to accommodate the contractors working on the Sunning Hill Drive road construction. Also lost were two young oaks and a young sycamore which were run over by contractor or subcontractor vehicles. No one wants to lose any more trees upon which we all depend.
- This one makes most sense profit wise
- No park land
- SELL

- This is important green space in Port Dover. The county should be not be selling.
- Contributes to wellbeing of local community. Percy Park is ACTUALLY ENJOYED by the entire neighbourhood. Percy Park is a meeting place for various groups of ALL AGES! EVERY DAY! VERY shortsighted to ""sell off"" green space....I thought that our former mayor manage to squeeze nearly every bit of community enjoyment, through community shared spaces, that we could possible muster.... I guess that PD is still taking the hits! A VARY BAD IDEA!!!!"
- "It's hard to imagine how the County would consider that cutting pieces off a well designed subdivision park for a few housing lots fits into a program of selling miscellaneous orphaned parcels of county property . The other parcels noted in the land review all seem to have some obvious attribute that lend themselves to severance and/or outright sale , but not this park. It is an efficiently designed space to be used as a park in the subdivision . It has no odd appendages to chop off that would make it more usable. Cutting it up will ruin the space as it exists and makes no sense, unless the only real consideration is to make some money for the County .
- Was there a survey of local residents about the usage patterns in the area ? No one in the area seems to have been contacted about that prior the Land Review called the park "underutilized ". Information is vague about what objective standard of measure is used to call land "underutilized " . What criteria was measured that would justify eliminating open green space in an area where very little exists. Once it is compromised it will become less usable by the public and over time eliminated, with more housing taking over. In other words , a self-fulfilling prophesy . Maybe the reason for the new water line on Sunninghill was to build houses in the Park.
- Ryerse Park takes minimal maintenance. Properties in the vicinity of amenities like parks have inherently higher market value. MPAC uses market values to set assessments. The County collects property tax based on MPAC values . Properties in those areas pay somewhat higher taxes for that reason. The County is already collecting that extra tax which offsets those maintenance costs.
- There are large tracts of land in the urban boundary of Port Dover waiting for construction of hundreds of homes , including Cockshutt Rd and Dover Mills. There is no credible argument that scarce park land should be used for a few houses .
- Parkland was entrusted to the County and deeded to Woodhouse in the Pleasantview Heights subdivision in 1957 , and has served the purpose very well and could do so for decades in the future but for unneeded and highly undesirable development.
- After reviewing the online engagement session, there is evidence that a deed exists for this park identifying the owners who deeded this land to the county, intended for its purpose to remain as a park in perpetuity. . As a resident of Norfolk, I am concerned that Norfolk County would even consider taken this land that was given in good faith and put it up for sale. Why in the heck would any one want to leave property for the county when this expressed will will not be respected through the passage of time. This park is not vacant and sounds like it is well used by the neighbourhood. Norfolk county needs to do the right thing and remove this from the vacant property list. Port Dover has seemed extensive development with little regard for respecting our green space. This park is needed for the recreational enjoyment of all.

- It in its entirety make a useable recreation space for the future residents of Port Dover which will only grow especially when suitable water supply is achieved , Do NOT sell this property
- Not necessary to remove parkland which will be in demand once new housing is started off Dovermills.
- Needs to remain as parkland - should not even be considered as potential surplus as it was gifted in perpetuity for the enjoyment of residents. LEAVE IT ALONE!!!!
- this is the only property I am familiar with . I feel the disruption to the the homes/families encircling the parkette far outweighs any financial benefit to the county. Surely the costs to the developer will put into question the housing density the eventual builder must adopt to make the project bottom line viable.
- Sunning Hill Dr. We realize the county owns and maintains the Percy Ryerse Park and can do whatever they want or need to, to help reduce the tax burden on the municipality and the rest of the tax payers and residents. We are residents of this area and are pleased that you invite our opinions and thoughts with respect.
- My view on the dividing the park is that the best way is lengthwise to maximize the number of homes. However I ask that you put restrictions that the 1. homes all have setback of at least two car lengths from the street 2. they have at least one garage attached preferably one and one half or two. 3. the homes should be at east one and half meters to side property lines or more to match existing homes on Sunninghill 4. All home designs be different ex. ranch style, backsplit, sidesplit, raised ranch, two storey. you get the idea ,to blend in with existing homes which are all different. Not all the same style, not row housing or townhousing with no garage. Try to reduce regular on street parking. Currently, we have a nice blend which makes our street scape attractive and unique. Anything different would spoil our neighbourhood and de-value property values. 5. Fronts of homes should have brick or stone fronts and not all homes the same colour. 6. Size should match existing 1000 to 2000 sq. ft. 7. Preferrably no fencing or limit the height not to exceed 7 feet. Chainlink if pets are allowed. 8. All water and sewer rough-ins be done at once to property lines not continual interruptions for extented times and street repaired to existing levels. We are willing to help and work with the county if you put restrictions on the types of homes built.

Comments received via email:

- I live on Golden Meadow Drive in Port Dover.
I am concerned about the decision to sell Ryerse Park, this is the only park in this area and there are about 500 homes. We need park space!
This property was a gift and I can't understand how the county feels they can consider doing anything but keep it as a park.
There is no other park space and it is already established. It's an important part of the community and will be more important as more houses will be built in the area, it would be a big mistake to sell any of it!
- Many home owners in the vicinity of Percy Ryerse Park are very concerned regarding the intention of Norfolk County to dismantle the only public park in a large area of Northeast Port Dover. It is not so called "vacant land " , as the County Land Review seems to want to characterize it.

It is a unique and valuable resource and not “underutilized” by the public . Many people use the area daily for walking cycling running and dog walking / selling park lands will change this pattern of use for the worse / many local residents bring children for walks in the area and various play activities in the park / if access is limited they may forgo that activity and have to travel by car for example to another area of Port Dover to access open park space. There is no other similar open public park space in the large area north of Black Creek and East of Silver Lake in Port Dover.

Parkland was entrusted to the County to provide recreational space for the local community , not necessarily to provide revenue for the municipality by cutting it up for short term cash. Altering the park will completely change the character of the neighbourhood for the worse with no apparent positive benefits for the local community. When Percy Ryerse park was created and deeded to Woodhouse in the Pleasantview Heights subdivision in 1957 it was designed very well to fit the area and serve the needs of local residents to use as a park. The Plan is clear as to the intentions of the Ryerse family.

It has no internal or external features like water courses or road allowances that lend themselves to severances. It is more or less symmetrical with good traffic flow around it and functions very well as an open park space for various activities / any modification to the overall shape would seriously impede the use of the space as it exists. It is not, for example an old road allowance or old right of way or abandoned vacant land, which , of course could reasonably be considered surplus assets.

Residential properties in the neighbourhood are, and have been purchased at a premium because of proximity to the park area. That investment will be arbitrarily taken from the owners if values are reduced by compromising the park space. This may result in be several millions in losses to current owners with no compensation or reduced assessments likely to happen. This is highly unfair

Compromising the park space will interfere with wildlife patterns in the area between ravines and farmland . It will require removal of mature oak trees that provide fodder for deer and many squirrels. Many types of birds and rabbits are in the area also. It should have more trees planted instead cutting them down to build a few houses considering only three blocks away hundreds will be built at Dover Mills and Cockshutt Road.

This proposal should never have been given serious consideration and included on the list of potential sales.

- It’s hard to imagine how the County would consider that cutting pieces off a well designed subdivision park for a few housing lots fits into a program of selling miscellaneous orphaned parcels of county property . The other parcels noted in the land review all seem to have some obvious attribute that lend themselves to severance and/or outright sale , but not this park. It is an efficiently designed space to be used as a park in the subdivision . It has no odd appendages to chop off that would make it more usable. Cutting it up will ruin the space as it exists and makes no sense, unless the only real consideration is to make some money for the County .

Was there a survey of local residents about the usage patterns in the area ? No one in the area seems to have been contacted about that prior the Land Review calling the park “underutilized “. Information is vague about what objective standard of measure is used to call land “underutilized “. What criteria was measured that would justify eliminating open

green space in an area where very little exists. Once it is compromised it will become less usable by the public and over time eliminated, with more housing taking over. In other words, a self-fulfilling prophecy.

Ryerse Park takes minimal maintenance. Properties in the vicinity of amenities like parks have inherently higher market value. MPAC uses market values to set assessments. The County collects property tax based on MPAC values. Properties in those areas pay somewhat higher taxes for that reason. The County is already collecting that extra tax which offsets those maintenance costs.

There are large tracts of land in the urban boundary of Port Dover waiting for construction of hundreds of homes, including Cockshutt Rd and Dover Mills. There is no credible argument that scarce park land should be used for a few houses.

Parkland was entrusted to the County and deeded to Woodhouse in the Pleasantview Heights subdivision in 1957, and has served the purpose very well and could do so for decades in the future but for unneeded and highly undesirable development.

- Thank you very much for your reply to my email about the park noted in the Land Review. I do have a question about the review process.

There is a note online that the County Staff “used criteria to do a preliminary evaluation of the vacant land, including location, size, usability, and access to roads, infrastructure, and services. The adjacent land, potential future use and marketability of the site were also examined.the review process.”

Is there an objective system utilized to rank potential surplus lands, and is there a report available for the parcels under consideration? I would appreciate knowing if that is available.

I have contacted, and been contacted by a number of residents in the area of Ryerse Park area and none of them had been surveyed, for example, by the County regarding use of the area. They were quite taken aback that something like this might be undertaken without that kind of feedback being needed. I do note the County has made public notice of the process and appreciate the opportunity to participate.

Thanks for your consideration of my questions.

- I live in Port Dover on Inglewood Dr, and I walk and run by Ryerse Park 2 or 3 times every day. My mailbox is there.

I am fully in favour of Ryerse Park being developed into homes.

The park is NOT a hive of activity as Meghan Palermo stated in the newspaper article.

No one is there day in and day out. It is a vacant piece covered in grass.

If development means more tax payers to help keep down our taxes, I'm all for it.

If development means less incursion into nearby farm land, I'm all for it.

I've lived here six years now, and I can count on one hand the number of times I've seen anyone playing catch or flying a kite there. So, go for it.

Thank-you very much,

- Dear Norfolk council,

Please keep Percy Ryerse Park intact - i.e. leave out lands alone!!

In fact, why not spend some money to improve it with gardens and pathways, or a children's play area, or a dog park, or allotments for vegetable gardens people could rent, or all of the foregoing!! Slapping down more unwanted monster housing will destroy this lovely area to

no purpose or good.

Indeed, why not focus your efforts on adding more park space around town instead of just dumping expensive developments on us requiring the massive imposition of huge new infrastructure like the idiotic water extravaganza. Building on parkland just exemplifies your complete lack of care or imagination.

9. Portion of Lingwood Park, Lingwood Drive, Waterford

Nature of comment	Responses
Support	7
Neutral/unrelated	4
Oppose	16

Comments:

- Sell it
- Hate to lose what little green space waterford has
- Do not take our green space
- This town can't handle the rate of growth.
- Agree to sell off surplus
- Sell it!
- Leave as green space. Too much development in our town. Destroying the green space.
- Please stop developing here. We DONT have the resources and infrastructure to support it. Plus norfolk is farm land. We moved here to get away from the city. The government can build in vacant spaces all over the bigger cities where they have the hospitals, schools, roads, amenities, water etc. Our water is going up 12% AGAIN to accommodate the growth. I can't even afford to live in my little 123 year old house anymore because my bills are tripling and now we are paying to add even more buildings that aren't even affordable to norfolk people.
- DO NOT AGREE
- Yes
- I highly question the infrastructure of the community. I haven't seen any upgrades to the infrastructure and I question what has been charged back to the builder for example I noted the initial submission for the north end had a senior centre being paid by the builder. I am very concerned about the political influence that has occurred. As a legal rep I will requesting the county reports for all these zoning and building applications and the infrastructure examination. There is a number of legal precedent on this holding counsel liable.
- More free green spaces required, not less
- Do not sell this land
- No problem with this.
- Any parts or portions of parks should not be sold off. They are for the recreation and leisure of people in the community. Not to be sold off for profit. Do you realize how low that is getting...?
- This park is often used by families and children that live on lingwood drive. Waterford would only have 2 remaining parks if this one was to be sold. There once was a time when

developers were forced to leave a certain % of land set aside in developments to be designated parks/green space. Now the county doesn't enforce this anymore and are in such a hurry to over develop the entire county. You can put up as many high rises in Waterford as you want but at least leave some land for all these families you are bringing to town to enjoy their free time.

- Sell
- Keep property
- No park land
- SELL
- There is already developments along the trails in Waterford to the west. Major development to the north and more to the south. Waterford does not have many park areas to start with and all the development along the trails to the west is making that more crowded. Building even more homes means that we need more park space not less to accommodate the influx of people using these spaces.
- No comment
- When Lingwood Drive was developed on the north side approximately 30 years ago, an agreement would have been made between Council and the developer to reserve lands for greenspace to service the incoming families to that area of Waterford. While it is probable the East side of Waterford will be developed in the future, Lingwood Park will be even more important for the needs of area families. Lingwood Park is the only space with a basketball net on a concrete pad, presenting the opportunity for Council to specialize the use of the park, to compliment the other parks on Deer Park Road and Thompson Road.
- Approximately 5 years ago, Council planted 4 different species of trees in the Park, indicating a commitment to the neighborhood that the Park was essential for the wellness of residents. The park is frequented by dog owners, people playing basketball or using the court with remote controlled vehicles or simply sitting at the picnic table socializing. It is a safe zone away from heavy traffic areas.
- Lingwood Park is next to a pond that is home to different species of frogs and snapping turtles, which lay their eggs in the park and along the bank of the rail line that backs onto Lingwood Park. Snapping turtles are a species of concern under the Ontario Endangered Species Act and under the federal Species at Risk Act, and are endangered in part due to loss of habitat. Allowing a housing development on Lingwood Park would directly disrupt the life cycle of this endangered reptile.
- The properties on the North side of Lingwood Drive, that back onto the former rail line have a ground water drainage system at the back of the properties. This system does not function well and produces standing water that is not able to flow into the storm sewer. This is causing ground erosion and creating an environment for mosquitos. If the Eastern end of Lingwood Drive is developed it will impede water flow and exacerbate existing problems.
- I would like to first point out that social media does not reach the public. A sign should be posted at the park with information that would impact the residents.
- Second: the watermain is a deadend and is on a flushing program. These 3 proposed lots would be dangerously close to the dead end stub. No amount of flushing would guarantee water quality and risk of bacteria.

- Third: Parks are provided usually by the developer as part of that subdivision. This park is for residents and not for the county to pay the bills. (Norfolk County should enforce dog licensing. 40 plus dogs live on Lingwood Drive in Waterford. 2 years ago only 3 had tags. This is missed revenue and a sign that Norfolk County is not doing its due diligence when it comes to enforcement and collecting municipal revenue.
- Fourth: This park is used. As far as I know it is the only spot that kids can shoot basketball. Ya we sure don't want kids playing and exercising.
- Fifth: New trees recently planted where species that once grew in Norfolks Carolina forests. Catalpa, a yellow birch and a fir tree. A waste of money once again Norfolk!
- I could go on and on with other grade/drainage issues. This park is next to an agricultural block which contains a wetland.
- The park has been a nesting habitat for endangered snapping turtles. This park and the houses that back onto the abandoned rail line have yearly snapping turtle nests.
- Come on Norfolk. You want to engage the residents then ENGAGE US. Knock on doors, put up signs and mail out information. The majority of residents are not available for council meetings at YOUR times.
- I would gladly help out if asked."

10. Portion of Colonel Stalker Park, Warren Road, Simcoe

Nature of comment	Responses
Support	8
Neutral/unrelated	2
Oppose	33

Comments

- Sell it
- Do not take our green space
- Agree to sell off surplus
- Sell it!
- Do not sell
- I Agree
- Way to close to other homes. Will be a disruption for home owners and an eye sore for the rest of the park.
- Yes
- "Respectfully, we would like Norfolk County to reconsider the plan to sell the plot of land on Warren Road. We moved from Toronto because we are small-town people who hated the overcrowding, poor urban planning, and lack of easily accessible green spaces. As new residents in Simcoe (April 2022), we intentionally selected our home across from Col. Stalker Park - and despite our home's small size and definite lack of frills (it's scarcely bigger than a cottage), we paid well over the asking price - specifically because of the quiet and beautiful green space right across the road.
- The depletion of rare urban green space is not visionary or even good public policy, and I foresee this being the thin edge of the wedge.

