

Date: November 18, 2025

Time: 9:30 A.M.

Location: Council Chambers - Haldimand County Administration Building

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Pages

A. Call to Order

B. Land Acknowledgement

Councillor Shirton

C. Roll Call

D. Disclosures of Pecuniary Interest

E. Public Meeting for Planning Applications

Councillor McKeen - Chair

1. PDD-27-2025 Zoning By-Law Amendment to Facilitate Commercial Development, Cayuga (HML Holdings)

1

THAT Report PDD-27-2025 Zoning By-Law Amendment to Facilitate Commercial Development, Cayuga (HML Holdings) be received;

AND THAT application PLZ-HA-2025-137 to amend the Haldimand County Zoning By-Law HC 1-2020 to rezone the subject lands from "Development (D)" to "General Commercial (CG)" with a Holding (H) Provision be approved for reasons outlined in Report PDD-27-2025;

AND THAT the General Manager of Development Services be authorized to remove the Holding (H) provision on the subject lands when all conditions have been satisfied;

AND THAT the proposal is deemed to be consistent with the Provincial Planning Statement, 2024, conforms to the Haldimand County Official Plan and has sufficient regard for matters of Provincial interest under the Planning Act;

AND THAT the by-law attached to Report PDD-27-2025 be approved at a future Council meeting.

F. Presentations and Consideration of Related Reports (11 a.m.)

G. Motions of Consent

H. Departmental Staff Reports

1. Development Services

Councillor Lawrence - Chair

1. PDD-34-2025 Declare as Surplus – 10 Caithness Street West, Caledonia 15

THAT Report PDD-34-2025 Declare as Surplus – 10 Caithness Street West, Caledonia be received;

AND THAT the land described as PIN 38159-0082 (LT); legally described as South Part Lot 1 West Side of Argyle Street North Plan Town of Caledonia as in HC37513; Haldimand County, be declared surplus to the needs of the municipality and listed for sale with a local realtor, with staff to report back to Council on any potential offers;

AND THAT prior to any transfer or recommendation of transfer, blanket easements be established in favour of Bell Canada and Hydro One (or their successors) to protect existing or potential utility infrastructure;

AND THAT the Mayor and Clerk be authorized to execute all necessary documents to establish and register the easements.

2. EDT-09-2025 Community Beautification - Dunnville Community Christmas Request (Dunnville Chamber of Commerce) 20

THAT Report EDT-09-2025 Community Beautification - Dunnville Community Christmas Request (Dunnville Chamber of Commerce) be received;

AND THAT an upset amount of \$5,000 from the 2025 Community Beautification budget be reallocated to the Dunnville Chamber of Commerce for a 2025 Christmas project be approved.

3. Other Business

2. Community Safety and Wellness

Mayor Bentley - Chair

1. CPP-14-2025 Community Partnership Program – Caledonia Athletic Softball Association Dugout Roofs Project Budget Amendment 40

THAT Report CPP-14-2025 Community Partnership Program – Caledonia Athletic Softball Association Dugout Roofs Project Budget Amendment be received;

AND THAT revised capital grant funding, to an upset amount of 35% of the actual project budget, in keeping with the Community Partnership Program Policy No. 2011-01, be approved;

AND THAT the revised budget, with related funding from the Community Partnerships Capital Reserve, as outlined in Report CPP-14-2025, be approved.

2. CPP-15-2025 Community Partnership Program - Selkirk Park Overhead Doors 44

THAT Report CDP-15-2025 Community Partnership Program – Selkirk Park Overhead Doors be received;

AND THAT the request from the Selkirk Ball Park Committee to upgrade the existing overhead door on the Selkirk Park pavilion and to replace an existing set of access doors with another overhead door, with a projected budget of up to \$6,450, be approved;

AND THAT capital project funding to an upset amount of \$6,450, contributed from the Ward 1 Community Vibrancy Fund, be approved;

AND THAT project and funding approval are conditional upon compliance with Policy No. 2011-01 and Haldimand County installation standards, permits, and processes;

AND THAT the revised budget, as outlined in Report CDP-15-2025, be approved.

3. GVL-05-2025 Health Quality Ontario's Quality Improvement Plan 49

THAT Report GVL-05-2025 Health Quality Ontario's Quality Improvement Plan be received.

4. Other Business

3. Public Works Operations

Councillor Adams - Chair

1. Other Business

4. Engineering and Capital Works

Councillor Metcalfe - Chair

1. ENG-22-2025 All Way Stop Installation, Townline Road East and Haldimand Dunnville Townline Road, Canborough 62

THAT Report ENG-22-2025 All Way Stop Installation, Townline Road East and Haldimand Dunnville Townline Road, Canborough be received;

AND THAT All Way Stop Control be created at the intersection of Townline Road East and Haldimand Dunnville Townline Road;

AND THAT the by-law attached to Report ENG-22-2025 be approved at a future Council meeting.

2. ENG-23-2025 Parking Control By-law Amendment, Implementation of No Parking Zones, Gypsum Avenue, Caledonia 68

THAT Report ENG-23-2025 Parking Control By-law Amendment, Implementation of No Parking Zones, Gypsum Avenue, Caledonia be received;

AND THAT Haldimand County Parking By-law 307/02 be amended as outlined in Report ENG-23-2025;

AND THAT the by-law attached to Report ENG-23-2025 be approved at a future Council meeting.

3. ENG-24-2025 Petition for a New Municipal Drain Under the Drainage Act, 527 Concession 1 Road, Canfield 74

THAT Report ENG-24-2025 Petition for a New Municipal Drain Under the Drainage Act, 527 Concession 1 Road, Canfield be received;

AND THAT the Petition for Drainage Works by Owners, submitted by Bill Featherstone and Leesa Bosak under Section 4 of the Drainage Act, be accepted;

AND THAT staff be authorized to procure the services of a qualified Drainage Engineer to prepare a report in accordance with Section 8 of the Drainage Act;

AND THAT the 2025 Tax Supported Capital Budget be amended as outlined in Report ENG-24-2025.

4. Other Business

5. Financial Services

Councillor O'Neill - Chair

1. Other Business

6. Corporate Services

Councillor Shirton - Chair

1. CEC-11-2025 Corporate Accessibility Policy 106

THAT Report CEC-11-2025 Corporate Accessibility Policy be received;

AND THAT the Accessible Customer Service Policy 2009-02 and Integrated Accessibility Standards Policy 2013-04 be rescinded;

AND THAT the Corporate Accessibility Policy, included as Attachment 1 to Report CEC-11-2025, be approved.

2. ITS-05-2025 Money Assets People Project Status - Fourth Quarter 2025 125

That Report ITS-05-2025 Money Assets People Project Status - Fourth Quarter 2025 be received.

3. LSS-15-2025 General Insurance Program

148

THAT Report LSS-15-2025 General Insurance Program be received;

AND THAT the 2026 insurance policies proposed by Marsh Canada Limited and Arthur J. Gallagher Canada Limited at \$1,095,404 inclusive of applicable taxes, representing approximately a 11.2% increase from 2025 insurance premiums, be approved as follows:

- a. General Insurance Program including general liability, umbrella liability, medical malpractice liability, environmental impairment liability, crime, automobile, property insurance, municipal volunteers' accident, and cyber coverage;
- b. Closed Landfill Policy be renewed, and cost-shared with Norfolk County as joint owners;
- c. Cyber Privacy Breach Insurance Policy limit be increased to provide enhanced protection;

AND THAT the Recreation Affiliates Policy, once renewed, maintain affiliate contributions to this policy premium capped at the amount of \$550 each;

AND THAT authority be delegated to the General Manager, Corporate Services to add the Hagersville Library and Active Living Centre to Haldimand's policy, subject to Haldimand assuming ownership, for an upset annual premium cost of \$11,610, including applicable taxes;

AND THAT staff report back to Council if there are any other significant policy changes for 2026 at the discretion of the General Manager, Corporate Services.

4. Other Business

7. Corporate Affairs

Mayor Bentley - Chair

1. CLE-13-2025 Council Appointment to Board of Health for Grand Erie Public Health

162

THAT Report CLE-13-2025 Council Appointment to Board of Health for Grand Erie Public Health be received;

AND THAT Councillor _____ be appointed to the Board of Health for Grand Erie Public Health, effective November 24, 2025, for the remainder of the term ending November 14, 2026.

2. CLE-M02-2025 Outcome of Ward Boundary Review By-law Appeal 164
- THAT Memorandum CLE-M02-2025 Outcome of Ward Boundary Review By-law Appeal be received.

3. Other Business

I. Delegations and Consideration of Related Reports (1 p.m.)

1. EDT-06-2025 Rosa Flora Exemption Request to Criteria for Municipal Support Confirmation for the Independent Electricity System Operator Long Term 2 Request for Proposal 166

THAT Report EDT-06-2025 Rosa Flora Exemption Request to Criteria for Municipal Support Confirmation for the independent Electricity System Operator Long Term 2 Request for Proposal be received;

AND THAT Council approve Rosa Flora's exemption request for the public engagement criteria previously approved by Council via Report EDT-05-2024 Independent Electricity System Operation Request for Proposal Long Term 2 – Municipal Support Resolutions and Report EDT-08-2024 Update to Report EDT-05-2024 and Moratorium on Wind Development in Haldimand County for reasons described within this report;

AND THAT the Chief Administrative Officer be authorized to provide a Municipal Support Confirmation Letter for the proposed Rosa Flora energy project for the submission to the IESO LT2 RFP.

1. Ralph DeBoer, Secretary and Treasurer, Rosa Flora Growers Limited 173

2. EDT-08-2025 Proplant Exemption Request to Criteria for Municipal Support Confirmation for the Independent Electricity System Operator Long Term 2 Request for Proposal 187

THAT Report EDT-08-2025 Proplant Exemption Request to Criteria for Municipal Support Confirmation for the Independent Electricity System Operator Long Term 2 Request for Proposal be received;

AND THAT Council approve Proplant Propagation Services Ltd. (1001372605 Ontario Inc.) exemption request for the public engagement criteria previously approved by Council via Report EDT-05-2024 Independent Electricity System Operation Request for Proposal Long Term 2 – Municipal Support Resolutions and Report EDT-08-2024 Update to Report EDT-05-2024 and Moratorium on Wind Development in Haldimand County, for reasons described within this report;

AND THAT the Chief Administrative Officer be authorized to provide a Municipal Support Confirmation Letter for the proposed Proplant energy project for the submission to the IESO LT2 RFP.

1. Mike Berkel, Managing Partner, Proplant Propagation Services Limited 193

J. Unfinished Business

K. New Business

1. Draft Motion Re: Request for a Staff Report on Support for the Norfolk Haldimand Community Hospice

196

Notice Submitted by Mayor Bentley at the November 3, 2025 Council meeting

WHEREAS the Norfolk Haldimand Community Hospice is a vital initiative that will provide compassionate end-of-life care and bereavement support to residents of Haldimand County and the surrounding area;

AND WHEREAS Haldimand County recognizes the significant social and community benefits of having local access to hospice care, which aligns with the County's commitment to improving health and well-being for its residents;

AND WHEREAS the County has the ability to consider financial support mechanisms, including the waiving of certain municipal fees and charges, to help facilitate the development of important community projects such as this;

NOW THEREFORE BE IT RESOLVED:

THAT staff be directed to prepare a report outlining the potential financial, legal, and operational implications of:

- a. Waiving planning application fees for the Norfolk Haldimand Community Hospice project;
- b. Waiving development charges associated with the project;
- c. Covering the cost of installing a waterline to service the proposed development site;

AND THAT the report include an analysis of available funding sources, possible partnerships, and any precedent or policy considerations related to the requested fee and charge exemptions;

AND THAT staff report back to Council with findings and recommendations at a future meeting.

2. Draft Motion Re: Request for a Staff Report on Veterans Crosswalks and Support for Local Legions

197

Notice submitted by Mayor Bentley at the November 3, 2025 Council meeting

WHEREAS Haldimand County deeply values and honours the service and sacrifices of our Canadian veterans and active service members;

AND WHEREAS several municipalities across Ontario and Canada have implemented Veterans Crosswalks and other visual initiatives to publicly recognize and show appreciation for veterans within their communities;

AND WHEREAS the local Royal Canadian Legions within Haldimand County play a vital role in preserving remembrance, supporting veterans and their families, and fostering community engagement;

NOW THEREFORE BE IT RESOLVED:

THAT staff be directed to prepare a report outlining options, costs, and potential locations for the implementation of Veterans Crosswalks or similar commemorative installations within Haldimand County;

AND THAT the report include consultation with local Royal Canadian Legions and relevant community stakeholders to ensure their input and support are reflected in any proposed designs or locations;

AND THAT staff also explore opportunities for partnerships, grant funding, or sponsorships to support these initiatives and reduce the financial impact on the County;

AND THAT this report be brought back to Council for consideration at a future meeting.

3. Draft Motion Re: Holding a Closed Meeting to Discuss Employment Matters Involving an Identifiable Individual

198

Notice Submitted by Councillor Shirton at the November 3, 2025 Council meeting

THAT a closed session meeting of Council be at a future Council in Committee meeting to discuss personal matters about an identifiable individual regarding an employment matter.

L. Reports, Inquiries, Announcements and Concerns of Councillors

M. Closed Session

THAT pursuant to Section 239 (2)(f) of the *Municipal Act, 2001*, as amended, Council convene in a meeting at _____ p.m. closed to the public, to discuss:

1. Woodward B. McKaig, B.A., LL.B, Sullivan Mahoney LLP to address Council regarding Judicial Reviews

Section 239 (2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose

N. Motions Arising from Closed Session

O. Motion of Receipt

P. Adjournment

THAT this meeting is now adjourned at _____ p.m.

Haldimand County

Report PDD-27-2025 Zoning By-Law Amendment to Facilitate Commercial Development, Cayuga (HML Holdings)

For Consideration by Council in Committee on November 18, 2025



Objective:

To consider an amendment to the Haldimand County Zoning By-law HC 1-2020 to rezone the subject lands from “Development (D)” Zone to “General Commercial (CG)” Zone to facilitate future commercial development.

Recommendations:

1. THAT Report PDD-27-2025 Zoning By-Law Amendment to Facilitate Commercial Development, Cayuga (HML Holdings) be received;
2. AND THAT application PLZ-HA-2025-137 to amend the Haldimand County Zoning By-Law HC 1-2020 to rezone the subject lands from “Development (D)” to “General Commercial (CG)” with a Holding (H) Provision be approved for reasons outlined in Report PDD-27-2025;
3. AND THAT the General Manager of Development Services be authorized to remove the Holding (H) provision on the subject lands when all conditions have been satisfied;
4. AND THAT the proposal is deemed to be consistent with the Provincial Planning Statement, 2024, conforms to the Haldimand County Official Plan and has sufficient regard for matters of Provincial interest under the Planning Act;
5. AND THAT the by-law attached to Report PDD-27-2025 be approved at a future Council meeting.

Prepared by: Shannon VanDalen, MCIP, RPP, Manager, Planning and Development

Respectfully submitted: Mike Evers, MCIP, RPP, BES, General Manager, Development Services

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

A Zoning By-law Amendment application has been received to facilitate the proposed future commercial development on the subject lands. The lands are currently designated Community Commercial in the Haldimand County Official Plan and Zoned “Development (D)” Zone in the Haldimand County Zoning By-law HC 1-2020. The application is requesting to rezone the lands to “General Commercial (CG)” to accommodate future development opportunities. No site-specific exemptions or amendments are being requested as part of the application.

Planning staff are of the opinion that this proposal has regard for matters of Provincial interest under the Planning Act, is consistent with the Provincial Planning Statement, 2024, conforms to the Haldimand County Official Plan and maintains the intent and purpose of the Haldimand County Zoning By-law HC 1-2020.

Planning staff recommend approval of the proposed Zoning By-law Amendment application for reasons outlined in this report.

Background:

The subject lands are located at 81 Talbot Street East, Cayuga – adjacent to Monture Street South, with an area of 0.7 hectares (1.7 acres) (Attachment 1). The property is legally described as Part Lots 29 and 30, South of Talbot Street and Part Lots 29 and 30 North of McKay Street, Village of Cayuga, Haldimand County. An existing single detached dwelling currently occupies the site, which is intended to be demolished and replaced by a commercial plaza building.

The surrounding land uses include light industrial to the north; commercial to the west; residential and agricultural to the east and vacant future development lands to the south.

A preliminary concept for future commercial development of the site includes an 1,858 square metre (20,000 square foot) plaza with associated parking (Attachment 2). It is noted that initially a request was received for the closure of the Snow Street road allowance to expand the site footprint and increase development opportunities. However, based on department and agency review the request was closed. The closure of Snow Street is not recommended to advance given the presence of existing municipal infrastructure and future access and development opportunities of the lands south of the subject property. As such, the commercial proposal has been scaled down to what is reflected in this report.

Analysis:

Planning staff completed review of the proposed zoning by-law amendment against the applicable Provincial and Haldimand County policies and legislation. A summary of the analysis is provided below.

Provincial Policy Statement

The Provincial Policy Statement (PPS), 2024 came into effect on October 20, 2024 and combined the previous Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe. The policies contained in the current Provincial Planning Statement are similar to previous provincial documents with respect to encouraging and focusing growth and development within existing settlement areas, such as Cayuga; with a planning framework that supports and integrates the principles of strong communities, a clean and healthy environment and economic growth, for the long term.

The PPS recognizes the wise management of land use by directing and promoting sustainable development, through efficient development patterns and avoiding significant or sensitive resources and areas which may pose a risk to public health and safety. Planning authorities are encouraged to promote efficient development patterns optimize the use of land, resources and public investment in infrastructure and public service facilities.

In terms of employment, planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of uses including employment lands; provide opportunities for a diverse economic base through compact and mixed-use options; accessibility of lands and properties for development and investment; and availability of infrastructure.

The subject lands are located within the urban boundary area of Cayuga, wherein growth and development is to be directed, and is designated for commercial uses within the Haldimand County Official Plan. Additionally, the property is presently serviced by a municipal water connection, and sanitary services are in the area and able to be extended and connected to. It is also noted that there

is presently servicing capacity within the Cayuga infrastructure system – treatment and conveyance - to accommodate the proposal.

Any development under the “General Commercial (CG)” zone is subject to Site Plan Control, so the technical aspects of construction would be reviewed to ensure that the site is designed appropriately and that servicing; grading and drainage; lighting; access; layout; and landscaping are all carefully considered.

With the reasons listed above, it is the opinion of Planning staff that the proposal is considered to be consistent with the PPS.

Haldimand County Official Plan (OP)

The subject lands are designated Community Commercial within the Haldimand County Official Plan which is applied to the urban community for uses that are generally considered to be destination-oriented or space extensive which can benefit from peripheral locations (i.e. outside of the downtown cores) of the urban communities along Provincial highways or arterial roads. The designation recognizes and permits a full range of commercial activity including, but not limited to, retail and service commercial facilities; business, personal and professional offices; recreation and entertainment facilities; restaurants; and, temporary overnight accommodation establishments.

Any new development or redevelopment proposal within an established commercial area shall be considered in accordance with the relevant policies of this Plan. In addition, the following matters shall be addressed:

- a) The maintenance of the established building line and character with the existing street façade, where appropriate;
- b) The provision of benches, planters and other street furniture, where appropriate; and
- c) Provision of safe and convenient pedestrian access that avoid areas of vehicular movement, where feasible. Adequate off-street parking shall generally be provided for all new development within the Community Commercial designation.

Planning Comments:

The designation intends for commercial development on the subject lands, and the proposed zoning amendment would be inline with the types of uses considered under the Official Plan. The property is located on a major collector road in Cayuga and will be appropriate in the context of adjacent land uses. Site Plan Control will apply to the subject lands and will review the technical aspects of the development and review the site layout and building establishment, as well as parking. Through the provision of an initial concept, staff are of the opinion that the proposal will be in step with established building line and area character. The site will be designed to accommodate on-site parking, and through the subject amendment application, no relief of the minimum parking standards is being requested.

Site Servicing

The provision of municipal infrastructure such as roads, stormwater facilities, municipal water and sanitary sewers, is necessary to support urban development within the community. Haldimand County recognizes the importance of providing municipal infrastructure in a timely fashion and that the maintenance and sustainability of existing facilities is fundamental to the continued vitality and growth of the urban settlement areas of the County.

New development and redevelopment in the Urban Areas shall generally proceed where the development is fully serviced by municipal water, sanitary sewers, adequate drainage and stormwater management facilities.

Additionally, new development shall be required to control stormwater run-off, sediment and erosion during construction to the satisfaction of the County, the appropriate conservation authority and any other agency having jurisdiction.

Planning Comments:

Presently there is an existing municipal water main located in the Talbot Street East and Snow Street road allowances, and the former road allowance of McKay Street East. There are also municipal sanitary services in vicinity to the subject lands which has the capability to be extended. Cayuga has sufficient capacities available to service the proposed development, however, a more in-depth analysis will be undertaken when the details of the development are known and the engineering plans are provided as part of a Site Plan application. While existing treatment and conveyance systems are expected to be able to accommodate the project, the modelling of these systems will take place to confirm as part of the site plan review process. If any system upgrades – conveyance in particular – are required, they will be funded by the developer and addressed as part of the future site plan and development agreement stage.

Archaeological Assessment

Policy 6.G.3 of the OP requires that areas of archaeological potential be identified prior to new development and sets out as follows:

“6.G.3 Until such time as an archaeological management plan has been completed, the County will apply the criteria established by the province to determine if an area is of archaeological potential. Development and site alteration will be permitted in areas of archaeological potential or on lands containing archaeological resources where the archaeological resources have been assessed, documented, and conserved. The County will require the preparation of an archaeological assessment to be carried out by an archaeologist licensed under the Natural Environment Areas – Haldimand who shall engage with the County, Six Nations of the Grand River and Mississaugas of the Credit First Nations.”

Planning Comments:

An Archaeological Assessment will be required prior to development occurring on site. At this point the proponent is seeking the establishment of the land use to the “General Commercial (GC)” zone. A Holding (H) provision shall be placed on the subject property until the Archaeological Assessment requirement is completed, including submission to / acceptance of the study by the Ontario Ministry of Citizenship and Multiculturalism.

Planning staff are of the opinion that the subject zoning amendment is considered to conform to the intent and purpose of the Official Plan.

Haldimand County Zoning By-law HC 1-2020

The purpose of the Haldimand County Zoning By-law HC 1-2020 is to regulate the use of land within Haldimand County by stating how land may be used, where buildings and other structures can be located, the types of buildings that are permitted and how they can be used, lot sizes and dimensions, parking requirements, building heights and setbacks. The Zoning By-law implements the Official Plan policies and is legally enforceable.

The subject application is seeking to rezone the subject lands from “Development (D)” Zone to “General Commercial (CG)”. A Holding (H) Provision will also be applied to the amendment and zoning of the subject lands. The application is to facilitate the development of future commercial uses in the form of a multi-unit commercial plaza. No special provisions or exceptions are required to facilitate the proposed development.

The current “Development (D)” Zone essentially functions as a holding zone permitting existing single detached dwellings; agriculture and agriculturally related uses, and accessory uses, making the subject application necessary to facilitate commercial opportunities and provide consistence between the Official Plan and Zoning By-law.

The “General Commercial (CG)” zone permits a wide range of commercial uses, including but not limited to retail; service oriented establishments; automotive related uses; places of entertainment, sports and recreation, office related opportunities and hotels. Any future construction would need to comply with the permitted uses and the zoning and the general provisions of Haldimand County Zoning By-law HC 1-2020.

Furthermore, a Holding (H) provision is included to address the following items as raised through review and comments received from circulation:

- a) Receipt of completion and confirmation of an Archaeological Assessment has been deposited to the Ontario Ministry of Citizenship and Multiculturalism;
- b) Approval from Ministry of Transportation;
- c) Service Modelling;
- d) Site Plan approval, and;
- e) Development agreement.

Once these items have been completed and deemed acceptable or appropriate, the Holding (H) Provision can be removed by the General Manager, Development Services through delegated authority.

A copy of the proposed draft Zoning By-law is attached as Attachment 3 to this report.

Planning staff are supportive of the proposed Zoning By-law Amendment application and are of the opinion that the development proposal is appropriate and consistent with the intent and purposes of the Haldimand County Zoning By-law HC 1-2020.

Financial/Legal Implications:

Not applicable.

Stakeholder Impacts:

Development Engineering – Development Technologist

As part of the development application the following technical aspects are required to be addressed:

- Functional Servicing Report;
- Water and Sanitary Modelling;
- Stormwater Management; and
- Traffic Impact Study.

Planning Comments:

These components are technical aspects and can be considered as part of the Site Plan application process. However, to ensure that these items are addressed, a Holding (H) provision is proposed to be included within the By-law.

Building and Municipal Enforcement

- General Commercial zone declared Site Plan Control area.
- Zoning information provided to highlight and to ensure compliance with the ZBL:
 - Landscaped strip minimum width = 2 metres (6.56 feet)
 - Minimum number of parking spaces for retail store / boutique is 1 per m² of gross leasable floor area (312 m² / 25 = 13 spaces x 3 units = 39 spaces) (1092 m² / 25 = 44 spaces) (Total = 39 + 44 = 83 spaces)
 - Parking space dimensions minimum: 2.75 m x 5.8 m
 - Snow storage equivalent to 2%
 - Accessible parking space dimensions minimum:
 - Type A: 3.4 m x 5.8 m w/ 1.5 m x 5.8 m unobstructed pedestrian access aisle and,
 - Type B: 3 m x 5.8 m w/ 1.5 m x 5.8 m unobstructed pedestrian access aisle
 - Minimum number of loading spaces = 1
 - Minimum number of bicycle parking spaces = 1 / 200 m² (312 m² / 200 = 2 spaces x 3 units = 6 spaces) (1092 m² / 200 = 6 spaces) (Total = 6 + 6 = 12 spaces)
 - Bicycle parking space dimensions = 0.6 m x 1.8 m
 - Minimum front yard = 6 m

Economic Development and Tourism

EDT is supportive of commercial development initiatives. This project represents opportunity to diversify the tax base, create new employment opportunities, and enhance commercial services available to residents and visitors. This also aligns with Haldimand's Strategic Plan pillars for Economic Vitality - by attracting new businesses and promoting sustainable investment, the development supports a vibrant and diversified economy.

Hydro One

Hydro One has no concerns regarding this application

Ministry of Transportation

Comments not received.

Mississaugas of the Credit

Comments not received.

Six Nations of the Grand River

Comments not received.

Planning Comments:

With respect to the Ministry of Transportation, Mississaugas of the Credit and Six Nations of the Grand River, a Holding (H) provision is to be applied to the Zoning Amendment to ensure

that transportation and access have been fully assessed and that archaeological clearance is obtained.

Report Impacts:

Agreement: Yes

By-law: Yes

Budget Amendment: No

Policy: No

References:

1. None.

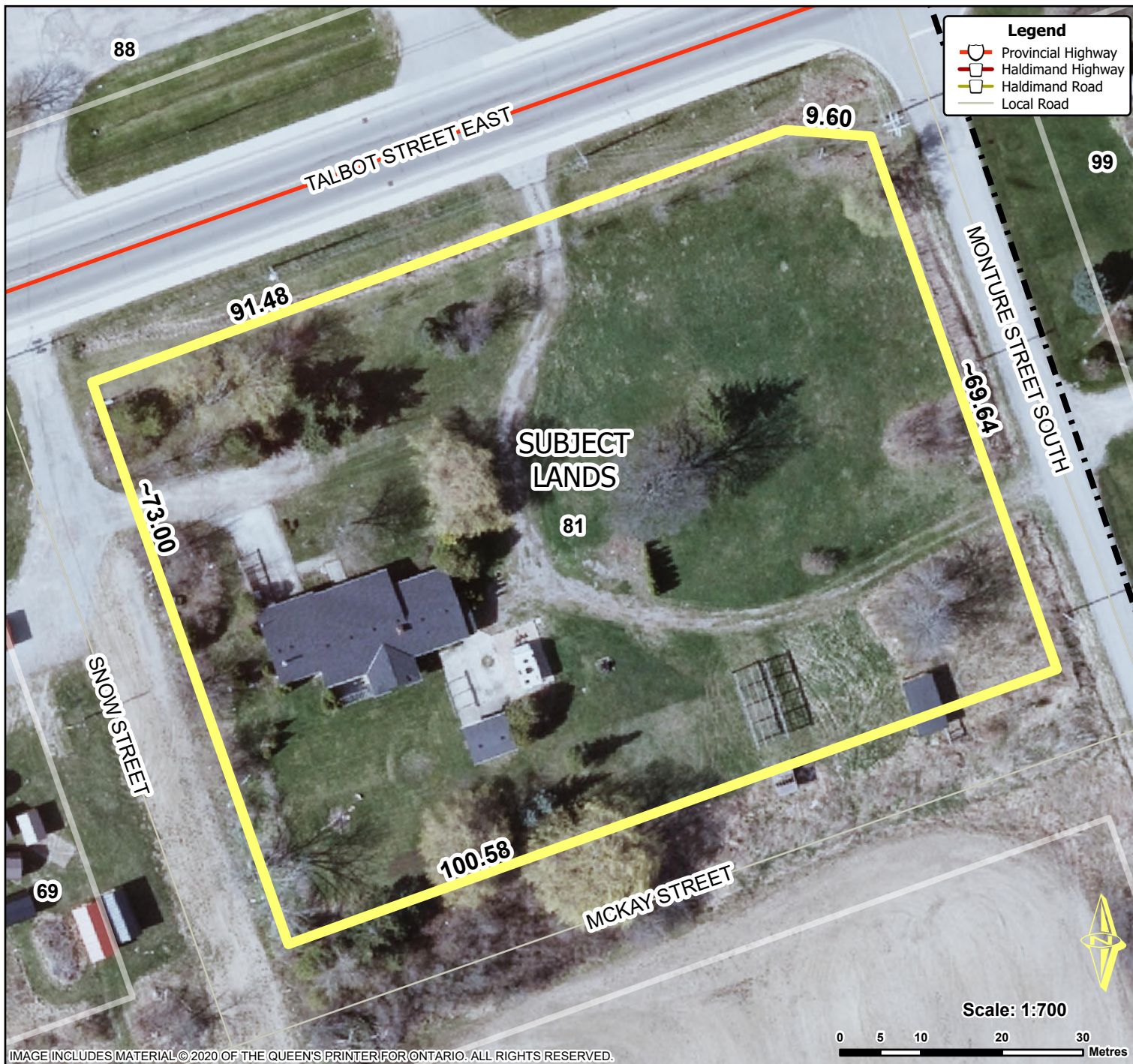
Attachments:

1. Location Map

2. Concept Map

3. Draft By-law

Location Map FILE #PLZ-HA-2025-137 APPLICANT: HML Holdings Ltd



Location:

**81 TALBOT STREET EAST
URBAN AREA OF CAYUGA
WARD 2**

Legal Description:

**CAY PT LOTS 29 AND 30 S TALBOT
LOTS 29 AND 30 N MCKAY**

Property Assessment Number:

2810 156 001 10410 0000

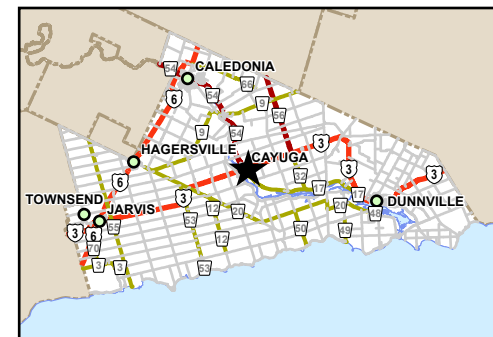
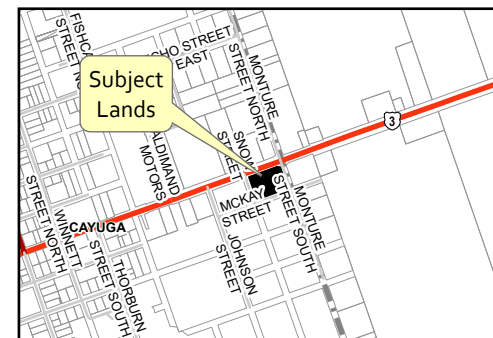
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0.40 Hectares (1.80 Acres)

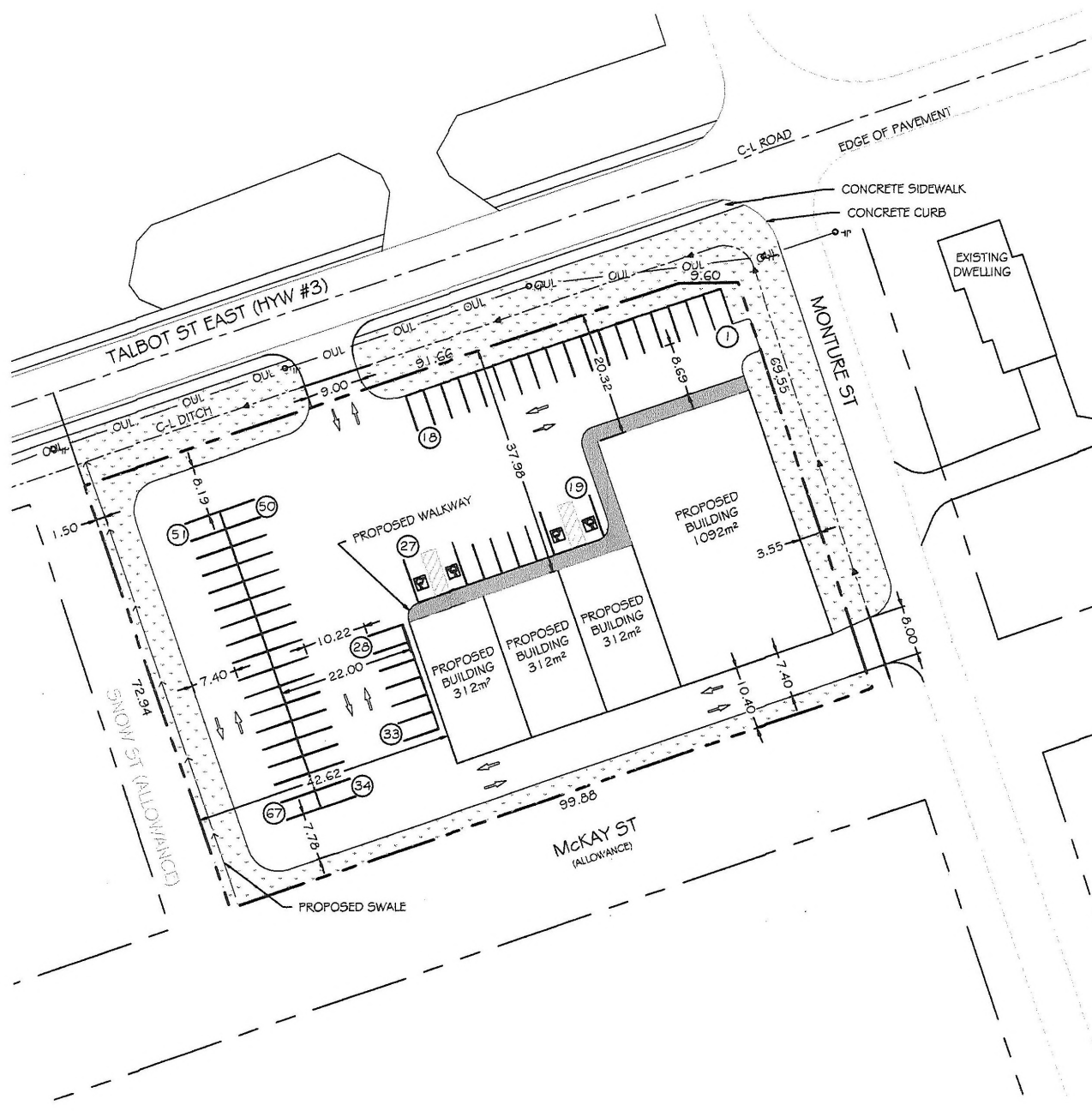
Zoning:

D (Development)

HALDIMAND COUNTY, ITS EMPLOYEES, OFFICERS AND AGENTS ARE NOT RESPONSIBLE FOR ANY ERRORS, OMISSIONS OR INACCURACIES WHETHER DUE TO THEIR OWN NEGLIGENCE OR OTHERWISE. DO NOT USE FOR OPERATING MAP OR DESIGN PURPOSES. ALL INFORMATION TO BE VERIFIED.



Owner's Sketch FILE #PLZ-HA-2025-137 APPLICANT: HML Holdings Ltd



Reference: PDD-27-2025

THE CORPORATION OF HALDIMAND COUNTY

By-law Number -HC/25

Being a by-law to amend Zoning By-law HC 1-2020, as amended, for property described in the name of HML Holdings Ltd.

WHEREAS Haldimand County is authorized to enact this by-law, by virtue of the provisions of Section 34 and 36 of the *Planning Act*, R.S.O. 1990, CHAPTER P.13, as amended;

AND WHEREAS this by-law conforms to the Haldimand County Official Plan,

NOW THEREFORE, the Council of The Corporation of Haldimand County enacts as follows:

1. **THAT** this by-law shall apply to lands described as Part Lots 29 and 30 South of Talbot, Lots 29 and 30 North McKay, Village of Cayuga, Haldimand County, and shown on Maps “A” and “B” attached to and forming part of this by-law.
2. **THAT** Schedule “A” of By-law HC 1-2020, as amended, is hereby further amended by changing the zoning of the subject lands identified on Map “A” (attached to and forming part of this by-law) from Development (D) Zone to General Commercial (CG) with a Holding (H) provision.
3. **THAT** the **Holding** “(H)” provision of this by-law which applies to the subject lands identified on Map B (attached to and forming part of this By-law) shall only be removed once the following items have been submitted and accepted by the General Manager of Community & Development Services, or their designate:
 - a) Receipt of completion and confirmation of an Archaeological Assessment has been deposited to the Ontario Ministry of Citizenship and Multiculturalism;
 - b) Approval from Ministry of Transportation;
 - c) Service Modelling;
 - d) Site Plan approval, and;
 - e) Development agreement.
4. **THAT** this by-law shall come into force in accordance with the provisions of the *Planning Act*.

HALDIMAND COUNTY

By-law Number -HC/25

ENACTED this 24th day of November, 2025.

