



**The Corporation of the Township of Malahide  
COUNCIL AND COMMITTEE OF THE WHOLE MEETING AGENDA  
September 5, 2024 – 7:00p.m.**

**Springfield & Area Community Services Building – Council Chambers  
51221 Ron McNeil Line, Springfield & via Zoom**

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- (A) Call to Order
- (B) Approval of the Agenda
- (C) Disclosure of Pecuniary Interest
- (D) Announcements
- (E) Adoption of Minutes of Previous Meeting(s)
  - Council Meeting Minutes of August 15, 2024
- (F) Public Meetings & Committee of Adjustment
  - Court of Revision – Laidlaw Drain
  - Zoning By-law Amendment Application – D14-Z09-24-General Housekeeping Amendment
- (G) Delegations
- (H) Approval of Business (Consent Agenda)

Items listed under Approval of Business will be CONSIDERED in one motion, with the exception of those items identified for separate discussion, be approved and the recommendations therein (see draft resolutions) be adopted:

  - PW-24-23-Drain Report Update
  - FIN-24-20-2023 Budget Performance and Financial Update Respect in the Workplace
  - FIN-24-21-Development Charges Annual Update
  - FIN-24-22-Cash in Lieu of Parkland
  - FIN-24-23-Building Stabilization Reserve Fund
  - HR-24-06-Health & Safety Policy under Occupational Health & Safety Act – Annual Compliance Update
  - Customer Services Policies
  - AMO/OMA Joint Health Resolution Campaign regarding Physician Shortage
- (I) Unfinished Business
- (J) New Business
  - DS-24-40 Severance Application – McCue/Sharp/Harris-47254 Mapleton Line

(K) By-laws

- 24-22-1975455 Ontario Ltd. -52870 John Wise Line & 7900 Carter Road
- 24-46-By-law Enforcement Officer/Property Standards Appointment
- 24-41-General Amendment – Housekeeping By-law

Committee of the Whole

(L) Business for Consideration

- FIN-24-24-Community Grants Policy Update

(LI) Unfinished Business

(LII) New Business

Council Members may bring new items for consideration but items for this section shall be introduced at the Approval of the Agenda

(O) Correspondence

Items listed under Correspondence are RECEIVED for information in one motion. Council members may request that one or more item(s) be separated for further action.

1. AMO Watchfile–August 15, 2024, August 22, 2024, and August 29, 2024
2. Malahide Community Grant Committee Minutes–August 14, 2024
3. Elgin County Council Highlights – August 13, 2024
4. Elgin County – Business Retention & Expansion Program Report
5. Kettle Creek Conservation Authority - Watershed-based Resource Management Strategy –Consultation Period
6. Catfish Creek Conservation Authority–Conservation Areas Strategy Consultation Period
7. Ontario Energy Board–Notice of Hearing- EPCOR
8. City of Quinte West – Canada Community-Building Fund request for additional funding

Committee of the Whole Adjourns

(P) Closed Session

- A personal matter about an identifiable individual, including Municipal and Local Board Employees (Section 239 (2)(c)).

(Q) Confirmatory By-law

(R) Adjournment

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*PLEASE NOTE that the draft resolutions provided below DO NOT represent decisions already made by the Council. They are simply intended for the convenience of the Council to expedite the transaction of Council business. Members of Council will choose whether or not to move the proposed draft motions and the Council may also choose to amend or defeat them during the course of the Council meeting.*

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1. That the September 5, 2024 Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on August 15, 2024 be adopted.
3. THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the Laidlaw Drain:  
  
Mayor Dominique Giguère (Chair)  
Councillor Sarah Leitch  
Councillor John H. Wilson
4. THAT the Court of Revision for the Laidlaw Drain be called to order at 7: p.m.  
  
AND THAT Dominique Giguère be appointed Chair.
5. THAT the Court of Revision members for the Priester Drain do hereby accept the recommendations of Drainage Engineer John M. Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated July 4, 2024.
6. THAT the Court of Revision relating to the Laidlaw Drain be adjourned and the Council Meeting reconvene at 7: \_\_p.m.
7. THAT the Public Meeting relating to the Zoning By-Law Amendment -General Housekeeping Amendment relating to the lands within the Township of Malahide be called to order at \_\_p.m.
8. THAT the Public Meeting relating to the Zoning By-Law Amendment -General Housekeeping Amendment relating to the lands within the Township of Malahide be adjourned at \_\_p.m.
9. THAT Report No. DS-24-39 entitled “Zoning By-law Application D14-Z09-24 – General Housekeeping Amendment” relating to lands within the Township of Malahide be received;  
  
AND THAT the Zoning By-law Amendment Application No. D14-Z09-24 BE APPROVED for the reasons set out in this Report.
10. THAT all items listed under Approval of Business from the August 15, 2024 Council Agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:
  - a. THAT Report No. PW- 24-23 entitled “Drain Update Report” be received.

- b. THAT Report No. FIN-24-20 entitled “2023 Budget Performance and Financial Update” be received;

AND THAT the Township’s 2023 budget surplus be distributed to reserves as recommended.

- c. THAT Report No. FIN-24-21 entitled “Development Charges Annual Update” be received.
- d. THAT Report No. FIN-24-22 entitled “Cash in Lieu of Parkland” be received.
- e. THAT Report No. FIN-24-23 entitled “Building Stabilization Reserve Fund” be received.
- f. THAT Report No. HR-24-06 entitled “Health & Safety Policy under Occupational Health & Safety Act – Annual Compliance Update” be received;

AND THAT the Mayor and Chief Administrative Office be authorized to sign the Health & Safety Policy on behalf of the Corporation;

AND THAT the revised Human Resources Policy B-4.2 Respect in the Workplace (Violence and Harassment) be received for information;

AND THAT the policies be approved.

- g. THAT the Customer Service-Related Policies” be received for information;

AND THAT the policies be approved.

- h. THAT Correspondence item 0.2 be supported

AND the following letter of support to AMO and the Ontario Medical Association be issued:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Malahide urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

11. THAT Report No. DS-24-40 entitled "Application for Consent to Sever No. D10-E68-24 of Galen McCue, Melissa Sharp and Walter Harris" be received;

AND THAT the Application for Consent to Sever No. D10-E68-24 of Galen McCue, Melissa Sharp and Walter Harris relating to a property located at CON 11 W PT LOT 21 RP;11R4045 PART 1 & RP 11R3776; PART 3, Township of Malahide (47254 Mapleton Line), be DENIED for the reasons set out in this Report;

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

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

- 24-22-1975455 Ontario Ltd. Rezoning
- 24-46-By-law Enforcement Officer/Property Standards Appointment
- 24-41-General Amendment – Housekeeping By-law

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

14. THAT Report No. FIN-24-24 entitled "Community Grants Policy Update" be received;

AND THAT the Community Grants Policy be brought forward for approval at an upcoming Council meeting.

15. RESOLVED that Items O.1-O.8 be received and filed.

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

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

-A personal matter about an identifiable individual, including Municipal and Local Board Employees (Section 239 (2)(c)).

18. THAT Council move out of Closed Session and reconvene at \_\_\_\_p.m. in order to continue with its deliberations.
19. THAT By-law No.24-47, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
20. RESOLVED THAT we do now adjourn at \_\_\_\_\_ p.m. to meet again on September 19, 2024 at 7:00p.m.

**The Corporation of the Township of Malahide  
August 15, 2024 – 7:00p.m.**

Virtual Meeting - <https://youtu.be/XFyJC2P5xh4?si=Tdqq6QJoDZvqulKJ>

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

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

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

**Absent:** Councillor R. Cerna

**CALL TO ORDER:**

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

**APPROVAL OF AGENDA:**

**No. 24-255**

**Moved By: John H. Wilson**

**Seconded By: Scott Lewis**

THAT the August 15, 2024 Regular Council Meeting Agenda be approved with the following additions:

Section J – New Business Item - PW-24-34-Pressey Line Reconstruction Deferral

**Carried**

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

Deputy Mayor Widner disclosed a pecuniary interest with respect to agenda item, Petition for Drainage – Hayhoe, Petition for Drainage – Dyck, Tender Award – Ketchabaw Drain, PW- 24-29-Tender Award – Priester Drain and Meeting to Consider- Laidlaw Drain. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

Councilor Glinski disclosed a pecuniary interest with respect to agenda item Petition for Drainage – Hayhoe. The nature of the conflict being that he is an owner of land affected by the proposed drainage work.

**ANNOUNCEMENTS:**

Deputy Mayor Widner expressed his gratitude to the fire department for their efforts during the recent fire on College Line.

**ADOPTION OF MINUTES:****No. 24-256****Moved By: Mark Widner****Seconded By: Scott Lewis**

THAT the minutes of the regular meeting of Council held on July 4, 2024 be adopted.

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

- Zoning By-law Amendment Application - D14-Z15-22 (Diana & Martin Langlois, Agent: Joe Malec)-51150 Ron McNeil Line

**No. 24-257****Moved By: Scott Lewis****Seconded By: John H. Wilson**

THAT the Public Meeting relating to the Zoning By-Law Amendment Application of Diana & Martin Langlois relating to the property located at Reference Plan 53, Part Lot 1, 12, 13 & 15, South Dorchester and known municipally as 51150 Ron McNeil Line be called to order at 7:05p.m.

**Carried**

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

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on July 31<sup>st</sup> and August 7<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère asked Clerk Adams if any additional written comments had been received and she indicated no additional written comments had been received.

Mayor Giguère asked if anyone in attendance had any questions and they did not.

Mayor Giguère invited comments from Council Members. Deputy Mayor Widner inquired about the written feedback concerning parking issues. Councillor Leitch echoed these concerns, acknowledging the need for housing but expressing worry about potential future problems. Mr. Steele suggested that a long-term solution might involve a cash-in-lieu-of-parking option, which, although not currently implemented, is permitted by the Official Plan and could be used to fund



off-street parking. Mayor Giguère agreed with this approach and how this could be considered for future applications. Councillor Wilson concurred that while this solution might not be ideal, he supported the need for additional housing.

**No. 24-258**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

THAT the Public Meeting relating to the Zoning By-Law Amendment Application of Diana & Martin Langlois relating to the property located at Reference Plan 53, Part Lot 1, 12, 13 & 15, South Dorchester and known municipally as 51150 Ron McNeil Line be adjourned at 7:16p.m.

**Carried**

**No. 24-259**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

THAT Report No. DS-24-35 entitled “Zoning By-Law Amendment Application of Diana & Martin Langlois” relating to the property located at Reference Plan 53, Part Lot 1, 12, 13 & 15 (South Dorchester) (51150 Ron McNeil Line) be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z15-22 of Diana & Martin Langlois relating to the property located at Reference Plan 53, Part Lot 1, 12, 13 & 15 (South Dorchester) (51150 Ron McNeil Line), Township of Malahide BE APPROVED for the reasons set out in this Report.

**Carried**

- Zoning By-law Amendment Application – D14-Z09-24 (General Housekeeping Amendment)

**No. 24-260**

**Moved By: John H. Wilson**

**Seconded By: Scott Lewis**

THAT the Public Meeting relating to the Zoning By-Law Amendment -General Housekeeping Amendment relating to the lands within the Township of Malahide be called to order at 7:18p.m.

**Carried**

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

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on July 31<sup>st</sup> and August 7<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère asked Clerk Adams if any additional written comments had been received and she indicated no additional written comments had been received

Mayor Giguère asked if anyone in attendance had any questions and they did not.

Mayor Giguère asked if any Council Members had comments. The Mayor inquired whether the draft Provincial Policy Statement regarding a third dwelling should be included in this general housekeeping or if it only relates to zoning. Mr. Steele confirmed that while a draft Provincial Policy Statement on third residential units in agricultural areas is under review by the Province, it is not yet finalized. If adopted, both the County Official Plan and the Township Official Plan will require amendments.

**No. 24-261**

**Moved By: Sarah Leitch**

**Seconded By: Scott Lewis**

THAT the Public Meeting relating to the Zoning By-Law Amendment -General Housekeeping Amendment relating to the lands within the Township of Malahide be adjourned at 7:25p.m.

**Carried**

**No. 24-262**

**Moved By: Mark Widner**

**Seconded By: John H. Wilson**

THAT Report No. DS-24-23 entitled “Zoning By-law Application D14-Z09-24 – General Housekeeping Amendment” relating to lands within the Township of Malahide be received;

AND THAT Council hold a public meeting to obtain comments from members of the public;

AND THAT the staff be directed to bring forward a final By-law for consideration by Council at a subsequent meeting.

**Carried**

- Zoning By-law Amendment Application – D14-Z08-24 (584012 Ontario Limited c/o Bert Brower, Agent: Mark Stone)-52773 Chalet Line

**No. 24-263**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

THAT the Public Meeting relating to the Zoning By-Law Amendment Application of 584012 Ontario Limited c/o Bert Brouwer relating to the property located at Concession 5, Part of Lot 31,32 & 33 and known municipally as 52773 Chalet Line be called to order at 7:27p.m.

### **Carried**

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

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on July 31<sup>st</sup> and August 7<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère asked Clerk Adams if any additional written comments had been received and she indicated no additional written comments had been received

Mayor Giguère inquired if anyone present had any questions. The agent, Mark Stone, addressed the staff's recommendation for denial, explaining that it stems from the denial of the severance application. He also confirmed that the proposal meets all specified requirements and that this zoning compliance condition is a condition of the approved severance application.

Mayor Giguère asked if any Council Members wished to make any comments. Councillor Wilson noted the previous comments provided by Councillor Cerna and believed he would want this to be passed if he were in attendance. Deputy Mayor Widner believed Council should stay the course in its decision. Councillor Glinski inquired about the process and why this separate public meeting was required as a condition of severance. Mr. Steele provided clarification of the process. Councillor Glinski confirmed the resolution that was being passed and Mayor Giguère confirmed that would be done at the time of decision.

Councillor Leitch inquired if there was an appropriate zoning class for this parcel if Council chose to approve. Mr. Steele confirmed that if Council decided to continue supporting the consent and approve the Zoning Amendment the zone presented is the appropriate one. The concerns planning staff have articulated are not that there is a more appropriate zone that could be applied to the subject lands but rather staff had not supported the previous severance to permit the lot addition and creation of the undersized agricultural lot

### **No. 24-264**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

THAT the Public Meeting relating to the Zoning By-Law Amendment Application of 584012 Ontario Limited c/o Bert Brouwer relating to the property located at Concession 5, Part of Lot 31,32 & 33 and known municipally as 52773 Chalet Line be adjourned at 7:39p.m.

**Carried****No. 24-265****Moved By: Scott Lewis****Seconded By: John H. Wilson**

THAT Report No. DS-24-38 entitled "Zoning By-Law Amendment Application of 584012 Ontario Limited c/o Bert Brouwer" relating to the property located at Concession 5, Part of Lot 31,32 & 33 (52773 Chalet Line) be received;

AND THAT Zoning By-law Amendment Application No. D14-Z08-24 of 584012 Ontario Limited c/o Bert Brouwer relating to the property located at Concession 5, Part of Lot 31,32 & 33 (52773 Chalet Line), Township of Malahide BE DENIED for the reasons set out in this Report.

**Defeated****No. 24-266****Moved By: Mark Widner****Seconded By: Scott Lewis**

THAT Report No. DS-24-38 entitled "Zoning By-Law Amendment Application of 584012 Ontario Limited c/o Bert Brouwer" relating to the property located at Concession 5, Part of Lot 31,32 & 33 (52773 Chalet Line) be received;

AND THAT Zoning By-law Amendment Application No. D14-Z08-24 of 584012 Ontario Limited c/o Bert Brouwer relating to the property located at Concession 5, Part of Lot 31,32 & 33 (52773 Chalet Line), Township of Malahide BE APPROVED, notwithstanding the recommendations for denial outlined in this Report.

**Carried**

- Meeting to Consider – Laidlaw Drain

Deputy Mayor Widner disclosed a pecuniary interest with respect to Meeting to Consider – Laidlaw Drain. He retired from the meeting and abstained from all discussions and voting on the matter.

**No. 24-267****Moved By: John H. Wilson****Seconded By: Sarah Leitch**

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

AND THAT By-law No. 24-38 being a By-law to provide for the Laidlaw Municipal drainage works be read a first and second time and provisionally adopted.

**Carried**

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

**DELEGATIONS:**

No items.

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

No items.

**UNFINISHED BUSINESS:**

No items.

**NEW BUSINESS:**

- DS-24-34-Application for Consent to Sever-Hotke-49757 Talbot Line

**No. 24-268**

**Moved By: Mark Widner**

**Seconded By: Scott Lewis**

THAT Report No. DS-24-33 entitled "Application for Consent to Sever D10-E53/54-24 of James and Barbara Hotke (Authorized Agent: Eugenio DiMeo) be received;

AND THAT the Application for Consent to Sever D10-E53/54-24 of James and Barbara Hotke (Authorized Agent: Eugenio DiMeo) located at CON 6 N PT LOT 15 CON STR N;PT LOT 88 RP 11R1450 PART 1;& RP 11R6231 PART 1, Township of Malahide (49757 Talbot Line), be supported for the reasons set out in this Report;

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

**Carried**

- DS-24-35-Development Agreement Application-Kayla & Jason Smith-51211 Clinton Street

**No. 24-269**

**Moved By: Sarah Leitch**

**Seconded By: John H. Wilson**

THAT Report No. DS-24-36 entitled "Application for Development Agreement as per Minor Variance of Kayla and Jason Smith" be received;

AND THAT Council pass By-law 24-43, being a By-law to authorize the execution of a Development Agreement with Kayla and Jason Smith pursuant to Section 45 of the Planning Act, R.S.O. 1990, and Minor Variance Application No. D13-MV-08b-21

**Carried**

- PW-24-33-Playground Surface Supply and Installation Tender Results

**No. 24-270****Moved By: Chester Glinski****Seconded By: John H. Wilson**

THAT Report No. PW-24-33 entitled "Playground Surface Supply and Installation Tender Results" be received;

AND THAT Staff be authorized enter into an agreement with Quality Turf Supply for the supply and installation of Playground Surface material at the Mill St Park, Malahide Community Place, South Dorchester Community Hall and Wonnacott Park.

**Carried**

- PW- 24-32-Petition for Drainage – Hayhoe

Councillor Glinski disclosed a pecuniary interest with the respect to the Petition for Drainage – Hayhoe. He retired from the meeting and abstained from all discussion and voting on the matter.

Deputy Mayor Widner disclosed a pecuniary interest with respect to upcoming agenda items, Petition for Drainage – Hayhoe, Petition for Drainage – Dyck, Tender Award – Ketchabaw Drain and PW- 24-29-Tender Award – Priester Drain. He retired from the meeting and abstained from all discussions and voting on the matter.

**No. 24-271****Moved By: Sarah Leitch****Seconded By: Scott Lewis**

THAT Report No. PW- 24-32 entitled "Petition for Drainage – Hayhoe" be received;

AND THAT George Vereyken, P. Eng., of Spriet Associates, be appointed to prepare an Engineer's Report for the Hayhoe Petition, it being noted that the Petitioner is requesting this petition to be incorporated into the Engineers report currently being prepared for the Pritchard Drain Improvement.

**Carried**

Councillor Glinski returned to his seat at the Council table.

- PW- 24-26-Petition for Drainage – Dyck

**No. 24-272****Moved By: Chester Glinski****Seconded By: Sarah Leitch**

THAT Report No. PW- 24-26 entitled “Petition for Drainage – Dyck” be received;

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

**Carried**

- Tender Award – Ketchabaw Drain

**No. 24-273**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

THAT Report No. PW- 24-28 entitled “Tender Award – Ketchabaw Drain” be received;

AND THAT the tender for the Ketchabaw Drain be awarded to Van Gorp Drainage, in the amount of \$158,448.00 (plus applicable taxes).

**Carried**

- PW- 24-29-Tender Award – Priester Drain

**No. 24-274**

**Moved By: Sarah Leitch**

**Seconded By: John H. Wilson**

THAT Report No. PW- 24-29 entitled “Tender Award – Priester Drain” be received;

AND THAT the tender for the Priester Drain be awarded to Van Bree Drainage, in the amount of \$387,235.00 (plus applicable taxes).