- Perhaps it is only one lot on Warren Road (for now) but what is the true benefit of that? The selling price of the lot will be a scarcely a drop in the bucket of Norfolk County's financial needs – and one would not be out of line to suspect it will be soon followed by a sell-off of the remainder of the green space - a poor choice that is likely to be presented inaccurately to stakeholders as 'fiscally responsible' and 'housing-centered'. The Ford government barely survived its most recent scandal of trying to rezone protected lands to line the pockets of its developer friends. This appears to be a similar tactic by Norfolk County. We need more green space, not less.
- Aside from our own personal interests in protecting the integrity of the green space near our own home, our concerns are wider: respect for the interests and well-being of the community. Treed parks are a small but important bastion against climate change, a place for birds and other wild creatures, and credible research unequivocally points to access to green spaces being critical for human health and wellbeing.
- In that light, you'll understand why we are so disappointed and are hoping you will revisit this matter. Please confirm receipt of this letter by emailing doug.stronach@gmail.com. We look forward to hearing from you. Doug and Jenn Stronach, 31 Warren Road."
- More free green spaces required, not less
- Do not sell this land
- No problem with this. Not much use of this park by surrounding property owners when I used to live in the area.
- Any parts or portions of parks should not be sold off. They are for the recreation and leisure of people in the community. Not to be sold off for profit. Do you realize how low that is getting...?
- Sell
- Skate park! The kids need something to do
- Keep property
- No park land
- SELL
- Again, Green space in towns are important. Do not sell.
- Having grown up on Foster Street, Simcoe the Colonel Stalker Park was a great park to play in with access to the ball diamonds and the plentiful green space. This park area provides a recreational area to those living on Cedar St., Warren Road and all the homes off Sunset Drive and surrounding area. We must protect our green space and our trees. Green space is too valuable to piecemeal by selling a small portion at a time. As well this park is very close to the water reserve area and our water must be protected for Simcoe and surrounding area. Parklands must be protected and taken off the table as vacant land. This park is used by too many people in the surrounding community and with the ball association. It is not vacant land and should be identified as such.
- It in its entirety make a useable recreation space for the future residents of Simcoe which will only grow especially when suitable water supply is achieved , Do NOT sell this property
- We live across from this park and very much enjoy the view. The green space contributes to our peace of mind after a long day at work. Our kids have enjoyed this park, playing on the swings and in the baseball diamond. The park is well used by base ball players of all ages

from early spring to late fall. At any one time, there will be multiple teams practicing in the rest of the park, getting ready to play or enjoying a BBQ under the trees. Many people walk their dogs and bike through the park. Taking away part of this park will negatively impact the use of it, making it more crowded and less enjoyable by all who use it.

11. Woodlot, Hawtrey Road/Highway 59, Delhi

Nature of comment	Responses
Support	12
Neutral/unrelated	1
Oppose	16

Comments

- Sell it.
- "I live across the street on Wintergreen Cres from the impacted land on Hawtrey and my parents live at 17 Wintergreen, directly bordering the land under review.
- This land currently is woodlot, and provides a number of benefits to not only the residents of Hawtrey Road and Wintergreen but to wildlife as a well.
- The woodlot as is provides a sound and visual buffer from the traffic noise on highway 59. With Scott's directly adjacent to this land, there are a large number of trucks and heavy vehicles on highway 59. The woods also shelter dozens of species of birds and small animals, protects the surrounding homes from winds and weather and creates natural shade.
- There is also a previously approved new housing development planned for Hawtrey Road, directly east of this woodlot. Adding yet more homes to this area creates more traffic, more strain on limited water resources and yet more traffic.
- Lastly, converting this land to housing lots will drastically reduce the value of the homes on Hawtrey and Wintergreen Cres that have this land behind their homes.
- Please reconsider this piece of land and remove it from the list to be reviewed for sale. We need to maintain green and natural spaces in Norfolk, a large part of what makes living in this region the envy of the rest of Ontario. "
- Do not take our green space
- Agree to sell off surplus
- Sell it!
- This is supposed to be protected crown land. This is a property to not be built on and when this development on Hawtrey was built this was known that nothing would be built back there.
- We moved here 3 years ago to get away from the city and enjoy the beautiful green space. A large selling point for us was the wood lot backing onto our house. We have since enjoyed the calm, private and peaceful view from our backyard. We feel that the reason we moved out here is being ripped from us. It was already a huge blow to find out the large open field to the front of our house will become a subdivision of 117 new homes. We were incredibly upset by that decision and thought all we have left now is the small area of trees behind us. Now that is being threatened. In the very short time we've lived here, this area is becoming more like the city we left than the relaxed country feel we were hoping for. It is very upsetting

to have all the nature and open space surrounding us proposed for sale. Why does so much need to be cramped into this small area? Please reconsider this decision. "

- I Agree
- As long-time residents of Norfolk County, we chose to downsize from the country to Wintergreen Crescent and chose our property based on the woodlot behind, understood that it was green space and would never be developed. We were confident we would not be moving again. We love our home & property. Our house backs onto the wood lot, 30 feet from our back patio door. If development occurred behind us, it would destroy our view which is everything, our reason for moving here and we would have to move again.
- Yes
- Please reconsider the sale of this property. It is home to many species of birds some rare and provides shelter from the elements not only to the birds and animals but ourselves as well.
- Was this bush lot once a burial ground?
- Why was the original plans of the subdivision on Hawtrey rd changed from a cul de sac to just a single row of houses off Hawtrey Rd with no access to 59 Hwy through said property?
- If sold for housing will laneway access be granted off 59 Hwy or will it have to remain off Hawtrey Rd?
- Will Noise barriers be installed to control noise and dust from semi trucks and cars on that busy stretch of 59 hwy?
- How much money does this bush lot cost you to maintain it?
- Is it not true there is already plans for a new subdivision across the road from me on Hawtrey rd?
- Why do you need to build behind me too?
- We just moved out of Simcoe for this reason.
- If I wanted to live in town I would of stayed in Simcoe. Build up Simcoe. Leave our quaint towns as such.
- Will this deptieci
- Our heritage buildings and farmland also need protection.
- We can't be a great tourist destination if there's nothing left to tour.
- This is a ridiculous concept. Most of the lot is too narrow to erect any practical dwellings. Access directly onto Highway 59 would be continually hazardous, merely an accident waiting to happen, and in any event would be in constant conflict with ongoing truck traffic turning in / out of Scotts Canada not to mention through traffic on Highway 59. Clearly a notion not thought through by anyone with any degree of intelligence. David Walker, 9 Wintergreen Crescent, Delhi
- We really don't want this to happen. Our side property runs along side the vacant land from Hawtrey towards highway 59.
- We want to buy that piece of land as part of our parcel. We are at 77 Hawtrey rd. I think if you view the map you'll see it makes sense. No developments can be made on it due to its size and we have been maintaining it for 9 plus years. You not only get the funds for the purchase but yearly taxes as well as you want to liquidate what you declare as non essential Greenspace. All our homes on hawtrey are manicured and renovated to backyard oasis

based on the Carolinian forest and all that it offers. It offers a buffer from Scott's fertilizer especially during their busy seasons which involves convoys of transports. The subdivision going in across the street was mentioned when choosing to purchase this house years ago but never the Carolinian forest. Please reconsider selling the major area off the 59 this area especially having driveways face the 59 hwy with constant transport traffic. It would be a recipe for disaster. "

- More free green spaces required, not less
- Leave this alone. This is a free standing woodlot. That costs Litterally nothing to maintain. The homeowners along the woodlot enjoy this to walk their dogs etc. There is zero reason to try and sell this to build on.
- Do not sell this land
- No problem with this.
- Sell it
- Hawtrey: Currently investigating the gravesites of potential African Americans as grave markers were reported. Neighbours in touch with builder - disservice to builder and home owners. Province has stripped away our right to object to any variance or severance.
- Sell
- Sell
- Keep property
- No should be park land
- SELL
- I am AGAINST the sale of Woodlot, Hawtrey Road/Highway 59, Delhi, ON. This Woodlot borders Highway 59, just north of Highway 3. Highway 59 is a busy Norfolk County Highway where many Commercial Transport Trucks, Agricultural Farming Equipment, and Automobiles travel daily. The carbon emissions from these types of vehicles pollute the atmosphere. We are facing a serious climate change and it is proven that Trees help in removing human-caused emissions of the greenhouse gas from the Earth's atmosphere. Trees also help in reducing noise pollution which is constant along Highway 59. This Woodlot was designated as a Greenspace for this area and not for development. According to Norfolk County's By-Law, access to Highway 59 is restricted. If sold, how would this Woodlot be accessed? This Woodlot is in close proximity to a very busy Manufacturing Plant that operates 24/7. The plant's daily operation results in a large volume of Commercial Transport activity. If this Woodlot is sold for development, any access gained to Highway 59 would be a serious safety hazard due to the volume of traffic travelling that highway.
- No need to retain a Wood lot. Sell
- I listened to the speakers regarding Hawtrey area. For Norfolk County Staff, who are not from the area, and do not appreciate the historic value of our land in Delhi, the land needs further investigation to verify the existence of a historic cemetery of African pioneers. I take it an archeological dig would be expensive. Best to leave this land untouched and leave this woodlot alone. Mr. Sloan came unprepared to this meeting with not being able to explain the definition of an insignificant woodlot. This woodlot is not insignificant to the birds and owls that nest in this area. As well what type of forestry does this woodlot contain. Any Carolinian forests should not be destroyed. Do your homework.
- Sell for residential purposes only.

12. 15 Firefighter Lane, Vittoria

Nature of comment	Responses
Support	1
Neutral/unrelated	
Oppose	3

Comments

- I always assumed that this parcel was part and parcel of the former school lands. However, given the open space nature of the land, its connection to the Vittoria District Community Centre lands including the ball diamond, tennis courts and play area as well as the lands at 14 Oakes Blvd, it seems prudent to maintain this area as public open space. Given the requirement for a 1 acre building lot, there is not sufficient land here to sell that would provide a meaningful amount of money to help with the County's budget concerns. It would be a shame to lose these public lands as once they are gone, we can't get them back. Further, while I have not seen the County's land use need study recently, I believe there is already sufficient land available in the County's urban and hamlet areas to accommodate expected growth.
- Sell for what is actually worth

13. 14 Oakes Blvd., Vittoria

Nature of comment	Responses
Support	1
Neutral/unrelated	
Oppose	2

Comments

- These lands were obtained by the former Township of Delhi as part of the subdivision development on Oakes Blvd and the resultant need for the land to be counted as parkland dedication. Given the open space nature of the land, its connection to the Vittoria District Community Centre lands including the ball diamond, tennis courts and play area as well as the lands at 15 Firefighter Lane, it seems prudent to maintain this area as public open space. Given the requirement for a 1 acre building lot, there is not sufficient land here to sell that would provide a meaningful amount of money to help with the County's budget concerns. It would be a shame to lose these public lands as once they are gone, we can't get them back. Further, while I have not seen the County's land use need study recently, I believe there is already sufficient land available in the County's urban and hamlet areas to accommodate expected growth.
- Sell for what is actually worth

Please share any other feedback about the County Land Review Project.

Comments:

- I am glad to see this review, I am sure there are many other surplus properties that could be reviewed going forward.
- "There are more salable lots on Amor, Swan and Sunninghill in Port Dover.
- Thanks for the opportunity to give feedback "
- Thank you.
- Why does the County think it can sell property that was donated for a specific purpose? If the County doesn't want the property any longer it should go back to the family or their heirs. Not rocket science folks.
- Whether green space or farmland leave it alone. Constantly loosing our green space which takes Carbon emissions and turns it into oxygen. I see greed. We are taxed up the wazoo and yet you try and take more from us. No faith in our local gov't.
- "I don't pretend to know how the councillors run the county or all the politics or the ins and outs of the money. What I do know is my views are not unique, perhaps they may vary, but generally most Doverites feel this way. I feel it has been this way for a long time. So, if you are struggling with negative feedback, which I know you are, perhaps use the free public forums on Facebook, your website, and an article written for the local newspaper to communicate the issues in a way the target audience can understand will help your cause. And who knows, maybe if you're actually listening with an open mind, and reading through the rage, you'll discover a solution from someone you may not have otherwise reached. Speaking at multiple places where locals frequent instead of making it easy on yourselves and holding one or two COUNTY WIDE events. And who says it needs to be an "official" event? Many in Dover will be hitting the Norfolk in its final days. The Legion is always hopping. The arena sees many families. Get your info out and your surveys completed with face to face conversations. Why aren't you broadcasting that you will be visiting the sites in question during multiple visits to provide the locals with EASY opportunity to provide their feedback? Too much to ask? Public SERVICE. Maybe because you know they want to keep the "green space" as-is? Or you're actually looking for feedback from a Delhi resident on the Dover park. Maybe I'm wrong but where was it clarified? I don't see it explained. It's easy... instead of "Please provide your postal code", it could read... "Please provide your postal code. Feedback will carry more weight from the local residents". I could go on. Just do better. "
- Thank you for the updates; good plan to sell-off unusable surplus. Good day.
- Leave the land donated by Vittoria residents alone. It was donated to improve the community. NOT for the County to sell. Stop taking what we have left. Our sidewalk was never replaced. Check your conscience, back off.
- The reviews need to be community based...many are not aware this is happening...staff has a history of making poor decisions so this process is highly concerning
- Please take our considerations into your decision!

- This is a great opportunity for the County to reduce costs and expenses at the same time make some additional one-time revenue. My major concern is making sure the profits from this would go to reducing taxes and other county related fees and surcharges and/or invest in infrastructure and legacy projects (ie. save silver lake, recreational facilities etc.)
- Perhaps if you employed fewer high priced administration you could afford to properly look after the County property.
- Reference to Woodlot , Hawtry Road/ Highway 59.Delhi. First off I'm disappointed that I had to find out from Neighbors as to the possible sale of this wood lot, no public notice. I was told when we bought our lot to build that this land was to be saved as green space, and a possible park for the children. This was a decision as to why we bought and built here. The town is selling this because of the upkeep they do to this wood lot, what upkeep the 10 years that we have lived hear on Wintergreen crest. there have never been any upkeep on this wood lot. So the question is what has it cost the town to keep this lot all these years? Also there is wild life living in this wood lot I have seen owls Raccoons squirrels and many other birds. this wood lot should remain a green space. Thank you Frank Fulop
- It is the responsible thing to do and you are on the right track to control the large expenses we face with future water supply issues. Jim Cave
- More free green spaces required, not less
- The rest of these lands are decent sized lots in residential areas. No reason not to sell them.
- Who suggested this park should be considered? Hopefully no one with any connection to the area
- Do not sell parkland.
- Do not sell any land
- No problem with this.
- County is stooping low when they want to start selling off park land. Imagine if this was adjacent to your home councillors.....and has been enjoyed for years. Not a good idea in my humble opinion
- I agree with the selling of "vacant/unused" county owned property. Something MUST be done to stabilize our property taxes. Some people will reject any decision that Norfolk County makes about anything. What council must keep in mind, it's what the majority of tax payers want. All 3 tiers of our Canadian Government were elected by a majority, that same policy must be used here. A wise man once said, "You can't please everyone, There's always going to be someone disappointed". Base the decisions on the will of the majority.
- 15 Firefighter Lane, Vittoria: this is a historically significant area as an old judicial capital of Upper Canada. I would think there would be significant archeological potential here. Please be careful with this area. This park abuts the town hall which also has historical significance. Please treat this property with respect and due diligence.
- I saw a report on a survey on ideas for land in Simcoe. In the photo it looked like the back of the library... I think maybe a couple of these properties could be made into places for homeless people to go any time during the day and by a TBD time at night. That shouldn't be up to the churches to provide a place. People could make donations at local stores to support these places and maintain, providing beds, food kitchen, nurse, security, etc. Like we do now for sports and school breakfast/lunch programs, I believe the communities

would come together to also support homeless people. Thank you for listening, considering (and hopefully implementing)... Teri

- Do not sell any
- The last two properties in Vittoria should not be sold!
- "Norfolk Council has an obligation to its constituents to properly inform them of projects, such as this by using traditional means such as mail-outs or posting sign boards in heavy traffic areas, well in advance to ensure adequate representation is made by the public at these meetings. Not everyone has the need to visit the library, not everyone reads the weekly news, and not everyone uses social media or uses social media frequently. Council must perform Due Diligence and practice inclusivity by making certain every resident is informed, especially at the outset of a matter. Council must remember that they work for the public. "
- Blaine Sloan talks about the need to develop affordable housing. Who is he kidding when land is sold to developers who want to get rich. Look at the development in Waterford recently and how much the price of houses haven risen well over \$900,000.00. Who can afford that?
- To make homes affordable, the county needs to develop partnerships with non-profit organizations such as Indwell or Habitat for Humanity. Not sell vacant land to the highest bidder which enables a developer to create high density homes. You are destroying Norfolk County with your lack of vision and planning.
- We are in this housing crisis mess due to our federal government increasing immigration rates three-fold with lack of any planning to identify where immigrants and refugees would be housed. Build homes faster as thrown at us by the provincial government only puts the burden of municipalities to eat development charges. In turn the council approves unrealistic tax increases to existing residents to pick up these costs as well as the ill planning by council over the years not to deal with infrastructure.
- When is the council going to cut the high number of managers and administrators on Norfolk County payroll? What is our mayor doing in lobbying provincial government to address our infrastructure woes and the need for developers to pay for these costs? The Toronto mayor recently received billions of dollars from the provincial government for their housing needs. What exactly is council and county staff doing to look at creative ways of improving fiscal budget without destroying our green space and sticking it to the taxpayer. Parking revenue over the summer months brought in a hefty profit. Instead our mayor wants to scrap this revenue source and build parking lots.
- When is council and county staff going to wake up about the real risk of climate change and paving over our green space and adding high density to Norfolk County where our area looks like a suburbia out of metropolitan toronto is not helping. You are paving over paradise. For what? What is the real gain and what are we losing? Once you destroy nature, you cannot bring it back.
- In terms of the green space and parkland area, it must be protected. The development of Norfolk continues to expand in all regions with little regard to saving our green space. As council supports continued development of high intensity residential units we will only continue to lose our trees, woodlands, farm land and green space. We need to say no to using our parklands as vacant land. We must say no to this type of encroachment on the

little green space in our region. County needs to find other costs savings -such as trimming an already inflated administration/management level, doing more in-house work than the continual use of outside consulting firms, continue with paid parking meters at our summer beach areas, more economic development that would allow for greater tax income.

