



**The Corporation of the Township of Malahide**  
**REGULAR COUNCIL MEETING AGENDA**  
**November 16, 2023 – 7:30 p.m.**

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

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- (A) Call Meeting to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1**
- (D) Presentations/Delegations/Petitions
  - Town of Aylmer - EECC Winter Maintenance 2023-2024 Season **RES 2**
- (E) Reports of Departments
  - (i) Director of Fire & Emergency Services
    - Emergency Management – Ice Breaking Services **RES 3**
  - (ii) Director of Public Works
    - Malahide Water Distribution System – 2023 MECF Inspection **RES 4**
    - Petition for Drainage – Wagler Petition **RES 5**
  - (iii) Director of Corporate Services/Treasurer
    - 2024 Community Grant Requests **RES 6**
  - (iv) Clerk
  - (v) Building/Planning/By-law
    - Application for Consent to Sever No. E76-23 of Bert Brouwer **RES 7**
  - (vi) CAO
- (F) Reports of Committees/Outside Boards **RES 8**
  - (i) Long Point Region Conservation Authority – Minutes October 4, 2023

(G) Correspondence **RES 9**

1. Association of Municipalities of Ontario - WatchFile –November 2, 2023 and November 9, 2023
2. City of St. Thomas – Notice of Study Completion - Highbury Avenue Widening Municipal Class Environmental Assessment
3. Town of Aurora – Formula for cannabis retail stores
4. Aylmer-Malahide Museum & Archives – November-December Newsletter
5. County of Oxford – County's Official Plan Update – Open House

(H) Other Business **RES 10**

- (i) Springfield Santa Claus Parade Request Letter- Authorization Agreement with County of Elgin

(I) By-laws

(J) Closed

(K) Confirmatory By-law **RES 11**

(L) Adjournment **RES 12**

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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 minutes of the regular and special meeting of Council held on November 2, 2023 be adopted as printed and circulated.

2. THAT the Report from the Town of Aylmer entitled Tender Award EECC Winter Maintenance 2023-2024 Season be received;

AND THAT Malahide Council authorize \$8,712.50 as the portion of expenses to be incurred by the Township of Malahide for the EECC Winter Maintenance 2023-2024 Season.

3. THAT Report No. F-23-08 entitled "Emergency Management – Ice Breaking Services" be received;

AND THAT Malahide Township accept the quotation submitted by Higgs Excavating to provide Ice Breaking Services in Port Bruce from January 1 to March 31, 2024.

AND THAT the Council of the Township of Malahide delegate authority to staff to enter into an ice breaking contract with Higgs Excavating for 2024.

4. THAT Report No. PW-23-59 entitled "Malahide Water Distribution System – 2023 MECP Inspection" be received.

5. THAT Report No. PW-23-60 entitled "Petition for Drainage – Wagler Petition" be received;

AND THAT Peter Penner, P.Eng., of Cyril J. Demeyere Limited, be appointed to prepare an Engineer's Report for Wagler Petition pursuant to Section 4 of the Drainage Act R.S.O. 1990.

6. THAT Report FIN-23-16 entitled "2024 Community Grant Requests" be received for information;

AND THAT the appointment of three (3) members of Council to the Community Grants Committee be included to the Committee Appointment By-law.

7. THAT Report No. DS-23-32 entitled "Application for Consent to Sever No. E76-23 of Bert Brouwer" be received;

AND THAT the Application for Consent to Sever No. E76-23 of Bert Brouwer relating to the property located at Concession 5, Part of Lot 31,32 & 33 (Malahide), and known municipally as 52773 Chalet Line, not be supported for the reasons set out in this Report;

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

8. THAT the following Reports of Committees/Outside Boards be noted and filed:

(i) Long Point Region Conservation Authority – Minutes October 4, 2023

9. THAT the following correspondence be noted and filed:

1.Association of Municipalities of Ontario - WatchFile –November 2, 2023 and November 9, 2023

2.City of St. Thomas – Notice of Study Completion - Highbury Avenue Widening Municipal Class Environmental Assessment

3.Town of Aurora – Formula for cannabis retail stores

4.Aylmer-Malahide Museum & Archives – November-December Newsletter

5.County of Oxford – County's Official Plan Update – Open House

10.THAT the Springfield Santa Claus Parade Committee request to facilitate the Springfield Santa Claus Parade be authorized to be held on Saturday, December 2, 2023, at 1:00 p.m;

AND THAT a copy of this resolution and request from the Springfield Santa Claus Parade Committee be forwarded to the County of Elgin for their information;

AND THAT Clerk be authorized and directed to enter into an Agreement with the County of Elgin to permit the temporary closure of Ron McNeil Line within the Village of Springfield on December 2, 2023, to facilitate the parade.

11.THAT By-law No.23-76, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

12.THAT the Council adjourn its meeting at \_\_\_\_\_ p.m. to meet again on December 7, 2023, at 7:30 p.m.

**The Corporation of the Township of Malahide  
November 2, 2023 – 7:30p.m.**

Virtual Meeting – <https://youtu.be/JjTGnljAzK4>

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:30p.m. The following were present:

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

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

**CALL TO ORDER:**

Mayor Giguère took the Chair and called the meeting to order at 7:31p.m.

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

N/A

**MINUTES:**

**No. 23-435**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

**THAT the minutes of the regular and special meeting of Council held on October 19, 2023 be adopted as printed and circulated.**

**Carried**

**PRESENTATIONS/DELEGATIONS/PETITIONS:**

N/A

**REPORTS OF DEPARTMENTS:**

Clerk

-2024 Council Meeting Schedule

**No. 23-436**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

**THAT Report No. CLERK-23-05 entitled “2024 Council Meeting Schedule” be received;**

**AND THAT the attached Council Meeting Schedule for the 2024 calendar year be approved and posted to the municipal website.**

**Carried**

CAO

- EECC Joint Board Request Re: 2024 Canada Day Expenditure Allocation

**No. 23-437**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

**THAT Report No. CAO-23-14 entitled “EECC Joint Board Request Re: 2024 Canada Day Expenditure Allocation” be received;**

**AND THAT Malahide Council authorize the allocation of \$5,000 in conjunction with the annual grant application funding to host the 2024 Canada Day Celebrations at the EECC, as recommended by EECC Board Resolution No. 39-23.**

**Carried**

**REPORTS OF COMMITTEES/OUTSIDE BOARDS:**

**No. 23-438**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

**THAT the following Reports of Committees/Outside Boards be noted and filed:**

- (i) **East Elgin Community Complex Board of Management – Minutes September 28, 2023**
- (ii) **Catfish Creek Conservation Authority – February 17, 2022 Flood Mitigation Efforts to Date – Report October 3, 2023**

**Carried**

**CORRESPONDENCE:****No. 23-439****Moved By: Scott Lewis****Seconded By: Sarah Leitch****THAT correspondence item 3 be supported and the remaining items be noted and filed:**

1. **Association of Municipalities of Ontario - WatchFile –October 19, 2023 and October 26, 2023**
2. **Elgin County – Council Highlights – October 24, 2023**
3. **County of Elgin – Request for support for grant application submitted by County of Elgin**
4. **County of Elgin - Ontario Natural Gas Expansion Program - Opportunity to provide feedback**
5. **Elgin County - Resolution in Support of Updating the Municipal Freedom of Information and Protection of Privacy Act**
6. **2024 ROMA Conference – Registration Details**
7. **Catfish Creek Conservation Authority – 10-year Strategic Plan Consultation Survey**
8. **Town of Aylmer – Town of Aylmer 2023 Growth Projections Update**
9. **Town of Aylmer – Zoning By-law Amendment - Notice of Passing 431 John Street South**
10. **Town of Rainy River - Water Treatment Training**
11. **Corporation of the Township of The Archipelago – Cigarette Producer Responsibility**

**Carried****OTHER BUSINESS:**

Councillor Lewis mentioned he had received an inquiry regarding the possibility of receiving additional garbage bag tags free of charge as a result of having a family member recently move in who had home care needs. Director Godby stated that staff had advised the resident that all bags would have to be tagged in accordance with the waste management practices and additional tags could be purchased. He directed the resident to look into relief programs through other levels of government that may offer assistance for those who are taking on caregiver roles.

Councillor Leitch inquired about how a resident would find information regarding cemetery plots in a Township cemetery as the resident had been unsuccessful in their previous inquiry. Director Godby stated he was aware of this inquiry and has been in consultation with the Facilities Manager, who oversees the maintenance of the cemetery, and will also be speaking to the Clerk for records of this cemetery in order to respond to this inquiry.

**BY-LAWS:**

N/A

**CLOSED:**

**No. 23-440**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

**THAT Council move into Closed Session at 7:47p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:**

**(i)A proposed or pending acquisition or disposition of land by the municipality or local board –Boundary Expansion. (Section 239(2)(c))**

**(ii)Personal matters about an identifiable individual, including municipal or local board employees. (Section 239 (2)(b))**

**(iii)Advice that is subject to solicitor client privilege, including communications necessary for that purpose relating to the EECC. (Section 239(2)(f))**

**Carried**

**No. 23-441**

**Moved By: Sarah Leitch**

**Seconded By: Rick Cerna**

**THAT Council move out of Closed Session and reconvene at 8:33p.m. in order to continue with its deliberations.**

**Carried**

**No. 23-442**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

**THAT Staff were given direction by Council on the following items that were discussed in the Closed Session:**



**(i)A proposed or pending acquisition or disposition of land by the municipality or local board –Boundary Expansion. (Section 239(2)(c))**

**(ii)Personal matters about an identifiable individual, including municipal or local board employees. (Section 239(2)(b))**

**(iii)Advice that is subject to solicitor client privilege, including communications necessary for that purpose relating to the EECC. (Section 239(2)(f))**

**Carried**

**CONFIRMATORY:**

**No. 23-443**

**Moved By: Rick Cerna**

**Seconded By: John H. Wilson**

**THAT By-law No.23-74, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.**

**Carried**

**ADJOURNMENT:**

**No. 23-444**

**Moved By: Mark Widner**

**Seconded By: Chester Glinski**

**THAT Council adjourn its meeting at 8:35p.m. to meet again on November 16, 2023, at 7:30p.m.**

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams

**The Corporation of the Township of Malahide****Special Council Meeting****November 2, 2023 – 7:00p.m.**

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

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

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

**CALL TO ORDER:**

Mayor Giguère took the Chair and called the meeting to order at 4:39p.m.

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

N/A

**COMMITTEE OF THE WHOLE:**

**No. 23-431**

**Moved By: Sarah Leitch**

**Seconded By: Rick Cerna**

**THAT Council move into a Committee of the Whole meeting for strategic planning discussions;**

**AND THEREFORE, BE IT RESOLVED THAT the Committee of the Whole meeting relating to strategic planning be called to order at 7:01p.m..**

**Carried**

Mayor Giguère presented Council with a draft of the Malahide 2023-2033 Strategic Plan. This draft encompasses the input from the previous phases. Council discussed the common themes throughout the process and agreed that this condensed draft version aligned with those. Mayor Giguère stated that the next step in the process is draft plan validation which would be done through resident and community group review.

**ADJOURNMENT:**

**No. 23-432**

**Moved By: Mark Widner**

**Seconded By: Chester Glinski**

**THAT the Committee of the whole meeting for the Township of Malahide be adjourned and that the Council meeting reconvene at 7:29p.m.**

**Carried**

**CONFIRMATORY:**

**No. 23-433**

**Moved By: Mark Widner**

**Seconded By: Sarah Leitch**

**THAT By-law No.23-75, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.**

**Carried**

**No. 23-434**

**Moved By: Mark Widner**

**Seconded By: Chester Glinski**

**THAT the special meeting of Council be adjourned at 7:30p.m..**

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams



## MEMO

From: Andy Grozelle, Administrator

Date: November 14, 2023

Re: Snow Clearing Tender

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Canvassing for a Special EECC meeting to address the attached report was undertaken by the Township of Malahide on Friday November 10, 2023. Quorum to hold the meeting was not achieved by the time of authoring this memorandum. As required agendas for meetings of the EECC Board should be published and circulated three business days prior to a meeting.

Upon the agreement of both EECC Chairs the attached report is forwarded to each member Council for consideration. In future years this tender award will be brought forward earlier.

Town of Aylmer

# Report OPNS 30-23



<b>Report Title:</b>	<b>Tender Award EECC Winter Maintenance 2023-2024 Season</b>
<b>Submitted for:</b>	<b>EECC Board – November 16, 2023</b>
<b>Report Author:</b>	Andy Grozelle, CAO
<input type="checkbox"/> <b>Receive for Information</b>	<input checked="" type="checkbox"/> <b>Recommendation</b>

## Recommendation

**That Report OPNS 30-23 entitled Tender Award EECC Winter Maintenance 2023-2024 Season, be received for information; and**

**That the EECC Board accept the tender from Kettle Creek Landscaping Limited to complete the works in accordance with the EECC Winter Maintenance 2023-2024 Season tender documents.**

## Executive Summary

In October, a tender was issued to solicit prices to complete winter maintenance at the East Elgin Community Complex (EECC) for the 2023-2024 winter season. The purpose of the tender was to solicit per visit pricing to plow and sand/salt the driveway, fire lane and parking lots at the EECC. The low bid was received from Kettle Creek Landscaping Limited. There were no bid irregularities that would warrant disqualification to the low bidder. Staff checked references and the price offered seems to be fair market value. As a result, staff would recommend accepting the offer and awarding the work.

## Background

The EECC relies on contractors to complete winter maintenance to ensure the parking lots and driveway remain accessible during the winter season. The tender was based on an estimated number of events which can generally be described as 20 occurrences when snowplowing and application of salt or sand is required, 9 instances where only snowplowing is required, and 20 instances where only salt or sand application is required.

The total estimated costs for this service exclusive of HST is \$17,425.00 as bid by Kettle Creek Landscaping Limited.

## **Analysis**

The Town issued a tender to provide winter maintenance to the EECC driveway and parking lots for the 2023-2024 winter season. The tender was structured in a manner to simplify the bidding process and allow staff to more accurately compare bids. The winter maintenance tender is weather dependent with no guarantee of weekly work.

The driveway, fire lane around the building, parking lot #1, parking lot #2 and parking lot #3 will be maintained to a reasonable standard of care for users of the EECC. The east gravel lot, parking lot #4, will be maintained when necessary for large events when additional parking is required at the EECC.

The term of the tender is for the 2023-2024 winter season terminating on April 30, 2024. Upon mutual agreement by the Town and contractor and approval by the Council, the contract may be extended for an additional one-year term until April 30, 2025.

The tender was open to questions until November 1 at 5:00 pm. Staff received no inquiries during the question period. Three vendors bid upon the procurement. The vendor utilized for this service since 2019 did not participate. The tender closed on Tuesday November 7 at 1:00 pm. Three bids were received. The results are shown in the attached document. Staff have checked references and have no concerns.

## **Financial Impact**

Contracted winter maintenance is included in the EECC annual operation budget. The staff based the tender quantities on the prior years' winter maintenance demands. The winter maintenance tender is weather dependent with no guarantee of weekly work to minimize the financial impact.

## **Conclusion**

The Staff believe that awarding the tender will ensure winter maintenance at the EECC will be to a reasonable standard of care for all users. The Staff would recommend accepting the bid from Kettle Creek Landscaping Limited.

Respectfully submitted,

Jamie Benner, EECC, Parks and Recreation

Reviewed by Rob Johnson, Director of Operations  
Reviewed by Andy Grozelle, Chief Administrative Officer

November 7, 2023

**TOWN OF AYLMER****TENDER SUMMARY**

**TENDER:**            **EECC WINTER MAINTENANCE  
2023-2024 SEASON**

**DATE:**            **NOVEMBER 7, 2023**  
**TIME:**            **1:30pm**

**ATTENDANCE:**   **Michelle Melucci, Town of Aylmer**  
                         **Owen Jaggard, Town of Aylmer**

**TENDER RESULTS:**   Prices shown are exclusive of HST, corrected values are shown in brackets ( ) if applicable.

<u><b>CONTRACTOR</b></u>	<u><b>TOTAL TENDER PRICE</b></u>
<b>Kettle Creek Landscaping Limited</b>	<b>\$17,425.00</b>
<b>Bearss Grounds Maintenance</b>	<b>\$17,650.00</b>
<b>Verdant DMC Inc.</b>	<b>\$21,733.75</b>

**Town of Aylmer  
46 Talbot Street West  
Aylmer, Ontario  
N5H 1J7**



## Report to Council

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**REPORT NO.:** F-23-08  
**DATE:** November 16, 2023  
**ATTACHMENT:** CCCA Ice Breaking Equipment Recommendations  
**SUBJECT:** **EMERGENCY MANAGEMENT – ICE BREAKING SERVICES**

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### **Recommendation:**

**THAT Report No. F-23-08 entitled “Emergency Management – Ice Breaking Services” be received;**

**AND THAT Malahide Township accept the quotation submitted by Higgs Excavating to provide Ice Breaking Services in Port Bruce from January 1 to March 31, 2024.**

**AND THAT the Council of the Township of Malahide delegate authority to staff to enter into an ice breaking contract with Higgs Excavating for 2024.**

### **Background:**

In previous years, the early mitigation and removal of ice in the harbour area was beneficial in mitigating potential flood conditions in Port Bruce during this period.

### **Comments/Analysis:**

Through consultations with Catfish Creek Conservation Area (CCCA) it was recommended to secure, if possible, a drag-line with a 100ft boom and a minimum of a three-yard bucket. (See Attachment) After further review, CCCA confirmed through email a two-yard bucket was suitable. Considerations would be made to other equipment if the CCCA preferred equipment was not available. Accordingly, the tender specifies a 100 ft boom with a 2.0 yard bucket as being the preferred machine, but allowed for submissions of ‘Alternative Equipment’ as a means to increase potential responses to the bid.

There were two bidders on this tender, L. Simon Construction tendered a bid on a drag line with an 80 ft boom and a 1.25-yard bucket and Higgs and Higgs Excavating tendered a bid on drag line with a 100 ft boom and a 2.0-yard bucket.