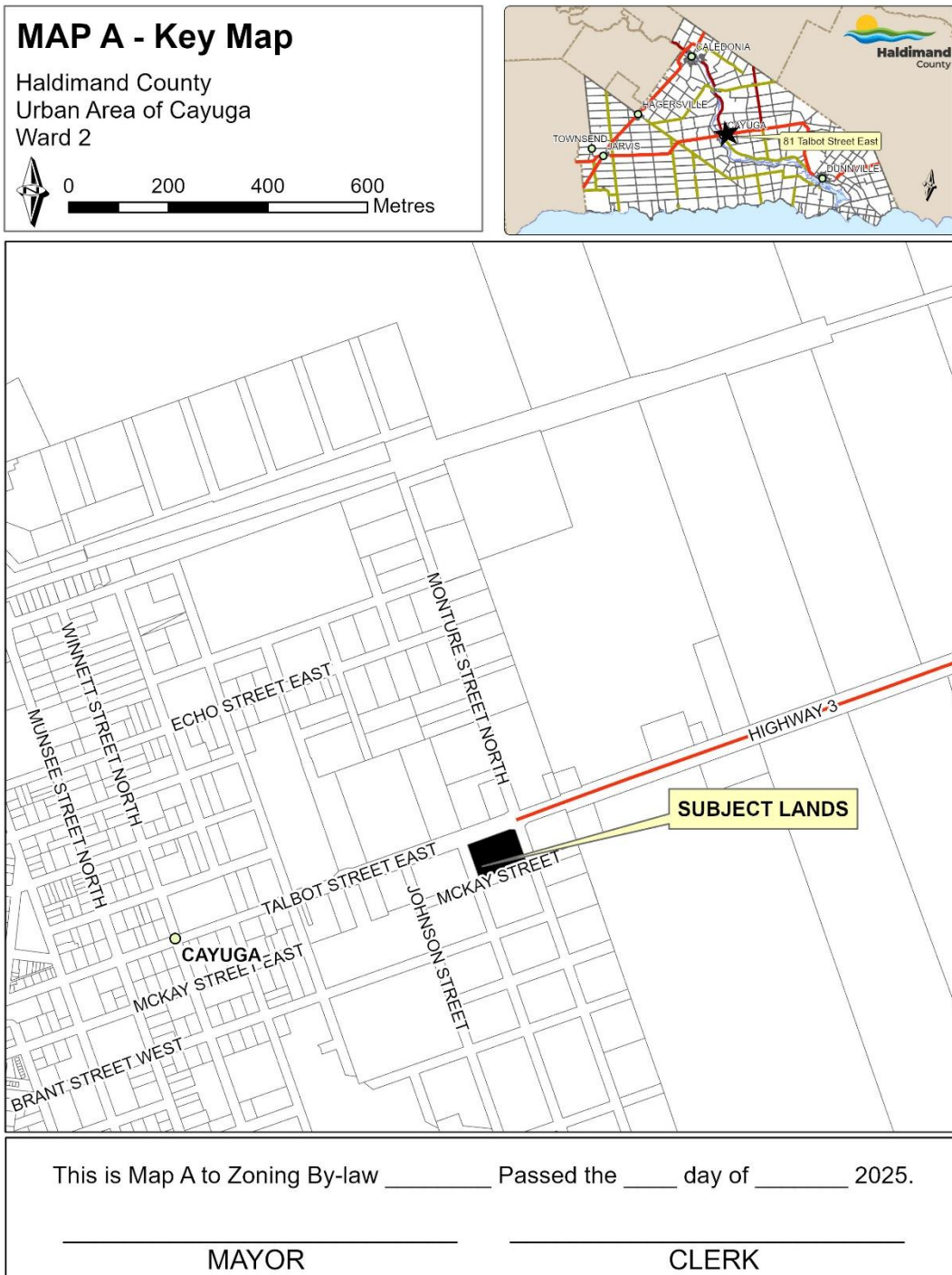
MAYOR

CLERK

DRAFT

HALDIMAND COUNTY

By-law Number -HC/25



Ref: PLZ-HA-2025-137

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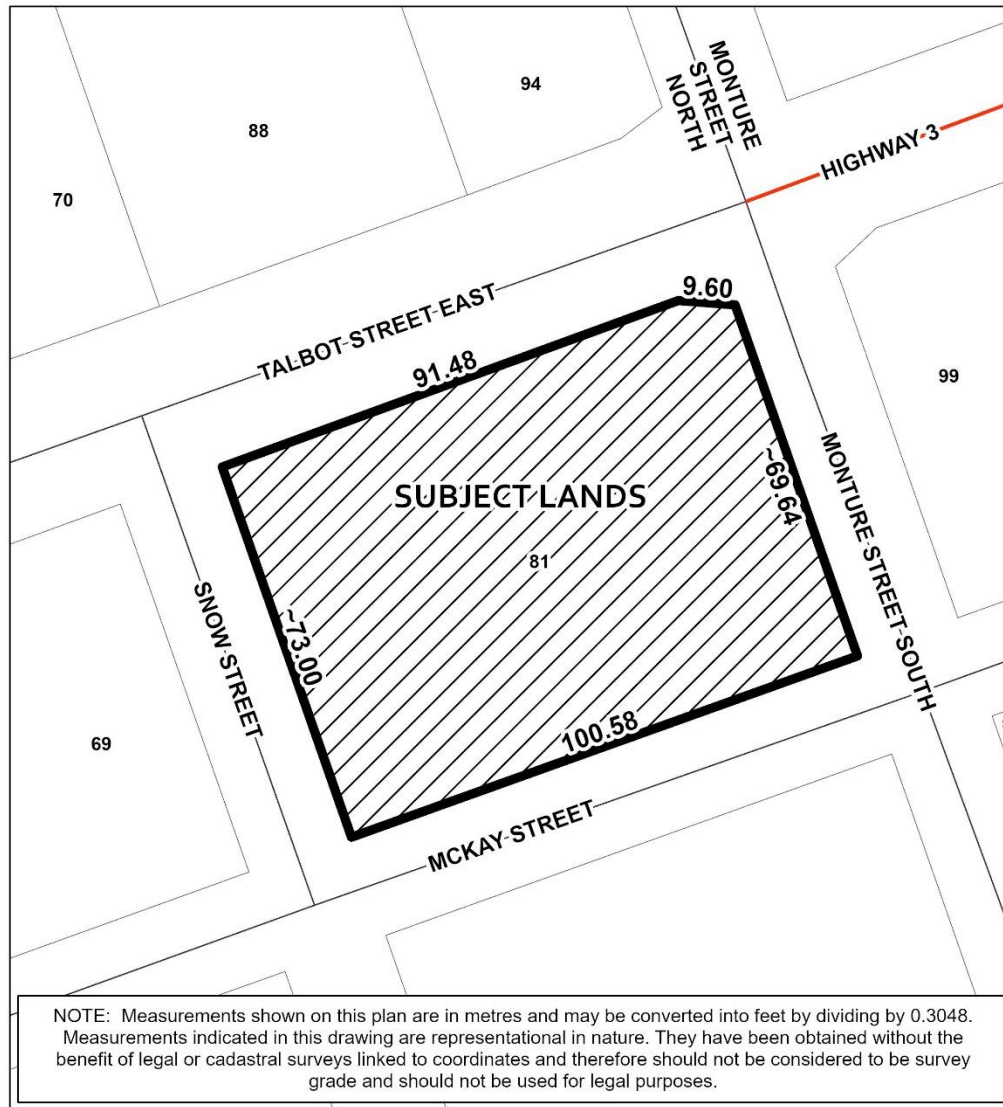
HALDIMAND COUNTY

By-law Number -HC/25

MAP B - Detail MapHaldimand County
Urban Area of Cayuga, Ward 2

SCALE - 1:1,000

0 10 20 30 40 Metres



This is Map B to Zoning By-law _____ Passed the ____ day of _____ 2025.

MAYOR_____
CLERK

Ref: PLZ-HA-2025-137

HALDIMAND COUNTY

By-law Number -HC/25

Purpose and Effect of By-law -HC/25

The subject lands are legally described as Part Lots 29 and 30 South of Talbot, Lots 29 and 30 North McKay, Village of Cayuga, Haldimand County.

The purpose of this by-law is to amend the zoning to facilities future commercial development opportunities and bring the zoning in-line with the policies of the Official Plan. The Holding (H) provision is applied to provide the applicant time to address the Archaeological Assessment, Ministry of Transportation approval; Service Modelling, Site Plan approval and completion of a Development Agreement. Site Plan Control with evaluate the full technical details of the site including servicing, site access, stormwater management, landscape, parking, accessibility, building layout and functional design.

Report Number: PDD-27-2025
File No: PLZ-HA-2025-137
Name: HML Holdings Ltd.
Roll No. 2810 156001104100000

Haldimand County

**Report PDD-34-2025 Declare as Surplus – 10 Caithness Street West,
Caledonia**



For Consideration by Council in Committee on November 18, 2025

Objective:

To obtain authorization to declare the property located at 10 Caithness Street West, Caledonia as surplus to the needs of Haldimand County.

Recommendations:

1. THAT Report PDD-34-2025 Declare as Surplus – 10 Caithness Street West, Caledonia be received;
2. AND THAT the land described as PIN 38159-0082 (LT); legally described as South Part Lot 1 West Side of Argyle Street North Plan Town of Caledonia as in HC37513; Haldimand County, be declared surplus to the needs of the municipality and listed for sale with a local realtor, with staff to report back to Council on any potential offers;
3. AND THAT prior to any transfer or recommendation of transfer, blanket easements be established in favour of Bell Canada and Hydro One (or their successors) to protect existing or potential utility infrastructure;
4. AND THAT the Mayor and Clerk be authorized to execute all necessary documents to establish and register the easements.

Prepared by: Melissa Lloyd, Property Coordinator

Reviewed by: Shannon VanDalen, MCIP, RPP, Manager, Planning & Development

Respectfully submitted: Mike Evers, MCIP, RPP, BES, General Manager, Development Services

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

Staff are recommending that the lands commonly known as 10 Caithness Street West, Caledonia, be declared surplus to the needs of the municipality and made available for public sale. The property, formerly used as a firehall, is no longer required for municipal purposes and has been identified as a candidate for disposition in accordance with Haldimand County's Surplus Land Policy. A Building Condition Assessment has determined that the facility is in poor condition, requiring significant investment if retained. Declaring the property surplus will allow the County to proceed with the formal process of marketing and disposing of the lands.

Background:

The property located at 10 Caithness Street West in Caledonia was historically utilized as Caledonia Fire Station #1 and has been owned by Haldimand County since 1959. The building functioned as an operational firehall until October of 2025, when fire services were relocated to a newly constructed

facility on Argyle Street North, as part of Haldimand County's broader fire services modernization strategy. With the relocation of services, the property has become vacant and is no longer required for operational use by any Haldimand County department.

In 2022, Haldimand County undertook a comprehensive Building Condition Assessment (BCA) of various municipal facilities, including Caledonia Fire Station #1. The assessment was completed by Kalos Engineering Inc., with architectural input from Curran Gacesa Slote Architects Inc. The purpose of the BCA was to document the current condition of Haldimand County-owned buildings and identify required capital investments. The BCA determined that the firehall is in poor condition overall, with significant concerns related to the structure, building envelope, and interior components. Specific issues include cracked and shifting floor slabs in the apparatus bay, deterioration of the east foundation wall, and interior finishes that are beyond their useful life. The report also noted discontinuities in fire separation that may require further investigation. The estimated cost of necessary repairs and upgrades over the next ten years is approximately \$156,300, including \$200 in immediate work (i.e. stair rail) and \$23,400 in work required within one year, some of which may have safety implications if not addressed. Given the condition of the building, the lack of ongoing operational use, and the significant cost of upgrades, staff have identified the property as a candidate to be declared surplus in accordance with the County's Surplus Land Policy.

Declaring as Surplus

By-law 269/02 prescribes the procedures for disposing of Haldimand County-owned real estate property. Before any such property can be sold, Council must pass a resolution declaring the property surplus and specifying the manner or process by which the sale of property will be conducted.

Haldimand County's Disposal of Surplus Lands Policy No. 2002-06 (Policy) governs this process, as established by Council, to ensure transparent and standardized approach for the sale of property.

Analysis:

The subject property, located in the Caledonia urban boundary is approximately 1,071 m² in size, is designated Downtown Core within the Haldimand County Official Plan and zoned "Downtown Commercial (CD)" in Haldimand County Zoning By-Law HC 1-2020. Staff have confirmed there is no identified municipal need for the building or site, and it has been categorized as surplus under the County's Surplus Land Policy. As part of the County's broader facilities management strategy, a Building Condition Assessment (BCA) was completed in 2022 by Kalos Engineering Inc. for Caledonia Fire Station #1. The BCA concluded that the building is in poor condition overall, with numerous structural and interior issues related to its age and design limitations. Key findings include:

- Structural concerns such as cracking in block walls, shifting and cracked apparatus bay floor, and a deteriorated east foundation wall requiring immediate repair.
- The building envelope is outdated, with non-insulated brick veneer walls, aged windows, and an overall need for modernization.
- Interior finishes are beyond their useful lifespan, and fire separation discontinuities were noted that may present life safety concerns.
- The second floor and basement levels present challenges in terms of accessibility, layout, and code compliance.

The BCA estimates a total of \$156,300 in present-value repairs over the next 10 years, including \$200 in immediate structural work (stair rail) and \$23,400 in work required within the next year. These include safety-related repairs that would need to be addressed if the facility were to remain in use. Staff can confirm that no repairs have been completed since the study completion in 2022.

In addition, the building is no longer aligned with Haldimand County's service delivery needs. A new fire station site and facility design has been selected and has been completed on Argyle Street North. Given the poor physical condition of the existing building, the lack of operational need, and the high cost of repairs relative to its value, declaring the property surplus is appropriate at this time.

A due diligence review was conducted to gather input from various Haldimand County divisions regarding the feasibility of selling the property. This review assessed whether there is a municipal need to retain the land, either in whole or in part, and whether any restrictions or provisions should be applied to its sale. The review, which was informed by the Divisions (and external agencies) identified below, concluded there is no benefit in retaining and / or repurposing the building for municipal purposes.

Legal & Support Services:

To maintain full insurance coverage and avoid higher premium costs, the building should not be classified as vacant. Even if it is used only for storage, regular documented inspections should be conducted to demonstrate occupancy. If the building is considered vacant, Haldimand County will face higher insurance premiums and reduced coverage.

Bell Canada:

Bell would require a blanket easement on these lands to protect their infrastructure prior to the potential sale of this property.

Hydro One:

Hydro one would require a blanket easement on these lands to protect their infrastructure prior to the potential sale of this property.

Following this review, there is no requirement to retain the parcel, and no restrictions or provisions are necessary from a Haldimand County divisional perspective. For these reasons, staff recommend formally declaring these lands as surplus and actively marketing the land for sale.

Should the property be declared surplus, staff will proceed with disposition options in accordance with legislative requirements and Haldimand County's Surplus Land Policy. The Surplus Land Policy outlines available methods for selling surplus property, including by public tender (highest bid), listing with a licensed real estate agent practicing in Haldimand County, auction, or any other method approved by Council that satisfies the requirements of the By-law and Policy.

Given this parcel's strategic downtown commercial location in Caledonia and its potential for redevelopment or adaptive reuse, staff recommend listing the property with a local licensed realtor. To select the most suitable realtor, staff will consult with at least three local candidates and evaluate their experience, track record, marketing strategy, client reviews, communication approach, opinion of value, commission structure, and negotiation tactics. This process will ensure Haldimand County secures maximum value and works to achieve a sale price at or above fair market value.

Staff propose marketing the property for an initial 90-day period, with flexibility to adjust the strategy in consultation with the selected realtor based on market response. If necessary, the listing may be extended or reassigned. Should the property remain unsold, this approach will continue until approximately the middle of 2026, at which point staff will report back to Council with an update and seek further direction.

Financial/Legal Implications:

There are no immediate financial impacts resulting from the declaration of the property at 10 Caithness Street West as surplus; however, once declared surplus, the property may be offered for public sale in accordance with Haldimand County's Disposal of Surplus Land Policy 2002-06 and relevant provisions of the Municipal Act, 2001.

Prior to any disposition, an independent appraisal will be obtained to determine the property's fair market value. Any costs related to appraisal, legal review, or marketing will be funded from existing approved budgets. In accordance with the Disposal of Surplus Lands Policy, all net proceeds realized from a future sale shall be placed in the Land Sales Reserve. Council may direct the proceeds elsewhere at the time of sale but that would not be staff's recommendation nor consistent with past practice.

Due to the circumstances surrounding this recommended declaration as surplus, staff also note for Council and the public that the land acquisition costs for the new Caledonia Fire & EMS Station were funded from the same Land Sales Reserve, in 2019, at a cost of approximately \$1.39 million.

Stakeholder Impacts:

Not applicable.

Report Impacts:

Agreement: Yes

By-law: No

Budget Amendment: No

Policy: No

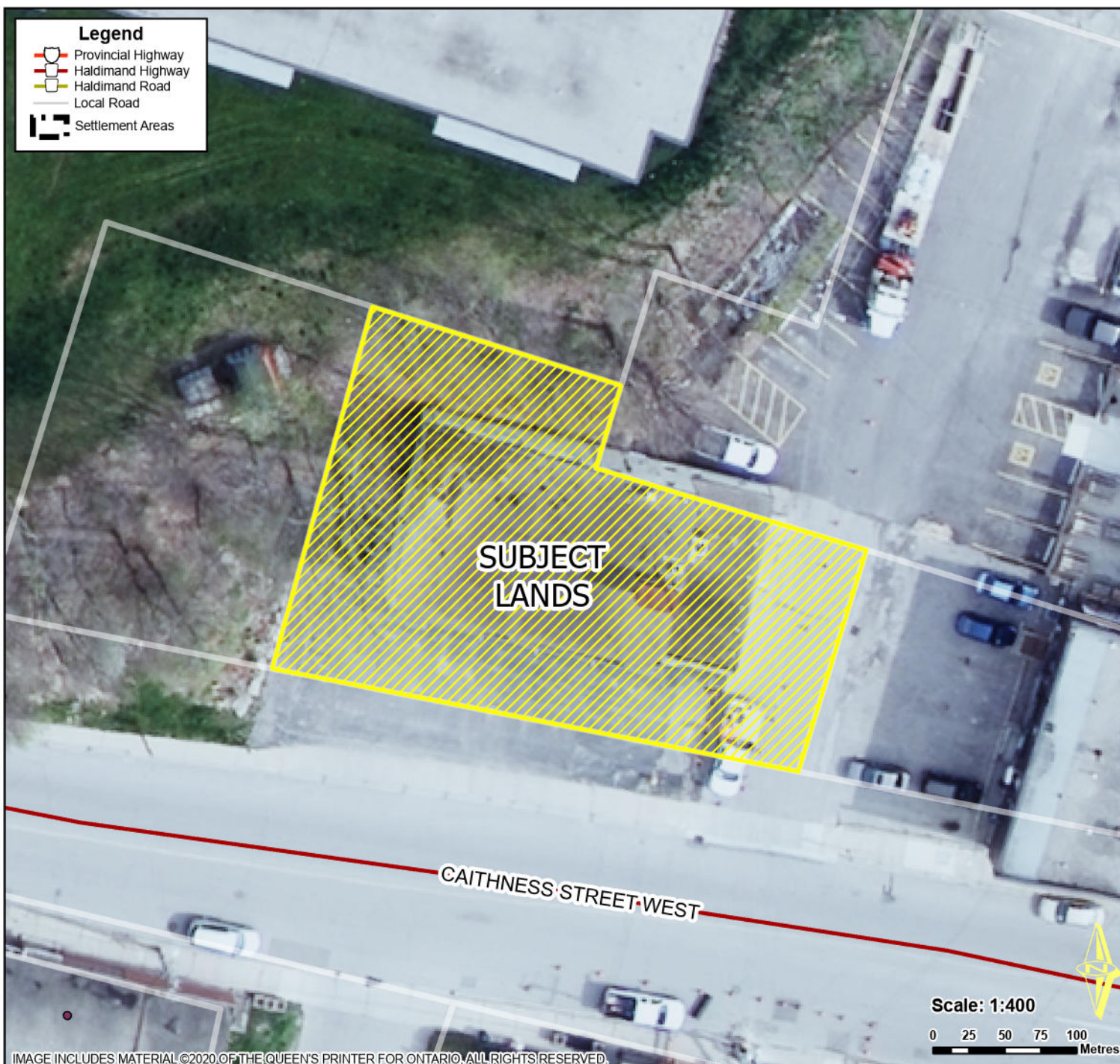
References:

1. [Policy No. 2002-06 Disposal of Surplus Lands](#)

Attachments:

1. Map of the Subject Lands.

Location Map: 10 Caithness Street West, Caledonia



Location:

**10 CAITHNESS STREET WEST
URBAN AREA OF CALEDONIA
WARD 3**

Legal Description:

**CAL PT LOT 1 W ARGYLE ST N
FIRE HALL & POLICE STATION**

Property Assessment Number:

2810 151 001 35900 0000

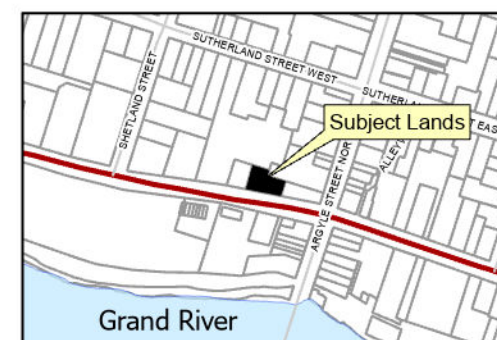
Size:

1071m²

Zoning:

**CD (Downtown Commercial)
Riverine Hazard Lands (HCOP)
Regulated Lands (GRCA)**

HALDIMAND COUNTY, ITS EMPLOYEES, OFFICERS AND AGENTS ARE NOT RESPONSIBLE FOR ANY ERRORS, OMISSIONS OR INACCURACIES WHETHER DUE TO THEIR OWN NEGLIGENCE OR OTHERWISE. DO NOT USE FOR OPERATING MAP OR DESIGN PURPOSES. ALL INFORMATION TO BE VERIFIED.



Haldimand County

Report EDT-09-2025 Community Beautification - Dunnville Community Christmas Request (Dunnville Chamber of Commerce)

For Consideration by Council in Committee on November 18, 2025



Objective:

To obtain approval for the reallocation of grant funds from the existing 2025 Community Beautification budget to the Dunnville Chamber of Commerce for a 2025 Christmas project.

Recommendations:

1. THAT Report EDT-09-2025 Community Beautification - Dunnville Community Christmas Request (Dunnville Chamber of Commerce) be received;
2. AND THAT an upset amount of \$5,000 from the 2025 Community Beautification budget be reallocated to the Dunnville Chamber of Commerce for a 2025 Christmas project be approved.

Prepared by: Christina Robbins, Coordinator, Festivals, Events & Special Projects

Reviewed by: Lidy Romanuk, Manager, Economic Development & Tourism

Respectfully submitted: Mike Evers, MCIP, RPP, BES, General Manager, Development Services

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

The Dunnville Chamber of Commerce (Dunnville Chamber) recently reached out to staff to inquire of the status of Community Beautification Grant funding they were anticipating for a 2025 Christmas project. Upon further review it was determined that there was no allocation of funds to Dunnville Chamber approved for 2025 due to the lack of an application submission. An application has now been submitted and the purpose of this Council report is to seek approval for the reallocation of funding from a cancelled 2025 project to the Dunnville Chamber to support their 2025 Christmas Light Up event and to purchase new holiday lighting. Funding is currently available within the existing budget and no additional funding is required at this time.

Background:

Each year, Haldimand County allocates funding through the Community Beautification Grant, which supports not-for-profit organizations and community groups undertaking beautification projects within Haldimand on County property. Historically, the funding allocated to community groups had been \$60,000 annually, but an initiative to increase the annual contribution to \$80,000 was approved by Council as part of the 2024 Tax Supported Operating Budget. That initiative also increased the amount of funding per project from \$4,000 to \$5,000.

The community beautification funding is part of Haldimand County's broader commitment to enhancing the visual appeal of public spaces, fostering community pride, and improving the overall quality of life for residents and visitors.

Eligible organizations are able to apply for up to 50% of their project's total cost, to a maximum of \$5,000 per grant proposal. Matching contributions may be provided in cash or in-kind (e.g., volunteer labour or donated materials). Multiple proposals from groups can be submitted annually and are ranked by priority. Applications are available online. In addition, emails and news releases are distributed to previous recipients and other community groups approximately two months prior to the fall application deadline for projects to be considered in the coming year. Applicants are encouraged to consult with Haldimand County staff prior to submission to confirm eligibility and streamline the review process.

To qualify, projects must take place on Haldimand County property and fall into one of the following categories:

- Community Signage (e.g., entrance, directional, or heritage signs)
- General Beautification (e.g., flowers, trees, hanging baskets, flowerbeds)
- Streetscape/Park Improvements (e.g., benches, bike racks, murals, banners, LED holiday decorations)
- Other Innovative Beautification Projects

All Community Beautification Grant applications are reviewed by the Haldimand County Staff Review Team, to assess eligibility and identify any considerations related to implementation. As part of this process, staff work collaboratively with community groups to refine proposals, address potential challenges, and support successful outcomes. Once the staff review is complete, eligible applications are presented to Council through the Tax-Supported Operating Budget process. Upon approval of the Operating Budget, applicants are notified of the funding decision and approved grants are advanced directly to the organizations. This approach acknowledges that many community groups operate with limited financial capacity, and requiring them to front-end project costs with reimbursement upon completion, may present barriers to participation and project success.

The Dunnville Chamber has previously participated in Haldimand County's Community Beautification Grant, receiving funding support for local beautification initiatives, including lighting for their annual Christmas events. During the review of the 2025 Christmas Light Up plans, the Dunnville Chamber noted that an application for holiday lighting funding through the 2025 Beautification Grant had not been submitted. As a result, a funding gap was identified, and the Chamber reached out to Haldimand County staff to explore potential support options. The Dunnville Chamber has indicated that, without additional financial assistance, it may face challenges in proceeding with its traditional holiday programming, including the annual Christmas Light Up event.

Upon review of the 2025 Community Beautification Program budget, staff identified unspent funds from previously approved projects that have been cancelled. With Council's support, staff are proposing to reallocate a portion of these available funds to support the Dunnville Chamber's 2025 Christmas Light Up event. This approach aligns with the intent of the Community Beautification Program and reflects the County's ongoing commitment to supporting longstanding, community-led events that contribute to local vibrancy and seasonal celebration.

Analysis:

The Dunnville Chamber has been a longstanding leader in the community, hosting annual Christmas events since 1945. These celebrations have evolved into a town-wide evening parade, Light Up ceremony, and interactive light displays, all designed to create an enhanced and inclusive holiday season for residents and visitors.

The Dunnville Chamber's Community Christmas events, including the annual Christmas Light Up, are delivered entirely by volunteers. These activities require significant planning, coordination, and resources to ensure a safe and enjoyable experience. The associated costs for lighting, décor, maintenance, and event logistics can be substantial, requiring volunteer-led organizations to rely on financial support from the County and community partners to sustain these valued traditions.

Historically, the Dunnville Chamber has applied to the Community Beautification Program to receive funding to support its holiday lighting initiatives. It was recently identified that a Beautification Program application was not submitted in the fall of 2024 for the 2025 Christmas Light Up event. As a result, no 2025 funding was allocated through the Community Beautification program, creating a funding gap for the Dunnville Chamber's planned activities.

In exploring potential options, staff reviewed the 2025 Community Beautification budget to confirm if funds were available to assist the Dunnville Chamber. It was confirmed that all 2025 projects have been paid out to groups with the exception of \$3,300 that was previously allocated to Jarvis Lawn Bowling. The Jarvis Lawn Bowling project was cancelled following approval of the budget earlier this year and as such these funds were not distributed to the group. Additionally, a refund was also received from the Jarvis Board of Trade in relation to a 2022 project in the amount of \$1,850. This has resulted in \$5,150 of surplus funds available. Staff are seeking Council approval to allocate the maximum per-project funding amount of \$5,000 from these available dollars to support the Dunnville Chamber's 2025 holiday lighting enhancements as part of the Christmas Light Up event.

The Dunnville Chamber has confirmed that, should this funding be approved, it will provide the required matching contribution, either through cash or in-kind support such as volunteer labour, in alignment with Community Beautification Program guidelines.

As all other approved 2025 Beautification Program applications have been paid out. Staff propose placing the remaining \$150 into the program reserve.

Supporting the Dunnville Chamber through this request continues the County's strong working relationship with the organization and reinforces our shared dedication to the community.

Financial/Legal Implications:

There are no new budget implications related to the original Council approved \$80,000 Community Beautification approved funding, as the 2025 Operating budget remains unchanged.

The proposed project meets all Community Beautification criteria, including the lead applicant providing up to \$5,000 in matching resources (financial or in-kind) towards the project. Council approval is required as we are requesting the reallocation of unspent funds of \$5,000 from previously approved project that has been cancelled.

Reallocation of Funds Summary

Organization/Project	2025 Approved Budget	Change	Proposed Revised Budget
Caledonia BIA - Canadian Flags and Banners	\$1,580	\$0	\$1,580
Caledonia BIA - Downtown Flowers, North Caledonia	\$3,940	\$0	\$3,940
Caledonia BIA - Downtown Flowers, South Caledonia	\$3,940	\$0	\$3,940
Caledonia Chamber of Commerce - Snowflake Lights of Downtown	\$5,000	\$0	\$5,000
Caledonia Legion Branch 154 - Oasis Parkette Holiday Lighting	\$4,970	\$0	\$4,970
Cayuga Chamber - Downtown Flowers	\$5,000	\$0	\$5,000
Dunnville BIA - Downtown Banners	\$4,310	\$0	\$4,310
Dunnville BIA - Downtown Floral inserts	\$5,000	\$0	\$5,000
Dunnville BIA - Fall and Winter Holiday Decor	\$5,000	\$0	\$5,000
Dunnville Horticultural Society - Community Gardens - Spring Perennials	\$3,490	\$0	\$3,490
Dunnville Horticultural Society - Seasonal Gardens - Fall Community Gardens	\$630	\$0	\$630
Dunnville Horticultural Society - Seasonal Gardens - Summer Annuals	\$5,000	\$0	\$5,000
Friends of LaFortune Park - River Front Park Signage	\$2,750	\$0	\$2,750
Hagersville BIA - Farmers Market Audio Enhancement	\$4,000	\$0	\$4,000
Hagersville BIA - LED Entrance Sign lighting	\$1,500	\$0	\$1,500
Hagersville Chamber of Commerce - Seasonal Downtown Flowers	\$5,000	\$0	\$5,000
Haldimand Horticulture - Riverwalk, Dam, Oasis, Cenotaph, Wigton & Burke Gardens	\$4,170	\$0	\$4,170
Haldimand Horticulture - York, Seneca and Caledonia Cemetery	\$3,920	\$0	\$3,920
Jarvis Board of Trade - Downtown Summer Planters	\$1,000	\$0	\$1,000

Organization/Project	2025 Approved Budget	Change	Proposed Revised Budget
Jarvis Lawn Bowling - Exterior Facility Signage and Enhancement	\$3,300	\$(3,300)	\$0
Selkirk Chamber of Commerce - Downtown Holiday Decor	\$1,500	\$0	\$1,500
Selkirk Chamber of Commerce - Seasonal Planters and Hanging Baskets	\$5,000	\$0	\$5,000
Refund Received for 2022 Jarvis Board of Trade Beautification Grant	\$0	\$(1,850)	\$(1,850)
Dunnville Chamber of Commerce – Christmas Light-up Event	\$0	\$5,000	\$5,000
Total Operating Expenditures	\$80,000	\$(150)	\$79,850
Financing – CRR Community Partnerships	\$80,000	\$(150)	\$79,850
Total Financing:	\$80,000	\$(150)	\$79,850

Table 1 Reallocation of Funds Summary

Stakeholder Impacts:

Supporting the Dunnville Chamber of Commerce through the reallocation of available Community Beautification funds will have several positive impacts. Residents and visitors will continue to enjoy a vibrant seasonal tradition that brings the community together and enhances visitor experience. The Dunnville Chamber, as a volunteer-led organization, will receive essential financial support to sustain project delivery without placing additional strain on the group's capacity.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

References:

1. [Haldimand County Beautification Grant Guidelines](#)
2. [Community Partnership Program- Capital Grants](#)

Attachments:

1. Attach1 Dunnville Chambers Application 2025

Festival & Event Application

As a reminder to those looking to submitting an Application: Haldimand County Fesitvals & Events are those held on County property and/or impact functions of County infrastructure and community life.

Event name *

Dunnville Community Christmas and Light Up Night

Date of event (or start date) *

12/6/2025 

Type of event (check all that apply) *

- ☐ Event/festival (part day/less than 8 hours)
- ☐ Event/festival (multi-day)
- ☐ Event/festival (full day/8+ hours)
- ☒ Holiday celebration
- ☒ Parade

Is this event on County property? *

- ☒ County property
- ☐ Private property
- ☐ Both

Is this event open to the public? *

- ☒ Yes
- ☐ No

Host or host organization *

Dunnville Chamber of Commerce

Is the event hosted by a non-profit organization? *

- ☐ Yes
- ☒ No

Is the event non-profit? *

- ☒ Yes
- ☐ No

Location(s) of event *

Wingfield Park, Central Park,

Description of event

Please include all important details of the event, such as: planned activities, venue(s) and location(s), scheduled timing of the event (including setup, event, and takedown) for all locations used, etc.

The town of Dunnville will host the 80th annual Dunnville Christmas Parade , concluding with lighting up the Dunnville Hospital & Healthcare Foundations Tree of Hope (town tree), which will be located in Central Park. The light displays along Wingfield Park and Central Park will be turned on and kept on for the remainder of the holiday season.

Event setup start time *

4 pm

Event start time *

5:30 pm

Event end time *

9 pm

Event takedown end *

The decorations and light displays will be taken down by the second week of January.

Have you previously hosted this event? *

- ☒ Yes
☐ No

Number of years held *

79

Was this previously hosted in Haldimand County? *

- ☒ Yes
☐ No

Where did you previously host this event? *

Dunnville

Anticipated number of attendees *

1,000 for parade, 120 for tree light up

Will there be admission fees? *

- ☐ Yes, per entry
☐ Yes, per attraction
☒ No

Supporting documents

Please include any supporting documents you may already be aware of.

If you know that your event requires any supporting forms, please upload them here. (For example: Lottery License, Facility Rental, etc.)

Organization & Applicant Details

Name of organization *

Dunnville Chamber of Commerce

What type of website/social media does your organization have?



- ☒ Website
- ☐ Instagram
- ☒ Facebook
- ☐ X (formerly Twitter)
- ☐ Other

Please enter your website url *

https://dunnvillechamber.com/?fbclid=IwY2xjawNWKdxleHRuA2FbQIxMA BicmlkETF3WUtZMI Z5VFNIZ2Y4QkZUA R5OrSHM9XnM_j87 VhES21mB50Au47t gsKbyRorddL8mmK gpGp2UZX7wjWJzl Q_aem_tF8iKUr_yli Da_bYoNTHLQ

Please enter your Facebook url *

http://www.facebook.com/dunnvillechamberofcommerce

Type of Organization:

*

- ☒ Non-Profit
- ☐ Association
- ☐ Private
- ☐ Commercial
- ☐ Other

Organization's Mailing Address

Address *

310 Queen St. Dunnville ON N1A 1H9

Town/City *

Dunnville

Postal code *

N1A1H9

Primary Applicant

First name *

Tamara

Last name *

Lovegrove

Position within the organization *

Christmas Events Coordinator

Email *

Phone *

Alternate Applicant

First name *

Rebecca

Last name *

Booth

Email *

rebecca.dcoc@gmail.com

Phone *

Requests for Staff & County Personnel Attendance

Dignitary Request

On occasion, the Mayor and Members of Council are invited to Opening Ceremonies, presentations, or to participate in a parade. Please use this space to request Council Attendance. Confirmation of Council Attendance will occur prior to the event.

Requested Council:

- ☒ Mayor Bentley
- ☐ Councillor McKeen
(Ward 1)
- ☐ Councillor Metcalfe
(Ward 2)
- ☐ Councillor
Lawrence (Ward 3)
- ☐ Councillor Adams
(Ward 4)
- ☒ Councillor Shirton
(Ward 5)
- ☒ Councillor O'Neill
(Ward 6)

Dignitary Request

Date:

12/6/2025



Dignitary Request

Proposed Start Time:

05:00 PM



Dignitary Request

Proposed End Time:

07:00 PM



Dignitary Request Level of Participation

Just join parade

Emergency Services Involvement Request

Emergency services participation in parade

- ☒ Fire Department
- ☒ Ontario Provincial
Police
- ☒ Paramedic
Services

Emergency services public relations display

- ☐ Fire Department
- ☐ Ontario Provincial
Police
- ☐ Paramedic
Services

Emergency services additional services requested

- ☐ Ontario Provincial
Police (OPP) Officer
(Contact the OPP
directly)
- ☐ Paramedic
services - Ambulance
- ☐ Paramedic
services - Bike
medics

Do you have an emergency plan? *



- ☒ Yes
- ☐ No

Special Event Safety and Accessibility

Please identify the safety measures that will be in place for the event and consider making your event as accessible as possible

How will event officials be identified? *

During the parade the parade volunteers will wear santa hats or a safety vest

What is your First Aid Plan? * Page 30 of 198

To call 911 if any emergencies arise

What is your plan for Crowd Control? *

Volunteers throughout parade route intersections to ensure parade traffic goes smoothly

What is your plan for parking? *

N/A

Will you be requiring security? *

☐ Yes

☒ No

Is the location of your event accessible to individuals who use mobility devices? *



☒ Yes

☐ No

Does the location of your event have an accessible/universal washroom nearby? *

☒ Yes

☐ No

Does the location of your event have accessible parking nearby? *

☒ Yes

☐ No

Safety & Security

Emergency Services Involvement

Emergency services participation in parade

- ☒ Fire Department
- ☒ Ontario Provincial Police
- ☒ Paramedic Services

Emergency services public relations display

- ☐ Fire Department
- ☐ Ontario Provincial Police
- ☐ Paramedic Services

Emergency services additional services requested

- ☐ Ontario Provincial Police (OPP) Officer (Contact the OPP directly)
- ☐ Paramedic services - Ambulance
- ☐ Paramedic services - Bike medics

Do you have an emergency plan? *

-  ☒ Yes
- ☐ No

Will there be Fireworks/Pyrotechnics? *

- ☐ Yes
- ☒ No

Special Event Safety and Accessibility

Please identify the safety measures that will be in place for the event and consider making your event as accessible as possible

How will event officials be identified? *

During the parade, parade volunteers will wear a santa hat or safety vest

What is your First Aid Plan? *

To call 911 if an emergency arises

What is your plan for Crowd Control? *

Volunteers throughout the parade route to ensure the parade traffic goes smoothly

What is your plan for parking? *

N/A

Will you be requiring security? *

- ☐ Yes
- ☒ No

Is the location of your event accessible to individuals who use mobility devices? *



- ☒ Yes
☐ No

Does the location of your event have an accessible/universal washroom nearby? *

- ☒ Yes
☐ No

Does the location of your event have accessible parking nearby? *

- ☒ Yes
☐ No

Location Details & Equipment Request

Location Details

To best aid in facilitating the necessary infrastructural and community supports for your event's success, an Event/Festival [Site Map](#) and/or Parade Roadmap must be included.

Please provide a Site Map and/or Roadmap to best communicate the location(s) of your event.

File Name	
 parade route.pdf	4.2 MB
 line up.pdf	4.0 MB
 WATERFRONT PARK DISPLAYS.pdf	2.0 MB

Temporary Structures

A building permit is required for a single tent or group of tents whose aggregate area exceeds 60 meters squared (646 sq. ft.), is attached to a building or is constructed closer than 3 meters (10 ft.) from other tents or structures. All tents must meet the standard of NFPA 701 or a CAN/ULC C-S109 comparative for flame spread testing.

Will there be any of the following temporary structures: *

- ☐ Air Bounce/Climbing Wall/Other similar amusements
- ☐ Bleachers
- ☐ Portable Washrooms
- ☐ Stage (s)
- ☐ Sun Shelters
- ☐ Tent (s)
- ☐ Other
- ☒ None of the above

Haldimand County Event Trailer

Do you require the Community Event trailer for your event? *



- ☐ Yes
☒ No

The Community Event Trailer needs to be picked up and returned to the Kohler Yard (1162 Kohler Road), Monday-Friday, between 8am-4pm.

Roadways, Ammenities, & More

Will you require the use of county roadways and/or sidewalks? *

- ☒ Yes
☐ No

Please describe planned use and indicate the number of barricades and/or pilons: *

40

Will there be a crossroad banner installation? *

- ☐ Yes
☒ No

Would you like to request picnic tables? *

- ☐ Yes
☒ No

Would you like to request waste receptacles? *

- ☐ Yes
☒ No

For events including animals, event organizers must ensure that proper contact and paperwork with Grand Erie Public Health (GEPH) is completed at least 30 days prior the event start date.

Is there anything else that will be required? (such as vehicle access in park, petting zoo, closure of public amenities, etc) *

- ☐ Yes
☒ No

Food & Beverage

Will there be alcoholic beverages served or available at your event? *



☐ Yes

☒ No

Special Occasion Permit's (SOP's) and Municipal Significant Designation are required if serving alcohol. Please visit the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#) for more information.

Will there be food served or available at your event? *



☐ Yes

☒ No

Haldimand Norfolk Health Unit (HNHU) requires the "Organizer form" 60 days prior to the event and the "Food Provider form" 30 days period to the event. These can be found at [Haldimand Norfolk Health Unit's website](#).

Entertainment & Other Details

Entertainment

Will you be using live entertainment? *

- ☐ Yes
☒ No

Will there be amplified sound? *

- ☒ Yes
☐ No

Please describe how sound will be amplified: *

the Chamber has a sound system that we will use to amplify any talking at the light up portion of the event.

Other

Will there be games of chance, lotteries, raffles, etc? *

- ☐ Yes
☒ No

Will there be face painting? *

- ☐ Yes
☒ No

Face painting must be approved/reported with Grand Erie Public Health (GEPH), included in the [Personal Services Form](#), completed at least 30 days prior the event start date.

In inclement weather, will the event be cancelled or rescheduled? *

- ☒ Event will happen as planned with any weather
☐ Cancelled
☐ Rescheduled

Insurance, Consent, & Authorization

Please confirm the following Haldimand County Festival and Event Insurance Requirements: *

- ☒ The Event is mostly, if not all, held on County owned property.
- ☒ The Event is sponsored by a volunteer, not-for-profit organization.
- ☒ The Event is held on an annual recurring basis.
- ☒ The Event is for the benefit of the general public, as opposed to a specific target audience.
- ☒ The Event contributes to community vibrancy and may encourage tourism.
- ☒ The Event is not for the purpose of fundraising.
- ☒ The Main Event is free of admission charges.
- ☒ Funding of the insurance for an event does not create an inconsistency with other similar events held on property not owned by the County.