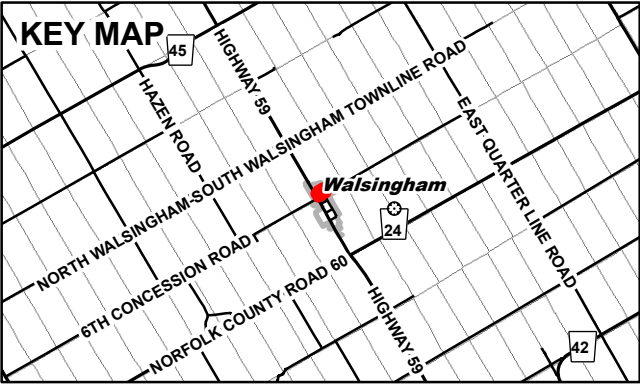
Lobbying by our mayor with provincial government for funding for infrastructure projects such as water and waste improvement. This should not be on the backs of current residents but shoulder by the developers who are only getting richer. "

- Mostly I do not see any bad outcomes in selling these properties except for where noted.
- Like everyone I have spoken with as regards the Port Dover Ryerse Parkette, I am appalled that a gifted parcel of land (which a surviving son's house on Sunninghill faces) would even be considered . I am not confident the council has a long term vision for the county in terms of ratio of farmland to residential, commercial, industrial, parkland, etc. and what can we learn from other regions. For example, years ago too many Peel county farmers were more interested in the price they would get to sell to developers than what the farm business could generate. To their defence the family farm became increasingly difficult to generate a living income. Norfolk farmers seem to have been more nimble but bringing climate change into the picture will still be seen as a rural county. How real a danger is urban sprawl as high speed internet becomes more available and people are working from home . What are the controls to make sure residential surveys and commercial properties in Norfolk county maintain an image of neighborhood and community versus nameless high density "housing" . With all due respect to the current council, it was the former mayor who identified the sad state of financial affairs left by years of helmsmanship by people probably well intentioned but not equipped to assess what short term thinking could lead to. I do not feel confident the current criteria for identifying parcels across the county to sell will do anything but bring in a quick infusion of cash.

2070 MAIN STREET OF WALSINGHAM

Geographic Township of
Walsingham

ROLL NUMBER: 54302003700



Considerations:

- Potential for 1 lot to be created with frontage on Main St (Hwy. 59). Potential access from road allowance off Milne St. Frontage could meet existing Rural Hamlet zoning but lot area smaller to be justified.
- Private servicing. Geotechnical report would be required. Needed in order to confirm lot area if <0.4 Ha zoning requirement.
- Several existing trees and grade of land is higher than road.
- Community Centre, storage building and ball diamond on remainder of site.

Engagement:

- Slight majority of comments indicating okay with selling.
- Some indicate not to sell, keep as green space.
- Allow development but with restrictions (size of lot, type of home, etc.) to keep surrounding property values up.
- Consider affordable housing as an option.

Options and Next Steps:

Option A: County prepare geotechnical report to confirm building footprint, septic, well, lot size and amend lot area zoning requirement. Confirm driveway entrance. Reference Plan. Then consider surplus disposition. Potentially slightly higher valuation, higher effort.

Options B: Retain and maintain as community use.

Recommendation:

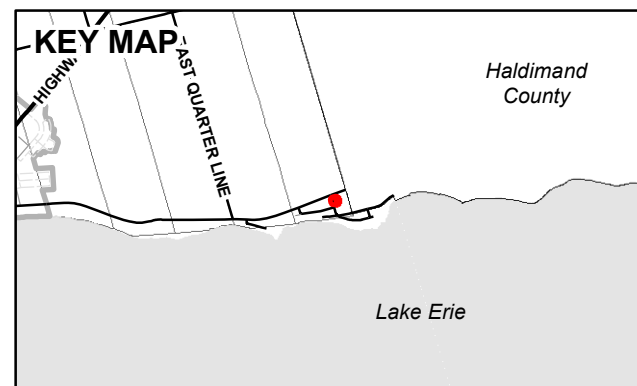
- Proceed with Option A: Geotechnical report, Reference Plan, zoning work and surplus disposition process.



KENNETH AVE LOT 19

Geographic Township of
Woodhouse

ROLL NUMBER: 33705014900



Considerations:

- Agricultural, within existing Industrial Influence Area, part of small residential area along waterfront.
- Existing lot. Undersized for existing zoning - would require minor variances or other for new build or may have of interest to adjacent owners.
- Private servicing, would require geotechnical report.
- May have drainage issues to consider.

Engagement:

- Majority of comments indicating support for selling.
- Some indicate not to sell, keep as green space.

Options and Next Steps:

Option A: Proceed with surplus disposition (“As is”). Potential purchaser completes geotechnical report, drainage review and zoning confirmation (if needed). Potentially lower valuation, lower effort.

Option B: Complete geotechnical report, drainage review and Committee of Adjustment work to prepare lot for potential development. Potentially slightly higher valuation, higher effort.

Option C: Retain and maintain as community use.

Recommendation:

- Proceed with Option A: Surplus disposition process.

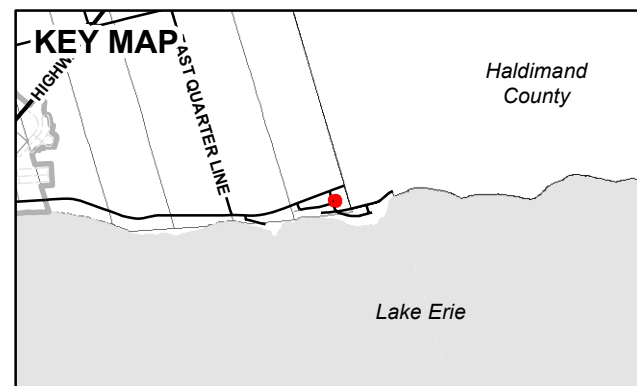


Legend	
	Zone (H) - Holding
	A - Agricultural Zone
	RR - Resort Residential Zone
	IR - Rural Institutional Zone
	Zone

Roll Number: 33705014900
ID Number: 9
Size: 0.17Ac
Zone: Agricultural Zone
OP Designation: Agricultural

KENNETH AVE LOT 17

Geographic Township of
Woodhouse
ROLL NUMBER: 33705014700



Considerations:

- Agricultural, within existing Industrial Influence Area, part of small residential area along waterfront.
- Existing lot. Undersized for existing zoning - would require minor variances or other for new build or may have of interest to adjacent owners.
- Private servicing, would require geotechnical report.
- May have drainage issues to consider.
- Potential existing encroachment.

Engagement:

- Majority of comments indicating support for selling.
- Some indicate not to sell, keep as green space.

Options and Next Steps:

Option A: Proceed with surplus disposition ("As is"). Potential purchaser completes geotechnical report, drainage review and zoning confirmation (if needed). Potentially lower valuation, lower effort.

Option B: Complete geotechnical report, drainage review and Committee of Adjustment work to prepare lot for potential development. Potentially slightly higher valuation, higher effort.

Option C: Retain and maintain as community use.

Recommendation:

Proceed with Option A: Surplus disposition process



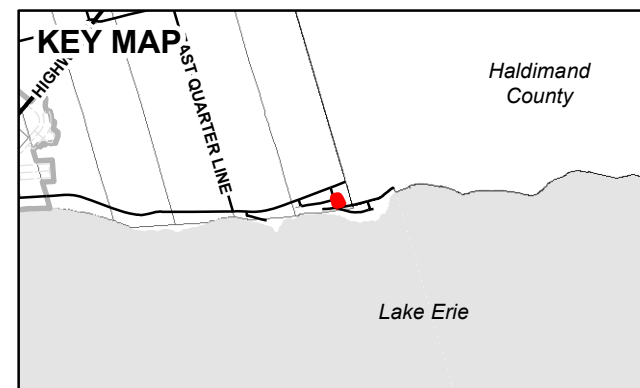
Roll Number: 33705014700
ID Number: 11
Size: 0.17Ac
Zone: Agricultural Zone
OP Designation: Agricultural

KENNETH AVE

BLOCK A

Geographic Township of
Woodhouse

ROLL NUMBER: 33705015200



Considerations:

- Agricultural, within existing Industrial Influence Area, part of small residential area along waterfront.
- Private servicing, would require geotechnical report.
- May have drainage issues to consider.
- Existing lot. Zoned Rural Institutional – may have been initially identified for institutional (school, religious institution use?). Meets minimum lot area and frontage. Zoning permits a range of uses include single detached dwelling.

Engagement:

- Majority of comments indicating support for selling.
- Some indicate not to sell, keep as green space.

Options and Next Steps:

Option A: Proceed with surplus disposition. Potential purchaser completes geotechnical report, drainage review for development (if needed).

Option B: Complete geotechnical report and drainage review to prepare lot for potential development. Potentially slightly higher valuation, higher effort.

Option C: Retain and maintain as community use.

Recommendation:

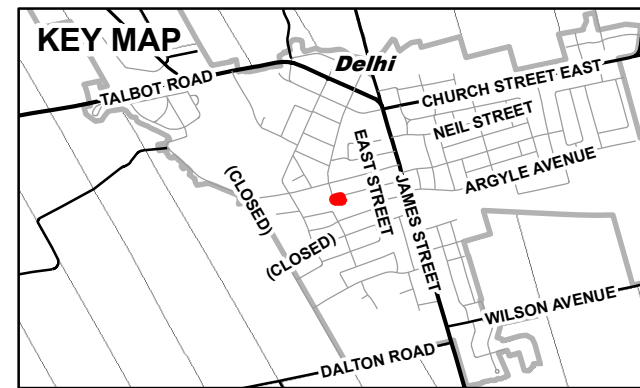
- Proceed with Option A: Surplus disposition process.



SOVEREEN ST

Urban Area of
Delhi

ROLL NUMBER: 49200706300 & 49200706200



Considerations:

- This land is considered toward “park space”. County maintains the grass space.
- Designated and zoned residential. Undersized lot (would not meet zoning provisions to fit a dwelling – tiny home?).
- May be of interest if considered together and potentially adjacent landowners may have interest to combine with adjacent land.

Engagement:

- Majority of comments indicating okay with selling
- Some indicate not to sell, keep as green space

Options and Next Steps:

Option A: Proceed with surplus disposition - “As is”. Potential purchaser undertakes zoning and any supporting work.

Option B: County undertake any zoning (potential minor variances) to prepare and market as “tiny home” site. Proceed with surplus disposition.

Option C: Retain and maintain as community use.

Recommendation:

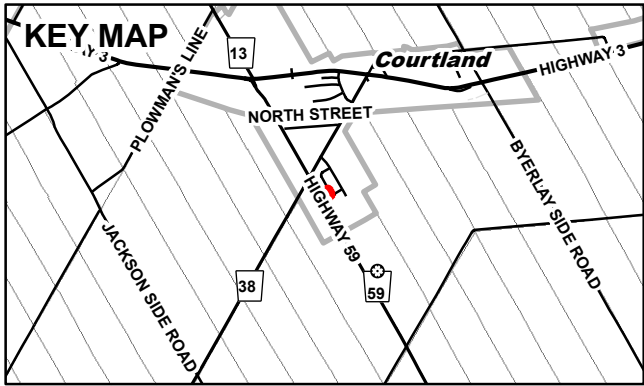
- Proceed with Option B: Prepare as “tiny home” site and then surplus disposition process.



27 ST ELIZABETH CRES

Urban Area of
Courtland

ROLL NUMBER: 54102052200



Considerations:

- This land is considered toward “park space” that the County maintains.
- Existing municipal drain along the south side to retain. Existing mutual agreement drain from the lands across the street to this site would need to be revised.
- Should retain most of hazard land portion along municipal drain/creek and to Hwy. 59.
- Existing services include water but no sanitary sewer.
- May be potential for one lot subject to geotechnical study and zoning confirmation or potential for adding to adjacent property.

Engagement:

- Majority of comments indicating okay with selling
- Some indicate not to sell, keep as green space

Options and Next Steps:

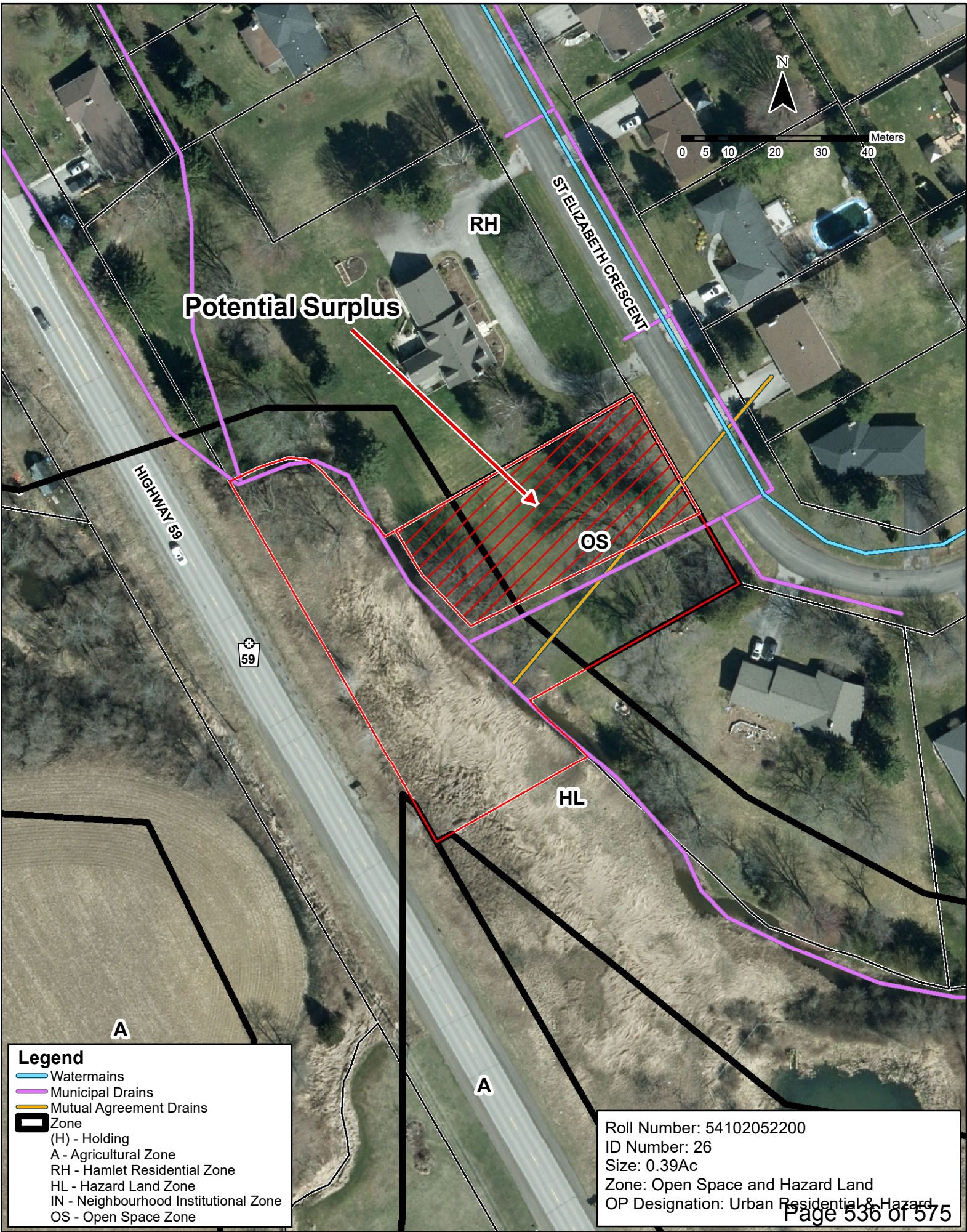
Option A: Address Mutual Agreement Drain change. Proceed with surplus disposition. Potential purchaser completes geotechnical report and zoning work. Potentially lower valuation, lower effort.

Option B: Address Mutual Agreement Drain change. County completes geotechnical report and zoning work to prepare lot for potential development. Potentially slightly higher valuation, higher effort.

Option C: Retain and maintain as community use.

Recommendation:

- Proceed with Option A: Change Mutual Agreement Drain, surplus disposition process.



197 QUEEN ST E

Hamlet Area of

St. Williams

ROLL NUMBER: 49307034310



Considerations:

- Former water corporation property no longer used
- Zoning should be amended to conform and may require special provisions for new build
- Water, no sewer. Geotechnical report required to confirm septic/size
- Reference Plan likely not required

Engagement:

- Majority of comments indicating okay with selling
- Some indicate not to sell, keep as green space

Options and Next Steps:

Option A: Proceed with surplus disposition ("As is"). Potential purchaser completes geotechnical report and zoning confirmation. Potentially lower valuation, lower effort.