The Tender Results were as follows:

- Higgs Excavating: Estimated Cost: \$56,800
- L. Simon Construction: Estimated Cost: \$43,700

The estimated cost is calculated by totaling stand by rates from January 1<sup>st</sup> to March 31<sup>st</sup>, the mobilization rate, lighting and an estimated forty hours of operating. The 2023 overall cost to the Township was \$27,800.00 with this total only being standby costs as no ice breaking was required in the 2023 season. Ice Breaking is included within the Township's Emergency Management operating budget for \$47,000.

For the 2023 ice season, a drag-line was on site in Port Bruce from December 31<sup>st</sup>, 2022 to March 7, 2023, and, according to the tender, an operator was to be available within 1 hour of notification.

CCCA will still be responsible for monitoring and forecasting flood warnings as they were previously. Staff will follow the recommendations provided by CCCA but the responsibility to dispatch ice breaking itself will be the responsibility of the Fire Chief, Jeff Spoor.

It is noted that there are currently no Provincial or Federal funding grants available to the Township or CCCA to contribute funds for this yearly project. Staff will continue to explore these possibilities.

#### **Financial Implications to Budget:**

As the ice breaking equipment contract is to be in place from January 1, 2024 through March 31, 2024, sufficient funding for the proposed project/program will be included in the Draft 2024 Budget if approved by Council.

If Higgs Excavating is selected, as recommended, the Township's ice breaking budget will increase from \$47,000 to \$56,800 resulting in a 0.13% property tax levy increase for next year. As previously stated, cost estimates provided within this report are based on an assumed 40 hours of operating time. It is conceivable that 40 hours would be insufficient in extreme circumstances, and as such, the Township's potential financial obligations are not limited to \$56,800. Council may wish to use the Township's Contingency Reserve to fund potential excess costs resulting from extreme weather events. The Contingency Reserve was established, in part, to fund costs resulting from natural disasters and unforeseen events which could not be recovered through the Municipal Disaster Recovery Assistance grant or insurance. The reserve has an estimated balance of \$1.2 million for 2024.

Submitted by:	Approved by:
Jeff Spoor, Director of Fire and Emergency Services	Nathan Dias, Chief Administrative Officer



## 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)

July 12, 2023

Jeff Spoor

Director of Fire and Emergency Services

Township of Malahide

87 John Street South

Aylmer ON N5H 2C3

Dear Jeff:

As per our meeting on July 12 regarding Catfish Creek Conservation Authority (CCCA) ice mitigation equipment recommendations at Port Bruce Harbor, CCCA recommends the following equipment:

- Drag line with a minimum of a 100 ft. boom.
- Minimum three-yard bucket for weight advantage to break ice and have the ability to manipulate the river ice to prevent the ice from jamming at the harbor
- All necessary safety equipment to meet Health & Safety requirements.

As outlined above this is CCCA's recommended equipment for ice management at Port Bruce. The CCCA recognizes that the fundamental selection of ice mitigation equipment is Malahide Townships matter and that under circumstances of unavailability next best suitable equipment may be tendered.

If you have any questions or concerns, please feel free to contact me.

D. Underhill

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Dusty Underhill

General Manager/ Secretary-Treasurer

*Mission Statement: "To communicate and deliver resource management services and programs*

*In order to achieve social and ecological harmony for the watershed"*





## Report to Council

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**REPORT NO.:** PW-23-59  
**DATE:** November 16, 2023  
**ATTACHMENT:** 2023 MECP Inspection Report  
**SUBJECT:** Malahide Water Distribution System – 2023 MECP Inspection

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### **Recommendation:**

**THAT Report No. PW-23-59 entitled “Malahide Water Distribution System – 2023 MECP Inspection” be received.**

### **Background:**

On September 14, 2023, the Ministry of the Environment, Conservation and Parks (MECP) conducted a physical inspection of the Malahide Water Distribution System. The primary focus of this inspection is to confirm compliance with applicable legislation, as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period.

The ministry uses a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices. The Malahide Water System is considered to be a “stand alone connected distribution system”. This type of system receives water from a separately owned “donor” system. The inspection contained critical elements required to assess key compliance and conformance issues associated with a “receiver” system. The inspection process conducted by the Provincial Officer, Angela Stroyberg consisted of a variety of elements, including but not limited to:

- Physical inspection of the Malahide Water Distribution System on September 14, 2023
- Document and records review of the Drinking Water Works Permit (DWWP) and Municipal Drinking Water License (MDWL)
- Review of operational documents maintained by the owner/operating authority for the period of July 1, 2022 through August 21, 2023 for the Malahide Water Distribution System
- Operational documents/ logbooks and Microbiological and chemical sample test results
- Online Continuous Monitoring Data

- Compliance and operating practices in relation to O. Reg. 170/03, Water Quality Standard O. Reg. 169/03, Safe Drinking Water Act 2002, Ontario Water Resources Act 1990, O. Reg. 128/04 regarding certification of System Operators and Water Quality Analysts

### **Comments/Analysis:**

The MECP has a rigorous scoring system for municipal water systems in Ontario. The scoring is based on a risk rating methodology. The primary goal of the scoring system is to encourage municipalities across Ontario to improve their systems and to establish a way to measure their improvements based on previous inspection scoring. An average inspection rating would not necessarily indicate the municipality is operating an unsafe drinking water system. However, it identifies that a municipality has room for improvement of the system.

For this inspection period, the Malahide Distribution System received a mark of 100%. There were no non-compliances with regulatory requirements identified during this inspection period. This inspection report was positive. As such, the Owner and Operating Authority (OCWA) will continue to strive toward continual improvements on how the water system is operated and maintained. A complete copy of the inspection report is attached.

### **Financial Implications to Budget:**

N/A.

Submitted by:	Approved by:	Approved for Council by:
Sam Gustavson Water/Wastewater Operations Manager	Jason Godby Director of Public Works	Nathan Dias CAO

**Ministry of the Environment,  
Conservation and Parks**Drinking Water and Environmental  
Compliance Division733 Exeter Rd  
London ON N6E 1L3Tel (519) 873-5000  
Fax (519) 873-5020**Ministère de l'Environnement, de la  
Protection de la nature et des Parcs**Division de la conformité en matière d'eau  
potable et d'environnement733, rue Exeter  
London ON N6E 1L3Tel (519) 873-5000  
Fax (519) 873-5020

October 10, 2023

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

Attention: **Sam Gustavson**, Water Wastewater Operations Manager  
 Regarding: **Malahide Distribution System (WW# 260004774)** Final Inspection Report  
 Physical Inspection conducted on September 14, 2023

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The enclosed Drinking Water Inspection Report outlines non-compliances, if any, with Ministry legislation, and policies for the above noted water system. Violations noted in this report, if any, have been evaluated based on community risk. These violations will be monitored for compliance with the minimum standards for drinking water in Ontario as set forth under the *Safe Drinking Water Act* and the associated regulations. Where risk is deemed to be high and/or compliance is an ongoing concern, violations will be forwarded to this Ministry's Investigation and Enforcement Branch.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation and Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection summary Rating Record (IRR) provides the Ministry, the system owner, and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance.

Section 19 of the *Safe Drinking Water Act* (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "*Taking Care of Your Drinking Water: A guide for members of municipal council*" found under "Drinking Water" on the Drinking Water Ontario website at [www.ontario.ca/page/taking-care-your-drinking-water-guide-members-municipal-councils](http://www.ontario.ca/page/taking-care-your-drinking-water-guide-members-municipal-councils).

Attached to the report is the IRR methodology guidance describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspector's Annual Report. Should you have any questions regarding the report, please feel free to contact me at (519) 317-8084.

Sincerely,



Angela Stroyberg

*Provincial Officer*

**Water Inspector**

London District Office

Angela.Stroyberg@Ontario.ca

cc. Southwestern Public Health Unit  
Catfish Creek Conservation Authority  
London District File



MALAHIDE DISTRIBUTION SYSTEM  
87 JOHN ST S, AYLMER, ON, N5H 2C3  
**INSPECTION REPORT**

System Number: 260004774

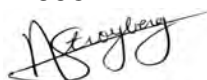
Entity: THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
ONTARIO CLEAN WATER  
AGENCY

Inspection Start Date: September 05, 2023

Inspection End Date: October 04, 2023

Inspected By: Angela Stroyberg

Badge #: 1695



(signature)



### **NON-COMPLIANCE**

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

## **RECOMMENDATIONS**

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

## INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1001000	Question Type	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> What was the scope of this inspection?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> <p>The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices.</p> <p>This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.</p> <p>This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.</p> <p>An inspection of the Malahide Distribution System was conducted on September 14, 2023 by Provincial Officer Angela Stroyberg. As part of the inspection, several documents were reviewed in association with this report. Generally, these include but are not restricted to the following:</p> <ol style="list-style-type: none"> <li>1) Drinking Water Works Permit # 051-201- Issue Number 4, dated May 12, 2020.</li> <li>2) Municipal Drinking Water Licence # 051-101- Issue Number 4, May 12, 2020.</li> <li>3) Malahide Distribution Water System Operations and Maintenance Manual dated February 7, 2022</li> <li>4) Online Continuous Monitoring Data for the inspection review period.</li> <li>5) Other operational documents maintained by the Owner/Operating Authority for the inspection period.</li> </ol> <p>This report also includes a review and assessment of compliance and operating practices in relation to the following Acts and Regulations:</p> <ol style="list-style-type: none"> <li>1) Safe Drinking Water Act 2002;</li> <li>2) Drinking Water Systems Regulation (Ontario Regulation 170/03);</li> </ol>			

- 3) Ontario Drinking Water Quality Standards (Ontario Regulation 169/03);
- 4) Ontario Water Resources Act 1990;
- 5) Certification of Drinking Water System Operator and Water Quality Analysts (Ontario Regulation 128/04).

It should be noted that the inspection review period covers the period from July 1, 2022 to August 31, 2023.

Question ID	DWMR1000000	Question Type	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Does this drinking water system provide primary disinfection?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> This drinking water system provides for only secondary disinfection and distribution of water. Primary disinfection is undertaken by another regulated drinking water system which provides treated water to this drinking water system.			

Question ID	DWMR1018000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Has the owner ensured that all equipment is installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.  Observations made at the time of the inspection indicated that the equipment and components that are described under Schedule A and Schedule C of the Drinking Water Works Permit #051-201 – Issue #4 were installed for the Malahide Distribution System.			

Question ID	DWMR1020000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Is the owner/operating authority able to demonstrate that, when required during the inspection			

period, Form 1 documents were prepared in accordance with their Drinking Water Works Permit?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.

The Owner/Operating Authority provided one (1) Form 1 document pertaining to the installation of a replacement and new watermains and all associated appurtenances along Talbot St. East.

Question ID	DWMR1114000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Does the owner have evidence that, when required, all legal owners associated with the DWS were notified of the requirements of the Licence & Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had evidence that required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.			

Question ID	DWMR1025000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were all parts of the drinking water system that came in contact with drinking water (added, modified, replaced or extended) disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.			
Drinking Water Works Permit #051-201– Issue # 4, Section 2.3 of Schedule B stipulates that all parts of the drinking water system in contact with the drinking water system which are added, modified, replaced, extended shall be disinfected accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:			
a) The ministry's Watermain Disinfection Procedure, dated November 2015;			

- b) Subject to the condition 2.3.2, any updated version of the ministry's Watermain Disinfection Procedure;
- c) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;
- d) AWWA C653 – Standard for Disinfection of Water Treatment Plants;
- e) AWWA C654 – Standard for Disinfection of Wells.

For greater clarity, where an activity has occurred that could introduce contamination, including but not limited to repair, maintenance, or physical/video inspection, all equipment that may come into contact with the drinking water system shall be disinfected in accordance with the requirements 2.3 above.

According to documentation submitted, the Owner/Operating Authority ensured that all approved disinfection procedures were correctly and accurately followed and documented following any activities that may have led to contamination.

Question ID	DWMR1033000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-2   (3); SDWA   O. Reg. 170/03   7-2   (4);			
<b>Question:</b> Is the secondary disinfectant residual measured as required for the large municipal residential distribution system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The secondary disinfectant residual was measured as required for the large municipal residential distribution system.  Free Chlorine residuals are required to be sampled from the distribution system twice per week and must be taken at least 48 hours after and during the same week as one of the other samples that was collected and tested for free chlorine or at least one sample is taken on each day of the week. According to documentation, the Owner/Operating Authority collects four (4) grab samples at the beginning of the week and another four (4) at least 48 hours after the first set of samples as stipulated in Schedule 7-2(5) of O. Reg 170/03. Based on the aforementioned, the Owner/Operating Authority has complied with the legislative requirement.			

Question ID	DWMR1081000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   10-2   (1); SDWA   O. Reg. 170/03   10-2   (2); SDWA   O. Reg. 170/03   10-2   (3);			
<b>Question:</b> For LMR systems, are all microbiological water quality monitoring requirements for distribution			

samples being met?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a large municipal residential system were being met.

Ontario Regulation 170/03, Schedule 10-2 stipulates that distribution water samples are required to be collected and tested for E.coli, Total Coliforms and that at least 25 percent of the samples are tested for general bacterial population expressed as colony counts on a heterotrophic plate count with the prescribed frequency stipulated in Schedule 6-1.1(1) of O.Reg 170/03.

Over the course of the inspection period, the Owner/Operating Authority collected weekly distribution microbiological samples. The Owner/Operating Authority is also required to collect a minimum of 9 samples per month based on the population served. A review of documentation indicated that between 12-17 samples were collected per month. Based on the aforementioned, the Owner/Operating Authority is in compliance with the legislative requirement.

Question ID	DWMR1096000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-3   (1);			
<b>Question:</b> Do records confirm that chlorine residual tests are being conducted at the same time and at the same location that microbiological samples are obtained?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.			

Question ID	DWMR1086000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6.1   (1); SDWA   O. Reg. 170/03   13-6.1   (2); SDWA   O. Reg. 170/03   13-6.1   (3); SDWA   O. Reg. 170/03   13-6.1   (4); SDWA   O. Reg. 170/03   13-6.1   (5); SDWA   O. Reg. 170/03   13-6.1   (6);			
<b>Question:</b> Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.			
Haloacetic Acid samples are required to be collected and tested each calendar quarter from the			

distribution system in accordance with Schedule 13-6.1 of O. Reg 170/03 with the frequency stipulated in Schedule 6-1.1(4). According to documentation the following samples were taken:

**Malahide Distribution System**

- 1) July 4, 2023 = 9.8 ug/L
- 2) April 3, 2023 = 18.1 ug/L
- 3) January 3, 2023 = 18.7 ug/L
- 4) October 3, 2022 = 25 ug/L
- 5) July 11, 2022 = 9.6 ug/L

RAA = 17.9 ug/L

Based on the aforementioned the Owner/Operating Authority is in compliance with the requirements for collecting Haloacetic Acid samples as per Schedule 13-6.1 of O. Reg 170/03.

Question ID	DWMR1087000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6   (1); SDWA   O. Reg. 170/03   13-6   (2); SDWA   O. Reg. 170/03   13-6   (3); SDWA   O. Reg. 170/03   13-6   (4); SDWA   O. Reg. 170/03   13-6   (5); SDWA   O. Reg. 170/03   13-6   (6);			
<b>Question:</b> Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.			
Trihalomethane samples are required to be collected and tested every calendar quarter from the distribution system in accordance with O. Reg 170/03, Schedule 13-6 with the prescribed frequency stipulated in Schedule 6-1.1(4). According to documentation, the following samples were collected:			
<b>Malahide Distribution System</b>			
<ol style="list-style-type: none"> <li>1) July 4, 2023 = 36 ug/L</li> <li>2) April 3, 2023 = 34 ug/L</li> <li>3) January 3, 2023 = 39 ug/L</li> <li>4) October 3, 2022 = 49 ug/L</li> <li>5) July 11, 2022 = 28 ug/L</li> </ol>			
RAA = 39.5 ug/L			



Based on the aforementioned, the Owner/Operating Authority is in compliance with the requirements for collecting trihalomethane samples as per Schedule 13-6 of O. Reg 170/03.

Question ID	DWMR1113000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   10.1   (3);			
<b>Question:</b> Have all changes to the system registration information been provided to the Ministry within ten (10) days of the change?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All changes to the system registration information were provided within ten (10) days of the change.			

Question ID	DWMR1059000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   28;			
<b>Question:</b> Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.			
The current regulatory requirements under O. Reg 128/04 s. 28 stipulates that the Owner/Operating Authority of a subsystem shall ensure that operators and maintenance manuals that contain plans, drawings, and process descriptions sufficient for the safe and efficient operation of the subsystem. A review of the Malahide Distribution System's Operation and Maintenance manual dated February 7, 2022, indicated that the manual did contain the aforementioned requirements.			

Question ID	DWMR1060000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b>			

The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

Municipal Drinking Water Licence #046-101 – Issue # 2, Section 16 of Schedule B outline the requirements for the Operations and Maintenance Manuals. The Malahide Distribution System's Operations and Maintenance Manual contain the aforementioned requirements as stated in the MDWL including but not limited to; contingency plans, procedures to deal with emergencies, procedures for dealing with complaints associated with the drinking water system and copies of the current permit and licence.

Question ID	DWMR1061000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   27   (1); SDWA   O. Reg. 128/04   27   (2); SDWA   O. Reg. 128/04   27   (3); SDWA   O. Reg. 128/04   27   (4); SDWA   O. Reg. 128/04   27   (5); SDWA   O. Reg. 128/04   27   (6); SDWA   O. Reg. 128/04   27   (7);			
<b>Question:</b> Are logbooks properly maintained and contain the required information?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Logbooks were properly maintained and contained the required information.  Ontario Regulation 128/04 s. 27, stipulate the requirements for record keeping for the operations of a subsystem. The Operating Authority for the Malahide Distribution System has transitioned over to electronic logbooks from physical logbooks. An electronic logbook allows operators to securely access one single log record therefore negating the need for multiple logbooks within a single system. A review of the log records indicated that operators were diligently documenting scheduled operational checks, manual free chlorine residuals and any other operational or maintenance activities that may have occurred within the system.			