Event Insurance Acknowledgement *

- ☒ I/We will obtain event insurance and supply the COI to specialevents@haldimandcounty.ca prior to the event

Consent *

- ☒ I/We verify that all information provided in this application is correct, to the best of my/our knowledge

Indemnification/Hold Harmless Agreement:

On behalf of the sponsoring organization, I shall indemnify, defend and hold harmless Haldimand County, its Mayor, Councillors, officers, directors, employees, agents, representatives, successors and assigns, from and against any and all claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, dues, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed on Haldimand County including reasonable legal fees, occasioned wholly or in part by any negligent acts or omissions by Sponsoring Organization, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of Municipal property in connection with the Festival or Event which is the subject of this application.

Please confirm: *

- ☒ I/We have read and agree to the Indemnification/Hold Harmless Agreement above.

Terms and Conditions:

I/We have read the terms and conditions as outlined in the guidelines and on this application and fully disclosed all details and components of the proposed event. I/We will abide by all terms, conditions and regulations as indicated on the applications required. I/we are aware that failure to comply as outlined could lead to cancellation of this application and/or the event at any time. I/We agree that the information found in this application can be shared with all applicable partners.

Please confirm: *

☒ I/We agree to all terms and conditions.

Acknowledgement and Agreement

☒ I/We have read, understand, and agree to all terms and conditions within this application. I have the authority to bind and enter into this agreement on behalf of the sponsor organization.

Notice of Collection

Personal information on this form is collected under the authority of the Municipal Act, 2001, as amended and will be used for processing this request or permit application. Questions about this collection may be directed to the Community Development and Partnerships Division at 905-318-5932 or specialevents@haldimandcounty.on.ca.

Festival & Event Application

Your Festival & Event Application has been received! We will be in touch shortly. You will receive an email confirmation of your submission today; please allow up to 15 minutes for this to arrive (be sure to check your spam filter).

If you do not receive an email with a summary of your Application today, please contact:
specialevents@haldimandcounty.on.ca

Haldimand County

Report CPP-14-2025 Community Partnership Program – Caledonia Athletic Softball Association Dugout Roofs Project Budget Amendment

For Consideration by Council in Committee on November 18, 2025



Objective:

To provide an update regarding the Caledonia Athletic Softball Association Dugout Roofs Project budget, approved through CDP-06-2024.

Recommendations:

1. THAT Report CPP-14-2025 Community Partnership Program – Caledonia Athletic Softball Association Dugout Roofs Project Budget Amendment be received;
2. AND THAT revised capital grant funding, to an upset amount of 35% of the actual project budget, in keeping with the Community Partnership Program Policy No. 2011-01, be approved;
3. AND THAT the revised budget, with related funding from the Community Partnerships Capital Reserve, as outlined in Report CPP-14-2025, be approved.

Prepared by: Katrina Schmitz, Manager, Community Programming and Partnerships

Reviewed and respectfully submitted by: Scott Luey, MBA, CPA, General Manager, Community Safety and Wellness

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

In 2024, the Caledonia Athletic Softball Association (CASA) received County approval, through report CDP-06-2024, to install roofs over the dugouts at the McKinnon Park ball diamond, adjacent to the Haldimand County Caledonia Centre (Attachment 1). With an estimated budget of \$29,000 the installation would enhance player safety and comfort, reduce maintenance costs and improve the general aesthetic of the diamond. A 35% capital grant—through the Community Partnership Program (“CPP”) (”, Policy No. 2011-01)—estimated at \$10,150, was also approved. The work complemented other Park enhancements undertaken by CASA through the CPP including the installation of Mar-Co Clay and the construction of a new concession building.

The work was initiated in fall 2024. Due to unanticipated site challenges identified at construction start, enhancements to the original design and increased material costs, the actual project cost was \$75,040 upon completion.

Discussions have taken place between Haldimand County staff and the partners and, in spite of the issues identified in the management of the project, staff recommend the community group be provided with a 35% CPP grant based on the actual cost of the project. The community group and the contractor have also contributed additional funds and in-kind labour to help cover the cost overrun. Staff have identified internal processes and procedures to ensure this type of situation does not occur again.

Background:

Haldimand County's Community Partnership Program (CPP) and associated Policy No. 2011-01 are intended to encourage and enhance strategic partnerships to the benefit of community stakeholders and the municipality. The CPP offers a fair, clear and consistent approach to requests, balancing the rigour of the project review process—necessary to ensure that legitimate public interest issues are addressed—with flexibility and respect for the volunteer commitment of the community groups.

Since 2011, more than 120 projects have been completed with Haldimand County funding of \$3 million leveraging \$4 million in community contributions to build \$7 million in community projects.

Analysis:

The Proponent:

The Caledonia Athletic Softball Association (CASA) has provided softball programming to the community for more than fifty years. On average, 15 teams play annually with more than fifty volunteers contributing their time to coaching, scheduling, administration and program development.

As a partner group in Haldimand County's Fields & Parks Management Program, CASA receives annual operating funding to maintain and care for the ball field at McKinnon Park as well as those at Caledonia Kinsmen Park and, through a joint use agreement with the Grand Erie District School Board, the ball field at McKinnon Park Secondary School.

During the past decade, CASA has also undertaken projects to enhance its primary ball field at McKinnon Park through the County's Community Partnership Program (CPP), including installing Mar-Co Clay on the infield and building a modern, new concession building. These projects included the group fund-raising for its 65% contribution to the cost of these initiatives.

Project Management:

The original proposal was to install roof structures over two existing player dugouts at Caledonia McKinnon Park. The work was initiated after the 2024 ball season with anticipated completion before year-end. As construction began, a number of challenges began to impact the scope and budget of the project, including:

- During excavation, the contractor hit the remnants of old step-in dugouts in both locations. These had been buried (instead of being removed) when the diamond was last rebuilt. In order to be able to proceed with the installation of the frame to support the new dugout roofs, the concrete had to be removed at considerable cost;
- The design of the roofs was enhanced to create a more professional-looking dugout, in keeping with the other amenities on the site; and,
- The material costs for the project increased from the time when the original quotation was provided.

The priority to complete the project before year-end meant the project proceeded with limited information-sharing between the three partners (proponent, contractor and Haldimand County) and a lack of appreciation for how significantly these issues impacted the budget.

Project Reconciliation:

During financial reconciliation, it was confirmed that the original project budget had increased from \$29,000 to \$75,040. Haldimand County staff met on several occasions with CASA and the contractor to review where and how the communications breakdown occurred, how to ensure this type of budget overrun does not happen again and how to address the increased budget.

Both CASA and the contractor have agreed to contribute more funds and in-kind resources to ensure they meet the 65% budget obligation of the CPP and associated policy. Given CASA's previous track record of managing community partnership projects, and the availability of funds in the Community Partnerships Capital Reserve, staff feel comfortable requesting the group be provided with a 35% CPP capital grant based on the actual budget.

Financial/Legal Implications:

Policy 2011-01 states that the CPP will encourage and actively support partnerships with not-for-profit community groups. Within the CPP capital grants stream, Council has the responsibility to approve community capital projects with an overall budget of over \$10,000.

The budget for the original request, approved through report CDP-06-2024, was \$29,000. The community group requested 35% CPP grant funding towards the project, totalling \$10,150.

Actual costs for the project totalled \$75,040. Staff are requesting that, given the increase in the project costs, the CPP grant be increased to \$26,270, representing 35% of the actual budget of \$75,040.

Based on approved/recommended projects to date requiring funding from the Community Partnerships Capital Reserve, there are sufficient funds available in the Reserve which remain unallocated for 2025.

As a result of the proposed budget amendment, the following capital amendment is required:

Project Budget	Approved Budget CDP-06-2024	Revised Actual Budget
CASA Dugout Roofs Installation	\$29,000	\$75,040
Total Expenditures	\$29,000	\$75,040

Table 1 CASA Project Budget Overview

Project Financing	Approved Budget CDP-06-2024	Revised Actual Budget
Community Contribution	\$18,850	\$48,770
Community Partnerships Capital Reserve	\$10,150	\$26,270
Total Financing	\$29,000	\$75,040

Table 2 CASA Project Financing

Public Sector Accounting Board (PSAB) reporting standards require Haldimand County to record the fair market value of contributed assets. This capital enhancement will be amortized over the estimated life of the asset for accounting purposes and will be included in Haldimand County's capital asset insurance policy.

Future capital repair or replacement of the asset will be at Haldimand's discretion. Any ongoing additional operating costs (inspections, maintenance, and repairs) are the responsibility of the CASA through its Memorandum of Understanding as a member of the County's Fields & Parks Management Program.

Stakeholder Impacts:

Players, volunteers and the general community have expressed appreciation for the dugout roofs at the park.

The original application was assessed and supported by staff from the following Divisions: Community Programming & Partnerships (CPP), Facilities, Parks, Cemeteries & Forestry Operations, Facilities Capital & Asset Management, Finance and Legal & Support Services.

Addressing the current budget overrun was reviewed by CPP staff in collaboration with Finance.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: Yes

Policy: No

References:

1. [Community Partnership Program Policy No. 2011-01.](#)
2. [Report CDP-06-2024: CPP Capital Grant – Caledonia Athletic Softball Association Dugout Roofs Project.](#)

Attachments:

Location Map – Caledonia McKinnon Park.

Haldimand County

Report CPP-15-2025 Community Partnership Program - Selkirk Park Overhead Doors



For Consideration by Council in Committee on November 18, 2025

Objective:

To approve a community request from the Selkirk Ball Park Committee to upgrade an existing overhead door and to install a second in place of existing access doors at the Selkirk Park pavilion.

Recommendations:

1. THAT Report CDP-15-2025 Community Partnership Program – Selkirk Park Overhead Doors be received;
2. AND THAT the request from the Selkirk Ball Park Committee to upgrade the existing overhead door on the Selkirk Park pavilion and to replace an existing set of access doors with another overhead door, with a projected budget of up to \$6,450, be approved;
3. AND THAT capital project funding to an upset amount of \$6,450, contributed from the Ward 1 Community Vibrancy Fund, be approved;
4. AND THAT project and funding approval are conditional upon compliance with Policy No. 2011-01 and Haldimand County installation standards, permits, and processes;
5. AND THAT the revised budget, as outlined in Report CDP-15-2025, be approved.

Prepared by: Sheryl Sawyer, Senior Community Partnership Liaison

Reviewed by: Katrina Schmitz, Manager, Community Programming and Partnerships

Respectfully submitted: Scott Luey, MBA, CPA, General Manager, Community Safety and Wellness

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

The Selkirk Park is a busy community park, with multiple amenities offering recreation opportunities for a variety of age groups, recreation interests, and abilities. Selkirk Ball Park Committee volunteers manage the park through an agreement and an operating grant via Haldimand County's Fields and Parks Management (FPM) Program.

The current request, which is supported by the Ward 1 Councillor and staff, is for approval for the Selkirk Ball Park Committee to upgrade the existing overhead garage-style door to include an automatic door opener and to remove a set of access doors and replace them with a similar overhead door, also equipped with an automatic door opener. These enhancements will improve safety for park volunteers, provide greater flexibility of use of the storage space at the park, and improve the overall utility of the building. The work is somewhat time sensitive as the existing door is in a poor state of repair and should be fixed before winter.

The total anticipated budget for the project is \$6,450. The local Councillor has asked that 100% of the project cost be supported through funding from the Ward 1 Community Vibrancy Fund in order to ensure the project can be completed before the end of the year.

Background:

Haldimand County's Community Partnership Program (CPP) Capital Grant Program was created in 2011 to support the efforts of community groups to facilitate enhancements to existing Haldimand County-owned assets or new projects on municipal property. The intent of the CPP is to provide a fair, clear, and consistent process for community partners to gain approval to undertake such initiatives, as well as to seek sources of funding for these projects. The program is intended to balance the rigour of the review process, necessary to ensure legitimate public interest issues are addressed, with flexibility and respect for the volunteer commitment of community groups.

The current request is for permission for the Selkirk Ball Park Committee to undertake upgrading of an existing overhead garage-style door, to replace an existing set of access doors with a similar overhead door, and for both overhead doors to be equipped with automatic openers.

Analysis:

Selkirk Park Activity and Management

Selkirk Park offers amenities and recreation opportunities for a wide variety of ages and activities, including adult ball programming and multiple community events. Park amenities include a lighted ball diamond, play equipment, and an outdoor rink plus buildings to house permanent washrooms, a concession stand, and a storage facility which opens onto a covered pavilion.

The local community and out-of-town visitors particularly enjoy the annual "Sportsday Weekend" which typically takes place in August and includes ball tournaments, a home run derby, a cornhole tournament, a car show, a craft market, family movie night, an adult dance and other festivities.

The Selkirk Park is maintained by the Selkirk Ball Park Committee and is supported by an FPM operating grant, annually approved through the Tax-Supported Operating Budget process. In 2025, the Selkirk Ball Park Committee received \$32,190 to support ongoing maintenance and equipment costs.

Overhead Door Details

The equipment storage facility at the park opens into the covered pavilion structure, forming the west wall of the pavilion. Volunteers use the existing overhead doors, at the south end of the building, for tractors, mowers, and other maintenance equipment. This door does not have an automatic opener, and its opening mechanism is rather antiquated. Replacing the opening mechanism with a fully automatic door opener solves a potential safety issue and makes the door easier for volunteers to lift and close.

At the opposite end, on the north end of the pavilion, is a set of older access doors that lead to a separate room in the storage area. The doors are past their useful life and must be replaced. The group wishes to replace this set of access doors with an overhead door, similar to the one on the south end, to facilitate storage of additional maintenance equipment, including seasonal storage of the watering tractor used by the Selkirk Chamber of Commerce to care for its summer flower display that is the annual pride of the Selkirk community.

The Selkirk Ball Park Committee is seeking permission to facilitate the enhancement of the existing garage door by adding an automatic door opener and the replacement of an existing set of access doors with an overhead garage door.

Community Need and Benefit

The Selkirk Ball Park Committee's request to enhance the existing overhead door and to install another will keep the facility in good operating condition, protect volunteers and the public by ensuring door safety and functionality, and to provide an opportunity to partner with other community groups, like the Selkirk Chamber of Commerce.

Alignment with Strategic Themes, Priorities, and Goals

This project enhances an existing Haldimand County asset and meets the following criteria, identified below as part of the five core themes in Haldimand County's Strategic Plan:

1. Future Ready
 - Infrastructure Reliability – Investment in sustainable and resilient municipal infrastructure.
 - Environmental Stewardship – Commit to sustainability and climate resilience for the well-being of current and future generations.
2. Exceptional Service
 - Citizen-Centred Service – Enhance accessibility and responsiveness to residents.
 - Operational Excellence – Streamline processes for improved efficiency and effectiveness to delivery quality services our residents expect.
3. Economic Vitality
 - Tourism – Enhance attractions and services to promote sustainable tourism growth, promoting our community strengths such as our natural environment and our agri-tourism potential.
4. Healthy Communities
 - Healthy Lifestyle Opportunities – Provide excellent cultural, recreational and wellness programs and amenities.
5. Good Governance
 - Partnerships & Collaboration – Build and nurture partnerships across Haldimand, provincially and regionally to leverage diverse resources, foster innovation and create stronger, more resilient communities.

Financial/Legal Implications:

Policy No. 2011-01 states that the Community Partnership Program (CPP) will encourage and actively support partnerships with not-for-profit community groups. Within the CPP Capital Projects grant stream, Council has the responsibility to approve community capital projects with an overall budget of over \$10,000. In this case, although the project budget is estimated to be to an upset amount of \$6,450, a report to Council is required as the local Councillor is requesting approval to use Ward 1 Community Vibrancy Fund monies to finance the costs for the overhead garage doors, of which there is sufficient allocation remaining to do so.

As a result of the proposed project, the following capital amendment is required:

Selkirk Park Overhead Doors	Current Approved Budget	Proposed Revised Budget
Project Expenditures	\$0	\$6,450
Ward 1 Community Vibrancy Reserve Fund Financing (100%)	\$0	\$6,450
Proposed Selkirk Overhead Doors Total	\$0	\$6,450

Table 1 Capital Amendment

In addition to the funding required for the proposed overhead garage door project, the Public Sector Accounting Board (PSAB) reporting standards require Haldimand County to record the fair market value of contributed assets. This capital enhancement will be amortized over the estimated lifespan of the associated enhanced asset for accounting purposes.

Ongoing additional operating costs (inspections, maintenance, and minor repair) will be the responsibility of the Selkirk Ball Park Committee, which maintains the property through the Fields and Parks Management Program. Additional capital replacement or repair, potentially through a partnership with the community group, may impact Haldimand's existing long-range capital funding plan.

Stakeholder Impacts:

The proposed project was reviewed by staff from Community Programming and Partnerships, and Facilities, Parks, Cemeteries, and Forest Operations. The Councillor for Ward 1 has confirmed support of the project through the proposed use of Ward 1 Community Vibrancy Funds.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: Yes

Policy: No

References:

1. [Policy No. 2011-01 Community Partnership Program](#)
2. [Policy No. 2019-04 Fields and Parks Management](#)

Attachments:

1. Location Map Selkirk Park.

Selkirk Park

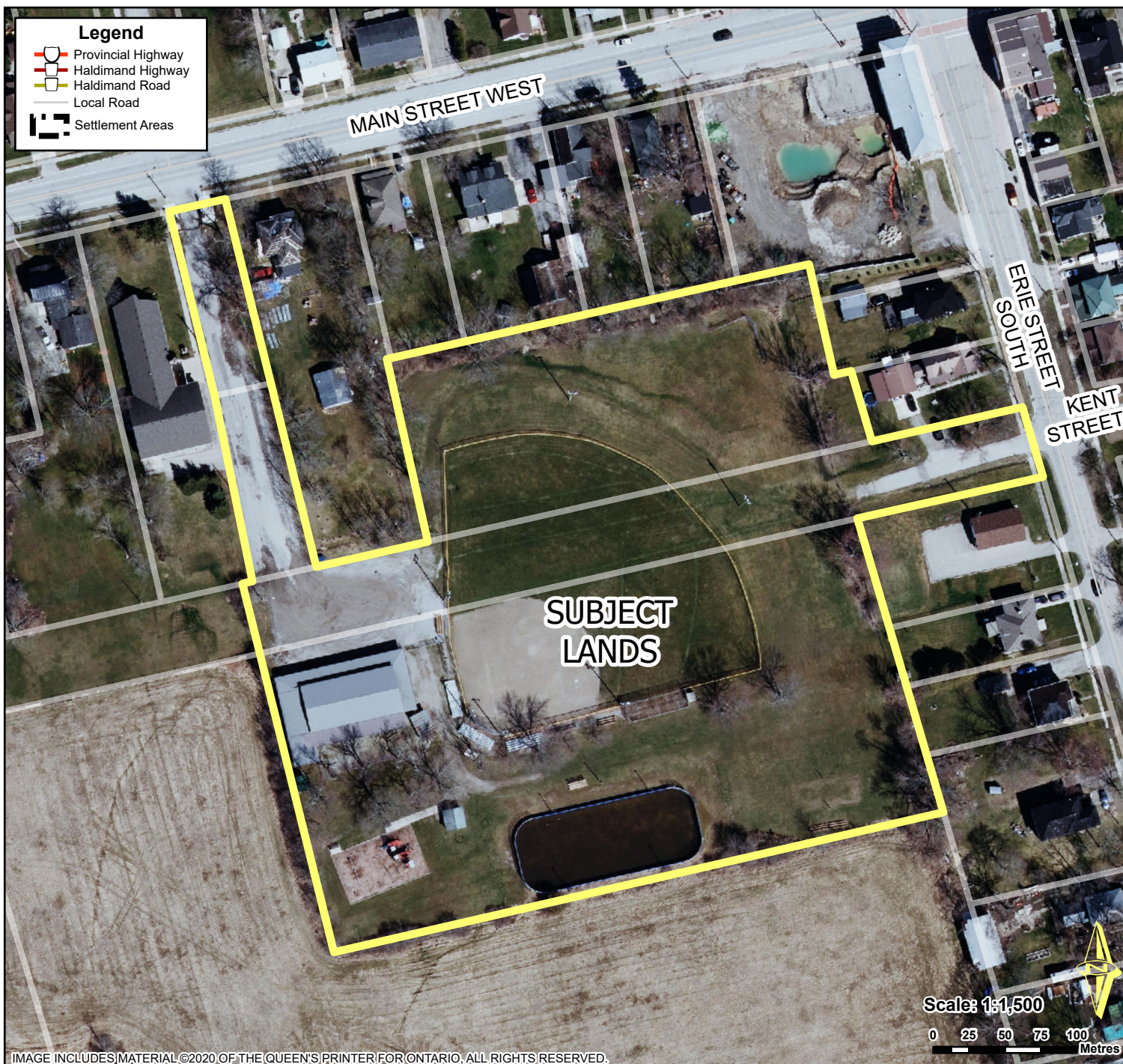


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PREPARED BY HALDIMAND COUNTY PLANNING & DEVELOPMENT DIVISION,
GIS SECTION. Oct 2025



Location:

**17 MAIN STREET WEST
GEOGRAPHIC TOWNSHIP OF WALPOLE
WARD 1**

Legal Description:

**WAL CON 1 PT LOT 24 PLAN 357 PT LOT A
PT KENT ST CLOSED RP 18R1301 PART 1**

Property Assessment Number:

2810 332 009 01220 0000

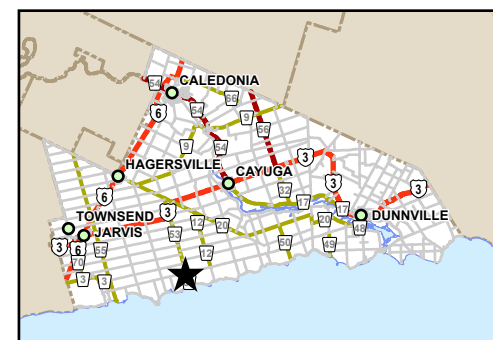
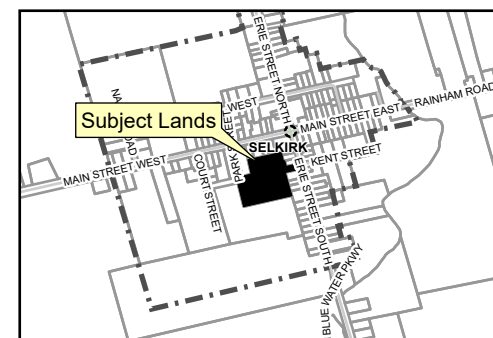
Size:

2.48 Hectares (6.12 Acres)

Zoning:

RH (Hamlet Residential) & IR (Rural Institutional)

HALDIMAND COUNTY, ITS EMPLOYEES, OFFICERS AND AGENTS ARE NOT RESPONSIBLE FOR ANY ERRORS, OMISSIONS OR INACCURACIES WHETHER DUE TO THEIR OWN NEGLIGENCE OR OTHERWISE. DO NOT USE FOR OPERATING MAP OR DESIGN PURPOSES. ALL INFORMATION TO BE VERIFIED.



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Haldimand County

Report GVL-05-2025 Health Quality Ontario's Quality Improvement Plan For Consideration by Council in Committee on November 18, 2025



Objective:

To inform Council of Grandview Lodge's 2025/26 Quality Improvement Plan (QIP), in accordance with legislative requirements under the Fixing Long-Term Care Act, 2021 (FLTCA).

Recommendations:

THAT Report GVL-05-2025 Health Quality Ontario's Quality Improvement Plan be received.

Prepared by: Amy Moore, Administrator, Grandview Lodge

Respectfully submitted: Scott Luey, MBA, CPA, General Manager, Community Safety & Wellness

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

Grandview Lodge's 2025/26 Quality Improvement Plan (QIP) aligns with Health Quality Ontario's framework to enhance care quality in long-term care. This year's plan focuses on four strategic priorities:

1. **Access and Flow:** Improving timely access to services and ensuring smooth transitions for residents
2. **Equity:** Fostering inclusive, culturally sensitive care and addressing barriers to equitable service delivery
3. **Experience:** Enhancing resident and staff satisfaction through active engagement and response care practices
4. **Safety:** Strengthening safety protocols, including infection prevention, medication management and fall reduction

The QIP reflects Grandview Lodge's commitment to continuous improvement and accountability. Indicators are selected based on Health Quality Ontario priorities and they may change from year to year. Tools such as the QIP Navigator support planning and implementation.

This plan demonstrates Grandview Lodge's dedication to delivering high-quality, person-centred care and supports broader health system goals across Haldimand County.

Background:

In Ontario, long-term care homes are required to develop and publicly post a QIP annually. This formal, documented plan outlines specific commitments aimed at improving the quality of care and services provided. Homes must submit their QIP to Health Quality Ontario (HQP) by April 1st of each fiscal year. The indicators established within the QIP are designed to ensure that long-term care homes are continuously assessing and improving their care practices, ensuring the best possible outcomes for residents.

Analysis:

In accordance with Section 168 of Ontario Regulation 246/22 under the Fixing Long-Term Care Act, 2021, the completion and submission of the QIP is a legislative requirement for all long-term care homes. HQO supports this process by providing the QIP Navigator tool, which offers prompts, templates, and guidance to assist homes in documenting and implementing their continuous quality improvement initiatives. While the FLTCA mandates the requirement for homes to create and submit a QIP, HQO provides the standardized framework and tools to ensure consistency and accountability across the province. Grandview Lodge utilizes the QIP along with other quality indicators that are reported to Council. Together, these elements form the Annual Quality Report, which ensures compliance with regulatory requirements. The Annual Quality Report is presented to Council in April of every year. The report in April will acknowledge if the below targets have been met by Grandview Lodge.

Health Quality Ontario QIP	Performance 2025/2026 (%)	Internal Target 2025/2026 (%)
Indicator 1: Rate of ED visits for modified list of ambulatory care-sensitive conditions per 100 long-term care residents	50.32	45
Indicator 2: Percentage of staff (executive-level, management, or all) who have completed relevant equity, diversity, inclusion, and anti-racism education	100	100
Indicator 3: Percentage of residents responding positively to: "What number would you use to rate how well the staff listen to you?"	80	85
Indicator 4: % of LTC home residents who fell in the 30 days leading up to their assessment.	13.92	12
Indicator 5: Percentage of LTC residents without psychosis who were given antipsychotic medication in the 7 days preceding their resident assessment.	38	33

Table 1 Health Quality Ontario QIP Indicator Overview

QIP Achievement Methods

Below are measurable outcomes that will be implemented to achieve QIP targets, demonstrating Grandview Lodge's commitment to improvement and sustained quality outcomes;

Indicator 1:

Measure – Dimension: Access & Flow

The following proposed changes will support Grandview Lodge in achieving the target set for the Emergency Department Transfers indicator. All transfers will be reviewed, analyzed, and tracked to identify trends, with a specific focus on potentially avoidable transfers. These cases will be discussed with the Director of Nursing (DON), Assistant Director of Nursing (ADON), RAI Coordinator, and Nursing Quality Assurance Nurse and Nurse Practitioner to determine opportunities for improvement. The outcomes of these reviews will be presented to the Continuous Quality Improvement committee and Professional Advisory Committees for further action and monitoring. In addition, all Registered Staff will receive training on the new Advance Care Planning and Individual Summary Policy to ensure they fully understand the legal requirements under the Health Care Consent Act related to consent, capacity, and substitute decision-making in Ontario.

This training will help ensure that hospital transfers are both necessary and aligned with residents' wishes. Lastly, since the submission of the QIP, Grandview Lodge has successfully recruited a Nurse Practitioner to join our team. This addition will enhance our ability to complete more complex assessments on-site and help reduce unnecessary emergency room visits.

Indicator 2:

Measure – Dimension: Equitable

Grandview Lodge will continue to provide mandatory Diversity, Equity, and Inclusion (DEI) training for all staff on an annual basis. This training will be integrated into the Surge Learning online education system to ensure consistent and accessible delivery. In addition, Grandview Lodge has engaged Amorell Saunders N'Daw, DEI consultant, to provide in-person training sessions for all staff. The 2025 mandatory training will also include Indigenous Cultural Safety training, which all staff are required to complete by the end of the year.

Indicator 3:

Measure – Dimension: Patient-centred

To improve survey participation and feedback quality, a clear timeframe will be established to ensure sufficient time for initiating, communicating, and implementing resident and family surveys. The Supervisor of Programs and Support will distribute the 2025 surveys in early January 2026, allowing ample time for completion. Promotion of the survey will occur from January to February 2026 through posters, newsletters, staff meetings, Resident and Family Council sessions. Incentives such as tuck shop dollars or gift cards will be offered to encourage participation. Transparency will be emphasized by sharing how feedback helps drive improvements in long-term care services. Staff will also be educated and involved in the survey process to assist residents and promote engagement. Survey completion rates will be monitored weekly over two months, with trends reviewed to identify response patterns and adjust strategies. Progress and communications will be tracked to ensure deadlines are met and outcomes are documented effectively.

Indicator 4:

Measure – Dimension: Safe

Grandview Lodge will implement the Registered Nurses' Association of Ontario (RNAO) Clinical Pathway for Falls assessment screening upon resident admission. Residents who experience a fall with injury will be reviewed during monthly Falls Team meetings. The team will assess Falls Risk Scale (FSR) outcome scores to ensure residents with higher risk levels have appropriate strategies and interventions in place, including vitamin D or Prolia if clinically indicated. The home will also increase the supply of fall prevention tools, such as hip protectors, fall mats, alarms (infrared, chair pad, and Velcro seat belts), to ensure they are readily available for residents. Additionally, the team will identify cases of polypharmacy and medications that increase fall risk by conducting quarterly medication reviews, as well as reviews following any significant change or decline in condition. Staff will monitor for side effects of medications known to contribute to falls to help reduce risk and promote resident safety.

Indicator 5:

Measure – Dimension: Safe

Grandview Lodge will complete a Delirium screen for every new resident upon admission using the new RNAO Clinical Pathway assessment. In addition, the home will continue to train and re-train staff on DementiAbility techniques to ensure they have the knowledge and skills needed to effectively support residents living with cognitive changes. A non-pharmacological approach is always given consideration before any medication is prescribed. In addition, a medication review conducted by the Nurse Practitioner will be implemented to help reduce the number of residents receiving antipsychotic medications without an appropriate diagnosis.

Financial/Legal Implications:

Not applicable.

Stakeholder Impacts:

Resident, families and staff of Grandview Lodge are key stakeholders who are directly impacted by the initiatives outlined in this report. The recommendations aim to enhance the quality of care, safety, and overall resident, staff and family experience within the home.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

References:

1. [Fixing Long-Term Care Act, 2021, S.O 2021, c. 39, Sched. 1](#)

Attachments:

1. QIP Workplan Export

Access and Flow | Efficient | **Optional Indicator**

Indicator #5	Last Year		This Year		
	46.75	42	50.32	-7.64%	45
Rate of ED visits for modified list of ambulatory care–sensitive conditions* per 100 long-term care residents. (Grandview Lodge, Dunnville)	Performance (2024/25)	Target (2024/25)	Performance (2025/26)	Percentage Improvement (2025/26)	Target (2025/26)

Change Idea #1 ☐ Implemented ☒ Not Implemented

A Nurse Practitioner will be added to the care team. This position will allow for more complex assessments and simple orders to be written on site and would reduce ER visits.

Process measure

- Nurse Practitioner hired and working fulltime at 35hrs/wk.

Target for process measure

- One Nurse Practitioner hired by Fall 2024.

Lessons Learned

Our home was unsuccessful with filling the NP position due to limited applicants.

Change Idea #2 ☒ Implemented ☐ Not Implemented

Partner with University of McMaster PoET Quality Improvement project.

Process measure

- The number of resident chart audits completed.

Target for process measure

- Completion of 10 audited charts.

Lessons Learned

The PoET project was implemented to our home in the Oct, however the PoET team still haven't come to an agreement about how best to communicate the results of the chart audit to LTC homes.

Change Idea #3 ☐ Implemented ☒ Not Implemented

The NP will work within their full scope.

Process measure

- Number of calls to 911 ambulance dispatch for transfer to ED.

Target for process measure

- Decrease the number of 911 calls by 5% in the reporting year.

Lessons Learned

As our home was unable to recruit a NP to assist us with reducing our ER transfers.

Comment

PoET is still very new to our home and as we continue to work and educated all staff on PoET we will feel this will eventually have an impact on our home's percentage. We also are still hoping on recruiting for an NP and are finding other ways to advertise this great opportunity. We will continue to work with our physicians to ensure that we are not sending our residents to the ER that do not wish to be sent. As we engage more with the community paramedic program this too will have a good impact our ED transfers.

Equity | Equitable | Optional Indicator

Indicator #4	Last Year		This Year		
	CB	CB	100.00	--	100
Percentage of staff (executive-level, management, or all) who have completed relevant equity, diversity, inclusion, and anti-racism education (Grandview Lodge, Dunnville)	Performance (2024/25)	Target (2024/25)	Performance (2025/26)	Percentage Improvement (2025/26)	Target (2025/26)

Change Idea #1 ☒ Implemented ☐ Not Implemented

Continue to educate all new staff on Equity, Diversity and Inclusion. Human Resources has incorporated this training into Grandview Lodge's onboarding package.

Process measure

- Percentage of new hires in the reporting year that have completed EDI training.

Target for process measure

- 100 % of new staff in the reporting year.

Lessons Learned

We were able to successfully implement this due to adopting the new online learning platform Surge Learning.

Change Idea #2 ☒ Implemented ☐ Not Implemented

Train all active employees using human resources EDI training module.

Process measure

- % of all active employees trained on EDI.

Target for process measure

- 100% of active employees trained.

Lessons Learned

The HR training module was uploaded to our Surge Learning platform

Comment

We will continue to meet this target as our online learning platform has been a huge success in ensuring that all staff receive the training. This year we are incorporating specific indigenous cultural safety training.

Experience | Patient-centred | **Optional Indicator**

	Last Year		This Year		
Indicator #3					
Percentage of residents responding positively to: "What number would you use to rate how well the staff listen to you?" (Grandview Lodge, Dunnville)	90.00	93	80.00	-11.11%	85
	Performance (2024/25)	Target (2024/25)	Performance (2025/26)	Percentage Improvement (2025/26)	Target (2025/26)

Change Idea #1 ☒ Implemented ☐ Not Implemented

We will be working with the communications team at the Haldimand County Administration Building to make our survey more accessible to a larger audience.

Process measure

- The number of completed surveys.

Target for process measure

- Increase our responses from 50 completed to 65 completed this reporting year.

Lessons Learned

33 Surveys completed. Successes-2024 survey was revised and shortened for residents/family to complete. Resident Council/Family council were involved in the decision making process regarding dispersing, communicating and advertising surveys. Had a plan in place to initiate surveys and assign staff members to assist residents in completing surveys. Communicated survey via GVL Newsletter, Resident Council, Family Council, and advertised at the front desk.

Challenges- Time restraints- more time allotted for completion of the survey. Ensuring families are aware, and given a longer opportunity to complete survey.

Change Idea #2 ☒ Implemented ☐ Not Implemented

Educate staff on active listening.

Process measure

- % of employees who participated in the training.

Target for process measure

- 100% of staff participated in the training.

Lessons Learned

We completed two sessions on DementiAbility which included a component of active listening. This reached approximately 25 staff.

Comment

Please see 2025/2026 workplan. You will see a decrease in the percentage due to the number of respondents going down but the wording of the question in previous years was different. We are aligning our home survey with the QIP survey and we expected a percentage reduction on the way it's worded and calculated. 15 less people filled out the survey and the question changed.

Safety | Safe | **Optional Indicator**

	Last Year		This Year		
Indicator #2	42.41	37	38.00	10.40%	33
Percentage of LTC residents without psychosis who were given antipsychotic medication in the 7 days preceding their resident assessment (Grandview Lodge, Dunnville)	Performance (2024/25)	Target (2024/25)	Performance (2025/26)	Percentage Improvement (2025/26)	Target (2025/26)

Change Idea #1 ☐ Implemented ☒ Not Implemented

Ensure all residents are appropriately diagnosed if on antipsychotics.

Process measure

- Percentage of LTC residents without a diagnosis of psychosis who were given antipsychotic medication in the 7 days preceding their resident assessment.

Target for process measure

- Decrease in percentage of residents without diagnosis of psychosis who were prescribed antipsychotic medication.

Lessons Learned

We were not able to develop a process for this goal. Due to workload and time constraints.

Change Idea #2 ☒ Implemented ☐ Not Implemented

Increase usage of non-pharmacological interventions.

Process measure

- Percentage of Residents assessed by SSW on admission.

Target for process measure

- 100% of new admissions will be assessed by SSW.

Lessons Learned

THE SSW was implemented at the beginning of 2024. She does meet with each resident on admission and fills out a detailed progress note for each person. Staff can review this note to see history and successful intervention utilized to manage challenging behaviours.

Change Idea #3 ☒ **Implemented** ☐ **Not Implemented**

Decrease prescribed antipsychotics where appropriate.

Process measure

- Percentage of LTC residents without psychosis who were given antipsychotic medication in the 7 days preceding their resident assessment.

Target for process measure

- 5% decrease in percentage of residents without diagnosis of psychosis who were prescribed antipsychotic medication.

Lessons Learned

Quarterly medication reviews continue as required in FLTCA. Medications are weaned or discontinued as able. Our clinical Pharmacist comes in on a regular basis to review medications.

Comment

Improvement was noted although we did not reach our goal this year. Please see 2025/2026 workplan with some new strategies.

Indicator #1	Last Year		This Year		
	20.09	18	13.92	30.71%	12
Percentage of LTC home residents who fell in the 30 days leading up to their assessment (Grandview Lodge, Dunnville)	Performance (2024/25)	Target (2024/25)	Performance (2025/26)	Percentage Improvement (2025/26)	Target (2025/26)

Change Idea #1 ☒ Implemented ☐ Not Implemented

Implement best practice interventions for falls prevention.

Process measure

- Percentage of Moderate to High falls risk assessments that have been reviewed.

Target for process measure

- 100% of Falls risk assessments for those who scored Moderate to High will be reviewed.

Lessons Learned

Reviewing the Falls risk assessment & FRS scores monthly was a great audit tool to ensure that our resident had the appropriate interventions and treatments(i.e. Vitamin D for bone health) in place to meet their needs and reduce their risk of a fall with injury.

Comment

We did reach our target and will continue with this practice.

Haldimand County

Report ENG-22-2025 All Way Stop Installation, Townline Road East and Haldimand Dunnville Townline Road, Canborough

For Consideration by Council in Committee on November 18, 2025



Objective:

To receive Council approval to amend Haldimand County Stop Control By-law 2385/22 to create an all way stop condition at the intersection of Townline Road East and Haldimand Dunnville Townline Road in Canborough.

Recommendations:

1. THAT Report ENG-22-2025 All Way Stop Installation, Townline Road East and Haldimand Dunnville Townline Road, Canborough be received;
2. AND THAT All Way Stop Control be created at the intersection of Townline Road East and Haldimand Dunnville Townline Road;
3. AND THAT the by-law attached to Report ENG-22-2025 be approved at a future Council meeting.

Prepared by: Judy Brown, Transportation Technologist, Engineering Services

Reviewed by: Kristopher R. Franklin, Manager, Engineering Services

Respectfully submitted: Tyson Haedrich, M. Eng., P. Eng., General Manager, Engineering and Capital Works

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

In 2025 Haldimand County completed the Haldimand Dunnville Townline Road Pedestrian Bridge project replacing the existing bridge which was closed to vehicular traffic at Oswego Creek in 2019. A review of the Townline Road East and Haldimand Dunnville Townline Road intersection with the new pedestrian bridge identified the need for an all way stop condition to clearly communicate the road closure and prevent southbound travel beyond the pedestrian bridge.

To formalize this traffic control measure, amendments to the County's Stop Control By-law are required. A temporary all way stop has already been installed under delegated authority, with costs covered by the capital project budget.

Background:

In 2025 Haldimand County's Engineering Services Division completed the Haldimand Dunnville Townline Road Pedestrian Bridge capital project, replacing the original bridge which was closed to vehicular traffic in 2019 due to structural degradation. The new pedestrian bridge, located approximately 80 metres south of Townline Road East, has resulted in the permanent closure of Haldimand Dunnville Townline Road to vehicular traffic at both approaches to Oswego Creek.

A signage review of Townline Road East and Haldimand Dunnville Townline Road determined that implementing an all way stop condition at the intersection would enhance vehicular safety and clearly communicate to motorists that southbound travel on Haldimand Dunnville Townline Road is no longer possible. To reinforce this message, additional “No Exit” signage will be installed at the southern end of the pedestrian bridge.

To maintain consistency in traffic control and provide clear guidance to road users, it is recommended that an all way stop condition be established at the intersection of Townline Road East and Haldimand Dunnville Townline Road (see Attachment 1).

Analysis:

Under the authority of the Highway Traffic Act (HTA), municipalities may implement stop controls at intersections of highways within their jurisdiction. A formal by-law amendment is required to enact such changes.