**Carried**

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

- PW-24-34-Pressey Line Reconstruction Deferral

**No. 24-275**

**Moved By: John H. Wilson**

**Seconded By: Chester Glinski**

THAT Report No. PW-24-34 entitled “Pressey Line Reconstruction Deferral” be received;

AND THAT Staff be authorized to amend our existing agreement for surface treatment with Duncor Enterprises relating to the Pressey Line Reconstruction work to reflect the deferral of the work until the 2025 construction season;

AND FURTHER THAT the funds previously approved in the 2024 Capital Budget for this project be carried over to 2025.

**Carried**

- EECC Board of Management Correspondence - Canada Day Celebrations 2025 Joint Application for Grant Funding

**No. 24-276**

**Moved By: Sarah Leitch**

**Seconded By: Scott Lewis**

THAT the Council of the Malahide Township direct staff to participate in a joint funding application to the Canadian Heritage Celebrate Canada funding program for Canada Day Celebrations in 2025 and provide confirmation to the EECC Board.

**Carried**

**BY-LAWS:**

**No. 24-277**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

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

- 24-43-Development Agreement-51211 Clinton Street
- 24-44-By-law Enforcement Officer Appointment
- 24-45-2024 Tax Rate By-law
- 24-48-Langlois Rezoning-51150 Ron McNeil Line
- 24-42-584012 Ontario Limited c/o Bert Brouwer-52773 Chalet Line

AND THAT the following By-laws now be read a third item and finally passed:

- 24-29-Ketchabaw Drain 3<sup>rd</sup> Reading
- 24-31-Priester Drain 3 Reading

**Carried**

**COMMITTEE OF THE WHOLE:**

**No. 24-278**

**Moved By: Chester Glinski**

**Seconded By: Scott Lewis**

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



**Carried**

Business for Consideration

- PW-24-23-Drainage Update Report

**No. 24-279**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

THAT Report No. PW- 24-23 entitled "Drain Update Report" be received.

**Carried**

- FIN- 24-20-2023 Budget Performance and Financial Update

**No. 24-280**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

THAT Report No. FIN-24-20 entitled "2023 Budget Performance and Financial Update" be received;

AND THAT the Township's 2023 budget surplus be distributed to reserves as recommended.

**Carried**

- FIN-24-21-Development Charges Annual Update

**No. 24-281**

**Moved By: John H. Wilson**

**Seconded By: Mark Widner**

THAT Report No. FIN-24-21 entitled "Development Charges Annual Update" be received.

**Carried**

- FIN-24-22-Cash in Lieu of Parkland

**No. 24-282**

**Moved By: John H. Wilson**

**Seconded By: Sarah Leitch**

THAT Report No. FIN-24-22 entitled "Cash in Lieu of Parkland" be received.

**Carried**

- FIN-24-23-Building Stabilization Reserve Fund

**No. 24-283**

**Moved By: Mark Widner**

**Seconded By: Sarah Leitch**

THAT Report No. FIN-24-23 entitled "Building Stabilization Reserve Fund" be received.

**Carried**

- HR-24-06 entitled Health & Safety Policy under Occupational Health & Safety Act – Annual Compliance Update

**No. 24-284**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

THAT Report No. HR-24-06 entitled "Health & Safety Policy under Occupational Health & Safety Act – Annual Compliance Update" be received;

AND THAT the Mayor and Chief Administrative Office be authorized to sign the Health & Safety Policy on behalf of the Corporation;

AND THAT the revised Human Resources Policy B-4.2 Respect in the Workplace (Violence and Harassment) be received for information and further be brought forward for approval at an upcoming Council Meeting.

**Carried**

Unfinished Business

- Customer Service Related Policies

**No. 24-285**

**Moved By: John H. Wilson**

**Seconded By: Mark Widner**

THAT the Customer Service-Related Policies" be received for information;

AND THAT the policies attached be brought forward for approval at an upcoming Council meeting.

**Carried**

New Business

No items.

Correspondence

**No. 24-286**

**Moved By: Scott Lewis**

**Seconded By: Mark Widner**

RESOLVED THAT item 0.2 be supported;

AND THAT the remaining items be received and filed.

**Carried**

**No. 24-287**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

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

**Carried**

**CLOSED SESSION:**

**No. 24-288**

**Moved By: Mark Widner**

**Seconded By: John H. Wilson**

THAT Council move into Closed Session at 9:06p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

-A personal matter about an identifiable individual, including Municipal and Local Board Employees (Section 239 (2)(c)).

**Carried**

**No. 24-289**

**Moved By: Sarah Leitch**

**Seconded By: Mark Widner**

THAT Council move out of Closed Session and reconvene at 10:14p.m. in order to continue with its deliberations;

AND THAT staff were given direction in closed session on a personal matter about an identifiable individual, including Municipal and Local Board Employees.

**Carried**

**CONFIRMATORY BY-LAW:**

**No. 24-290**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

THAT By-law No.24-39, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

**Carried**

**ADJOURNMENT:**

**No. 24-291**

**Moved By: Mark Widner**

**Seconded By: John H. Wilson**

THAT Council adjourn its meeting at 10:15p.m to meet again on September 5, 2024 at 7:00p.m.

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams



**REPORT NO.** DS-24-39

**TO:** Mayor & Members of Council

**DEPARTMENT:** Development Services

**MEETING DATE:** September 5, 2024

**SUBJECT:** Zoning By-law Application D14-Z09-24 – General Housekeeping Amendment

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**RECOMMENDATION:**

THAT Report No. DS-24-39 entitled “Zoning By-law Application D14-Z09-24 – General Housekeeping Amendment” relating to lands within the Township of Malahide be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z09-24 BE APPROVED for the reasons set out in this Report.

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**PURPOSE & BACKGROUND:**

During the previous Official Plan Review of the Township’s Official Plan, the Township received a number of comments expressing interest in housing options within the agricultural areas of the Township. As part of that process, Township Council adopted Official Plan Amendment 20, which included policies that permit secondary dwelling units in the “Agriculture” designation.

The Township Zoning By-law currently only permits second dwelling units in residentially zoned properties within the Township’s settlement areas. The purpose of this housekeeping amendment is to implement the policies of the Township Official Plan and add provisions to the Zoning By-law that would also permit and regulate second dwelling units within the “General Agricultural (A1)”, “Large Lot Agricultural (A3)”, “Small Lot Agricultural (A4)” and “Rural Residential (RR)” zones.

Additionally, in January 2024, the Township received a request from St. Thomas-Elgin Childcare Services to amend the Township or Malahide’s Zoning By-law 18-22 to increase accessibility and supply of childcare spaces. Specifically, that request seeks Council’s consideration of an amendment to amend the Zoning By-law to permit licensed home childcare for up to six children, whereas the By-law currently permits up to five children.

The proposed amendment was brought forward at the August 15<sup>th</sup> Council meeting to obtain comments from the public on the proposed amendments to the Township’s Zoning By-law. Only one comment was received from the public in support of the proposed amendments.

After having obtained initial responses from the public, the application has been formally circulated to agencies and the draft By-law has been brought back to Council for its final consideration. No changes have been made from the previous version presented to Council on August 15<sup>th</sup>.

The Application relates to the whole of the Township of Malahide.

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

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### **COMMENTS:**

Since the meeting held on August 15<sup>th</sup>, the Province has announced the release of the Provincial Planning Statement 2024. This document will replace the Provincial Policy Statement 2020 and come into full force and effect on October 20, 2024. PPS 2024 provides the option for municipalities to permit up to a maximum of two additional residential units where at least one of the units is located within the principal dwelling. The Township could give future consideration to permit two additional residential units in the agricultural areas, in conjunction with the County of Elgin, which would require amendments to the County Official Plan, Township Official Plan, and Township Zoning By-law.

Staff have brought forward this report to permit one secondary dwelling unit, as permitted under the current planning policies, in response to demand from members of the public for secondary units in the agricultural areas of the Township.

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### **FINANCIAL IMPLICATIONS:**

N/A.

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

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

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### **CONSULTATION:**

Notice of Public Meeting was given to obtain initial comments from members of the public. As of the date of writing this report, the following has been received:

- Comments were received from a home daycare provider expressing support for the proposed amendment to the definition of “daycare facility” to increase the number of children that can be cared for through home childcare services.
- The Catfish Creek Conservation Authority provided written comments on August 19<sup>th</sup> stating no objections to the proposed amendments.

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**ATTACHMENTS:**

1. Draft By-law.
2. Report DS-24-37
3. Public Comments
4. Agency Comments

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

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

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

**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
BY-LAW NO. 24-41**

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

**General Amendment – Housekeeping By-law**

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

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

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

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

1. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 2.0 by amending the existing definition as follows:

**2.46 DAY CARE FACILITY** shall mean a premises that receives more than **six** persons who are not of common parentage, primarily for the purpose of providing temporary care or guidance, or both temporary care and guidance, for a continuous period not exceeding twenty-four hours. Care may be provided for children, seniors and/or persons with disabilities.

2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 4.0 by adding the following: “4.30 SECONDARY DWELLING UNITS –SETTLEMENT AREAS”
3. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 4.0 by adding the following new subsection and renumbering all subsequent subsections:

**“4.31 SECONDARY DWELLING UNITS – AGRICULTURAL ZONES**

Where in this By-law a single unit dwelling or a semi-detached dwelling is listed as a permitted use outside of a settlement area, a secondary dwelling unit shall also be permitted either within that dwelling or within a building accessory to the said dwelling subject to the following:

- a) Where the secondary dwelling unit is located within a single unit dwelling:
  - i. a maximum of one secondary dwelling unit shall be permitted. If a garden suite, supplementary farm housing, or seasonal farm dwelling already exists on a lot, a secondary dwelling unit is not permitted;
  - ii. an independent entrance to the second dwelling unit from outside the dwelling shall be provided;
  - iii. the floor area of the secondary dwelling unit shall not exceed 40% of the floor area of the single detached dwelling to a maximum of 75m<sup>2</sup>.
  - iv. a minimum of one parking space dedicated to the secondary dwelling unit shall be



provided in addition to any other required parking;

b) Where the secondary dwelling unit is located within an accessory building:

- i. a maximum of one secondary dwelling unit shall be permitted. If a garden suite, supplementary farm housing, or seasonal farm dwelling already exists on a lot, a second dwelling unit is not permitted;
- ii. the requirements herein with respect to an accessory building shall be complied with;
- iii. the floor area of the secondary dwelling unit shall not exceed 60% of the floor area of the main dwelling to a maximum of 125 m<sup>2</sup>.
- iv. the secondary dwelling unit shall be serviced by the existing on-site water supply and existing sanitary waste disposal system serving the main dwelling;
- v. the maximum setback between a secondary dwelling unit in an accessory building and the main dwelling located on the same lot shall be 30 metres;
- vi. be subject to the Minimum Distance Separation (MDS I) requirements such that the secondary dwelling unit shall not further contravene a noncomplying MDS I setback that already exists in the case of the main dwelling.
- vii. a minimum of one parking space dedicated to the secondary dwelling unit shall be provided in addition to any other required parking;

4. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.1 of the Agricultural Zones by deleting the table in 5.1.1 and replacing it with the following:

		A	B	C	D
	<b>USES, BUILDINGS &amp; STRUCTURES</b>	<b>A1</b>	<b>A2</b>	<b>A3</b>	<b>A4</b>
1	agricultural use	✓	✓	✓	
2	agri-tourism use	✓	✓	✓	
3	animal kennel	✓*		✓*	✓*
4	bed & breakfast establishment	✓		✓	✓
5	commercial greenhouse	✓	✓	✓	
6	estate winery	✓		✓	
7	farm produce outlet	✓	✓	✓	
8	farm winery	✓		✓	
9	forestry use	✓	✓	✓	✓
10	group home	✓		✓	✓
11	halfway house	✓		✓	✓
12	home occupation	✓		✓	✓
13	market garden	✓	✓	✓	
14	mushroom farm	✓	✓	✓	
15	plant nursery	✓	✓	✓	
16	restricted agricultural use				✓
17	riding school	✓	✓	✓	
18	sawmill	✓	✓	✓	
19	seasonal farm dwelling	✓		✓	
20	second dwelling unit	✓		✓	✓
21	secondary farm occupation	✓		✓	
22	single unit dwelling	✓		✓	✓
23	wildlife preserve	✓	✓	✓	
24	supplementary farm housing	✓		✓	

1. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 6.1 of the Residential Zones by deleting the table in 6.1.1 and replacing it with the following:

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>USES, BUILDINGS &amp; STRUCTURES</b>	<b>VR1</b>	<b>VR2</b>	<b>HR</b>	<b>RR</b>	<b>MH</b>
<b>1</b>	apartment dwelling	✓				
<b>2</b>	bed & breakfast establishment	✓	✓	✓	✓	
<b>3</b>	boarding house or rooming house	✓	✓	✓		
<b>4</b>	community garden as an accessory use	✓	✓	✓		
<b>5</b>	converted dwelling	✓	✓	✓		
<b>6</b>	double duplex dwelling	✓				
<b>7</b>	duplex dwelling	✓	✓	✓		
<b>8</b>	group home	✓	✓	✓		
<b>9</b>	home occupation	✓	✓	✓	✓	
<b>10</b>	mobile home		✓			✓
<b>11</b>	multiple unit dwelling	✓	✓			
<b>12</b>	retirement home	✓	✓	✓		
<b>13</b>	second dwelling unit	✓	✓	✓	✓	
<b>14</b>	semi-detached dwelling	✓	✓	✓		
<b>15</b>	single unit dwelling	✓	✓	✓	✓	
<b>16</b>	townhouse dwelling	✓	✓			
<b>17</b>	triplex dwelling	✓	✓			
<b>18</b>	two-unit dwelling	✓	✓	✓		

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

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

**READ** a **FIRST** and **SECOND** time this 5<sup>th</sup> day of September, 2024.

**READ** a **THIRD** time and **FINALLY PASSED** this 5<sup>th</sup> day of September, 2024.

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Mayor – D. Giguère

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Clerk – A. Adams



**REPORT NO. DS-24-37**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** August 15, 2024  
**SUBJECT:** **Zoning By-law Application D14-Z09-24 – General Housekeeping Amendment**

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**RECOMMENDATION:**

THAT Report No. DS-24-23 entitled “Zoning By-law Application D14-Z09-24 – General Housekeeping Amendment” relating to lands within the Township of Malahide be received;

AND THAT Council hold a public meeting to obtain comments from members of the public;

AND THAT the staff be directed to bring forward a final By-law for consideration by Council at a subsequent meeting.

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**PURPOSE & BACKGROUND:**

During the previous Official Plan Review of the Township’s Official Plan, the Township received a number of comments expressing interest in housing options within the agricultural areas of the Township. As part of that process, Township Council adopted Official Plan Amendment 20, which included policies that permit secondary dwelling units in the “Agriculture” designation.

The Township Zoning By-law currently only permits second dwelling units in residentially zoned properties within the Township’s settlement areas. The purpose of this housekeeping amendment is to implement the policies of the Township Official Plan and add provisions to the Zoning By-law that would also permit and regulate second dwelling units within the “General Agricultural (A1)”, “Large Lot Agricultural (A3)”, “Small Lot Agricultural (A4)” and “Rural Residential (RR)” zones.

Additionally, in January 2024, the Township received a request from St. Thomas-Elgin Childcare Services to amend the Township or Malahide’s Zoning By-law 18-22 to increase accessibility and supply of childcare spaces. Specifically, that request seeks Council’s consideration of an amendment to amend the Zoning By-law to permit home childcare for up to six children, whereas the By-law currently permits up to five children.

The Application relates to the whole of the Township of Malahide.

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

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## COMMENTS & ANALYSIS:

### Secondary Dwelling Units

The Provincial Policy Statement permits a range of agricultural uses in prime agricultural areas, which under the PPS also accessory uses such as accommodations, including farm labour. The County Official Plan does not currently contain specific criteria for secondary dwelling units. However, it is noted that the new County Official Plan adopted by County Council does include policies, including that secondary dwelling units are not a second principal dwelling but are accessory to a principal dwelling, and are subject to local policies and regulations related to size, servicing, and access. The adopted County Official Plan does not permit the severance of these units from the principal dwelling on the farm parcel. While the County Official Plan is not yet in force and effect, the policies proposed by staff in this amendment would meet these criteria.

Section 2.1.12 of the Township of Malahide Official Plan permits second dwelling units within lands in the Agricultural designation within an existing single detached dwelling or in an accessory building located on the same lot. Additionally, the Official Plan sets out the following criteria for second dwelling units:

- a) *be situated within or in close proximity to the clustering of existing farm buildings and structures and/or the main dwelling on the lot as the case may be;*

Staff have completed a jurisdictional scan of policies within other municipalities, as well as an aerial mapping exercise of farm building clusters on agricultural properties in the Township to determine an appropriate maximum setback requirement that would apply to second dwelling units. Staff are proposing policies within the draft By-law that would require second dwelling units located in an accessory building to be located a maximum distance of 30 metres away from the principal dwelling. This would minimize the amount of land that is potentially removed from production to accommodate a new accessory dwelling unit.

- b) *be of a size and design to render it clearly accessory and secondary to the main dwelling. A maximum of one dwelling unit shall be permitted and a maximum floor area shall be stipulated in the Zoning By-law;*

Staff have completed an in-depth review of zoning policies with area municipalities relating to second dwelling units in agricultural areas, as well as the Township's Official Plan criteria, to prepare a maximum floor area requirement that would be appropriate for the agricultural areas within the Township. The maximum floor area provisions currently

in place in other municipalities range widely and staff are proposing a provision that is similar with municipalities that permit larger floor areas to provide a greater range and flexibility of housing options.

Staff are proposing that the maximum floor area of a secondary dwelling unit in an accessory structure that is a maximum of 60% of the floor area of the principal dwelling, up to a cap of a maximum of 125 m<sup>2</sup>. Secondary dwelling units located within an existing dwelling would be permitted up to the size of 40% of the principal dwelling's floor area up to a maximum of 75 m<sup>2</sup>.

Statistics Canada reports that the median above-grade living area of a single detached dwelling in 2019 is 1,520 ft<sup>2</sup> and the median size of apartment and condo units for the greater Toronto area in 2020 was 822 ft<sup>2</sup>. Considering this information and that units are likely to be smaller in larger urban areas, the proposed maximum floor area requirements have been prepared to provide greater flexibility in unit size. Table 1 and Table 2 below illustrate the maximum size of a secondary dwelling unit based on the current floor area of an existing dwelling:

Table 1. Potential Size of a Secondary Dwelling Unit in an Accessory Building

Principal Dwelling Floor Area		Secondary Dwelling Unit Max. Floor Area	
m2	ft2	m2	ft2
250	2700	125	1350
183	1969	110	1184
167	1794	100	1076
150	1615	90	969
133	1435	80	861
117	1256	70	753

Table 2. Potential Size of a Secondary Dwelling Unit within Principal Dwelling

Principal Dwelling Floor Area		Secondary Dwelling Unit Max. Floor Area	
m2	ft2	m2	ft2
187.5	2018	75	807
175	1883	70	753
162.5	1749	65	699

The maximum floor area provisions proposed within the provided draft By-law would provide opportunity for additional housing options within the agricultural areas of the Township, while also ensuring that these units are clearly accessory to the principal dwelling and consistent with the rural character of the Township.

- c) be serviced by the existing on-site water supply and existing sanitary waste disposal system serving the main dwelling;*

Similar zoning provisions are proposed to be carried forward into the proposed By-law Amendment.

- d) be subject to the Minimum Distance Separation (MDS I) requirements such that the second dwelling unit shall not further contravene a noncomplying MDS I setback that already exists in the case of the main dwelling;

Requirements that a new second dwelling unit shall comply with MDS requirements has been carried forward into the proposed amendment. MDS I setbacks would be examined during the building permit process.

- e) A severance of the second dwelling unit from the balance of the lot will not be permitted.

Secondary dwelling units are intended to be accessory uses to a main dwelling and the principal use on a property. Implementing provisions such as a maximum setback between the principal dwelling and a second dwelling unit in an accessory building and the requirement for a second dwelling unit to share private water and septic services with the principal dwelling unit.

The proposed Zoning By-law Amendment is also proposed to contain other general requirements, including requiring a minimum of one parking space be provided for a secondary dwelling unit, that a separate and independent entrance is provided for a proposed unit, and that the proposed unit complies with the Ontario Building Code, and

### **Day Care Facilities**

Currently, the Township's Zoning By-law permits a Day Care Facility within the Institutional Zone and is defined as:

*"2.46 DAY CARE FACILITY shall mean a premises that receives more than five persons who are not of common parentage, primarily for the purpose of providing temporary care or guidance, or both temporary care and guidance, for a continuous period not exceeding twenty-four hours. Care may be provided for children, seniors and/or persons with disabilities".*

Based on the information provided by St. Thomas-Elgin Social Services as part of the request, the Township's By-law does not include a definition for home childcare as permitted under the [Child Care and Early Years Act, 2014](#) which allows licensed home childcare for up to six children. The intent of the request to amend the Township's Zoning By-law is to include the definition of home childcare that aligns with other provincial legislation and increases the permissions to operate home childcare services as-of-right. This would provide for further opportunities in increasing the supply of home childcare within the Township.