Question ID	DWMR1062000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-5;			
<b>Question:</b> Do records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment is being done by a certified operator, water quality analyst,			

or person who meets the requirements of O. Reg. 170/03 7-5?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.

Question ID	DWMR1071000	Question Type	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Has the owner provided security measures to protect components of the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had provided security measures to protect components of the drinking water system.  The Copenhagen Booster Station is located in a chamber and the associated panel, located above ground, remains locked at all times. In addition to the aforementioned the facility is visited regularly by staff.			

Question ID	DWMR1073000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   23   (1);			
<b>Question:</b> Has the overall responsible operator been designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The overall responsible operator had been designated for each subsystem.  Ontario Regulation 128/04 S.23(1) states that the owner or operating authority of a municipal residential subsystem shall designate as overall responsible operator of the subsystem an operator who holds a certificate for that type of subsystem and that is of the same class as or higher than the class of that subsystem. (For example, the overall responsible operator of a Class III water treatment subsystem must be an operator who holds a Class III or Class IV water treatment subsystem operator's certificate.)  The Owner/Operating Authority currently employ several operators qualified to act as the Overall Responsible Operator for the drinking water system to ensure sufficient coverage in the event of an absence.			

Question ID	DWMR1074000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   25   (1);			
<b>Question:</b> Have operators-in-charge been designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators-in-charge had been designated for all subsystems which comprise the drinking water system.  Ontario Regulation 128/04 S. 25(1) states that the Owner or Operating Authority of a subsystem or a person authorized by the Owner or Operating Authority shall designate one or more operators as operators-in-charge of the subsystem. The Owner/Operating Authority currently employ a number of operators who are designated as Operator-In-Charges for the system.			

Question ID	DWMR1075000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   22;			
<b>Question:</b> Do all operators possess the required certification?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All operators possessed the required certification.  Ontario Regulation 128/03 s. 22 states that the Owner or Operating Authority of a subsystem shall ensure that every operator employed in the subsystem holds, (a) a certificate applicable to that type of subsystem; or (b) a certificate applicable to that subsystem, in the case of an operator who holds a conditional certificate issued or renewed under section 10. All operators employed by the Owner/Operating Authority possess all the appropriate certification required to operate the drinking water system.			

Question ID	DWMR1076000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);			
<b>Question:</b> Do only certified operators make adjustments to the treatment equipment?			

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

Only certified operators made adjustments to the treatment equipment.

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## **Stakeholder Appendix**

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## Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or

[waterforms@ontario.ca](mailto:waterforms@ontario.ca).

For more information on Ontario's drinking water visit

[www.ontario.ca/page/drinking-water](http://www.ontario.ca/page/drinking-water)



### Click on the publication below to access it

- [Drinking Water System Profile Information Form - 012-2149E](#)
- [Laboratory Services Notification Form – 012-2148E](#)
- [Adverse Test Result Notification Form – 012-4444E](#)
- [Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils](#)
- [Procedure for Disinfection of Drinking Water in Ontario](#)
- [Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids](#)
- [Filtration Processes Technical Bulletin](#)
- [Ultraviolet Disinfection Technical Bulletin](#)
- [Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments](#)
- [Certification Guide for Operators and Water Quality Analysts](#)
- [Training Requirements for Drinking Water Operator](#)
- [Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption](#)
- [Drinking Water System Contact List – 7128E01](#)
- [Ontario's Drinking Water Quality Management Standard - Pocket Guide](#)
- [2020 Watermain Disinfection Procedure](#)
- [List of Licensed Laboratories](#)

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## **Inspection Rating and Inspection Risk Methodology**

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# APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)

## Determining Potential to Compromise the Delivery of Safe Water

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system's operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry's annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

The risk management approach used for MRDWS is aligned with the Government of Ontario's Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

**TABLE 1:**

Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

**TABLE 2:**

Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

**Table 3** presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

## Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

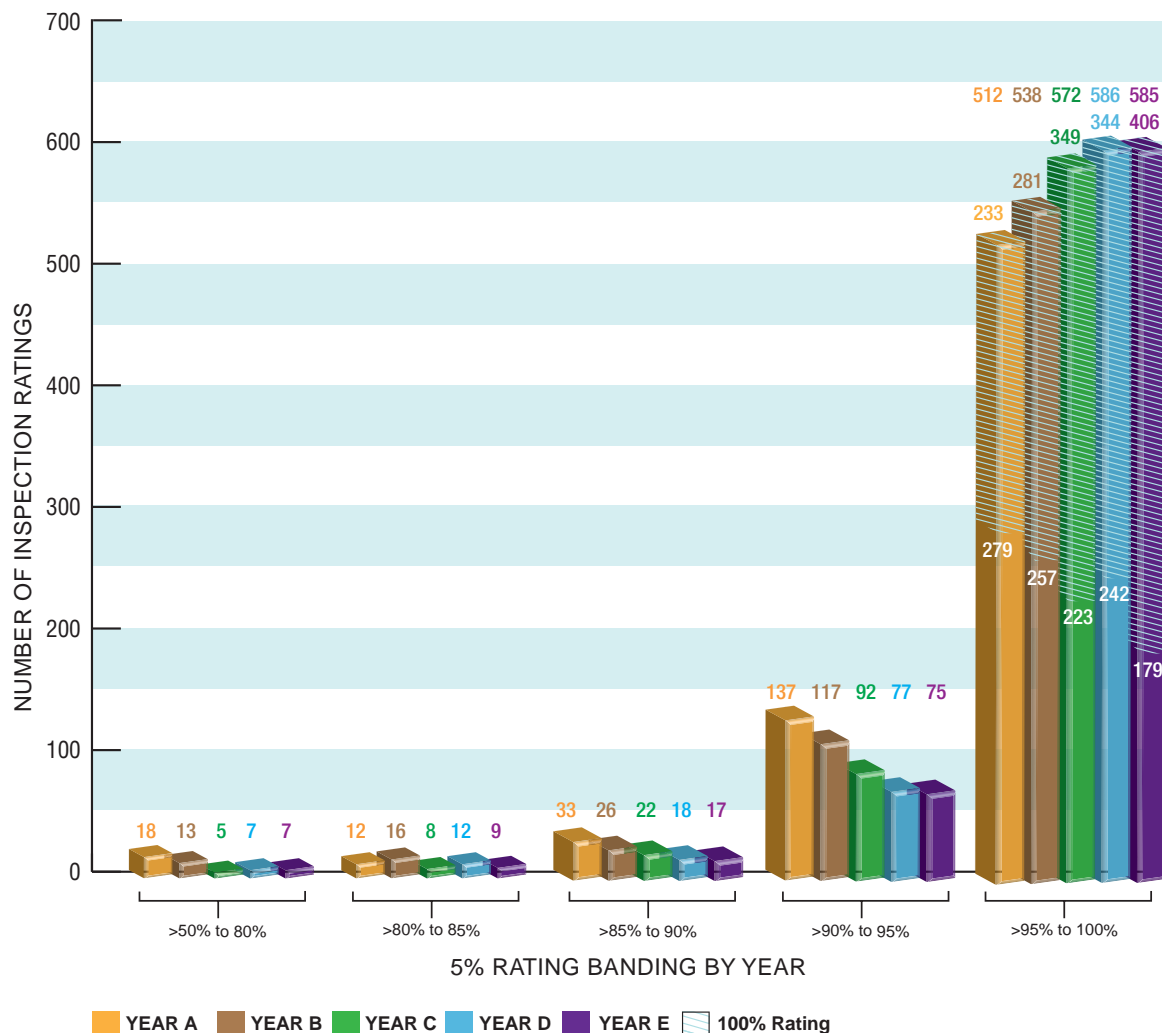
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

## Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

**Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

**Figure 1: Year Over Year Distribution of MRDWS Ratings**



## Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

- |                         |                                 |  |  |
|-------------------------|---------------------------------|--|--|
| 1. Source               | 5. Treatment Process Monitoring | 9. Logbooks                            | 13. Water Quality Monitoring                       |
| 2. Permit to Take Water | 6. Process Wastewater           | 10. Contingency and Emergency Planning | 14. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment  | 7. Distribution System          | 11. Consumer Relations                 | 15. Other Inspection Findings                      |
| 4. Treatment Processes  | 8. Operations Manuals           | 12. Certification and Training         |  |

For further information, please visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)

**DWS Name:** MALAHIDE DISTRIBUTION SYSTEM  
**DWS Number:** 260004774  
**DWS Owner:** THE CORPORATION OF THE TOWNSHIP OF MALAHIDE  
**Municipal Location:** AYLMER

**Regulation:** O.REG. 170/03  
**DWS Category:** DW Municipal Residential  
**Type of Inspection:** Focused  
**Inspection Date:** Sep-5-2023  
**Ministry Office:** London District Office

**Maximum Risk Rating:** 207

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/42
Logbooks	0/18
Operations Manuals	0/28
Reporting & Corrective Actions	0/8
Treatment Processes	0/60
Water Quality Monitoring	0/51
<b>Overall - Calculated</b>	<b>0/207</b>

<b>Inspection Risk Rating:</b>	<b>0.00%</b>
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<b>Final Inspection Rating:</b>	<b>100.00%</b>
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**DWS Name:** MALAHIDE DISTRIBUTION SYSTEM  
**DWS Number:** 260004774  
**DWS Owner Name:** THE CORPORATION OF THE TOWNSHIP OF MALAHIDE  
**Municipal Location:** AYLMER

**Regulation:** O.REG. 170/03  
**DWS Category:** DW Municipal Residential  
**Type of Inspection:** Focused  
**Inspection Date:** Sep-5-2023  
**Ministry Office:** London District Office

*All legislative requirements were met. No detailed rating scores.*

Maximum Question Rating: 207

Inspection Risk Rating:	0.00%
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FINAL INSPECTION RATING:	100.00%
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## Report to Council

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**REPORT NO.:** PW-23-60  
**DATE:** November 16, 2023  
**ATTACHMENT:** #1 Petition for Drainage  
#2 Overview Map  
**SUBJECT:** PETITION FOR DRAINAGE – WAGLER PETITION

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### **Recommendation:**

**THAT Report No. PW-23-60 entitled “Petition for Drainage – Wagler Petition” be received;**

**AND THAT Peter Penner, P.Eng., of Cyril J. Demeyere Limited, be appointed to prepare an Engineer’s Report for Wagler Petition pursuant to *Section 4* of the *Drainage Act R.S.O. 1990*.**

### **Background:**

The Township of Malahide has received a petition for drainage to construct a new branch drain off the existing Staley Drain (Attachment #1). The drain is required as a condition of Site Plan approval to provide the development with a legal and adequate outlet for surface/subsurface water.

Five Star Metal has petitioned to have a new drain constructed at 9600 Walker Road, north of Talbot Line, as a requirement under Site Plan Control for a new addition. A sketch is attached showing the location of the property (Attachment #2).

### **Comments/Analysis:**

As per the requirements under *Sections 5 to 7* of the *Drainage Act R.S.O. 1990*, notice was sent out to local municipalities, local conservation authorities and the Ontario Ministry of Agriculture, Food and Rural Affairs so that they may request an environmental appraisal or a benefit-cost statement at their cost. The Township has not received any such requests.

Five Star Metal is currently working with Cyril J. Demeyere Limited (CJDL), and as such, the Staff are recommending that CJDL be appointed by the Council to prepare the report. The estimated construction date is the summer of 2024.

**Financial Implications to Budget:**

The Township has lands which contribute to the drainage area and will likely be an assessed party to the Report.

Submitted by:	Approved by:	Approved for Council:
Bob Lopez, Engineering Technologist/ Drainage Superintendent	Jason Godby Director of Public Works	Nathan Dias Chief Administrative Officer



Petition for Drainage Works by Owners  
Form 1*Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)*

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

To: The Council of the Corporation of the Township of Malahide

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

The overflow tile from the pond on 9600 Walker Road currently connects to a 150mm private tile that is believed to cross Walker Road and connect to the Staley Drain – Walker Branch. With the proposed development of an expanded building for Five Star Metal, a legal and adequate outlet for drainage is required.

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

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

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

Contact Person (Last Name)

Wagler

(First Name)

Paul

Telephone Number

519-765-1236 ext.

Address

Road/Street Number

9600

Road/Street Name

Walker Road

Location of Project

Lot

99

Concession

North Talbot Rd.

Municipality

Township of Malahide

Former Municipality (if applicable)

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

☐ Construction of new open channel

☒ Construction of new tile drain

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

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

☐ Other (provide description ▼)

Name of watercourse (if known)

Staley Municipal Drain - Walker Branch

Estimated length of project

~200m of tile including crossing of Walker Road

General description of soils in the area

Silty Sand

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

☐ Tile drainage only

☐ Surface water drainage only

☒ Both

Petition filed this 1 day of November, 20 23

Name of Clerk (Last, first name)

ADAMS, ALLISON

Signature

A Adams

**Property Owners Signing The Petition**

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
9600	Walker Road Part of Lot 99 Concession North of Talbot Road East
Ward or Geographic Township	Parcel Roll Number
Ward 3 Township of Malahide	340800005007701

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

Ownership

☒ Sole Ownership

Owner Name (Last, First Name) (Type/Print) Paul Wagner Signature [Signature] Date (yyyy/mm/dd) 2013/11/01

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

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

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

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

Ownership

☐ Sole Ownership

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

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

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

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached

Clerk initial  

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

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

**Notice of Collection of Personal Information**

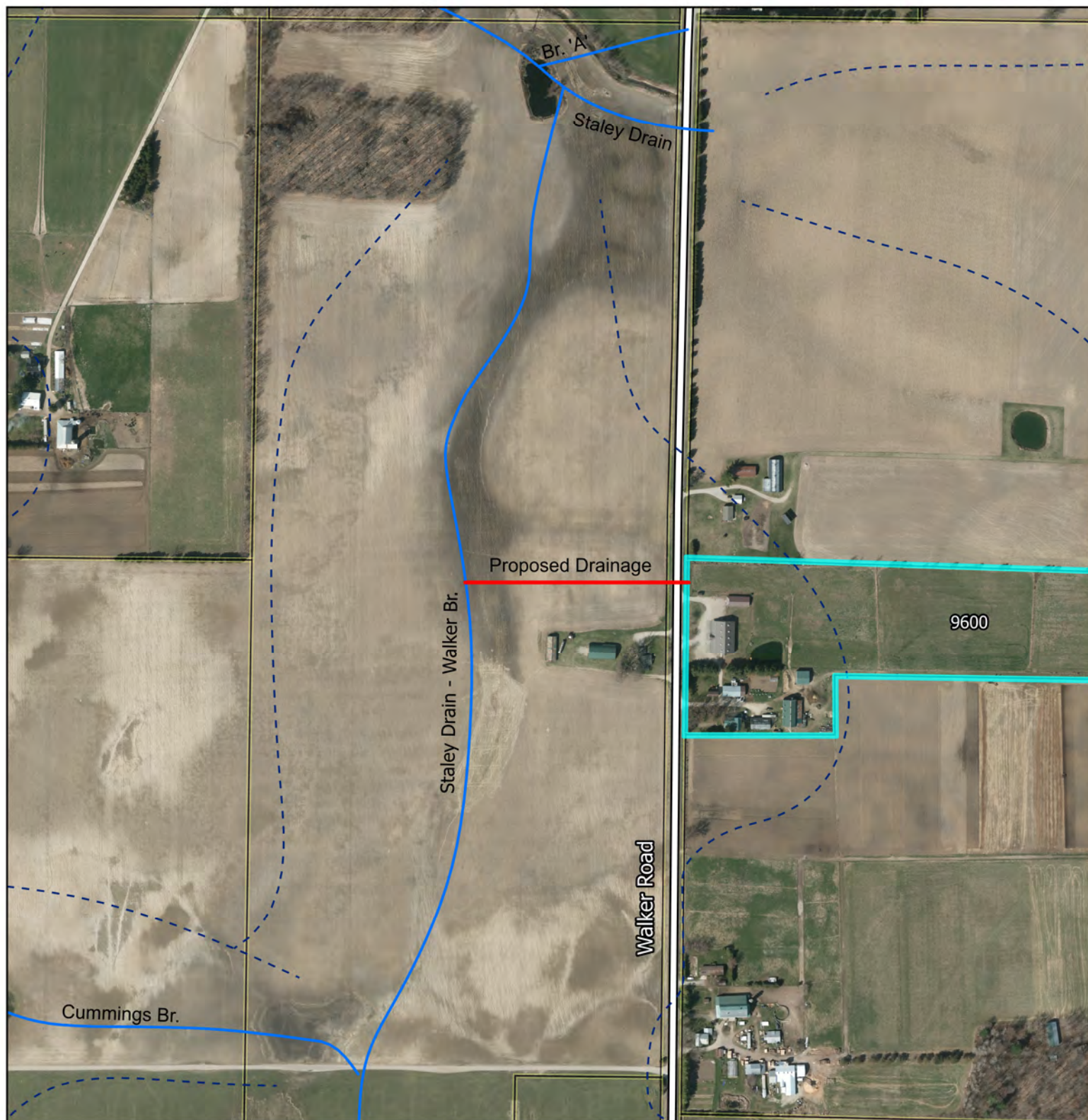
Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D. 17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a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

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

# Staley Drain

51

the TOWNSHIP of  
**MALAHIDE**  
A proud tradition, a bright future.