To establish the permanent All Way Stop condition at the intersection of Townline Road East and Haldimand Dunnville Townline Road, the following amendments to Haldimand County Stop Control By-law 2385/22 are required:

Haldimand County Stop Control By-law 2385/22 Schedule “A” to Delete

Street	Intersection (at)	Traffic Direction
Townline Road East	Haldimand Dunnville Townline Road	Eastbound

Table 1: Stop Control By-law to delete

Haldimand County Stop Control By-law 2385/22 Schedule “B” to Add

Street	Intersection (at)	Traffic Direction
Townline Road East	Haldimand Dunnville Townline Road	All Way

Table 2: Stop Control By-law to add

Financial/Legal Implications:

The General Manager of Public Works Operations authorized the installation of a temporary all way stop condition under the delegated authority provided in Section 3 of the Temporary Traffic Regulation By-law No. 2135/20.

The required signage was installed by Roads Operations and funded through the Townline Road – Pedestrian Bridge (D00005) capital project budget.

Stakeholder Impacts:

Not applicable.

Report Impacts:

Agreement: No

By-law: Yes

Budget Amendment: No

Policy: No

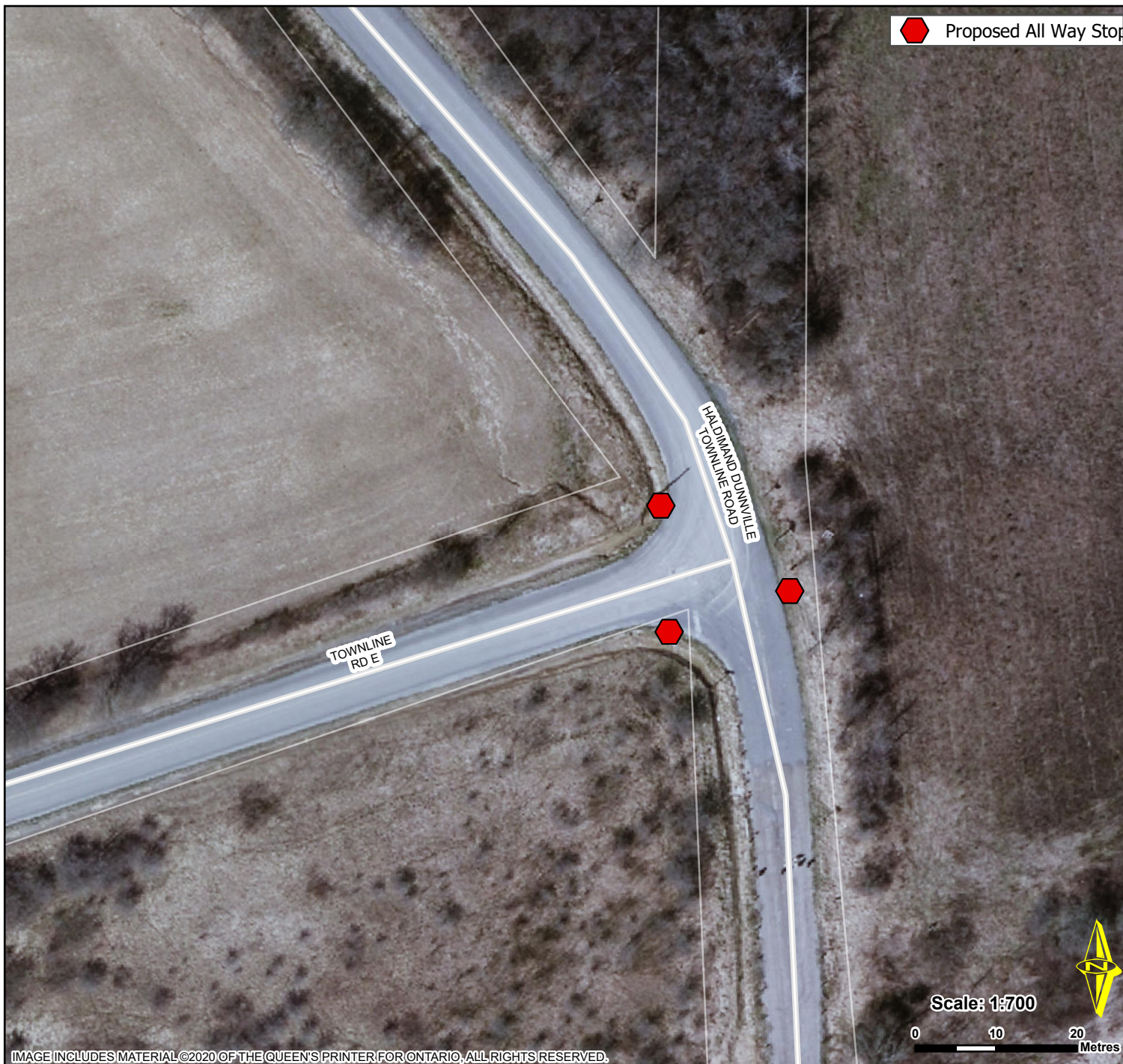
References:

1. [Highway Traffic Act, R.S.O. 1990, c.H.8](#)
2. [Haldimand County Stop Control By-law 2385/22](#)
3. Temporary Traffic Regulation By-law 2135/20

Attachments:

1. Proposed All Way Stop
2. Draft By-law

Proposed All Way Stop - Haldimand Dunnville Townline Road & Townline Road East



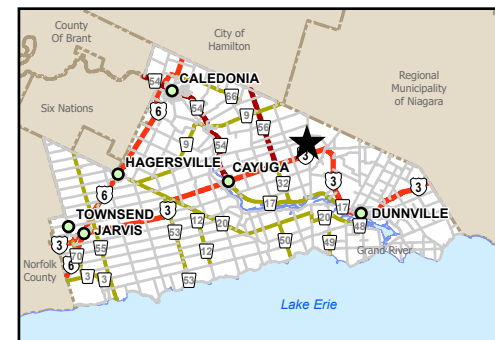
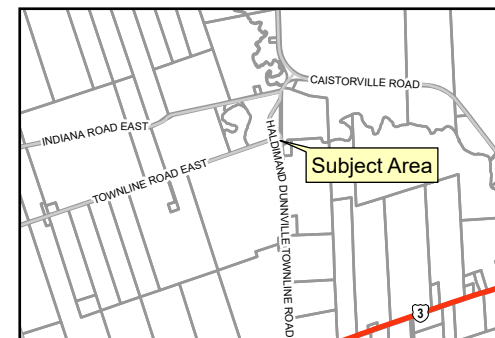
Location:

Haldimand Dunnville Townline Road,
Townline Road East
Geographic Townships of Canborough,
North Cayuga & Seneca
Wards 4 & 6

Zoning:

Right of Way

HALDIMAND COUNTY, ITS EMPLOYEES, OFFICERS AND AGENTS ARE NOT RESPONSIBLE FOR ANY ERRORS, OMISSIONS OR INACCURACIES WHETHER DUE TO THEIR OWN NEGLIGENCE OR OTHERWISE. DO NOT USE FOR OPERATING MAP OR DESIGN PURPOSES. ALL INFORMATION TO BE VERIFIED.



Reference: ENG-22-2025

THE CORPORATION OF HALDIMAND COUNTY

By-law Number /XX

**Being a by-law to amend By-law 2385/22 – Stop Control
By-law**

WHEREAS Section 27(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to pass by-laws in respect of a highway under its jurisdiction;

WHEREAS Section 137 subsection (a) of the *Highway Traffic Act*, R.S.O. 1990, c.H.8, as amended, authorizes a municipal council to pass by-laws providing for the erection of stop signs at intersections on highways under its jurisdiction;

AND WHEREAS the Council of The Corporation of Haldimand County deems it expedient to amend By-law 2385/22 with respect to stop conditions in Haldimand County,

NOW THEREFORE, the Council of The Corporation of Haldimand County enacts as follows:

1. **THAT** Schedule “A” Stop Location of By-law 2385/22 be amended by deleting the following:

Street	Intersection (at)	Traffic Direction
Townline Road East	Haldimand Dunnville Townline Road	Eastbound

2. **THAT** Schedule “B” All Way Stop of By-law 2385/22 be amended by adding the following:

Street	Intersection (at)	Traffic Direction
Townline Road East	Haldimand Dunnville Townline Road	All Way

HALDIMAND COUNTY

By-law Number /XX

3. **THAT** this by-law shall take precedence over any other by-law which it is inconsistent.
4. **AND THAT** this by-law shall come into force and take effect when signage applicable to this provision has been installed and is on display.

ENACTED this 24th day of November, 2025.

MAYOR

CLERK

Haldimand County

Report ENG-23-2025 Parking Control By-law Amendment, Implementation of No Parking Zones, Gypsum Avenue, Caledonia

For Consideration by Council in Committee on November 18, 2025



Objective:

To receive Council approval to amend Haldimand County Parking By-law 307/02 to add no parking zones on Gypsum Avenue in Caledonia.

Recommendations:

1. THAT Report ENG-23-2025 Parking Control By-law Amendment, Implementation of No Parking Zones, Gypsum Avenue, Caledonia be received;
2. AND THAT Haldimand County Parking By-law 307/02 be amended as outlined in Report ENG-23-2025;
3. AND THAT the by-law attached to Report ENG-23-2025 be approved at a future Council meeting.

Prepared by: Judy Brown, Transportation Technologist, Engineering Services

Reviewed by: Kristopher R. Franklin, Manager, Engineering Services

Respectfully submitted: Tyson Haedrich, M. Eng., P. Eng., General Manager, Engineering and Capital Works

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

Gypsum Avenue in Caledonia provides access to the newly constructed Caledonia Fire and EMS Station and several commercial properties. Following the completion of the Gypsum Avenue road reconstruction project in 2025, which included full urbanization and infrastructure upgrades, staff conducted a signage review to assess traffic and safety needs.

To ensure unobstructed access for emergency vehicles and personnel, staff recommend the implementation of no parking zones on both sides of Gypsum Avenue. The proposed no parking zones require amendments to Haldimand County Parking By-law 307/02. Signage has already been installed as part of the capital project, and no additional costs are anticipated. The restrictions will become enforceable upon enactment of the by-law amendment.

Background:

Gypsum Avenue in Caledonia begins at the intersection of Argyle Street North and extends approximately 170 metres west, terminating at a dead end turnaround. The roadway provides access to the newly constructed Caledonia Fire and EMS Station and four adjacent commercial properties.

In 2025, the Gypsum Avenue road reconstruction project was completed including the replacement of watermain, construction of storm sewers, and full urbanization of the roadway with curbs, gutters, and a driveway connection to the new fire station.

Analysis:

The Caledonia Fire and EMS Station officially opened in October 2025, with its primary entrance located on Gypsum Avenue. Emergency vehicles exit the station directly onto Argyle Street North. In addition to serving the fire station, Gypsum Avenue provides access to four commercial properties, each of which has designated off-street parking. Currently, there are no parking restrictions in place along Gypsum Avenue.

To maintain clear and reliable access for emergency services personnel and vehicles, the establishment of no parking zones on both sides of the roadway is recommended. This measure will help ensure that emergency response operations are not impeded by parked vehicles.

Implementation of the no parking zones requires the following amendment to Haldimand County Parking By-law 307/02:

Parking By-law 307/02 Schedule “C” No Parking – Caledonia to Add

Street	Side	From	To	Period
Gypsum Avenue	Both	Argyle Street North	170 metres east to end	Anytime

Table 1: No Parking Caledonia to Add

Financial/Legal Implications:

The installation of no parking signage on Gypsum Avenue was completed as part of the Gypsum Avenue Road Reconstruction capital project. As such, no additional costs are anticipated in relation to the proposed by-law amendment.

The No Parking zones will become enforceable upon the formal enactment of the amendment to Haldimand County Parking By-law 307/02.

Stakeholder Impacts:

Not applicable.

Report Impacts:

Agreement: No

By-law: Yes

Budget Amendment: No

Policy: No

References:

1. [Haldimand County Parking By-Law 307/02](#)

Attachments:

1. Map Showing Proposed No Parking Zones
2. Draft By-law

Proposed No Parking Zones, Gypsum Avenue, Caledonia

ENG-23-2025 Attachment 1



Location:
GYPSUM AVENUE
 Urban Area of Caledonia, Ward 3

Zoning:
Right of Way

HALDIMAND COUNTY, ITS EMPLOYEES, OFFICERS AND AGENTS ARE NOT RESPONSIBLE FOR ANY ERRORS, OMISSIONS OR INACCURACIES WHETHER DUE TO THEIR OWN NEGLIGENCE OR OTHERWISE. DO NOT USE FOR OPERATING MAP OR DESIGN PURPOSES. ALL INFORMATION TO BE VERIFIED.

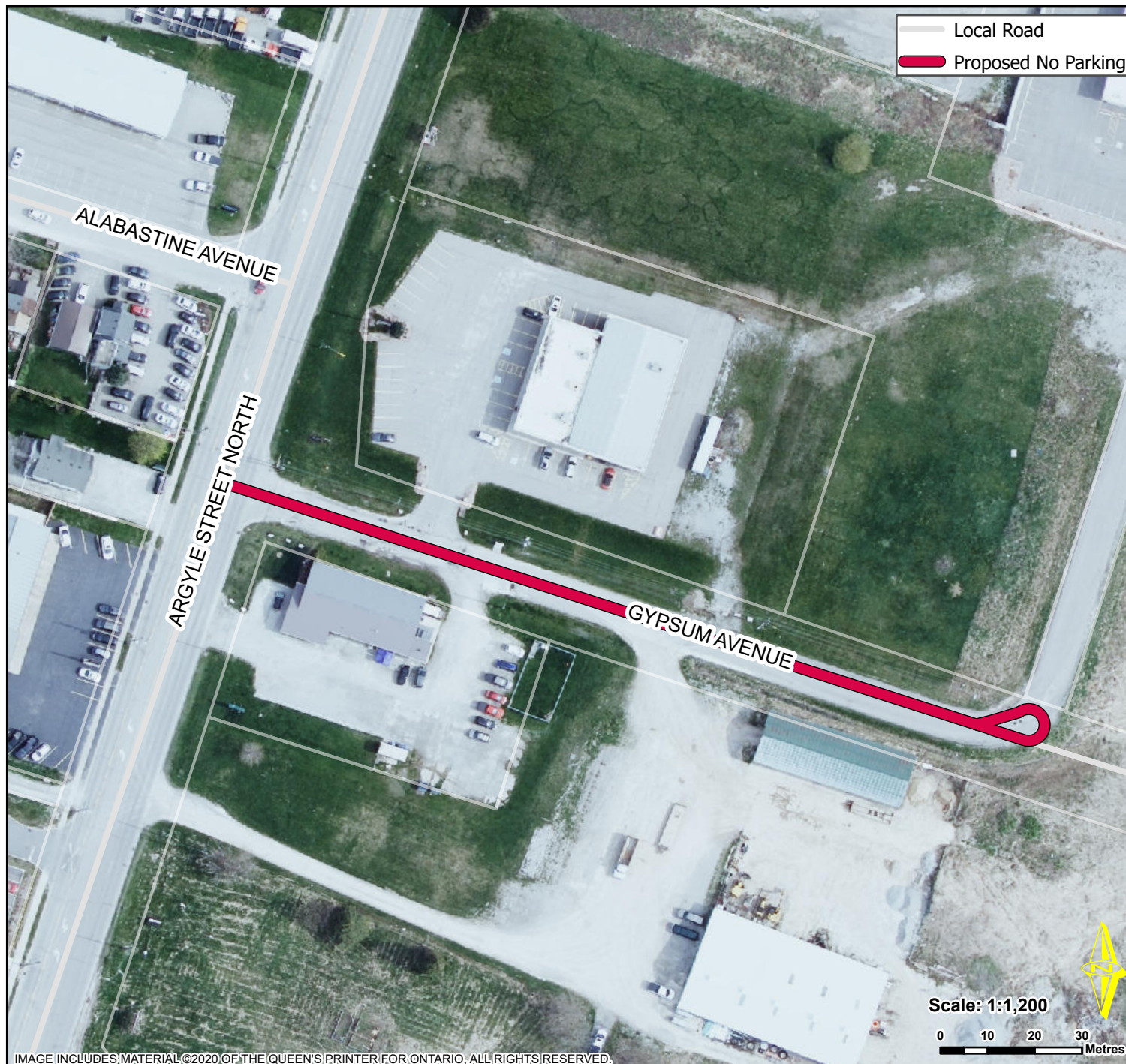
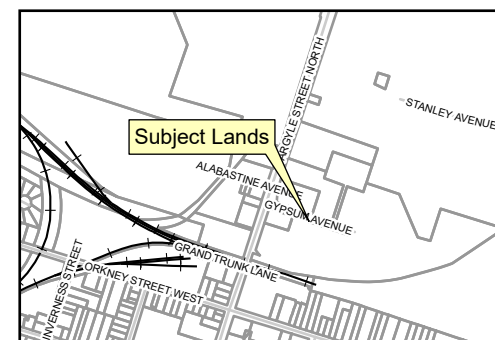


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Reference: ENG-23-2025

THE CORPORATION OF HALDIMAND COUNTY

By-law Number /XX

**Being a by-law to amend By-law 307/02 – Parking Control
By-law (Caledonia)**

WHEREAS Section 10 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (the Act) provides that at single-tier municipality may pass by-laws respecting any service or things that the municipality may consider necessary or desirable for the public ;

WHEREAS in accordance with the Act, the Council of The Corporation of Haldimand County enacted By-law 307/02 to regulate and govern traffic and the parking of vehicles;

AND WHEREAS The Council of The Corporation of Haldimand County now deems expedient to amend Schedule “C” No Parking of By-law 307/02,

NOW THEREFORE, the Council of The Corporation of Haldimand County enacts as follows:

1. **THAT** Schedule “C” No Parking – Caledonia of By-law 307/02 be amended by adding the following:

Street	Side	From	To	Period
Gypsum Avenue	Both	Argyle Street North	170 metres to end	Anytime

2. **THAT** this by-law shall take precedence over any other by-law with which it is inconsistent.

HALDIMAND COUNTY

By-law Number /XX

3. **AND THAT** this by-law come into force and take effect when signage applicable to this provision has been installed and it is on display.

ENACTED this 24th day of November, 2025.

MAYOR

CLERK

DRAFT

Haldimand County

Report ENG-24-2025 Petition for a New Municipal Drain Under the Drainage Act, 527 Concession 1 Road, Canfield



For Consideration by Council in Committee on November 18, 2025

Objective:

To seek Council approval to accept a petition for a new municipal drain under the Drainage Act, R.S.O. 1990, c. D.17, and to proceed with the legislated Drainage Act process. A corresponding amendment to the 2025 Tax Supported Capital Budget is also required to initiate the engineering phase.

Recommendations:

1. THAT Report ENG-24-2025 Petition for a New Municipal Drain Under the Drainage Act, 527 Concession 1 Road, Canfield be received;
2. AND THAT the Petition for Drainage Works by Owners, submitted by Bill Featherstone and Leesa Bosak under Section 4 of the Drainage Act, be accepted;
3. AND THAT staff be authorized to procure the services of a qualified Drainage Engineer to prepare a report in accordance with Section 8 of the Drainage Act;
4. AND THAT the 2025 Tax Supported Capital Budget be amended as outlined in Report ENG-24-2025.

Prepared by: Kristopher R. Franklin, Manager, Engineering Services

Respectfully submitted: Tyson Haedrich, M. Eng., P. Eng., General Manager, Engineering and Capital Works

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

Haldimand County's Clerk has received a petition under the Drainage Act from Bill Featherstone and Leesa Bosak, owners of 527 Concession 1 Road in Canfield, requesting the establishment of a municipal drain. The petition is supported by an opinion report prepared by R.J. Burnside & Associates Limited, which identifies a potential contributing watershed and a potential outlet to Oswego Creek. The proposed drainage works involve deepening and widening approximately 305 metres of an existing tributary that is currently blocked.

Council is required to either accept or reject the petition. If accepted, the next step is to appoint a qualified Drainage Engineer to assess the petition's validity, conduct public consultation, and prepare a formal engineer's report. The petition is expected to meet the validity criteria under Section 4(1)(b) of the Act, as the petitioners own 100% of the area requiring drainage.

Staff recommend accepting the petition and initiating the procurement process to retain a Drainage Engineer through a formal Request for Proposal (RFP). An amendment to the 2025 Tax Capital Budget is required to fund this phase. The majority of costs are expected to be assessed to the petitioners, with

minor outlet assessments potentially applied to other properties within the watershed, including Haldimand County.

Background:

Petitioning for a municipal drain is a legal process available under the Drainage Act, R.S.O. 1990, c. D.17, which enables property owners to request the establishment of drainage works to provide a legal and adequate outlet for stormwater and/or subsurface drainage.

Haldimand County's Clerk has received a petition (Attachment 1) submitted by Bill Featherstone and Leesa Bosak, owners of 527 Concession 1 Road in Canfield. Along with the petition form, a opinion report prepared by Sid VanderVeen, P.Eng from R.J Burnside & Associates Limited was also submitted (Attachment 2).

The report includes an initial analysis of the watershed and outlines Mr. VanderVeen's opinion on the contributing watershed and a potential outlet for the proposed drain contemplated in the petition. The petition proposes the deepening and widening of approximately 1,000 feet (305 metres) of an existing tributary that is currently blocked to provide an outlet to Oswego Creek.

Analysis:

Under the Drainage Act, Council is required to either accept or reject the petition. Should Council reject the petition, the petitioners have the right to appeal the decision to the Drainage Tribunal.

If Council accepts the petition, the next step is to appoint a qualified Drainage Engineer through a subsequent report. The engineer will assess the validity of the petition, conduct public consultation, and prepare a formal engineer's report on the proposed drainage works including the assessment of costs.

Section 4(1)(b) of the Drainage Act states that a petition is valid if it is signed by the owner(s) of lands representing at least 60% of the hectareage in the area requiring drainage. In this case, the petitioners own 100% of the approximate 35 hectares described in the petition as the area requiring drainage. Although the broader watershed is approximately 121 hectares, the petition only pertains to the petitioners' property, which is expected to derive the greatest benefit from the proposed works.

Staff recommend that Council accept the petition and authorize staff to engage a qualified Drainage Engineer. A future report will be brought forward to formally appoint the engineer in accordance with Section 8 of the Drainage Act.

Once appointed, the Drainage Engineer will hold a meeting with potential impacted landowners and make a formal determination if the petition meets the requirements of Section 4 of the Drainage Act, or not.

Financial/Legal Implications:

Based on the watershed analysis provided by the R.J Burnside report, it is anticipated that the majority of costs associated with the drainage works, including engineering, consultation, and construction, will be assessed to the petitioners as they represent the area requiring drainage. Additional outlet assessments may be applied to other properties within the watershed, including a minor assessment to Haldimand County for Concession Road 2, which comprises approximately 2 hectares of the total estimated watershed.

While a detailed cost breakdown is not yet available, funding is required to initiate the process to retain a Drainage Engineer. To proceed, the following amendments to the 2025 Tax Capital Budget and Forecast are necessary:

	2025 Approved Budget	Additional Funds Required	Proposed Revised Budget
Capital Expenditures			
Municipal Drains			
Featherstone Drainage Petition	\$0	\$80,000	\$80,000
Total Municipal Drains	\$0	\$80,000	\$80,000
Total Capital Expenditures	\$0	\$80,000	\$80,000
Financing			
CRR Roads Infrastructure			
Featherstone Drainage Petition	\$0	\$2,000	\$2,000
Total CRR Roads Infrastructure	\$0	\$2,000	\$2,000
Drainage Recoveries			
Featherstone Drainage Petition	\$0	\$78,000	\$78,000
Total Drainage Recoveries	\$0	\$78,000	\$78,000
Total Financing	\$0	\$80,000	\$80,000

Table 1: Cost Breakdown for Municipal Drain Application

Subject to funding approval, staff will initiate the procurement process to retain a qualified Drainage Engineer through a formal Request for Proposal (RFP).

Legally, Council must make a decision to accept or reject the petition. Based on the information provided, staff see no reason to reject the petition at this time. Should Council reject the petition, the petitioners have the right to appeal the decision to the Drainage Tribunal.

Stakeholder Impacts:

Should Council reject the petition, the petitioners have the right to appeal the decision to the Drainage Tribunal.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: Yes

Policy: No

References:

1. [Drainage Act, R.S.O. 1990, c. D.17.](#)

Attachments:

1. Featherstone Drainage Petition
2. Opinion Report B. Featherstone Drainage Issue, R.J. Burnside and Associates Limited, January 24, 2022



This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Town of Haldimand County

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

Approx 100 acres of Concession 2 rd. Seneca
SESCR PT LOT A RP 18 6950 PART 1.

Approx 4 acres of 921 Concession 1rd, directly
south of the above listed property, plus
other properties as per engineers report.

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name)

Featherstone

(First Name)

Bill

Address

Road/Street Number

527

Road/Street Name

Concession 1rd. Canfield

Location of Project

Lot

A

Concession

2

Municipality

Haldimand

Former Municipality (if applicable)

What work do you require? (Check all appropriate boxes)

☒ Construction of new open channel

☐ Construction of new tile drain

☒ Deepening or widening of existing watercourse (not currently a municipal drain)

☐ Enclosure of existing watercourse (not currently a municipal drain)

☐ Other (provide description ▼)

Name of watercourse (if known)

Unnamed tributary to the Oswego creek

Estimated length of project

1000 ft.

General description of soils in the area

Clay

What is the purpose of the proposed work? (Check appropriate box)

☐ Tile drainage only

☐ Surface water drainage only

☒ Both

Petition filed this 20 day of October, 20 25

Name of Clerk (Last, first name)

Chad Curtis

Signature

Property Owners Signing The Petition	Page of
---	--------------

- 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.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description Seneca Concession 2 SE SCR PT OF LOT A
Ward or Geographic Township Seneca	Parcel Roll Number 2810 152-001-05950-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☒ Partnership (Each partner in the ownership of the property must sign the petition form)		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
Bill Featherston		2025/07/16
Leesa Basak		2025/07/16

☐ Corporation (The individual with authority to bind the corporation must sign the petition)		
Name of Signing Officer (Last, First Name) (Type/Print)	Signature	
Name of Corporation	I have the authority to bind the Corporation. Date (yyyy/mm/dd)	
Position Title		

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the petition form)		
Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the petition)		
Name of Signing Officer (Last, First Name) (Type/Print)	Signature	
Name of Corporation	I have the authority to bind the Corporation. Date (yyyy/mm/dd)	
Position Title		

Check here if additional sheets are attached	Clerk initial
--	---------------

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to:
where the form is addressed to a municipality (municipality to complete)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



February 7, 2022

Via: Email (david@marshalllawgroup.ca)

Mr. T. David Marshall
Barrister & Solicitor
Marshall Law Group
Box 178, 45 Hwy 54
Cayuga, ON N0A 1E0

Dear Mr. Marshall:

**Re: Opinion Report
B. Featherstone Drainage Issue
Project No.: 300054460.0000**

Through a telephone conversation on November 10, 2021, I was retained by you for a professional opinion in a drainage dispute involving two properties located in Haldimand County. The dispute was between two property owners: Mr. Bill Featherstone, who you represent and Mr. Joe Featherstone. Mr. Bill Featherstone's property is the north Part Lot A, Concession 2 SESCO, former Seneca Township. Mr. Joe Featherstone's property is the south Part Lot A, Concession 2 SESCO, former Seneca Township.

My curriculum vitae is Attachment A to this letter.

I inspected the site, accompanied by you, in the morning of November 18, 2021.

1.0 Site Visit Observations

The inspection began at the northern end of Mr. Bill Featherstone's property and continued south to the southern property limit, at the property boundary shared with Mr. Joe Featherstone. I took several photos which are included as Attachment B to this letter.

The following is a summary of my observations:

- The central watercourse (in the east/west centre of the B. Featherstone property) generally flows from north to south. Near the middle of the B. Featherstone property, the central watercourse meanders southeasterly before turning and flowing southwesterly back into the centre of the property.
- There are several shallow swales located on the B. Featherstone property that collect surface water and discharge it into the central watercourse.

- The central watercourse is very defined with distinct bed and banks. Channel measurements, taken in one location, were 4.25 m (14 ft.) from top of bank to top of bank and 1.1 m (3.5 ft.) deep. At this location, the depth of flow was 0.2 m (0.7 ft.).
- The swales flowing into the central watercourse do not have defined bed and banks.
- The central watercourse has been blocked by means of a berm on the J. Featherstone property at the southern property line. An upturned 150 mm (6 in.) diameter corrugated, and perforated plastic pipe has been installed as a water intake.
- 60 m east of the central watercourse, a swale flows towards the J. Featherstone property. This swale has also been blocked by means of a berm on the J. Featherstone property and an upturned 100 mm (4 in.) diameter corrugated and perforated plastic pipe has been installed as a water intake.
- A section of the central watercourse in the northern portion of the B. Featherstone property has likely been modified at some point in the past.

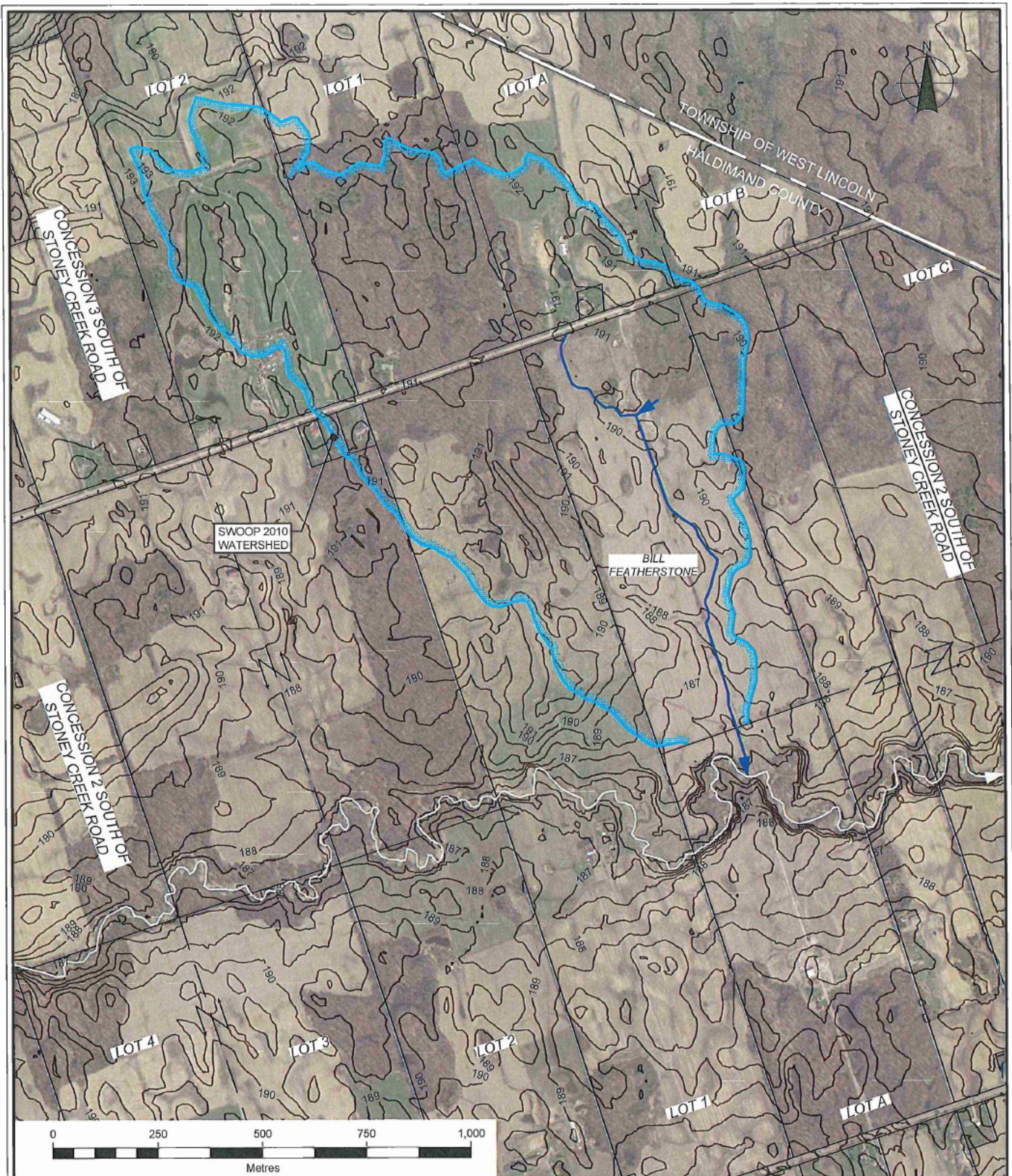
2.0 Additional Information Obtained through Research

- a) The watershed for the central watercourse on the B. Featherstone and J. Featherstone properties was determined using a digital elevation model created from 2010 Southwestern Ontario Orthophotography (SWOOP) data and was plotted on 2015 imagery. The watershed was found to be 121 hectares (299 acres) and is shown, along with the location of the central watercourse, in Figure 1.
- b) Aerial photography, taken in 1965, was obtained from the National Air Photo Library, a branch of Natural Resources Canada. Figure 2 shows the watershed and the central watercourse location determined in (a) overlain on the 1965 aerial photography.
- c) The central watercourse on the B. Featherstone property, flowing onto the J. Featherstone property is regulated by the Niagara Peninsula Conservation Authority (NPCA), as shown below as Figure 3. The swale, located to the east of the central watercourse is also regulated by the NPCA.
- d) The soils on the B. Featherstone property and in the general vicinity of this property are either of the Beverly or Lincoln families as shown in Figure 4. These soils are poorly drained or imperfectly drained which means that there is less water infiltration and more surface water runoff than moderately or well drained soils. The 1984 Report #57 of the Ontario Institute of Pedology entitled "The Soils of the Regional Municipality of Haldimand-Norfolk" contains a more detailed description of these soils (Source: <https://sis.agr.gc.ca/cansis/publications/surveys/on/on57/index.html>)

Beverly Soils (from page 32 of the above report):

Parent Materials and Textures: Beverly soils have developed mainly on lacustrine silty clay and silty clay loam. With the exception of sandy and silty surfaces on some coarse and loamy phase Beverly soils, most Beverly soils have surface horizons of silty clay loam that grades with depth into predominantly silty clay.

Soil Moisture Characteristics: Beverly soils are imperfectly drained. They are moderately to slowly permeable. Groundwater temporarily occupies the surface horizons each year. The saturation period is prolonged in many cultivated fields where the subsoil has been over-compacted by heavy machines. Water-holding capacity ranges from medium to high and surface runoff is medium to high."



 BURNSIDE		Figure Title FEATHERSTONE DRAINAGE OPTION 2015 WATERSHED PLAN	
Client MARSHALL LAW GROUP	Drawn ST	Checked SVV	Date 11/25/2021
	Scale 1:12,500		Project No. 300054460.0000
	Figure No. 1		



Figure Title

FEATHERSTONE DRAINAGE OPTION

1965 WATERSHED PLAN

Client

MARSHALL LAW GROUP

Drawn

ST

Checked

SVV

Date

11/25/2021

Scale

1:12,500

Project No.

300054460.0000

Figure No.

2

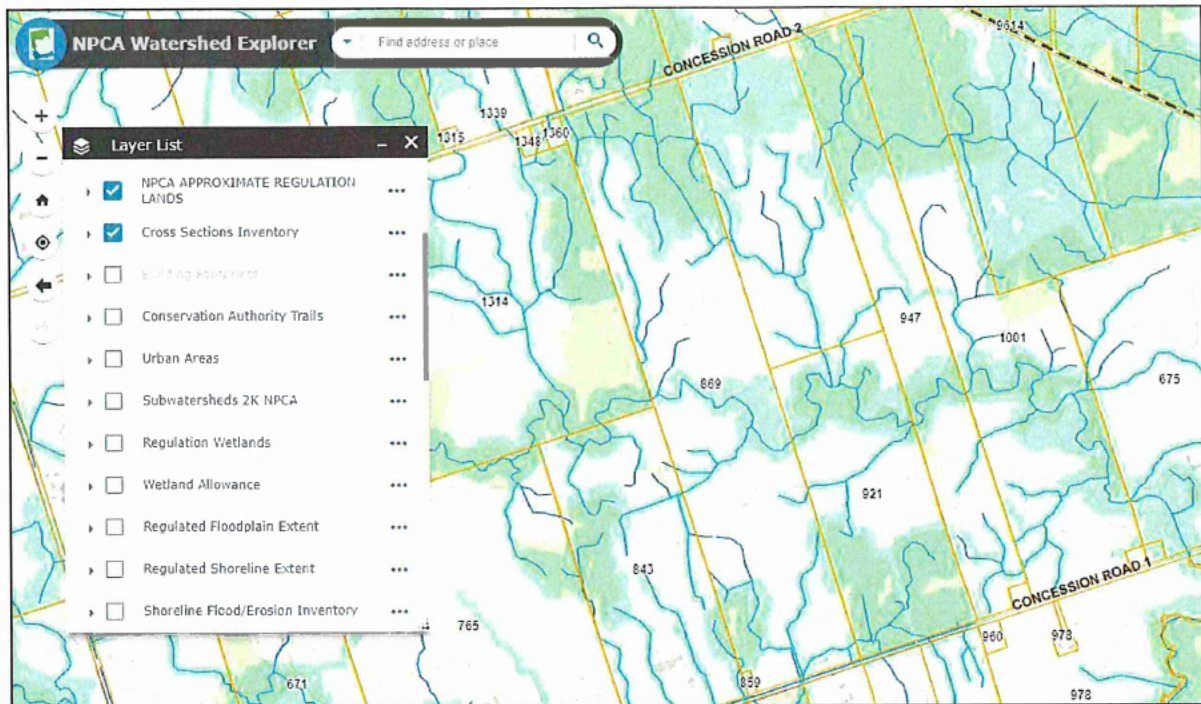


Figure 3 – NPCA Regulated Areas
(Source: NPCA Watershed Explorer: <https://npc.ca/services/permits>)

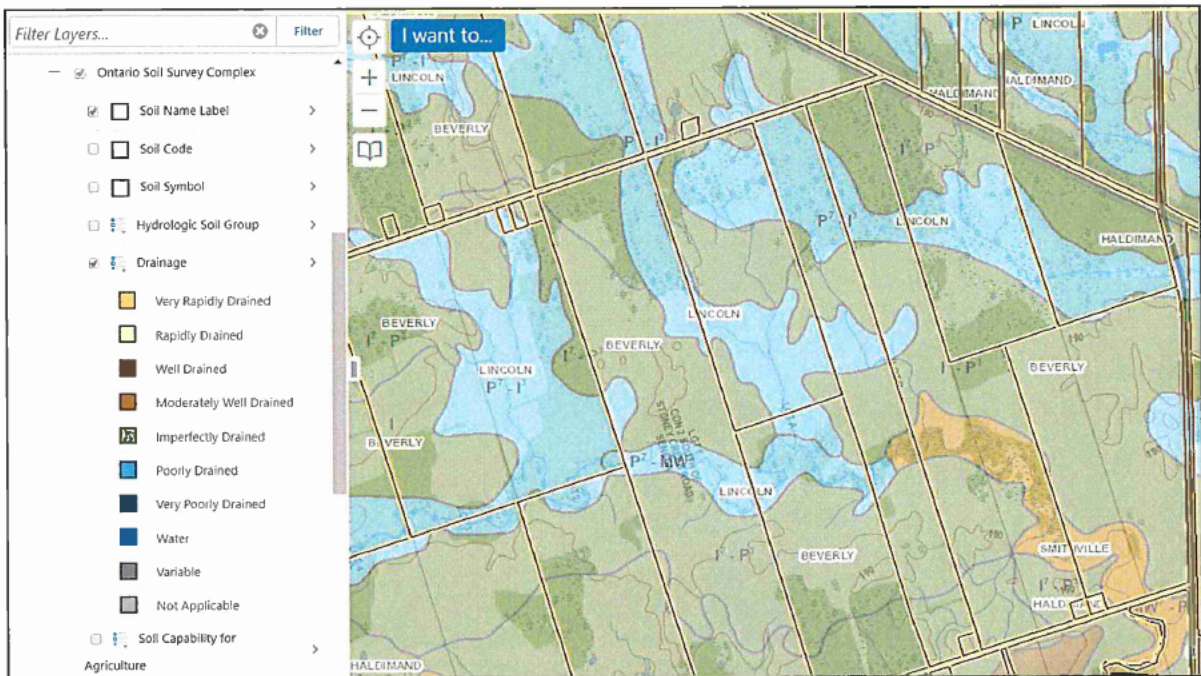


Figure 4 – Area Soils
(Source: AgMaps: <http://www.omafra.gov.on.ca/english/landuse/drainage.htm>)

Lincoln Soils (from page 40 of the above report):

“Parent Materials and Textures: Lincoln soils have developed on deep-water glaciolacustrine clays. Surface soil textures are usually silty clay, but occasionally clay loam, silty clay loam or fine sandy loam. Subsoil textures are silty clay with various thicknesses of heavy clay.