Option B: County prepare geotechnical report to confirm building footprint, septic and rezone property to RH with special provisions. Then consider surplus disposition process. Potentially slightly higher valuation, higher effort.

Option C: Retain and maintain as County land.

Recommendation:

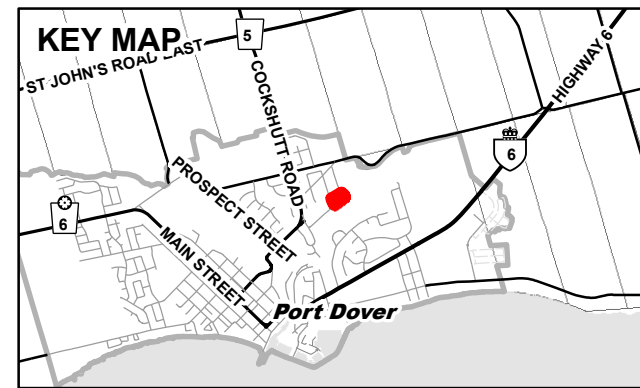
- Proceed with Option A: Surplus disposition process.



20 LA SALLE ST

Urban Area of
Port Dover

ROLL NUMBER: 33704013900



Considerations:

- Relatively open park space (no programmed facilities) currently being maintained by the County. Acquired as part of plan of subdivision originally.
- Limited active park space within this section of Port Dover north of the river (other green space is primarily stormwater management and environmental lands).
- Potential drainage considerations.
- Recent Sunninghill Dr. reconstruction (includes sanitary, water, storm).
- Potential for housing lot creation and retention of park space with amenity improvements.

Engagement:

- Significant amount of comments received on this site.
- Members of the public citing that original intent and agreement from Mr. Ryerse was donating to the municipality with the intention to be used for public recreational space and would be disrespectful/inappropriate to sell.
- Used as parkland/green space by neighbourhood and would upset many if this space was sold.
- It would significantly change the character of the neighbourhood if sold (very little green space in this area of Port Dover).
- Many animals/wildlife natural habitats reside in this space.
- Sunninghill Drive just completed a 2-year road reconstruction and would be fiscally irresponsible to rip up the road to add more infrastructure.
- More development would create more traffic.
- Portion of the sale proceeds should go towards playground equipment, as they are no other play structures east of Main Street.
- Fix infrastructure before inviting more development in.
- Residential properties will go down in value because the park brings their property value up.
- Wait to sell until water ban is lifted.

Options and Next Steps:

Option A: Proceed with rezoning process for with potential for 8-10 lots (lands with frontage on Sunninghill Dr. and open space zone for park retained along Oak Knoll St.).

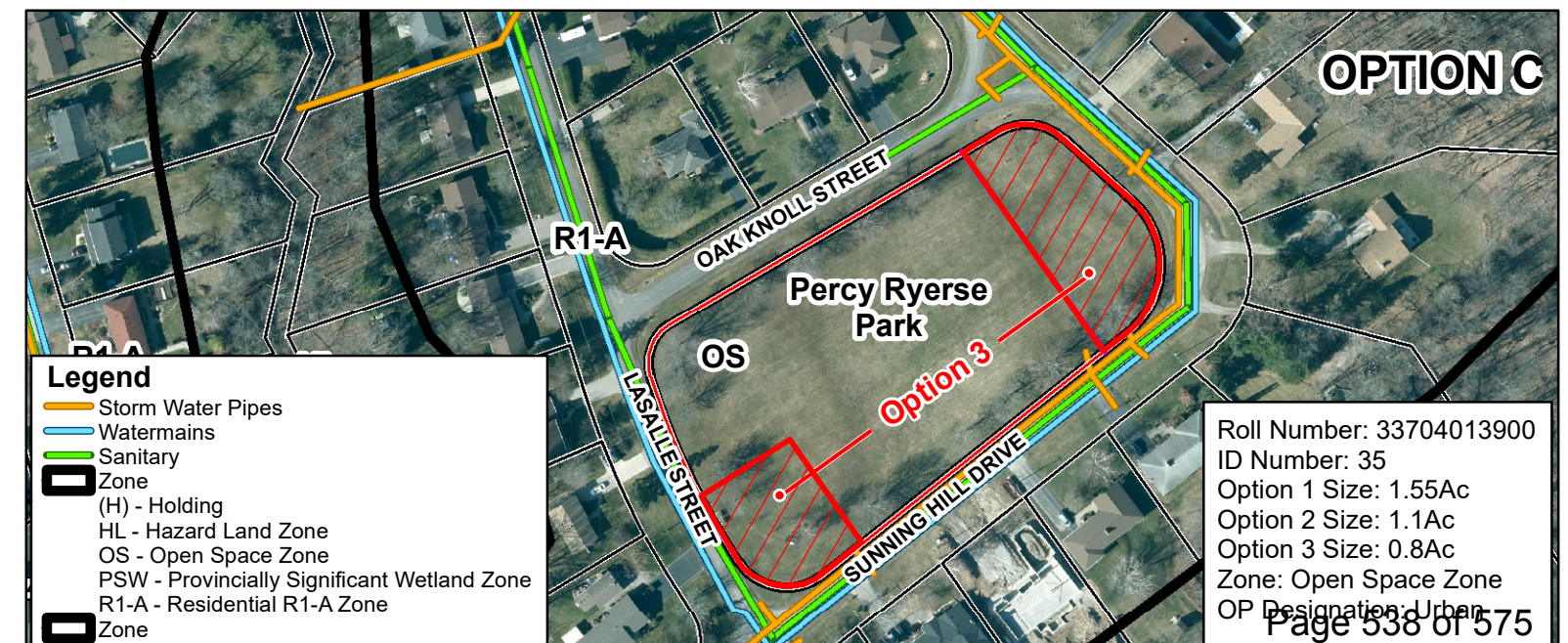
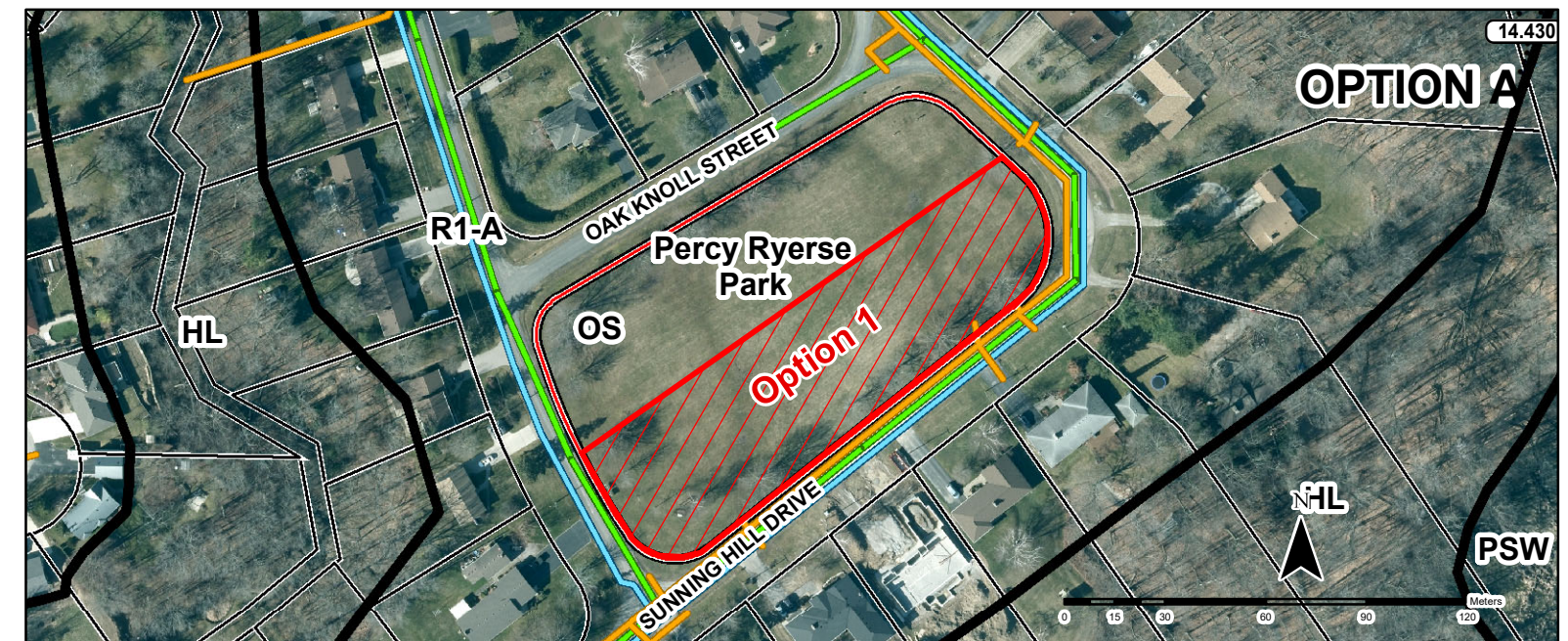
Option B: Proceed with rezoning process with potential for 4-6 lots (lands on either end of the park with open space zone for park retained in the middle).

Option C: Proceed with rezoning process with potential for 3 lots (lands with frontage and service connections to Sunninghill Dr. and remainder retained as open space zone for park).

Option D: Retain and maintain as community use.

Recommendation:

- Proceed with Option C: rezoning process for potential of 3 residential lots with remainder retained as open space (park) zone.



Legend

- Storm Water Pipes
- Watermains
- Sanitary
- Zone
- (H) - Holding
- HL - Hazard Land Zone
- OS - Open Space Zone
- PSW - Provincially Significant Wetland Zone
- R1-A - Residential R1-A Zone
- Zone

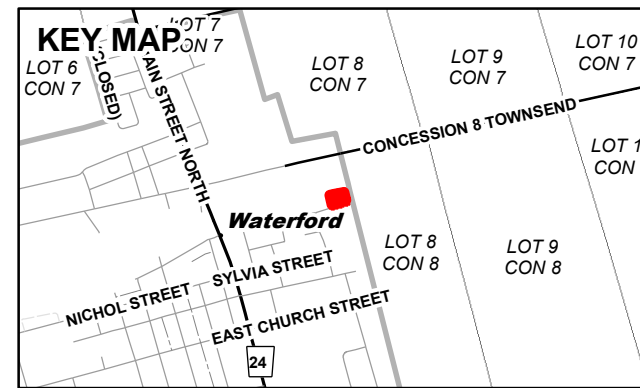
Roll Number: 33704013900
ID Number: 35
Option 1 Size: 1.55Ac
Option 2 Size: 1.1Ac
Option 3 Size: 0.8Ac
Zone: Open Space Zone
OP Designation: Urban

LINGWOOD DR

Urban Area of

Waterford

ROLL NUMBER: 33504008770



Considerations:

- Currently used as park space with outdoor amenities. Trees at rear of site.
- Acquired as part of plan of subdivision originally.
- Limited active park space within this area of Waterford.
- Full municipal services available on Lindwood Dr – sanitary, water, storm
- Potential for one or more residential lots. Adjacent semi-detached dwellings with single detached dwellings across the street.

Engagement:

- Majority of comments opposed to selling.
- Do not take what little green space Waterford has.
- Too much development happening in Waterford and do not have the infrastructure to support it.
- Original subdivision agreement to reserve this land as green space and the County committed to this by planting trees a few years ago.
- Space is currently being used for recreation purposes.
- Many animals/wildlife natural habitats reside in this space (specifically endangered snapping turtles).

Options and Next Steps:

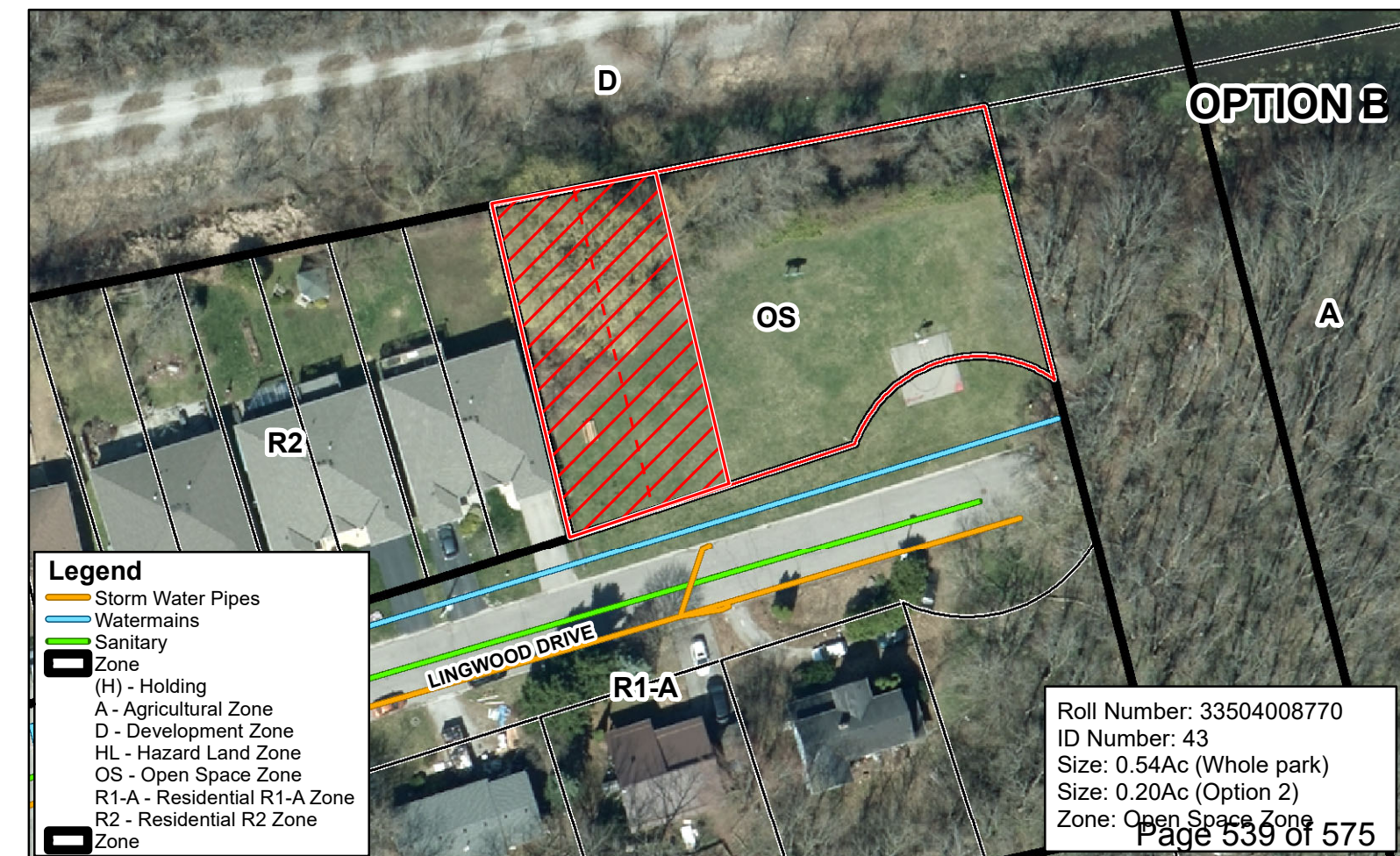
Option A: Proceed with rezoning process for all of the lands Option 1: with potential for up to 3 single or 3 semi-detached dwellings (6 units).

Option B: Proceed with rezoning process for a portion of the lands Options 2: with the potential for 1 single or 1 semi-detached dwelling (2 units) and retain the remainder as open space zone for park.

Option C: Retain and maintain as community use.

Recommendation:

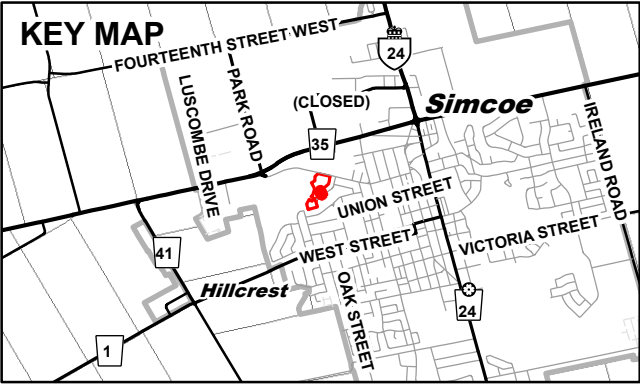
- Proceed with Option B: rezoning process for 1 single or semi-detached dwelling.



WARREN RD

Urban Area of
Simcoe

ROLL NUMBER: 40100228300



Considerations:

- Potential consideration of 1 large residential lot along established road from the larger Colonel Stalker Park.
- Would require rezoning to permit residential. Adjacent to and across from existing large lot single detached dwellings.
- Full municipal services exist along Warren Rd. – sanitary, water, storm.
- Many existing trees in this location.

Engagement:

- Large number of comments (majority) are opposed to selling.
- Do not take green space away from the community.
- Animals/wildlife would be affected.
- Property values would go down.
- Questions of drainage or potential groundwater impacts of new development.
- Currently used as a recreational space for surrounding land owners.

Options and Next Steps:

- Option A: Proceed with rezoning process for 1 single detached dwelling residential lot.
- Option B: Proceed with rezoning process for a range of residential uses.
- Option C: Retain and maintain as community use.