Map Produced by:  
Township of Malahide

Projection: NAD 83  
UTM ZONE 17

Date: November 6, 2023

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

## Legend

- Municipal Drain
- Drain Watershed
- Petitioning Property



0 70 140 280  
Meters



## Report to Council

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**REPORT NO.:** FIN-23-16  
**DATE:** November 16, 2023  
**ATTACHMENT:** General Council Grant Requests Policy  
Community Grants Committee Terms of Reference  
**SUBJECT:** **2024 Community Grant Requests**

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### **Recommendation**

**THAT Report FIN-23-16 entitled “2024 Community Grant Requests” be received for information;**

**AND THAT the appointment of three (3) members of Council to the Community Grants Committee be included to the Committee Appointment By-law.**

### **Background**

Each year, the Township receives requests for grants from community groups and cemeteries. As directed through the Township’s “General Council Grant Requests” Policy (attached), interested community groups submit applications to be reviewed by the Township. Applications are approved on a case-by-case basis by Council during annual budget deliberations. As the policy places the responsibility on Council to approve grant requests, it is the recommendation of staff that Council should be provided greater opportunity to review and assess applications. When considering the different ways this could be accomplished, staff ultimately recommend the forming of a committee comprising of both Council and staff to annually vet applications as well as consider how the Township’s community grants process could better serve the Strategic Plan.

Included in this report is the list of requests that have been received for 2024 as well as, the amount granted in the prior year. These requests will be brought back for Council’s consideration for the 2024 Budget deliberations.

### Recurring Donations – Service Clubs

Description	2024 Request	2023 Grant
<b>Springfield Santa Claus Parade</b> <ul style="list-style-type: none"> <li>Funding required for candy bags, band costs, and any other parade expenses. Springfield Parade is the 1<sup>st</sup> Saturday in December.</li> </ul>	<b>\$ 2,000.00</b> <b>+ insurance</b>	<b>\$1,500</b> <b>+ insurance</b>
<b>Springfield Family Fun Day</b> <ul style="list-style-type: none"> <li>This event in June is family-oriented and designed to strengthen the community. Involves a variety of games, activities and entertainment for all ages.</li> </ul>	<b>\$ 375</b> <b>+ insurance</b> <b>cost \$175</b>	<b>\$375</b> <b>+ insurance</b> <b>cost \$175</b>
<b>Aylmer-Malahide Museum</b> <ul style="list-style-type: none"> <li>To ensure the continued preservation of artifacts of the Museum collection. To preserve local history, as many artifacts are donated by Malahide residents.</li> </ul>	<b>\$20,000</b>	<b>\$10,000</b>
<b>Malahide Community Policing Committee</b> <ul style="list-style-type: none"> <li>To provide safety information for the community and area. Participate in Springfield Family Fun Day. Create brochures, signage to help make Community policing more visible. Provide community with information regarding elder abuse, fraud, and identity theft and lock it/lose it.</li> </ul>	<b>\$2,000</b>	<b>\$0</b>
<b>Knights of Columbus</b> <ul style="list-style-type: none"> <li>To offset the cost of maintaining the soccer fields, this cost includes property taxes in the amount of \$2,100.00 per year.</li> <li>Have approximately 800 youth playing soccer 4 nights per week.</li> </ul>	<b>\$1,400</b>	<b>\$1,350</b>
<b>Elgin County Plowmen's Association</b> <ul style="list-style-type: none"> <li>Requesting grant to assist with the Elgin County Plowing Match to be held in September 2024. Event promotes agriculture to youth.</li> </ul>	<b>\$ 500</b>	<b>\$500</b>
<b>Kinsmen Club of Aylmer</b> <ul style="list-style-type: none"> <li>Requesting grant to assist with Canada Day fireworks display at EECC. Would like to provide a great firework show for the community.</li> </ul>	<b>\$2,000</b>	<b>\$1,000</b>



Description	2024 Request	2023 Grant
<b>Aylmer &amp; East Elgin Agricultural Society (Fair)</b> <ul style="list-style-type: none"> <li>Grant to be used to assist with the costs of the Aylmer Fair in August. (advertising, grounds maintenance etc) and tractor pull in July</li> </ul>	<b>\$2,000</b>  <b>+ Road grader for 3 hours for tractor pull</b>	<b>\$4,000</b>
<b>Elgin County Farm Safety</b> <ul style="list-style-type: none"> <li>To educate children on farm safety, fire, ATV and animals at a Keep Kids Safe day at a school in June.</li> </ul>	<b>\$1,225</b>	<b>\$1,225</b>
<b>East Elgin Community Assistance Program</b> <ul style="list-style-type: none"> <li>Assistance in helping people in Malahide/Aylmer with food security, rent, utilities, warm clothing, footwear, gifts for teens and Christmas Care packages</li> </ul>	<b>\$3,000</b>	<b>Did not apply</b>

#### Recurring Donations – Cemeteries

Description	2024 Request	2023 Grant
<b>Springfield Cemetery Board</b> <ul style="list-style-type: none"> <li>Tree trimming, removal of overgrown trees, grass cutting, repair of tombstones</li> </ul>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Aylmer Cemetery Board</b> <ul style="list-style-type: none"> <li>For upkeep of the cemetery. Grounds maintenance. Costs of equipment, buildings and any improvements required.</li> </ul>	<b>\$18,000</b>	<b>\$18,000</b>
<b>Luton Cemetery Board</b> <ul style="list-style-type: none"> <li>General maintenance of the cemetery. Includes grass cutting, tree maintenance and stone repair to keep it safe and looking respectable.</li> <li>Unable to sell any further plots to raise funds.</li> </ul>	<b>\$2,500</b>	<b>\$2,500</b>

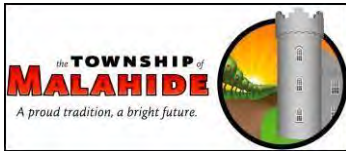
**Requests for Grants at MCP and SDCH**

<b>Description</b>	<b>2024 Request</b>	<b>2023 Grant</b>
<b>Springfield Family Fun Day</b> <ul style="list-style-type: none"> <li>Requesting free use of Community Rooms A, B &amp; C, the kitchen &amp; green space and pavilion in June for the annual Springfield Family Fun Day.</li> </ul>	<b>\$1,450</b>	<b>\$1,450</b>
<b>South Dorchester Optimists</b> <ul style="list-style-type: none"> <li>Use of SDCH – for 23 seniors community euchres, 2 community breakfasts, 1 ham supper, and 19 organization meetings.</li> <li>Use of MCP community room for 3 bingo events.</li> </ul>	<b>\$ 3,464</b>	<b>\$4,000</b>
<b>Springfield Swans</b> <ul style="list-style-type: none"> <li>Holding 5 events this year – April a Community supper, June-District event, July-Senior Christmas in July Meal, August-Takeout meal fundraiser, September – Fundraiser Meal</li> </ul>	<b>\$2,500</b>	<b>\$2,500</b>
<b>Springfield Brewers</b>	<b>Did not apply</b>	<b>\$1,600</b>
<b>Harvest Bowl</b>	<b>Did not apply</b>	<b>TBD</b>

**Financial Implications:**

During budget deliberations, confirmation will be required for the groups that the Council wishes to support, as well as, the approved amounts. The total requests noted above amount to \$67,589. The 2023 Budget for grants includes a total of \$25,500 for cemeteries and \$29,675 for service clubs. To fund all 2024 community grant requests, an additional \$12,414 in property tax funding would need to be raised. This equates to a 0.15% tax levy increase for 2024.

<b>Submitted by:</b>	<b>Approved by:</b>	<b>Approved for Council:</b>
Tanya Hoover Assistant Treasurer/Tax Collector	Adam Boylan Director of Corporate Services / Treasurer	Nathan Dias Chief Administrative Officer



## **POLICY FOR GENERAL COUNCIL GRANT REQUESTS**

**Finance Policy Name: General Grants**

**Approval Date: October 7, 2010**

**Effective Date: January 1, 2011**

**Revision Date: June 21, 2018**

### **INTRODUCTION**

From time to time, the Council of the Township of Malahide is requested to provide financial assistance for a variety of community undertakings. This policy encompasses all requests other than Grants for Local and Founding Organizations.

### **POLICY PURPOSE**

The purpose of this policy is to provide guidance to ensure a consistent, equitable, and appropriate process to:

1. provide municipal funds or other forms of assistance, in limited amounts, to Community groups and organizations that warrant municipal support
2. ensure that full value be obtained for each dollar provided in financial assistance by the Township.

### **SCOPE**

This Statement of Policy applies to requests for municipal funding assistance or other forms of municipal assistance.

### **EXCLUSIONS**

1. Requests for funding from Founding Organizations and Local Organizations with regard to Malahide Community Place or South Dorchester Community Hall.
2. Request for contributions to disaster funds, such as fire, flood, earthquakes, etc.
3. Request for funding from other government agencies, as well as Cemetery Boards.

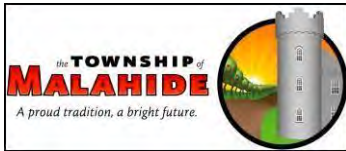
### **DEFINITIONS**

#### **Cancellation Fees**

Notice of cancellation shall be in writing and delivered, faxed or emailed to the Township of Malahide thirty (30) business days prior to the date of the function. The Renter will be responsible for all rental fees for cancellations with less than thirty (30) business days' notice.

**All cancellations will result in an administration fee.**





## **POLICY FOR GENERAL COUNCIL GRANT REQUESTS**

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### **Tourism/Economic Development**

Includes organizations that significantly benefit tourism by bringing in non-Township of Malahide residents into the Township of Malahide or promotion of events highlighting the Township of Malahide.

### **Community**

Includes organizations that enable citizens to strengthen the personal or community life of the Township of Malahide. It also refers to organizations which strengthen neighbourhoods, accessibility, and public involvement in organizations that operate within the Township of Malahide. This category includes quality of life organizations.

### **The Arts**

Includes organizations that produce, present, distribute, educate and/or encourage the appreciation of and the creation of work in the literary, performing or visual arts.

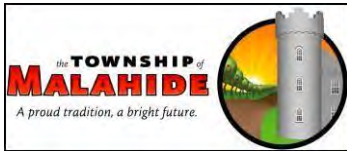
### **Culture and Heritage**

Includes organizations which represent the creative capacities of citizens or the celebration of racial or ethnic contributions, e.g. diversity and multi-culturalism.

## **GUIDELINES**

The following are the guidelines to be used by the Township of Malahide in evaluating applications for general grant financial assistance.

1. The organization must have a clearly stated purpose and function that result in an improvement in community services within the Township of Malahide and the organization must be responsible for the planning and provision of these services.
2. The applicant must present adequate documentation demonstrating the need for the proposed service to be funded. The activities of the applicant do not substantially duplicate the efforts of other organizations.
3. The grant application will be considered in one of five categories:
  - a) Tourism/Economic Development
  - b) Community
  - c) The Arts
  - d) Culture and Heritage
  - e) Other



## POLICY FOR GENERAL COUNCIL GRANT REQUESTS

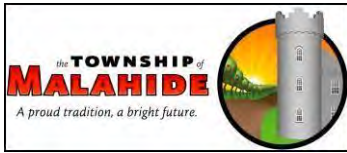
**Finance Policy Name: General Grants**

**Approval Date: October 7, 2010**

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4. The Financial Assistance Program should not be considered as the primary source of funding for the organization as such funding is intended to be supplementary to main sources of funding for organizations.
5. As a general guideline, the Township of Malahide will not give consideration for financial assistance to any organization to replace financial support provided previously by other funding authorities either private or government.
6. Since volunteers are an important part in community service, the organization shall show evidence of volunteer involvement in the day-to-day provision of its services.
7. The mandate of the organization must provide for services extended to the general public of The Township of Malahide and should not exclude anyone by reason of race, religion, or ethnic background in accordance with the Canadian Charter of Human Rights and Freedoms.
8. All requests for financial assistance will be assessed in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community, community response, and apparent quality.
9. An organization (principal) receiving financial assistance from the Township of Malahide should not act in the capacity of a funding body (agent) for, or provide financial assistance to any other group or organization.
10. Under normal circumstances, only one request per organization is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated into one request. This includes direct funds, property rental reductions, equipment donations, fee reductions, etc. Fully completed applications for assistance must be received on an annual basis **not later than October 31 in the year prior to the event.**
11. This Financial Assistance Program shall be used only for the purpose approved by Council.
12. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.
13. Applicants must provide the following financial information: previous year's financial statement (which must be reviewed by a professional accountant if assistance is greater than \$5,000.00) and current year's budget.
14. Regarding requests for facility fees at Malahide Community Place or South Dorchester Community Hall, the Township of Malahide will not give consideration for financial assistance for any of the following:
  - a) Non-facility fees such as: the purchase of ice, insurance cost, additional equipment rentals, Special Occasion Permits (liquor licences), taxes, capital surcharges, cancellation fees, or breakage/damage fees, etc.
  - b) Staff overtime costs including early/late access fee.



## **POLICY FOR GENERAL COUNCIL GRANT REQUESTS**

**Finance Policy Name: General Grants**

**Approval Date: October 7, 2010**

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15. The successful applicant will acknowledge the Township of Malahide's support in its promotional materials in a manner acceptable to the Township.
16. No financial donation or assistance will be considered unless specially authorized by this policy.
17. Council makes the final decision on all Grant requests.

### **POLICY AUTHORITY**

This policy will be approved by Council for the Township of Malahide. The related procedures will be approved by the Chief Administrative Officer/Clerk.

### **REFERENCES AND RELATED POLICY**

Grants for Founding Organizations  
Grants for Local Organizations

### **REVIEW CYCLE**

This policy will be reviewed annually by the Treasurer.

**Township of Malahide  
Community Grants Committee  
Terms of Reference**

**Purpose of the Committee**

To provide recommendations, advice and information to Council on matters which relate to the Township's Community Grants program.

The Committee is guided by the Municipal Act, the Conflict of Interest Act, the Township of Malahide procedural By-law and the Committee Terms of Reference.

**Objectives**

General responsibilities of the Community Grants Committee include:

- Meet to review applications after the application submission deadline
- Request further information from applicants and make related inquiries as deemed necessary
- Make approval recommendations for Council's consideration during budget deliberations
- Make recommendations to Council regarding the Community Grants process
- Consider how the Township's community grants process can support strategic plan objectives and desired community outcomes

**Membership Composition and Responsibilities**

The Community Grants Committee shall be composed of:

- \*Three (3) members of Council (voting members)
- the Director of Corporate Services / Treasurer (non-voting member)
- Other staff as necessary (non-voting members)

The Council shall appoint all Committee members by By-law.

The term of appointment for members of Council shall be concurrent with the four (4) year term of Council.

Quorum for meetings shall consist of a majority of voting members of the Community Grants Committee.

The term of appointment for any lay member shall be for two (2) years, with an option to renew without a public posting for one (1) additional two (2) year term.

The Community Grants Committee shall, at its first meeting in each term, elect from its membership, a Chair, a Vice Chair and a non-voting Recording Secretary.

The Community Grants Committee shall not give direction to staff, nor shall request, without the approval of Council, the preparation of any administrative reports, research or work assignments.

Where Council is of the opinion that the Committee is unable to achieve its stated objectives, Council shall consider terminating the Community Grants Committee.

### **Meeting Roles and Requirements**

The Committee shall meet at least once each calendar year, generally in November as well as on an as needed basis as directed by Council, or the Chief Administrative Officer of the Township in consultation with the Director of Corporate Services / Treasurer.

The Township's Procedural By-law 17-97, Section 12, can be referred to for committee rules and regulations that shall be observed in all proceedings of the Committee for the order and conduct of business therein.

### **Minutes and Agenda**

The Secretary will prepare and distribute the Agenda and provide recording secretarial services. The Minutes of each meeting will be amended when necessary and adopted at the following Committee Meeting. Approved minutes shall be forwarded to the municipal clerk for inclusion in the next Council agenda. Recommendations to Council shall be made by Committee resolution and forwarded to the municipal clerk for inclusion in the next Council agenda for Council's consideration.

### **Amendments to the Terms of Reference**

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

### **General Conduct**

The Committee meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

The meetings shall be held in public. Closed sessions shall comply with the Municipal Act, Section 239.



## Report to Council

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**REPORT NO.:** DS-23-32

**DATE:** November 16, 2023

**ATTACHMENT:** Report Photo, Application, Recommended Conditions

**SUBJECT:** **APPLICATION FOR CONSENT TO SEVER NO. E76-23 OF 584012 ONTARIO LIMITED C/O BERT BROUWER (AUTHORIZED AGENT: MARK STONE, MLS PLANNING CONSULTING)**

**LOCATION:** Concession 5, Part of Lot 31,32 & 33 (52773 Chalet Line)

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### Recommendation:

**THAT Report No. DS-23-32 entitled “Application for Consent to Sever No. E76-23 of Bert Brouwer” be received;**

**AND THAT the Application for Consent to Sever No. E76-23 of Bert Brouwer relating to the property located at Concession 5, Part of Lot 31,32 & 33 (Malahide), and known municipally as 52773 Chalet Line, not be supported for the reasons set out in this Report;**

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

### Background:

The subject application for Consent to Sever (the “Application”) has been submitted by MLS Planning Consultants, on behalf of 584012 Ontario Limited (c/o Bert Brouwer), for a lot boundary adjustment between 52773 Chalet Line and 7906 Carter Road.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on November 22, 2023.

### Comments/Analysis:

The subject property is approximately 43.3 hectares (107 acres) in area, has approximately 336 metres of frontage along Chalet Line and contains an existing single detached dwelling and accessory workshop, storage buildings and shed. The subject

property is surrounded by agricultural lands in all directions, with Chalet Line bounding the parcel to the north. The property is bound on the eastern edge by woodlands containing a tributary to the South Creek, creating an irregular shape for the parcel.

The applicant is proposing to sever an area of approximately 35.9 hectares (89 acres) from the southern portion of the property, which is used primarily for cropland, to convey it to an adjacent property. This would create a smaller, more regular shaped parcel while enlarging the agricultural property at 7906 Carter Road. The severed parcel would combine with the benefitting lands to create a parcel with an area of approximately 86.1 hectares (213 acres) with a frontage of approximately 10 metres on Carter Road.