Soil Moisture Characteristics: Lincoln soils are mainly poorly drained. There are a few areas of very poorly drained peaty phase Lincoln soils. They are usually slowly permeable. Groundwater occupies the surface and upper subsoil horizons for long periods of each year. Lincoln soils have medium to high water-holding capacities but can be droughty during dry periods because of insufficient moisture release for plant use. Surface runoff can be slow to rapid, depending on the incidence of surface cracks.”

3.0 Drainage Under Common Law

It is my understanding that the common law indicates the following with respect to drainage:

- Owners of land adjacent to a natural watercourse are called riparian owners.
- Among other rights, riparian owners have the right to drain into a natural watercourse.
- The flow of water in a natural watercourse must not be blocked.
- Water outside of a natural watercourse is considered surface water.
- Surface water has no right of drainage. A lower landowner is not obligated to receive surface water from a higher property. The lower landowner has the right to protect their property by building berms or dykes.
- If a higher property owner collects and concentrates surface water and directs that water onto lower lands, the higher property owner can be held liable for damages.
- To be considered a natural watercourse, the watercourse must have defined bed, banks, and water, although the flow of water doesn't need to be continuous. The channel must be seen as a permanent feature on the ground.

4.0 Opinion

After viewing the site and performing some research, I have formed the following opinions:

1. The central watercourse originating on the B. Featherstone property, flowing onto the J. Featherstone property is a natural watercourse. It has defined banks, water that flows through it and it is observed to be a permanent feature in the area landscape. I formed this opinion based on the following:
 - a) The defined features of the central watercourse, including:
 - The contributing watershed area of 121 hectares (299 acres) (See Figure 1). Although the central watercourse doesn't appear to have been named, it is larger in watershed area than some named watercourses in the vicinity such as Little Wolf Creek (49.8 ha. watershed) located in nearby Binbrook Township in the City of Hamilton. The location and estimated watershed area of Little Wolf Creek, as determined by the Ontario Flow Assessment Tool, is shown in Figure 5.

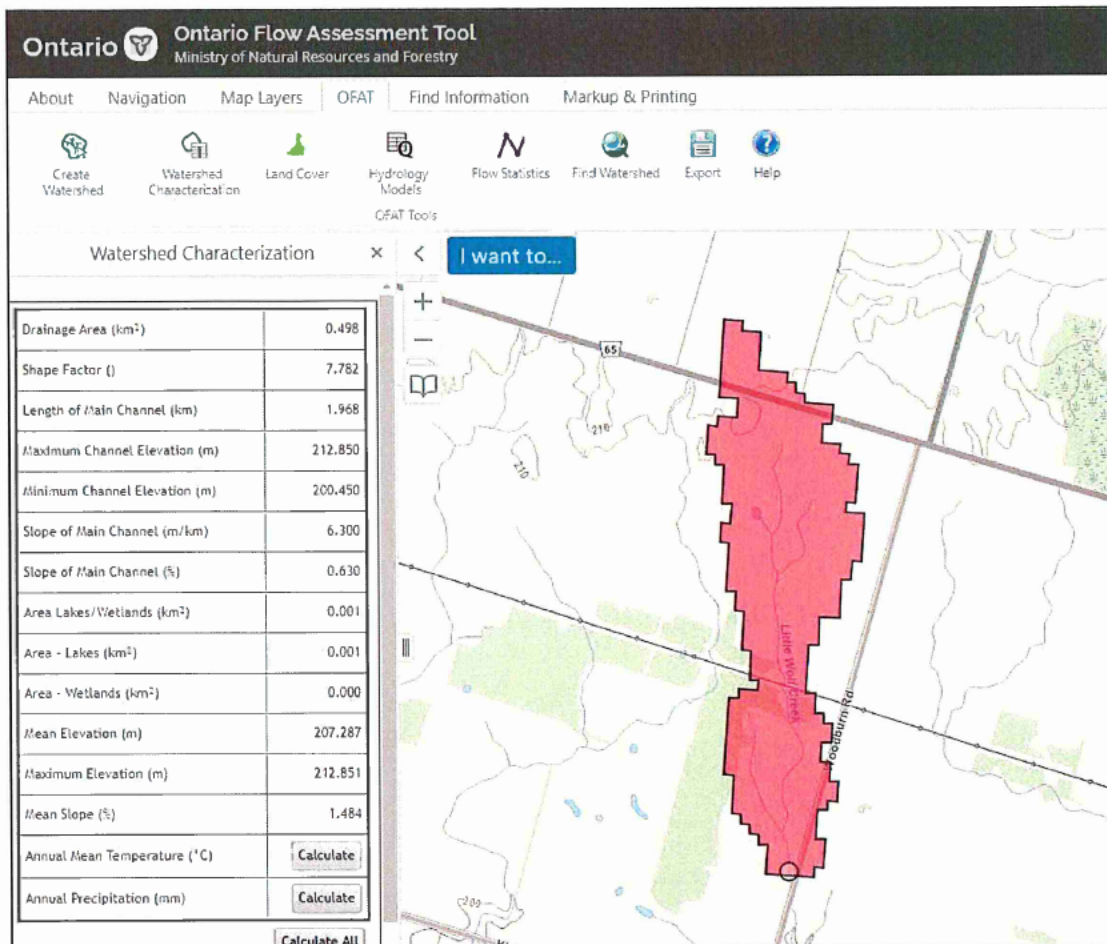


Figure 5 – Little Wolf Creek Watershed

(Source: Ontario Flow Assessment Tool: <https://www.ontario.ca/page/watershed-flow-assessment-tool>)

- Defined bed and bank, as shown in Photos 6 to 14 of Attachment B.
 - Measured channel dimensions of 4.25 m (14 ft.) from top of bank to top of bank and 1.1 m (3.5 ft.) deep indicate a clearly defined channel.
 - The 0.2 m (0.7 ft.) depth of flowing water on November 18, 2021, as shown in Photos 10, 11, 12, and 14 of Attachment B, show an appreciable flow. This, combined with the 121 ha. watershed comprised of predominantly imperfectly or poorly soils, suggests that flow in the central watercourse occurs regularly.
- b) The fact that the central watercourse is regulated by the Niagara Peninsula Conservation Authority suggests that it is a watercourse within the definition of the Conservation Authorities Act and Regulations.
- c) The B. Featherstone property is used for agriculture but farming operations do not occur across or extend through the central watercourse. This indicates a permanency of the central watercourse.

Mr. T. David Marshall
February 7, 2022
Project No.: 300054460.0000

- d) The central watercourse in the middle and southern sections of the B. Featherstone property appears to be in the same location in 1965 and 2015, as shown in Figures 1 and 2. This shows the permanency of the central watercourse, which is a characteristic of a natural watercourse.
2. The swale, located approximately 60 m east of the central watercourse, also carries water from the B. Featherstone property onto the J. Featherstone property. I do not consider this swale to be a natural watercourse. As shown in Photo 23 in Attachment B, it has no features (bed, bank, flow) that would fulfill the criteria of a natural watercourse.

Yours truly,

R.J. Burnside & Associates Limited

[Redacted Signature]

Sid Vander Veen, P.Eng.
Drainage Specialist
SVV:jh



Enclosures: Attachment A – Curriculum Vitae of Sid Vander Veen
Attachment B – Inspection Photos

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

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Attachment A

Curriculum Vitae – Sid Vander Veen



Profession

Professional Engineer

Education

B.A.Sc. Civil Engineering,
University of Ottawa, Ottawa, ON,
1985

Civil Engineering Technology
St. Lawrence College, Cornwall,
ON, 1981

Professional Societies

Professional Engineers Ontario

Employment Record

Drainage Specialist, R.J. Burnside
& Associates Limited
(2019 - Present)

Drainage Coordinator, Ontario
Ministry of Agriculture, Food &
Rural Affairs (1991 – 2019)

Citizenship

Canadian

Languages

English

Sid Vander Veen, B.A. Sc., P. Eng.

A highly recognized authority on municipal drainage and rural drainage issues throughout the Province of Ontario.

R.J. Burnside & Associates Limited Experience

Appointed as Drainage Engineer for Drainage Act projects by:

- Township of Adjala-Tosorontio
- Township of Amaranth
- Township of East Garafraxa
- Municipality of Grey Highlands
- Township of Guelph/Eramosa
- Township of Wainfleet

Drainage Opinions

Wrote professional drainage opinion reports for clients involved in drainage disputes.

Public Sector Experience as Provincial Employee

Provincial Administration of the Drainage Act

Guidance and direction to municipal council and staff in the administration of the Drainage Act and to Professional Engineers in the implementation of the Act.

Program Coordinator – Agricultural Drainage Infrastructure Program

Responsible for management of the Agricultural Drainage Infrastructure Program, a \$10 million grant program established under the authority of the Drainage Act. Specifically, this program provided grants:

- To municipalities, to offset their cost of employing drainage superintendents.
- To agricultural landowners, through the area municipality, to offset their share of the cost of constructing, improving, maintaining and repairing municipal drainage systems.

Lead Trainer/Facilitator for the Annual Drainage Superintendents Course

Primary instructor for the week-long Drainage Superintendents Course. This course is mandatory training for individuals appointed as municipal drainage superintendents.

Other Teaching

Responsible for delivering seminars and workshops to municipal councils, staff and organizations on the Drainage Act and the Tile Drainage Act.

Rural Ontario Municipal Association

Since 1992, served as the drainage expert on the Question Box Panel at the annual convention of the Rural Ontario Municipal Association.

Public Inquiries

Provided guidance to private property owners in legal remedies to their drainage issues.

Drainage Referee

Responsible for the administration and support of the Drainage Referees, the appeal body under the Drainage Act that dealt with all legal matters. Upon request, he also provided guidance to the Referees.



Industry Liaison:

On behalf of the Ministry of Agriculture, Food and Rural Affairs (OMAFRA):

- Ontario Society of Professional Engineers (OSPE) Land Drainage Committee: Supported the committee's work and had an active role in the development of the annual conference program and training courses. Presented at the conference on several occasions.
- Land Improvement Contractors of Ontario: Supported the Board of Directors and assisted in the development and implementation of their annual convention. Presented at the convention on several occasions.
- Drainage Superintendents Association of Ontario: Supported the Board of Directors and assisted in the development and implementation of their annual convention. Presented at the convention on several occasions.

Interagency Cooperation:

- Chaired the interagency Drainage Act and S.28 Regulation Team, a group tasked with coordinating the implementation of the Drainage Act with regulations under the Conservation Authorities Act.
- Participated in the Drains Action Working Group, an interagency group tasked with coordinating the implementation of the Drainage with the Fisheries Act.
- Chaired an interagency group tasked with developing the Cropland Drainage Best Management Practices booklet that was published in 2011.

Program Coordinator – Tile Loan Program

Responsible for the provincial administration of the Tile Loan Program established under the authority of the Tile Drainage Act. This \$12 million annual program allows agricultural property owners to access loans, through their local municipality, for installing agricultural tile drainage systems on their land.

Program Coordinator – Agricultural Drainage Licensing Program

Managed the Agricultural Drainage Licensing Program. Under the authority of the Agricultural Tile Drainage Installation Act, businesses, machines and machine operators involved in the practice of installing tile drainage on agricultural land must be licensed.

Program Coordinator – Drainage in Areas Without Municipal Organization

Responsible for the delivery of drainage services in areas without municipal organization. This involved:

- Procurement of engineering services
- Property owner liaison
- Procurement of contractors

Papers:

Presented various papers and presentations to:

- The Drainage Engineers Conference
- The Latonell Conservation Symposium
- The Ontario Stewardship Network
- The Rural Ontario Municipal Association conference
- Ontario Federation of Agriculture
- Ontario Soil and Crop Improvement Association
- 2017 International Legislators Forum
- 2012 Stewardship of Ontario Network

Publications: Authored or co-authored:

- OMAFRA Publication 859 "A Guide for Engineers Practicing Under the Drainage Act"
- OMAFRA Publication 29 "Drainage Guide for Ontario"
- Drainage e-Reference Tool: www.omafra.gov.on.ca/english/landuse/drain-ereff/index.htm
- Drainage Act and Conservation Authorities Act Protocol: "Protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair Activities"
- Numerous factsheets

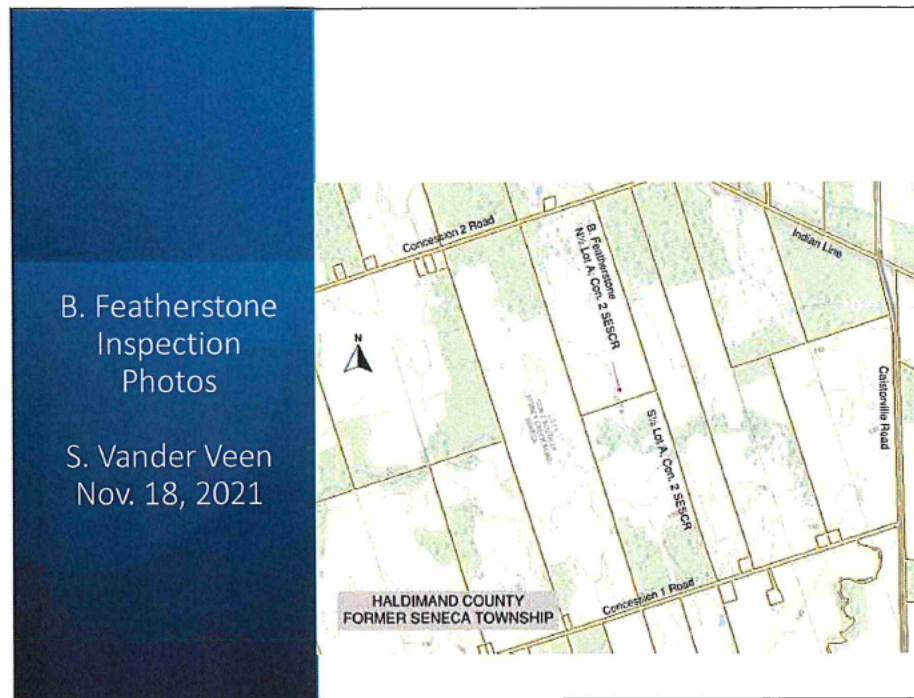


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Attachment B

Inspection Photos



(1) From Con. Road 2 facing north;
Drainage on neighbouring property.



(2) From north end of B. Featherstone property, facing south.



(3) From north end of B. Featherstone property, facing south.
Central watercourse in the foreground.



(4) Facing west: Northeast corner of the B. Featherstone property flowing westerly through the culvert under the laneway into the central watercourse.



(5) From laneway, facing west: Northeast corner of the B. Featherstone property flowing westerly through the culvert into the main central watercourse.



(6) Facing northwest: Northwest corner of the B. Featherstone property flowing easterly towards the central watercourse.



(7) Facing south on the B. Featherstone property; central watercourse at a location near the north end of the property.



(8) Facing south on the B. Featherstone property; central watercourse at a location near the central part of the property.



(9) Middle of B. Featherstone property, facing north (upstream); central watercourse at a location near the middle section of the property; channel curves to the west.



(10) Middle of B. Featherstone property, facing southwest (downstream); central watercourse at a location near the middle section of the property.



(11) In the centre of the B. Featherstone property facing north-east (upstream); showing central watercourse.



(12) In the centre of the B. Featherstone property facing north (upstream); showing central watercourse.



(13) In the centre of the B. Featherstone property facing south-west (downstream); showing central watercourse.



(14) In the centre of the B. Featherstone property facing south-west (downstream); showing central watercourse.



(15) Facing northwest; swale from the B. Featherstone property draining towards the central watercourse.



(16) Facing south along the central watercourse; channel is overgrown with vegetation; corn crop in the background is on the J. Featherstone property.



(17) Facing south along the central watercourse route; channel is overgrown with vegetation.



(18) Facing south; corn crop is located on the J. Featherstone property. Berm blocking flow and an upturned 150 mm diameter perforated agricultural drainage tubing in the foreground.



(19) Facing west along the property line between B. Featherstone and J. Featherstone; berm in the foreground.



(20) Standing on berm; close up view of the 150 mm diameter perforated agricultural drainage tubing.



(21) Located at the property line between B. Featherstone and J. Featherston. Close up of a small breach in the berm.



(22) Located at the property line between B. Featherstone and J. Featherstone. Close up of the 150 mm diameter perforated agricultural drainage tubing and the breach in the berm.



(23) At the property line between B. Featherstone & J. Featherstone, approximately 60 m east of the main channel. Facing north, showing swale on the B. Featherstone property flowing south towards the J. Featherstone property.



(24) At the property line between B. Featherstone & J. Featherstone, approximately 60 m east of the main channel. Swale shown in slide 23 has been blocked and an upturned 100 mm diameter agricultural drainage tubing has been installed.



(25) At the property line between B. Featherstone & J. Featherstone, at the location of the blocked swale. Facing west along the property boundary.



(26) Facing west, showing a swale on the west side of the watercourse flowing east toward the central watercourse.



(27) Facing north: Concrete culvert on the central watercourse near the north end of the property.



Haldimand County

Report CEC-11-2025 Corporate Accessibility Policy

For Consideration by Council in Committee on November 18, 2025



Objective:

To obtain Council approval for a modern, unified comprehensive Corporate Accessibility Policy that replaces outdated policies and fully complies with Accessibility for Ontarians with Disabilities Act (AODA) and Integrated Accessibility Standards Regulation (IASR) requirements.

Recommendations:

1. THAT Report CEC-11-2025 Corporate Accessibility Policy be received;
2. AND THAT the Accessible Customer Service Policy 2009-02 and Integrated Accessibility Standards Policy 2013-04 be rescinded;
3. AND THAT the Corporate Accessibility Policy, included as Attachment 1 to Report CEC-11-2025, be approved.

Prepared by: Erin Lindeboom, Accessibility Coordinator, CEC

Reviewed by: Trish Cardwell, Manager, CEC

Respectfully submitted: Megan Jamieson, CHRL, General Manager, Corporate Services

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

Haldimand County is committed to making the community welcoming, inclusive, and accessible for everyone. As part of Haldimand's 2023-2027 Multi-Year Accessibility Plan, staff have reviewed existing, outdated accessibility policies and have drafted a new Corporate Accessibility Policy that consolidates and modernizes Haldimand's approach to accessibility, in alignment with current legislation and best practices across all Haldimand County programs, services, and facilities.

This new policy, if approved, will replace the two existing, standalone, and outdated policies – the Accessible Customer Service Policy (2009-02) and the Integrated Accessibility Standards (2013-04). The new, consolidated policy provides a single, overarching framework that aligns with current accessibility legislation, incorporates inclusive language, and reinforces accessibility as a core value embedded in all Haldimand County operations.

Background:

Haldimand County adopted the Accessible Customer Service Policy (2009-02) in 2009 to guide staff in providing accessible customer service to people with disabilities, and revised it in 2023 to reflect evolving practices and updated legislative obligations. In 2013, the Integrated Accessibility Standards Policy (2013-04) was introduced to address boarder accessibility requirements across County operations. This broader policy was originally written to meet early obligations under the Accessibility for Ontarians with Disabilities Act (AODA); however, significant legislative updates since 2016 have rendered it outdated and no longer reflective of how Haldimand delivers services.

The 2023-2027 Haldimand County Multi-Year Accessibility Plan identified the need to review existing documents and establish a single overarching Corporate Accessibility Policy, aligned with current legislative requirements. Staff have now completed this review, resulting in the proposed new, consolidated Corporate Accessibility Policy.

Analysis:

The draft Corporate Accessibility Policy, included as Attachment 1 to this report, consolidates all accessibility requirements into one clear and consistent document. The policy demonstrates Haldimand County's commitment to making services, buildings, and information accessible to everyone, and outlines the responsibilities of Council, staff, and the Accessibility Advisory Committee.

In developing this new policy, it was important to reflect the updates made to the Integrated Accessibility Standards Regulation (IASR) in 2016. These updates strengthened accessibility requirements and provided clearer direction to organizations on how to meet provincial standards. Incorporating these changes ensures that Haldimand County's policy aligns with current legislation and best practices.

Key updates to the IASR in 2016 included:

- clearer requirements for accessible feedback processes;
- expanded expectations for accessible employment practices;
- stronger training requirements for staff and volunteers; and
- updated timelines for accessibility compliance and reporting.

The Accessibility Advisory Committee was consulted on the draft policy and provided feedback to ensure it reflects accessibility principles and community priorities. Adoption of this policy will help guide consistent, organization-wide implementation of accessibility requirements across all Haldimand County services and operations.

Upon adoption of the new, comprehensive Corporate Accessibility Policy, the existing Accessible Customer Service Policy (2009-02) and Integrated Accessibility Standards Policy (2013-04) will become redundant. Therefore, staff recommend that both policies be formally rescinded, immediately upon Council's approval of the new policy.

Financial/Legal Implications:

There are no direct financial implications associated with adopting the new Corporate Accessibility Policy.

Legally, the policy ensures that Haldimand County remains compliant with the AODA and IASR requirements. Rescinding the outdated Accessible Customer Service Policy and Integrated Accessibility Standards Policy will eliminate redundancy and potential confusion while maintaining full legislative compliance.

Stakeholder Impacts:

The Corporate Accessibility Policy serves as a framework to guide the review and development of corporate standards, policies, and practices in the planning and delivery of municipal programs, services and facilities in Haldimand County. As such, it applies directly to Haldimand County employees, volunteers, members of Council, and to any third-party providers delivering goods, services, programs or facilities to the public, on Haldimand's behalf.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: No

Policy: Yes

References:

1. Policy No. 2013-04 [Integrated Accessibility Standards Policy](#)
2. Policy No. 2009-02 [Accessible Customer Service Policy](#).
3. [Haldimand County Multi-Year Accessibility Plan 2023 to 2027](#)

Attachments:

1. CEC-11-2025 Attach1 Draft Corporate Accessibility Policy



Corporate Accessibility Policy

[Policy Number assigned by CLE after Council approval]

Originating Department: Customer Experience and Communications

SMT Approval Date:

Council in Committee Date:

Recommendation Number:

Council Approval Date:

Resolution Number:

Effective:

Reviewed on:

Amended on:

DRAFT

Haldimand County's Corporate Accessibility Policy

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1. Definitions

“Accessible” refers to products, devices, information, services, facilities or public spaces that provide for independent, equitable and dignified access for people with disabilities, including but not limited to those with visual, auditory, sensory, cognitive and mobility-related disabilities. The concept of accessible design ensures both “direct access” (i.e. unassisted) and “indirect access,” referring to compatibility with a person’s assistive technology.

“Accessible Formats” refers to formats that are usable by persons with disabilities, including but not limited to: large print, recorded audio and electronic formats, and Braille.

“Accommodation” refers to adjustments or supports that remove barriers and enable individuals with disabilities to participate fully in services, programs, or employment.

“AODA” is the Accessibility for Ontarians with Disabilities Act.

“Barrier-free” typically refers to environments that are designed or modified to be accessible to all individuals, including those with disabilities, without the need for adaptation or specialized design.

“County” means the Corporation of Haldimand County.

“Disability” is defined, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 and the Ontario Human Rights Code, R.S.O. 1990, c. H.19, as follows:

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

“Haldimand County” or **“Haldimand”** means the Corporation of Haldimand County.

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“HTML” means Hyper Text Markup Language. A standardized system for tagging text files and content to achieve font, colour, graphic, and hyperlink effects on web pages.

“IASR” refers to the Integrated Accessibility Standards Regulation defined by the AODA.

“Practicable” means capable of being done or put into practice; capable of being used.

“Redevelopment” means planned significant alterations to public spaces, but does not include maintenance activities, environmental mitigation or environmental restoration.

“Service Animals” is defined by Section 80.45 (4) of the AODA's Customer Service Standards (O.Reg 165/16). A Service animal is an animal for a person with a disability if the animal can be readily identified as one that is being used by the person for reasons relating to the person's disability. Visual indicators such as the vest or harness should be worn by the animal, or the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:

- A member of the College of Audiologists and Speech Language Pathologists of Ontario
- A member of the College of Chiropractors of Ontario
- A member of the College of Nurses of Ontario
- A member of the College of Occupational Therapists of Ontario
- A member of the College of Optometrists of Ontario
- A member of the College of Physicians and Surgeons of Ontario
- A member of the College of Physiotherapists of Ontario
- A member of the College of Psychologists of Ontario
- A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario.

“Unconvertible” means information or communications that are not technically feasible to be converted into an accessible format, or the technology to convert the information and communication is not readily available.

“Web Content Accessibility Guidelines (WCAG)” is an international standard for making websites and content on a website accessible through a series of technical checkpoints (Level A and Level AA). This ensures that websites and content are increasingly accessible to users with disabilities.

2. Policy Statement

Haldimand County is committed to fostering an inclusive community by actively identifying, eliminating, and preventing accessibility barriers in a manner that respects the dignity and independence of people with disabilities.

Haldimand County recognizes the diverse needs of its employees, stakeholders, and community members and is dedicated to providing facilities, programs and services that are accessible to all, as required by the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005](#).

3. Purpose

This policy serves as a framework to guide the review and development of corporate standards, policies, and practices in the planning and delivery of municipal programs, services and facilities in Haldimand County that comply with the standards developed under the AODA.

4. Scope

This policy applies to all Haldimand County employees, volunteers, Volunteer Firefighters, members of Council, and to any third-party providers delivering goods, services, programs or facilities to the public, on Haldimand's behalf, as required under the AODA.

5. Principles

Haldimand County strives to develop, implement and maintain policies governing the provision of goods, services, programs, and facilities to people with disabilities that align with standards defined within the IASR and AODA. In addition to referencing legislative requirements, this section highlights specific commitments, practices, and tools adopted by Haldimand County to support consistent and effective compliance.

5.1 General Standards

Haldimand County shall ensure the general requirements of the Integrated Accessibility Standards Regulation (IASR) under the AODA are met to achieve accessibility for persons with disabilities.

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5.1.1 Haldimand County Accessibility Advisory Committee

Haldimand County has an active Accessibility Advisory Committee, made up of appointed community representatives who are either persons with disabilities, support/caregivers of people with disabilities or have other relevant interest, skill or lived experience.

The Committee shall provide advice to Council on the requirements and implementation of the AODA, preparation of accessibility reports, and other matters for which Council may seek advice. The full scope of the role of a Committee member can be found in the [Terms of Reference](#).

5.1.2 Accessibility Policies

Haldimand County will maintain policies governing how the organization will achieve the requirements of the IASR as mandated by the AODA. These documents will be made available to the public and in accessible formats upon request.

5.1.3 Multi-Year Accessibility Plan

Haldimand County will establish, implement, maintain and make public a Multi-Year Accessibility Plan outlining the corporate strategy to identify, remove and prevent barriers and to meet the legislated requirements of the IASR. The plan shall be developed in consultation with the Accessibility Advisory Committee. It shall be posted on Haldimand County's website and made available in an accessible format or with appropriate communications supports as soon as possible upon request.

5.1.4 Procurement of Goods, Services, and Facilities

When acquiring or procuring goods, services, or facilities, Haldimand shall incorporate accessibility criteria and features necessary within the procurement process and ensure those requirements are outlined in any procurement documentation.

All vendors and contractors providing goods, services or materials on behalf of Haldimand County must render all materials accessible according to the latest AODA standards, ensuring that all forms, documents, or information to be made public are accessible and comply with the latest version of WCAG. Where it is not practicable for a vendor or contractor to provide forms, documents or information in an accessible format, an explanation must be provided to staff.

5.1.5 Self-service Kiosks

In accordance with the IASR, Haldimand County will ensure that accessibility features are considered when designing, purchasing, or acquiring self-service kiosks. These features may include structural and technical elements such as screen contrast, audio instructions, tactile keyboards, and accessible paths of travel to support independent and secure use by persons with disabilities.

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5.1.6 Training

Haldimand County will ensure that all persons to whom this policy applies to receive the following training as required by the Integrated Accessibility Standards:

- the Ontario Human Rights Code as it pertains to individuals with disabilities;
- the General Requirements and Customer Service modules prescribed under the IASR; and
- any additional IASR modules shall be assigned as appropriate to the individual's specific duties and responsibilities within the Corporation.

The amount and format of the training given will be tailored to suit each person's interaction with the public and their involvement in the development of policies, procedures and practices pertaining to the provision of goods and services.

The content of the training, regardless of format, will include:

- an overview of the purposes of the AODA;
- an overview of the requirements of the Integrated Accessibility Standards;
- instruction on Haldimand County's policies, procedures and practices on the provision of goods and services to persons with disabilities;
- instruction on interacting and communicating with people with various types of disabilities;
- instruction on interacting with people with disabilities who use assistive devices, or require the assistance of a guide dog, other service animal, or a support person;
- information about the equipment or devices available on the County's premises that may help with the provision of goods and services to people with disabilities; and
- instructions about what to do if a person with a disability is having difficulty accessing Haldimand County goods or services.

Training will be provided as soon as practicable upon an individual being assigned the applicable duties, as well as on an ongoing basis as changes occur to Haldimand's policies, procedures and practices governing the provision of goods or services to persons with disabilities.

Haldimand County will keep records of the training, including the date on which the training is provided, the names of the people to whom the training is provided, and the number of individuals to whom it is provided. The names of individuals trained will be recorded for training administration purposes, subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Haldimand County's Corporate Accessibility Policy

5.2 Information and Communication Standards

Haldimand County strives to ensure that everyone can access the information they need. If someone experiences a barrier, we will provide alternate formats or communication supports to help make our materials accessible.

5.2.1 Accessible Formats and Communication Supports

As per AODA requirements, all information and communications that Haldimand produces, directly or indirectly through contractual relationships, must be made available in accessible formats upon request.

Upon request, Haldimand County shall consult with the requester to determine which format or support is required and provide or make arrangements to provide the material in a reasonable amount of time and at a cost that is no more than the cost charged for the original format of the information. If, in consultation with multiple divisions, the information or communication is determined to be unconvertible, Haldimand County shall provide the person requesting the information or communication with

- an explanation as to why the information or communications are unconvertible, and
- a summary of the unconvertible information or communications.

When planning in-person events, staff shall consider incorporating virtual participation through a virtual meeting platform. Staff will endeavour to implement accessible and inclusive features when planning municipally hosted events.

Emergency procedures, plans, or public safety information shall be made available to the public in an accessible format or with appropriate communication supports as soon as possible upon request.

5.2.2 Accessible Websites and Web Content

To ensure web content accessibility, Haldimand County staff who are responsible for posting web content shall receive training to ensure web content and PDF documents are created and published in accordance with the WCAG 2.0, adhering to internal procedures.

Where possible, Haldimand County will make every effort to ensure website content is in HTML format and not posted with a PDF document.

Haldimand County will strive to ensure that documents provided to Haldimand on behalf of a third party that are to be posted on the corporate website will be in an accessible format, and if not, remediated in accordance with the WCAG 2.0, unless it is not practicable to do so.

Haldimand County's Corporate Accessibility Policy

5.2.3 Feedback

Haldimand County shall ensure its process for receiving and addressing feedback is accessible for persons with disabilities by providing, or arranging for, the provision of any document related to this service, in an accessible format or communication support upon request.

Feedback shall be collected by phone at 905-318-5932, by emailing accessibility@haldimandcounty.ca, online through the [Customer Feedback Form](#) and the [Accessibility Request Form](#), and in person at our administration building in Cayuga.

5.3 Customer Service Standards

Haldimand County is committed to improving accessibility for all customers, regardless of ability, in a manner that respects dignity, independence, integration and equality of opportunity.

5.3.1 Assistive Devices

Persons with disabilities shall be permitted to use their own assistive devices to obtain, use or benefit from the goods, services, and facilities offered by Haldimand County, unless otherwise prohibited due to health and safety or privacy issues.

It is the responsibility of the person with a disability to ensure that their assistive device is operated in a safe and controlled manner at all times.

In circumstances where a person with a disability is unable to access Haldimand County services through the use of their own personal assistive device, Haldimand shall assess service delivery and potential service options to meet the needs of the individual, in accordance with the Ontario Human Rights Code.

Where Haldimand County-owned assistive devices are available, the AODA requires that they must be kept in good working order and the public must be informed of their availability. Staff within the applicable division must be trained in the application and use of the devices.

5.3.2 Service Animals

Persons with disabilities are welcome to bring their service animals with them when accessing Haldimand County facilities and services. Service animals are permitted in all areas unless excluded by law, such as food preparation zones under the Food Premises Regulation. In cases where a service animal cannot enter due to legal restrictions, Haldimand County will take reasonable steps to ensure the individual can still access services through alternative arrangements.

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An animal is a service animal for a person with a disability if:

- the animal can be easily recognized as one that is being used by the individual due to their disability, based on visible indicators such as a vest or harness worn by the animal; and/or
- the individual presents documentation from a regulated health professional, as outlined in Section 80.45(4) of the IASR, confirming the need for the animal in relation to their disability; and/or
- the individual provides alternative identification, such as a guide dog ID card issued by the Ontario Ministry of the Attorney General.

5.3.3 Support Persons

Where a person with a disability is accessing Haldimand County goods, services, or facilities and is accompanied by a support person, the AODA requires Haldimand County to ensure that both persons are permitted to enter the premises together and the person with a disability is not prevented from having access to the support person while on the premises.

Haldimand County may require a support person to accompany a person with a disability for reasons of health and safety, either for the person with a disability or others on the premises. This should only occur where, after consulting with the person, it is determined that, based on the person's needs and available evidence:

1. A support person is necessary to protect the health and safety of the person with a disability or the health and safety of others on the premises, and
2. There is no reasonable way to protect the health or safety of the person with a disability or the health and safety of others on the premises.

Any considerations on protecting health and safety must be based on specific evidence and not on assumptions.

5.3.4 Fares and Fees

Persons with disabilities shall not be charged more to access programs or services offered by Haldimand County.

If Haldimand County charges an admission fee or fare for accessing municipal goods, services, or facilities in connection with a support person's presence, Haldimand County shall post a notice providing information in advance about the amount, if any, that is payable by the support person accompanying a person with a disability.

If Haldimand County requires a support person to accompany an individual for health and safety reasons, any applicable admission fees or fares shall be waived for the support person.

Haldimand County's Corporate Accessibility Policy

5.3.5 Notice of Service Disruptions

If a planned disruption affects facilities or services that people with disabilities rely on, Haldimand County will provide advance notice to help individuals plan accordingly. The notice will include details such as:

- the reason for disruption;
- anticipated duration of the disruption;
- description of alternate facilities or services, if available;
- contact information.

Notice will be shared in a way that is easy to find and understand, such as posting the information on premises, posted on the Haldimand County website, through social media, or whatever method is most appropriate for the situation. If the disruption is unexpected, Haldimand County will provide notice as soon as possible to help keep everyone informed and supported.

5.4 Employment Standards

Haldimand County is committed to fostering an inclusive workforce and will provide equitable treatment and accommodation, where necessary, to promote barrier-free employment. The requirements in this section apply only to Haldimand County employees. Volunteers and other non-paid individuals are not captured under this section.

5.4.1 Availability of Accommodations

Haldimand County shall provide written notification to the public of the availability of accommodations for persons with disabilities, upon request, throughout the hiring process, including:

- all employment postings;
- upon participation in the interview process; and
- when an offer of employment is made.

When arranging for the provision of accommodations, Haldimand County shall consult with the applicant to determine his or her specific accessibility needs.

5.4.2 Informing Employees of Supports

Haldimand County shall inform all employees of its policies and procedures used to support employees with disabilities, including, but not limited to, the provision of workplace accommodations. In doing so, Haldimand County shall provide this information to new employees during their workplace orientation training.

Haldimand County's Corporate Accessibility Policy

5.4.3 Accessible Formats and Communication Supports for Employees

When requested, Haldimand County shall consult the employee with a disability when providing, or arranging for the provision of, accessible formats or communication supports for information related to the employee's job performance, and information generally provided to all employees.

5.4.4 Workplace Emergency Response Information

Haldimand County shall provide individualized emergency response information to employees with disabilities.

5.4.5 Individualized Accommodation Plans

Haldimand County shall establish a written policy for the development of individualized accommodation plans for employees with disabilities.

5.4.6 Return-to-Work Process

Haldimand County shall develop, and have in place, a return-to-work process for employees who have been absent due to a disability, and require workplace accommodations in order to return to work.

5.4.7 Performance Management, Career Development, and Redeployment

Haldimand County shall take into consideration the accessibility needs of employees with disabilities and all individualized accommodation plans when developing its performance management documents, tools, and resources.

When providing career development and advancement opportunities to its employees, Haldimand shall take into consideration the accessibility needs, as well as any individualized accommodation plans, of its employees with disabilities.

Haldimand County shall take into consideration the accessibility needs, as well as any individualized accommodation plans, when redeploying employees with disabilities.

5.5 Transportation Standards

Haldimand County is committed to facilitating accessible transportation through the licensing of accessible hired vehicles.

5.5.1 Duties of Municipalities: Accessible Taxicabs

Haldimand County shall consult with the Accessibility Advisory Committee, the public, and persons with disabilities on the appropriate proportion of on-demand accessible taxicabs.

Haldimand County's Corporate Accessibility Policy

5.5.2 Duties of Municipalities: Taxicabs

Haldimand County will consider potential barriers for residents, when reviewing the process of licensing taxicabs. Specifically, Haldimand County will ensure that brokers and operators of taxicabs are:

- not charging a higher fee to persons with disabilities than the fee charged to persons without disabilities for the same trip or distance; and
- not charging a fare for the storage and transportation of assistive devices or mobility assistive devices.

In addition, brokers and operators of taxicabs in Haldimand will be required to ensure their vehicle registration and identification information is not only placed on the rear bumper of the taxicab, but that it is also made available, in an accessible format, to passengers with disabilities.

5.6 Design of Public Spaces Standards

Haldimand County is committed to creating public spaces that are inclusive and barrier-free for everyone. This commitment is demonstrated through the County's Accessible Design Standards (ADS) document, which guides the design of new buildings and the redevelopment of municipal facilities or public spaces, including those required through the IASR:

- Recreational trails and beach access routes;
- Outdoor public use eating areas;
- Outdoor play spaces;
- Exterior paths of travel;
- Accessible parking;
- Obtaining services; and
- Maintenance of accessible elements.

The ADS is updated regularly to reflect changes in legislation and best practices and aim to meet or exceed the requirements of the Ontario Building Code and the AODA's Design of Public Spaces Standards.

5.6.1 Consultation

Haldimand County believes in the value of stakeholder engagement and shall provide an opportunity for both the public and the Accessibility Advisory Committee to be consulted on the development of public spaces, including but not limited to:

- Recreation trails and beach access routes;
- Outdoor public use eating areas;
- Outdoor play spaces;
- Rest areas along exterior paths of travel; and
- On-street accessible parking.

Haldimand County's Corporate Accessibility Policy

6. Roles & Responsibilities

Accessibility is a shared responsibility, and everyone has a part to play in making Haldimand County accessible to residents, visitors, and co-workers. Staff, volunteers and Members of Council are responsible for adhering to the parameters of this policy and for ensuring the needs of people with disabilities are addressed in goods, services, programs and facilities. The Customer Experience and Communications division is responsible for the development, implementation, maintenance, and annual review of policies and procedures that guide how Haldimand achieves accessibility. This includes recommending amendments to ensure continued compliance with applicable accessibility standards and legislated obligations, as outlined in the AODA and the IASR.

Supervisors and managers shall ensure that they and their staff are familiar with and comply with this policy.

7. Monitoring/Contraventions

Haldimand County is required to comply with provincial accessibility legislation, including the AODA and IASR. The Ministry responsible for accessibility may conduct audits or respond to complaints with little or no notice. Non-compliance may result in administrative penalties or other enforcement actions.

Supervisors and managers play a critical role in ensuring day-to-day operations align with this policy and applicable standards. They are responsible for monitoring divisional practices, supporting staff in meeting accessibility requirements, and addressing any gaps in compliance. Failure to meet the responsibilities outlined in this policy may result in disciplinary action, up to and including dismissal.

8. Legislated Authority

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005](#)

[Integrated Accessibility Standards, O. Reg. 191/11](#)

[Ontario Human Rights Code, R.S.O. 1990, c. H.19](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56](#)

[Web Content Accessibility Guidelines \(WCAG\) 2.0](#)

9. References

[Accessible Design Standards \(ADS\)](#)

[Multi-Year Accessibility Plan 2023-2027](#)

[Terms of Reference - Accessibility Advisory Committee](#)

Haldimand County's Corporate Accessibility Policy

For further information regarding this Policy, contact:

Accessibility

Customer Experience and Communications Division

accessibility@haldimandcounty.on.ca

Revision History

Report:

CIC Date:

CIC Recommendation #:

Details:

Next Scheduled Review:

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Haldimand County

Report ITS-05-2025 Money Assets People Project Status - Fourth Quarter 2025



For Consideration by Council in Committee on November 18, 2025

Objective:

To update Council on the project achievements and on-going status of the Money, Assets & People (M.A.P.) project.