A jurisdictional scan of Zoning By-law requirements in neighbouring communities has identified that there are other local municipalities, including the Municipalities of Bayham, Southwold, and Thames Centre, that have adopted provisions within their Zoning By-laws to define day care centres of having six or more children and home childcare to permit up to six children being cared for through home-based childcare.

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**FINANCIAL IMPLICATIONS:**

N/A.

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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

---

**CONSULTATION:**

Notice of Public Meeting was given to obtain initial comments from members of the public. As of the date of writing this report, the following has been received:

- Comments were received from a home daycare provider expressing support for the proposed amendment to the definition of “daycare facility” to increase the number of children that can be cared for through home childcare services.

---

**ATTACHMENTS:**

1. Draft By-law.
2. Public Comments

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

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

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

-----Original Message-----

From: Tammy-lyn Green

Sent: Monday, August 12, 2024 11:28 AM

Subject: Revise purposely of "daycare facility"

Good morning. I am submitting a letter in Full Support of increasing the minimum number of persons cared for from 5-6. I currently run an Unlicensed Homebased Childcare Center. Currently I have 9 families on my waitlist and unfortunately I am unable to help any of them at this time as I have 5 full time children in care. There is definitely the need for more spaces everywhere. Unfortunately the shortage of RECEs is not helping the situation. With shortage of spaces and staffing parents are finding it difficult to find good childcare for their children as well as sacrificing their employment. If increasing each home child care by 1 space is an option, we are already helping the families in need. As well with the increase of cost of living (food, craft supplies, equipment, etc) a child ratio increase would help the owner of Home Childcare with expenses. I cannot express how important this purposely could be for the surrounding communities.

Thank you

Tammy-Lyn Green



**Eric Steele**

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**From:** Gerrit Kremers <planning@catfishcreek.ca>  
**Sent:** Monday, August 19, 2024 9:23 AM  
**To:** Eric Steele  
**Subject:** RE: Township of Malahide - D14-Z09-24 - Housekeeping Amendment

Good Morning Eric,

Catfish Creek Conservation Authority has no concerns with the above noted housekeeping amendment.

Thank You,



**Gerrit Kremers**  
 Resource Planning Coordinator  
 planning@catfishcreek.ca  
 519-773-9037 ext. 18  
 Catfish Creek Conservation Authority  
 8079 Springwater Rd.  
 Aylmer, ON N5H 2R4

---

**From:** Eric Steele <esteele@mbpc.ca>  
**Sent:** August-16-24 4:17 PM  
**To:** 'planning@elgin.ca' <planning@elgin.ca>; 'planning@tvdsb.ca' <planning@tvdsb.ca>; 'McLean, Rebecca' <rmclean@ldcsb.ca>; Gerrit Kremers <planning@catfishcreek.ca>; 'lmauthe@lprca.on.ca' <lmauthe@lprca.on.ca>; 'planning' <planning@lprca.on.ca>; 'joe@kettlecreekconservation.on.ca' <joe@kettlecreekconservation.on.ca>; 'Executivevp.lawanddevelopment@opg.com' <Executivevp.lawanddevelopment@opg.com>; 'ONTUGLLandsINQ@uniongas.com' <ONTUGLLandsINQ@uniongas.com>; 'southernfbcplanning@hydroone.com' <southernfbcplanning@hydroone.com>; 'melliott@bayham.on.ca' <melliott@bayham.on.ca>; 'deleitch@centralelgin.org' <deleitch@centralelgin.org>; 'ojaggard@town.aylmer.on.ca' <ojaggard@town.aylmer.on.ca>; 'clerk@thamescentre.on.ca' <clerk@thamescentre.on.ca>; 'clerk@swox.org' <clerk@swox.org>; 'Elgin Farmers (elginfarmers@gmail.com)' <elginfarmers@gmail.com>  
**Cc:** 'Karsten Brix' <kbrix@malahide.ca>  
**Subject:** Township of Malahide - D14-Z09-24 - Housekeeping Amendment

Good afternoon,

On behalf of the Township of Malahide, please see the attached Notice of Public Meeting for file D14-Z09-24 for a housekeeping amendment to amend the Township's Zoning By-law 18-22.

Regards,



**Eric Steele, BES**

Planner

**Direct Line:** 519-518-0745

**Main Line:** 519-686-1300 x111

**Fax:** (519) 681-1690

**Email:** [esteele@mbpc.ca](mailto:esteele@mbpc.ca)

302-219 Oxford St. W.

London, ON N6H 1S5

**[www.mbpc.ca](http://www.mbpc.ca)**





**REPORT NO. DS-24-40**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** September 5, 2024  
**SUBJECT:** **Application for Consent to Sever No. D10-E68-24 of Galen McCue, Melissa Sharp and Walter Harris relating to a property located at CON 11 W PT LOT 21 RP;11R4045 PART 1 & RP 11R3776; PART 3, Township of Malahide (47254 Mapleton Line)**

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**RECOMMENDATION:**

THAT Report No. DS-24-40 entitled “Application for Consent to Sever No. D10-E68-24 of Galen McCue, Melissa Sharp and Walter Harris” be received;

AND THAT the Application for Consent to Sever No. D10-E68-24 of Galen McCue, Melissa Sharp and Walter Harris relating to a property located at CON 11 W PT LOT 21 RP;11R4045 PART 1 & RP 11R3776; PART 3, Township of Malahide (47254 Mapleton Line), be DENIED for the reasons set out in this Report;

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

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**PURPOSE & BACKGROUND:**

An application for consent to sever (“the application”) has been submitted by Galen McCue, Melissa Sharp, and Walter Harris, owners of the subject lands, to convey 0.31 hectares (0.78 acres) of land to an adjacent rural residential property.

The application relates to the property located at CON 11 W PT LOT 21 RP;11R4045 PART 1 & RP 11R3776; PART 3 and known municipally as 47254 Mapleton Line.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on September 25, 2024.

While staff are not recommending supporting the application, should Township Council decide to support the application, staff have included conditions that would be recommended to be applied.

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## COMMENTS & ANALYSIS:

The subject lands are approximately 3.49 ha (8.63 acres) in area and have approximately 26 metres of frontage along Mapleton Line. The lands are irregular in shape, with the northern portion extending behind the neighbouring residential properties to the east, and contains an existing house, shop and two sheds at the southern end of the property near Mapleton Line. The northern portion of the property has been historically used for agricultural purposes including the growing of hay and crops.

The applicant is proposing to sever a portion of the agricultural lands with an area of approximately 0.31 ha (0.78 ac) and convey it to an adjacent rural residential parcel that is approximately 0.2 ha (0.55 ac) in area and known municipally as 47294 Mapleton Line. The resulting parcel would be 0.51 ha (1.57 ac) in size. Based on the information provided with the application, the lands are proposed to be used for small-scale garlic and pepper growing business.

The proposed retained parcel would have an area of 3.18 ha (7.8 ac) and contain the existing buildings and structures.

### Provincial Policy Statement (PPS)

The PPS provides that prime agricultural areas shall be protected for long-term use for agricultural purposes (s. 2.3.1). Lot adjustments in prime agricultural areas may be permitted only for legal or technical reasons (s. 2.3.4.2), which in the PPS include minor boundary adjustments which do not result in the creation of a new lot.

The subject lands are an existing significantly undersized A1 zoned parcel. While the owners of the receiving lands are proposing to use the area to be severed for a commercial vegetable growing business, the proposed severance would remove nearly an acre from the property and further reduce the viability of the subject lands for future use for agricultural purposes. Additionally, the proposed enlarged parcel would have an area of only 1.5 acres and there is no mechanism that would guarantee that the lands would continue to be used for agricultural purposes for the long term.

### County of Elgin Official Plan

The subject properties are designated “Agriculture Area” on Schedule ‘A’, Land Use Plan, is identified as having frontage along a “Local Road” on Schedule ‘B’, “Transportation Plan”.

The Elgin County Official Plan (“County OP”) identifies several objectives for agricultural areas including recognizing agriculture as the primary activity and land use, protecting prime agricultural areas from fragmentation, and preserving and promoting the agricultural character of the County (s. C2.1). The County OP permits boundary adjustments where the approval authority shall be satisfied that the boundary adjustment

will not affect the viability of the use of the properties affected or the viability of agricultural parcels affected. The proposed severance further fragments an undersized agricultural parcel, affecting its viability for continued use for agricultural purposes over the long term. While the lands to be conveyed are proposed to be used for vegetable growing, the Official Plan promotes the retention of larger agricultural parcels.

### **Malahide Official Plan**

The subject property is designated “Agriculture” on Schedule ‘A1’ (Land Use Plan) of the Township of Malahide Official Plan (“Local OP”).

The Local OP provides policy on land division in the agriculture designation, stating that the subdividing of large farms into smaller holdings is discouraged and encourages continued farm use (s. 2.1.6) and directs that farm parcels be of a size that will contribute to agricultural viability through farm consolidation. Consents are permitted for minor boundary adjustments provided they comply with the other requirements of the Local OP. The proposed severance further subdivides a farm which would not likely be sufficiently large to ensure flexibility and long-term viability of any future agricultural use on the subject lands. The Local OP provides clear direction to maintain larger farm parcels as opposed to creating smaller parcels. As previously noted in this report, since the proposed enlarged parcel would have an area of approximately 1.5 acres, which would not be of a size to support long-term agricultural uses and there is no mechanism to ensure that the agricultural use would continue over the long-term, as opposed to reverting back to a rural residential lot.

### **Malahide Zoning By-law**

The subject property is zoned as General Agriculture (A1) on Key Map 18 of Schedule “A” to the Township’s Zoning By-law No. 18-22. The property in which the land is proposed to be conveyed to is zoned as Rural Residential (RR).

A minimum lot size of 20 hectares is prescribed in the Town ZBL with a minimum lot frontage of 150 metres for parcels zoned A1. While the subject lands are an existing undersized lot of record, the proposed severance would create a greater deviance from the minimum requirements of the Zoning By-law. If the application were to be supported, a Zoning By-law Amendment would be required as a condition of approval to permit the reduced lot area of 3.18 ha, whereas the By-law requires a minimum lot area of 20 hectares, as well as to realign the zone boundaries with the proposed lot line. It is noted that staff would also not support a rezoning of the subject lands for similar reasons as identified in this report.

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**FINANCIAL IMPLICATIONS:**

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

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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

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**CONSULTATION:**

N/A

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**ATTACHMENTS:**

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

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

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

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

**APPLICATION FOR CONSENT TO SEVER**

**Owners: Galen McCue, Melissa Sharp, Walter Harris**




47254 Mapleton Line  
CON 11 W PT LOT 21 RP;11R4045 PART 1  
& RP 11R3776;PART 3  
Township of Malahide

Township  
of Malahide  
Figure 1



OFFICIAL PLAN DESIGNATION  
Agriculture

ZONING  
General Agriculture (A1)

-  Area to be Severed
-  Benefitting Lands
-  Subject Property

## E68-24 – Recommended Conditions

1. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
2. That the applicant be required to retain the services of a professional designer and have an engineered Lot grading development plan and ditch grading plan prepared in accordance with good engineering practices, that are suitable to the Township prior to the condition being deemed fulfilled.
3. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
4. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, as amended with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
5. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted prior to certification all of which are to be fully executed.
6. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
7. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.



**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
BY-LAW NO. 24-22**

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

**1975455 Ontario Ltd  
52870 John Wise Line and 7900 Carter Road**

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

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

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

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

1. **THAT** the area shown in hatching on the attached map, Schedule "A", and described as Part of Lots 31 and 32, Concession 5, in the Township of Malahide, shall be removed from the "Large Lot Agriculture (A3) Zone" and "Special Agricultural (A2) Zone" of By-law No. 18-22 and placed within the "Extractive Industrial (M4) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "M4-1" on Key Maps 67 and 68 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 8.7 EXTRACTIVE INDUSTRIAL (M4) ZONE – 'SITE-SPECIFIC' ZONES, by adding the following new subsection.

**"8.7.1 a) Defined Area**

***M4-1 as shown on Schedule 'A', Map No. 68.***

**b) Setbacks**

Extraction limit and shared common lot line  
between Part of Lots 31 and 32, Concession 5,  
Parts 1 & 2 on RP 11R9951

0 m

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

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

**READ a FIRST and SECOND** time this 5<sup>th</sup> day of September, 2024.

**READ a THIRD** time and **FINALLY PASSED** this 5<sup>th</sup> day of September, 2024.

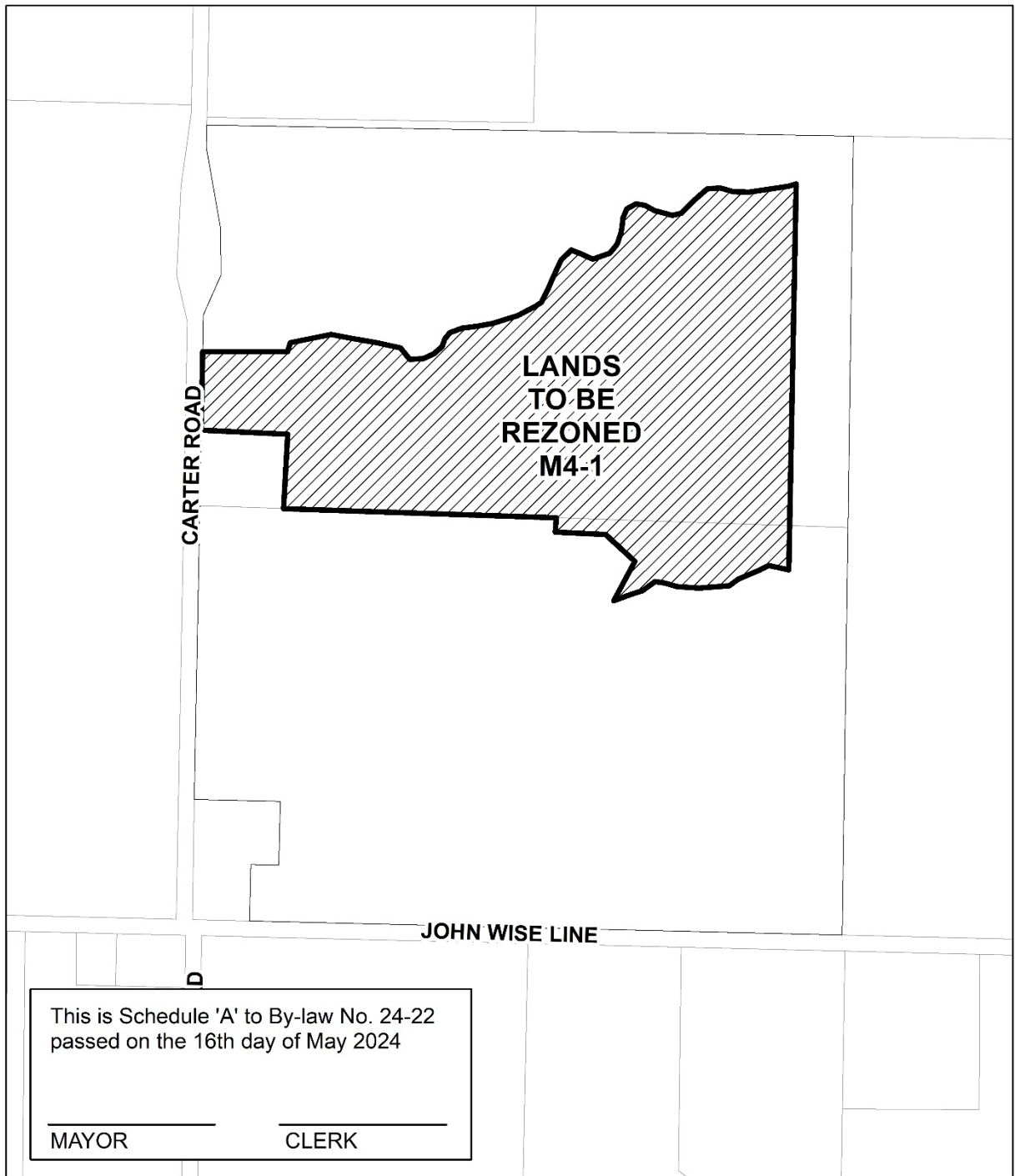
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Mayor – D. Giguère

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Clerk – A. Adams

**SCHEDULE A**



  Township of Malahide  
Comprehensive Zoning By-law No.18-22

**SCHEDULE 'A'**  
Maps 67 and 68

0 75 150 300 Metres

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW 24-46**

Being a By-law to appoint a Property Standards Officer and Municipal Law Enforcement Officer for the Township of Malahide

**WHEREAS** pursuant to the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Council of a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act, to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

**AND WHEREAS** pursuant to the Municipal Act, 2001, S.O. 2001, c.25, as amended, requires that a municipality's capacity, rights, powers and privileges, shall be exercised by by-law;

**AND WHEREAS** pursuant to the Building Code Act, S.O. 1992, c. 23, as amended, defines "officer" as a property standards officer who has been assigned the responsibility of administering and enforcing by-laws passed under Section 15. Of the Act;

**AND WHEREAS** Section 55 of the Community Safety and Policing Act, S.O. 2019, c 1, Sch 1, as amended, municipalities may appoint persons to enforce the by-laws of the municipality, and municipal by-law enforcement officer appointed under this section are peace officers for the purpose of enforcing municipal by-laws;

**AND WHEREAS** pursuant to the Fire Protection and Prevention Act, 1997, c. 4, as amended, provides that a municipality may appoint officers to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with the Act are being complied with;

**AND WHEREAS** the Council of the Corporation of the Township of Malahide considers it desirable to appoint a Property Standards Officer and Municipal Law Enforcement Officer;

**NOW THEREFORE** the Council of The Corporation of the Township of Malahide hereby enacts as follows:

1. THAT Mark Russell be and is hereby appointed as Property Standards Officer and Municipal Law Enforcement Officer for the Township of Malahide.
2. THAT in accordance with the shared services memorandum of understanding with the Municipality of Bayham, Mark Russell is authorized to enforce all by-laws on the behalf of the Township of Malahide.

3. IF ANY PROVISION of this By-law or its application to any person or circumstance is found invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the other provisions or applications of this by-law, which shall remain in full force and effect.
4. THAT this By-law shall come into force and take effect on the date it is passed.
5. THAT By-law 24-44 and all previous by-laws inconsistent with the provisions of this by-law are hereby repealed.

**READ** a **FIRST** and **SECOND** time this 5<sup>th</sup> day of September, 2024.

**READ** a **THIRD** time and **FINALLY PASSED** this 5<sup>th</sup> day of September, 2024.

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Mayor, D. Giguère

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Clerk, A. Adams



**REPORT NO.** FIN-24-24  
**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** September 5, 2024  
**SUBJECT:** Community Grants Policy Update

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### RECOMMENDATION:

THAT Report No. FIN-24-24 entitled “Community Grants Policy Update” be received;

AND THAT the Community Grants Policy be brought forward for approval at an upcoming Council meeting.

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### PURPOSE & BACKGROUND:

The purpose of this report is to request that Council review and consider approving the updated Community Grants Policy, as recommended by the Community Grants Committee. The policy has been revised based on the committee's prior experience in assessing the Township's grant applications and incorporates several key updates to improve the grant review process.

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### COMMENTS & ANALYSIS:

The updated policy includes several significant revisions, which were made to address challenges identified through the committee's prior experiences. These updates are as follows:

- **Clarification of Eligibility Criteria and Restrictions:** Applicant and funding request eligibility criteria and restrictions have been refined to provide clearer guidance to applicants, reducing ambiguity and helping to improve the quality of applications.
- **Implementation of a New Evaluation Grid:** A new evaluation grid has been developed to enhance the transparency of the review process, improve the overall quality of applications, and ensure that all applications are evaluated consistently and fairly. This grid will provide clear criteria against which applications will be assessed, helping applicants understand how their proposals will be judged and ensuring that all submissions are reviewed in a standardized manner.
- **Mandatory Financial Documentation Submissions:** The submission of financial documentation is now mandatory for all applicants. This requirement will significantly

enhance the committee's ability to assess the financial need of applicants and the viability of their proposed projects. By examining financial statements and supporting documents, the committee can better determine whether the requested funds are necessary for the success of the project and ensure that resources are allocated to those with the greatest need. This step also ensures that public funds are used effectively and responsibly.