The retained parcel would have an area of approximately 7.4 hectares (18 acres) and a frontage of approximately 336 metres along Chalet Line. Based on the information provided by the applicant, the retained parcel would continue to contain the existing single detached dwelling and accessory building and is proposed to be used for a 4-acre tree farm.

### **Provincial Policy Statement (PPS)**

In Prime Agricultural Areas, the Provincial Policy Statement (PPS) permits lot adjustments for legal or technical reasons, where legal or technical reasons mean severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot (Section 2.3.4.2). Further, Prime agricultural areas shall be protected for long-term use for agriculture (Section 2.3.1).

As previously noted, the retained parcel is proposed to be 7.4 hectares in size in comparison to the minimum lot area requirements of 40 hectares and 20 hectares that are required for the A3 and A1 zones under the Zoning By-law. The application does not contain sufficient justification that the proposed retained parcel is large enough to remain a viable farm parcel and would be able to be used for a range of agricultural uses over the long term. Additionally, the subject lands are approximately 43 hectares, and the application proposes to convey 35 hectares of land to the adjacent parcel. This would represent approximately 80% of the subject lands and would be considered too large to be a minor adjustment to the lot boundaries.

The PPS directs Natural Heritage features to be protected for the long term (Section 2.1.1). While development is prohibited in significant woodlands and areas of significant natural and scientific interest, no new lots, changes of use or construction are proposed at this time.

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

The subject property is designated as 'Agriculture' on Schedule 'A' of the County Official Plan. Permitted uses in the agriculture designation include a range of agricultural uses, and a single detached dwelling in conjunction with an agricultural use.

The County Official Plan seeks to maintain and preserve agricultural resources and protect prime agricultural lands from fragmentation (s. C2.1). Boundary adjustments are permitted, provided no new building lot is created and that the viability of the lots as agricultural parcels are not affected by the adjustment (Section E1.2.3.2). While no new

building lot is proposed to be created, the size of the proposed retained lot would be greatly reduced in size compared to most farm parcels located in the surrounding area and it has not been demonstrated that the proposed retained lot at 7.4 hectares would be of a size to remain viable for a range of agricultural uses, particularly as it is also constrained by natural heritage features.

A large portion of the subject property contains 'Woodlands' as outlined in Appendix #1 Natural Heritage Features and Areas of the County Official Plan. Natural Heritage features, such as Woodlands shall be protected (Section D1.2.1). As no development is proposed, as per the PPS definition, the woodland areas will not be affected by the lot boundary adjustment.

### **Malahide Official Plan**

The subject property is designated 'Agriculture' and 'Natural Heritage', on Schedule 'A1' (Land Use) and designated 'Provincially Significant Woodland', 'Significant A.N.S.I.' and 'Hazard Lands' on Schedule 'A2' (Constraints) of the Township of Malahide Official Plan.

Consents for lot adjustments, lot additions, and minor boundary changes are permitted in any land use designation, provided the severed and retained parcels comply with the other applicable requirements of this Plan, and the Zoning By-law (s. 8.7.1.7). It is noted that the Official Plan discourages the division of farmland into smaller holdings and only permits deviation from the minimum lot sizes under the Zoning By-law where the lots are of a size appropriate for the type of agricultural uses common for the area; the size of the parcels are sufficiently large to permit making changes to the type of farming; and that both parcels are viable agricultural units or will contribute to agricultural viability by means of farm consolidation (s. 2.1.6).

As discussed above, there is not sufficient justification that the proposed retained lot is of a size to support long-term agricultural uses and the conveyance of the proposed severed parcel would be of a significant size to be considered a minor adjustment to the property boundary. Additionally, there is insufficient justification that the proposed retained lot is appropriate for the types of agricultural uses common in the area and would be of a size large enough that could not support changes or flexibility of farming in the future. While consolidating farm parcels can support agricultural uses, in this instance there would be greater utility and viability in having two large farm parcels than one very large farm parcel and what may essentially function as an oversized estate lot.

As no development is proposed by the lot boundary adjustment, there will be no negative effects on the Natural Heritage, Provincially Significant Woodland, Significant A.N.S.I. and Hazard Lands located on the subject property.

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

The subject property is within the "Large Lot Agricultural (A3) Zone", on Key Maps 67 and 68 of Schedule "A" to the Township's Zoning By-law No. 22-18. As previously noted in this report, the Malahide Official Plan requires that both the proposed severed and retained parcel meet the minimum lot sizes as prescribed in the Zoning By-law.

The intent of the A3 zone is for large agricultural lots with a prescribed minimum lot size of 40 hectares. While the enlarged parcel resulting from the conveyance of the severed



lands meets the minimum lot size required, the retained lands do not. Further, the retained lands would also not meet the minimum lot size prescribed in the 'General Agricultural (A1)' zone of 20 hectares.

### **General Comments**

The Development Services Staff has also considered comments provided (if any) by other internal departments; no comments were received at the time of writing this report. It is noted that while staff are not supportive of the application, recommended conditions have been provided should the application receive approval.

### **Financial Implications to Budget:**

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

Submitted by:	Reviewed by:
Eric Steele, BES Monteith Brown Planning Consultants, Consulting Planner for the Township	Jay McGuffin, MCIP, RPP Monteith Brown Planning Consultants Vice President & Principal Planner

Approved by:
Nathan Dias, Chief Administrative Officer

**APPLICATION FOR A CONSENT TO SEVER**  
**Owners: 584012 Ontario Ltd. (c/o Bert Brouwer)**




52773 Chalet Line  
 Concession 5, North Part of Lots 31,32 & 33  
 Township of Malahide

Township  
 of Malahide  
 Figure 1



OFFICIAL PLAN DESIGNATION  
 AGRICULTURE

ZONING  
 Large Lot Agricultural (A3)

-  Lands to be Retained
-  Lands to be Severed
-  Receiving Property

## E76-23 – Recommended Conditions

1. 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.
2. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
3. 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.
4. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
5. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.



### APPLICATION FOR CONSENT

1. Name of Approval Authority ELGIN COUNTY LAND DIVISION COMMITTEE
2. (a) **Name of Owner** 584012 Ontario Limited (c/o Bert Brouwer)  
 Address 52773 Chalet Lane  
 Telephone Number \_\_\_\_\_ Email Christambrouwer@gmail.com
2. (b) **Name of owner's solicitor or authorized agent** Mark Stone, MLS Planning Consulting  
 Address 87 Batson Drive, Aurora, ON, L4G 3R2  
 Telephone Number 416-986-8890 Email mark@mlsplanning.ca
2. (c) **Name of Applicant** See Authorized Agent  
 Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Email \_\_\_\_\_  
 Relationship to Owner: Purchasing Farmer (☐) Other (☒) please specify Planning Consultant

Please specify to whom all communications should be sent:

Owner(s) (☐) Solicitor (☐) Agent (☒) Applicant (☐)

**AUTHORIZATION TO APPOINT AN AGENT must be provided if an agent or solicitor is acting on behalf of the land owner or applicant.**

3. (a) Type and purpose of proposed transaction: (check appropriate space)
 

Transfer: <input type="checkbox"/> creation of a new lot	Other: <input type="checkbox"/> mortgage/charge
<input checked="" type="checkbox"/> addition to a lot	<input type="checkbox"/> lease
<input type="checkbox"/> <i>surplus farm dwelling**</i>	<input type="checkbox"/> easement/R.O.W.
<input type="checkbox"/> technical severance	<input type="checkbox"/> correction of title
<input type="checkbox"/> other (specify) _____	

**\*\* If the application involves the severance of a surplus farmhouse (through farm consolidation), please complete and submit attached Appendix "B" – "Surplus Farm Dwelling Information Form."**

- (b) Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:

\_\_\_\_\_

- (c) If a lot addition, identify the assessment roll number and property owner of the lands to which the parcel will be added:

34-08-000-030-18500, Randy John Vander Deen

## 4. (a) Location of land:

Municipality Malahide Concession No. 5  
 Lot(s) No. Part of Lot 31, 32 & 33 Registered Plan No. Plan 11R-10906  
 Name of Street Chalet Lane Street No. and/or 911 No. 52773  
 Assessment Roll No. 34-08-000-030-18400

## (b) Are there any easements or restrictive covenants affecting the subject land?

Yes ☐ No ☒ If Yes, describe the easement or covenant and its effect:

5. Description of land intended **to be severed**: (Accurate Measurements in Metric)

Frontage \_\_\_\_\_ Depth 752.8 m (west property line) Area 35.9 ha  
 Existing Use Agriculture Proposed Use Agriculture  
 Number and use of buildings and structures on the land to be severed:  
 Existing none  
 Proposed none

6. Description of land intended **to be retained**: (Accurate Measurements in Metric)

Frontage 336.3 m Depth 174.0 m (west property line) Area 7.4 ha  
 Existing Use Agriculture Proposed Use Agriculture  
 Number and use of buildings and structures on the land to be retained:  
 Existing refer to cover letter for summary  
 Proposed none

7. Number of new lots proposed (including retained lots) none

## 8. Type of access for proposed and retained lot: (check appropriate space)

<u>TYPE</u>	<u>PROPOSED LOT</u>	<u>RETAINED LOT</u>
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>
Other public road	<input type="checkbox"/>	<input type="checkbox"/>
Right Of Way	<input type="checkbox"/>	<input type="checkbox"/>
Water access	<input type="checkbox"/>	<input type="checkbox"/>

If proposed access is by water, what boat docking and parking facilities are available on the mainland?  
 (specify) n/a

9. (a) What type of water supply is proposed: (check appropriate space)

<u>TYPE</u>	<u>PROPOSED LOT</u>	<u>RETAINED LOT</u>
Publicly owned and operated piped water system	( <input type="checkbox"/> )	( <input type="checkbox"/> )
Privately owned and operated individual well **	( <input checked="" type="checkbox"/> )	( <input checked="" type="checkbox"/> )
Privately owned and operated communal well **	( <input type="checkbox"/> )	( <input type="checkbox"/> )
Lake or other water body	( <input type="checkbox"/> )	( <input type="checkbox"/> )
Other means (specify)	_____	_____

- (b) \*\* If existing water supply is provided from a privately owned and operated individual/ communal well, **the owner shall be required to provide written confirmation from a licensed well installer that the private well provides the quality and quantity of potable water required by Provincial standards. (Written confirmation to be attached to the Application); AND**

- (c) \*\* **A water quality test by the applicable public health unit is required (Written confirmation to be attached to the Application)**

10. (a) What type of sewage disposal is proposed: (check appropriate space)

<u>TYPE</u>	<u>PROPOSED LOT</u>	<u>RETAINED LOT</u>
Publicly owned and operated sanitary sewage system	( <input type="checkbox"/> )	( <input type="checkbox"/> )
Privately owned and operated individual septic Tank **	( <input checked="" type="checkbox"/> )	( <input checked="" type="checkbox"/> )
Privately owned and operated communal septic System **	( <input type="checkbox"/> )	( <input type="checkbox"/> )
Other means (specify)	_____	_____

- (b) \*\*If existing sewage disposal is privately owned, **the owner shall be required to provide written confirmation from a licensed septic installer that the system is in satisfactory operating condition. (Written confirmation to be attached to the Application)**

**NOTE:** If 9(b), 9(c) and 10(b) are not provided, the application is not considered complete and the application will not be accepted until such time as the outstanding items have been provided and it is deemed complete.

11. When will water supply and sewage disposal services be available?

n/a

12. What is the existing Official Plan designation(s) of the subject land?

Agriculture with Natural Heritage along watercourse.

13. What is the existing Zoning designation(s) of the subject land?

A3

14. Has the subject land ever been the subject of an application for approval of a plan of subdivision under the Planning Act? Yes ☐ No ☒ Unknown ☒

If Yes, and known, provide the application file number and the decision made on the application

---

15. If this application is a re-submission of a previous consent application, describe how it has been changed from the original application

n/a

---

16. (a) Has there been any previous severances of land from this holding?

Yes ☒

No ☒

- (b) If the answer to (a) is Yes, please indicate previous severances on the required sketch and supply the following information for each lot severed:

Who the severance was granted to

Use of parcel

Date parcel created (Year)

---

17. If this application is for a lot addition, has the lot to be enlarged ever been the subject of a previous severance?

Yes ☐ No ☒

If Yes, provide the previous severance File No.

---

18. (a) Are there any barns within 750 metres of the proposed severed lands?

Yes ☐ No ☒

i) Now used for livestock?

Yes ☐

No ☐

ii) Capable of being used for livestock?

Yes ☐

No ☐

- (b) If there are livestock barns located within 750 metres of the dwelling on the retained lands a MDS 1 calculation is required to be submitted with this application for consent pursuant to Minimum Distance Separation (MDS) document -Implementation Guideline #6.

19. Is the owner, solicitor, or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?

Yes ☐

No ☒

20. Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval?

Yes ☐

No ☒

If Yes, and known, specify the Ministry file number and status of the application

---

21. Is the subject land currently the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, or approval of a plan of subdivision?

Yes ☐

No ☒

If Yes, and known, specify the appropriate file number and status of the application

---

22. (a) Is the application consistent with the Provincial Policy Statement 2020 issued under subsection 3(1) of the Planning Act?

Yes ☒

No ☐

(b) If Yes, identify policies from the Provincial Policy Statement 2020 to support this application for consent

refer to cover letter for summary

---

23. Is the subject land within an area designated under any provincial plan or plans?

Yes ☐

No ☒

If Yes, does the application conform to or conflict with the applicable provincial plan or plans

---

24. Did pre-consultation occur with the local Municipality and/or other agencies?

Yes ☒

No ☐

Enter date of consultation and contact person

September 23, 2022

---

25. The Owner/Applicant/Agent hereby authorizes Land Division Committee members and the Corporation of the County of Elgin staff to enter onto the subject property for the purpose of Site inspections with respect to this application.

26. The Owner/Applicant/Agent hereby consents to disclosure of the information contained in this Application pursuant to Section 32(b) of Bill 49, Chapter 63, S.O. 1989, being an Act to provide for Freedom of Information and Protection of Individual Privacy in Municipalities and Local Boards.

27. DETAILED SKETCH:

The application shall be accompanied by a detailed sketch showing the following:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- the boundaries and dimensions of any land owned by the owner of the subject land and



that abuts the subject land;

- the distance between the subject land and the nearest municipal lot line or landmark, such as a railway crossing or bridge;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas;
- the location of private wells and septic system must be located entirely within the boundaries **of the lot to be created** and shall comply with the Zoning By-Law setbacks;
- the location of private wells and septic system must be located entirely within the boundaries **of the lot to be retained** and shall comply with the Zoning By-Law setbacks;
- the existing use(s) on adjacent lands;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- the location and nature of any easement affecting the subject land.

Dated at the Town of Aurora  
 (Municipality/Township/City/etc.) (Name of Municipality/Township/City/etc.)  
 this 21st day of July 2023  
 (day) (month) (year)




---

**SIGNATURE OF APPLICANT(S), SOLICITOR OR AUTHORIZED AGENT**

**AFFIDAVIT OR SWORN DECLARATION**

I/We Mark Stone of the Town  
 (Applicant/Agent Name) (Municipality/Township/City/etc.)  
 of Aurora in the Region of York  
 (Name of Municipality/Township/City/etc.) (County Name)

solemnly declare that all the information contained in this application is true, and I/We make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under Oath and by virtue of the CANADA EVIDENCE ACT.

DECLARED before me in the

Town of Stouffville  
 (Municipality/Township/City/etc.) (Name of Municipality/Township/City/etc.)

in the Region of York this 26th day of September  
 (County/Region if applicable) (Day) (Month)

20 23  
 (Year)



SignNow e-signature ID: 40308baf9f...  
 09/26/2023 15:40:33 UTC

Signature

**Signed electronically before me in Stouffville, Ontario  
 while the Declarant was located in Aurora, ON on September 26, 2023  
 in accordance with Reg. 431/20 and the Ontario Electronic  
 Commerce Act and securely online via video.**



SignNow e-signature ID: 3402e5398d...  
 09/26/2023 15:39:32 UTC

**Hailian Wang  
 Licensed Paralegal and Notary Public  
 Law Society of Ontario Licensee#P16391**

A Commissioner, etc.

Signature



SignNow e-signature ID: 5f442f5e57...  
 09/26/2023 15:39:32 UTC

If this application is signed by an agent or solicitor on behalf of an applicant(s), the owner's authorization must accompany the application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the seal, if any, must be affixed.

It is required that one copy of this application be filed, together with one copy of the detailed sketch described, with the responsible person, accompanied by a fee of – \$1,250.00 in cash or by cheque made payable to TREASURER, COUNTY OF ELGIN.

An additional fee of \$300.00 will be charged for affixing the consent stamp.

# AUTHORIZATION TO APPOINT AN AGENT

**NOTE:** This form is only to be used for applications, which are to be signed by someone other than the owner(s).

To: Secretary-Treasurer  
Land Division Committee  
Corporation of the County of Elgin

Description and Address of Subject Lands:

52773 Chalet Lane, Part of Lots 31, 32 and 33, Concession 5, Malahide, ON

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

Mark Stone, MLS Planning Consulting of the Town of Aurora to:  
(Agents Name/Names) (Agents City/Town of Residence)

- (1) make an application on my behalf to the County of Elgin Land Division Committee;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by the Land Division Committee relevant to the application.