Recommendation:

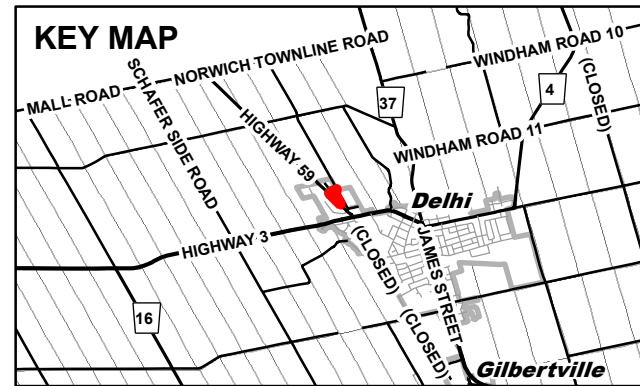
- Proceed with Option A: rezoning process for 1 single detached dwelling residential lot.



HAWTREY RD

Urban Area of
Delhi

ROLL NUMBER: 49404007320



Considerations:

- Wooded area part of residential subdivision with frontage on Hwy. 59 and Hawtrey Rd. Not provincially significant environmental area or Significant Woodland in Official Plan.
- Previously intended to be residential subdivision but then dedicated as green space as part of the subdivision.
- Designated and zoned residential.
- Provides some buffer area to industrial lands to the west.
- Potential as 1 lot with tree conservation (vs 25+ lot rear yard lot additions).
- Would require driveway access on Hwy. 59 or Hawtrey Rd (County roads).
- Consultation and review, including BAO, has not identified any burial sites.

Engagement:

- Majority of comments are opposed to selling.
- Wildlife/animals would be affected.
- Currently a noise barrier and weather barrier from Hwy. 59 and the industrial use to the west on Hwy. 59.
- Do not take away green space.
- Property values would go down.
- Cost of maintaining the woodlot is minimal to the County.
- Safety concern with access to busy stretch of Hwy. 59.
- Questions on if there are burial sites on the land.
- Too small to be developed. Neighbours may have interest in purchasing.

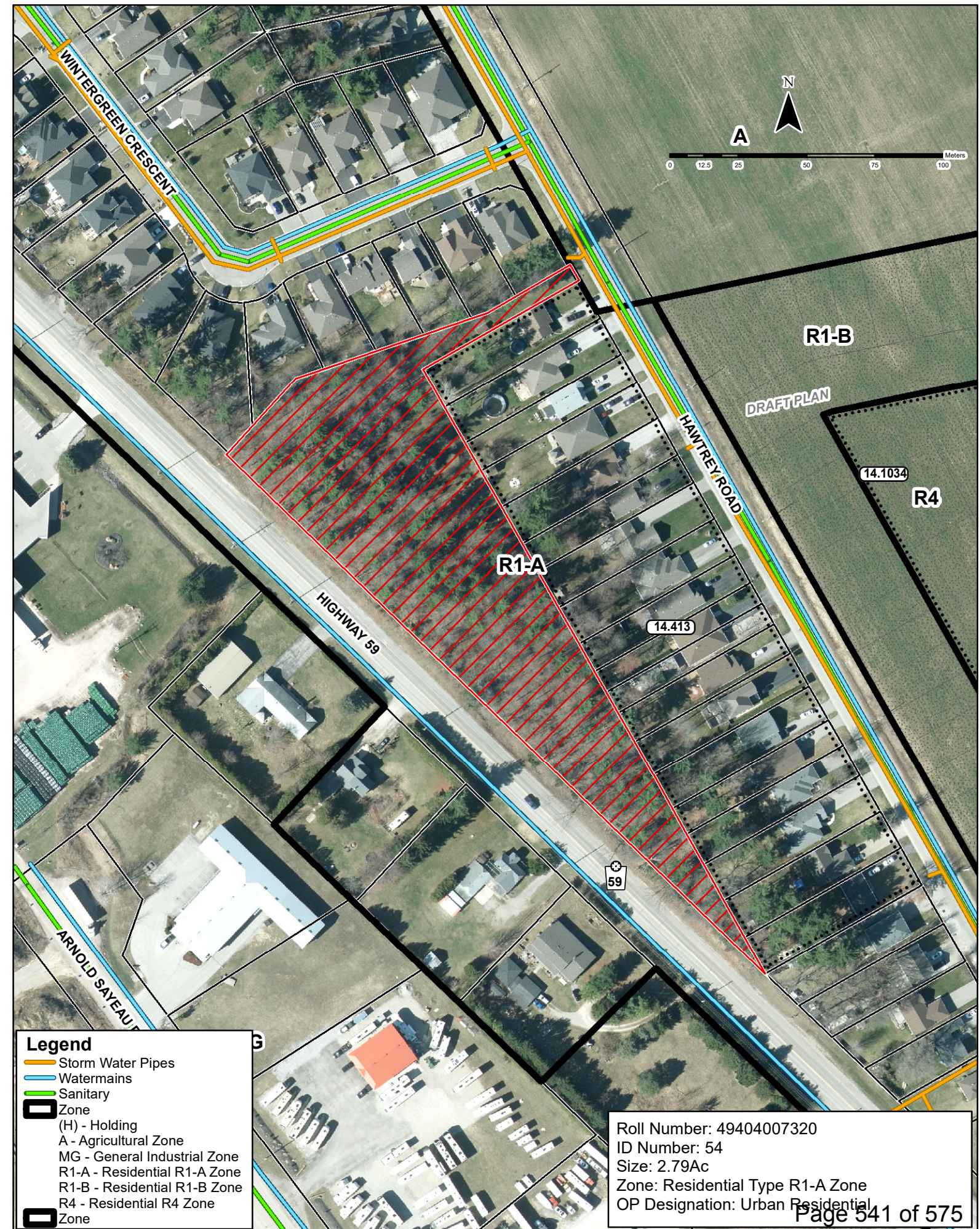
Options and Next Steps:

Option A: Proceed with surplus disposition process.

Option B: Retain and maintain as community use.

Recommendation:

- Proceed with Option A: surplus disposition process.



15 FIREFIGHTERS LANE

Hamlet Area of
Vittoria

ROLL NUMBER: 49306015610



Considerations:

- Previously owned by school board. Existing Reference Plan.
- Formerly maintained by Vittoria Thompson Memorial Park Committee. No concern expressed when consulted by Operations staff.
- Former baseball diamond no longer programmed (more formal baseball diamond exists across the street at the community centre park). Other park space and recreation facilities exist across the street.
- Existing Community Institutional zone allows a range of institutional uses along with single-detached, semi-detached and duplex residential dwellings. Potential for re-use of full block of land or as multiple lots.
- Private services. Geotechnical report (and other technical work) would be required for development.

Engagement:

- A few comments oppose selling and one supports it.
- Retain as part of the public open space with the surrounding community uses. Limited need and impact of selling for minimal lots that may not be needed.
- Not sufficient land to make money and help with Norfolk’s financial situation.
- This parcel was also part of the public meeting held in combination with the Old Town Hall public information meeting.

Options and Next Steps:

- Option A: Proceed with surplus disposition process (“As-is”) under current zoning and as one parcel of land. Potential purchaser to conduct any subsequent zoning, lot creation, geotechnical (and any other technical work).
- Option B: County prepare geotechnical report (and any other technical work) and create more than one residential lot. Then proceed with surplus disposition process.
- Option C: Retain and maintain as community use.

Recommendation:

Proceed with Option A: surplus disposition process “as-is” basis.



Legend

NextWinsQuickWinsShape

Zone

(H) - Holding

IC - Community Institutional Zone

RH - Hamlet Residential Zone

Zone

Roll Number: 49306015610

ID Number: 16

Size:

Zone: Community Institutional Zone

OP Designation: Hamlet

Page 542 of 575

14 OAKES BLVD

Hamlet Area of
Vittoria

ROLL NUMBER: 49306012510



Considerations:

- Considered park space maintained by County. Acquired as part of plan of subdivision originally.
- Formerly maintained by Vittoria Thompson Memorial Park Committee. No concern expressed when consulted by Operations staff.
- Municipal drain along western edge of property. Could be retained or with easement.
- Some slope and trees.
- Private services. Geotechnical report (and other technical work) would be required for development.
- Would require rezoning to permit residential.

Engagement:

- A couple comments oppose selling and one supports it.
- Was part of the original parkland dedication requirement for the subdivision. Retain as part of the public open space with the surrounding community uses. Limited need and impact of selling for minimal lots that may not be needed.
- Not sufficient land to make money and help with Norfolk's financial situation.
- This parcel was also part of the public meeting held in combination with the Old Town Hall public information meeting.

Options and Next Steps:

Option A: County prepare geotechnical report (and any other technical work) as part of rezoning process to rural hamlet residential zone for the creation of one or more lots. Then proceed with surplus disposition process.

Option B: Proceed with surplus disposition process "as-is" basis.

Option C: Retain and maintain as community use.

Recommendation:

- Proceed with Option A: County rezoning process.





Working together with our community

Council-In-Committee Meeting – April 09, 2024

Subject: Summary of Bid Awards for the Period Ending March 19, 2024
Report Number: CS-24-051
Division: Corporate Services
Department: Purchasing Services
Ward: All Wards
Purpose: For Decision

Recommendation(s):

THAT Staff Report CS 24-051, Summary of Bid Awards for the period ending March 19, 2024, be received as information;

AND THAT the General Manager, Operations be authorized to execute a contract with Mohawk Ford Sales (1996) Limited for Request for Tender **OPS-FLT-24-03 Supply and Delivery of Eight (8) New 4x4 1/2 Ton Pick-Up Trucks** in the amount of \$482,288 (excluding HST);

AND THAT the Director, Engineering be authorized to execute a contract with WT Infrastructure Solutions Inc. for Invitational Request for Tender **EIS-ENG-24-79 Engineering Services for the Reconstruction of Leamon and West Church Street, Waterford** in the amount of \$312,030 (excluding HST);

AND THAT the General Manager, Environmental and Infrastructure Services be authorized to execute a contract with Walker Construction Limited for Request for Tender **EIS-ENG-24-33 Surface Treatment Program 2024** in the amount of \$2,486,506 (excluding HST);

AND THAT the Approved Capital Budget be amended to reflect all required adjustments to the 2024 Surface Treatment Program as identified in Table 1 of this report;

AND THAT the Fire Chief, Fire Department be authorized to execute a contract with Rib Pro Inc. for Request for Tender **CAO-FD-24-02 Supply and Delivery of Two (2) New Water Rescue Boats & Two (2) New Trailers** in the amount of \$96,616 (excluding HST);

AND FURTHER THAT the Approved Capital Budget associated with Request for Tender **CAO-FD-24-02 Supply and Delivery of Two (2) New Water Rescue Boats & Two (2) New Trailers** be amended from \$ 87,000 to \$ 99,000 (rounded, incl. net

HST) to accommodate the required increase of \$12,000 with the variance to be funded by the General Capital Replacement Reserve Fund;

AND THAT the Director, Engineering be authorized to execute a contract with Elgin Construction for Request for Tender **EIS-ENG-24-39 Homewood and Potts Reconstruction** in the amount of \$1,455,413.88 (excluding HST);

AND THAT the Approved Capital Budget be amended by \$600,000 to reflect the budget adjustments to the Road Component of projects 5532311 and 5532310 relating to the Homewood and Potts Reconstruction as identified in Table 2 of this report;

AND THAT the General Manager, Environmental and Infrastructure Services be authorized to execute a contract with Elgin Construction for Request for Tender **EIS-ENG-24-61 James Street Reconstruction** in the amount of \$3,345,062.94 (excluding HST);

AND THAT the Director, Engineering be authorized to execute a contract with G. Douglas Vallee Ltd. for Request for Proposal **EIS-ENG-24-70 Engineering Services for 2025 Structures Rehabilitations and Replacements** in the amount of \$499,750 (excluding HST);

AND THAT the Director, Strategic Innovation and Economic Development be authorized to execute a contract with Left Turn Right Turn Ltd for Request for Proposal **CD-ED-24-02 Ride Norfolk Transit Master Plan** in the amount of \$110,705 (excluding HST);

AND FURTHER THAT the Approved Capital Budget associated with Request for Proposal **CD-ED-24-02 Ride Norfolk Transit Master Plan** be amended from \$90,000 to \$144,000 (rounded, incl. net HST) as outlined in Attachment A to accommodate the required increase of \$23,000 and recognize grant funding for the project.

Executive Summary:

The purpose of this report is to present a simplified bid award report request outlining various bid results for formal bidding opportunities that have closed for the period ending March 19, 2024. Staff are seeking approval for contracts to be executed with the successful bidders in accordance with CS-01 Delegated Financial Spending Authority to Officers and Employees of Norfolk County.

Discussion:

In accordance with Section 3.2.2 of the Purchasing Policy approved by Council on November 10, 2020 under the authority of By-Law 2022-104, Council delegated its authority to General Managers to award all Requests for Tenders (RFT) and Requests for Proposals (RFP) with purchase amounts between \$50,000 and

\$250,000 when all of the following conditions apply:

1. It is the lowest Tender meeting specifications, or the Proposal meeting the Price per Point methodology, and
2. The scope of the project has not changed from what was approved by Council, and
3. The amount of the Bid, plus all related costs, is within the approved allocations, and
4. Any contract not anticipated to be financed by debentures.

As outlined in Section 25.1.3 of CS-02, Purchasing Policy, a report to Council is required for approval if any of the required criteria as noted above is not met.

A detailed summary of the formal bidding opportunities has been provided as Attachment A to this report. All purchasing activity outlined in the attachment requires award by Council.

The formal bidding opportunities outlined have been developed and issued in accordance with the Norfolk County Purchasing Policy and Procedures. The recommended bidder has been proposed on the basis of having submitted the lowest compliant bid that meets the minimum specification as outlined in Norfolk County Policy CS-02, Purchasing Policy, Section 4.4.

Financial Services Comments:

Previously Bid awards that did not fall within the authority of By-Law 2022-104 were presented to Council for consideration through individual reports. The simplified bid award report eliminates the need for individual reports and presents a summary of the various bid results for formal bidding opportunities that have closed for the period ending March 19, 2024.

The Bid awards summarized in Attachment A do not fall within the authority of By-Law 2022-104 for various reasons such as:

1. The amount of the bid and all related costs may not be within the approved allocations.
2. Anticipated financing will be by debentures
3. The bid award is over \$250,000
4. The scope of the project may have changed.

For those bids and related costs that are under the approved allocation, a positive financial implication will be realized. In addition, for any bid and related costs that are over the approved allocations, recommendations for Council approval to amend the approved budgets along with recommended funding sources have been proposed.

It should be noted, budget amendments for funding shortfalls will have a negative impact on forecasted reserve balances and operating surpluses. In addition, given the

cost increases, future capital plans will need to be increased. Higher annual reserve contributions should be recommended accordingly in future budgets in order to sustain the current level of infrastructure, which would result in higher levy and rate requirements.

In an effort to minimize the impact of bid awards that are over budget, Financial Management & Planning (FMP) staff perform a detailed review of each bid and collaborate with staff from the issuing department to mitigate financial impacts. The steps taken include:

1. Identifying offsetting savings within another capital project, or operating budget line.
2. Reducing the scope to remain within budget.
3. Identifying other projects that are lower priority, with same funding source, to defer and re-budget in a future year.

These steps are taken before a budget amendment is recommended unless the overage is considered immaterial.

It is important to note that additional financial comments which relate to each bid awarded in this report are included in the applicable entry on attachment A to this report.

2024 Surface Treatment Program

As outlined in Attachment 'A' with respect to Request for Tender EIS-ENG-24-33 Surface Treatment Program 2024, staff recommend the approved Capital Budget be amended to reflect all required adjustments to the 2024 Surface Treatment Program as identified below in Table 1:

Table 1: 2024 Surface Treatment Program Budget Adjustments

Project Number	Approved Budget	Amended Budget	Amendment
5532447	110,000	104,000	-6,000.00
5532448	190,000	190,000	-
5532450	250,000	357,000	107,000.00
5532451	160,000	157,000	-3,000.00
5532452	150,000	164,000	14,000.00
5532453	170,000	205,000	35,000.00
5532455	80,000	142,000	62,000.00
5532456	80,000	76,000	-4,000.00
5532457	60,000	55,000	-5,000.00
5532458	50,000	67,000	17,000.00
5532459	80,000	72,000	-8,000.00

5532460	70,000	67,000	-3,000.00
5532461	120,000	137,000	17,000.00
5532462	60,000	61,000	1,000.00
5532463	120,000	112,000	-8,000.00
5532464	250,000	256,000	6,000.00
5532467	60,000	77,000	17,000.00
5532468	80,000	92,000	12,000.00
5532469	70,000	139,000	69,000.00
5532449	120,000	-	-120,000.00
5532454	50,000	-	-50,000.00
5532465	150,000	-	-150,000.00
Total	2,530,000	2,530,000	-

Homewood and Potts Reconstruction

As outlined in Attachment 'A' with respect to Request for Tender EIS-ENG-24-39 Homewood and Potts Reconstruction, staff recommend the approved Capital Budget be amended (decreased) by \$600,000 to reflect the budget adjustments to the Road Component of projects 5532311 and 5532310 as identified in Table 2, due to favourable tender pricing:

Table 2: Budget Reductions to Projects (Road Component Only)

Project Number	Approved Budget	Amended Budget	Amendment
5532311	\$1,137,000	\$887,000	(\$250,000)
5532310	\$1,659,000	\$1,309,000	(\$350,000)

Impacts to 2024 Reserve Projections

As outlined in Attachment 'A', multiple budget amendments are required to accommodate the award of the tenders in this report. The table below summarizes the projected impact on the associated reserves as a result of these changes. Positive impacts of this SOBAR report (budget reductions) will be uncommitted in their respective reserves, which increases financial flexibility as the funds can be re-purposed for future projects or will be used to mitigate other projects which are approved to be debt-funded.