- **Electronic Application Form:** To further improve the quality of submissions and streamline the application process, the application form has been transitioned to an electronic format. This change is expected to reduce errors, ensure that all required information is provided, and facilitate easier submission and review of applications. The electronic format will also allow for better tracking and management of applications, contributing to a more efficient process.

The updated policy has been carefully designed to ensure that it does not exclude any applicants who have been successful under the previous policy. All organizations that have previously received grants will continue to be eligible under the new criteria, provided they continue to meet the policy's updated requirements and submit the necessary documentation with their applications.

It is important to note that, while the Community Grants Committee will conduct assessments of all applications based on the updated policy, Council will continue to make final funding decisions on a case-by-case basis. The Committee's assessments will serve as a key resource in guiding Council's decisions, providing an evaluation of each application. However, ultimate approval of funding will rest with Council, ensuring that each application is considered individually and in the context of the Township's broader priorities and available resources.

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**ATTACHMENTS:**

1. Community Grants Policy
2. Community Grants Application Form

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

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

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**Section:** Corporate Services  
**Policy Title:** COMMUNITY GRANTS PROGRAM  
**Policy No.:**  
**Effective Date:** September 5, 2024  
**Revised:**

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## COMMUNITY GRANTS POLICY

### 1 PURPOSE AND SCOPE

- 1.1** The purpose of this Community Grants Policy is to establish detailed guidelines and procedures for the allocation of the Township's grants to eligible organizations. This policy ensures transparency, accountability, and the effective use of public funds to support initiatives that benefit the community and align with the Township's strategic priorities.
- 1.2** By providing financial support to local organizations and initiatives, this policy aims to achieve the following objectives:
- a) Enhance community services and programs:** Improve and expand services and programs that directly benefit the community, ensuring residents have access to valuable resources and opportunities.
  - b) Support non-profit community organizations:** Strengthen non-profit organizations that play a vital role in the community, helping them to continue their important work.
  - c) Encourage volunteerism and engagement:** Promote volunteerism and active community participation, recognizing the value of engaged citizens in fostering a vibrant and connected community.
  - d) Leverage community assets and partnerships:** Maximize the impact of its resources by encouraging collaborations and partnerships that utilize community assets effectively.
  - e) Advance strategic and service objectives:** Support initiatives that align with and further the Township's broader strategic goals and service priorities, ensuring that funding decisions contribute to the community's long-term development.
- 1.3** This policy applies to all grants awarded by the Township to external organizations except for subsidies equaling 40% of the Township's facility rental fees for events held by "Founding



Organizations” at Malahide Community Place and South Dorchester Community Hall as defined in the Township’s “Policy for Founding Organizations”.

## 2 APPLICANT ELIGIBILITY CRITERIA

- 2.1 In order to be considered **eligible** for the Township’s Community Grants Program, an applicant must adhere to all of the following criteria:
- a. **Non-profits & community groups:** Applicants must be a non-profit organization or community group. The Township considers these to be organizations that are volunteer-driven that are focused on addressing the needs and improving the well-being of the community, using any surplus funds to further its mission rather than for profit.
  - b. **Serves local community:** Applicants must demonstrate that their initiative or organization serves the local community and addresses local needs.
  - c. **In good financial standing:** Applicants must be in good financial standing, meaning they have no outstanding debts, have complied with previous financial agreements, and have demonstrated financial responsibility and transparency in their dealings with the Township.
  - d. **Inclusive:** Applicants should not exclude anyone by reason of race, religion, or ethnic background.
- 2.2 Organizations may be considered **ineligible** for the Township’s Community Grants Program if any of the following apply:
- a. **Government agencies:** All governmental bodies, departments, and agencies at various levels (municipal, provincial, and federal). These entities are typically responsible for public administration, regulatory functions and oversight of public services.
  - b. **Individuals:** Private persons or citizens who may seek to interact with the Township for various purposes, such as applying for grants, permits, or other forms of assistance.
  - c. **Those who have engaged in legal claims against the Township:** Organizations that have previously been involved in legal disputes with the Township. This could involve threatened or actual litigation related to contractual disputes, regulatory issues, or other conflicts. Applications or interactions with these organizations may be scrutinized with consideration of the historical context and potential legal ramifications.
  - d. **Those who have previously failed to comply program requirements:** Organizations that have previously participated in the Township’s community grants program but failed to adhere to its terms and conditions. Non-compliance could include issues such as misrepresenting their financial position, failure to meet project deadlines, or misuse of grant money. Such organizations may face additional requirements or restrictions when applying for future grants, or they may be disqualified from participation.

### 3 FUNDING USES & RESTRICTIONS

**3.1** The Township's grant funding policy is designed to support initiatives that align with the community's priorities and contribute to the overall well-being and development of our residents. To ensure that public funds are used effectively and responsibly, the following guidelines outline the eligible uses of funding under this policy.

- a. Projects, initiatives or events:** Funding or support for specific projects, initiatives, or events that are time-bound and designed to achieve a particular objective or outcome. Funding in this category is often allocated to activities such as community programs, cultural events, or special projects that benefit the community.
- b. Operating grants:** Financial assistance to organizations or entities to help cover their day-to-day operational expenses. These grants are typically used to support ongoing activities, including staffing, utilities, and other essential functions necessary to maintain operations.
- c. Capital grants:** Capital grants are provided to fund the acquisition, construction, or improvement of long-term assets such as buildings, infrastructure, or equipment. These grants are intended for projects that create or enhance physical assets that will have a lasting impact on the community.
- d. Seed or start-up funding:** Intended for new organizations or initiatives that are in the early stages of development. This type of grant provides the necessary funding to launch new ventures, helping to cover initial costs relating to development and early operations.
- e. User fee waivers or reductions:** Waiving or reducing fees typically charged by the Township for services or facilities. It is often provided to organizations or events that serve the public interest or align with the Township's goals, thereby lowering the cost burden on those organizing or participating in community activities.

**3.2** To maintain the integrity and effectiveness of the Township's grant funding program, certain uses of funds are deemed ineligible. These exclusions ensure that public resources are allocated in a manner that aligns with the Township's objectives and legal responsibilities, avoiding activities that could compromise the program's intent or fairness. The following list outlines the types of activities, projects, and expenses that do not qualify for funding under this policy.

- a. Retroactive funding:** Refers to financial assistance requested for expenses that have already been incurred prior to the application being submitted. This type of funding is not allowed, as it involves reimbursing costs that were not pre-approved or budgeted for in advance by the Township.
- b. Disaster recovery:** Funding for disaster recovery is not considered an eligible use of the Township's grant funding. Funding may already be available through specialized emergency relief funds, government programs, or insurance, making it unnecessary or redundant to allocate grant resources for this purpose.

- c. **Political advocacy activities:** Includes requests aimed at supporting activities that involve political advocacy, lobbying, or efforts to influence government policies or decisions. The Township excludes funding such activities to maintain neutrality and avoid the use of public funds for political purposes.
- d. **Uniforms or travel for sports teams:** Requests specifically for purchasing uniforms or covering travel expenses for sports teams are considered ineligible under this policy. These costs are often not prioritized by the Township's Community Grants Program as they are considered operational or personal expenses rather than community or project-based initiatives that benefit the broader public.
- e. **Flow-through funding:** Flow-through funding occurs when funds are granted to an organization with the intent that they will be passed on or reallocated to another organization or individual. The Township prohibits this use of its funding to ensure that grants are used directly by the recipient organization for the intended purpose, rather than being transferred to another entity.
- f. **Promotion of religious doctrine:** This category refers to funding requests aimed at supporting activities that explicitly promote, endorse, or disseminate religious teachings, beliefs, or doctrines.
- g. **Discriminatory activities:** Funding requests that support activities, programs, or initiatives that discriminate against individuals or groups based on characteristics such as race, gender, age, religion, sexual orientation, disability, or any other protected status.

#### 4 APPLICATION PROCESS

- 4.1 **Advertising and awareness:** The Township is responsible for ensuring that the grant application process is accessible and well-publicized. This includes advertising opportunities on social media and maintaining detailed information on the Township's website. At its discretion, the Township may choose to engage in targeted community outreach to specific organizations to encourage their participation in the Community Grants Program.
- 4.2 **Submission process:** Eligible organizations may obtain an electronic copy of the Township's "Grant Application Form" from the Township's website. Applications must be submitted to the Township no later than **October 31<sup>st</sup>** each year, unless otherwise stated by the Township, to be considered for the subsequent year's intake.
- 4.3 **Acknowledgement of receipt:** After submission, applicants will receive confirmation their application has been received.
- 4.4 **Initial screening:** Shortly after the submission deadline, staff will review applications to determine whether they are complete. When an incomplete or non-compliant application is detected, the applicant will be notified and given one week to address any deficiencies.

- 4.5 Evaluation by committee:** The Community Grants Committee will evaluate each application in accordance with the Community Grants Policy eligibility and evaluation criteria. The Committee may request additional information from applicants as deemed appropriate. A summary of the Committee's evaluations will be drafted for Township Council's review.
- 4.6 Funding approval:** The Community Grants Committee will present their recommendations to the Council of the Township of Malahide during annual budget deliberations. Council ultimately makes the final decision on grant allocations.
- 4.7 Notification of applicants:** The decisions of Council will be documented and applicants will be notified in writing as to the results of their applications. All decisions by Council are final and no appeals process will be provided.
- 4.8 Recipient requirements:** Successful applicants are expected to provide an acknowledgement of the Township's financial assistance at their funded event and/or on their website and social media. The Township may request materials or information that will aid the Township in advertising the approved initiative or service. Recipients of grant funding are expected to comply with any conditions attached to the funding as determined by the Council at the time of approval.

## 5 EVALUATION OF REQUESTS

- 5.1** The Community Grants Committee will evaluate each eligible application on the following criteria:

Criteria	Description
<b>Community Impact</b>	The potential positive impact of the project on the community, including the number of residents who will benefit and the long-term benefits to the community.
<b>Financial Need</b>	The financial need of the applicant, including a clear demonstration of why the grant is necessary for the initiative's success and evidence of explored alternative funding sources.
<b>Project Feasibility</b>	The feasibility of the initiative, including the clarity of the project plan, the reasonableness of the timeline, and the likelihood of successful completion.
<b>Alignment with Strategic Priorities</b>	The extent to which the initiative aligns with the Township's strategic priorities and community grants policy objectives.
<b>Organizational Capacity</b>	The applicant's capacity to manage and complete the project, including past experience, qualifications, and the ability to manage funds responsibly.
<b>Budget and Cost-Effectiveness</b>	The completeness and accuracy of the initiative's budget, including whether costs are reasonable, provide good value for money and other funding raising efforts have been demonstrated.

- 5.2** The Community Grants Committee has the right to collect financial information from applicants such as financial statements, budget documents or redacted bank statements as well as any other financial documentation it otherwise deems necessary to assess an application.
- 5.3** The Community Grants Committee holds no responsibility to publicize their individual or group evaluations though applicants and Council may request clarification in regards to the Committee's recommendations. The Committee's recommendations to Council are based on a majority vote of the Committee's voting members and may not reflect the opinion of all individual Committee members.

## **6 ACCOUNTABILITY & TRANSPARENCY**

- 6.1 Public disclosure:** Information about grant recipients, funded projects, and the amounts awarded will be made publicly available on the municipality's website and in an annual report to Council.
- 6.2 Conflict of interest:** Members of the Community Grants Committee and Township Council must disclose any potential conflicts of interest and recuse themselves from decisions where a conflict exists.

## **7 POLICY REVIEW**

- 7.1** This policy will be reviewed during the first year of each term of Council, or more frequently as deemed appropriate by Township Council or the Community Grants Committee, to ensure its continued relevance and effectiveness. Any amendments to the policy must be approved by Council.

# Community Grants Program Application

If you have any concerns or inquiries regarding the Township of Malahide's grant application process, please direct them to [Grants@malahide.ca](mailto:Grants@malahide.ca).

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## Section 1: Applicant Information

<b>Organization Name:</b>	Click or tap here to enter text.
<b>Organization Address:</b>	Click or tap here to enter text.
<b>Contact Person:</b>	Click or tap here to enter text.
<b>Position:</b>	Click or tap here to enter text.
<b>Email Address:</b>	Click or tap here to enter text.
<b>Phone Number:</b>	Click or tap here to enter text.

---

## Section 2: Applicant Eligibility Checklist

To be eligible for the Township of Malahide's Community Grants Program, your organization must meet all of the following criteria. Please review the list carefully and check "Yes" to confirm that your organization meets each criterion.

### Eligibility Criteria

1. Your organization is a non-profit or community group that is volunteer-driven and focuses on addressing community needs.
2. Your organization serves the local community and addresses local needs.
3. Your organization is in good financial standing, with no outstanding debts and full compliance with previous financial agreements.
4. Your organization practices inclusivity, ensuring that no one is excluded based on race, religion, or ethnic background.
5. Your organization is not a government agency.
6. The application is being submitted by a registered organization, not an individual.

**Please check the box below to confirm:**

**Yes, our organization meets all of the above eligibility criteria.**

## Section 3: Funding Uses and Restrictions

### Instructions:

Please review the following information about eligible uses of grant funding and the restrictions that apply. Ensure that your funding request aligns with these guidelines before proceeding.

<b>Eligible Uses of Funding</b>	<b>Funding Restrictions</b>
<b>Projects, Initiatives, or Events:</b> Time-bound projects designed to achieve specific objectives or outcomes.	<b>Retroactive Funding:</b> Expenses incurred before the application submission are not eligible.
<b>Operating Grants:</b> Day-to-day operational expenses, including staffing, utilities, and essential functions.	<b>Disaster Recovery</b> Funding for disaster recovery purposes is ineligible.
<b>Capital Grants:</b> Acquisition, construction, or improvement of long-term assets like buildings, infrastructure, or equipment.	<b>Political Advocacy:</b> Funds cannot be used for political advocacy, lobbying, or influencing government policies.
<b>Seed or Start-Up Funding:</b> Initial funding for new organizations or initiatives in early development stages.	<b>Uniforms or Travel for Sports Teams:</b> Requests for uniforms or travel expenses for sports teams are not eligible.
<b>User Fee Waivers or Reductions:</b> Waivers or reductions in fees for services or facilities, especially for public interest organizations.	<b>Flow-Through Funding:</b> Funding intended to be passed on to another organization or individual is not allowed.
	<b>Promotion of Religious Doctrine:</b> Funds cannot support activities promoting religious teachings, beliefs, or doctrines.
	<b>Discriminatory Activities:</b> Funds cannot support activities that discriminate based on race, gender, religion, etc.

### Acknowledgement:

I acknowledge that I have reviewed the eligible uses of funding and restrictions listed above and confirm that my funding request conforms with these criteria.

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## Section 4: Funding Request Details

### A) Project Funding Request

1. Please provide a detailed write-up that explains your funding request. Your explanation should include:
  - **Overview:** Describe the funding request, including the specific project, operation, or initiative for which you are seeking funds.
  - **Amount Requested:** \_\_\_\_\_
  - **Purpose:** Clarify exactly what the funds will be used for.

Click or tap here to enter text.

### B) Budget and Cost-Effectiveness

1. In a few sentences, explain why your initiative is cost-effective. Highlight key strategies, partnerships, or approaches that help you maximize the impact of the funds. Provide your explanation below:

Click or tap here to enter text.



2. Provide an overview of your funding request's projected budget, including a summary of prior year's budget and financial outcomes, if applicable. Applicants may choose to fill in their budget information using the tables below or, alternatively, attach a copy of their organization's budget to their application form.

<b>Expenses</b>			
<b>Category</b>	<b>Prior Budget</b>	<b>Prior Actual</b>	<b>Current Budget</b>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Total</b>	<b>Click or tap here to enter text.</b>	<b>Click or tap here to enter text.</b>	<b>Click or tap here to enter text.</b>

<b>Revenues</b>			
<b>Category</b>	<b>Prior Budget</b>	<b>Prior Actual</b>	<b>Current Budget</b>
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<b>Total</b>	<b>Click or tap here to enter text.</b>	<b>Click or tap here to enter text.</b>	<b>Click or tap here to enter text.</b>

## C) Financial Need

1. **Financial Need Summary:** Provide a brief explanation of why your organization needs this grant.

Click or tap here to enter text.

2. **Financial documentation:** Please attach your most recent financial statements or redacted bank statements that show current bank balances.

## D) Community Impact

1. Please provide a statement that outlines the anticipated impact of your project on the community. Include information on:
  - **Beneficiaries:** Who will benefit from the project?
  - **Long-Term Benefits:** Long-term benefits to the community.
  - **Community Engagement:** Efforts to engage the community through volunteerism, partnerships, or involvement.

Click or tap here to enter text.

## E) Feasibility & Organizational Capacity

1. Provide a statement that addresses the feasibility of your project, including:
  - **Timeline:** Describe the project's or initiative's timeline
  - **Organizational Experience:** Highlight your organization's experience with similar initiatives or projects.
  - **Key Achievements:** Discuss any significant outcomes or successes from previous projects that demonstrate your organization's ability to deliver results.

Click or tap here to enter text.

## F) Alignment with Township Priorities

1. Provide a statement explaining how your project or initiative aligns with any or all of the Township's Community Grants Program objectives including: enhancement of community services and programs, supporting non-profit community organizations, encouraging volunteerism and engagement, leveraging of community assets and partnerships, advancement of strategic plan objectives. Click the link below to access the Township's Strategic Plan.

[Click here to view the Township's Strategic Plan](#)

Click or tap here to enter text.

---

## Section 5: Terms and Conditions

1. **Accuracy of Information:** The applicant certifies that all information provided in this application is accurate and complete to the best of their knowledge. Any false statements or deliberate omissions may result in disqualification from the grant process or the revocation of funding.
2. **Legal History:** The applicant acknowledges and agrees to disclose any previous legal claims or disputes with the Township. If applicable, the nature and context of these claims will be reviewed and may affect eligibility.
3. **Compliance with Previous Grants:** The applicant certifies that they have complied with all terms and conditions of any previous grants received from the Township. Failure to comply with previous grant requirements may affect eligibility for new funding.
4. **Use of Funds:** The applicant agrees to use any awarded funds strictly for the purposes outlined in this application. Misuse of funds, including using them for non-approved expenses, may result in the requirement to repay the grant and potential disqualification from future funding opportunities.
5. **Reporting and Accountability:** The applicant agrees to provide any requested reports, financial statements, or other documentation to the Township as required.
6. **Public Disclosure:** The applicant consents to the public disclosure of their organization's name, the amount of funding awarded, and a brief description of the funded project.
7. **Review and Revocation:** The Township reserves the right to review, request additional information, or revoke funding if any of the terms and conditions are violated or if the project is not progressing as expected.
8. **Consent to Data Processing:** The applicant consents to the processing of their data by the Township for the purposes of reviewing and evaluating the grant application.

### Acknowledgement:

I have read and understood the terms and conditions of this grant application, and I agree to comply with them. I confirm that the information provided in this application is accurate and complete to the best of my knowledge.

---

## Section 6: Instructions for Submission

1. **Review Your Application:** Before submitting, ensure that all sections of the application have been completed accurately and thoroughly.
2. **Attach Required Documents:** Make sure to attach all necessary documents as outlined in the application. This includes financial statements or a redacted, current bank statement, or any other supporting materials.
3. **Submit Your Application:** Submit the completed application form along with any required attachments by the specified deadline. The Township's website states application deadlines each year.

Completed applications can be emailed to [Grants@malahide.ca](mailto:Grants@malahide.ca).

4. **Confirmation of Receipt:** Once your application is submitted, you will receive a confirmation of receipt. If you do not receive this confirmation within a one week period, please call the Township office at 519-773-5344 to make an inquiry.
5. **Follow-Up:** After submission, your application will be reviewed according to the Township's evaluation criteria as defined in its Community Grants Policy. You may be contacted for additional information or clarification. Please ensure your contact details are accurate.
6. **Response Timing:** All applicants will be notified of the decision regarding their funding requests near the beginning of the funding year. Successful applicants will receive detailed information about the allocation and next steps, while those not selected will be informed and encouraged to apply for future opportunities.