Please Print Names in Block Letters Below Signatures

Dated at the Township of Malahide  
(Municipality/Township/City/etc.) (Name of Municipality/Township/City/etc.)  
this 27<sup>th</sup> day of June 20<sup>23</sup>  
(Day) (Month) (Year)

Bert Browner  
Name of Owner

  
Signature of Owner

Christa Browner  
Name of Owner

  
Signature of Owner

Name of Owner

Signature of Owner

Name of Witness

Signature of Witness

**APPENDIX "A" PROCESS CHECKLIST**

**\*\* PLEASE NOTE: If any of the below steps are not completed, the application is subject to delays as per the Planning Act, R.S.O. 1990 c. P.13, as amended.**

- ☐ Pre-consult with Municipalities and applicable agencies.
- ☐ Submit one copy of Completed Application with fee of \$1250.00 payable to TREASURER, COUNTY OF ELGIN.
- ☐ Identification Signs: Two yellow signs will be sent to you by courier for posting on the portion of the lot to be severed. Failure to post signs will result in a delay of a decision from the Land Division Committee. Check frequently to ensure that the signs are in place.
- ☐ Notice of Hearing: At least fourteen (14) days prior to the date of the hearing you will receive a "Notice of Application" with the date and time when the severance will be heard.
- ☐ Hearing: The Land Division Committee will consider the application(s) and submissions by all interested parties regarding the severance. The Committee will make a decision immediately following the hearing of the application.
- ☐ Decision: A Notice of Decision will be forwarded within fifteen (15) days after the date of the Hearing.
- ☐ Conditions: A one-year time limit after the date of decision to obtain the consent stamp on the deed(s) is generally imposed and other conditions may be imposed.
- ☐ Appeal Period: A twenty (20) day appeal period from the giving of the notice of Decision during which any person or public body may appeal the decision and/or conditions imposed by the Committee to the Local Planning Appeal Tribunal. After the appeal period, notice will be sent advising that either no appeals were received or that the application has been appealed.
- ☐ If Appealed: A notice of appeal setting out the reasons for the appeal is forwarded to the Secretary-Treasurer of the Land Division Committee, with a cheque payable to the Minister of Finance for \$300.00 for the first appeal and \$25.00 for each further appeal related to the same matter. Notice of Appeal must be received within the twenty (20) day appeal period. A copy of an appeal form is available from the LPAT website at [www.elto.gov.on.ca](http://www.elto.gov.on.ca) or for pick-up at the County Municipal Offices, 450 Sunset Drive, St Thomas.
- ☐ No Appeal: If no appeal is received, the decision is final and binding and the applicant is required to: a) Satisfy the conditions imposed by the Committee within one (1) year from the date of decision; b) Obtain the services of a land surveyor to survey the lands to be severed in accordance with the Decision; c) Obtain the services of a solicitor to prepare the necessary documents for certification; d) Submit the Transfer documents to the Secretary-Treasurer of the Land Division Committee for final certification; e) Register the documents at the Registry Office for the County of Elgin.
- ☐ Stamping of Deed: Signed Acknowledgement and Direction, Two (2) copies of the Transfer Document with Schedule Page for affixing the consent stamp, Two (2) copies of the Reference Plan (one (1) hardcopy and one (1) digital copy) and a fee of \$300.00.

## Document History

SignNow E-Signature Audit Log

All dates expressed in MM/DD/YYYY (US)

**Document name:** Application-for-Consent 2 (1)( fffac4f4-4f76-4e04-903f-a31a576609f8 Mark Stone)  
**Document created:** 09/26/2023 15:36:27  
**Document pages:** 9  
**Document ID:** b512f3fe7c764799bf49d9e478fc1a80ff16f58b  
**Document Sent:** 09/26/2023 15:37:55 UTC  
**Document Status:** Signed  
 09/26/2023 15:39:32UTC

**Sender:** online@notarypro.ca  
**Signers:** notary@notarypro.ca (NotaryPro), mark@mlsplanning.ca (NotaryPro)  
**CC:**

Client	Event	By	Server Time	Client Time	IP Address
NotaryPro	Uploaded the Document	online@notarypro.ca	09/26/2023 15:36:27pm UTC		52.228.16.46
NotaryPro	Viewed the Document	online@notarypro.ca	09/26/2023 15:36:33pm UTC	09/26/2023 15:36:32pm UTC	174.88.175.62
NotaryPro	Added a Text	online@notarypro.ca	09/26/2023 15:37:46pm UTC	09/26/2023 15:37:46pm UTC	174.88.175.62
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NotaryPro	Viewed the Document	notary@notarypro.ca (NotaryPro)	09/26/2023 15:38:53pm UTC	09/26/2023 15:38:53pm UTC	174.88.175.62
NotaryPro	Viewed the Document	mark@mlsplanning.ca (NotaryPro)	09/26/2023 15:39:02pm UTC	09/26/2023 15:39:01pm UTC	70.30.145.10
NotaryPro	Document Saved	notary@notarypro.ca (NotaryPro)	09/26/2023 15:39:32pm UTC	09/26/2023 15:39:32pm UTC	174.88.175.62
NotaryPro	Embedded Invite Completed (auth: None)	notary@notarypro.ca (NotaryPro)	09/26/2023 15:39:32pm UTC	09/26/2023 15:39:32pm UTC	174.88.175.62
NotaryPro	Signed the Document, Signature ID: 5f442f5e577d449dbbb1	notary@notarypro.ca (NotaryPro)	09/26/2023 15:39:32pm UTC	09/26/2023 15:39:32pm UTC	174.88.175.62
NotaryPro	Signed the Document, Signature ID: 3402e5398dfb4cd8b2e5	notary@notarypro.ca (NotaryPro)	09/26/2023 15:39:32pm UTC	09/26/2023 15:39:32pm UTC	174.88.175.62
NotaryPro	Signed the Document, Signature ID: 40308baf9f5e476db53c	mark@mlsplanning.ca (NotaryPro)	09/26/2023 15:40:33pm UTC	09/26/2023 15:40:32pm UTC	70.30.145.10
NotaryPro	Document Saved	mark@mlsplanning.ca (NotaryPro)	09/26/2023 15:40:33pm UTC	09/26/2023 15:40:32pm UTC	70.30.145.10
NotaryPro	Embedded Invite Completed (auth: None)	mark@mlsplanning.ca (NotaryPro)	09/26/2023 15:40:33pm UTC	09/26/2023 15:40:32pm UTC	70.30.145.10
NotaryPro	Sender online@notarypro.ca received a signed document copy	online@notarypro.ca	09/26/2023 15:40:41pm UTC	09/26/2023 15:40:32pm UTC	70.30.145.10



July 24, 2023

Paul Clarke, CPT  
 Planning Technician / Secretary-Treasurer  
 Elgin County Land Division Committee  
 Administration Building, 1<sup>st</sup> Floor  
 450 Sunset Drive  
 ST. THOMAS, ON  
 N5R 5V1

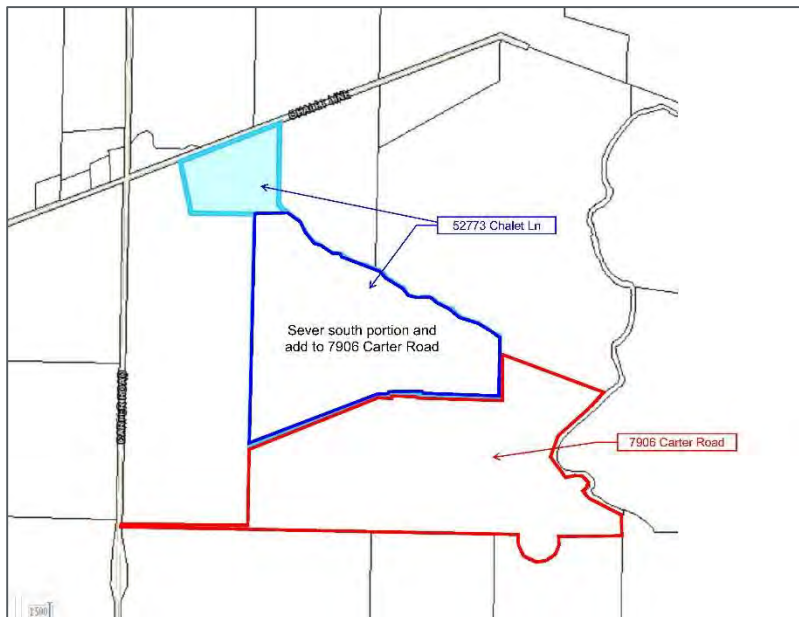
Dear Mr. Clarke:

**RE: Cover Letter and Planning Justification related to  
 Application for Consent (Lot Adjustment/Addition)  
 52773 Chalet Line  
 Township of Malahide, County of Elgin**

## Introduction and Background

MLS Planning Consulting has been retained by 584012 Ontario Limited (c/o Bert Brouwer) to seek planning approvals required for a proposed consent (lot adjustment/addition).

The subject property (known as 52773 Chalet Lane) and benefitting property (known as 7906 Carter Lane) are located south of Chalet Line and east of Anger Road.



The owner of the subject property has applied for a consent to sever the southern 35.9 hectares of land, to be conveyed and added to the benefitting property, as shown in the above diagram and on the Severance Sketch, and summarized in the following chart:

	Area (m <sup>2</sup> )	Frontage (m)	Depth (m)
<b>Lands to be Retained (52773 Chalet Lane)</b>	-/+ 7.4	336.3	174.0 *
<b>Lands to be Severed</b>	-/+ 35.9	n/a	-752.8 *
<b>Benefitting Lands (7906 Carter Lane)</b>	-/+ 50.21	10.0 m	-/+ 1,644.0 **

\*measured along west property line

\*\*measured along south property line

The two existing properties are currently used for agricultural purposes and will continue as such. There is an existing single detached dwelling and storage and accessory buildings on the Retained Land, as shown on the proposed Severance Sketch. No change of use, site alteration or development is proposed.

Find enclosed the following documents:

- Completed/commissioned application form
- Survey
- Severance Sketch
- Proof of Ownership
- Application fee of \$1,250

A pre-consultation meeting was held on September 23, 2022.

## Planning Context

### Provincial Policy Statement

The PPS provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment.

Section 2.1 of the PPS sets out policies for the protection of natural features and areas, and prohibits development and site alteration in significant woodlands and significant areas of natural and scientific interest. No development or site alteration is proposed.

The PPS generally discourages lot creation in prime agricultural areas however, Section 2.3.4.2 permits lot adjustments in prime agricultural areas for legal or technical reasons.

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

According to Schedule A (Land Use) of the County Official Plan (COP), the Severed, Retained and Benefiting lands are designated Agricultural Area.

According to Section C2.3, permitted uses on lands designated Agricultural Area are as follows:

- a) *agricultural uses*;
- b) a single detached dwelling in conjunction with an *agricultural use*;
- c) a single detached dwelling on an existing vacant lot, subject to the policies of the lower tier Official Plan;
- d) accessory accommodation subject to Section C2.5;
- e) agriculture-related uses subject to Section C2.6;
- f) *secondary uses* subject to Section C2.7;
- g) *farm winery* subject to Section C2.8;
- h) forest, wildlife and fisheries management;
- i) watershed management and flood and erosion control projects carried out or supervised by a public agency;
- j) passive non-motorized recreational uses, such as nature viewing and pedestrian trail activities;
- k) conservation uses; and,
- l) temporary agricultural demonstration events such as a plowing match, subject to lower tier approvals as required.

Section C2.3 also reads that “all uses in the Agricultural Area designation shall be designed, located and managed to not detract from the primary role of the Agricultural Area as set out in Section C2.1 of this Plan”.

According to Section C2.1, the objectives of the Agricultural Area designation are to:

- a) recognize agriculture as the primary activity and land use;
- b) maintain and preserve the agricultural resource base of the County;
- c) protect the County's *prime agricultural area* from fragmentation, development and land uses unrelated to agriculture;



- d) promote *normal farm practices* and to protect the right to farm;
- e) promote a diverse, innovative and economically strong agricultural industry and associated activities by enhancing their capacity to contribute to the economy of the County; and,
- f) preserve and promote the agricultural character of the County and its local communities.

With respect to the proposed boundary adjustment, Section E1.2.3.2 of the COP reads as follows:

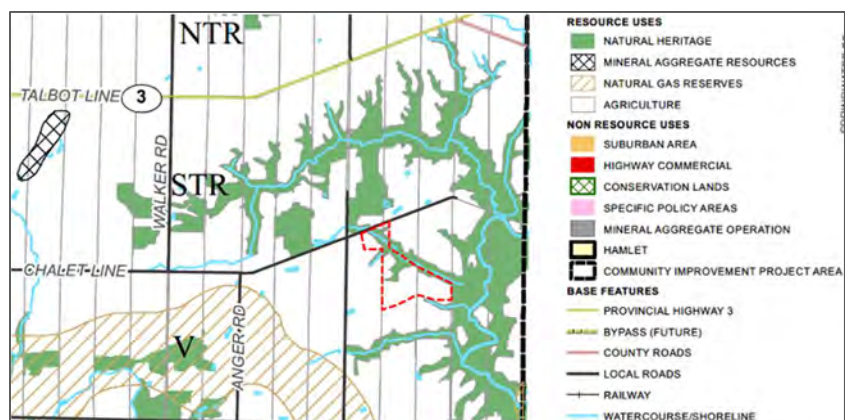
“A consent may be permitted for the purpose of modifying lot boundaries, provided no new building lot is created. In reviewing an application for such a boundary adjustment, the approval authority shall be satisfied that the boundary adjustment will not affect the viability of the use of the properties affected as intended by this Plan. In addition, the approval authority shall be satisfied that the boundary adjustment will not affect the viability of the agricultural parcels affected”.

According to Appendix #1 (Natural Heritage Features and Areas) of the COP, Woodlands are identified on portions of the subject lands. Section D1.2.2.1 of the COP states, in part, that “Elgin County considers woodlands 10 hectares or greater as *significant woodland*. Woodlands between 2 hectares and 10 hectares are also *significant* if they are located within 30 metres of the boundary of a significant natural heritage feature (e.g. *significant wetland, significant valleyland, fish habitat and/ or watercourses*)”.

### Township of Malahide Official Plan

According Schedule A1 of the Malahide Official Plan, the subject lands are designated Agriculture and Natural Heritage. Section 2.1.2.2 reads, in part, that “*agricultural uses* will be permitted and encouraged in the Agriculture designation. *Agriculture-related uses* and *secondary uses* will also be permitted in the Agriculture designation provided they are compatible with agricultural uses and do not contribute to land use conflicts”.

Section 2.1.6 (Land Division) of the Official Plan reads that “It is a policy of this Plan to discourage the subdividing of large farms into smaller holdings and to encourage continued farm use. The enforcement of this policy and stipulation of a minimum lot size for agricultural uses will be



detailed in the Zoning By-law. The creation of agricultural parcels of land which deviate from the minimum lot size prescribed in the Zoning By-law will be permitted subject to the following policies:

- a) Both the retained and severed parcel shall be for agricultural purposes and comply with the following: the lots are of a size appropriate for the type of agricultural uses common for the area; the size of the parcels are sufficiently large to permit making changes to the type of farming; compliance with the M.D.S. formula I; and that both parcels are viable agricultural units or will contribute to agricultural viability by means of farm consolidation;
- b) Building improvements or new construction on the undersized parcel shall be for farming purposes;

Section 8.7.1.7 of the Official Plan states that “consents for lot adjustments, lot additions, minor boundary changes, easements and rights-of- way, or correction of title are permitted in any land use designation, provided the severed and retained parcels comply with the other applicable requirements of this Plan, and the Zoning By-law”.

Schedule A2 (Constraints) of the Official Plan identifies a Significant A.N.S.I. and Provincially Significant Woodlands on parts of the subject lands. According to Section 2.5.2:

“The regionally significant Big Otter Creek South of Bayham Life ANSI located along the boundary with the Municipality of Bayham, north of John Wise Line and south of Talbot Line is a large block (approx. 300 ha in size) of forested valley slopes, floodplains and terraces extends along the deeply incised valley of Big Otter Creek. The valleys of two tributaries- South Creek and Moore's Creek- are included. Hemlock slopes which contain some sugar maple, beech and yellow birch; mixed deciduous-hemlock forests, and sycamore-willow-aspen floodplains are examples of the vegetation.

Section 2.5.2.2 of the Official Plan states that “all woodlands between 10 to 20 hectares in area are considered locally significant. All woodlands above 20 hectares in area are considered to be provincially significant. The following are descriptions of the provincially significant woodlands that are designated Natural Heritage and/or Conservation Lands on Schedule A1 to the Official Plan”.

Section 2.5.3 sets out natural heritage policies for the Township and includes policies such as:

- 2.5.3.3 Township Council shall prohibit and/or discourage *development and site alteration* in, or adjacent to *natural heritage features and areas* as per Section 2.5.4.

- 2.5.4.3 Development or site alteration will not be permitted in significant wetlands, significant coastal wetlands or significant habitat of endangered and threatened species. Development or site alteration shall not be permitted in, or adjacent to, any other natural heritage feature or area, unless it has been demonstrated, through an Environmental Impact Study, that there will be no negative impacts on the natural features or their ecological function. Any development or site alteration in fish habitat shall be in accordance with provincial and federal requirements. The Ministry of Natural Resources is responsible for approving the habitat of endangered species and threatened species. Development and site alteration shall not be permitted in the significant habitat of endangered species and threatened species, except in accordance with provincial and federal requirements. The habitat of endangered species and threatened species is not mapped on any schedules to the Official Plan.
- 2.5.4.7 Nothing in this Plan is intended to limit the ability of existing agricultural uses to continue; limit *normal farm practices* to be undertaken in or adjacent to significant woodlands; limit the undertaking of public *infrastructure* including drainage works; or prohibit the harvest of woodlands products in a manner that is sustainable and in accordance with any applicable by-laws. New agricultural uses that require approval under the *Planning Act* will be permitted within or adjacent to significant natural heritage features provided that it has been demonstrated to the satisfaction of the Township that there will be no negative impact on the natural heritage features or their ecological functions. In locally significant woodlands, proposals to sever land for agricultural purposes will not require any demonstration of negative impacts, provided that there are no buildings or structures proposed.

An Environmental Impact Study is required when development and/or site alteration is proposed within provincially significant woodlands, locally significant woodlands, locally significant wetlands, significant valleylands, significant wildlife habitat, fish habitat, and significant areas of natural and scientific interest.

It is also required when development and/or site alteration is proposed within the adjacent lands to the natural heritage features identified above and/or the adjacent lands to significant wetlands, significant coastal wetlands, significant habitat of endangered species and threatened species.