Recommendations:

That Report ITS-05-2025 Money Assets People Project Status - Fourth Quarter 2025 be received.

Prepared by: Mike Brousseau, Chief Information Officer/Manager, Innovation and Technology Services

Respectfully submitted: M.A.P. Steering Committee: Mark Merritt, CPA, CA, General Manager, Financial Services, Tyson Haedrich, M. Eng., P. Eng., General Manager of Engineering and Capital Works, Megan Jamieson, CHRL, General Manager, Corporate Services

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

As an outcome of the 2023 Perry Group report recommendations, the Innovation & Technology Services division has reformed the Business Application Software (BAS) project as the Money, Assets, and People (M.A.P.) project under the direction of a corporate steering committee. The three streams of this project are scheduled over a four year time frame as follows: Money (2023/2024), People (2024/2025), and Assets (2024/2026).

This report provides a high-level summary of progress thus far on the three streams of the project, highlighting key deliverables, upcoming milestones, and the total project spending to date, compared to the Council approved budget.

At this time, the Money stream of the project has been completed on-time and under budget with all items in its initial scope delivered, with the exception of P-Card re-implementation, lead by Legal & Support Services, which is on track to finish by the end of 2025. The People stream of the project has been completed on-time and underbudget with nearly all core items in scope delivered, with the exception of automated prior year retroactive payment processing, which is being addressed post-project. The Assets stream of the project was initiated in the fourth quarter (Q4) 2024 and remains underway.

For the overall project, no additional budget or personnel needs are currently forecasted outside of those approved through Report ECW-02-2023 Business Application Software Project – Go Forward Plan.

Background:

As a final output of the BAS project (2017 to 2023), and in an effort to mitigate stalled processes as part of the original BAS. project scope, the General Manager of Engineering & Capital Works initiated the M.A.P. project in 2023, authorized through Report ECW-02-2023, as a go-forward plan to continue business system and process improvements separated into three separate thematized streams.

Through this go-forward plan, the original BAS scope was divided into three more manageable pieces (streams) with each stream separately managed, funded and time boxed to deliver rapid improvements to core functionality. To ensure overall coordination of the M.A.P. project the three streams all report upwards to the M.A.P. corporate steering committee. Additionally, to address data and integration deficiencies across the streams existing software solutions the committee approved use of budgeted funds to retain an integrations developer within I.T.S. until the completion of the project.

In order to keep the project streams focused, manage expectations and maximize resources each of the streams were allocated a specific timeline by the M.A.P. corporate steering committee. This was done prior to initiating the projects and, as shown in the following figure, the three project streams are further broken down into three phases with overlapping timelines spread over 36 months. Final completion of the project is scheduled for Q3-2026.

Money, Assets, and People (M.A.P.) Overall Timeline

	2023				2024				2025				2026		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Money - Work Stream															
Hire ERP Project Manager for 1 year contract															
Establish a dedicated project team (Solutions Analyst + BA + SME Specialist) - fund. 1 backfilled position															
Project delivery /execution															
Training Service from the Vendor															
People - Work Stream															
Hire HRIS Project Manager for 1.5 year contract															
Establish a dedicated project team (Solutions Analyst + BA + SME Specialist) - fund. 1 backfilled position															
Project delivery /execution															
Assets Work Stream															
Hire experiences Asset/WM Project Coordinator for 1.5 year contract															
Establish a dedicated project team (PM/BA + SME Specialist)															
Project delivery /execution															

Figure 1: M.A.P. Overall Timeline

Governance

The M.A.P. Steering Committee was formed as a subcommittee of our Corporate Innovation & Technology Governance Committee to direct the overall M.A.P. project scope, allocate people and financial resources, and report project status to relevant internal and external parties.

M.A.P Steering Committee(Voting Members)

- General Manager of Financial Services
 - Directly Responsible Individual (D.R.I). - Money Stream of M.A.P.
- General Manager of Corporate Services
 - D.R.I. - People Stream of M.A.P
- General Manager of Engineering & Capital Works
 - D.R.I. - Assets Stream of M.A.P
- Chief Information Officer

M.A.P. Steering Committee (Committee Resources)

- General Manager of Public Works Operations

- Director, Organizational Performance and Strategy
- Manager of Financial Services
- Manager of Legal & Support Services
- Manager of Human Resources
- Manager of Capital and Asset Management
- Supervisor of Business Solutions, GIS & Data
- Project Manager, Business Solutions, GIS & Data
- Coordinator, Assets and Work Order System Implementation

Table 1: Money Stream Deliverable Status

COMPLETED	Upgrading financial systems to the latest software version to reduce technical debt (security, enhancements, bug fixes etc.)
COMPLETED	Development and implementation of new Chart of Accounts structure across corporate systems
COMPLETED	Fix performance issues with GP
COMPLETED	'Basic' financial reporting that fits the needs of user divisions and finance (actuals, budgets, forecasting, variance)
COMPLETED	Process mapping and recommendations for future enhancements; execution of enhancements will be balanced with timelines and resource requirements
COMPLETED	Cloud transition and re-implementation of budgeting software (Questica) to address technical debt and improve reporting and visibility to the public(Openbook)
COMPLETED	P-Card program planning and execution to bring increased value to the 'pay process' of procure to pay. Legal & Support Services is following up on delivery on this component outside the formal M.A.P. project.

The money stream of the M.A.P. project formally concluded at the end of Q3 2024 delivering all components of the project within the original scope and under the approved budget, with the exception of P-card reimplementation. This item was deferred to Legal and Support services, for roll-out outside of the M.A.P. project. The last of five phases of this implementation was initiated in Q4 of 2025 and is nearing completion. Full details of the Money stream, including approach, resources, business goals, and close out notes was presented to Council on November 19, 2024 through Report ITS-03-2024 and is provided as Attachment 1: M.A.P. Project Money Stream Final Report.

To action items identified by the consulting partner (WSCS Consulting) during the Money stream, but outside of the original scope, a collaborative six month post project enhancement process was created and actioned by Innovation & Technology Services and Financial Services staff. Through this process, further refinements were completed including the implementation of electronic bank reconciliation, enhancements to financial system form usability, and refinements to reporting as an outcome of general ledger changes. Additional exploratory work was undertaken related to deeper procurement card system integrations and purchasing commitments for capital project but were found to be not worth the time and effort required due to the upcoming enterprise resource planning (ERP) project outlined in the Tax-Supported Capital Budget. This work will inform future ERP transition planning.

Table 2: People Stream Deliverable Status

COMPLETED	Mapping of old GL structure, old position codes to future GL structure, current position codes
COMPLETED	Building and data migration to a hosted environment including single sign-on and upgrade to employee self-serve kiosk
COMPLETED	Transition to online scheduling, timesheets and leave requests for all applicable staff
COMPLETED	Updating integration between Stargarden and other corporate systems
COMPLETED	Building and training for use of Yellowfin reports
COMPLETED	Training of end users across corporation in augmented HR processes
COMPLETED	Testing of systems to verify configuration
COMPLETED	Digitizing processes for disabilities management, claims management, and WSIB tracking
COMPLETED	Fix Performance Issues with Payroll
OUTSTANDING	Automated Retroactive payment processing
DEFERRED	Digitizing processes for recruitment

The people stream of the M.A.P. project formally concluded at the end of Q2 2025 delivering all core components of the project within the original scope with the exception of implementing an automated process for retroactive payments from previous years. This core item is now being actively explored during the post project enhancement process. In addition, the project was able to implement a couple of pre-identified “value-add” features including digitization of disability management processes and ad hoc payroll performance issues. While digital recruitment processes were also identified as a “value add” for consideration in scope, it was not practical to complete. This is now being explored by Human Resources staff for go-forward options.

The project stream total costs are within the budget approved for the project.

Initial work on the People stream involved technical reconfiguration to transition the on-prem solution to being cloud hosted by the vendor, security enhancements including the implementation of single sign-on authentication, and position restructuring due to the general ledger changes imposed by the Money stream of the M.A.P. project. The user facing work of the project included the staged deployment of electronic time sheeting for all Haldimand staff, electronic scheduling for emergency services staff, payroll processing enhancements, and electronic management of employees leaves and accommodation requests. Supporting the software configuration and deployment work were approximately 25 software enhancements to the core StarGarden human capital management software solution to conform to Haldimand practices.

To action items identified by the consulting partner (StarGarden Inc) during the project stream, but outside of the original scope, a collaborative six month post project enhancement process has been created and is in the process of being actioned by Innovation & Technology Services and Human

Resources staff. As with the post project work completed by the Money stream, and in addition to the planned refinements, this work will inform future enterprise resource planning system (ERP) and human resources information system (HRIS) transition planning.

Further details of the project, including approach and resources, detailed business goals, and strengths and weaknesses are outlined in further detail in Attachment 2: M.A.P. Project People Stream Final Report.

Table 3: Assets Deliverable Status

IN-PROGRESS	Implementation of a modern, unified platform for asset, work order management, and TCA reporting.
IN-PROGRESS	Configuration of mobile access for field staff to create, update, and complete work orders in real time.
IN-PROGRESS	Development of standardized workflows for preventative and reactive maintenance activities.
IN-PROGRESS	Integration with GIS for spatial asset mapping and location-based work order creation.
IN-PROGRESS	Training and change management for end users and system administrators.
FEASIBILITY	Governance framework including user roles, permissions, and control documentation.
FEASIBILITY	Support for internal reporting requirements.
FEASIBILITY	Configuration of reporting and dashboards for management oversight.
FEASIBILITY	Increased effectiveness and/ or efficiencies related to the TCA process. Specific efforts will be made toward review of current processes under the backdrop of data governance.

Further details of the project, including approach and resources, detailed business goals, and strengths and weaknesses are outlined in further detail in Attachment 3: Project Charter-Assets & Work.

Financial/Legal Implications:

Council approved a total budget of \$1.5 million for all three phases of the M.A.P. project. Outlined below is the detailed budget versus actual breakdown for the three project streams. As noted previously in the report, all projects are within budget and all are funded from CRR-Information Technology.

Detailed Budget Versus Actual Breakdown of M.A.P. Project Streams:

	Budget	Commitments/Projection				4 Year	Actuals
	Total	2023	2024	2025	2026	Total	(Oct 31)
412303 - Money Stream Costs	\$410,000.00	\$100,000	\$236,500	\$20,000	\$0	\$356,500	\$286,685
External Consulting		100,000	60,000			160,000	174,320
Context Expert (Money)			112,000			112,000	51,555
Questica Cloud Migration			37,000			37,000	24,969
Questica Budget Book Studio			27,500			27,500	18,505
Other Capital Costs							5,738
Six Month Post Project Enhancements				20,000		20,000	11,598
412304 - People Stream Costs	\$500,000.00	\$0	\$262,000	\$120,000	\$0	\$382,000	\$214,389
External Consultant			100,000	100,000		200,000	173,042
Context Expert (People)			112,000			112,000	
Stargarden Cloud			50,000			50,000	32,375
Parklane Systems							7,347
Other Capital Costs							1,625
Six Month Post Project Enhancements				20,000		20,000	
412305 - Assets Stream Costs	\$590,000.00	\$0	\$0	\$446,400	\$56,000	\$502,400	\$205,338
Citywide 1 year Maintenance				54,000		54,000	20,897
Citywide Licensing Fee				25,000		25,000	24,932
Citywide Implementation Services				251,000		251,000	151,172
Internal HR - Project Coordinator				112,000	56,000	168,000	
Consulting Services							
Other Capital Costs							8,337
Citywide Conference 2025				4,400		4,400	2,332
Shared Costs	\$0	\$0	\$89,600	\$112,000	\$22,400	\$224,000	\$200,000
Integrations Developer			89,600	112,000	22,400	224,000	200,000
Total	\$1,500,000.00	\$100,000	\$588,100	\$698,400	\$78,400	\$1,464,900	\$906,412

Once the full M.A.P. project is closed, any surplus project funds are retained in the applicable funding reserve, approved by Council via the annual capital status report brought by Finance.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

References:

1. Report [ECW-05-2021 Budget Amendment - Business Application Software Project](#)
2. Report [ECW-06-2022 Staff Secondment Extension - Business Application Software Project](#)
3. Report [ECW-02-2023 Business Application Software Project – Go Forward Plan](#)
4. Report [ITS-03-2024 Money Assets & People Project Status Q4 2024](#)
5. [M.A.P. – Money – Final Report](#)

Attachments:

1. Phase 5 People Project Final Report
2. Project Charter-Assets and Work

Human Resources Professional Project Management Services Phase 5 Report

Issued to:
Haldimand County

Issued By:
StarGarden Corporation

Preparation Date:
October 2025

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Introduction and Overview

StarGarden Corp. was contracted by the Haldimand County to undertake a review of its Human Resources Information System and business processes as they related to Human Resources.

Haldimand County uses StarGarden HCM, version SG5. StarGarden is a sole source vendor who initially implemented their application with Haldimand in 2001. StarGarden provides all application and user support as it relates to StarGarden HCM, no one understands our system the way we do. As such, StarGarden was in a unique position to support Haldimand with their Human Resources Professional Project Management Services undertaking.

During Phase 2 of the project, over a 5-week period StarGarden met with various Haldimand County system users and subject matter experts to gather and understand their current processes, where specific issues are being encountered, and to comprehend the future state vision for their Human Resources system and work processes. StarGarden covered the following main subject areas through this phase:

1. Scheduling
2. Recruitment
3. Health & Safety
4. GL
5. Position Restructuring
6. Reporting
7. Misc Payroll Issues
8. Hosting

It should be noted that for this project, and specifically for Phase 2, StarGarden limited the scope of its activities to documenting requirements, providing a description of what is available in the base product, sharing possible enhancements and finally recommendations on a path forward. Estimates were provided for enhancements as they related to various activities in the project, but detailed technical scopes and approvals were required for any work that would fall outside of the base system configuration, support and related management to this project. Estimates were subject to change based on the final decisions made by Haldimand.

StarGarden presented our findings as part of Phase 3, recommendations and estimates to the County of Haldimand in the spring of 2024. Based on this report the County of Haldimand selected to include the following areas/activities as in Scope for the project:

1. Move to a StarGarden hosted environment, Update to the SG 5 Kisok version
2. Position Restructuring
3. GL- Updates to support Data account structure changes
4. Reporting Training and Support
5. Misc Payroll Issues
 - a. Retro

b. Scheduling

- i. Stat (incorporated into Scheduling implementation)
- ii. Open MSS to managers and Supervisors
- iii. Online Leave Requests

Phase 4 involved the implementation of the In Scope Activities. This effort started in May 2024 and continued through to August 31, 2025, with some minor ongoing support still occurring.

Activity	Time Frame
Move to StarGarden Hosted Environment, update to Kiosk Version	May 2024 – August 2024
GL Enhancements – Main Activities	May 2024 – June, 2024 (production install)
GL Enhancements – Benefit Prorating	October 2024 – July 8, 2025 (production install)
Report Training and Support	Initial training – February 2025 Ongoing support – as needed
Retro	Ongoing
Scheduling	August 2024 – August 2025

Phase 3 Activities Undertaken

Move to Hosted and updated to Kiosk SG 5

We created a StarGarden hosted server and set up initial testing sites using the existing Haldimand data (both databases and files) at the time. The hosted sites were upgraded to the Kiosk publisher. The system was set up to use single sign-on connected to the Haldimand Azure environment and enforced SSO across all accounts. Specific permissions were added to allow Haldimand's external reporting tool, Crystal Reports, to connect to the StarGarden database. A FTPS site was created to allow Munisoft time upload files to be sent to the hosted site, for upload into the StarGarden system. Once testing was completed, up to date database and file backups were taken and transferred over to the hosted site, and any DNS entries for the Haldimand certificated were pointed to the new server. The initial site was created in early July 2024, and the cutover was performed in late July, 2024. SSO was added in November 2024.

Position Restructuring

The position number and title of all positions were being updated. StarGarden uses the position number as a key in various tables, and all would need the updates applied.

The changes involved creating a number of SQL scripts that would replace all references to one position number and title with the new number. Database backups were performed before any changes were made on any database

GL

StarGarden performed both customizations and data updates to match the new GL account setup required by Haldimand.

Data updates were performed to update all pay code GL accounts to match the new setup. All data updates were done via an SQL script run on the relevant database. Database backups were taken before any changes were made on any database.

The StarGarden payroll system was modified to include the new Activity field, to be included in the GL account IDs. Pages and fields were added to manage activities, availability of activities to positions, and default activities for base and employee positions. Time entry and scheduling pages were also updated to allow entry of activities on time cards and pay tickets.

Lastly, the GL programs were updated to process the new activities and output the GL interface file in the format specified by Haldimand.

Some changes were also required to ensure proper functionality of the cost splitting logic, based on the Unit ID, Project ID and Activity on a given pay record

Reporting

StarGarden has approx. 150-200 standard reports in the system as well as an integrated ad hoc report writer. The report writer, Yellowfin, allows clients to create custom reports ranging from simple queries to advanced, multi table/view reports. The reporting in the system has full security and can be rolled out to users and managers as required.

We provided training to the Haldimand team on the ad hoc report writer and the team has created extensive library of reports in areas such as payroll, benefits and scheduling.

Misc Payroll Issues

1. Online Timesheets- part of scheduling.
2. Statutory calculations in StarGarden – We have included stat pay in with scheduling. Stat worked or taken codes are generated with the schedule and then approved by the manager. PT Staff configuration has not yet been tested or configured, and that is planned for 2026. The StarGarden application has functionality to review past work history and calculate stat owed.
3. MSS Security- Security for managers was reviewed as part of the roll out for online timecards/scheduling to ensure managers had access to the correct employees as well as the functionality required for their group.
4. Retro – Haldimand wanted to move from their external retro process to using the StarGarden retro process. The SG retro can create retro tickets as needed, but the benefits and deductions are calculated incorrectly when compared to the external retro Haldimand was using. Changes will be required to modify the benefit and deduction retro calculations in SG to match
5. Pension Adjustment's - Discussed option to have us upload PA's, StarGarden does not have a standard upload process.
6. Review Position (record level) based security - position security was reviewed as we rolled out online timecards/scheduling to ensure employee's and managers were configured correctly for approval purposes.
7. Position Review - Positions were reviewed and updated as part of the GL updates and the system re org.
8. ESS Time Entry- We did not move forward with the shading as part of our enhancements. There had been a request to shade stat holidays on the entry screen based on the employee work plan/non working plan.
9. Employee Attributes - discussed options of property or certificates to track.
10. Would like to open MSS to both managers and supervisors - Reviewed and rolled out as a part of online timecards/scheduling.
11. Would like to increase the field length of position title - Discussed the option however was not moved forward with due to the cost.

Scheduling

During the project we rolled out online timecards/scheduling throughout the organization. Due to the flexibility and configurability of the system we were able to roll out scheduling to different groups to

meet their unique needs. This ranged from basic online timecards with manager approval to full scheduling including managing replacement employee's and shift trades. We also rolled out Leave request and approval functionality for each group to allow for better management of staff.

As part of the functionality of the online timecards/scheduling rollout, we can track nonworking days and generate stat worked shifts, which attract additional premiums. Where applicable, employees are also able to request time off using their stat bank which is automatically loaded at the beginning of the year. We have also rolled out, where applicable, the ability to track overtime and employees to choose to have overtime banked or paid out. Both stat and overtime can be reviewed and approved by a manager before it is loaded into payroll for processing.

In conjunction with the roll out of scheduling, we rolled out additional functionality in Employee Self Service and Manager Self Service. Managers are now able to review their employee's information, review/approve leave or trade shift requests and approve time for upload directly into payroll. Rolling out this additional manager functionality includes the ability to delegate approvals or tasks if the manager is away or unable to complete those tasks keeping the entire process moving forward.

As mentioned, we met with each group to access their needs and determine the correct functionality and configuration for them. Please find a breakdown of each group and the highlights of the functionality rolled out:

- Facilities
 - Standard schedules and patterns created which can be generated into the future.
 - This group has been configured to use the leave request/approval functionality.
- Library
 - Standard schedules and patterns created which can be generated into the future.
 - This group has been configured to use the leave request/approval functionality.
- CDP – Camps and Pools
 - Schedule plan has been configured for online time entry and approval.
 - Patterns have been created for FT employee's.
- Roads
 - Standard schedules and patterns created which can be generated into the future.
 - This group has been configured to use the leave request/approval functionality.
- Water and Waste Management
 - Standard schedules and patterns created which can be generated into the future.
 - This group has been configured to use the leave request/approval functionality.
- Non Union, Admin Staff
 - Standard schedules and patterns created which can be generated into the future.
 - This group has been configured to use the leave request/approval functionality.
 - We have also brought forward the flex bank customization.
- Paramedics

This was the most complex group and we were able to roll out the full scheduling functionality including trade shift requests, finding replacement employee's and managing seniority and availability.

- Employee Availability- With additional development we were able to roll out to employee's the ability to enter the required availability to be used when filling open shifts.
- Seniority- with additional developments we are able to manage PT seniority to be used when filling open shifts.
- Leave Request Management- including the ability to do a pending approval until a replacement employee could be found.
- Filling Shifts, planned and unplanned shifts to fill
 - Tracking and checking of skills, and availability
 - Equitable distribution- with additional development we are able to meet the requirements to manage the equitable distribution of available shifts to PT employee's using shift counts and seniority.
- Trade Shifts- Employee's are able to request to trade a shift with another employee and managers can review and approve as required.

As part of the project, we have created a series of scheduling documents and video's:

1. Documents:
 - a. Scheduling Configuration and User Guide v 1.6
 - b. User Guides ESS and MSS
 - c. Payroll Coordinator Guide
2. Video's:
 - a. Apply Meal Break to Leave
 - b. Do Not Apply Meal Break to Leave
 - c. Full Day Leave Request- Multiple Pay Codes
 - d. How to Approve a New Leave Request
 - e. How to Cancel a Leave Request
 - f. How to Decline a Leave Request
 - g. How to Resubmit a new Leave Request
 - h. Manager Delegation
 - i. New Leave Request Manager Approval
 - j. New Leave Request
 - k. Task List Delegation
 - l. When to Apply a Meal Break

Enhancements Undertaken

During the course of the project the following enhancements were undertaken by the County of Haldimand.

GL

439S005001 – Haldimand GL Enhancements

Modified the StarGarden account structure to support the new account structure of the Haldimand GL.
Main changes included:

- Adding activity management pages for codes and availability
- Adding activity codes and their defaults for given base and employee positions
- Including the activity throughout the GL process, outputting the correct GL account format
- Further changes were added to facilitate correct account splitting based on the Unit ID, Project ID and Activity

Scheduling

439M024057 – Update to Flex Bank Customization

- Added a new column to the payroll dates page

439M024058 – On behalf Leave Requests

- Allowed Administrative Assistants to create on-behalf leave requests for anyone in their cost center

439M024066 - Apply lunch break to Leave Request

- Allow employees to select if their break should be applied to a leave or not

439S005007 – Calculate and display total request leave hours on Leave Request

- Add a live updating hour calculation to the leave request page

439S005010 - Equitable shift distribution

Option 1 - Fill shift details page - Equitable shift distribution (per cal month) based on seniority, whether someone is part time/full time/casual

Option 2 – Seniority Hours for PT Paramedics updated every 6 months

Option 3 – Part Time Paramedic availability 5 options and grandfathered/non grandfathered work requirements

Option 4 – Fill shift, paramedics assigned a shift less than 8 hours are still eligible to work a 12 hour shift on the same day. Pending testing required by the Haldimand team before applying to the Production Environment.

439S005015 - display # of hours and # of shifts by employee

- Combine all shifts for an employee on the group work plan page hour and shift count, instead of separating by position

439S005016 (Monday Reference # 439S005-118) – Restrict timeframe for Employee access to make availability edits

- Lock PT Paramedic availability editing (to employees only) 2 months before the month. Currently under review by Haldimand for update to lock editing at 24 hours prior to the shift.

439M025106 – Do not skip non-working units when Leave Request is approved, replace no working unit with a leave unit.

- Leave request approval replaces non-working units with the leave unit. Vacations over stat days use the vacation unit, for example.

Monday Board/Group C Scheduling

Reference #439S005-019 – ESS > Trade Shift Request: send email notifications when Trade shifts are submitted/actioned. Informal estimate only, no Estimate/Change order document provided.

Reference #439S005-039 – Only lock down ‘Accepted’ action on Fill shifts. All other options should be actionable.

Reference #439S005-051 – Add Fill shift warning/block if the selected employee does not have the position being filled

Reference #439S005-062 – Bypass availability checking on trade shifts

Reference #439S005-064 – Add recipient name to leave request employee emails

Reference #439S005-077 – Remove restriction for paramedics trading shifts within 48 hours of current date

Reference #439S005-083 – Default Cancel Box to be selected when cancelling a Leave Request.

Reference #439S005-100 –display position selection on the ESS time Card Page

Reference #439S005-101/Work Order 439S005009 – Group Work Plans page to display ‘Leave’ instead specific work plan unit type description

Reference #439S005-103 – remove position check from the Fill Shift Request/EE list

Reference #439S005-108 – (Same as 439S005016) Lock availability entry 2 months before the month
NOTE: this change was set to be modified in #439S005-118, which would change it to only block changes if the employee has a shift on that day. However, that change has just been estimated at this point

Reference #439S005-110 – Selection of which seniority list to use (Feb or August) based on when shifts are being filled for

Reference #439S005-112 – Add an “unfilled” status to leave request to show employees when their leave has been approved but not yet filled. Changes to “Approved” once the fill shift is completed

Reference #439S005-113 – Update stat pay calculation rules for overnight shifts



Project Overview

Project Name:	Assets & Work Orders
Department & Division	ECW - Admin
Executive Sponsor	Tyson Haedrich
Project Champion	Mike Brousseau
Project Manager	Jason Wallace
Project Description	The Assets and Work project seeks to implement Citywide Maintenance as a comprehensive software solution to support municipal asset management and work order processes. The system will provide a robust maintenance management platform offering service requests, work orders, and preventative maintenance, enabling staff to prioritize, schedule, and track maintenance activities, events, and projects efficiently. As maintenance management practices evolve, the need for a centralized system that effectively organizes and utilizes maintenance data becomes critical. The solution will integrate with existing systems (where applicable, achievable and practicable) to provide user-friendly tools for both field and administrative staff. In order to support compliance with legislative and regulatory requirements detailed records of maintenance activities, schedules, and asset conditions will be tracked. In order to support compliance with legislative and regulatory requirements, detailed records of maintenance activities, schedules, and asset conditions will be tracked. Key functional areas include asset inventory management, preventative maintenance scheduling, reactive work orders, mobile access, GIS integration, and robust reporting capabilities. —All areas of the project will work towards supporting long-term planning for operational and capital needs by developing practices and workflows in key areas for quality assurance and legislative reporting
Project Budget	\$590,000
Anticipated Completion	Q3 2026
Strategic Plan Priorities	Future Ready – Infrastructure reliability, and innovation Exceptional Service – Citizen centered service Good Governance – Effective government, citizen engagement

Acronyms:	Definitions
EAM	Enterprise Asset Management
ECW	Engineering & Capital Works
CMMS	Computerized Maintenance Management System
M.A.P.	Money, Assets, People which are three streams spawned from the Perry Group report on Municipal Modernization.
PSD	Public Sector Digest (Software vendor)
SSO	Single-Sign-On, allows users to log in using corporate email without creating a new password

Proposed Project Definition

Problem / Opportunity Statement

The County currently lacks a unified and effective asset and work management system. The existing CMMS (Pearl) is not well configured and does not meet the needs of staff, resulting in inefficiencies, poor user experience, and limited



Project Overview

mobile functionality. Without a centralized solution, it's difficult to assess asset condition, forecast replacements, evaluate risk, and plan long-term costing. Field staff lack proper tools for real-time updates and tracking, while managerial staff have limited visibility into asset health, work history, and resource planning. Compliance obligations are increasingly difficult to meet under the current fragmented approach. There is an opportunity to modernize our asset and work order management practices through the implementation of a scalable, user-focused platform that enhances service delivery, reduces risk, and supports evidence-based decision-making.

Current State

Departments currently use a mix of spreadsheets, outdated or poorly configured CMMS tools, paper-based records, and inconsistent practices to track assets and manage work. This decentralized approach leads to duplicate efforts, data silos, and gaps in maintenance records, ultimately limiting our ability to govern assets effectively or respond to emerging needs efficiently. Field staff do not have access to mobile-friendly tools, and administrative staff are burdened with manual updates and reconciliation efforts.

Future State

Haldimand County will have a centralized, modern maintenance management system where service requests, work orders, and preventative maintenance are seamlessly tracked from start to finish. Staff will benefit from mobile access, GIS integration, and user-friendly tools that support both field and office needs. The system will reduce reactive work, extend asset lifecycles, and provide reliable data for compliance, reporting, and long-term planning—making maintenance operations more efficient, transparent, and data-driven.

Timeline

November – December 2024

Project Initiation

- Stakeholder identification & engagement
- Project stratification.

January – April 2025

- Complete Request for Information (RFI)
- Receive and analyze responses
- Report back to project team
- Initiate and complete negotiations with selected vendor
- Sign contract
- Schedule project kick-off

May – June 2025

Project Resourcing & contractual commencement

- Recruitment
- Identify required skill sets
- Define work to be carried out
- Conduct engagement activities with software vendor

July 2025 – June 2026

- SSO and User Security
- Configuration and implementation of
 - a) Roads/ Environmental Operations;
 - b) Facility, Parks, Cemeteries, Forestry/ Fleet Operations; and
 - c) Emergency Services/ Grandview Lodge
- Program administrator and end user training
- Setup of Service requests, work orders, notifications, user acceptance testing.
- Mobile application deployment
- API exploration and development
- Route patrol configuration and training
- Asset Collector analysis and training
- Citywide customer portal exploration and deployment
- Data migration review and actioning

July 2026 – December 2026

Monitoring & controlling

- Quality assurance and data integrity review
- Quality control review and iterations
- Training and support
- Configuration iterations and development



Project Overview

What is in scope?

Core

- Implementation of a modern, unified platform for asset, work order management, and TCA reporting.
- Configuration of mobile access for field staff to create, update, and complete work orders in realtime.
- Development of standardized workflows for preventative and reactive maintenance activities.
- Integration with GIS for spatial asset mapping and location-based work order creation.
- Governance framework including user roles, permissions, and control documentation.
- Support for internal reporting requirements.
- Configuration of reporting and dashboards for management oversight.
- Training and change management for end users and system administrators.
- Increased effectiveness and/ or efficiencies related to the TCA process. Specific efforts will be made toward review of current processes under the backdrop of data governance.

Stretch Goals:

- Migration of work history where feasible from spreadsheets, paper records, and legacy systems.
- Establishment of data governance model for software solutions
- Alignment of TSR Stream 1 End Point Devices project with needs identified in this project.
- Utilizing check lists and process documents where encouraged by divisional SMEs.

What is out of scope (processes, solutions, assets)?

- Integration with financial ERP.
- GL coding for work orders including equipment, non-asset inventory, personnel.
- Replacement or reconfiguration of unrelated legacy systems not tied to asset or work management.
- Custom development outside of the vendor's supported configuration framework.
- Deployment of end-point devices to the entirety of the field staff workers.

Stakeholder (People Involved)	Project Involvement	Commitment to Project
Tyson Haedrich	Executive Sponsor	Approval of Project Charter, updated on progress, signoff on Budget items, reporting to SMT and Council
Mike Brousseau	Project Champion	Approval of Project Charter, updated on progress, alignment with overall M.A.P. project, reporting to SMT and Council
Jason Wallace	Project Manager	Manage project from start to finish
Lucas Anosike	Project coordinator and liaison with divisions	Coordinate and implement project from start to finish
Ryan Guerriero	ITS Technical Lead	Provide technical expertise and assistance from start to finish



Project Overview

Joseph Kuriger	Environmental Operations Subject Matter Expert (SME)	Involved throughout the project configuration, decision making, and testing on behalf of the Environmental Operations team.
Bobbi-Jo Grant	Roads Operations Subject Matter Expert (SME)	Involved throughout the project configuration, decision making, and testing on behalf of the Roads Operations team.
Liam Morin	Facilities Operations Subject Matter Expert (SME)	Involved throughout the project configuration, decision making, and testing on behalf of the Facilities, Parks, Cemeteries, and Forestry Operations team.
Dwight Parkinson	Fleet Operations Subject Matter Expert (SME)	Involved throughout the project configuration, decision making, and testing on behalf of the Fleet Operations team.
Steve Durk	Grandview Lodge (SME)	Involved throughout the project configuration, decision making, and testing on behalf of the Grandview Lodge team
Rodger Hill	EMS (SME)	Involved throughout the project configuration, decision making, and testing on behalf of the Emergency Management Services team
Tareq El-Ahmed	Finance (Treasurer)	Involved in work activities related to Tangible Capital Assets (TCA).
Cliff Burke	Finance (Senior Financial Analyst)	Involved in work activities related to Tangible Capital Assets (TCA).
Courtney Farr	Finance (Senior Financial Analyst)	Involved in work activities related to Tangible Capital Assets (TCA).
Jeff Oakes	Manager for Asset Management	Involved where there is joint opportunity for collaboration of CMMS and EAM modules.
Cindy King	Project Manager for Asset Management	Involved where there is joint opportunity for collaboration of CMMS and EAM modules.

Project Objectives	Key Results
Implement a Single Centralized Work and Assets Platform	- Replace fragmented, paper-based processes. - Enable mobile access for field staff. - Minimize duplicate entry with digital transformation.
Enhance Asset Data Quality and Reporting	- Where feasible within project constraints, migrate relevant work history and begin establishing data standards that can support future enhancements to Tangible Capital Asset (TCA) reporting. - Integrate GIS for asset visibility and tracking - Provide dashboards to support evidence-based decision making
Ensure Effective Adoption and Compliance	- Deliver training and change management - Establish governance and compliance framework



Project Overview

Build for Scalability and Efficiency	- Configure for future expansion to additional departments - Standardize preventative/ reactive maintenance flows.
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Identified Project Risks

A living Risk Register has been developed to review and address ongoing project concerns. This registry can be accessed by Haldimand County staff using the Assets & Work Team Group.

Audience (People Informed)	Key Messaging
Senior Management Team	This project enables data-driven decision-making, enhances service delivery, and reduces long-term risk by modernizing how we manage critical infrastructure and resources.
M.A.P Steering & IT Governance	We're implementing a scalable, well-governed solution that will improve cross-departmental coordination, increase transparency, and ensure successful, phased delivery with minimal disruption.
Department Managers and Supervisors	This system will streamline how you manage work, track asset conditions, and allocate resources, giving you real-time insight to support planning and service delivery.
Field Staff and Technicians	You'll be equipped with mobile-friendly tools to update and close work orders in real-time—saving time, reducing paperwork, and improving communication with supervisors.
Administrative and Support Staff	This solution will reduce repetitive tasks, automate work tracking, and simplify reporting to free up capacity for higher-value work.
ITS Department	The selected platform is vendor-supported, scalable, and cloud-ready. Designed to integrate with existing systems and reduce technical debt over time.

Project Charter Sign-off

M.A.P Steering – Refer to Meeting Minutes

Haldimand County

Report LSS-15-2025 General Insurance Program

For Consideration by Council in Committee on November 18, 2025



Objective

To provide information regarding the 2026 Municipal Insurance Program and premium rates.

Recommendations:

1. THAT Report LSS-15-2025 General Insurance Program be received;
2. AND THAT the 2026 insurance policies proposed by Marsh Canada Limited and Arthur J. Gallagher Canada Limited at \$1,095,404 inclusive of applicable taxes, representing approximately a 11.2% increase from 2025 insurance premiums, be approved as follows:
 - a. General Insurance Program including general liability, umbrella liability, medical malpractice liability, environmental impairment liability, crime, automobile, property insurance, municipal volunteers' accident, and cyber coverage;
 - b. Closed Landfill Policy be renewed, and cost-shared with Norfolk County as joint owners;
 - c. Cyber Privacy Breach Insurance Policy limit be increased to provide enhanced protection;
3. AND THAT the Recreation Affiliates Policy, once renewed, maintain affiliate contributions to this policy premium capped at the amount of \$550 each;
4. AND THAT authority be delegated to the General Manager, Corporate Services to add the Hagersville Library and Active Living Centre to Haldimand's policy, subject to Haldimand assuming ownership, for an upset annual premium cost of \$11,610, including applicable taxes;
5. AND THAT staff report back to Council if there are any other significant policy changes for 2026 at the discretion of the General Manager, Corporate Services.

Prepared by: Tracey Borland, Supervisor, Risk Management & Legal Services

Reviewed by: Lori Friesen, CPPB, Manager, Legal & Support Services

Respectfully submitted: Megan Jamieson, CHRL, General Manager, Corporate Services

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

While Haldimand County remains a model client, insurance premiums for 2026 are rising due to external pressures such as broader industry trends in claim costs, climate-related disasters, cyber threats, and legal considerations like Joint and Several Liability, also known as the 1% rule. Additionally, the general hardening of the insurance market, which involves stricter underwriting and risk selection, is further driving up costs. To mitigate, staff continue to take proactive measures towards internal contributing factors, such identifying, reducing and eliminating, risk exposures where possible.

Staff also work closely with asset owners across the organization, to ensure Haldimand's assets are accurately valued and reported to the insurer. This helps ensure fair coverage and prevents blanket

adjustments based on increased replacement costs. These efforts ensure that assets are insured at appropriate values, avoiding unnecessary premium increases.

Haldimand County has been presented with a 2026 premium cost of \$1,095,404, inclusive of applicable taxes, representing a \$110,559 or 11% increase compared to the 2025 insurance premiums. This premium cost includes rising costs on existing coverage, as well as staffs recommendation to proceed with acquiring additional Cyber Liability coverage to provide enhanced protection.

Background:

Staff initiated the 2026 insurance renewal process in early June, with submission to Haldimand's insurance broker, Arthur J. Gallagher Canada Limited and the insurer, Marsh Canada in July.

Haldimand purchases insurance policies to provide coverage for claims, which are renewed annually on January 1. Each policy includes an established deductible amount (Attachment 1). Claims that fall below the deductible values are self-insured, meaning that Haldimand County uses its own funding source, the Self-Insurance Reserve (SIR), to cover these costs. For claims that exceed the deductible, the insurer covers the costs in accordance with the applicable insurance policy.

Council Report LSS-16-2024 General Insurance Program presented at the November 19, 2024 Council-in-Committee meeting provided extensive information on Haldimand County's insurance program and policies. The 2026 insurance renewal remains consistent with the previous years' program, unless otherwise specified below.

Analysis:

To ensure a comprehensive insurance program, Haldimand maintains 12 distinct policies. Each policy is identified below, along with a brief description of its purpose, the proposed premium, and the premium differential increase compared to 2025. These premium costs are also summarized in Table 1 under the Financial/Legal Implications section. Attachment 2 provides a list of insurance terminology to help further explain the various insurance policies and their attributes.

The recommended 2026 premium totals \$1,095,404 (including taxes), which is an overall increase of 11% or \$110,559 compared to the 2025 premiums, which combines rising costs for existing coverage, as well as recommended enhanced coverage as outlined below.

General Liability Insurance

General liability is coverage for liability related to bodily injury and/or property damage to third parties. The policy includes a number of extensions, coverages, and endorsements such as Errors & Omissions Liability, Employers' Liability, Employee Benefits Liability, Wrongful Dismissal (Legal Expense) Reimbursement, Conflict of Interest, Non-Owned Automobile coverage as well as other smaller lines of coverage. The 2026 premium is \$138,237 which represents approximately a 20% or \$23,039 increase from 2025 which is driven by the current market conditions and Haldimand County's reportable claim losses as noted in the Council in Committee Closed Session Report LSS-04-2025.

Umbrella Liability Coverage

The General Liability policy has a limit of \$5,000,000 which is known as Primary liability coverage. It is important that Haldimand County retain Umbrella coverage as judicial awards related to general liability exposures have increased and are a significant fiscal exposure to Haldimand County. When judicial awards exceed \$5,000,000 the Umbrella coverage provides an additional layer of insurance, in the event that the primary General Liability policy limits are exceeded.

The 2026 premium is \$65,905 which represents an increase of approximately 5% or \$3,139 over the 2025 premium and provides additional coverage of \$45,000,000. This additional coverage consists of

two (2) excess policies of \$20,000,000 and \$25,000,000 respectively. If Haldimand County were to engage the Umbrella coverage, there is no deductible.

Medical Malpractice Liability

Medical Malpractice Liability is a stand-alone policy (separate policy) from the Municipal Insurance program, also known as third party coverage. A medical malpractice policy provides Haldimand County coverage for healthcare services provided by paramedics, firefighters, personal support workers, registered practical nurses, etc. The 2026 premium remains unchanged at \$42,488 from 2025.