Thank you for taking the time to complete this grant application. We appreciate your commitment to making a positive impact in the community.

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# AMO Watchfile



## In This Issue

- Municipal leaders head to Ottawa for 2024 AMO Conference.
- Feedback on Accessible Built Environment Requirements.
- AMO Knowledge Exchange on Community & Supportive Housing Symposium.
- Plan your fall education schedule.
- AMO's Healthy Democracy Forum.
- LAS welcomes you to the AMO Conference.
- Municipal claims protection through Minimum Maintenance Standards.
- Substance Use Crisis Summit for elected officials.

## AMO Matters

[More than 2,500 participants](#) from hundreds of municipalities and organizations across Ontario will take part in the annual AMO Conference, August 18 to 21, at the Shaw Centre in Ottawa.

## Provincial Matters

The Design of Public Spaces Standards Development Committee seeks feedback on [initial recommendations](#) on proposed changes to the Accessible Built Environment Standards and the Ontario Building Code by August 24.

## Education Opportunities

The [AMO Knowledge Exchange on Community and Supportive Housing Symposium](#), October 1 - 2, will convene elected officials, municipal staff, federal and provincial representatives, Indigenous partners, and other sector partners for networking, knowledge sharing, and collaboration on how we can work together to advance community and supportive housing solutions in communities across Ontario. View full details and [register today](#).

AMO has released a number of its fall education workshops. Sign up today for a range of workshops including, communication skills, planning for and understanding cyber security, Indigenous cultural awareness and a number council leadership programs. [Click here](#) to see all opportunities.

Since 2022 AMO has been working on building a healthy and sustainable local democracy in Ontario. The [2024 Healthy Democracy Forum](#) is a 2 day working session, October 19 - 20, on a number of initiatives and strategies for municipalities to undertake. Join government officials, academics, community leaders and colleagues. Read more about AMO's [Healthy Democracy Project](#). The Forum is in partnership with Toronto Metropolitan University.

## LAS

LAS is excited to see you at the AMO Conference on Sunday. Stop by Booth #200 to say 'hi' and be sure to visit with [AMO/LAS and Canoe partners](#) in Partners' Row and around the tradeshow. We'll see you there!

[Explore the Minimum Maintenance Standards \(MMS\) for municipal highways](#) with leading experts Charles Painter and Brian Anderson. Gain practical knowledge, ask questions, and strengthen your municipal defense strategy.

## Municipal Wire\*

From September 5-7, the [Canadian Centre on Substance Use and Addiction](#) and the City of Timmins are hosting a summit for elected officials on the substance use crisis in small Canadian communities. To attend, please RSVP at [rsvp@ccsa.ca](mailto:rsvp@ccsa.ca).



August 22, 2024

### In This Issue

- 2024-2026 Board of Directors.
- Investments in mental health & addictions supports announcement at AMO Conference.
- The Regional Municipality of York receives municipal innovation award.
- Town of Midland receives municipal innovation award.
- City of Peterborough receives municipal innovation award.
- New Community Sport and Recreation Infrastructure Fund - apply now!
- Feedback on Accessible Built Environment Requirements.
- AMO Knowledge Exchange on Community & Supportive Housing Symposium.
- Plan your fall education schedule.
- AMO's Healthy Democracy Forum.
- Substance Use Crisis Summit for elected officials.
- Careers.

### AMO Matters

AMO is pleased to welcome its [2024-2026 AMO Board of Directors](#). In accordance with AMO By-law No. 1, elections occurred at the AMO Annual Conference, hosted by the City of Ottawa in August 2024.

At the 2024 AMO Conference in Ottawa, the Hon. Sylvia Jones, Minister of Health, [announced \\$378 million](#) to support 19 treatment and social support hubs for individuals with mental health and substance abuse challenges. Addressing the opioid crisis and the related homelessness crisis are key priorities for AMO and Ontario's 444 municipal governments.

The Peter J. Marshall Innovation Award jury presented its highest award to The Regional Municipality of York for its [automated transit facility inspection program with artificial intelligence](#).

The Peter J. Marshall Innovation Award jury presented its highest award to the Town of Midland for its project: [Leveraging AI for Enhanced Risk Assessments for Water and Wastewater Infrastructure](#).

The Peter J. Marshall Innovation Award jury presented its highest award to the City of Peterborough for addressing encampment through its [Modular Bridge Community Housing Project](#).

### Provincial Matters

Apply for Ontario's new [Community Sport and Recreation Infrastructure Fund](#) that will revitalize existing infrastructure and support new construction across the province. Email [CSRIF@ontario.ca](mailto:CSRIF@ontario.ca) to register for the webinar on August 27!

The Design of Public Spaces Standards Development Committee seeks feedback on [initial recommendations](#) on proposed changes to the Accessible Built Environment Standards and the Ontario Building Code by August 24.

### Education Opportunities

The [AMO Knowledge Exchange on Community and Supportive Housing Symposium](#), October 1 - 2, will convene elected officials, municipal staff, federal and provincial representatives, Indigenous partners, and other sector partners for networking, knowledge sharing, and collaboration on how we can work together to advance community and supportive housing solutions in communities across Ontario. View full details and [register today](#).

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Since 2022 AMO has been working on building a healthy and sustainable local democracy in Ontario. The [2024 Healthy Democracy Forum](#) is a 2 day working session, October 19 - 20, on a number of initiatives and strategies for municipalities to undertake. Join government officials, academics, community leaders and colleagues. Read more about AMO's [Healthy Democracy Project](#). The Forum is in partnership with Toronto Metropolitan University.

### **Municipal Wire\***

From September 5-7, the [Canadian Centre on Substance Use and Addiction](#) and the City of Timmins are hosting a summit for elected officials on the substance use crisis in small Canadian communities. To attend, please RSVP at [rsvp@ccsa.ca](mailto:rsvp@ccsa.ca).

### **Careers**

[Director of Council Services, Clerk - County of Brant](#). Closing date: August 26, 2024.

[Treasurer/Clerk - Township of Ignace](#). Closing date: September 15, 2024.

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### **About AMO**

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

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### **AMO Contacts**

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

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

[ONE Investment](#)

[Media Inquiries](#)

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

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August 29, 2024

### In This Issue

- Thank-you to everyone who made AMO125 a success!
- Launching Municipal Workforce Development Project Roadmap.
- Call for proposals on gender-based violence.
- Community Sport and Recreation Infrastructure Fund.
- AMO Knowledge Exchange on Community & Supportive Housing Symposium.
- Plan your fall education schedule.
- AMO's Healthy Democracy Forum.
- Canoe webinar: Accessible Facilities with RothIAMS.
- The Sewer and Water Line Warranty helped a Windsor homeowner.
- Blog: What is job order contracting?
- Foundations for a Municipal Investment Strategy training.
- McMaster Careers in Municipalities project.
- Substance Use Crisis Summit for elected officials.
- Blue Box Transition engagement session.
- Opportunity to help project researching future municipal energy needs.
- Careers.

### AMO Matters

Thank-you to everyone who made AMO125 a success! To a record number of delegates, exhibitors, sponsors, and media, thank-you for participating in the 2024 AMO Conference. To our outstanding speakers and panelists, thank-you for bringing your experience and your voice to important public policy discussions. To our partners at the province and TVO, thank-you for your remarkable contributions to the event. To our facilities, suppliers and production partners, thank-you for your professionalism and service. Thank-you for supporting AMO in its work on behalf of municipalities in every part of Ontario.

AMO encourages you to read AMO's Workforce Development [Project Roadmap](#) which identifies priority areas and future actions for AMO and its partners to support municipal employee recruitment and retention.

### Provincial Matters

The Ontario government is launching a [call for proposals](#) for new community-based projects that prevent and address gender-based violence. The deadline for proposals is October 11, 2024 at 5pm.

The Ontario government is accepting applications for its new \$200-million [Community Sport and Recreation Infrastructure Fund](#) that will revitalize existing infrastructure and support new construction across the province. Apply now!

### Education Opportunities

The [AMO Knowledge Exchange on Community and Supportive Housing Symposium](#), October 1 - 2, will convene elected officials, municipal staff, federal and provincial representatives, Indigenous partners, and other sector partners for networking, knowledge sharing, and collaboration on how we can work together to advance community and supportive housing solutions in communities across Ontario. View full details and [register today](#).

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awareness and a number council leadership programs. [Click here](#) to see all opportunities.

Since 2022 AMO has been working on building a healthy and sustainable local democracy in Ontario. The [2024 Healthy Democracy Forum](#) is a 2 day working session, October 19 - 20, on a number of initiatives and strategies for municipalities to undertake. Join government officials, academics, community leaders and colleagues. Read more about AMO's [Healthy Democracy Project](#). The Forum is in partnership with Toronto Metropolitan University.

### **LAS**

Today, more than ever, there is a growing need to make the built environment more accessible for people with disabilities. [Register now](#) for our webinar on September 12 with RothIAMS to learn more about eliminating barriers in municipal facilities. RothIAMS is an approved supplier through the [Canoe Procurement Group](#).

The LAS-endorsed Sewer and Water Line Warranty Program through SLWC came in handy for a Windsor homeowner who was challenged with a damaged sewer on her property. [Learn more about the warranty coverage](#) for the expensive repair and her experience.

For public sector owners, the traditional approach to engaging contractors is an extensive process. With public funds at stake, the sector could consider "Job Order Contracting". Read our [latest blog](#) to learn more.

Do you want to enhance your understanding of municipal investments? [This new on-demand training](#), which is perfect for municipal finance staff, will review the *Municipal Act* investment regulation, discuss current municipal finance challenges, and overview investment options available to the municipal sector.

### **Municipal Wire\***

If you have knowledge of full-time, ongoing roles in municipal work that might be relevant to students considering their career options, you are invited to participate in this [survey](#). Click [here](#) for more information on the project.

From September 5-7, the [Canadian Centre on Substance Use and Addiction](#) and the City of Timmins are hosting a summit for elected officials on the substance use crisis in small Canadian communities. To attend, please RSVP at [rsvp@ccsa.ca](mailto:rsvp@ccsa.ca).

Circular Materials and Waste to Resource Ontario invite municipal waste staff to meet on the transition. [Register here](#) for the September 26 10am-12pm event at the Toronto Fairmont Royal York.

Pollution Probe and QUEST Canada aim to talk for one hour with Ontario communities for an [OEB-funded project](#) to address your innovative energy needs. Register at [rkiro@pollutionprobe.org](mailto:rkiro@pollutionprobe.org) until September 16.

### **About AM**

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

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**The Corporation of the Township of Malahide  
Community Grant Committee Meeting  
August 14, 2024 – 11:00a.m.**

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Malahide Township Community Grant Committee met at the Malahide South Fire Station, at 7355 Imperial Road, Aylmer, at 11:00a.m. The following were present:

**Council:** Mayor D. Giguère and Councillor S. Lewis.

**Staff:** Director of Corporate Services A. Boylan, Community Relations and Economic Development Manager S. Tripp, and Clerk A. Adams.

**Absent:** Councillor R. Cerna.

**CALL TO ORDER:**

Councillor Lewis took the Chair and called the meeting to order at 11:01a.m.

**APPROVAL OF AGENDA:**

**Moved By: Dominique Giguère**

**Seconded By: Scott Lewis**

That the August 14, 2024 Community Grant Committee Meeting Agenda be approved as presented.

**Carried**

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

N/A

**ANNOUNCEMENTS:**

N/A

**ADOPTION OF MINUTES:**

N/A

**DELEGATIONS:**

N/A

**UNFINISHED BUSINESS:**

N/A

**NEW BUSINESS:**

- Guided Workshop – Developing Community Grant Policy

Chair Lewis stated that today's agenda focuses on starting the review of the community grant application process.

This review will help us identify opportunities for improvement and ensure that the application process is both efficient and effective for the upcoming grant cycle. Director Boylan, could you please lead us in this discussion.

Director Boylan, reviewed the structure of a potential new policy versus what the grant committee currently uses. The group discussion focused on a thorough examination of the current policies and processes in place. During this discussion, we explored the strengths and weaknesses of these existing frameworks and engaged in a collaborative brainstorming session to envision potential improvements.

Director Boylan will prepare a draft policy for the committee to review in the next meeting, based on our recent discussion. Any modifications or additions can be made during that meeting before the policy is presented to Council for review in its committee of the whole session.

**ADJOURNMENT:**

**Moved By: Dominique Giguère**  
**Seconded By: Scott Lewis**

THAT the Committee adjourn its meeting at 12:40p.m.

**Carried**

Original Signed By:

---

Chair – S. Lewis

Original Signed By:

---

Clerk – A. Adams



# Council Highlights

**Tuesday,  
August 13, 2024**

## In This Issue:

**Future in Motion: Elgin County's Transportation Master Plan Resumes with Updated Scope and Budget**

**Business Retention and Expansion Program: Final Report and Action Plan Endorsed**

**Emergency Management Act: Potential Changes and Impacts**

**Terrace Lodge Pool Reopens: New Agreement with YWCA Enhances Community Access**



## **Future in Motion: Elgin County's Transportation Master Plan Resumes with Updated Scope and Budget**

The Elgin County Transportation Master Plan (TMP), initially started in March 2021, is set to resume after being paused in summer 2022 due to major regional developments. Significant progress was made prior to the pause, but recent changes in local growth and development necessitate updates to the plan.

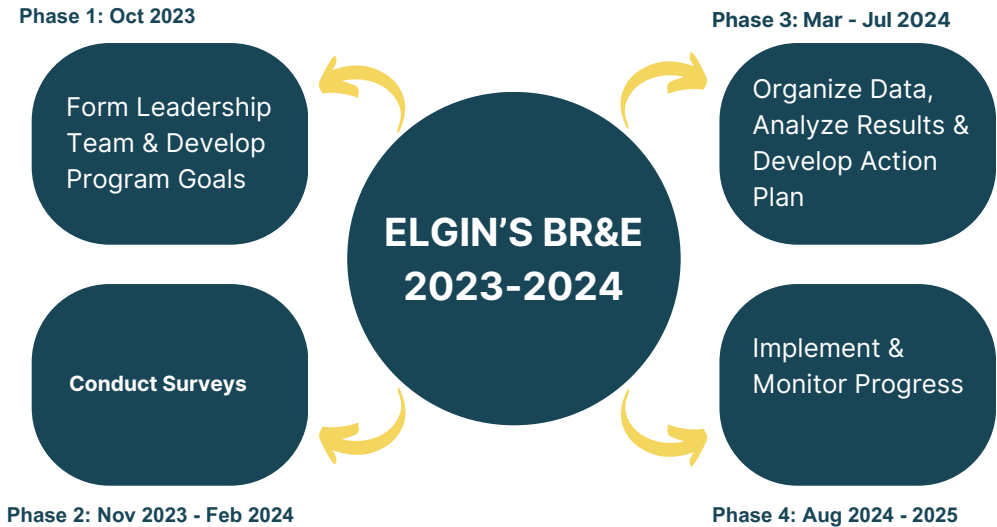
The Director of Engineering Services has recommended approving a Scope Change Order from Arcadis Professional Services (Canada) Inc. for an additional \$109,641 (plus HST) to update the TMP with the latest data and projections. The project, originally budgeted at \$234,826, will now require an additional \$75,000, which will be included in the 2025 Capital Budget. The updated TMP will address new growth impacts and prepare Elgin County for future development, with completion expected by July 2025.

The updated plan will include revisions based on the latest population projections, transportation network needs, and regional growth. By integrating new data and stakeholder input, the TMP will guide Elgin County's transportation infrastructure development, ensuring it meets the needs of the community well into the future.

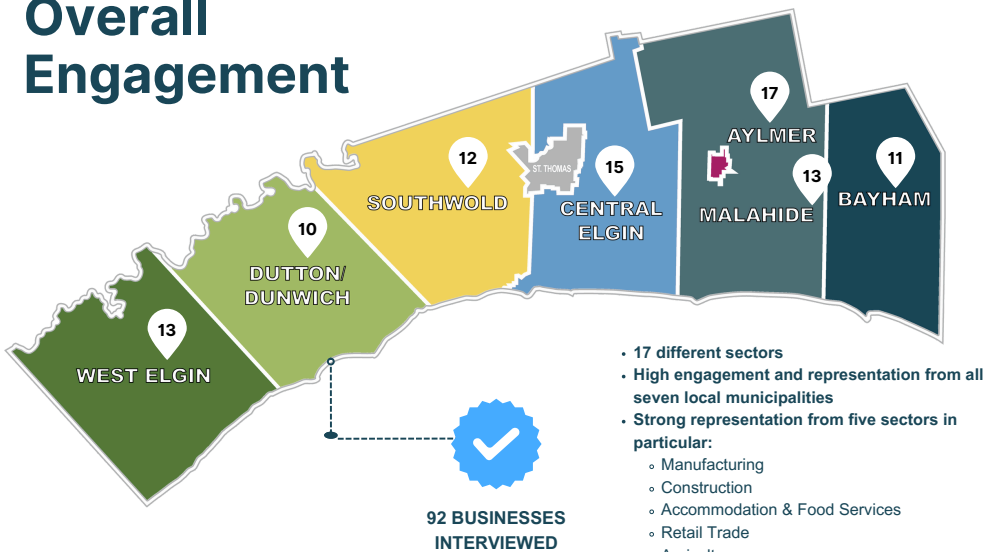
## Business Retention and Expansion Program: Final Report and Action Plan Endorsed

Council endorsed the final report and action plan for the 2024 Business Retention and Expansion Program (BR&E). The action plan was developed following extensive interviews with 92 local businesses. The report, developed with input from all seven Local Municipal Partners, identifies key issues such as housing shortages, lack of serviced land, and challenges with the development permit process. Despite these challenges, businesses generally view Elgin County positively but seek improvements in communication and transparency.

The action plan aims to address these concerns by enhancing business engagement, improving communication, and providing clearer guidance on development processes. The plan will be shared with Local Municipal Councils and posted online, with ongoing updates to support and strengthen the local business environment.



### Overall Engagement



## Emergency Management Act: Potential Changes and Impacts

Council received a report from the Manager of Emergency Management & Elgin-Middlesex Regional Fire School, providing feedback on the proposed modernization of the Emergency Management and Civil Protection Act (EMCPA). The report outlined key focus areas for modernization, including enhancing coordination, improving the quality of emergency management programs, and fostering collaboration with First Nations communities. While the potential financial and operational impacts on municipalities remain unclear, this modernization exercise has the potential to improve emergency management practices across the province. Council members were encouraged to submit feedback to the Elgin County Emergency Management Department or directly to Emergency Management Ontario.

## Terrace Lodge Pool Reopens: New Agreement with YWCA Enhances Community Access

Council has approved a one-year agreement with YWCA St. Thomas-Elgin for the use of the Terrace Lodge pool, effective September 1, 2024. The pool, which had been closed for renovations and maintenance since the onset of the COVID-19 pandemic, is now ready for community use. The renovations include updated change rooms and pool maintenance training for staff.

The Terrace Lodge pool, previously utilized by the YWCA for community aquatic programs and by the Elgin-St. Thomas Life After Stroke Adult Day Program for therapy, will resume operations with a 2% increase in rental fees. The new agreement includes updates to safety procedures, insurance requirements, and cost recovery measures. This agreement supports community health, wellness, and water safety programs.