	Roadway Construction Reserve	General Capital Replacement Reserve
Unaudited Opening Balance	\$18,213,227	\$2,546,975
Projected Contributions & Interest	15,106,331	4,333,450
Projected Commitments	(28,858,091)	(3,593,244)
Impacts of this SOBAR Report	600,000	(12,000)
Projected Closing Balance	\$5,061,467	\$3,275,180

**Projected commitments do not include the impacts of any amendments approved / ratified through the March 26, 2024 Council Meeting*

Interdepartmental Implications:

Consultation(s):

General Manager, Operations; Director, Engineering; General Manager, Environmental and Infrastructure Services; Fire Chief, Fire Department; Director, Strategic Innovation and Economic Development; and Treasurer and Director, Financial Management and Planning were consulted in the preparation of this report.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Serving Norfolk - Ensuring a fiscally responsible organization with engaged employees who value excellent service.

Explanation:

This report supports the strategic plan as it allows the bids to be awarded and resulting contracts to be executed in a timely manner and contributes to fiscal responsibility for the organization in alignment with the goals of the Purchasing Policy.

Conclusion:

Staff are seeking approval to execute contracts with recommended bidders for the formal bidding opportunities that closed for the period ending February 27, 2024 through resolution of Council in accordance with Norfolk County Purchasing Policy and Procedures.

Attachment(s):

- Attachment 'A' - Summary of Bid Awards Ending March 19, 2024
- Attachment 'B' - RFP Pre-established Criteria and Weighting

Approval:

Approved By:
Heidy VanDyk
General Manager, Corporate Services

Reviewed By:
Amy Fanning
Treasurer and Director Financial Management and Planning

Reviewed By:
Jacqueline Hodgson
Supervisor, Purchasing Services

Prepared By:
Rachael Artemenko
Senior Procurement Officer

Entry #	1	Bid Name:	Supply and Delivery of Eight (8) New 4x4 1/2 Ton Pick-Up Trucks				
Bid #	OPS-FLT-24-03	Successful Bidder Name:	Mohawk Ford Sales (1996) Limited	Bid Advertising	Newspaper Advertisement, Norfolk County Bids & Tenders	Multitple Year Bid	No
Bid Type	Request for Tender (RFT)	Bid Amount (excluding taxes)	\$482,288.00	# Of Bids Received:	3	Project Start Date	23-Apr-24
Bid Closing Date	12-Mar-24	Budget (including net HST)	\$512,000.00	# Of Bids Rejected:	1	Project End Date	31-Aug-24
Reason Council Approval is Required	Award amount is over \$250,000.						
Names and Prices of all bids meeting requirements (exclusive of all applicable taxes)	Blue Mountain Chrysler Ltd. \$506,024.00 Mohawk Ford Sales (1996) Limited \$482,288.00						
Comments by User Division	Units meet County needs - all eight (8) will replace existing pickups, which will be selected closer to new trucks arriving.						
Finance Comments	The approved Capital Budget contains an allocation for various capital projects totalling \$512,000 for Eight (8) 4x4 Pickup Trucks included within this tender (\$64,000 each). Funding for these projects is provided by the Fleet Reserve & the New/Incremental Capital Reserve (1 Vehicle). Based on the tender award amount of \$482,000 (Rounded, incl. Net HST) from Mohawk Ford Sales (1996) Limited, sufficient funds have been allocated to accommodate this bid.						

Entry #	2	Bid Name:	Engineering Services for the Reconstruction of Leamon and West Church Street, Waterford				
Bid #	EIS-ENG-24-79	Successful Bidder Name:	WT Infrastructure Solutions Inc.	Bid Advertising	Newspaper Advertisement, Norfolk County Bids & Tenders	Multple Year Bid	No
Bid Type	Invitational Request for Quotation (IRFQ)	Bid Amount (excluding taxes)	\$312,030.00	# Of Bids Received:	2	Project Start Date	1-May-24
Bid Closing Date	12-Mar-24	Budget (including net HST)	\$710,000.00	# Of Bids Rejected:	0	Project End Date	1-Nov-26
Reason Council Approval is Required	Award amount is over \$250,000.						
Names and Prices of all bids meeting requirements (exclusive of all applicable taxes)	WT Infrastructure Solutions Inc. \$312,030.00 G. Douglas Vallee Limited \$312,895.00						
Comments by User Division	EIS-ENG-24-79 was issued to retain engineering services for the complete reconstruction of Leamon Street, from Nichol Street to Thompson Road and West Church Street from Washington Street to Main Street, all in Waterford. Upon closing WT Infrastructure Solutions Inc. was the low bidder in the amount of \$312,030.00. This bid contains a \$60,000 contingency allowance. Staff are confident the successful bidder will be able to execute this assignment. Staff recommend awarding EIS-ENG-24-79 to WT Infrastructure Solutions Inc.						
Finance Comments	The Approved Capital Budget includes an allocation of \$710,000 for the Engineering Services for the Reconstruction of Leamon and West Church St, with construction included in the Approved Capital Plan in a future year. Funding for engineering component of these projects are to be provided from CCBF Reserve Fund. Based on the tender award amount of \$318,000 (Rounded, incl. Net HST) from WT Infrastructure Solutions Inc., sufficient funds have been allocated to accommodate this bid.						

Entry #	3	Bid Name:	Surface Treatment Program 2024				
Bid #	EIS-ENG-24-33	Successful Bidder Name:	Walker Construction Limited	Bid Advertising	Newspaper Advertisement, Norfolk County Bids & Tenders	Multple Year Bid	No
Bid Type	Request for Tender (RFT)	Bid Amount (excluding taxes)	\$2,486,506.00	# Of Bids Received:	2	Project Start Date	2-May-24
Bid Closing Date	5-Mar-24	Budget (including net HST)	\$2,530,000.00	# Of Bids Rejected:	0	Project End Date	27-Sep-24
Reason Council Approval is Required	Award amount is over \$250,000.						
Names and Prices of all bids meeting requirements (exclusive of all applicable taxes)	Walker Construction Limited \$2,831,700.00 Circle P Paving Inc. \$3,014,597.00						
Comments by User Division	RFT EIS-ENG-24-33 is the annual surface treatment program. Various surface treated roads across the county have been identified for rehabilitation. The 2024 program includes asphalt padding and surface treatment of approximately 60 kilometres of road. In addition, approximately 780 metres of roadside safety upgrades are included in this contract. The tender was structured with four (4) provisional roads/items to be in a position to award the tender with or without the provisional scope. This request for tender closed on March 5, 2024 with bids being submitted by two (2) contractors. Walker Construction Limited was the low bidder with a total bid of \$2,831,700.00 excluding HST. In order to bring the project within budget, the following provisional projects will be deferred and prioritized on the 2025 Surface Treatment Program: Front Road - Turkey Point Road to Van Norman Street and Dancey Side Road - Queen Street to Front Road. Norfolk County Road 45 - Forestry Farm Road to East Quarterline Road, noted as a provisional item in this tender, has been identified in the Roads Need Study as a future project for hot mix asphalt, and as such has been removed from the 2024 Surface Treatment Tender. Walker Construction Limited has a proven track record of executing the surface treatment program for Norfolk County with a high degree of accuracy and quality. Staff recommend Council award EIS-ENG-24-33 to Walker Construction Limited, not including the provisional items noted in the tender.						
Finance Comments	The Approved 2024 Capital Budget contains an allocation of \$2,530,000 for the Surface Treatment Program which includes several asphalt resurfacing projects for various stretches of roadway within Norfolk County. Funding for these projects is to be provided from the Roadway Construction Reserve. In order to complete the scope of work identified within the Surface Treatment Program and remain within the 2024 approved budget, three (3) locations listed as provisional items have been removed from the schedule of work. These include Project 5532449, Front Rd, Turkey Point Rd to VanNorman St, 5532454, Dancey Side Rd, Queen St to Front Rd, and 5532465, Norfolk County Rd 45, Forestry Farm Rd to East Quarterline Rd. The approved funding for these provisional projects will be utilized to complete the remaining projects and continue to stay within the approved program allocation. These projects are recommended to be closed and re-budgeted in a future year. Based on lowest compliant bid amount of \$2,486,506 from Walker Construction Limited, sufficient funds have been allocated to accommodate this bid with the exclusion of all provisional items.						

Entry #	4	Bid Name:	Supply and Delivery of Two (2) New Water Rescue Boats & Two (2) New Trailers				
Bid #	CAO-FD-24-02	Successful Bidder Name:	RIB PRO INC.	Bid Advertising	Norfolk County Bids & Tenders	Multple Year Bid	No
Bid Type	Request for Tender (RFT)	Bid Amount (excluding taxes)	\$96,616.00	# Of Bids Received:	1	Project Start Date	1-Apr-24
Bid Closing Date	12-Mar-24	Budget (including net HST)	\$87,000.00	# Of Bids Rejected:	0	Project End Date	31-May-24
Reason Council Approval is Required	The amount of the Bid, plus all related costs, is not within the approved allocations.						
Names and Prices of all bids meeting requirements (exclusive of all applicable taxes)	RIB PRO INC. \$96,616.00						
Comments by User Division	This bid is for the supply and delivery of two (2) new water rescue boats & two (2) new trailers to be delivered to 568 Queensway West Simcoe, ON N3Y 4R4. The successful bid will meet requirements of the Fire Department.						
Finance Comments	Budget Amendment: The Approved Capital Budget includes an allocation of \$87,000 for Supply and Delivery of Two (2) Water Rescue Boats & Two (2) Trailers for the Norfolk County Fire Department to be funded from the General Capital Replacement Reserve. Based on the tender award amount of \$99,000 (Rounded, Net HST) from RIB PRO INC., a budget amendment of \$12,000 is required. This consists of \$7,000 for project 7432302 and \$5,000 for project 7432404. Staff recommend the additional funding required be provided by the General Capital Replacement Reserve to accommodate the budget amendment related to this bid.						

Entry #	5	Bid Name:	Homewood and Potts Reconstruction				
Bid #	EIS-ENG-24-39	Successful Bidder Name:	Elgin Construction	Bid Advertising	Newspaper Advertisement, Norfolk County Bids & Tenders	Multple Year Bid	No
Bid Type	Request for Tender (RFT)	Bid Amount (excluding taxes)	\$1,455,413.88	# Of Bids Received:	9	Project Start Date	13-May-24
Bid Closing Date	19-Mar-24	Budget (including net HST)	\$2,600,000.00	# Of Bids Rejected:	0	Initial Term Project End Date	30-Aug-24
Reason Council Approval is Required	Award amount is over \$250,000.						
Names and Prices of all bids meeting requirements (exclusive of all applicable taxes)	Elgin Construction \$1,455,413.88 BEECH Infrastructure Group Ltd. \$1,692,297.64 Morley's Contracting \$1,752,850.00 CH Excavating (2013) \$1,773,947.37 Navacon Construction Inc. \$1,800,087.10 Neil Montague Construction Limited \$1,821,503.50 KADA Group Inc. \$1,863,019.44 2008422 Ontario Limited \$1,960,320.50 Oxford Civil Group Inc. \$1,979,486.01						
Comments by User Division	RFT EIS-ENG-24-39 consists of the complete reconstruction of Homewood Ave. from Victoria Street to Oakwood Ave. and Potts Road from Victoria Ave. to the Oakwood cemetery, all in Simcoe. The works include updating the sanitary sewer, storm sewer, watermain, road structure and sidewalks. This request for tender closed on March 19, 2024 with bids being submitted by a total of nine (9) contractors. Elgin Construction is the low bidder with a total bid of \$1,455,413.88 excluding HST. This bid submission includes a contract contingency allowance of \$80,000. Elgin construction has a proven track record of executing numerous reconstruction projects for Norfolk County with a high degree of accuracy and quality. Staff recommend Council award EIS-ENG-24-39 to Elgin Construction.						
Finance Comments	The approved Capital Budget includes a total allocation of \$2,796,000 for the reconstruction of Potts Road, Oakwood to Victoria St. (\$1,659,000) and Homewood Ave, Oakwood to Victoria St. (\$1,137,000) in Simcoe with \$196,000 allocated for Engineering Services (previously awarded) and \$2,600,000 allocated for construction costs as it relates to this bid. Funding for these projects is provided from the Roadway Construction Reserve (\$1,695,000) the Water Reserve (\$386,000) and the Wastewater Reserve (\$445,000). Based on the tender award of \$1,481,000 (Rounded Net HST) from Elgin Construction, there are sufficient funds available to accommodate this bid.						

Entry #	6	Bid Name:	James Street Reconstruction				
Bid #	EIS-ENG-24-61	Successful Bidder Name:	Elgin Construction	Bid Advertising	Newspaper Advertisement, Norfolk County Bids & Tenders	Multple Year Bid	No
Bid Type	Request for Tender (RFT)	Bid Amount (excluding taxes)	\$3,345,062.94	# Of Bids Received:	6	Project Start Date	1-May-24
Bid Closing Date	19-Mar-24	Budget (including net HST)	\$3,554,000.00	# Of Bids Rejected:	0	Project End Date	29-Nov-24
Reason Council Approval is Required	Award amount is over \$250,000.						
Names and Prices of all bids meeting requirements (exclusive of all applicable taxes)	Elgin Construction \$3,345,062.94 598424 Ontario Ltd. o/a R. Russell Construction \$3,600,998.80 Sierra Infrastructure Inc \$3,838,938.05 J-AAR Excavating Limited \$3,857,641.96 Oxford Civil Group Inc. \$3,949,685.09 KADA Group Inc. \$5,399,626.34						
Comments by User Division	RFT EIS-ENG-24-61 consists of the complete reconstruction of James Street in Delhi, from Church Street West to Swimming Pool Road, approximately 100m north of Talbot Road, including updating the sanitary sewer, storm sewer, watermain, road structure, intersection signalization and sidewalks. This request for tender closed on March 19, 2024 with bids being submitted by a total of six (6) contractors. Elgin Construction is the low bidder with a total bid of \$3,345,062.94 excluding HST. This bid submission includes a contract contingency allowance of \$85,000 and a street lighting contingency of \$50,000. The results are within the approved capital budget. Staff have reviewed the bid and confirm this is a competitive price. Elgin construction has a proven track record of executing reconstruction projects for Norfolk County with a high degree of accuracy and quality. Staff recommend Council award EIS-ENG-24-61 to Elgin Construction.						
Finance Comments	The Approved Capital Budget includes allocations totaling \$4,016,000 for the James Street Reconstruction. \$3,554,000 allocated for Construction Costs and \$462,000 for Engineering Services as it relates to this bid. Funding for this project is to be provided from the Roadway Construction Reserve (\$3,306,000), Water Capital Replacement Reserve (\$414,000) and the Wastewater Capital Replacement Reserve (\$269,000). Based on the tender award amount of \$3,404,000 (Rounded, Net HST) for the construction portion of this project, from Elgin Construction, sufficient funds have been allocated to accommodate this bid.						

Entry #	7	Bid Name:	Engineering Services for 2025 Structures Rehabilitations and Replacements				
Bid #	EIS-ENG-24-70	Successful Bidder Name:	G. Douglas Vallee Ltd.	Bid Advertising	Newspaper Advertisement, Norfolk County Bids & Tenders	Multitple Year Bid	No
Bid Type	Request for Proposal (RFP)	Bid Amount (excluding taxes)	\$499,750.00	# Of Bids Received:	2	Project Start Date	29-Apr-24
Bid Closing Date	5-Mar-24	Budget (including net HST)	\$730,000.00	# Of Bids Rejected:	0	Project End Date	31-Dec-25
Reason Council Approval is Required	Award amount is over \$250,000.						
Names and Prices of all bids meeting requirements (exclusive of all applicable taxes)	G. Douglas Valle Ltd. EXP Services Inc.						
Comments by User Division	<p>RFP EIS-ENG-24-70 was a request for proposals to retain a consultant for Engineering Services for 2025 Structures Rehabilitations and Replacements. This assignment consists of the following engineering work:</p> <ul style="list-style-type: none"> - Structure D00033 – Little Lake Culvert – Replacement - Structure 984202 – Port Royal Bridge – Rehabilitation - Structure 000006 – Norfolk Street South Bridge – Rehabilitation - Structure 000018 - 13th Street West Arch - Rehabilitation - Structure 982402 - Bloomsburg Bridge - Replacement - Structure D00006 - Concession 3 Road Windham Bridge <p>G. Douglas Vallee Ltd. is the successful proponent. G. Douglas Vallee Ltd. has a proven track record with Norfolk County to demonstrate their ability to successfully deliver these services. Engineering staff recommend EIS-ENG-24-70 be awarded to G. Douglas Vallee Ltd.</p>						
Finance Comments	The Approved Capital Budget includes allocations totaling \$730,000 for Engineering Services for 2025 Structure Rehabilitations as it relates to this bid. Funding for these projects is to be provided from the OCIF (\$2,771,000), Debenture (\$1,633,000), Roadway Construction Reserve (\$880,000) and the Gas Tax Revenue (\$1,425,000). Based on the tender award amount of \$509,000 (Rounded, Net HST) for Engineering Services from G. Douglas Vallee Ltd. sufficient funds have been allocated to accommodate this bid.						