Environmental Impairment Liability

Environmental Impairment Liability provides coverage for claims that arise from sudden and accidental incidents (oil leakage from a Haldimand County vehicle or a piece of equipment) to gradual loss (leakage/seepage over a period of time). This coverage is available for third party site clean up, applicable emergency costs, etc. The 2026 premium is \$14,081 representing an increase of 5% or \$671 over the 2025 premium.

Crime Insurance

Crime Insurance provides a variety of coverages from employee dishonesty, loss of money, forgery and related professional legal and auditing expenses and is known as first party coverage. The 2026 premium remains the same at \$2,700, a 0% increase.

Automobile Insurance

Automobile Insurance provides liability and physical damage coverage for Haldimand County owned or leased (over 30 days) vehicles, known as first party coverage. The 2026 premium is \$178,835 representing an increase of just under 9.6% or \$16,132. This increase is based upon 18 additional vehicles reported from the 2025 policy. Before issuing the actual policy, Fleet may have vehicles removed from insurance schedule as they have been sold, traded-in or scrapped. This will reduce the actual premium.

Property & Equipment Breakdown Insurance

Each renewal, Haldimand County's insurer requires a signed Statement of Values (SOV), which lists the properties that Haldimand County wishes to insure. To support this, LSS collaborates annually with asset management staff and asset owners to review and validate property values. This proactive approach helps ensure assets are accurately valued and mitigates the risk of the insurer applying a blanket index increase. Haldimand County's total reported asset value for the 2026 renewal is \$622,463,512 with a 2026 premium of \$481,754, reflecting a 3% increase, or \$15,799 from the 2025 premium.

For 2026, the greatest impact to Haldimand's reported asset value was the addition of Avalon Park valued at \$1,938,636 and the decommissioning and demolition of the former Domtar Pumping Station which resulted in a \$5M deduction to our property value.

The only other anticipated change to Haldimand's 2026 property policy is the Hagersville Library and Active Living Centre (HLACL). Once Haldimand assumes ownership, the facility will be added to Haldimand's insurance policy by endorsement for an estimated annual premium cost of \$11,610, including applicable tax. This rate will be prorated based upon the actual date that Haldimand assumes ownership. Until that time, the HLALC is currently insured under the general contractor's policy.

Municipal Volunteers' Accident Benefit Policy

The Municipal Volunteers' Accident Benefit policy protects Haldimand County's volunteers from financial consequences of accidental injuries. This policy is designed to provide insurance protection for all Haldimand County volunteers performing supervised and sponsored volunteer activities. The 2026 premium is the same as the 2025 premium at \$1,080.

Cyber Insurance

The Canadian Centre for Cybersecurity's 2025-26 National Cyber Threat Assessment reported a sharp increase in both the number and severity of cyber incidents, many of which target our essential services. Haldimand County is not immune to this trend and has experienced several low severity breaches in the last 5 years. The average cost to recover from of a Cybersecurity breach in Canada is nearly \$5M, with the City of Hamilton reporting costs exceeding \$18.3M to recover from their 2024 attack.

Cyber insurance differs slightly from other lines of coverage, in that, in addition to incident response, a more proactive service is included in the premium costs in the event of a cyber concern. Cyber insurance covers financial losses from cyber attacks and data breaches, while enabling the insured to receive compensation for costs like forensic investigations, legal fees, data recovery and business interruption.

Haldimand County staff have made great strides in recent years to increase the security of Haldimand County's IT network. Due to this concentrated effort, Haldimand was offered a premium of \$65,070, representing a 4% reduction from the 2025 rate to maintain the same level of coverage.

However, staff are recommending to increase the liability limit for enhanced protection against growing financial and operational risks associated with cyber incidents. This additional coverage would result in a premium increase of \$49,140 including applicable taxes over the 2025 premium and is included within the total premium costs within the staff recommendations of this report.

To ensure security of municipal data, any questions regarding cyber coverage would be required to go into closed session.

Community Hall Boards

The Community Hall Boards policy extends liability coverage to those boards who are operating Haldimand County Community Halls on behalf of Haldimand County. The premium for 2026 is \$21,422 representing an overall increase of \$2,195 or 11.2%.

Recreation Affiliates Insurance

Currently, the Dunnville Soccer Park Corporation and Haldimand Youth Soccer Corporation are insured under this policy. Since 2012, Haldimand Council has capped these two organizations' contributions at \$550 each, with the remainder of the premium paid by Haldimand County.

The estimated premium is \$2,668 representing a 0% increase.

Joint Municipal Landfill Property and Landfill Liability and Umbrella Liability - Closed

The Joint Municipal Landfill policies are stand-alone policies providing liability, umbrella, and property coverage for those landfills that are jointly owned by Haldimand County and Norfolk County. The 2026 premium is \$29,324 which is an increase of 5% or \$1,403 over the 2025 premium.

Norfolk County as co-owner, will cost share the annual premium (56.25% Norfolk County share) and will be notified of the 2026 renewal rates.

Facility User Program

The Facility User Program provides liability coverage for bodily injury and property damage and adds Haldimand County as an additional insured. The premiums are collected by Haldimand County when a facility is booked and are remitted directly to the insurance provider.

Special Event Policy

This is a Council approved program then enables Haldimand to secure insurance coverage for parades and special events, as community event organizers were experiencing difficulty in obtaining and/or financing the required liability insurance for events held on Haldimand County property. The Manager, Legal & Support Services has delegated authority to approve events for coverage under the Special Events Policy, subject to the approval of a Special Event permit by the General Manager, Community & Development Services and provided that the event meets the Haldimand Council-approved criteria.

Financial/Legal Implications:

Table 1 shows the variance of the proposed 2026 and the actual 2025 insurance premiums noting that premiums can increase or decrease throughout the year based on coverage requirements. For example, adding or deleting an asset to the property or fleet policy.

All values are inclusive of Retail Sales Tax where applicable. The overall premium increase is \$110,559 or 11.2%, which impacts the tax levy and will be built into the 2026 tax supported operating budget.

Policy	2025 Premium (\$)	2026 Premium (\$)	2026 Increase (\$)	2026 Increase (%)
Municipal General Liability (including Errors & Omissions)	115,198	138,237	23,039	20.0%
Umbrella Liability	62,766	65,905	3,139	5.0%
Medical Malpractice Liability	42,488	42,488	-	0.0%
Environmental Impairment Liability	13,410	14,081	671	5.0%
Crime	2,700	2,700	-	0.0%
Owned Automobile	162,703	178,835	16,132	9.9%
Property & Equipment Breakdown	465,955	481,754	15,799	3.4%
Volunteer Accident	1,080	1,080	-	0.0%
Cyber	67,770	116,910	49,140	72.5%
Community Hall Boards Liability	20,186	21,422	1,236	6.0%
Recreation Affiliates	2,668	2,668	-	0.0%
Landfill Policies	27,921	29,324	1,403	5.0%
Total	\$984,845	\$1,095,404	\$110,559	11.2%

Table 1: 2026/2027 Insurance Premiums

As outlined in Table 1 and noted in the staff recommendations and the Analysis section, staff are recommending the purchase of additional cyber coverage at a total premium cost of \$116,910 (including applicable tax). If Council chooses not to proceed with the additional coverage, the total premium for all policies would be reduced by \$49,140 (including taxes), resulting in a 6% increase over 2025 premiums.

Stakeholder Impacts:

All departments and various Haldimand County Boards are insured under and impacted by elements of the General Insurance Program.

The Joint Municipal Landfill Liability costs are shared with Norfolk County. As a co-owner, Norfolk County is responsible for 56.25% of the 2026 annual premium.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: Yes

Policy: No

References:

1. [LSS-16-2024 General Insurance Program](#)
2. Closed Session LSS-04-2025 Insurance Claims and Litigation Activities 2024 Annual Report

Attachments:

1. Insurance Policy Deductibles
2. Insurance Policy Terminology/Definitions

Table 1: Insurance Deductibles

Coverage	2021 Policy Deductible	2022 Policy Deductible	2023 Policy Deductible	2024 Policy Deductible	2025 Policy Deductible	2026 Policy Deductible
Municipal General Liability	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Errors and Omissions	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Umbrella Liability	Nil	Nil	Nil	Nil	Nil	Nil
Medical Malpractice	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Community Hall Boards Liability	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Recreation Affiliates	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Environmental Impairment Liability	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Crime	Nil	Nil	Nil	Nil	Nil	Nil
Owned Automobile - All Perils Deductible	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Primary Property	\$50,000	\$50,000	\$50,000	\$50,000	\$100,000	\$100,000
Volunteers' Accident Benefit	Nil	Nil	Nil	Nil	Nil	Nil
Cyber Insurance	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Landfill - General Liability	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Landfill - Umbrella Liability	Nil	Nil	Nil	Nil	Nil	Nil
Landfill - Property Policy	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

Table 1: Insurance Definitions

	Term	Definition	Example
1	Additional Insured	An additional insured is a person added to an insurance policy who isn't the policyholder or someone directly related to the policyholder.	Haldimand County is required to be listed as an additional insured on a contractors / vendors liability policy. A certificate of insurance is required to show proof of additional insured status.
2	Aggregate	From an insurance perspective, aggregate means total or maximum.	Some insurance policies with have a maximum limit of \$5,000,000 - liability.
3	All Risk Property Insurance	Property insurance in an amount equal to the full replacement cost of the property of every description and kind owned by the County.	Each year a list of properties with corresponding values is submitted to the insurance provider.
4	Builder's Risk	A type of insurance meant to insure property in the course of construction. Coverage is usually written on a Broad Form Basis and will cover the property at the construction site, offsite storage locations and in transit.	This type of policy would be required from a contractor if the County was build a new building or add an addition to a current building.
5	Capacity	This is the maximum amount of insurance or reinsurance available from an insurance company.	In a hard market, the capacity is capped.
6	Catastrophic losses	Floods, tornadoes, hurricanes, wildfires and other disasters. These are increasingly common and devastating.	Years of costly disasters like these have compounded losses for insurers, driving up the cost of coverage overall.
7	Claimant	A person or group who makes a claim against the County. This person or group feels that their injuries have been caused by the County.	The County will receive a Notice of Intent or a Property damage form or a Statement of Claim.
8	Claims Costs	The costs associated with managing a claim or a matter in litigation. Examples include: adjusting fees, legal fees, disbursements.	The frequency and severity of claim cost increase over time and in accordance with population and municipal service growth. Settlement and verdicts for bodily injury claims are steadily rising. This extends to litigation and significantly raises costs to defend a claim. Additionally, advances in health care have made treatment more effective, and people are living long, fuller lives after a serious accident. While life expectancy is a positive trend, it has had an impact on compensatory damages and benefits.

9	Claims-Made Policy Form - Wordings	A claims-made policy is triggered when the claim is first made. Coverage can be extended by purchasing an extended reporting endorsement.	A third party suffers an injury in 2014. Notice was served to the County in 2016. The 2016 policy would be triggered and would be the responding policy. If the policy was not renewed in 2016, there is no coverage for the claim. This is why it is recommended that either an extended reporting period is purchased or the policy continues to be renewed for so many years after contract termination. Policies - Medical Malpractice, Errors & Omissions, Environmental Impairment Liability
10	Climate Change	Refers to long term shifts in temperatures and weather patterns. These shifts may be natural or man made. Stronger and more frequent natural disaster are destroying homes and business which have an impact on insurance rates.	The impacts of climate change are reflect in the insurance premiums.
11	Compensatory Damages	Insurance policies provide compensatory damages to injured persons.	If a person is successful in a lawsuit, they would receive a sum of money also known as compensatory damages.
12	Deductible	A deductible is the amount of money that you are responsible for paying toward an insured loss.	The Commercial Liability Policy has a deductible of \$250,000. This is the portion of a liability loss that the County pays.
13	Defendant	An individual, company, municipality sued or accused in a court of law.	Typically, municipalities are named as defendants on Statements of Claim.
14	Earthquake Coverage	Earthquake coverage shall constitute a single claim provided that more than one earthquake shock occurring within any 168 hours during the term is considered a single occurrence. Earthquake shock means any earth movement including landslides, mine subsidence, earth sinking, rising, shifting, tsunami, volcanic eruption, explosion, effusion or sinkhole.	Currently, Haldimand has earthquake coverage with a limit of \$100,000,000 and a deductible of 10% of a total loss or \$100,000 whichever is greater, per occurrence.
15	Extended Reporting Period or Tail Coverage	Claims-made policies usually allow a period for the reporting of incidents that could give rise to a claim. Some claims made policies allow for a short reporting period. This reporting period can be extended. The extended reporting period is purchased upon policy termination and extends the policy period for a specific amount of time. The period of time varies and usually an additional premium applies.	If the Errors & Omissions policy was cancelled, the County would purchase this type of endorsement which would Extend the time to report an incident.

16	First Party	In an insurance contract, the first party refers to the person who buys the insurance. Also known as the policyholder or the Insured.	Corporation of Haldimand County is the named insured on all of the insurance policies
17	Flood Coverage	Flood means the breaking out or overflow of any natural or artificial body of water and includes surface water, waves, tides, tidal waves and tsunamis.	Currently, Haldimand has flood coverage with a limit of \$100,000,000 and a deductible of \$250,000 per occurrence.
18	Hard Market	This is when insurance companies take action to respond to challenging regulatory and environmental pressures that affect their profitability. Hard markets are characterized as having increased insurance premiums, reduced capacity for insurers to take on business, more stringent underwriting criteria, reduced coverage, and less competition as some insurance companies withdraw from certain industries.	The insurance industry has experienced a hard market for the past number of years. For example, the County's Cyber Policy increased by 79% in 2022. Some municipalities did not have their Cyber policies renewed.
19	Insurance Broker	This is a regulated financial advisor who specializes in insurance.	Currently, the insurance broker for Haldimand County is Arthur J. Gallagher Insurance
20	Insurance Provider - Insurer	A company that creates insurance products and takes on risk in return for the payment of premiums. Most insurance companies are stock companies.	The insurance provider is Marsh Canada along with Certain Underwriters at Lloyds and Aviva Insurance Company
21	Joint and Several Liability	This is a provision within the Negligence Act and is commonly referred to as the 1% Rule. Under Joint and Several Liability, a municipality is only required to be found 1% liable for the cause of loss which contributed to the plaintiff's injuries, in order to be held jointly and severally liable - potentially having to pay 100% of the amount awarded, despite contributory negligence by the other parties. Example - current legislation directs that a person injured by two or more negligent parties may collect full damages from any one of the negligent parties even if that party was only 1% responsible for a claim.	As Society become increasingly litigious, municipalities are perceived with having "deep pockets" or high insurance limits.

22	Liability Limitation Period	The Limitations Act sets out a basic limitation period of two years. This means that a lawsuit must be commenced in respect of a claim within two years of the day on which the claim was discovered. Injured have another 6 months to serve the defendant (s).	The County will receive Statements of Claim 2 plus years after an incident has occurred. This has an impact on the Self Insurance Reserve.
23	Litigation	The act, process or practice of settling a dispute in a court of law. The Ontario Rules of Civil Procedure given civil litigation.	If a claimant is not satisfied with a claims resolution or wants to proceed to court, a Statement of Claim issued. The Statement of Claim starts the litigation process.
24	Loss Ratio	A loss ratio is a mathematical calculation that takes the total claims that have been reported plus any handling costs (adjuster fees, legal fees) divided by the total premiums earned. In general, an acceptable loss ratio would be in the range of 40% - 60%. If the loss ratio was above 60%, insurance company would be applying high double digits increases.	At this point in time, the County's loss is acceptable and below the industry standard.
25	Negotiated Request for Proposal - NRFP	Enables a municipality to seek creative solutions from the marketplace and then select the most innovative proposal.	Similar to an RFP, however, the municipality has an option to negotiate terms resulting in the best value or premium to meet the County's needs.
26	Occurrence Policy Form - Wordings	These wordings provide coverage for claims arising out of incidents that occurred during the policy period. The response trigger is the date the event occurred that gave rise to the claim. The policy does not have to be in effect when the claim is made. The policy that was in effect when the claim occurred is the responding policy. Occurrence policies never end.	A third party suffers bodily injury in 2014. Notice is served upon the County in 2016. The 2014 policy would be triggered and would be the responding policy not the current 2016 policy. Policies - Commercial General Liability, Automobile Policy
27	Plaintiff	A person or group who issued a Statement of Claim naming the Corporation of Haldimand County. This person or group feels that their injuries have been caused by the County.	A Statement of Claim is issued by a Plaintiff.

28	Products & Completed Operations	This type of coverage is found on a commercial general liability policy. It includes liability arising out of the contractor's products or business operations conducted away from the contractor's premises once those operations have been completed.	This is a required insurance coverage that contractors need to provide prior to undertaking any work on County premises.
29	Primary Liability	This type of policy provides protection for financial loss should the organization be liable for bodily injury or property damage caused by its business operations and / or employees.	Haldimand County carries a \$5,000,000 primary limit of liability.
30	Professional Liability	If a professional is alleged to have made an error or omission or is negligent with services rendered or not rendered, the Errors & Omissions policy provides financial protection to meet the costs of defending legal actions and providing compensatory damages if the professional is found legally liable. This policy also responds to a Wrongful Act.	Building and Bylaw
31	Reinsurance	Reinsurance is coverage for insurance companies.	The reinsurance market is subject to the same difficult market. Carriers often buy reinsurance for risks they can't or don't wish to retain fully. Lately, reinsurance is becoming more expensive to obtain which is causing carriers to increase their rates.
32	Request for Proposal - RFP	This is a business document that announces a project, describes it and solicits bids from qualified contractors / vendors to complete it.	Insurance Broker Services and Insurance Providers are subject to the RFP process.
33	Retroactive Date	A date that is stipulated in all claims-made policies. It is the first date of incidents covered by the policy. The retroactive date provides coverage for incidents that have occurred prior to the current policy term. The retroactive date is usually the first date that the claims-made policy is purchased. The date is carried forward with each subsequent policy.	Policies that carry a retroactive date - a. Medical Malpractice - November 15, 1993 b. Errors & Omissions - Unlimited c. Environmental Impairment Liability - Unlimited
34	Return on Investment	A simple ratio that divides the net profit of loss from an investment by its costs.	Almost all insurance companies are stock companies. Nearly every insurance carrier uses the funds it receives from premiums to invest in other markets. However, reduced interest rates have negatively impacted profitability and carriers have a reduced appetite for risk as a result.

35	Risk Mitigation	This is a strategy to prepare for and lessen the effects of threats faced by an organization.	This is a part of a Risk Management Strategy. An example is proper documentation.
36	Risk Transfer	This is a risk management and control strategy that involves the contractual shifting of a risk from one party to another.	The purchase of insurance policies is an example of risk transfer.
37	Second Party	In an insurance contract, the second party is the insurance company.	Aviva Insurance is the insurance company on some of the County's policies
38	Self Insured Reserve (SIR)	A reserve (monies) that is set aside to fund future losses.	The County has allocated a budget line for those claims that fall below our policy deductibles. This fund also pays up to the deductible amount for those matters in litigation.
39	Soft Market	This is a market where demand is decreasing or buyers are exiting the market. Soft markets are characterized by lower insurance premiums, broader coverage, relaxed underwriting criteria, increased capacity which means insurance carriers write more policies. There is also increased competition among insurance carriers.	Haldimand County issued Request for Proposals (RFP) in 2007, 20212 and 2017. Each RFP was issued during soft market conditions which was reflected in the insurance premiums and coverages.
40	Statement of Claim	Tells the story of a claim, the facts establishing a claim, the allegations against the defendant respecting liability to the plaintiff and the amounts being sought for damages being claimed. Once filed with the courts, the plaintiff has six (6) months to serve it on the defendant.	A Statement of Claim is received if an informal claim has been denied. Statement of Claims can also be issued as the plaintiff feels that they have sustained substantial injuries and would like a Court to assess the compensation owed.
41	Subrogation	This refers to the right an insurance company holds under an insurance policy after the insurance company has paid a claim. This is known as the right to request reimbursement from the at-fault party.	The County uses this technique to seek reimbursement - example from vehicles that strike and damage County assets.
42	Third Party	In an insurance contract, a third party is a person or group who feels that they have been injured because of the first party's negligence. These third parties are also known as claimants or plaintiffs.	A person / individual or group who feels that the County has caused them harm. For example, a person trips and falls on a County sidewalk.
43	Underwriting Standards	Guidelines set by insurance companies for determining coverage and associated rates / premiums for each line of business.	Insurers are struggling to overcome underwriting losses, especially given how low interest rates have remained in recent time. This had made carriers more cautious, and many are restricting the classes of business and lines of insurance they are willing to underwrite.

44	Umbrella Policy	An Umbrella policy provides protection against large losses. This type of policy sits over a primary liability policy, an automobile policy and errors and omissions policy.	Haldimand County has an Umbrella policy that consists for two excess policies with limits of \$20,000,000 and \$25,000,000 respectively. This policies are essential as municipalities are subject to Joint and Several Liability.
45	Upset Limit	Maximum limit / cap	The County's property policy has a maximum limit of \$100M
46	Value Added - Enhancements	Value-added are services provided in conjunction with the insurance policy that go beyond the mere provision of insurance. The nature and quality of value- added services provided by an insurance broker or MGA are important factors when selecting an insurance provider.	Examples of value-added services include, but not limited to: Risk Management Support, Claims Management Support, Training Sessions, Legislation Interpretation. These services help with Risk Management mitigation which should help resolve claims quicker with minimal cost.
47	Wrongful Act	This means any actual or alleged errors or misstatement or misleading statement or act or omission or neglect or breach of duty by the employee in the discharge of their duties individually or collectively.	Building and Bylaw, Planning

Haldimand County

Report CLE-13-2025 Council Appointment to Board of Health for Grand Erie Public Health



For Consideration by Council in Committee on November 18, 2025

Objective:

To appoint a representative of Haldimand County Council to the Board of Health for Grand Erie Public Health.

Recommendations:

1. THAT Report CLE-13-2025 Council Appointment to Board of Health for Grand Erie Public Health be received;
2. AND THAT Councillor _____ be appointed to the Board of Health for Grand Erie Public Health, effective November 24, 2025, for the remainder of the term ending November 14, 2026.

Prepared by: Tracey Cassidy, Council Services Coordinator

Reviewed and respectfully submitted by: Chad Curtis, Municipal Clerk

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

This report recommends that Haldimand County Council appoint one (1) Council representative to serve on the Board of Health for Grand Erie Public Health.

Background:

The Grand Erie Public Health (GEPH) Board of Health is responsible for providing governance and oversight for public health programs and services within its jurisdiction, which includes the City of Brantford, County of Brant, Norfolk County, and Haldimand County. The composition of the Board includes both municipal and provincial appointees representing these municipalities. Haldimand County is entitled to one (1) municipally appointed representative and one (1) provincial appointee on the Board.

Analysis:

On November 10, 2025, Mayor Bentley submitted their resignation from the Board of Health. In accordance with Board of Health Procedural By-law No. III-030, this resignation has resulted in one (1) vacant position for Haldimand County on the Board.

In correspondence received from the Grand Erie Public Health Board, it has been formally requested that Haldimand appoint a replacement member at its earliest opportunity to ensure continued municipal representation on the Board. The letter also notes that, as Haldimand County currently does not have a provincial appointee, the Board encourages that Member Bentley continue to serve in the current role until a new appointment is made by Council, to maintain continuity of representation.

It is therefore recommended that Council appoint one (1) member of Haldimand County Council to fill the vacancy on the Grand Erie Public Health Board of Health, effective November 24, 2025, for the remainder of the term ending November 14, 2026.

Financial/Legal Implications:

Not applicable.

Stakeholder Impacts:

Not applicable.

Report Impacts:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

References:

None.

Attachments:

None.

Haldimand County



Memorandum CLE-M02-2025 Outcome of Ward Boundary Review By-law Appeal

For Consideration by Council in Committee on November 18, 2025

To: Mayor Bentley and Members of Council
From: Chad Curtis, Municipal Clerk

Recommendations:

1. THAT Memorandum CLE-M02-2025 Outcome of Ward Boundary Review By-law Appeal be received.

At the September 2, 2025, Regular Council meeting, Councillor Lawrence brought forward the following Notice of Motion:

THAT Staff be directed to provide a report to Council on the outcome of the Ward Boundary Review, which will include the appeal and any and all costs associated with the filing of the appeal.

At the September 16, 2025, Council in Committee meeting, Council debated this Notice of Motion and voted to approve the resolution.

When Haldimand County was created in 2001 through the *Town of Haldimand Act, 1999*, six wards were established with one council representative to be elected from each ward, and a Mayor elected at large. While there have been minor adjustments to the wards related to urban boundary changes, the current ward boundaries are largely similar to what was established in 2001. Given the considerable changes in population distribution since then, a Ward Boundary Review was identified as a priority for the current term of Council.

Section 222 of the *Municipal Act, 2001*, ("Act") allows for a municipality to divide or redivide into wards, or to dissolve existing wards. The Act requires that a by-law related to ward boundaries must be in place before January 1 in the year of a general election, with no notices of appeal filed, or if notices of appeal are filed, they shall be withdrawn before January 1 or an order be issued by the Ontario Land Tribunal (OLT) with respect to the affirmed or amended by-law before January 1.

Through a competitive procurement process, Haldimand County retained Watson & Associates Economists Ltd. and Dr. Robert J. Williams, to conduct a comprehensive and independent Ward Boundary Review. The review was premised on the democratic expectation that municipal representation in Haldimand County would be effective, equitable, and an accurate reflection of the current distribution of communities and people across the municipality.

At the February 4, 2025, Council in Committee meeting, Council approved a 7 Ward Option as the new boundaries for the 2026 Municipal and School Board Election. The By-law to permit the 7 Ward Option was approved at the February 10, 2025 Council meeting. Following the passing of the by-law to adjust the ward boundaries, the public had 45 days to file an appeal with the OLT to contest the

decision. The OLT accepted one appeal, with a hearing held on July 15, 2025. On August 25, 2025, the OLT issued a decision dismissing the appeal.

Haldimand County was represented at the appeal by external legal counsel from Sullivan Mahoney LLP and the Ward Boundary Review consultants from Watson & Associates Economists Ltd. and Dr. Robert Williams. The fees represented below include preparation for and attendance at the OLT on July 15, 2025.

Professional services from the Managing Partner of Watson & Associates Economists Ltd. and Dr. Robert J. Williams was invoiced to Haldimand County in the amount of \$10,678.50. Due to the HST rebate Haldimand County is entitled to, the final cost to Haldimand County was \$9,616.32.

External legal services provided by Sullivan Mahoney, LLP was invoiced to Haldimand County in the amount of \$33,664.06. Due to the HST rebate Haldimand County is entitled to, the final cost to Haldimand County was \$30,315.53. Sullivan Mahoney LLP provided two legal representatives for this matter, and provided Haldimand County with a 10 percent discount to ensure there was no duplication of expenses.

In total, the costs incurred by the municipality, excluding any internal staff time, for appeal of the Ward Boundary Review by-law was \$39,931.85, including non-rebateable HST.

References:

None.

Attachments:

None.

Haldimand County

Report EDT-06-2025 Rosa Flora Exemption Request to Criteria for Municipal Support Confirmation for the Independent Electricity System Operator Long Term 2 Request for Proposal



For Consideration by Council in Committee on November 18, 2025

Objective:

To seek Council's approval for an exemption to the previously approved criteria for renewable energy projects seeking Municipal Support through the Independent Electricity System Operator (IESO) Long Term 2 request for proposal (LT2 RFP) by Rosa Flora Growers Limited (RFGL) for a natural gas-powered combined heat and power cogeneration project.

Recommendations:

1. THAT Report EDT-06-2025 Rosa Flora Exemption Request to Criteria for Municipal Support Confirmation for the independent Electricity System Operator Long Term 2 Request for Proposal be received;
2. AND THAT Council approve Rosa Flora's exemption request for the public engagement criteria previously approved by Council via Report EDT-05-2024 Independent Electricity System Operation Request for Proposal Long Term 2 – Municipal Support Resolutions and Report EDT-08-2024 Update to Report EDT-05-2024 and Moratorium on Wind Development in Haldimand County for reasons described within this report;
3. AND THAT the Chief Administrative Officer be authorized to provide a Municipal Support Confirmation Letter for the proposed Rosa Flora energy project for the submission to the IESO LT2 RFP.

Prepared by: Jessica Easson, Senior Economic Development Officer, Development Services

Reviewed by: Lidy Romanuk, B.A., EcD. Manager - Development Services

Respectfully submitted: Mike Evers, MCIP, RPP, BES, General Manager, Development Services

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

In December of 2024, Council approved a set of criteria for all renewable energy projects seeking Municipal support through the IESO LT2 RFP process. A Municipal Support Resolution (MSR) is now mandatory for developers to include with their proposal submission to the IESO and signals that a community supports the proposed project moving to the next phase. Staff have been working closely with a number of proponents to provide guidance and assistance ensuring they meet the criteria as set out by Council to receive a municipal support confirmation letter.

Rosa Flora Growers Limited is proposing a 9 MW natural gas-powered combined heat and power cogeneration project within their Plant 6 building and is requesting Haldimand County provide a municipal support confirmation resolution.

RFGL is specifically requesting an exemption from the minimum public consultation timeline requirements to engage in public consultation 4 months in advance of submission to the IESO. The public consultation requirements were part of the criteria approved by Council in December 2024 and are part of the community benefit agreement that proponents must sign.

Background:

IESO Long Term 2 Procurement Program

The LT2 RFP is a key initiative by the IESO to secure reliable electricity supply amid rising demand—forecasted to grow 75% by 2050. In response, the IESO has launched a strategy to procure a diverse mix of new power generation resources, through competitive bids for long-term contracts. Over the next few years, the IESO expects to run multiple RFP (Request for Proposal) submission windows, under the umbrella of the LT2 RFP, to procure resources to meet system needs. The intake deadline for energy projects submitted under Window 1 to the IESO was October 16, 2025, while the deadline for capacity projects is December 18, 2025. Projects under LT2 will contribute to grid stability and offer economic benefits through local jobs and municipal revenues.

Municipal Support Requirements

A key component of the current IESO submission process is the requirement for developers to engage with municipalities and secure municipal support prior to submitting a proposal. This allows municipalities to have control over the types and locations of energy projects within their jurisdiction. For projects proposed on Municipal Project Lands (property within a municipality) a Municipal Support Confirmation must be included with the submission. This confirmation signals to the IESO that the developer has either completed or committed to meaningful engagement with the local municipality, and that the municipality supports the proposal.

In December 2024 (through report EDT-05-2024 Independent Electricity System Operation Request for Proposal Long Term 2 – Municipal Support Resolution and subsequent report EDT-08-2024 Update to EDT-05-2024 and Moratorium on Wind Development in Haldimand County), Haldimand County Council approved criteria that must be met for projects to receive a Municipal Support Resolution Confirmation Letter through delegated authority to the CAO. All proponents seeking municipal support must enter into a Community Benefit Agreement, which outlines the required criteria and includes provisions related to public safety, community consultation, visual aesthetics, community benefit contributions, and land use planning applications.

Rosa Flora

Established in 1978, RFGL is a family-owned business based in Dunnville and is known for being Canada's largest greenhouse cut flower grower. With approximately 50 acres of growing fresh cut flowers, including gerberas, lisianthus, and snapdragons, the company is committed to continuous innovation. RFGL integrates sustainable practices into both its crop selection and growing methods, emphasizing energy efficiency and environmental stewardship. Cogeneration has been used to power greenhouse growing lights and utilizing heat produced as part of greenhouse operations since 1992. They also have experience working with the IESO delivering electricity to the grid and utilize thermal energy to simultaneously support greenhouse heating needs. Most recently, in 2023, RFGL previously submitted an application under the Long-Term 1 RFP, which was supported by Haldimand County Council at the time although was unfortunately not successful in the competitive IESO procurement.

Analysis:

RFGL is proposing a cogeneration project to be located within their new Plant 6 building (adjacent to operations at 717 Diltz Road, Dunnville). The capacity project will be submitted to the IESO LT2 RFP on December 18, 2025 and requires Municipal support as part of the submission to the IESO. Attachment 1 provides a location map of the project lands.

The RFGL project meets the criteria approved by Council in December 2024 for all renewable projects seeking a municipal support resolution with the exception of the required timeline for public consultation. As such, staff are unable to provide municipal support via delegated authority due to the fact that all criteria cannot be met. The purpose of this report is to seek Council's approval for the shortened window for public consultation and to allow staff to provide the municipal support confirmation letter to RFGL.

Proposal Summary

The project consists of the following components and details:

- Installation of cogeneration power equipment - four natural gas fired combined heat and power engines - that generates heat and electricity (combined 9 MW capacity) at 95% efficiency;
- The project would be housed in the RFGL Plant 6 warehouse (supporting greenhouse production) which currently has one existing co-generation unit;
- The "boiler room" housing the generation units has been specifically designed to incorporate sound-absorbing features. These measures are intended to minimize operational noise and ensure a comfortable working environment for personnel in adjacent work areas; and
- The planned commercial operation date is May 1, 2030.

Advantages of Cogeneration

RFGL's proposed participation in the LT2 (c-1) RFP will essentially have cogeneration power equipment that can be started when power supply is required to the grid by the IESO and stopped when supply is not required.

Natural gas technologies provide consistent and reliable electricity generation, unaffected by the intermittency of wind or solar power. During peak demand periods, natural gas becomes the second-largest source of electricity in Ontario, surpassing hydro. As several nuclear facilities are scheduled for decommissioning over the next two decades, the province is expected to rely heavily on natural gas to supply stable baseload power and maintain grid reliability.

Cogeneration equipment produces both electrical and thermal energy with a generator. This makes it possible to achieve a high efficiency, especially because the greenhouse operation can use the thermal energy to heat greenhouses and electrical output from engines will be used to power the electricity grid when power is required.

Agriculturally integrated projects

It is important to note that while the IESO prescribed criteria allows for the consideration of renewable energy projects to take place on agricultural land, all new electricity projects are prohibited in Specialty Crop Areas, and all new ground-mounted solar projects are prohibited in Prime Agricultural Areas. All other eligible projects that are proposed in Prime Agricultural Areas (as designated by the Local Municipality's Official Plan) require the completion of an Agricultural Impact Assessment (AIA). As all agricultural land in Haldimand County is designated as prime agricultural area, RFGL was required to complete an AIA.

The AIA provided and peer reviewed, determined that the proposed natural gas cogeneration facility on the Subject Lands meets the OMAFA criteria for an agriculturally integrated project. The proposal

will be compatible with surrounding agricultural operations, will not hinder ongoing agricultural activities, and will support continued agricultural production by minimizing the amount of land removed from cultivation. Further the facility's design and function are based on a clearly defined interdependency with agricultural operations. Through a peer review, consultants verified that the AIA Component One was satisfactorily completed.

Application and Permit Considerations

Upon review by the General Manager of Development Services of detailed descriptions provided by RFGL, including building plans, all work associated with the generation system will be fully housed within an existing building and no additional construction is proposed that would expand building envelope or alter use of building interiors. The proposal does not constitute 'development' as defined in Section 41 of the Planning Act, and thus, the requirement for a site plan approval is not triggered. Considering the provided information, the specific site plan application requirements under the CBA can be waived as can the requirement for the pre-consultation meeting. Nonetheless, staff also note that there are outstanding permit matters that Building Services is actively working through with the proponents. These items are being addressed through ongoing dialogue and review, and permit requirements will need to be satisfied before proceeding.

Exemption Request

RFGL is seeking an exemption to the criteria previously established by Council for the IESO LT2 RFP as described below:

1. Public Engagement – The criteria as approved by Council in December 2024 set out a fairly rigorous public engagement requirement for projects seeking municipal support. The public engagement criteria included as follows:
 - A minimum of 3 months prior to requiring the Municipal Support Confirmation letter, the proponent must provide evidence of the required community engagement satisfactory to the County, which includes:
 - Project website established and included on all marketing and company correspondence as soon as possible (minimum of 4 months before the submission of the project)
 - Project contact person identified with contact information available to the public, council and staff (minimum 4 months before submission of the project)
 - Coordinating and hosting a minimum of 2 Public Information Centres (PIC). A minimum of 10 business days in advance of the Public Information Centre dates the proponent is required to provide mailed notification to all property owners within 500 metres of the proposed project site. Notification to include – meeting details and location, a draft site plan that identifies key features, entrances/exits, pertinent project details and contact information for project/community manager
 - The PIC should be held at mutually agreed upon times and locations to ensure as many members of the public as possible can attend
 - The PIC should be promoted via local newspapers, radio and social media (including Haldimand County Channels)

RFGL made their initial outreach regarding the energy project to staff via an email on September 9, 2025 and subsequent discussions took place where staff provided an overview of the criteria required to be met in order to receive municipal support. At that time, it was acknowledged that as the submission deadline to the IESO is December 18, 2025 and since the project was already within the 4-month window, the proponent would not meet the previous timeline approved by Council for public engagement. However, it was encouraged that the public engagement process begins immediately to

demonstrate their best efforts to Council. In response, RFGL developed a project flyer and held public engagement sessions on October 6th and October 17th in the RFGL Plant 4 Boardroom. The public engagement sessions were shared through Haldimand County social media channels and promoted by the proponent through: an advertisement in the Haldimand Press and directly on the RFGL website. Project information and invitations to the public information sessions were distributed to local residents within 500m of the site. Through public outreach RFGL has reported that 9 people attended the open houses and no concerns were raised.

Based on the foregoing, staff recommend that Council approve an exemption to the public engagement criteria to allow the CAO to issue a municipal support confirmation letter to RFGL for the proposed cogeneration project. Doing so does not provide RFGL with any exemptions to the process (with the exception of the public consultation exemption described above) that must be adhered to but only demonstrates that Haldimand County is supportive of the project taking place on the lands as proposed. The project is still required to meet all other criteria previously established by Council and the proper checks and balances remain in place to ensure the project meets other municipal and provincial requirements.

Financial/Legal Implications:

The proposed development will generate direct economic benefits for Haldimand County through increased property tax revenues, as well as application and permit fees generated during the development process.

All proponents seeking a municipal support confirmation letter are also required to sign a community benefit agreement which includes provisions for Community Benefit Contributions. This includes an annual monetary contribution of approximately \$9,990 commencing with the commercial operation date (anticipated prior to 2030) and indexed annually over the life of the 20-year contract if successful in the IESO RFP process.

The proponent shall be responsible for compliance with all applicable laws in respect to the project, including Federal and Provincial legislation, and shall indemnify and hold the municipality harmless for any breach thereof.

Stakeholder Impacts:

Not applicable.

Report Impacts:

Agreement: Yes

By-law: No

Budget Amendment: No

Policy: No

References:

1. [EDT-05-2024 Independent Electricity System Operation Request for Proposal Long Term 2 – Municipal Support Resolution](#)
2. [EDT-08-2024 Update to EDT-05-2024 and Moratorium on Wind Development in Haldimand County](#)
3. [IESO Long-Term 2 RFP](#)
4. [2023 Delegation: Ralph DeBoer, Rosa Flora Ltd. Re: Long-Term Reliability Project with the Independent Electricity System Operator](#)

Attachments:

1. Location Map

Location Map: Diltz Road



Location:

**DILTZ ROAD
GEOGRAPHIC TOWNSHIP OF MOULTON
WARD 5**

Legal Description:

**MOULTON CON 2 FROM CANBOROUGH
PT LOTS 12 AND 13 RP 18R8254 PARTS 1 AND 2**

Property Assessment Number:

2810 023 001 18202 0000

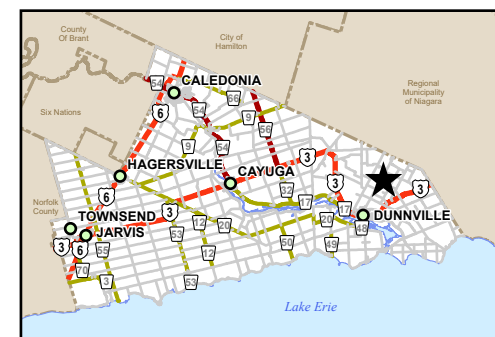
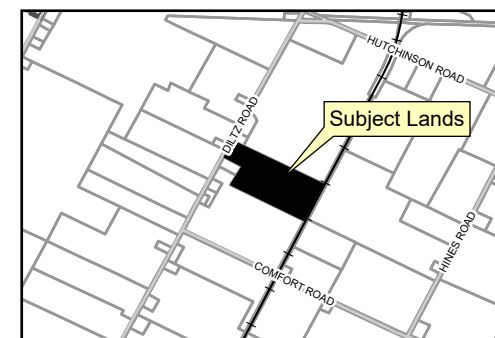
Size:

15.22 Hectares (37.60 Acres)

Zoning:

A (Agriculture)

HALDIMAND COUNTY, ITS EMPLOYEES, OFFICERS AND AGENTS ARE NOT RESPONSIBLE FOR ANY ERRORS, OMISSIONS OR INACCURACIES WHETHER DUE TO THEIR OWN NEGLIGENCE OR OTHERWISE. DO NOT USE FOR OPERATING MAP OR DESIGN PURPOSES. ALL INFORMATION TO BE VERIFIED.