For the complete **August 13, 2024 Agenda Package**, please visit the following link:  
[County Council Agenda Package](#)

## Thank you for your support.

For more information about the Elgin County BR+E Program and this report, please contact:

### Elgin County Economic Development & Tourism

Address: 450 Sunset Drive, St Thomas, ON

Phone: (519) 631-1460

Email: [economicdevelopment@elgin.ca](mailto:economicdevelopment@elgin.ca)


Website: [www.elgin.ca](http://www.elgin.ca)



# 2024 Business Retention & Expansion Program Report

Prepared By:

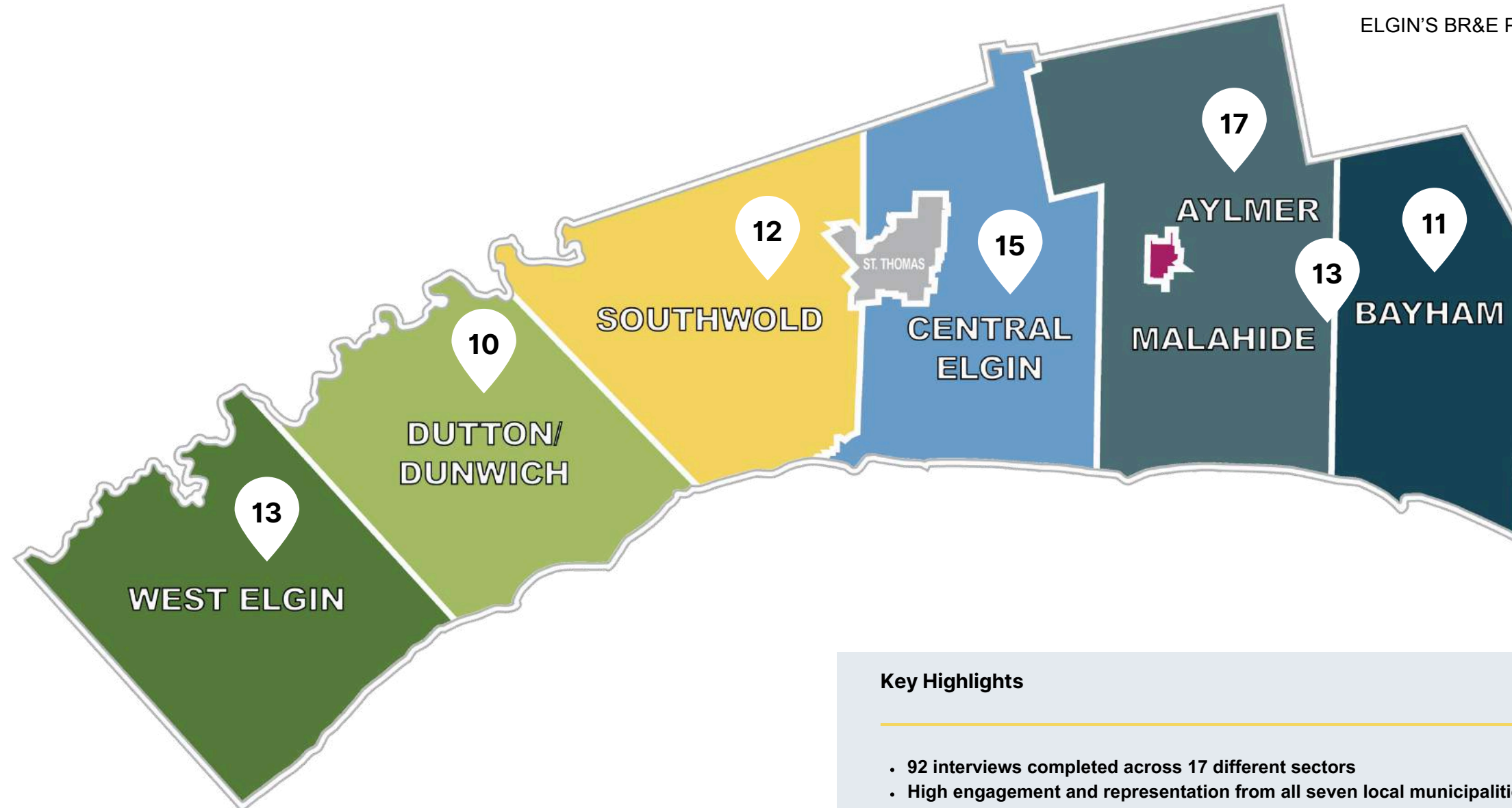
**The County of Elgin  
Economic Development  
& Tourism**

 (519) 631-1460

 [economicdevelopment@elgin.ca](mailto:economicdevelopment@elgin.ca)

 [www.elgincounty.ca](http://www.elgincounty.ca)





## Executive Summary

The County of Elgin's Business Retention and Expansion (BR&E) Program, initiated by the Economic Development Department, aims to support local businesses in preparation for expected regional growth. The program interviewed 92 businesses across various sectors to gather insights on their needs, challenges, and opportunities. This report outlines the findings from the program's first round, conducted from November 2023 to February 2024, and presents the priorities identified by the leadership team, along with an action plan to promote a thriving business environment.

### Key Highlights

- 92 interviews completed across 17 different sectors
- High engagement and representation from all seven local municipalities
- Strong representation from five sectors in particular:
  - Manufacturing
  - Construction
  - Accommodation & Food Services
  - Retail Trade
  - Agriculture
- Identification of key areas for improvement, including housing, serviced land, workforce development, and municipal support.
- Comprehensive action plan to address identified challenges and opportunities for support business growth.



manufacturing

17.39%



construction

13.04%



accommodation & food

13.04%



retail trade

13.04%



agriculture

10.87%

# Table of Contents

Introduction **1**

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Program Overview **2**

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Key Findings **3**

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Recommended Action Plan **4**

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Conclusion **5**

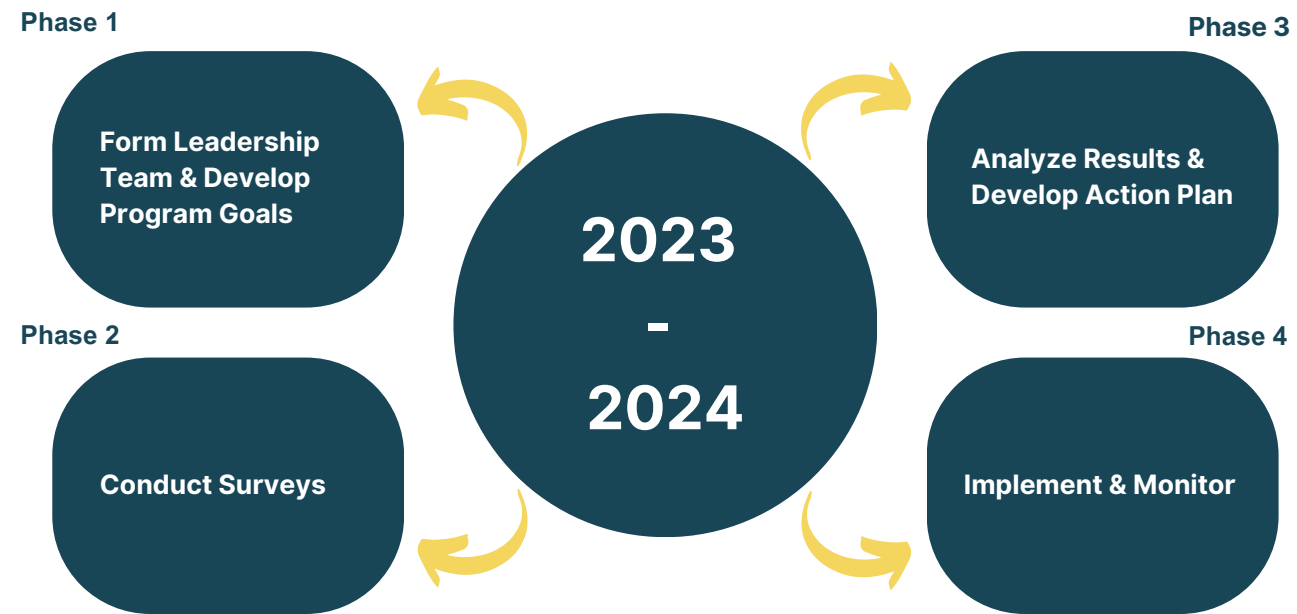
**Report Objective:** Highlight key findings, future goals, and a recommended action plan based on insights gathered through Elgin's 2023-2024 BR&E program.

# 1. Introduction

Organized desktop in a model home in Aylmer, ON, 2023. (Andrew Wyton).

## Elgin's BR+E Program

The Elgin County Business Retention and Expansion (BR&E) Program, initiated by Elgin County Economic Development, aims to support existing local businesses in anticipation of regional growth. The program focuses on understanding the needs and challenges of local businesses through confidential interview surveys. By strengthening relationships and fostering collaboration, the BR&E program aims to create a thriving business environment that can attract further investment and support sustainable economic development.



Owner of Latimer's Equipment Repair Co Inc. standing in front of new expansion, Jan 2024. (Abigail Moore)

### Why BR&E?

- Support our local business community.
- Strengthen relationship with existing businesses.
- Establish an early warning system.
- Improve community's self-awareness.



92 INTERVIEWS COMPLETED

Deputy Mayor Justin Pennings standing with owners of Nature;s Oasis, Apr 2024. (Abigail Moore)



# Vision

A thriving region where businesses feel connected, engaged, and empowered to grow and innovate, fostering a deep sense of community pride.

# 2. Program Overview

## How It Works

The BR&E Program is a proactive approach to understanding, supporting, and enhancing the local business landscape. Through one-on-one interviews and data analysis, the program collects vital business information, identifies common challenges, and develops targeted strategies to address them. These interviews, conducted across various sectors in each municipality, form the basis for strategic initiatives aimed at fostering sustainable economic development in Elgin County over the next decade.

## Goals

### Short-Term:

- Strengthen relationships with existing businesses.
- Provide accessible and streamlined support.
- Collect vital business and market data.
- Identify strengths and weaknesses.
- Develop and implement a tailored action plan.

### Long-Term:

- Address immediate concerns.
- Foster sustainable development and job creation.
- Increase competitiveness of existing businesses.

## Engagement Summary

### Surveys Conducted:

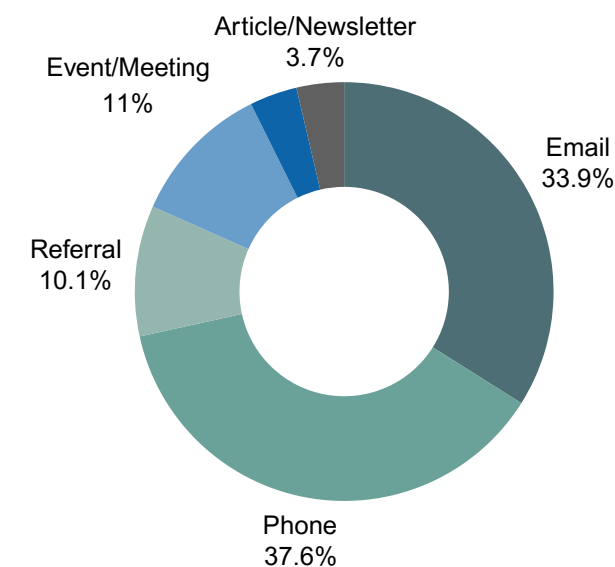
- 92 surveys across 7 local municipalities, ensuring representation from each community.

### Engagement Tools:

- 72% of participants learned about the program by phone (38%) or email (34%).

### Key Sectors Engaged

- Manufacturing (16), Accommodation and Food Services (13), Retail Trade (13), Construction (13), Agriculture, Forestry, Fishing, and Hunting (11)



manufacturing

17.39%



construction

13.04%



accommodation & food

13.04%



retail trade

13.04%



agriculture

10.87%

## The Leadership Team

A leadership team, comprised of representatives from all seven of our local member municipalities, was formed to ensure that every community in Elgin County benefits from the BR&E program. This team played a crucial role in voicing the unique needs and perspectives of each community. The department engaged with the leadership in three comprehensive meetings, focused on the development, implementation, and monitoring of the program. These collaborative efforts ensure the program's success and sustainability across all areas.



Ed Ketchabaw, Mayor,  
Municipality of Bayham



Thomas Thayer, CAO,  
Municipality of Bayham



Nathan Dias, CAO,  
Township of Malahide



Steven Tripp, Manager,  
Community Relations &  
Economic Development,  
Township of Malahide



Andy Grozelle, CAO,  
Town of Aylmer



Robin Greenall, CAO,  
Municipality of Central Elgin



Lisa Higgs, CAO,  
Township of Southwold



Justin Pennings, Chair,  
Southwold Economic  
Development  
Committee



Tracy Johnson, CAO  
& Treasurer,  
Municipality of Dutton  
Dunwich



Henry Dryfhout,  
Chair, Dutton  
Dunwich Economic  
Development  
Committee



Magda Badura, CAO  
& Treasurer,  
Municipality of West  
Elgin



Village of Port Stanley, 2023. (Andrew Wyton).



# 3. Key Findings



Owner of Dogs on 3 petting dog, 2024. (Andrew Wyton).

Business Profile

1

Business Climate

2

Workforce Dynamics

3

Future Plans

4

Community  
Development

5



1



#### Business Ownership and Location:

- 95% of participating businesses are locally owned.
- 77% operate from a single location.

#### Years in Business and Size:

- 73% have been operating for at least three years.
- 91% have been operating for less than 50 years.
- 87% employ fewer than 50 individuals.

#### Primary Market:

- 84% primarily serve Southwestern Ontario, within a 1.5-hour radius.

#### Sales Performance:

- 62% generate over \$500,000 in annual sales.

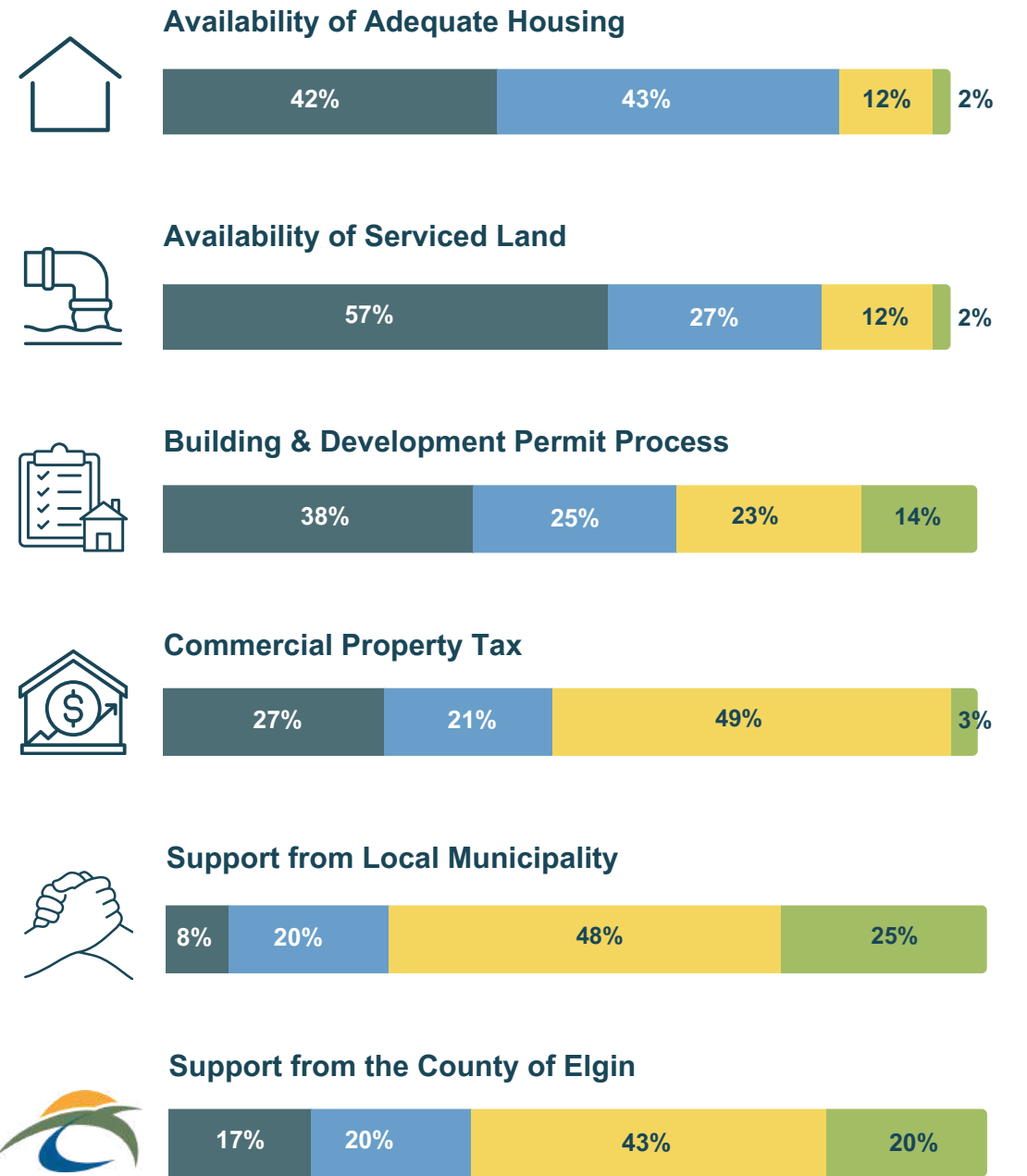


Owner of Mama Cathy's Pizzeria holding a pizza box, 2024. (Abigail Moore)

Please rate the following factors of doing business in the community:



# 2 Business Climate





## Availability of Adequate Housing

- N/A: 42%
- Poor: 43%
- Good: 12%
- Excellent: 2%

The data indicates a significant concern about the availability of adequate housing, with 43% rating it as poor and only 12% as good. This is corroborated by the qualitative feedback provided by businesses.

"There's a real lack of housing options here, especially for seniors. It's heartbreaking to see them unable to stay in the area as they age."

"There is a lack of affordable homes and rentals. With that said, even if they were available, the area still lacks the amenities needed to attract and retain employees."

"Many workers from local factories have to commute because there's not enough housing nearby. It creates a lot of stress and inconvenience for them."

"Many employees have to move to London or other nearby cities due to the lack of housing options here. It's frustrating for those who want to stay local."

"There is a severe lack of affordable housing and rental units. Rentals are nearly impossible to find, and purchasing a home is not affordable at all."



Drone footage of development in the Township of Southwold, 2023. (Andrew Wyton).

# 2

## Business Climate

### Key Themes

#### 1) General Lack of Housing

- Scarcity of housing options, especially for seniors and factory workers, forces many workers to commute from distant locations, creating stress and inefficiency.

#### 2) Affordability Issues

- High rental prices and the cost of purchasing homes are significant barriers. High infrastructure costs exacerbate these issues, making new developments financially unfeasible.

#### 3) Impact on Workforce

- Lack of affordable housing negatively impacts businesses' ability to attract and retain employees, leading some businesses to invest in housing solutions themselves. Limited rental options further exacerbate this issue.

Addressing housing challenges is crucial for supporting local businesses and ensuring economic growth. Solutions might include incentivizing affordable housing development, improving infrastructure to reduce development costs, and creating policies that support a diverse range of housing needs.



## Availability of Serviced Land

- N/A: 52%
- Poor: 25%
- Good: 13%
- Excellent: 2%

The data indicates significant concern about the availability of serviced land, with 25% rating it as poor and only 13% as good.

"There are limitations for expanding on my current property. I don't think I'd be able to find other affordable serviced land."

"It would be difficult for me to find land to build or expand on. There's not much available on the market right now, and what is available is expensive."

"There's no business park, and landowners are holding off on making land available."

"I won't expand my farm operations here because the land is in demand for industrial development."

"Land is available, but not affordable."

"if I want to expand, I would need to move to St. Thomas."

"I looked everywhere, but ended up having to service the land I already owned."

"It's not an issue for me because I own the land, but servicing it—like getting natural gas—can be a challenge since it's available only at a high cost."



Drone footage of Amazon Plan parking lot in Township of Southwold, 2023. (Andrew Wyton).

# 2

## Business Climate

### Key Themes

#### 1) General Lack of Serviced Land

- Many businesses find it challenging to locate land equipped with necessary utilities, making expansion difficult.

#### 2) Affordability Issues

- Even when serviced land is available, it is often unaffordable, posing a significant barrier for businesses looking to expand.

#### 3) Impact on Expansion Plans

- The lack of affordable and available serviced land negatively impacts businesses' ability to expand, forcing some to consider relocating to nearby areas like St. Thomas.

#### 4) Specific Needs and Challenges

- Servicing existing land can be a challenge due to high costs, and there are issues with internet connectivity.

Addressing these challenges is crucial for supporting local businesses and ensuring economic growth. Solutions might include incentivizing the development of serviced land, improving infrastructure to reduce development costs, and creating policies that streamline the process of securing and developing land.



## Development & Building Permit Process

- N/A: 40%
- Poor: 30%
- Good: 10%
- Excellent: 5%

The data suggests significant dissatisfaction with the building and development permit process, with 30% rating it as poor and only 10% as good.

"The municipality's website is confusing and difficult to navigate. It adds to the frustration."

"I received inadequate and vague information from the building inspector regarding installing a new hood range. It was very frustrating."

"With my most recent expansion, I encountered more red tape than ever before."