Entry #	8	Bid Name:	Ride Norfolk Transit Master Plan				
Bid #	CD-ED-24-02	Successful Bidder Name:	Left Turn Right Turn Ltd	Bid Advertising	Newspaper Advertisement, Norfolk County Bids & Tenders	Multitple Year Bid	No
Bid Type	Request for Proposal (RFP)	Bid Amount (excluding taxes)	\$110,705.00	# Of Bids Received:	3	Project Start Date	May 1 2024
Bid Closing Date	27-Feb-24	Budget (including net HST)	\$90,000.00	# Of Bids Rejected:	0	Project End Date	31-Mar-25
Reason Council Approval is Required	The amount of the Bid, plus all related costs, is not within the approved allocations.						
Names and Prices of all bids meeting requirements (exclusive of all applicable taxes)	Left Turn Right Turn Ltd. WSP Canada Paradigm Transportation Solutions						
Comments by User Division	This Transit Master Plan (TMP) study will provide the County with future planning for its Transit network. The TMP will provide a comprehensive review, insight, and strategies to reach growth areas within the County for the next ten (10) years. The TMP shall identify challenges and opportunities for current and future transportation demand and networks, evaluate the existing transportation infrastructures, and a desire to investigate long-range interregional and/or intraregional transit feasibility.						
Finance Comments	Budget Amendment: The Approved Capital Budget includes an allocation of \$90,000 for the Transit Master Plan, with funding to be provided from the New/Incremental Capital Reserve. Subsequent to the approval of the the 2024 Capital Budget, staff were notified of a successful grant funding application which will fund the majority of this project. Based on the grant approval, a budget amendment of \$54,000 is recommendend, with grant funding of \$105,000 and funding from the New/Incremental Capital Reserve of \$39,000. As a result, there is a net reduction in required funding from the New/Incremental Capital Reserve in the amount of \$51,000. Based on the bid amount of \$113,000 (rounded, incl net HST) from Left turn Right turn Ltd., the amended budget will be sufficient to accommodate this bid.						

Attachment 'B' - RFP Pre-established Criteria and Weighting

RFP No. EIS-ENG-24-70 Engineering Services for 2025 Structure Rehabilitations and Replacements

1. Technical Scoring:

Technical Scoring:		
DESCRIPTION OF FACTOR	WEIGHT	TOTALWEIGHT FOR SECTION
A. Experience and Qualifications of Project Team		
1. Project Team		35
I. Project Manager in the Management Role	10	
II. Senior Staff by discipline (ie. Discipline-Specific Engineers, Technologists, QA/QC)	10	
III. Support Staff and resources including sub consultants	10	
2. Team Matrix	5	
B. Corporate Qualifications and Experience:		
1. Representative Corporate experience on three projects of similar value and scope, including references	15	15
C. Project Understanding and Work Plan:		
1. Project Understanding	20	45
2. Detailed Work Plan	15	
3. Detailed Schedule (GANTT Chart)	5	
4. Quality Assurance and Control	5	
D. Proposal Quality		
1. Proposal Quality	5	5
Technical Score		/100
Does technical score achieve benchmark score of 70%		Yes / No

2. Optional Interview Scoring:

DESCRIPTION OF FACTOR	WEIGHT	TOTALWEIGHT FOR SECTION
Technical Score (carried over)		/100
Does the technical score achieve benchmark score of 70%		Yes / No
Optional Interview/Presentation (held at discretion of the County for Proponents who meet the benchmark score)	10	10
Total (Optional Interview Score + Technical Score)		/110

RFP No. CD-ED-24-02 Ride Norfolk Transit Master Plan

1. Technical Scoring:

DESCRIPTION OF FACTOR	WEIGHT	TOTALWEIGHT FOR SECTION
A. Company Profile:		
1. Company Profile	10	20
2. Three (3) relevant examples and three (3) references.	10	
B. Key Team Members:		
1. Lead Consultant's Qualifications	15	30
2. Team qualifications	15	
C. Methodology, Work Plan and Schedule:		
1. Demonstrated understanding	15	45
2. Identify project specific challenges and/or key issues	10	
3. Work plan and project schedule	10	
4. Public and Stakeholder Communications Strategy	5	
5. Information required from Norfolk County staff	5	
D. Other		
1. Value-added services	5	5
Technical Score		/100
Does technical score achieve benchmark score of 70%		Yes / No

2. Optional Interview Scoring:

DESCRIPTION OF FACTOR	WEIGHT	TOTALWEIGHT FOR SECTION
Technical Score (carried over)		/100
Does the technical score achieve benchmark score of 70%		Yes / No
Optional Interview/Presentation (held at discretion of the County for Proponents who meet the benchmark score)	10	10
Total (Optional Interview Score + Technical Score)		/110
Does Total score maintain benchmark score of 70% (77/110)?		Yes / No



Working together with our community

Council-In-Committee Meeting – April 09, 2024

Subject: 2024 Tax Policy
Report Number: CS-24-016
Division: Corporate Services
Department: Financial Management and Planning
Ward: All Wards
Purpose: For Decision

Recommendation(s):

THAT Report CS-24-016, 2024 Tax Policy, be received as information; and

THAT the 2024 Tax Ratios be set at:

Residential	1.0000
Multi-Residential	1.6929
New-Multi-Residential	1.0000
Commercial	1.6929
Industrial	1.6929
Pipeline	1.4894
Farmland	0.2300
Managed Forest	0.2500; and

THAT Norfolk County adopts both of the optional subclasses for small-scale on farm business for commercial and industrial subclasses; and

THAT the municipal tax rate reduction be set at 75% for the prescribed tax subclasses for small-scale on-farm business in 2024; and

THAT Norfolk County continue to apply a municipal tax rate reduction in 2024 of 33% to commercial and industrial properties in vacant land or excess land prescribed tax classes; and

THAT the 2024 Final Tax Levy be due and payable in two installments, on August 30, 2024 and October 31, 2024;

THAT on the first day of default a penalty of 1.25% shall be added and further interest of 1.25% shall be added on the first day of each calendar month thereafter in which default continues; and

THAT the 2024 tax rates resulting from the above tax policy decisions form a schedule to the 2024 Tax Policy By-Law; and

FURTHER THAT a 2024 Tax Policy By-Law be passed to give effect to the above.

Executive Summary:

The Municipal Act, 2001 (the Act) requires that municipalities approve annual tax policies that set the parameters for tax billing and collection.

This report will provide an update on Norfolk county's current assessment base for 2024, discussion on 2024 tax policy items for Council's consideration, as well as an update on 2024 education tax rates.

The tax policy issues included for consideration in this report are:

1. Tax Ratios
2. Small Scale On-Farm Business Optional Subclasses
3. Business Vacancy/Excess Land Tax Measures
4. Property Tax Billing and Installment Due Dates

Following Council's consideration of this report, a Tax Policy By-Law is required to enact Council's decisions and provide the necessary authority for staff to begin preparations for 2024 final tax billing.

This report recommends that the 2024 Tax Policies remain unchanged from 2023.

Discussion:

Assessment Base Overview and Impacts of the 2024 Tax Levy

Table 1 below provides an overview and reconciliation of the County's 2023 levy to the 2024 levy by tax class based on the recommended tax policy for 2024 (which remains unchanged from 2023). For Columns 2 to 4 of the Table, a negative number in the table represents a decrease in the relative total municipal burden while a positive number represents an increase.

The overall assessment growth that occurred in 2023 for the County was \$0.7 million in tax dollars from new taxpayers equivalent to 0.5% of the \$119 million Tax Levy for 2023. This is shown by tax class as Column 2 in Table 1. The overall assessment

growth is net of reduction in assessment due to property assessment appeals. In comparison to neighbouring municipalities, Norfolk County has not benefited significantly from growth and this value remains low for 2023.

Column 3 of Table 1 summarizes the impacts of any reassessment phase-in changes. Reassessment of all properties is mandated by the Province on a traditional four-year cycle, however, as a result of COVID-19, the 2020 re-assessment has been delayed and the Province has not provided any guidance as to when the next assessment cycle will take place. As such, the destination values for the 2024 tax year will remain the same resulting in no tax shift impacts caused by assessment phase-in changes.

Column 4 of Table 1 provides the impacts of the 2024 Council approved tax supported operating budget on each tax class. As Council will recall, the 2024 tax supported operating budget resulted in a levy increase of \$8.5 million after assessment growth for a final levy amount of \$128.5 million. As with prior years, the majority (80%) of the County's annual levy requirements is recovered from the residential tax base as can be noted in Column 5.

Table 1 – Reconciliation of 2023 Tax Levy to 2024 Tax Levy by Tax Class

Tax Class	2023 Approved Levy (1)	Growth (2)	Inter- Class Shift (3)	2024 Levy Impacts (4)	2024 Approved Levy (5)	Increase (%) (6)
Residential	95,758,923	256,840	-	6,832,933	102,848,696	7.40%
Multi-Residential	1,370,066	(5,183)	-	97,132	1,462,015	6.71%
New Multi-Res.	89,152	-	-	6,345	95,497	7.12%
Farmlands	7,173,100	228,723	-	526,763	7,928,586	10.53%
Managed Forests	157,239	2,517	-	11,366	171,122	8.83%
Commercial	10,833,931	127,351	-	780,057	11,741,339	8.38%
Industrial	2,880,605	45,446	-	208,232	3,134,283	8.81%
Pipelines	1,092,639	(7,390)	-	77,231	1,162,480	6.39%
Total	119,355,656	648,304	-	8,540,059	128,544,018	7.70%

**It is important to note that the increase attributed to the residential tax class in Table 1 represents the increase to the entire class and will not equal the increase attributed to the average residential property as noted in Norfolk's 2024 budget documents.*

Tax Policy Considerations

1. Tax Ratios

The Municipal Act, 2001 Section 312 (8) requires municipalities to pass a bylaw each year to establish the annual tax ratios. The tax ratios determine the level of taxation and

have a direct impact on the apportionment of property taxes between classes. A change to one tax ratio will usually affects the tax burden for all other tax classes.

The annual tax levy requirement is determined by the annual operating budget. The portion of the levy, or burden, for each tax class is based on its proportionate (or weighted share) of the overall assessment, as determined by the tax ratio of the property class. The total annual budget requirement is divided by the total weighted assessment which results in the residential tax rate. In turn, each class's share of the required levy is determined by multiplying the total class assessment by the applicable ratio and the estimated residential tax rate. The municipal tax rate together with the provincial education rate equals the total tax rate charged to property owners. The annual tax levy is billed by applying the total tax rate to the assessed value of each property.

In Ontario, the Municipal Property Assessment Corporation (MPAC) determines the tax class and the Current Value Assessment (CVA) of each property in accordance with the Assessment Act and associated regulations. An annual assessment roll, listing the tax class and CVA for each property within the municipality's jurisdiction, is prepared by MPAC and provided to each municipality.

The Province of Ontario announced the continued postponement of re-assessment following the COVID pandemic which will remain postponed for 2024. This means that property assessments remain unchanged for the 2024 tax year unless there have been changes made to the property resulting in a revised property assessment. For additional clarification, the assessed values currently being utilized are reflective of the value of a property or structure as of January 1, 2016 which in most cases, is not representative of the current value of a property in 2024.

The residential tax class is the benchmark and all other tax ratios are expressed in relation to the Residential tax rate. For example, the current commercial tax ratio in Norfolk County is 1.6929 meaning that for every dollar a residential property owner pays the commercial property owner pays \$1.69; the current farm tax ratio of 0.23 means that farmland is taxed at \$0.23.

When province-wide CVA assessment was introduced in 1998, the Province of Ontario mandated tax ratios for each municipality known as "transition ratios". These ratios were designed to continue the distribution of tax burden as it was prior to the tax reform. The Province recognized the transition from the old assessment regime to the new CVA based regime could result in significant tax burden shifts in some municipalities amongst property classes. Tax ratios were introduced as a means of mitigating these shifts.

Although ratios may be altered to shift tax burden, the ability to do so is restricted by the “ranges of fairness” as established by the Province. The range of fairness represents what the Province determines to be fair taxation for property types, relative to the residential class. In many municipalities, actual ratios are higher than the “range of fairness”. Where this is the case, municipalities may maintain the ratio at the previous state or move the ratios closer to the range of fairness. However, the ratio cannot be increased once it has been moved closer to the upper limit of the range of fairness. Where a tax ratio, or the previous year’s tax ratio, falls within the range of fairness, the municipality may move the tax ratio within the range. It’s important to note that any reduction in multi-residential, commercial, industrial or pipeline ratios would directly impact the residential tax class, resulting in an increase in the residential tax burden.

Despite the limitation, single and upper-tier councils still have some flexibility to change tax ratios. Each time a change is contemplated, analysis is required to determine impact on other classes. When one ratio is changed, the tax burden borne by all property classes can be impacted. Historically, tax ratios have not been altered to redistribute the tax burden with the exception of the reduction to the farm tax ratio in 2019 from 0.25 to 0.23.

Table 2 provides the provincially legislated ranges and maximums and Norfolk County’s current and proposed tax ratios:

Table 2 – Summary of Tax Ratios Against Established Thresholds

Property Class	Range of Fairness	Provincial Maximum	Current & Proposed Tax Ratios
Residential	1.0000	1.0000	1.0000
Commercial	0.6000 to 1.1000	1.9800	1.6929
Industrial	0.6000 to 1.1000	2.6300	1.6929
Multi-Residential	1.0000 to 1.1000	2.0000	1.6929
New Multi-Res	1.0000 to 1.1000	1.1000	1.0000
Pipeline	0.6000 to 0.7000	1.4894	1.4894
Farm	0.0000 to 0.2500	0.2500	0.2300
Managed Forest	0.2500	0.2500	0.2500

Table 3 provides a comparison of the tax burden from 2022 to 2024. This table is based on the assumption that tax ratios will remain at the 2023 levels. For the commercial, industrial and multi-residential classes, Norfolk County’s ratios are above the range of fairness but less than the provincial maximum. These ratios can be moved closer to the range of fairness but not increased. It is important to note that any changes to the ratio will shift the burden to other tax classes (predominantly residential).

Table 3 – Historical Tax Burden by Tax Class

Tax Class	2022 Levy by Class	2022 Burden %	2023 Levy by Class	2023 Burden %	2024 Levy by Class	2024 Burden %
Residential	88,311,962	79.9%	95,758,926	80.2%	102,848,696	80.0%
Multi-Residential	1,309,214	1.2%	1,370,066	1.1%	1,462,015	1.1%
New Multi-Res.	83,807	0.1%	89,152	0.1%	95,497	0.1%
Farmland	6,774,408	6.1%	7,173,100	6.0%	7,928,586	6.2%
Managed Forest	145,511	0.1%	157,239	0.1%	171,122	0.1%
Commercial	10,144,738	9.2%	10,833,926	9.1%	11,741,339	9.1%
Industrial	2,663,198	2.4%	2,880,604	2.4%	3,134,283	2.4%
Pipeline	1,042,048	0.9%	1,092,637	0.9%	1,162,480	0.9%
Total	\$110,474,886	100%	\$119,355,650	100%	\$128,544,018	100%

2. Small-Scale On-Farm Business Optional Subclasses

A. Original Small-Scale On-Farm Business Optional Subclass

In May 2018, the Province of Ontario established two new optional tax subclasses within the commercial and industrial classes for small-scale on-farm business to promote and support local farms across Ontario. In order to qualify, a commercial or industrial facility must be an extension of a farming operation and be used primarily to sell, process or manufacture something from a product produced on the farm. Commercial or industrial operations assessed at \$1 million or more do not qualify.

These subclasses provide a reduction of 75% to the commercial and industrial rates for the first \$50,000 of eligible assessment. An associated reduction in the commercial or industrial education tax rate applies regardless whether the municipality chooses to adopt the optional subclasses.

There are currently 13 properties in the first optional subclass with current value assessment of \$163,700. The estimated total cost of the reduction for this subclass for 2024 is \$3,898. Examples include a farm market and a Christmas tree farm.

Norfolk County Council approved the optional Small-Scale On-Farm business tax subclasses for the 2019 through 2023 taxation years. The Ministry of Finance requires Council to provide approval each year for this optional subclass. The lower tax rates only apply to qualifying properties in municipalities that adopt the optional subclasses through a By-Law.

B. Second Small Scale On-Farm Business Optional Subclass

On December 9, 2021, the Province of Ontario established a second optional subclass for both the industrial and commercial property classes to further support Small-Scale On-Farm businesses beginning in 2022. This second subclass permits municipalities to extend the reduced tax rate to properties with eligible assessment from \$50,000 to a maximum of \$100,000. The first \$100,000 of a property's eligible assessment will qualify for a tax rate of 25% of the commercial or industrial tax rate and the reduced business education tax rate will be applicable to this second subclass as well.