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Haldimand County Delegation Request

Summary of Submission

Delegation Information

Name: Ralph DeBoer

Pronouns: He/Him

Email: rdeboer@rosaflorea.com

Phone: [REDACTED]

Representing: Rosa Flora Growers Limited

Attending: In person

Meeting Information

Requested Meeting Date: November 18, 2025

Meeting Type: Council in Committee

Previous Presentations to Council / in Committee: No

Brief Description of Delegation Topic:

To Rosa Flora Growers Limited (RFGL) is interested in pursuing an energy contract with the Independent Electricity System Operator (IESO) through the Long-Term 2 Capacity Services Project (LT2 9c-1)). RFGL respectfully requests to be added to the Council in Committee agenda for November 18th, 2025 to present this opportunity and to seek council's support for this venture. We would also appreciate the opportunity to share about RFGL's efforts to engage with the community about this project. We have been in communication with Jessica Easson at the County to fulfill Haldimand County's requirements to receive Municipal Support and look forward to continuing this positive dialogue.

Consent and Acknowledgements

The delegate has confirmed the following:

- I(we) have read, understood, and acknowledged the Rules and Procedures relating to Delegations as prescribed by the Procedure By-law.
- I(we) understand and acknowledge that Council and Committee meetings at Haldimand County are audio and video recorded and live-streamed online
- I(we) understand and acknowledge that the minutes of all Council and Committee meetings at Haldimand County become permanent records
- I(we) acknowledge and agree to the guidelines for being a delegation
- I (we) understand and acknowledge that the personal information contained in this form is collected in accordance with the Municipal Act and will be used for the purpose of responding to the delegation request. Questions about this collection may be directed to the Municipal Clerk at 905-318-5932 or clerk@haldimandcounty.on.ca



COMMUNITY ENGAGEMENT MEETING

ROSA FLORA GROWERS LIMITED
PROPOSED LT2 RFP PROJECT: RFGL-PL6-E
HOSTED BY RALPH DEBOER

October 17, 2025 | 4pm–5pm

For Additional Information:

Ralph DeBoer 
905-774-8044 

info@rosaflora.com 

<https://www.rosaflora.com/Greenenergyinitiative> 

INTRODUCTION & BACKGROUND

- Growing quality fresh cut flowers since 1978.
- Family-owned company, operated by second generation.
- Currently growing gerbera, snapdragons, lisianthus.
- Approximately 45 acres of greenhouses in production.
- Customer base includes floral wholesalers in Ontario, Quebec and northeastern United States.
- Experience with clean energy technology includes cogeneration, wind turbine, and biomass heating.



ENERGY: COGENERATION



In 1992, Rosa Flora was accepted in the Non-Utility Generation (NUG) program and started a cogeneration facility to produce heat and electricity.

Rosa Flora entered a CHSOP contract with the IESO* in 2013 to deliver electricity to the grid and thermal energy to simultaneously support greenhouse heating needs.

Cogeneration is also used internally to power greenhouse growing lights, utilizing all heat produced.

*Independent Electricity System Operator



IESO LONG-TERM RELIABILITY PROJECT (LT2 RFP*)

*Request for Proposals

- Within the next decade, Ontario will require new electricity resources. This is what the Independent Electricity System Operator (IESO) is addressing this need through the LT2 RFP.
- The purpose of the LT2 RFP is to competitively secure up to 600 MW of year-round capacity services (the “Total Target Capacity”), on a Maximum Contract Capacity basis.
- The LT2 RFP will acquire ENERGY or CAPACITY services from new-build electricity resources with a commercial operation date of 2030.

INTRODUCTION TO IESO LONG-TERM RELIABILITY PROJECT (LT2 RFP)

LT2 RFP is the IESO's Request For Proposals for the procurement of reliable long-term electricity services.

1. Rosa Flora Growers Limited plans to submit a Request for Proposal on December 18th, 2025.
2. This is a competitive bid in process and does not guarantee a contract offer from IESO.

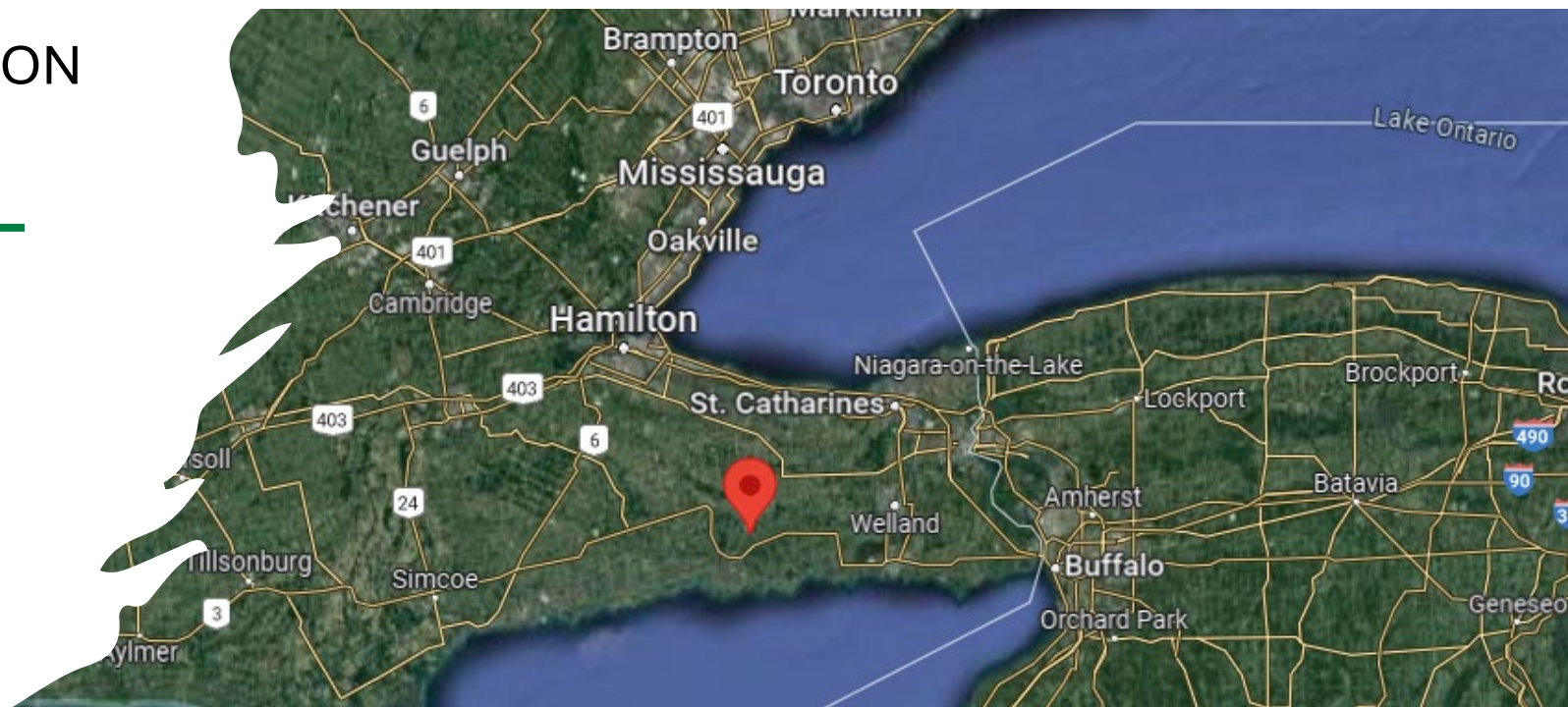
LT2 RFP – PROGRAM MILESTONES

Proposal Submission Deadline	December 18, 2025
Contract Offer Announcement	June 16, 2026
Commercial Operation Date	May 1, 2030
Commitment Period	From COD to April 30, 2050

PROJECT LOCATION

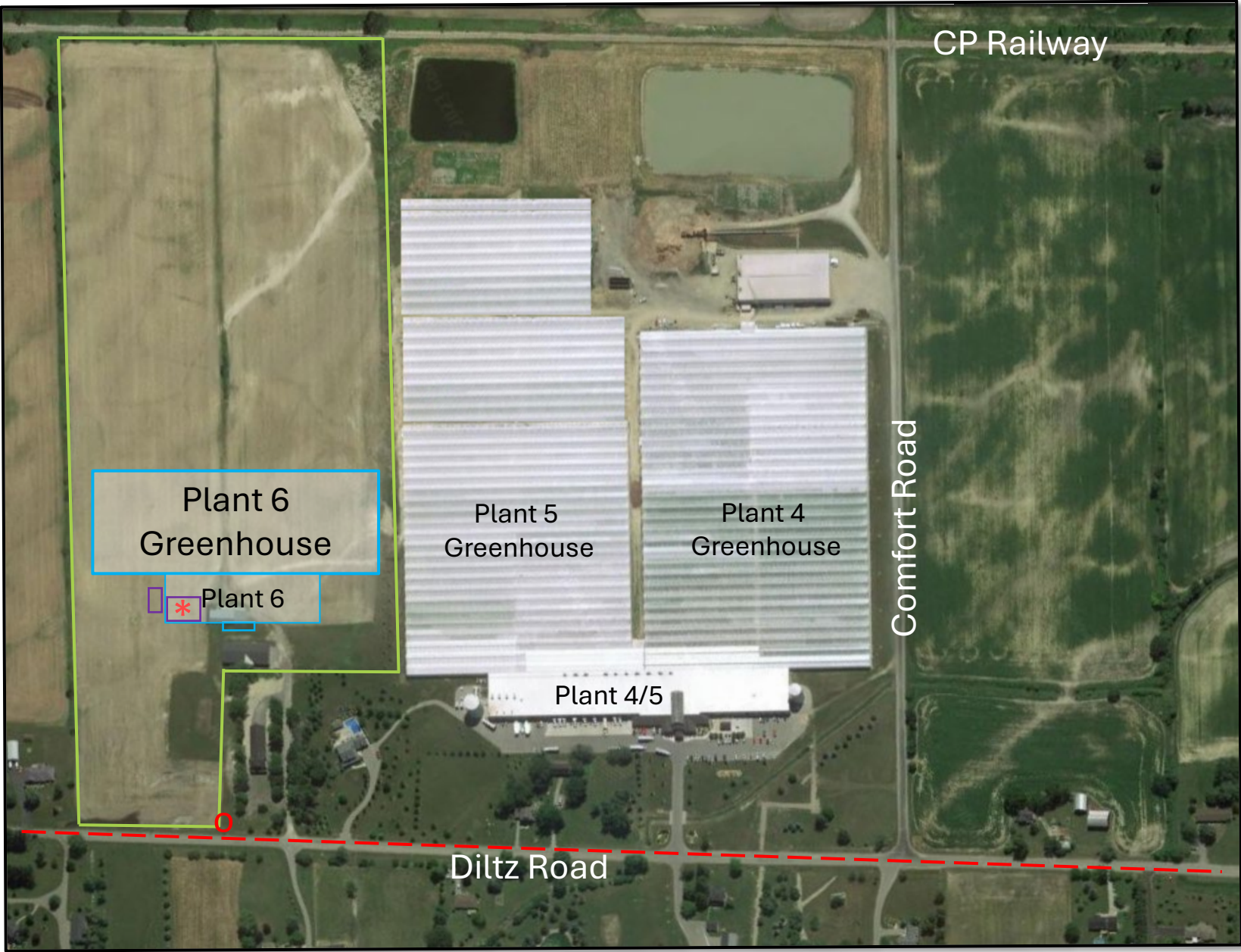


Rosa Flora Growers Limited
Plant 6
Located on Diltz Road, Dunnville ON
(Moulton Con 2 from Canborough Pt,
Lots 12 and 13)



PROJECT SITE DIAGRAM

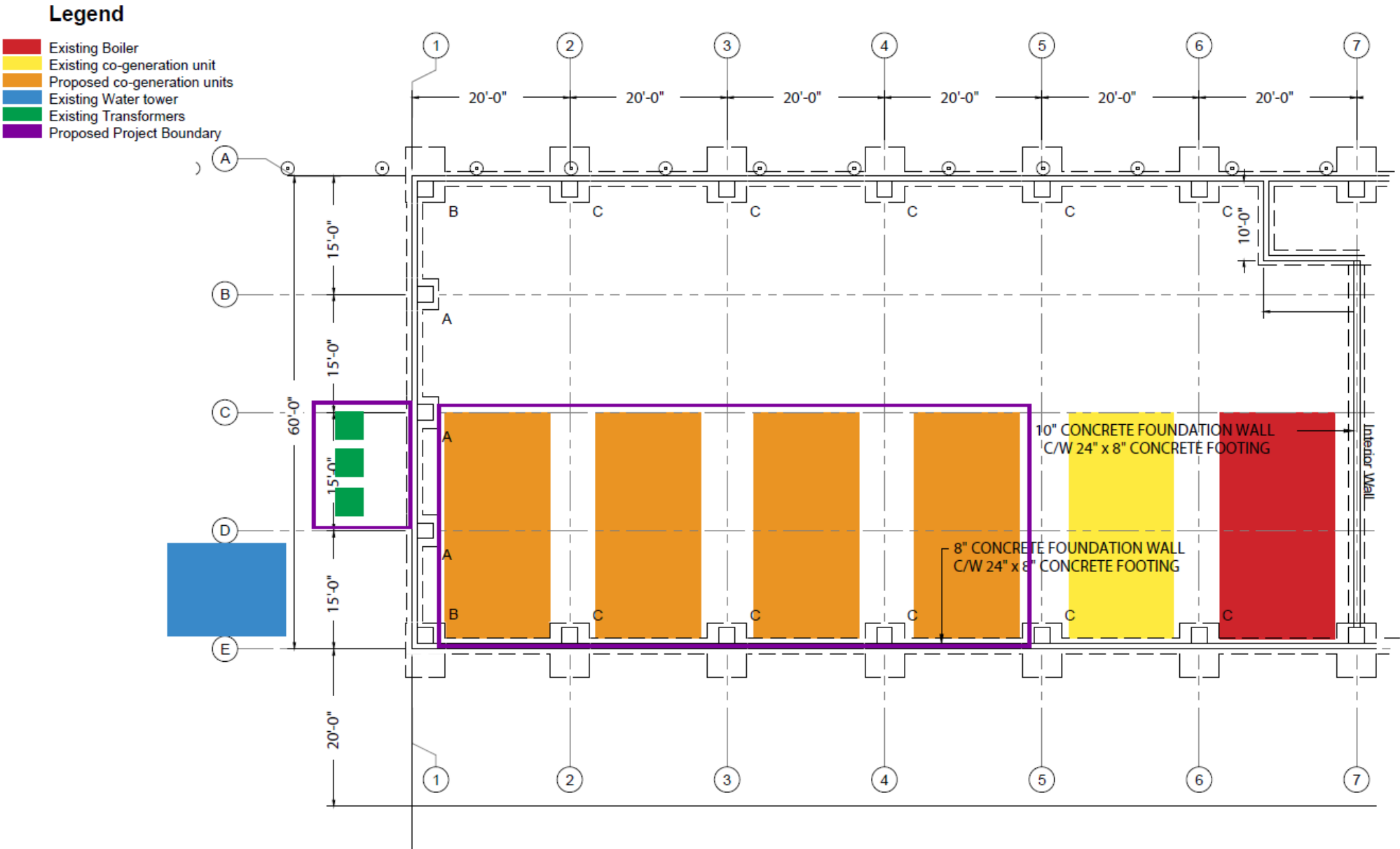
RFGL-PL6-E



- Property Boundary
- Connection Point
- Location of Proposed Project
- Connection Line (existing line)
- Proposed Project Boundary Line

Scale
180 meters

Existing Agriculture Building



LONG-TERM RELIABILITY PROJECT INFORMATION

If Rosa Flora's application results in a contract

- Proposed new generators will be located inside the Plant 6 building.
- Switchgear and transformer(s) will be located outside, on the property.
- Four 2.125 MW 3520H Natural Gas Fired Combined Heat and Power Engines (9.00 MW).
- Thermal Output from engines will be used to heat production greenhouses.
- Electrical Output from engines will be used to power the electricity grid when power is required.

PROJECT INFORMATION	
Proponent	Rosa Flora Grower Limited
Name of Project	RFGL-PL6-E
Generating Technology	Natural Gas Fired Combined Heat & Power Generation (Cogeneration)
Nameplate Capacity	9.00 MW
Project Site	Address: 328 Comfort Road, Dunnville ON
Legal Description	PT LT 12 Second Con from Canborough Moulton; PT LT 13 Second Con from Canborough Moulton as in HC302805; S/T HC183294; S/T HC52525; S/T M10430; Haldimand County
Planned to be Online	May 1, 2030

EQUIPMENT DETAILS

- Four 3520H Natural Gas Fired Combined Heat and Power Engines. Electrical output of 2.125 MW each.
- Net Electrical Output – 8.5 MW (Exported to Grid when required).
- Net Thermal Output – 9.5 MW Used in Production Greenhouse.
 - Second Stage Exhaust Recovery
 - Engine Jacket
 - Lube Oil System
 - First Stage Exhaust Recovery



BENEFITS OF COGENERATION FOR GREENHOUSES

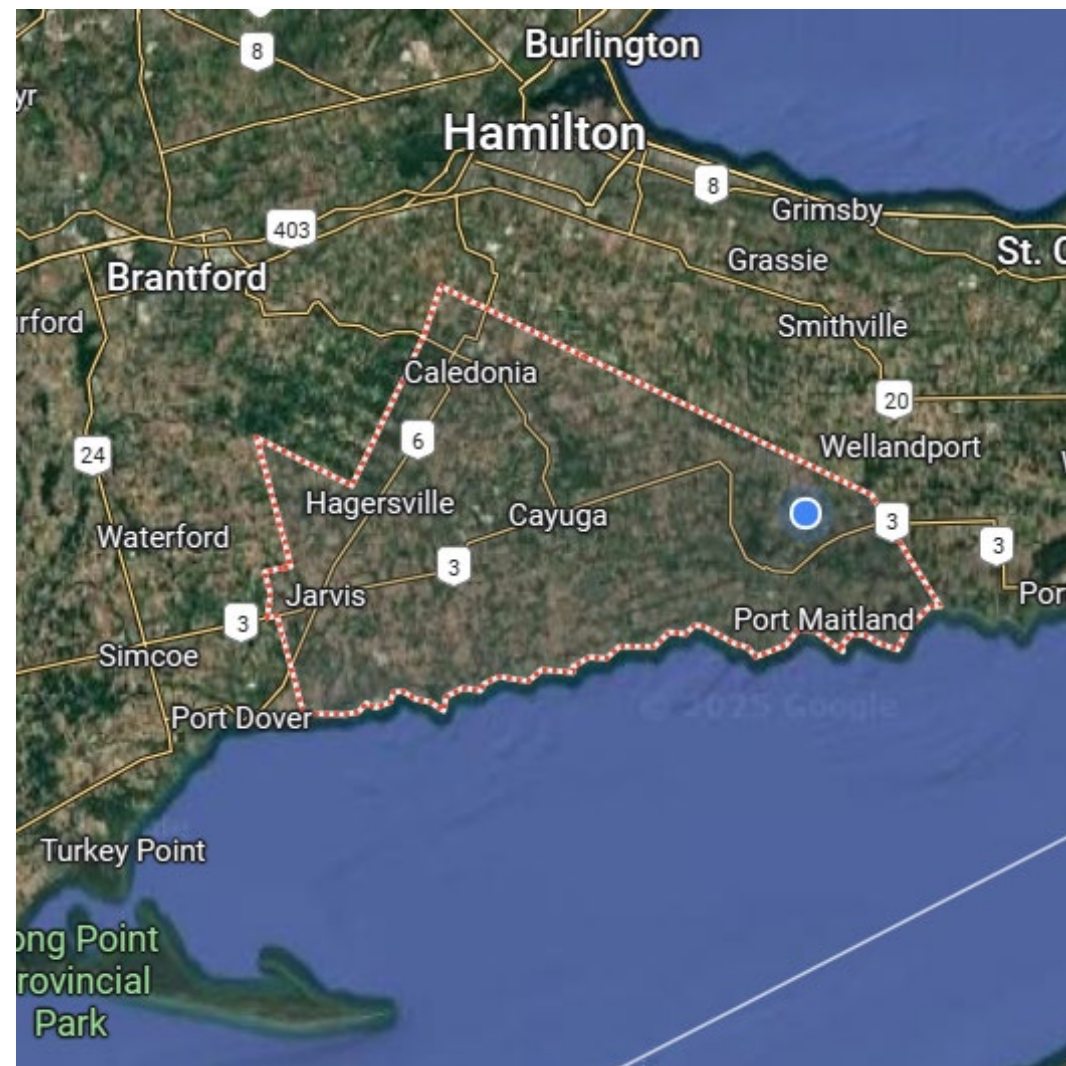
- Cogeneration equipment produces both electrical and thermal energy with a generator.
- High efficiency is possible to achieve because the greenhouse can use the thermal energy (heat) produced for its operations.
- A natural gas generator that does not capture the heat produced is around 40-45% efficient. The ability to use thermal energy produced increases the efficiency by nearly 50%, for a total efficiency up to 95%.



CLOSING REMARKS

- By generating power for the IESO, using cogeneration, and utilizing the heat produced, Rosa Flora can provide electricity to the grid very efficiently when it is needed.
- If RFGL's application is successful, the project will connect to the Dunnville transfer station.

Power consumed in Haldimand County can also be produced right here in Haldimand County.



For Additional Information:

THANK YOU FOR
JOINING US TODAY!

 Ralph DeBoer

 Phone 905-774-8044

 info@rosaflora.com

 <https://www.rosaflora.com/Greenenergyinitiative>



Haldimand County

Report EDT-08-2025 Proplant Exemption Request to Criteria for Municipal Support Confirmation for the Independent Electricity System Operator Long Term 2 Request for Proposal



For Consideration by Council in Committee on November 18, 2025

Objective:

To seek Council's approval for an exemption to the previously approved criteria for renewable energy projects seeking Municipal Support through the Independent Electricity System Operator (IESO) Long Term 2 request for proposal (LT2 RFP) by Proplant Propagation Services Ltd. (1001372605 Ontario Inc.) for a cogeneration project.

Recommendations:

1. THAT Report EDT-08-2025 Proplant Exemption Request to Criteria for Municipal Support Confirmation for the Independent Electricity System Operator Long Term 2 Request for Proposal be received;
2. AND THAT Council approve Proplant Propagation Services Ltd. (1001372605 Ontario Inc.) exemption request for the public engagement criteria previously approved by Council via Report EDT-05-2024 Independent Electricity System Operation Request for Proposal Long Term 2 – Municipal Support Resolutions and Report EDT-08-2024 Update to Report EDT-05-2024 and Moratorium on Wind Development in Haldimand County, for reasons described within this report;
3. AND THAT the Chief Administrative Officer be authorized to provide a Municipal Support Confirmation Letter for the proposed Proplant energy project for the submission to the IESO LT2 RFP.

Prepared by: Jessica Easson, Senior Economic Development Officer, Development Services

Reviewed by: Lidy Romanuk, B.A., EcD. Manager - Development Services

Respectfully submitted: Mike Evers, MCIP, RPP, BES, General Manager, Development Services

Approved: Mark Merritt, CPA, CA, Interim Chief Administrative Officer

Executive Summary:

In December of 2024, Council approved a set of criteria for all renewable energy projects seeking Municipal support through the IESO LT2 RFP process. A Municipal Support Resolution (MSR) is now mandatory for developers to include with their proposal submission to the IESO and signals that a community supports the proposed project moving to the next phase. Staff have been working closely with a number of proponents to provide guidance and assistance ensuring they meet the criteria as set out by Council to receive the blanket municipal support.

Proplant Propagation Services Ltd. is proposing a 10 MW natural gas cogeneration project located at 2401 Highway 6 South, Jarvis, and is seeking Haldimand County municipal support.

Proplant is specifically requesting an exemption from the minimum public consultation timeline requirements in advance of submission to the IESO. The public consultation requirements were part of the criteria approved by Council in December 2024 and are part of the community benefit agreement that proponents must sign.

Background:

IESO Long Term 2 Procurement Program

The LT2 RFP is a key initiative by the IESO to secure reliable electricity supply amid rising demand—forecasted to grow 75% by 2050. In response, the IESO has launched a strategy to procure a diverse mix of new power generation resources, through competitive bids for long-term contracts. Over the next few years, the IESO expects to run multiple RFP submission windows, under the umbrella of the LT2 RFP, to procure resources to meet system needs. The intake deadline for energy projects submitted under Window 1 to the IESO was October 16, 2025, while the deadline for capacity projects is December 18, 2025. Projects under LT2 will contribute to grid stability and offer economic benefits through local jobs and municipal revenues.

Municipal Support Requirements

A key component of the current IESO submission process is the requirement for developers to engage with municipalities and secure municipal support prior to submitting a proposal. This allows municipalities to have control over the types and locations of energy projects within their jurisdiction. For projects proposed within a municipality, a Municipal Support Confirmation must be included with the submission. This confirmation signals to the IESO that the developer has either completed or committed to meaningful engagement with the local municipality, and that the municipality supports the proposal.

In December 2024 (through report EDT-05-2024 Independent Electricity System Operation Request for Proposal Long Term 2 – Municipal Support Resolution and subsequent report EDT-08-2024 Update to EDT-05-2024 and Moratorium on Wind Development in Haldimand County), Haldimand County Council approved criteria that must be met for projects to receive a Municipal Support Resolution Confirmation Letter through delegated authority to the CAO. All proponents seeking municipal support must enter into a Community Benefit Agreement, which outlines the required criteria and includes provisions related to public safety, community consultation, visual aesthetics, community benefit contributions, and land use planning applications.

About Proplant

Proplant Propagation Services is a well-established agricultural business specializing in the propagation of greenhouse vegetable plants. Operating since 1999 and under the ownership of the Berkel Brothers since 2017, the company has become a trusted supplier for growers across North America.

Proplant's 27-acre facility integrates advanced horticultural technologies, including automated grafting systems, LED lighting, and water purification through UV and ozone filtration. These innovations support the production of healthy, disease-free plants and reflect the company's commitment to sustainability and operational excellence.

Proplant provides grafted and non-grafted propagation services for: tomatoes, cucumber, peppers and eggplants that meet the highest standards for plant health, safety, and agricultural excellence. Proplant is known for its reliability, quality assurance, and strong customer relationships.

Analysis:

Proplant, operating as 1001372605 Ontario Inc., is proposing a cogeneration project in conjunction with a yet to be decided partner company. The capacity project will be submitted to the IESO LT2 RFP on December 18, 2025 and requires Municipal support as part of their submission to the IESO.

The Proplant project meets the criteria approved by Council in December 2024 for all renewable projects seeking a municipal support resolution with the exception of the required timeline for public consultation. As such, staff are unable to provide municipal support via delegated authority due to the fact that all criteria cannot be met. The purpose of this report is to seek Council's approval for the shortened window for public consultation and to allow staff to provide the municipal support confirmation letter to Proplant.

Proposal Overview

Proplant plans on installing three natural gas-powered INNIO-Jenbacher engines on their property located at 2401 Highway 6 South, Jarvis. A new building on the south corner of the property is proposed to house the engines. The cogeneration facility is proposed to produce 4.5 - 10 megawatts (MW) of energy with a system that includes heat recovery, exhaust treatment, and noise abatement technologies.

Advantages of Cogeneration

Cogeneration, also known as Combined Heat and Power (CHP) refers to the simultaneous production of electricity and useful heat from a single energy source using a reciprocating engine. This efficient technology proposal can also help enhance energy reliability in the Jarvis area by introducing more locally generated power. Stabilizing the local grid also provides further opportunities for economic development in the community and Proplant is specifically anticipating the addition of 1-3 new local jobs.

Agriculturally Integrated Projects

It is important to note that while the IESO prescribed criteria allows for the consideration of renewable energy projects to take place on agricultural land, all new electricity projects are prohibited in Speciality Crop Areas, and all new ground-mounted solar projects are prohibited in Prime Agricultural Areas. All other eligible projects that are proposed in Prime Agricultural Areas (as designated by the Local Municipality's Official Plan) require the completion of an Agricultural Impact Assessment (AIA).

Proplant is able to use this technology to produce electricity for the grid, thermal energy for greenhouse operations, and carbon dioxide (CO₂) to support plant fertilization. Heat is produced by the boilers and the engine cooling system helping to heat Proplant's greenhouse to reduce energy input costs and direct generated energy to the power grid. As all agricultural land in Haldimand County is designated as prime agricultural area, Proplant is required to complete an AIA.

The AIA is currently undergoing a peer review and approval from the consultant shall be required in advance of the municipality providing the Municipal Support Confirmation Letter and submission of the project to the IESO.

Exemption Request

Proplant is seeking an exemption to the criteria previously established by Council for the IESO LT2 RFP as described below:

1. **Public Engagement** – The criteria as approved by Council in December 2024 set out a fairly rigorous public engagement requirement for projects seeking municipal support. The public engagement criteria included as follows:
 - A minimum of 3 months prior to requiring the Municipal Support Confirmation letter, the proponent must provide evidence of the required community engagement satisfactory to the County, which includes:
 - Project website established and included on all marketing and company correspondence as soon as possible (minimum of 4 months before the submission of the project)
 - Project contact person identified with contact information available to the public, council and staff (minimum 4 months before submission of the project)
 - Coordinating and hosting a minimum of 2 Public Information Centres (PIC). A minimum of 10 business days in advance of the Public Information Centre dates the proponent is required to provide mailed notification to all property owners within 500 metres of the proposed project site. Notification to include – meeting details and location, a draft site plan that identifies key features, entrances/exits, pertinent project details and contact information for project/community manager
 - The PIC should be held at mutually agreed upon times and locations to ensure as many members of the public as possible can attend
 - The PIC should be promoted via local newspapers, radio and social media (including Haldimand County Channels)

Proplant made their initial outreach regarding the energy project to staff via an email on September 12, 2025 and subsequent discussions took place where staff provided an overview of the criteria required to be met in order to receive municipal support. At that time, it was acknowledged that as the submission deadline to the IESO is December 18, 2025 and since the project was already within the 4-month window, the proponent would not meet the previous timeline approved by Council for public engagement. However, it was encouraged that the public engagement process begins immediately to demonstrate their best efforts to Council. In response, Proplant developed a project flyer and held public engagement sessions on October 22nd and October 27th at their facility. The public engagement sessions were shared on the Haldimand County website and via Haldimand County social media channels and promoted by the proponent through: an advertisement in the Haldimand Press, on Proplant's website and on Instagram. Project information and invitations to the public information sessions were distributed to local residents within 500m of the site. Proplant reported having 6-10 attendees at each meeting where attendees were generally receptive to the initiative's environmental benefits and contribution to the electricity grid. Key concerns raised included grid connection, noise impacts, project history, and long-term sustainability. Proponents addressed these with technical details and reassurances, noting CO2 reuse within greenhouse operations and the proven success of similar systems internationally.

Based on the foregoing, staff recommend that Council approve an exemption to the public engagement criteria to allow the CAO to issue a municipal support confirmation letter to Proplant for the proposed cogeneration project. Doing so does not provide Proplant with any exemptions to the process (other than the public consultation requirements noted above) that must be adhered to but only demonstrates that Haldimand County is supportive of the project taking place on the lands as proposed. The project is still required to meet all other criteria previously established by Council and the proper checks and balances remain in place to ensure the project meets other municipal and provincial requirements.

Financial/Legal Implications:

The proposed development will generate direct economic benefits for Haldimand County through increased property tax revenues, as well as application and permit fees collected throughout the construction phases.

All proponents seeking a municipal support confirmation letter are also required to sign a community benefit agreement which includes provisions for Community Benefit Contributions. This includes an annual monetary contribution of approximately \$11,100 commencing with the commercial operation date (anticipated prior to 2030) and indexed annually over the life of the 20-year contract if successful in the IESO RFP process.

The proponent shall be responsible for compliance with all applicable laws in respect to the project, including Federal and Provincial legislation, and shall indemnify and hold the municipality harmless for any breach thereof.

Stakeholder Impacts:

Not applicable.

Report Impacts:

Agreement: Yes

By-law: No

Budget Amendment: No

Policy: No

References:

1. [EDT-05-2024 Independent Electricity System Operation Request for Proposal Long Term 2 – Municipal Support Resolution](#)
2. [EDT-08-2024 Update to EDT-05-2024 and Moratorium on Wind Development in Haldimand County](#)
3. [IESO Long-Term 2 RFP](#)

Attachments:

1. Location Map

Location Map: 2401 Highway 6



Location:

**2401 HIGHWAY 6
GEOGRAPHIC TOWNSHIP OF WOODHOUSE
WARD 1**

Legal Description:

**WOODHOUSE CON 5 PT LOTS 23 AND 24
RP 37R5046 PART 1 RP 37R11538 PART 1**

Property Assessment Number:

2810 330 020 14200 0000

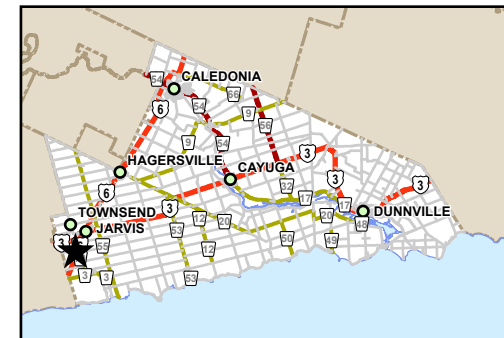
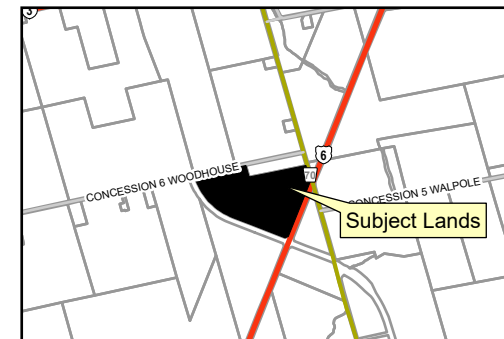
Size:

26.37 Hectares (65.16 Acres)

Zoning:

A (Agriculture)

HALDIMAND COUNTY, ITS EMPLOYEES, OFFICERS AND AGENTS ARE NOT RESPONSIBLE FOR ANY ERRORS, OMISSIONS OR INACCURACIES WHETHER DUE TO THEIR OWN NEGLIGENCE OR OTHERWISE. DO NOT USE FOR OPERATING MAP OR DESIGN PURPOSES. ALL INFORMATION TO BE VERIFIED.



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Haldimand County Delegation Request

Summary of Submission

Delegation Information

Name: Mike Berkel

Pronouns: He/Him

Email: mberkel@proplant.ca

Phone: 519-587-2235

Representing: Proplant Propagation Services Limited

Attending: In person

Meeting Information

Requested Meeting Date: November 18, 2025

Meeting Type: Council in Committee

Previous Presentations to Council / in Committee: No

Brief Description of Delegation Topic:

Proplant is looking for a Municipal Support for up to a 10MW Cogeneration Plant on there farm in Jarvis. This system would be integrated into the greenhouse heating system and we'll capture the heat from the engines to displace heat from our boilers allowing us to reduce our Carbon Footprint. Cogenerations is actively used in Greenhouses in North America as well as in Europe.

Consent and Acknowledgements

The delegate has confirmed the following:

- I(we) have read, understood, and acknowledged the Rules and Procedures relating to Delegations as prescribed by the Procedure By-law.
- I(we) understand and acknowledge that Council and Committee meetings at Haldimand County are audio and video recorded and live-streamed online
- I(we) understand and acknowledge that the minutes of all Council and Committee meetings at Haldimand County become permanent records
- I(we) acknowledge and agree to the guidelines for being a delegation
- I (we) understand and acknowledge that the personal information contained in this form is collected in accordance with the Municipal Act and will be used for the purpose of responding to the delegation request. Questions about this collection may be directed to the Municipal Clerk at 905-318-5932 or clerk@haldimandcounty.on.ca

Proplant Cogen

Overview

Proplant Propagation Services Ltd. operates a 25 acre vegetable propagation nursery in Jarvis, Ontario. Proplant primarily produces vegetable transplants such as tomatoes, cucumbers and peppers for growers in Ontario. Approximately 15% of the plants are exported to the Northeast United States. Proplant employs approximately 30 local employees and has over 120 offshore workers at peak production.

About Proplant COGEN

Proplant COGEN is a subsidiary of Proplant Propagation Services Ltd.,. With significant heat and power needs, the facility will use cogeneration technology to produce electricity, heat, and CO₂. This trigeneration approach reduces costs, improves energy efficiency, and supplies surplus electricity to the Ontario power grid.

IESO LT2 RFP Context

The IESO has identified a need for new energy resources by 2030, including battery, solar, and gas generation. Proplant intends to participate in this initiative by proposing a natural gas-based cogeneration facility, contributing to the province's goal of ensuring long-term energy reliability.

Project Overview

Proplant COGEN is proposing to develop a 4–10 MW natural gas cogeneration facility at 1946 Concession 6 Woodhouse, Jarvis, Ontario. If successful, the facility will operate under a 20-year LT2 contract with IESO, expected to expire in 2050. The plant will connect to the Jarvis Transformer Station and is anticipated to be operational by 2030.

Benefits to the Local Community

- Provides up to 10 MW of reliable local energy, supporting grid stability.
- Encourages local economic development through energy security.
- Creates employment during construction and ongoing operations.
- Reduces Proplant's carbon footprint by capturing and reusing heat and CO₂.

Project Timeline

- Public Meeting & IESO Proposal Submission: October – December 2025
- IESO Contract Award: June 2026
- Design, Permitting & Consultation: June – December 2026
- Construction Start: January 2027
- Construction End: June 2028
- Targeted Project In Service: July 2028



2401 Hwy. 6 S
Jarvis, ON N0A 1J0
Ph. (519) 587-2235

Contact Information

Mike and Paul Berkel

Proplant Propagation Services Ltd.

Email: info@proplant.ca | Website: proplantcogen.com | Phone: 519-587-2235

**The Corporation of Haldimand County
Recommendation
Council in Committee**

Recommendation

Date: November 18, 2025

Moved By: _____

Seconded By: _____

WHEREAS the Norfolk Haldimand Community Hospice is a vital initiative that will provide compassionate end-of-life care and bereavement support to residents of Haldimand County and the surrounding area;

AND WHEREAS Haldimand County recognizes the significant social and community benefits of having local access to hospice care, which aligns with the County's commitment to improving health and well-being for its residents;

AND WHEREAS the County has the ability to consider financial support mechanisms, including the waiving of certain municipal fees and charges, to help facilitate the development of important community projects such as this;

NOW THEREFORE BE IT RESOLVED:

THAT Staff be directed to prepare a report outlining the potential financial, legal, and operational implications of:

- a. Waiving planning application fees for the Norfolk Haldimand Community Hospice project;
- b. Waiving development charges associated with the project;
- c. Covering the cost of installing a waterline to service the proposed development site.

AND THAT the report include an analysis of available funding sources, possible partnerships, and any precedent or policy considerations related to the requested fee and charge exemptions.

AND THAT staff report back to Council with findings and recommendations at a future meeting.

CARRIED

DEFEATED ON A TIED VOTE

DEFEATED

**The Corporation of Haldimand County
Recommendation
Council in Committee**

Recommendation

Date: November 18, 2025

Moved By: _____

Seconded By: _____

WHEREAS Haldimand County deeply values and honours the service and sacrifices of our Canadian veterans and active service members;

AND WHEREAS several municipalities across Ontario and Canada have implemented Veterans Crosswalks and other visual initiatives to publicly recognize and show appreciation for veterans within their communities;

AND WHEREAS the local Royal Canadian Legions within Haldimand County play a vital role in preserving remembrance, supporting veterans and their families, and fostering community engagement;

Now Therefore Be It Resolved:

THAT Staff be directed to prepare a report outlining options, costs, and potential locations for the implementation of Veterans Crosswalks or similar commemorative installations within Haldimand County;

AND THAT the report include consultation with local Royal Canadian Legions and relevant community stakeholders to ensure their input and support are reflected in any proposed designs or locations;

AND THAT staff also explore opportunities for partnerships, grant funding, or sponsorships to support these initiatives and reduce the financial impact on the County;

AND THAT this report be brought back to Council for consideration at a future meeting.

CARRIED

DEFEATED ON A TIED VOTE

DEFEATED

The Corporation of Haldimand County
Recommendation
Council in Committee

Recommendation

Date: November 18, 2025

Moved By: _____

Seconded By: _____

THAT a closed session meeting of Council be at a future Council in Committee meeting to discuss personal matters about an identifiable individual regarding an employment matter

CARRIED

DEFEATED ON A TIED VOTE

DEFEATED

DRAFT