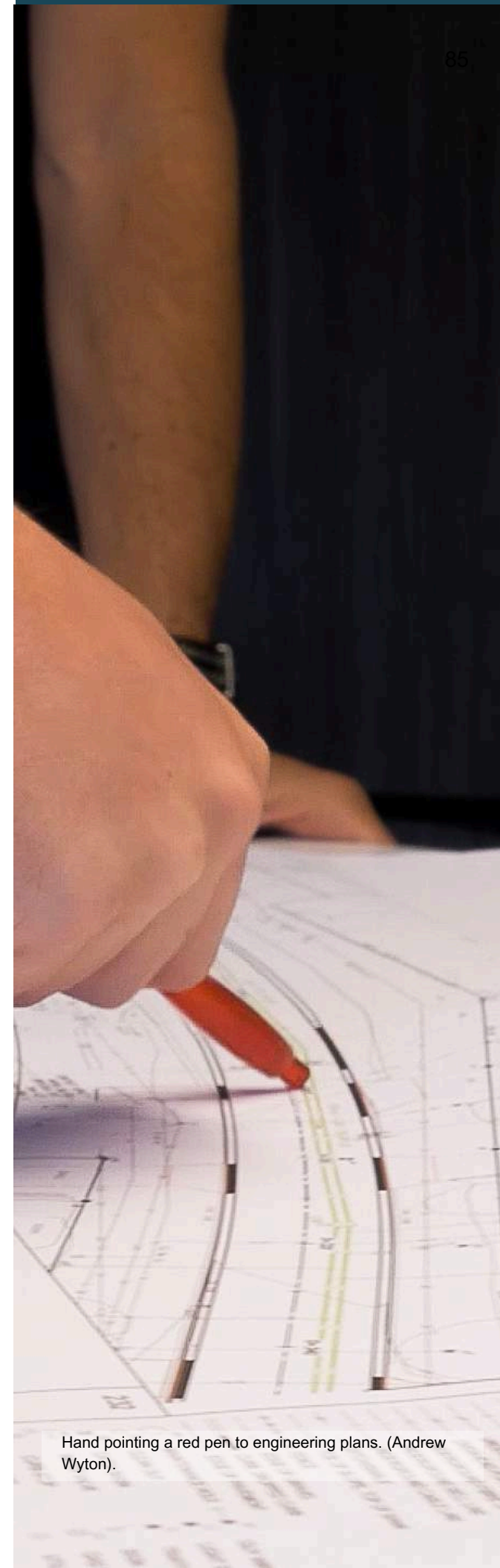
"It has become a lot more complicated and time-consuming compared to a few years ago when I last expanded."

"It was difficult, time-consuming, and costly."

"I am very dissatisfied with the customer service and the high development charges."

"The planning department can be misleading at times. It can be difficult to get confident and straightforward answers from them."

"It took a long time to get the process started, but everything went well once I finally received the permit."



Hand pointing a red pen to engineering plans. (Andrew Wyton).

# 2

## Business Climate

### Key Themes

#### 1) Bureaucratic Delays and Red Tape

- Many businesses reported increased bureaucracy, slow service, and scheduling challenges for inspections.

#### 2) Inadequate Information and Communication

- Several businesses received vague or inadequate information from building inspectors and faced poor communication from the County.

#### 3) Costly and Onerous Requirements

- Some businesses mentioned that high development charges and stringent zoning regulations restrict innovation and expansion.

Improving the building and development permit process is essential for business satisfaction and economic growth. Potential solutions include streamlining the permit process, improving communication and support from planning authorities, reducing unnecessary red tape, and providing clearer guidelines and online resources for businesses.



## Commercial Property Taxes

- N/A: 27%
- Poor: 21%
- Good: 49%
- Excellent: 3%

While there is general satisfaction with commercial property taxes, there is clear room for improvement with 21% rating it as poor and only 3% as excellent.

"Low taxes attract people to this area."

"High for limited services in return."

"Businesses should be allowed at least the same garbage collection and recycling as residential properties."

"No issue with the current rate; would pay more for improved services."

"Very high considering we are on well and septic."

"Very high considering we don't receive any services."

"It's frustrating that businesses receive the same number of garbage tags as one household despite paying more in taxes."

"Very expensive considering the limited services provided (garbage, mail, and roads). Businesses only receive two sets of tags, which is not enough."

"High considering the economic benefit our business brings to the community."

"Municipalities should view taxpayers as customers and regularly seek feedback from them."



Farmers Market. (Unknown).

# 2

## Business Climate

### Key Themes

- **High Tax Rates with Limited Services:**
  - Some businesses feel that property taxes are high, especially considering the limited services provided in return.
- **Assessment Issues:**
  - Several businesses experienced significant increases in their property taxes due to reassessments by MPAC, often without corresponding service improvements.
- **Infrastructure and Service Needs:**
  - Improved infrastructure, such as sewage systems and better road maintenance, is a recurring need. Flooding and drainage issues also need attention.

The survey data revealed that businesses are generally satisfied with commercial property taxes. The primary reasons for poor ratings included limited and/or inadequate infrastructure and services, additional costs incurred from delays with the building and development permit process, and lack of engagement with businesses. Addressing these concerns involves improving service delivery, providing better infrastructure, ensuring fair tax assessments, enhancing customer service, and actively engaging with businesses to understand and meet their needs. Implementing these improvements could lead to greater business satisfaction and economic growth in the region.



## Support from Local Municipality

- **N/A: 8%**
- **Poor: 20%**
- **Good: 48%**
- **Excellent: 25%**

The data shows a generally positive perception of support from local municipalities, with nearly half (48%) rating it as good and a quarter (25%) rating it as excellent. However, there is still a notable portion (20%) that rates the support as poor.

"They listen well and provide proactive and supportive assistance. Staff were excellent in addressing recent concerns."

"Fire Chief is excellent. Timely, personable, and goes the extra mile in helping find solutions."

"Office staff are friendly and helpful, but more effort is needed to get fiber internet."

"Lack of information regarding VW situation and airport expansion. Poor communication from Council."

"Supportive during COVID-19, but zoning amendments were costly and time-consuming."

"Poor planning and communication with businesses regarding upcoming projects and development."



Owner of Kettle Creek Landscaping standing in front of establishment doors, Jan 2023. (Abigail Moore).

# 2

## Business Climate

### Key Themes

#### 1) Poor Communication and Transparency

- Businesses expressed frustration with the lack of information and transparency regarding local developments and zoning changes.

#### 2) Inconsistent Support

- Some businesses felt neglected or unsupported in their efforts to expand or resolve issues.

#### 3) Positive Interactions with Staff

- Many businesses highlighted positive interactions with municipal staff, noting their helpfulness and supportiveness.

#### 4) Need for Better Infrastructure and Services

- Improved infrastructure, especially internet connectivity, is crucial for business operations.

Enhancing communication, increasing outreach, and promoting all regions equally can help address some of the concerns raised. Ensuring consistency in support and improving infrastructure are key areas for improvement.



## Support from the County of Elgin

- N/A: 17%
- Poor: 20%
- Good: 43%
- Excellent: 20%

The feedback on support from the County of Elgin reflects a generally positive sentiment, with 63% of businesses rating the support as good or excellent. However, a significant portion (20%) rated it as poor, indicating areas for improvement.

## Key Themes

### 1) Challenges with Permits and Processes

- Difficulties in obtaining permits for projects on County roads were mentioned.

### 2) Desire for More Outreach

- Many businesses expressed a desire for more direct outreach and proactive communication from the County.

### 3) Positive Feedback on Elgincentives Program

- The Elgincentives program received significant praise for its support and positive impact on businesses.

### 4) Need for Better Promotion and Support:

- Some businesses felt that certain areas, like Port Burwell, are neglected compared to others like Port Stanley.

While the County of Elgin is generally perceived positively, enhancing communication, increasing outreach, and promoting all regions equally can help address some of the concerns raised. Similar efforts to Elgincentives could further strengthen the relationship between the County and local businesses.

"Everyone has been great to work with and very accommodating of requests."

"Limited engagement, but this program seems like a good start. It's nice to know businesses are being taken seriously."

"We appreciate when the County purchases locally and hope they continue to support local businesses."

"Obtaining permits for projects on County roads can be challenging. Some requirements are expensive and seem unnecessary."

"Support has been good, but we would appreciate more direct outreach."

"Excellent programs like Elgincentives, but priority seems to be on Central and East Elgin."

"We appreciate the Elgincentives program, tourism operator event, and promotion online and in printed materials."

"Good programs, partner organizations (SBEC and EBRC), and events. Elgincentives and the Starter Company Plus grants have been helpful for completing small projects."

"Good, but could use more general support to tap into the local labour market."

"COVID was tough, but this meeting is great. Tourism is also great, but we could use more networking opportunities and coordinated initiatives (like farm tours)."

"Received great support throughout Elgincentives."

"Great advertising and access to grants. Contact is personal and positive. Willing to go above and beyond to help."

"Challenging to find information on grants and funding."

"Needs to do better at promoting the importance/impacts of supporting local."

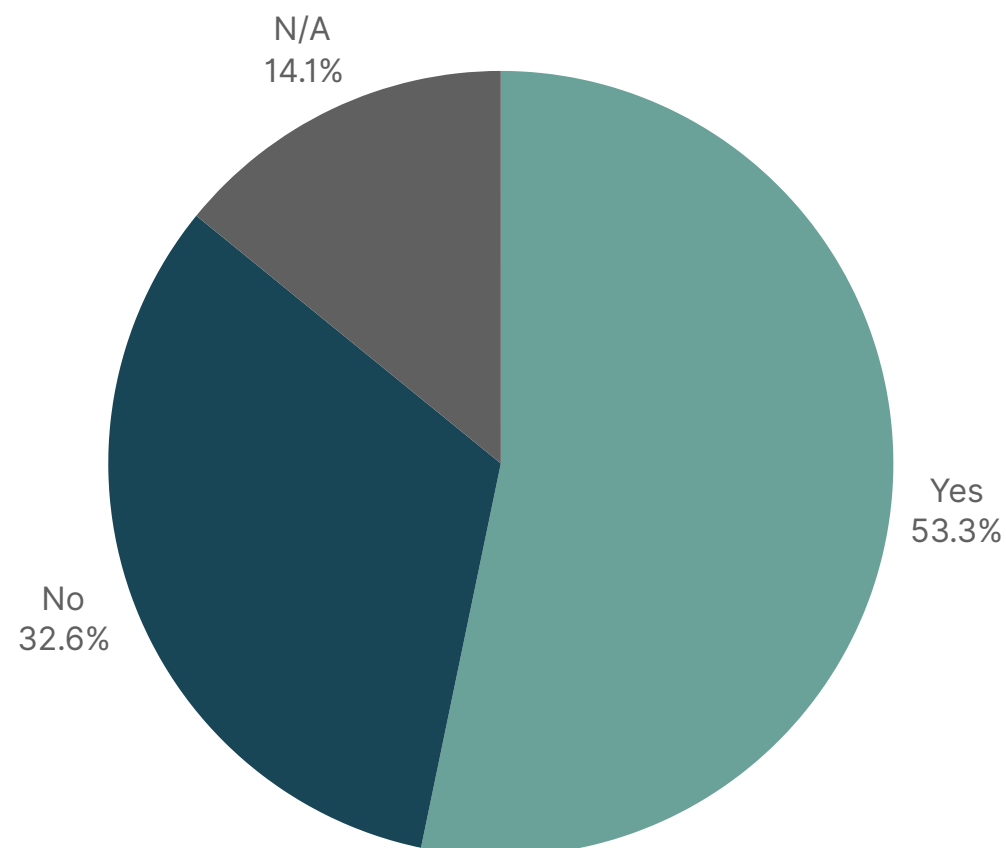
"Tourism has been great - we appreciate that they have taken the time to come out and see us."

"Unaware of the County's services; could benefit from a more significant presence and communication."

"Has appreciated help promoting events but it would be nice if there was more outreach. It's been difficult to become known in the community."



## Does your business face any challenges with hiring?



A significant portion of businesses (53.26%) face challenges with hiring. The main reasons for these challenges include a lack of applicants, inadequate skills and training, and insufficient relevant experience among candidates.

## Top Reasons for Hiring Challenges

### 1) Lack of Appropriate Skills and Training: 29%

- Common roles struggling with this issue include kitchen staff, sales, management, automotive technicians, healthcare professionals, equipment operators, and skilled trades.

### 2) Other: 29%

- Issues such as remote locations, seasonal work, and high competition for skilled workers also contribute to hiring difficulties.
  - Remote locations are a significant barrier, making it difficult to attract talent for general labor, skilled trades, and office positions.
  - Seasonal work leads to fluctuating availability of workers.
  - Competition for skilled workers affects positions such as mechanics, welders, and engineers, making it harder for businesses to fill these roles.

### 3) Too Few Applicants: 28%

- Some businesses report a lack of applicants across various positions.

### 4) Lack of Relevant Experience: 15%

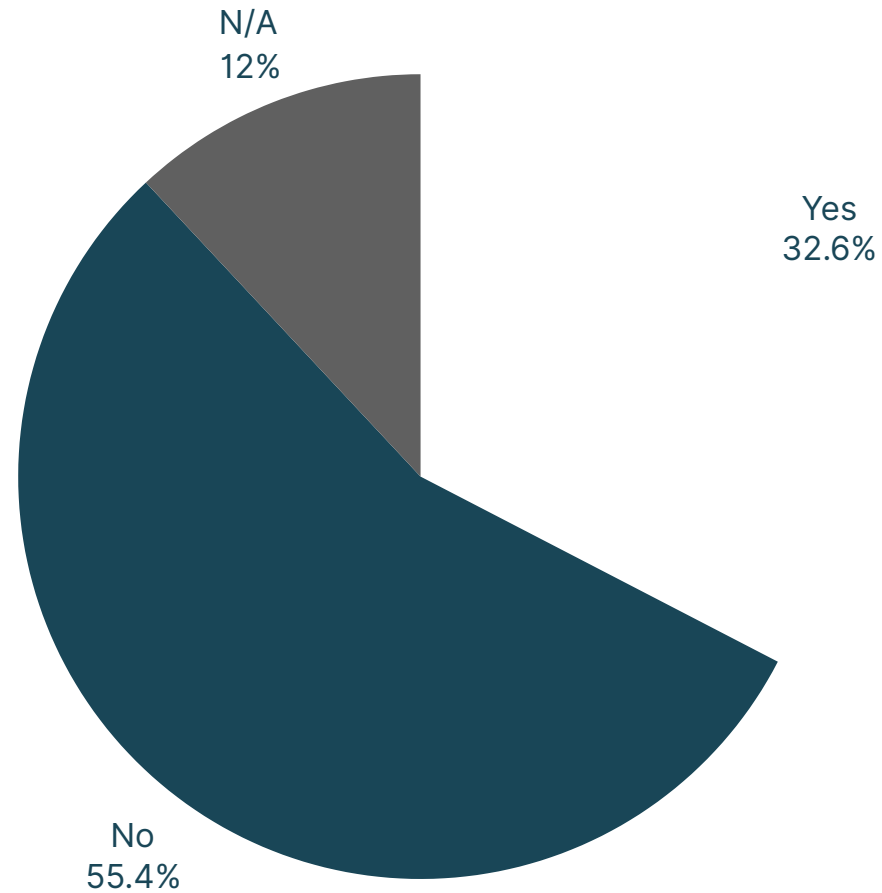
- This is particularly problematic for positions requiring specific technical skills or industry knowledge.

#### Sector-Specific Hiring Challenges

Manufacturing: 75%  
 Agriculture, Forestry, Fishing, and Hunting: 70%  
 Retail Trade: 58%  
 Construction: 75%  
 Accommodation and Food Services: 75%

These sectors report high rates of hiring challenges, indicating industry-specific issues such as skill shortages and competition for qualified candidates.

### Does your business face any challenges with retention?



Retention is a challenge for 32.61% of businesses, with key reasons including wages, seasonal factors, competition, and other unspecified issues.



# 3

## Workforce Dynamics

### Top Reasons for Retention Challenges

#### 1) Other: 44%

- Factors such as long commutes, poor work ethic, and lack of basic skills also play a role in retention difficulties.

#### 2) Wages: 22%

- Low wages and non-competitive compensation packages are significant factors leading to high turnover.

#### 3) Seasonal: 18%

- Seasonal work, which offers less stability, contributes to retention issues.

#### 4) Competition: 16%

- High competition for workers impacts retention, especially in roles requiring specific skills.

### Sector-Specific Retention Challenges

- Manufacturing: 50%
- Agriculture, Forestry, Fishing, and Hunting: 40%
- Retail Trade: 33.33%
- Construction: 25%
- Accommodation and Food Services: 25%

Manufacturing and agriculture sectors report higher retention challenges compared to other sectors, highlighting industry-specific retention issues such as wage competition and seasonal work patterns.

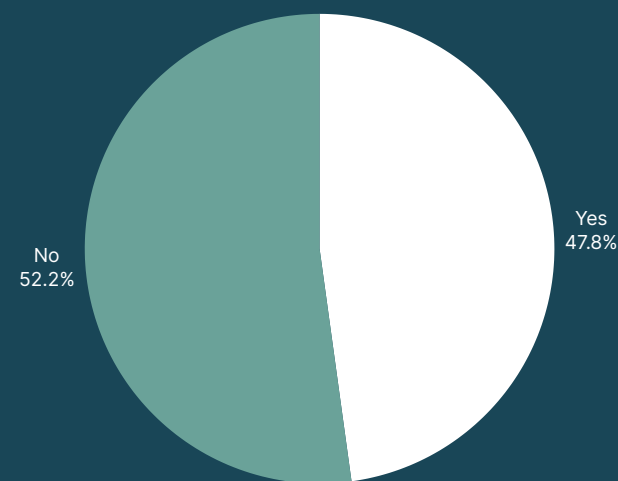


Owner of Mancari's Pizza & Restaurant, celebrating 30 years in business Feb 2024. (Abigail Moore).

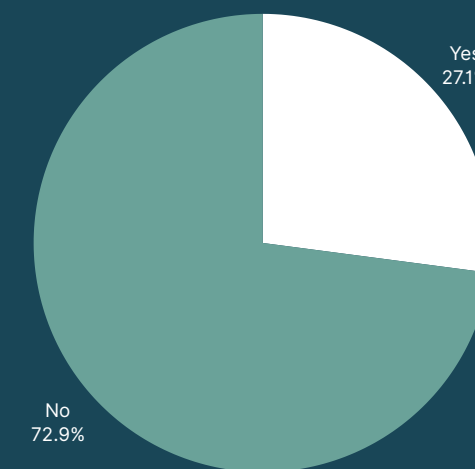
# 3

## Workforce Dynamics

Does your business participate in any co-op, internship, or apprenticeship opportunities?



If no, would you be interested in learning more?



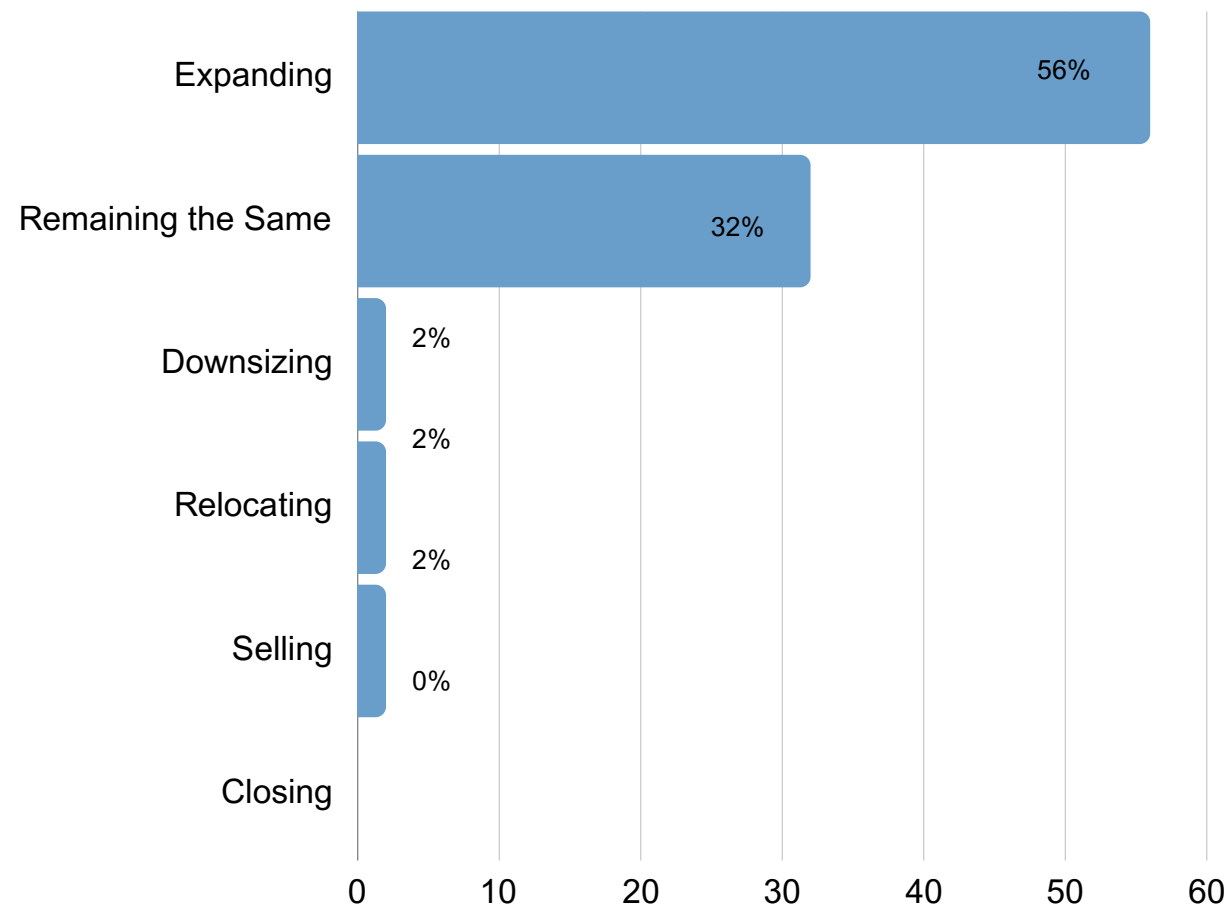
While nearly half of the businesses participate in co-op, internship, or apprenticeship programs, there is still a significant portion that does not. Among those not participating, 27% expressed interest in learning more about these programs.