Eligibility criteria is consistent for both of these subclasses. There are 3 properties in the second optional class with a total estimated cost of \$1,784 for 2024. Examples include Wineries and a Gourmet Food Manufacturer.

Norfolk County Council has consistently approved the Original and Second Optional Subclasses for applicable years since inception. The Ministry of Finance requires Council to pass an annual by-law to adopt all Small-Scale On-Farm subclasses.

3. Commercial/Industrial Vacant/Excess Land Subclass

Norfolk County has historically placed a 33% tax rate reduction for commercial and industrial vacant or excess lands. In 2023, Council approved changes to this program starting in 2025 which will result in a decrease in the percentage from 33% to 16.5%, and a further reduction to 0% for 2026 and onward. Properties in this class will continue to see a 33% reduction for 2024.

4. Property Tax Billing and Installment Due Dates

Regular tax billings are issued twice per year, Interim and Final billings. Each bill is due in two instalments. Interim installment due dates are traditionally scheduled on the last business days of March and May. Final tax bills are calculated and issued after the annual municipal, education rates have been established, and tax policy By-Laws have been adopted. The final billing installment due dates have historically been scheduled on the last business days of August and October.

For 2024, the final tax installment due dates will be August 30, 2023 and October 31, 2024. The final levy is calculated based on the annual returned assessment roll multiplied by the approved final tax rates and reduced by the amount previously billed through the interim levy.

The interim and final tax billings are also an efficient mechanism to bill or recover other fees related to property such as local improvements, municipal drainage and waste

management fees. The levies for business improvement areas in Simcoe and Delhi are also collected through the property tax billings for applicable property.

Supplementary tax notices are issued after the final levy following receipt of new or omitted assessment provided by MPAC. The frequency of supplementary tax billings depends on the number of assessment extracts provided by MPAC. Over the past two years, as assessment activity has returned to normal, and as a result of assessment review completed, the number of additional bills issued through supplemental billing has increased.

The annual tax policy by-law also includes the provision for penalty and interest charged on unpaid taxes. The Act permits a maximum rate of 1.25% per month or 15% per annum. Most municipalities, including Norfolk County, impose the maximum rate to encourage property owners to pay taxes when due and limit accumulation of tax arrears. The estimate included in the 2024 Levy Supported Operating Budget for revenue generated from penalty and interest is \$1.5 million.

Education Tax Rates (No Change from 2023)

The education tax rates are established by the Province to meet their revenue targets for the year. Typically, the education tax rates decrease from one year to the next as the Provincial policy is to maintain revenue neutrality. In prior years, this Provincial policy has created savings in Norfolk which generally assists in offsetting municipal increases. For 2024 however, the Province has maintained the education tax rates from 2023 for all classes. The 2024 education rates are included as Appendix 1 to this report.

Financial Services Comments:

Approval of annual tax policies is necessary to raise the approved annual levy to support municipal operations.

Table 4 illustrates the change in taxes payable for 2024 from 2023 for the median property in various tax classes. For the residential and multi residential tax classes the median assessment value did not change and the increase in taxes is due to the change in levy requirements only. The industrial tax class shows the largest percentage increase due partly from an overall increase in the median assessment value.

Table 4 – Median Taxes Payable for 2024 versus 2023 by Property Class

Tax Class	Median CVA 2023	Median CVA 2024	2023 Taxes Payable	2024 Taxes Payable	\$ Change	% Change
Residential	244,000	244,000	\$3,461.73	\$3,681.51	\$219.79	6.35%
Multi-Residential	677,000	677,000	\$15,542.37	\$16,574.73	\$1,032.36	6.64%
Commercial	137,000	136,600	\$4,141.20	\$4,337.41	\$196.21	4.74%
Industrial	204,600	237,800	\$6,184.59	\$7,550.77	\$1,366.18	22.09%
Farmland	490,400	502,000	\$1,615.23	\$1,757.44	\$142.21	8.80%

Interdepartmental Implications:

None.

Consultation(s):

None.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Serving Norfolk - Ensuring a fiscally responsible organization with engaged employees who value excellent service.

Explanation: Responsible financial planning and budgeting includes careful review of tax policy to consider all available options and the impact on local taxpayers and delivery of essential services.

Conclusion:

Municipalities are required to set annual tax policies within parameters established by the Province of Ontario. The tax policies determine how taxes will be levied and distributed among the ratepayers to raise the funds approved in the Levy Supported Operating Budget. Council also has an opportunity to consider which optional programs and tools are most beneficial to local circumstances. In conjunction with this report, a Tax Policy By-Law has been prepared which includes each of the approved recommendations.

Attachment(s):

- Attachment 1 – Draft 2024 Tax Policy By-law

Approval:

Approved By:
Al Meneses, CAO

Reviewed By:
Amy Fanning
Treasurer/Director, Financial Management & Planning

Prepared By:
Rob Fleming
Tax Collector/Manager, Revenue Services



The Corporation of Norfolk County

By-Law 2024-

Being a by-law to Establish Tax Policies and Tax Rates for the 2024 Taxation Year.

WHEREAS the Council of the Corporation of Norfolk County has prepared and adopted a budget including estimates of all sums it requires during the year 2024 for the purposes of the County pursuant to Section 290 of the Municipal Act, 2001, S.O. 2001, c. 25, (the Act) as amended;

AND WHEREAS it is necessary for the Council of the Corporation of Norfolk County, pursuant to the Act, as amended, Section 312 and Regulations related thereto, to establish rates for taxation;

AND WHEREAS it is necessary pursuant to Section 308 (2) the Act, as amended and Regulations thereto, to establish tax ratios for 2024;

AND WHEREAS Sections 307 and 308 of the Act require tax rates to be established in the same proportion to tax ratios;

AND WHEREAS after provision for all other revenues, the sums of money required to be raised by taxation in 2024 is \$128,544,018;

AND WHEREAS the 2023 Returned Assessment Roll for taxation in 2024, the amount of taxable assessment is \$11,508,227,755;

AND WHEREAS Section 313 of the Act provides that a local municipality shall specify, by By-Law, the percentage reductions to the tax rates for municipal purposes for subclasses of property classes prescribed by Regulation where the Regulations require tax rates to be reduced by a prescribed percentage;

AND WHEREAS the property classes, subclasses and optional subclasses have been prescribed by the Minister of Finance under the Assessment Act, R.S.O. 1990,

AND WHEREAS Section 345 of the Act authorizes the Council of a local municipality to establish: penalty and interest charges, notice as to time and notice of payment, payment of installments and options;

AND WHEREAS Section 345 of the Act authorizes the Council of a local municipality to set a penalty and interest rate to be charged on any outstanding taxes not to exceed 1.25% per month;

AND WHEREAS Section 323 of the Act provides that the Council of a local municipality may pass a By-Law to levy an annual amount payable on or after the 1st day of July

upon designated training schools and public hospitals not to exceed the prescribed amounts as set out in Ontario Regulation 384/98;

AND WHEREAS the Ministry of Municipal Affairs has advised that the municipality may levy an amount at the prescribed rate on the capacity of the Sprucedale Youth Centre, Fanshawe College and the Norfolk General Hospital in Norfolk County in 2024;

AND WHEREAS Section 208 of the Act authorizes the Council of a municipality to establish a special charge for the purposes of raising the levies required for the respective Business Improvement Areas in Simcoe and Delhi;

AND WHEREAS Section 391(1) of the Act authorizes the Council of a municipality to impose fees or charges for services or activities provided, for costs payable by it for services or activities provided by or on behalf of the municipality.

Now therefore the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That the sum of \$128,544,000 shall be raised in the year 2024 by taxation on the whole of the taxable assessment by means of a tax rate imposed on the respective assessments as set forth in Schedule A which is attached hereto and forms part of this By-Law;
2. That the 2024 tax ratio for property in:
 - a) the residential property class is 1.0000;
 - b) the multi-residential property class is 1.6929;
 - c) the commercial property class is 1.6929;
 - d) the industrial property class is 1.6929;
 - e) the pipeline property class is 1.4894;
 - f) the farmland property class is 0.2300;
 - g) the managed forest property class is 0.2500;
3. That the optional subclasses for small-scale on-farm business for both the commercial and industrial subclasses be adopted for 2024 and reduced by 75% of the full taxable rates;
4. That the 2024 percentage reductions of tax rates for:
 - a) Vacant land and excess land subclasses in the commercial property tax class is 33%;
 - b) Vacant land and excess land subclasses in the industrial property tax class is 33%;
5. That for the purposes of this By-Law:

- a) the commercial property class includes all commercial, office, shopping centre and parking lot property tax classes as per Ontario Regulation 282/98;
 - b) the industrial property class includes all large industrial property as per Ontario Regulation 282/98;
- 6. That education tax rates as required by the Province of Ontario are included in Schedule A, attached hereto and form part of this By-Law.
- 7. That the said taxes imposed by the By-Law together with Local Improvement amounts and other special charges and rents and rates payable, reduced by the interim tax levy authorized by By-Law 2024-02 shall be payable in two installments as follows:
 - a) August 30, 2024
 - b) October 31, 2024
- 8. In the event of non-payment of these installments by the due date, penalty and interest at the rate of 1.25% shall be added on the first day of each calendar month thereafter in which default continues until the 31st day of December, 2024.
- 9. All taxes unpaid and overdue as of December 31, 2024 shall be entered into the tax arrears ledger and the Treasurer shall add to the amount of all such unpaid taxes, interest at the rate of 1.25% on the first day of each calendar month thereafter in which default continues.
- 10. The Tax Collector shall not accept payment for the current year's taxes until all arrears, including penalty and interest, of former and current years applicable to such property have been paid in full.
- 11. The time and manner of payment and different rates imposed shall be printed on or be forwarded with the tax bills.
- 12. The Tax Collector, not later than 21 days prior to the due date of the first installment, shall mail the tax notice or cause it to be mailed to the last known address of the residence, or the place of business, for all persons in respect to which taxes are payable.
- 13. That the following payment alternatives be provided to the property owners of Norfolk County:
 - a) Preauthorized Payment Plans;
 - b) Telephone Payments through most financial institutions;
 - c) On-line Computer Payments;
 - d) Payments at most financial institutions in Canada;
 - e) Debit Card Payments;

- f) Credit Card Payment (fee to be paid by the payer);
 - g) In person; at most financial institutions; and at ServiceNorfolk counters in Simcoe, Delhi and pop-up locations;
 - h) After-hours office drop boxes provided at various County facilities.
- 14. That the prescribed rate per resident space at the approved capacity is hereby levied upon the Sprucedale Youth Centre, Fanshawe College and Norfolk General Hospital.
- 15. That the special charges for the Simcoe and Delhi Business Improvement Areas be levied upon ratable property within the designated business improvement areas and taxed based on the prescribed commercial property tax class. The amounts to be collected will be as follows:
 - a) Delhi: \$27,350
 - b) Simcoe: \$180,000
- 16. Except as provided in this By-Law, all rates imposed for the year 2024 are deemed to have been imposed and to be due on and from the 1st day of January, 2024.
- 17. If any portion of this By-Law or of Schedule A is found by a court of competent jurisdiction to be invalid, it is the intent of the Council of Norfolk County that all remaining sections and portions of the By-Law and Schedule A continue in force and effect.
- 18. That the effective date of this By-Law shall be the date of the final passage thereof.

Enacted and passed this 16th day of April, 2024.

Mayor

County Clerk

Schedule A - 2024 Final Tax Rates

Description	Tax Class	County Rate	Education Rate	Total Tax Rate
Comm Small Scale on Farm	C7N	0.00573815	0.00220000	0.00793815
Comm Small Scale on Farm 2nd Opt	C0N	0.00573815	0.00220000	0.00793815
Commercial PIL Full	CFN	0.02295261	0.01250000	0.03545261
Commercial PIL GEN	CGN	0.02295261	0.00000000	0.02295261
Commercial PIL Shared	CHN	0.02295261	0.01250000	0.03545261
Commercial vac land PIL TOP	CJN	0.01537825	0.01250000	0.02787825
Commercial PIL TOP	CPN	0.02295261	0.00880000	0.03175261
Commercial vac land PIL TOP	CRN	0.01537825	0.00880000	0.02417825
Commercial	CTN	0.02295261	0.00880000	0.03175261
Commercial excess land	CUN	0.01537825	0.00880000	0.02417825
Commercial PIL GEN Excess Land	CWN	0.01537825	0.00000000	0.01537825
Commercial vacant land	CXN	0.01537825	0.00880000	0.02417825
Commercial vacant land PIL	CYN	0.01537825	0.01250000	0.02787825
Commercial vacant land GEN PIL	CZN	0.01537825	0.00000000	0.01537825
Office Building	DTN	0.02295261	0.00880000	0.03175261
Office Building Excess Land	DUN	0.01537825	0.00880000	0.02417825
Office bldg PIL GEN excess land	DWN	0.01537825	0.00000000	0.01537825
Exempt	EN	0.00000000	0.00000000	0.00000000
Farm PIL TOP Educ. Public	FPEP	0.00311838	0.00038250	0.00350088
FL Tax Full EP	FTEP	0.00311838	0.00038250	0.00350088
FL Tax Full ES	FTES	0.00311838	0.00038250	0.00350088
FL Tax Ful FP	FTFP	0.00311838	0.00038250	0.00350088
FL Tax Full FS	FTFS	0.00311838	0.00038250	0.00350088
Parking PIL Full	GFN	0.02295261	0.01250000	0.03545261
Parking Taxable Full	GTN	0.02295261	0.00880000	0.03175261
Ind Small Scale on Farm 2nd Opt.	I0N	0.00573815	0.00220000	0.00793815
Ind Small Scale on Farm	I7N	0.00573815	0.00220000	0.00793815
Industrial PIL Full shared	IHN	0.02295261	0.01250000	0.03545261
Industrial Taxable Exc Land PIL	IKN	0.01537825	0.01250000	0.02787825
Industrial PIL Full TOP	IPN	0.02295261	0.00880000	0.03175261
Industrial	ITN	0.02295261	0.00880000	0.03175261
Industrial excess land	IUN	0.01537825	0.00880000	0.02417825
Industrial vacant land	IXN	0.01537825	0.00880000	0.02417825
Industrial vac land PIL GEN	IZN	0.01537825	0.00000000	0.01537825
Large Industrial tax Full	LTN	0.02295261	0.00880000	0.03175261
Large Ind Excess Land	LUN	0.01537825	0.00880000	0.02417825
Multi Res Tax Full EP	MTEP	0.02295261	0.00153000	0.02448261
Multi Res Full ES	MTES	0.02295261	0.00153000	0.02448261
Multi Res Tax Full FP	MTFP	0.02295261	0.00153000	0.02448261
Multi Res Tax Full FS	MTFS	0.02295261	0.00153000	0.02448261
NEW Multi Res Tax Full EP	NTEP	0.01355816	0.00153000	0.01508816
Pipeline Tax Full	PTN	0.02019352	0.00880000	0.02899352
Residential FAD EP	R1EP	0.00338954	0.00038250	0.00377204
Residential FAD ES	R1ES	0.00338954	0.00038250	0.00377204
Residential PIL Full EP	RFEP	0.01355816	0.00153000	0.01508816
Residential PIL Full ES	RFES	0.01355816	0.00153000	0.01508816
Residential PIL Full FP	RFFP	0.01355816	0.00153000	0.01508816
Residential PIL Full FS	RFFS	0.01355816	0.00153000	0.01508816
Residential NS PIL Full	RFN	0.01355816	0.00153000	0.01508816
Residential PIL General	RGN	0.01355816	0.00000000	0.01355816
Residential PIL EP	RHEP	0.01355816	0.00153000	0.01508816
Residential PIL ES	RHES	0.01355816	0.00153000	0.01508816
Residential PIL FP	RHFP	0.01355816	0.00153000	0.01508816
Residential PIL FS	RHFS	0.01355816	0.00153000	0.01508816
Res PIL Full TOP EP	RPEP	0.01355816	0.00153000	0.01508816
Res PIL Full TOP ES	RPES	0.01355816	0.00153000	0.01508816
Res PIL Full TOP FP	RPFP	0.01355816	0.00153000	0.01508816
Res PIL Full TOP FS	RPFS	0.01355816	0.00153000	0.01508816
Residential Tax Full EP	RTEP	0.01355816	0.00153000	0.01508816
Residential Tax Full ES	RTES	0.01355816	0.00153000	0.01508816
Residential Tax Full FP	RTFP	0.01355816	0.00153000	0.01508816
Residential Tax Full FS	RTFS	0.01355816	0.00153000	0.01508816
Residential Tax Full	RTN	0.01355816	0.00153000	0.01508816
Shop Ctre Tax Full	STN	0.02295261	0.00880000	0.03175261
Shop Ctre Excess Land	SUN	0.01537825	0.00880000	0.02417825
Managed Forest Tax Full EP	TTEP	0.00338954	0.00038250	0.00377204
Managed Forest Tax Full ES	TTES	0.00338954	0.00038250	0.00377204
Managed Forest Tax Full FP	TTFP	0.00338954	0.00038250	0.00377204
Managed Forest Tax Full FS	TTFS	0.00338954	0.00038250	0.00377204