We consulted with the County and Township regarding the need for an environmental impact study, and it was determined that it would not be required since there is no new development or site alteration proposed.

#### **Township of Malahide Zoning By-law**

The subject lands are zoned Large Lot Agricultural (A3) which permits a wide range of agricultural and agriculture-related uses. Section 5.2 of the Zoning By-law sets out

regulations for the A3 Zone. The proposed Retained Lot and Severed/Benefitting Lands will meet these regulations, with the exception of the following:

- The Retained Lot will not meet the minimum lot area of 40 hectares and the minimum interior side yard width of 5 metres (shed – existing condition)
- The Severed/Benefitting Lands will meet the minimum lot frontage requirement of 150 metres (existing condition)

It would appear that a minor variance application will be required to address these requirements.

### **Planning Opinion and Conclusion**

The proposed lot line adjustment/lot addition conforms with Provincial, County and Township policies, is reasonable and represents good planning as:

- the frontage and size of the proposed lots will be sufficient to accommodate existing and permitted uses;
- there are no land use compatibility concerns as there will be no change in the use of these properties as a result of the lot conveyance/addition;
- the properties will continue to be used for agricultural purposes and these uses conform with the County and Township Official Plans, and the Township Zoning By-law;
- no new lot will be created and the proposal will have no negative effect on agricultural character, functions and viability;
- the new mutual lot line will be located at an existing natural pinch point between the proposed Retained Lot and the larger agricultural area to the south, and as a result the new lot configurations are more appropriate given the intended use of these lands;
- in accordance with the County Official Plan, modifying lot boundaries is permitted provided no new building lot is created;
- it appears that a minor variance may be required and this requirement can be a condition of provisional consent; and,
- An environmental impact study is not required since there is no new development or site alteration proposed.

Please contact me should you have any questions regarding this submission.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Stone', with a long horizontal flourish extending to the right.

Mark Stone, RPP  
Principal

**Eric Steele**

---

**From:** Mark Stone <mark@mlsplanning.ca>  
**Sent:** Tuesday, November 7, 2023 11:48 AM  
**To:** Eric Steele  
**Subject:** 52773 Chalet Line

Good morning Eric - further to our conversation last week, my clients are out of the country but I was able to connect with them to discuss your comments and questions regarding the application. I can update the PJR/cover letter to provide this additional information but as discussed, I am hoping that you can consider the following summary first and let me know if this will assist you in supporting the application.

Viability of proposed retained lot

- As you know, agricultural and other similar uses are permitted on lands designated Agricultural and zoned A3.
- My clients reconfirmed that their intent is not to create an estate lot but to continue with agricultural and agriculture related/supportive uses on these lands including, but not limited to: storage buildings/barns used for farm equipment storage, needed to farm other lands owned by Bert Brouwer Farm lands in the area; workshop also used for firewood and logging equipment storage; and a 3 to 4 acre tree farm.
- As discussed, this is a unique, irregularly shaped property that makes it difficult for my client to farm the southern part of the property. In part, this difficulty is due to access limitations. There is an existing 30' wide path that connects the north and south parts of the property and it is too narrow for newer model combines. And there are constraints on widening the pathway due to environmental constraints (i.e. water on the one side and a gully on the other). As a result they have been renting these lands to the landowner to the south to farm with the benefitting lands.

Minor boundary adjustment

'Minor boundary adjustment' is not defined in the PPS. Notwithstanding the size of the proposed conveyed lands, the proposed boundary adjustment can be considered minor and appropriate since it will:

- not result in the creation of a new lot or not require any new development, site alteration or road accesses;
- not change or compromise agricultural uses that exist on the subject properties (as summarized above, existing agricultural uses will continue after the lot line adjustment); and,
- increase the functionality and viability of the proposed severed lands by addressing an undesirable situation where access is constrained and/or prevented, and crosses a natural corridor.

Thank you,






**TOWNSHIP OF MALAHIDE**

 87 John Street South, Aylmer, ON N5H 2C3  
 Phone: 519-773-5344 Fax: 519-773-5334  
 www.malahide.ca

2023 INTERIM

**TAX BILL**

BILLING DATE

February 15, 2023

PLEASE QUOTE ROLL NO. WHEN MAKING INQUIRIES	COUNTY MUN 34 08	MAP 000	SUB 030	PARCEL 18400	TENANT 0000
MORTGAGE NO.	MORTGAGE COMPANY				PENALTY (2.5%)

 545216 584012 ONTARIO LIMITED  
 C/O BERT BROUWER  
 52773 CHALET LINE  
 RR 1 STN MAIN  
 AYLMER ON N5H 2R1

 52773 CHALET LINE  
 CON 5 N PT LOTS 31,32,33  
 109.79 ACRES

Assessment				Municipal				Education	
Tax Class	Value	Municipal Levies	Tax Rate	Amount	Municipal Levies	Tax Rate	Amount	Tax Rate	Amount
50% OF PREVIOUS YEARS LEVY	0	General		2,680.00	County		0.00		0.00
Sub Totals		General Levy:		2,680.00	County Levy:		0.00	Education Levy: 0.00	
Special Charges/Credits				Summary					
				Tax Levy Sub-Total (Municipal + Education)					2,680.00
				Special Charges/Credits					0.00
				Phase-In Summary					0.00
				2023 Tax Cap Adjustment					0.00
				2023 Interim Taxes					2,680.00
				Less Previous Interim					0.00
				Past Due/Credit (As of 02/15/2023)					0.00
Total			0.00	Total Amount Due					2,680.00

 E. & O. E. Instalments Due MAR 15, 2023 1,340.00  
 JUN 15, 2023 1,340.00

**PAP - DO NOT PAY**
**2023 Assessment**

 FT-Farmland 903,300 English Separate  
 RT-Residential 150,700 English Separate

**SECOND INSTALLMENT**

 PAYABLE AT MOST CANADIAN FINANCIAL INSTITUTIONS  
 OR RETURN THIS STUB WITH YOUR PAYMENT TO

**TOWNSHIP OF MALAHIDE**

87 John Street South, Aylmer, ON N5H 2C3

 584012 ONTARIO LIMITED  
 C/O BERT BROUWER  
 52773 CHALET LINE  
 RR 1 STN MAIN  
 AYLMER ON N5H 2R1

 Roll No. 34-08-000-030-18400-0000  
 Property 52773 CHALET LINE  
 CON 5 N PT LOTS 31,32,33  
 109.79 ACRES

 Arrears  
 Installment 1,340.00  
 Total Amount Due 1,340.00  
 Due Date JUN 15, 2023

**PAP - DO NOT PAY**
**FIRST INSTALLMENT**

 PAYABLE AT MOST CANADIAN FINANCIAL INSTITUTIONS  
 OR RETURN THIS STUB WITH YOUR PAYMENT TO

**TOWNSHIP OF MALAHIDE**

87 John Street South, Aylmer, ON N5H 2C3

 584012 ONTARIO LIMITED  
 C/O BERT BROUWER  
 52773 CHALET LINE  
 RR 1 STN MAIN  
 AYLMER ON N5H 2R1

 Roll No. 34-08-000-030-18400-0000  
 Property 52773 CHALET LINE  
 CON 5 N PT LOTS 31,32,33  
 109.79 ACRES

 Arrears Balance Forward: 0.00  
 Installment 1,340.00  
 Total Amount Due 1,340.00  
 Due Date MAR 15, 2023

**PAP - DO NOT PAY**





# TOWNSHIP OF MALAHIDE

87 John Street South, Aylmer, ON N5H 2C3  
Phone: 519-773-5344 Fax: 519-773-5334  
www.malahide.ca

## TAX BILL

2021 INTERIM

BILLING DATE

February 9, 2021

PLEASE QUOTE ROLL NO. WHEN MAKING INQUIRIES	COUNTY	MUN	MAP	SUB	PARCEL	TENANT
	34	08	000	030	18500	0000

MORTGAGE NO.	MORTGAGE COMPANY	PENALTY RATE
		1.250 %

700499 VANDER DEEN RANDY JOHN  
7906 CARTER ROAD  
R R 1  
AYLMER ON N5H 2R1

PROPERTY DESCRIPTION  
7906 CARTER ROAD  
CON 5 PT LOTS 31,32,33,34  
128.00 ACRES

Assessment				Municipal				Education			
Tax Class	Value	Municipal Levies	Tax Rate	Amount	Municipal Levies	Tax Rate	Amount	Tax Rate	Amount		
50% OF PREVIOUS YEARS LEVY	0	General		2,003.00	County		0.00		0.00		
Sub Totals		General Levy		2,003.00	County Levy		0.00	Education Levy	0.00		
Special Charges/Credits				Summary							
				Tax Levy Sub-Total (Municipal + Education)				2,003.00			
				Special Charges/Credits				0.00			
				Phase-in Summary				0.00			
				2021 Tax Cap Adjustment				0.00			
				2021 Interim Taxes				2,003.00			
				Less Previous Interim				0.00			
				Past Due/Credit (As of 02/09/2021)				0.00			
Total				0.00				Total Amount Due			
								2,003.00			

E & O.E. Instalments Due MAR 15, 2021 1,002.00  
JUN 15, 2021 1,001.00

### 2021 Assessment

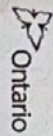
FT-Farmland 826,400 English Public  
RT-Residential 90,600 English Public

instal #1 Paid  
March 12, 2021  
conf # 904









ServiceOntario

LAND

PARCEL IDENTIFIER (ABBREVIATED) FOR PROPERTY IDENTIFIER

REGISTER

OFFICE #11

3-110-0188 (17)

\* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT \* SUBJECT TO RESERVATIONS IN CHAIN GRANT \*

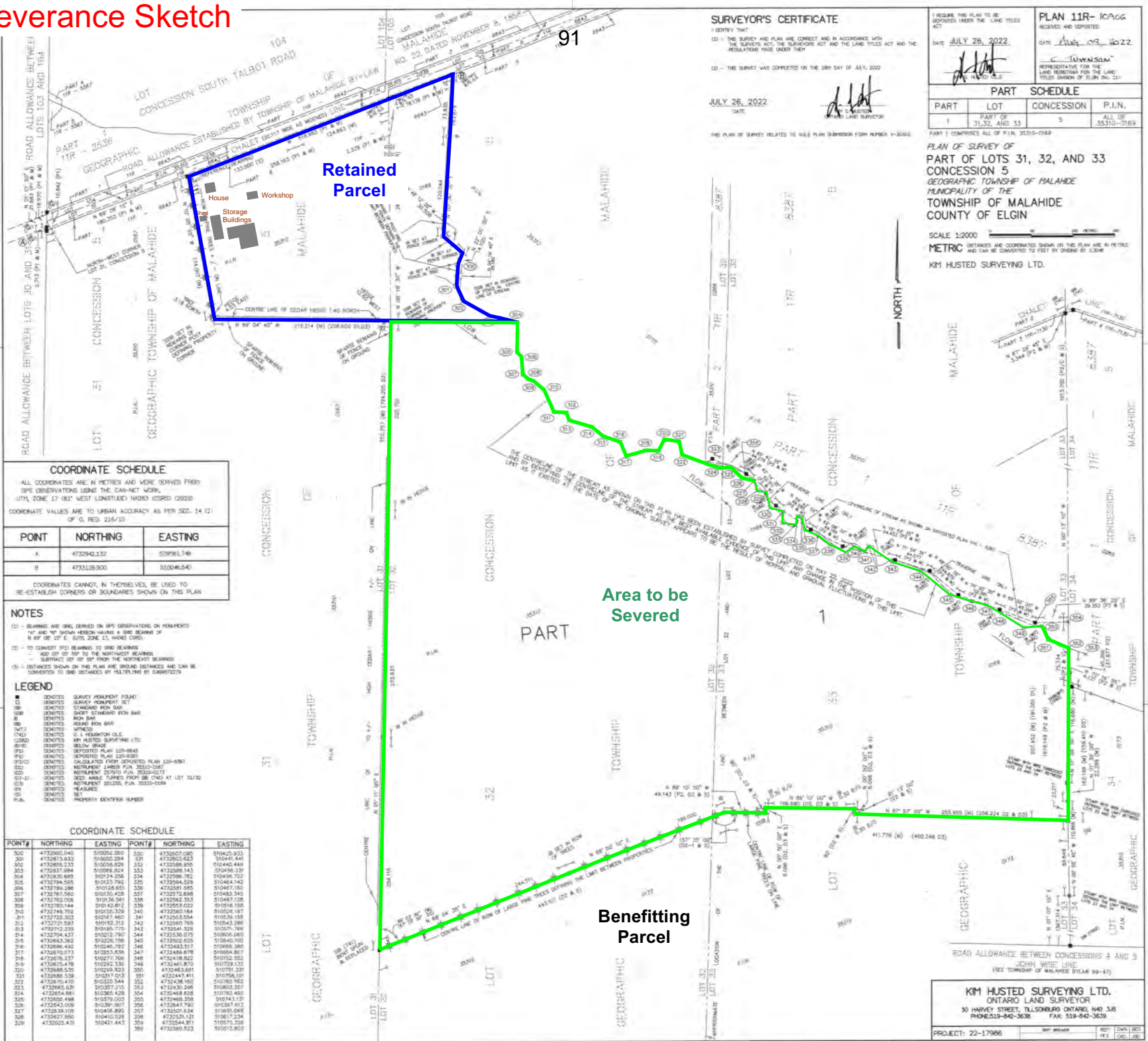
PAGE 2 OF 2  
PREPARED FOR NO  
ON 2023/04/17 AT 13:14:48

ONLAND

REG. NUM.	DATE	INTEREST TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CHRG / CIRD
CT52712	2010/01/21	NOTICE		** DELETED AGAINST THIS PROPERTY ** THE TORONTO-OMERON BANK		
CT70985	2011/07/12	APL AMEND ORDER		** DELETED AGAINST THIS PROPERTY ** ONTARIO SUPERIOR COURT OF JUSTICE	KPMG INC.	
CT75746	2011/11/22	DISCHARGE INTEREST		** COMPLETELY DELETED ** THE TORONTO-OMERON BANK		
CT79326	2013/06/13	NO CIL & GLE LEASE		** COMPLETELY DELETED ** 184012 GRAFTAL LIMITED	ING CORP.	
CT104873	2014/07/02	APL (GENERAL)		** COMPLETELY DELETED ** ING CORP.		
11810706	2022/08/09	PLAN REFERENCE				C

NOTE: ANYTHING PROPOSED SHOULD BE INVESTIGATED TO ASCERTAIN DELEGATEE INCORPORATION, IF ANY, WITH DELEGATEE REMOVED FOR THIS PROPERTY.  
NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.

## Severance Sketch





ON SOUTH TALL

TOWNSHIP OF MALAHIDE BY-LAW

CE ESTABLISHED BY TOWNSHIP OF MALAHIDE BY-LAW

PART 2 11R - 6643

CHALET (20.117 WIDE AS WIDENED) LINE

11R - 3229 (P1 & M)

11R - 518.983 (P1 & M)

124.663 (M)

11R - 6643

P.I.N.

S.B. (14) B/G

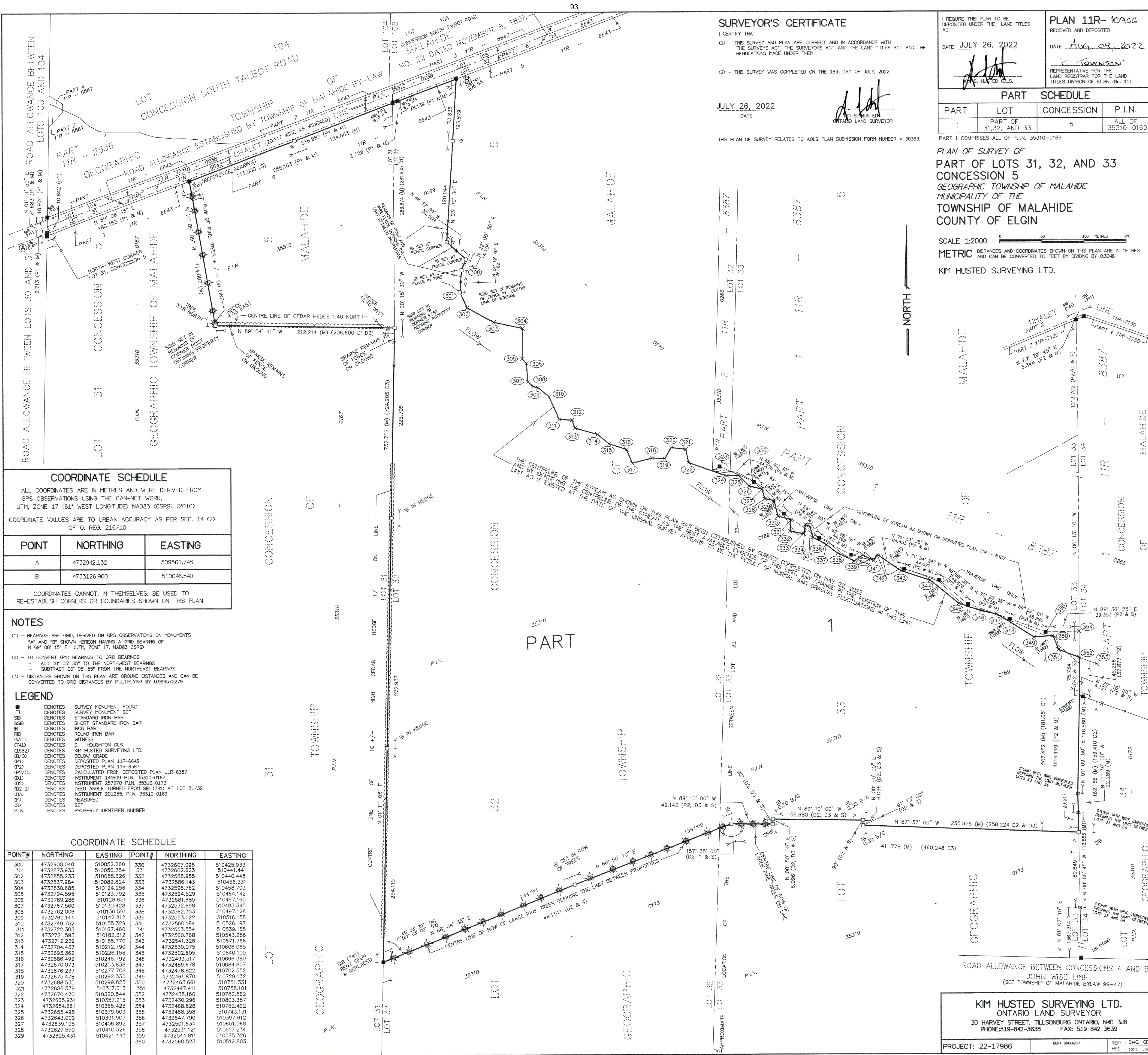
## Retained Parcel

An aerial map of the study area. A blue line represents the P.I.N. road, running vertically. To the right of the road are several buildings labeled 'House', 'Workshop', 'Shed', 'Storage Buildings', and 'LO'. A blue arrow points from the road to the 'Shed' with a distance of '+/- 3.0 m'. Another blue arrow points from the road to the 'Storage Buildings' with a distance of '+/- 16.8 m'. A third blue arrow points from the road to the 'Workshop' with a distance of '+/- 17.0 m'. A fourth blue arrow points from the road to the 'House' with a distance of '+/- 54.0 m'. The map also shows a 'ROW OF PINE TREES' and a '35310' marker.