Workforce dynamics in the region are significantly impacted by hiring and retention challenges. A major issue is the lack of applicants and appropriate skills, compounded by remote locations and high competition for skilled workers. Retention issues are driven by low wages, seasonal work, and competition. Addressing these challenges requires improving local training programs, enhancing wages and benefits, and promoting the region to attract a larger workforce. Additionally, increasing participation in co-op and apprenticeship programs could help bridge skill gaps and improve both hiring and retention rates.

4

61% of participants plan on expanding within the next two years.

### WHAT ARE PARTICIPANTS PLANNING WITHIN THE NEXT TWO YEARS?



A significant majority of businesses are planning to expand within the next two years, indicating optimism and potential growth in the local economy. However, challenges related to housing, serviced land, public support, and workforce dynamics need to be addressed to support this expansion.



Two staff in boardroom examining drawings, 2024. (Andrew Wyton).

## Community Development

The data shows a generally positive perception of support from local municipalities, with nearly half (48%) rating it as good and a quarter (25%) rating it as excellent. However, there is still a notable portion (20%) that rates the support as poor. This is corroborated by the qualitative feedback provided by businesses:



5

## Community Development

### Desired Changes for Improvement

#### Improved Cell Service:

"Impacts operations on a daily basis, although it hasn't been detrimental yet."

#### Better Accommodation and Hotels:

"Elevated lodging would be great for visiting employees, vendors, and potential clients."

#### Increased Communication and Transparency:

"More opportunities to participate in marketing initiatives."

#### Grants to Build Skills and Capabilities:

"Support would allow me to offer new services, explore fresh ideas, and potentially restart my business concepts."

#### Attractive and Welcoming Communities:

"Focus on supporting businesses and public spaces that make a community nice to live in."

#### Simple Welcome Package for New Businesses:

"A single point of contact would make the process of setting up much smoother."

#### Maintaining Community Charm:

"Port Stanley is a good example of how to grow while maintaining charm."

#### Reduced Bureaucracy:

"People are frustrated by the permit process."

#### Increased Marketing Efforts:

"Seasonal booklets promoting activities in West Elgin during spring/summer and fall/winter."

#### Promotion of Rural Businesses:

"Connecting and making the drive seem worth it to attract more customers."

Businesses want improved communication, transparency, support for local businesses, better infrastructure, simplified processes, effective promotion and marketing, and increased community engagement and events to improve the business environment.

# Recommended Action Plan



Three children running in golden hour, 2023. (Andrew Wyton)

**THEME  
1**

**Foundation and Immediate Improvements**

**THEME  
2**

**Enhancing Community and Business Support**

**THEME  
3**

**Expanding Services and Community Amenities**

**THEME  
4**

**Long-Term Growth and Sustainability**

# THEME 1

## Foundation and Immediate Improvements



Three people in hard hats looking over a plan. (Unknown).

### Action #1: Conduct Community Improvement Plan (CIP) Program Review

- **Timeline**
  - Complete within 6 months.
- **Objectives**
  - Clear recommendations for CIP improvements and implementation of identified changes.
- **Responsible Parties**
  - Economic Development, Planning, Consultant, LMPs
- **Strategies**
  - Evaluate the effectiveness of the current CIP.
  - Gather feedback from businesses and stakeholders.
  - Update or rewrite the CIP based on the findings and implement recommended changes.

### Action #2: Conduct a Master Servicing Study

- **Timeline:**
  - Complete within 12-24 months.
- **Objectives:**
  - Updated vacant land inventory.
  - All LMPs committed to a regional approach.
- **Responsible Parties:**
  - Economic Development, Consultant, Engineering, LMPs.
- **Strategies:**
  - Collaborate with consultants and engineering to inventory existing infrastructure, assess needs, and identify gaps.
  - Engage LMPs in the planning process to ensure alignment and commitment to a shared vision.
  - Identify priority areas for servicing improvements to support business and housing development

### Action #3: Develop Employment Lands Strategy and Action Plan

- **Timeline:**
  - Complete within 12-24 months.
- **Objectives:**
  - 3-5 year action plan that will guide industrial lands development with a targeted approach.
  - A range of opportunities for SMEs looking to start up and expand.
- **Responsible Parties:**
  - Economic Development, Consultant, Planning, LMPs.
- **Strategies:**
  - Collaborate with consultants and planning to identify and designate employment lands.
  - Create an action plan that includes marketing strategies to attract businesses to these lands.
  - Ensure the plan aligns with regional growth plans and infrastructure capabilities, offering opportunities for all types of businesses.

# THEME 2

## Enhancing Community Services and Support



Owner of Country Grocer, Deputy Mayor Pennings, and Lisa Higgs, standing outside of Country Grocer, Jan 2024.  
(Abigail Moore)

### Action #4: Increase Internal Awareness About Existing Resources

- **Timeline:**
  - Initiate within 6 months.
- **Objectives:**
  - Positive feedback from businesses and an increase in resource utilization.
- **Responsible Parties:**
  - Economic Development, Community Partners, LMPs.
- **Strategies:**
  - Launch a training campaign focused on how to better serve businesses.
  - Distribute resource guides and conduct information sessions for municipal staff.

### Action #5: Enhance Development and Building Permit Process

- **Timeline:**
  - Complete within 6-12 months.
- **Objectives:**
  - Streamline the permit process for efficiency and user-friendliness across the county.
- **Responsible Parties:**
  - Economic Development, Planning, LMPs
- **Strategies:**
  - Develop a clear and user-friendly process map for the development and building permit process.
  - Conduct workshops and training sessions for staff to ensure consistency in permit processing and the overall customer service experience.

### Action #6: Develop Educational Resources and Campaign Around Starting and Expanding a Business in Elgin County

- **Timeline:**
  - Complete within 6-12 months.
- **Objectives:**
  - Positive feedback from businesses and an increase in resource utilization.
- **Responsible Parties:**
  - Economic Development, Planning, LMPs.
- **Strategies:**
  - Create comprehensive guides and toolkits for entrepreneurs and existing businesses.
  - Conduct a marketing campaign to raise awareness of these resources.
  - Host workshops and seminars on business development.



# THEME 3

## Expanding Services and Amenities



Owner of From the Meadow standing in retail store, Apr 2024. (Abigail Moore)

### Action #7: Establish a Communications Plan for Regular Updates

- **Timeline**
  - Implement within 6 months.
- **Objectives**
  - Successful events with high engagement, positive feedback, and demand for future events.
- **Responsible Parties**
  - Economic Development, Communications, LMPs
- **Strategies**
  - Develop a personalized and public approach for sharing essential updates.
  - Create and distribute promotional packages to LMPs.
  - Use multiple communication channels to reach a broader audience.

### Action #8: Create Business Networking and Promotional Opportunities for Rural Businesses

- **Timeline**
  - Implement within 12 months.
- **Objectives**
  - Successful events with high engagement, positive feedback, and demand for future events.
- **Responsible Party**
  - Economic Development, EDCs, BIAs, Chambers, EBRC, SBEC.
- **Strategies**
  - Maintain events calendar for business community.
  - Organize regular events
  - Foster relationships between rural businesses and support organizations.
  - Provide platforms for businesses to share experiences and best practices.

### Action #9: Enhance Database and Create Business Profiles

- **Timeline**
  - Initiate within 6-12 months.
- **Objectives**
  - An active engagement tool to assist in updating and maintaining and accurate dataset of economic indicators.
- **Responsible Parties**
  - Economic Development, Salesforce
- **Strategies**
  - Establish a Business Visitation Program (BVP) with an annual theme.
  - Develop and maintain a comprehensive database of local businesses.
  - Regularly update and maintain the dataset and engagement tool.

# THEME 4

## Long-Term Growth and Sustainability



Black dog standing in front of couple sitting in a tent. (Andrew Wyton)

### Action #10: Strengthen Relationship with Community Partners and Streamline Business Support

- **Timeline**
  - Initiate within 6 months.
- **Objectives**
  - Partnerships formed and joint programming opportunities identified.
- **Responsible Parties**
  - Economic Development, Communications, LMPs
- **Strategies**
  - Conduct one-on-one meetings with resource network to share results of the BR&E.
  - Gauge interest in collaborating on a quarterly basis or bi-annual basis.
  - Map potential partners and develop joint programs to support business growth.

### Action #11: Conduct Comprehensive Review and Future Planning

- **Timeline**
  - Initiate within 24-36 months.
- **Objectives**
  - Review action plan and report on results.
  - Evaluate need to conduct additional BR&E.
  - Set new goals based on community needs informed by business visits and leadership team.
- **Responsible Party**
  - Economic Development, Leadership Team
- **Strategies**
  - Review economic development initiatives and outcomes.



Owners of Churchville Outfitters fishing off the end of boat during golden hour. Photographer Unknown.

## Conclusion

Elgin County provides a favourable business environment, but there is still room for improvement. Businesses require clarity on where to find support and how to engage with the local municipality. Many businesses, even those with established roots in the community, need clarification on where to access support and the reasons for understanding the two-tier system. In general, businesses need more guidance on collaborating with their local municipality to expand their operations. When information is unclear and not easy to find or understand, businesses may neglect their responsibilities, ultimately resulting in issues down the road. By implementing the recommendations detailed in this report, we aim to redefine our approach and cultivate a thriving, competitive, and sustainable business environment that can adjust to future growth and challenges.

*"I believe we should strive for excellence in this program. It's an effective way to survey taxpayers, and supportive follow-up will pay off. Helping existing businesses succeed is easier than trying to land large industrial projects. Commitment to follow-up will pay off and it also provides an opportunity for Council and Staff to hear success stories and positive feedback."*

## What Next?

This document is the final step in the BR&E program delivery. The results of this initiative will help inform the work of Elgin County Economic Development and provide background information for the member municipalities and community partners that will assist them to implement the action plan and support local businesses.



August 23, 2024

Delivered by Email

**Nathan Dias**

Chief Administrative Officer/Clerk  
Township of Malahide  
87 John St. South  
Aylmer, ON  
N5H 2C3

Dear Nathan,

Re: KCCA's Watershed-based Resource Management Strategy – Consultation Period

Under the *Conservation Authorities Act*, each Conservation Authority in Ontario is required to prepare a Watershed-based Resource Management Strategy (Watershed Strategy). The goal of the Strategy is to ensure that the KCCA's programs and services respond to watershed issues and reflect the organization's mandate under the *Conservation Authorities Act* and municipal Memorandums of Understanding for programs and services.

The KCCA has prepared a draft Watershed Strategy and is inviting municipalities, neighbouring Indigenous communities, watershed organizations, and the public to review and comment on the Strategy.

The draft Watershed Strategy is available on KCCA's website at <https://www.kettlecreekconservation.on.ca/watershed-based-resource-management-strategy/> and feedback may be submitted through the website or to the undersigned until September 20, 2024.

If you have any questions or concerns about the Strategy, please do not hesitate to contact the undersigned at [elizabeth@kettlecreekconservation.on.ca](mailto:elizabeth@kettlecreekconservation.on.ca) or 519-631-1270 x222.

Sincerely,



Elizabeth VanHooren  
General Manager



**CATFISH CREEK CONSERVATION AUTHORITY**  
 8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4  
 PHONE: (519) 773-9037 • FAX: 519-765-1489  
 e-mail: [admin@catfishcreek.ca](mailto:admin@catfishcreek.ca) • [www.catfishcreek.ca](http://www.catfishcreek.ca)

August 15, 2024

Township of Malahide  
 87 John Street South  
 Aylmer, ON N5H 2C3

Dear Council and Senior Staff,

Re: Catfish Creek Conservation Authority's Conservation Areas Strategy Consultation Period

Ontario Regulation 686/21: Mandatory Programs and Services, under the Conservation Authorities Act was enacted on October 7, 2021. Section 9 of the regulation requires an authority to prepare a Conservation Areas Strategy. The Strategy must be completed on or before December 31, 2024. The regulation also requires, that "the authority shall ensure stakeholders and the public are consulted during the preparation of the strategy in a manner that the authority considers advisable." The draft Conservation Areas Strategy will be posted on our website and social medias for public consultation, our partners, municipal partners and local Indigenous Communities will be made aware of the consultation period, which will be conducted, from August 16, 2024 - September 27, 2024.

The Conservation Areas Strategy identifies broad objectives for the CCCA's Conservation Areas and related programs and services. The strategy meets the requirements as outlined in the Conservation Authorities Act and Ontario Regulation 686/21 and is intended to provide guidance for the management and operation of the CCCA's Conservation Areas.

The draft Strategy is available on the CCCA's website at <https://www.catfishcreek.ca/wp-content/uploads/2024/08/Conservation-Areas-Strategy.pdf> and comments may be submitted until September 27, 2024. Inquiries regarding the Strategy can be directed to Dusty Underhill, General Manager/ Secretary - Treasurer at [generalmanager@catfishcreek.ca](mailto:generalmanager@catfishcreek.ca).

Yours in nature,

Dusty Underhill, General Manager/ Secretary Treasurer



**EPCOR Natural Gas Limited Partnership has applied to change its natural gas distribution rates and other charges for the Aylmer service territory**

EPCOR Natural Gas Limited Partnership (ENGLP) has applied to the OEB for approval to change its natural gas distribution rates and other charges for its Aylmer service territory, effective **January 1, 2025**. If the application is approved as filed, a typical residential customer and a typical general service customer in ENGLP's Aylmer service territory would see the following annual changes in distribution charges effective **January 1, 2025**:

<b>R1 – Residential customers</b>	<b>\$38 increase</b>
<b>R1 – General Service customers</b>	<b>\$126 increase</b>

Other customers, including businesses, will also be affected.

**ENGLP HAS ALSO APPLIED FOR APPROVAL:**

- To dispose of the balances of certain deferral and variance accounts
- Of its proposed Customer Connection Policy

ENGLP has also applied for approval of a rate plan to set natural gas distribution rates for the period of **January 1, 2025**, through **December 31, 2029**. The rate plan is based on an OEB-approved formula that is tied to inflation and other factors intended to promote efficiency.

It is important to review the application carefully to determine whether you may be affected by the proposed changes.

**YOU SHOULD KNOW**

There are three types of OEB hearings: oral, electronic and written. The applicant has applied for a written hearing. If you think a different hearing type is needed, you can write to us to explain why.

This hearing will be held under section 36 of the **Ontario Energy Board Act, 1998**.

Ce document est aussi disponible en français.

During this hearing, we will hear questions and arguments from participants about this case. We will also hear questions and arguments from participants that have registered as Intervenors. After the hearing, we will decide whether to approve the application.

**HAVE YOUR SAY**

You have the right to information about this application and to participate in the process. Visit [www.oeb.ca/notice](http://www.oeb.ca/notice) and use file number **EB-2024-0130** to:

- Review the application
- File a letter with your comments
- Apply to become an intervenor

**IMPORTANT DATES**

You must engage with the OEB on or before **September 2, 2024** to:

- Provide input on the hearing type (oral, electronic or written)
- Apply to be an intervenor

If you do not, the hearing will move forward without you, and you will not receive any further notice of the proceeding.

**PRIVACY**

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. If you are a business or if you apply to become an intervenor, all the information you file will be on the OEB website.

**LEARN MORE****Ontario Energy Board**

■ /TTY: 1 877-632-2727

🕒 Monday - Friday: 8:30 AM - 5:00 PM

🌐 [oeb.ca/notice](http://oeb.ca/notice)

**EPCOR Natural Gas****Limited Partnership**

■ 519-773-5321

🕒 Monday - Friday: 8:00 AM - 4:00 PM

🌐 [epcor.com/Pages/contact-us-aylmer-ontario.aspx](http://epcor.com/Pages/contact-us-aylmer-ontario.aspx)

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www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841  
Toll Free: 1-866-485-2841  
virinial@quintewest.ca  
clerk@quintewest.ca

Virginia LaTour, Deputy City Clerk

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August 15, 2024

The Right Honourable Justin Trudeau  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2  
Via Email - justin.trudeau@parl.gc.ca

**RE: Notice of Motion – Councillor Stedall – The Canada Community-Building Fund**

Dear Prime Minister:

This letter will serve to advise that at a meeting of City of Quinte West Council held on August 14, 2024 Council passed the following resolution:

**Motion No 24-366 – Notice of Motion - Councillor Stedall - The Canada Community-Building Fund**  
Moved by Councillor Stedall  
Seconded by Councillor McCue

Whereas the City of Quinte West is entering into an agreement to receive Canada Community-Building Funds, which is administered by the Association of Ontario Municipalities of Ontario (AMO) on behalf of the Federal government;

And whereas the funding allocations are less that 2% year over year for the next 5 years;

And whereas the amounts allocated in the past 5 years were less than 2% year over year;

And whereas non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure projects without a corresponding growth in revenue;

And whereas there is a requirement for municipalities to complete an asset management plan and a housing needs analysis;

And whereas both of these plans show the large funding gap between infrastructure and housing needs and funds available from property taxation;

And whereas The City of Quinte West has over \$1.5 billion in core infrastructure assets and, like other municipalities, its infrastructure is aging and in need of upgrades and replacement;

And whereas The City's Asset Management Plan requires \$37 million annually to maintain existing assets which, based on current available funding, is resulting in an annual infrastructure deficit of over \$17.1 million;

And whereas municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end;

Now therefore be it resolved that the City of Quinte West calls on the Federal Government to provide a supplement to the allocations provided to municipalities under the AMO CBBF agreement for 2024 - 2028 for the same amount that was allocated, effectively doubling the allocation for those years;

And further that this resolution be forwarded to MFOA, AMO, MP Ryan Williams, and Federal Finance Minister Chrystia Freeland, and all Municipalities in Ontario.  
**Carried**

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST

A handwritten signature in black ink, appearing to read 'Virginia LaTour', written over a horizontal line. The signature is stylized and somewhat cursive.

Virginia LaTour,  
Deputy City Clerk

cc: Donna Herridge, Executive Director, MFOA  
Colin Best, President, AMO  
Ryan Williams, MP, Bay of Quinte  
Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance  
All Municipalities of Ontario



**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 24-47**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

**WHEREAS** Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

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

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on September 5, 2024 in respect of each motion, resolution and other action taken by the Council of the Township of Malahide at such meeting is, except where the prior approval of the Ontario Municipal Board or other authority is required by law, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. THAT the Mayor and the appropriate officials of the Township of Malahide are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Malahide referred to in the proceeding section.
3. THAT the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Malahide.
4. THAT this By-law shall come into force and take effect upon the final passing thereof.

**READ** a **FIRST** and **SECOND** time this 5<sup>th</sup> day of September, 2024.

**READ** a **THIRD** time and **FINALLY PASSED** this 5<sup>th</sup> day of September, 2024.

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Mayor, D. Giguère

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Clerk, A. Adams