Diagram of the north boundary of the property. The boundary consists of a vertical segment labeled "TREE 9 NORTH" (with a tree symbol), a corner labeled "HEDGE 4.03 EAST", and a horizontal segment labeled "CENTRE LINE OF CEDAR HEDGE 1.40 NORTH" (with a wavy line symbol). The bearing for the horizontal segment is "N 89° 04' 40" W".

HEDGE  
12.60 WEST





SURVEYOR'S CERTIFICATE

I CERTIFY THAT  
(1) - THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM  
(2) - THIS SURVEY WAS COMPLETED ON THE 18th DAY OF JULY, 2022  
JULY 26, 2022  
DATE  
THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-30383.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT		PLAN 11R- 10906 RECEIVED AND DEPOSITED	
DATE JULY 26, 2022		DATE Aug 09, 2022	
KIM HUSTED O.L.S.		KIM HUSTED O.L.S.	
REPRESENTATIVE FOR THE LAND REGISTRATION FOR THE LAND TITLES DIVISION OF ELGIN (No. 11)			

PART SCHEDULE			
PART	LOT	CONCESSION	P.I.N.
1	PART OF 31, 32, AND 33	5	ALL OF 35310-0169

PART 1 COMPRISES ALL OF P.I.N. 35310-0169  
PLAN OF SURVEY OF  
PART OF LOTS 31, 32, AND 33  
CONCESSION 5  
GEOGRAPHIC TOWNSHIP OF MALAHIDE  
MUNICIPALITY OF THE  
TOWNSHIP OF MALAHIDE  
COUNTY OF ELGIN

SCALE 1:2000  
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES  
METRIC AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048  
KIM HUSTED SURVEYING LTD.

COORDINATE SCHEDULE

ALL COORDINATES ARE IN METRES AND WERE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET WORK, UTM, ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010)  
COORDINATE VALUES ARE TO URBAN ACCURACY AS PER SEC. 14 (2) OF O. REG. 216/10

POINT	NORTHING	EASTING
A	4732942.132	509561.748
B	4733126.900	510046.540

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

NOTES

- (1) - BEARINGS ARE GRID, DERIVED ON GPS OBSERVATIONS ON MONUMENTS  
"A" AND "B" SHOWN HEREON HAVING A GRID BEARING OF N 69° 08' 15" E (UTM, ZONE 17, NAD83 CSRS)  
(2) - TO CONVERT (P1) BEARINGS TO GRID BEARINGS  
- ADD 00° 05' 55" TO THE NORTHWEST BEARINGS  
- SUBTRACT 00° 05' 55" FROM THE NORTHEAST BEARINGS  
(3) - DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY 0.999572279

LEGEND

- DENOTES SURVEY MONUMENT FOUND  
□ DENOTES SURVEY MONUMENT SET  
SSB DENOTES STANDARD IRON BAR  
IB DENOTES SHORT STANDARD IRON BAR  
RB DENOTES ROUND IRON BAR  
(WIT) DENOTES WITNESS  
(741) DENOTES D. I. HOUGHTON O.L.S.  
(1582) DENOTES KIM HUSTED SURVEYING LTD.  
(B/G) DENOTES BELOW GRADE  
(P1) DENOTES DEPOSITED PLAN 11R-6643  
(P2) DENOTES DEPOSITED PLAN 11R-8387  
(P2/C) DENOTES CALCULATED FROM DEPOSITED PLAN 11R-8387  
(D1) DENOTES INSTRUMENT 14809 P.I.N. 35310-0167  
(D2) DENOTES INSTRUMENT 257970 P.I.N. 35310-0173  
(D2-1) DENOTES DEED ANGLE TURNED FROM SIB (741) AT LOT 31/32  
(D3) DENOTES INSTRUMENT 201255, P.I.N. 35310-0169  
(S) DENOTES MEASURED  
(S) DENOTES SET  
P.I.N. DENOTES PROPERTY IDENTIFIER NUMBER

COORDINATE SCHEDULE

POINT#	NORTHING	EASTING	POINT#	NORTHING	EASTING
300	4732900.040	510052.260	330	4732807.095	510425.933
301	4732873.933	510050.284	331	4732802.623	510441.441
302	4732855.233	510058.626	332	4732588.955	510440.448
303	4732837.984	510089.824	333	4732586.143	510456.331
304	4732830.685	510124.256	334	4732596.762	510458.703
305	4732794.595	510123.792	335	4732594.528	510464.142
306	4732789.286	510128.651	336	4732581.865	510467.161
307	4732767.560	510130.428	337	4732572.698	510483.345
308	4732762.006	510136.561	338	4732562.353	510497.128
309	4732760.144	510142.812	339	4732553.022	510516.158
310	4732749.752	510155.329	340	4732560.184	510526.197
311	4732722.303	510167.460	341	4732553.554	510539.155
312	4732721.593	510182.312	342	4732560.768	510543.286
313	4732712.239	510185.770	343	4732541.328	510571.766
314	4732704.437	510212.790	344	4732530.075	510606.065
315	4732693.362	510226.158	345	4732502.605	510640.100
316	4732686.492	510246.792	346	4732493.517	510666.380
317	4732670.073	510253.838	347	4732489.678	510684.807
318	4732676.237	510277.706	348	4732478.822	510702.552
319	4732675.478	510292.330	349	4732461.870	510729.132
320	4732688.535	510299.823	350	4732463.661	510751.331
321	4732686.539	510317.013	351	4732447.411	510758.101
322	4732670.470	510320.544	352	4732438.160	510782.562
323	4732665.931	510357.215	353	4732430.296	510803.357
324	4732654.661	510365.428	354	4732468.628	510782.492
325	4732655.498	510379.003	355	4732468.358	510743.131
326	4732643.009	510381.907	356	4732647.790	510397.612
327	4732639.105	510406.892	357	4732501.634	510651.064
328	4732627.550	510410.526	358	4732531.121	510617.234
329	4732625.431	510421.443	359	4732544.811	510575.326
			360	4732560.523	510512.803





**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of October 4, 2023**  
**Approved November 1, 2023**

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Members in attendance:

John Scholten, Chair	Township of Norwich
Michael Columbus, Vice-Chair	Norfolk County
Dave Beres	Town of Tillsonburg
Doug Brunton	Norfolk County
Robert Chambers	County of Brant
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide
Peter Ypma	Township of South-West Oxford

Regrets:

Shelley Ann Bentley	Haldimand County
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Staff in attendance:

Judy Maxwell, General Manager  
 Aaron LeDuc, Manager of Corporate Services  
 Leigh-Anne Mauthe, Interim Manager of Watershed Services  
 Jessica King, Social Media and Marketing Associate  
 Zachary Cox, Interim Marketing Coordinator  
 Dana McLachlan, Executive Assistant

\*D. Beres joined the meeting at 6:46 p.m.

**1. Welcome and Call to Order**

The Chair called the meeting to order at 6:30 p.m., Wednesday, October 4, 2023.

**2. Additional Agenda Items**

Member Van Paassen requested an additional agenda item.

**A-86/23**

Moved by C. Van Paassen  
 Seconded by T. Masschaele

THAT the LPRCA Board of Directors add “a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority” under a Closed Session as item 11 (a) to the October 4, 2023 agenda.

**Carried**

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
 Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

### **3. Declaration of Conflicts of Interest**

None were declared.

### **4. Hearing**

#### **A-87/23**

Moved by M. Columbus

Seconded by S. Patterson

THAT the LPRCA Board of Director's does now sit as a Hearing Board.

**Carried**

The roll was called to conduct the following Hearing under Section 28 of the Conservation Authorities Act. Shelley Ann Bentley and Dave Beres were absent from the call.

The Chair gave his opening remarks and reviewed the guidelines and process to be followed for the hearing.

#### **Hearing: LPRCA-199/23 (Venman)**

Leigh-Anne Mauthe introduced the applicants Derek and Joanne Venman and proceeded to present the staff hearing report.

An application was deemed complete to construct an open-walled accessory structure. The lands are subject to slope stability and erosion related hazards from Lake Erie and is fully regulated under O. Reg. 178/06.

Dave Beres arrived at 6:46 p.m.

Staff recommended refusal to grant a permit for this application for the following reasons:

1. The construction of a structure in the Lake Erie shoreline unstable slope and erosion hazard along South Coast Drive is contrary to the LPRCA policies for development in the area of the subject lands. These policies have been implemented to reduce or eliminate preventable property damage due to unstable slopes and shoreline erosion.
2. This construction of a structure affects the control of erosion in that it increases the potential for damage from slope instability and erosion.
3. The proposal is not unique; therefore, the granting of an exemption to policy could be seen as setting precedent. Similar applications may have to be permitted as a consequence

Mr. and Mrs. Venman addressed the board and advised that the drawings for the

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

shoreline protection was completed by an engineer. The area in which they wish to construct the gazebo is in the same location as a previous gazebo and hot tub.

Staff and the proponent responded to questions from the Board.

D. Beres apologized for being late to the hearing and, as per Section 3.3 of the Hearing Procedures Policy, did not participate in any of the discussions, attend the closed hearing or vote on the decision.

**A-88/23**

Moved by R. Weisler

Seconded by M. Columbus

THAT the LPRCA Hearing Board does now enter into a closed session to discuss:

- Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority.

**Carried**

The LPRCA Hearing Board reconvened in open session at 7:41 p.m.

The Chair advised Derek and Joanne Venman that the permit has been approved.

**A-89/23**

Moved by T. Masschaele

Seconded by D. Brunton

That the LPRCA Board of Directors does now adjourn from sitting as a Hearing Board.

**Carried**

**5. Minutes of the Previous Meeting**

**a) Board of Directors Meeting of September 6, 2023**

There were no questions or comments.

**A-90/23**

Moved by C. Van Paassen

Seconded by R. Weisler

THAT the minutes of the LPRCA Board of Directors Meeting held September 6, 2023 be adopted as circulated.

**Carried**

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma



## **6. Business Arising**

There was no business arising from the previous minutes.

## **7. Review of Committee Minutes**

No committee minutes were presented.

## **8. Correspondence**

### **a) Hamilton CA Board Resolution re: Reverse Changes to the Conservation Authorities Act and Ontario Wetland Evaluation System**

The Hamilton Conservation Authority Board passed a resolution to submit a request to the provincial government to reverse recent legislative changes affecting the effectiveness of Conservation Authorities in protecting natural heritage and to circulate the resolution to local Members of Provincial Parliament, Conservation Ontario, and all Ontario Conservation Authorities.

#### **A-91/23**

Moved by D. Beres

Seconded by P. Ypma

THAT the correspondence outlined in the Board of Directors Agenda of October 4, 2023 be received as information.

**Carried**

## **9. Development Applications**

### **a) Section 28 Regulations Approved Permits**

Through the General Manager's delegating authority, 19 applications were approved in the past month. LPRCA-81/23-revised, LPRCA-138/23, LPRCA-147/23, LPRCA-174/23, LPRCA-180/23, LPRCA-181/23, LPRCA-182/23, LPRCA-184/23, LPRCA-185/23, LPRCA-186/23, LPRCA-187/23, LPRCA-191/23, LPRCA-192/23, LPRCA-193/23, LPRCA-194/23, LPRCA-195/23, LPRCA-196/23, LPRCA-203/23 and LPRCA-204/23

#### **A-92/23**

Moved by T. Masschaele

Seconded by R. Weisler

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated October 4, 2023 as information.

**Carried**

## **10. New Business**

### **a) General Manager's Report**

The General Manager provided an overview of operations this past month.

The Lands and Waters Department offers several programs to landowners to provide expertise and/or financial assistance through various government programs. Staff are currently working with landowners in the municipality of Bayham for three erosion control projects. Uptake by landowners for the Cover Crop Program has been very positive and applications to the program to date amount to 897 acres to be planted in cover crops with a funding allocation of approximately \$29,000.

Staff continue to collect stream samples throughout the watershed on behalf of the province for their water quality and monitoring programs.

#### **A-93/23**

Moved by S. Patterson

Seconded by C. Van Paassen

THAT the LPRCA Board of Directors receives the General Manager's Report for September 2023 as information.

**Carried**

### **b) Backus Museum Committee Member Terms**

Three of the five Backus Museum Committee Community members' terms expire this year, and have requested to continue working as part of the committee. Staff requested an extension of two years for these members while continuing efforts to attract new members.

#### **A-94/23**

Moved by D. Beres

Seconded by M. Columbus

THAT the LPRCA Board of Directors extend the terms of appointment of the Backus Museum Committee Community Members for an additional two (2) years.

**Carried**

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

### **c) Status of Compliance with O. Reg. 687/21 – October 1, 2023 Progress Report**

The final Progress Report and the Inventory of Programs and Services was submitted to the Ministry of Natural Resources and Forests (MNRF) on October 1. This Inventory of Programs and Services will be used to prepare the 2024 budget.

The final Inventory of Programs and Services is required to be submitted to participating municipalities and MNRF by January 31, 2024.

Ontario Regulation 178/06 Long Point Region Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses will be replaced with a generic regulation for all conservation authorities. Further information will be forthcoming in the new year from MNRF.

#### **A-95/23**

Moved by R. Weisler

Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the report on the status of compliance with O. Reg. 687/21- October 1, 2023 Progress Report.

**Carried**

### **d) Vittoria Environmental Assessment Update**

The purpose of the Vittoria Environmental Assessment (EA) is to determine the future of the Vittoria Dam. Leigh-Anne Mauthe provided an update on the Vittoria EA Liaison Committee and the consultant activities to date.

The consultant, Matrix Solutions Inc., met with the Community Liaison Committee (CLC) for their first meeting and presented a list of completed tasks, the findings, and a list of preliminary alternatives. The committee members shared historical knowledge and provided alternative solutions for consideration.

Over the next couple of months, Matrix Solutions will continue to meet with the CLC and host a public information session.

#### **A-96/23**

Moved by R. Weisler

Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the Vittoria Environmental Assessment Update as information.

**Carried**

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

The closed session began at 8:13 p.m.

**11. Closed Session**

**A-97/23**

Moved by C. Van Paassen

Seconded by R. Weisler

THAT the LPRCA Board of Directors does now enter into a closed session to discuss:

- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

**Carried**

The Board reconvened in open session at 8:40 p.m.

Next meeting: November 1, 2023, Board of Directors  
November 8, 2023, Budget

**Adjournment**

The Chair adjourned the meeting at 8:41 p.m.

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John Scholten  
Chair

/dm

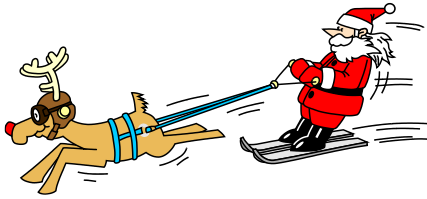
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Judy Maxwell  
General Manager/Secretary-Treasurer

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma



# SPRINGFIELD SANTA CLAUS PARADE COMMITTEE

October 30, 2023

Township of Malahide  
87 John St St  
Aylmer, ON  
N5H 2C3

*Attention: Malahide Council Members*

Council Members

The Springfield Santa Claus Parade Committee consisting of Rosemary Kennedy, Ashley Fentie and myself would like to have the 2023 Santa Claus Parade operate as in the past, with the parade progressing along Ron McNeil Line from the east end at Catherine Street to the farthest west Street - Omemee - and then disbanding along Broadway.

Santa has agreed to come and we are planning on having him at the Fire Hall to hand out bags of candy there after the parade is over.

As usual the date and time is the first Saturday in December at 1 pm. This year that date is December 2<sup>nd</sup>.

*Sincerely,*

*Kelly Pearson*  
Secretary

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## President

Rosemary A. Kennedy  
RR 4, Aylmer, ON N5H 2R3  
519-773-2751  
[mingyrak@gmail.com](mailto:mingyrak@gmail.com)

## Secretary

Kelly Pearson  
Broadway St, PO Box 52,  
Springfield, ON N0L 2J0  
519-765-4021  
[kelly.spr@outlook.com](mailto:kelly.spr@outlook.com)

## Director

Ashley Fentie  
52263 Wilson Line  
Springfield, ON N0L 2J0  
519-870-3292



**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 23-76**

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 November 16, 2023, 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 16<sup>th</sup> day of November, 2023.

**READ** a **THIRD** time and **FINALLY PASSED** this 16<sup>th</sup> day of November, 2023.

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Mayor, D. Giguère

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Clerk, A. Adams