



**The Corporation of the Township of Malahide**  
**REGULAR COUNCIL MEETING AGENDA**  
**April 4, 2024 – 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
  - Public Meeting – Zoning By-law Amendment Application- Zoning By-law Amendment Application of Gregory Underhill Farms Limited (Authorized Agent: David Roe), relating to property located at Part Lots 34 & 35, Concession 1, Parts 4 of RP 11R5475, Township of Malahide, and known municipally as 53367 Nova Scotia Line **RES 2-4**
  - Public Hearing –Minor Variance Application - Owner, Pam and Len Bartholomew relating to the property located at North Part of Lot 5, Concession 6; Part 1 RP 11R3415, Part 1 RP 11R3439, in the Township of Malahide, and being known municipally as 48073 Talbot Line **RES 5-7**
  - Delegation – William MacIntyre -Springfield Special Area Levy **RES 8**
- (E) Reports of Departments
  - (i) Director of Fire & Emergency Services
  - (ii) Building/Planning/By-law
  - (iii) Director of Public Works
  - (iv) Director of Corporate Services/Treasurer
    - 2023 Investment Reporting **RES 9**
    - Springfield Special Area Levy **RES 10**
    - 2024 Budget Approval **RES 11**
  - (v) Clerk
    - Social Media Policy **RES 12**

(vi) CAO

(F) Reports of Committees/Outside Boards **RES 13**

- Catfish Creek Conservation Authority Minutes – December 14, 2023
- Elgin Group Police Services Board Minutes – November 5, 2023 and February 26, 2024

(G) Correspondence **RES 14**

1. Association of Municipalities of Ontario - WatchFile – March 21, 2024, and March 28, 2024
2. City of St. Thomas – Notice of Completion – Major Arterial Roadway Connection Municipal Class Environmental Assessment
3. Southwestern Public Health – Actions to Reduce Alcohol-Related Harms Report
4. Prince Edward County – Support for a call to action to meet the deadline of an Accessible Ontario by 2025
5. Municipality of Powassan – Support for Township of Amaranth Resolution – Requesting fairness from the Province of Ontario for Operational Budget Funding across municipalities

(H) Other Business

(I) By-laws **RES 15**

- By-law-24-16 - 2024 Budget
- By-law No. 24-14 – Gregory Underhill Farms Limited Rezoning

(J) Closed

(K) Confirmatory By-law **RES 16**

(L) Adjournment **RES 17**

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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 council meeting of Council held on March 21, 2024 be adopted as printed and circulated.
2. THAT the Public Meeting relating to the Zoning By-law Amendment Application of Gregory Underhill Farms Limited (Authorized Agent: David Roe c/o Civic Planning Solutions Inc), relating to the property located at Part Lots 34 & 35, Concession 1, Parts 4 of RP 11R5475, Township of Malahide, and known municipally as 53367 Nova Scotia Line be called to order at 7:\_\_\_p.m.
3. THAT the Public Meeting relating to the Zoning By-law Amendment Application of Gregory Underhill Farms Limited (Authorized Agent: David Roe c/o Civic Planning Solutions Inc), relating to the property located at Part Lots 34 & 35, Concession 1, Parts 4 of RP 11R5475, Township of Malahide, and known municipally as 53367 Nova Scotia Line be adjourned at 7:\_\_\_p.m.
4. THAT Report No. DS-24-16 entitled "Zoning By-law Amendment Application of Gregory Underhill Farms Limited (AUTHORIZED AGENT: David Roe c/o Civic Planning Solutions Inc)" Be Received;

AND THAT the Zoning By-law Amendment Application No. D14-Z03-24 of Gregory Underhill Farms Limited (Authorized Agent: David Roe c/o Civic Planning Solutions Inc), relating to the property located at Part Lots 34 & 35, Concession 1, Parts 4 of RP 11R5475, Township of Malahide, and known municipally as 53367 Nova Scotia Line, BE APPROVED for the reasons set out in this report.

5. THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:\_\_\_p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".
6. THAT Report No. DS-24-15 entitled "Application No. D13-MV-02-24 of Pam and Len Bartholomew" and affecting lands described as North Part of Lot 5, Concession 6; Part 1 RP 11R3415, Part 1 RP 11R3439, in the Township of Malahide, and being known municipally as 48073 Talbot Line, be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-02-24 to permit the construction of a shed with a reduced interior side yard setback;

AND THAT the approval shall be subject to the following conditions:

1. That the owner/applicant obtain the necessary Building Permit within two years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the

approved variance applies only to the proposed accessory structure as illustrated with the application; and,

2. That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.
7. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:\_\_\_p.m.
8. THAT the delegation from William MacIntyre, regarding Springfield Special Area Levy, be received for information.
9. THAT Report No. FIN 24-11 entitled "2023 Investment Reporting" be received;  
  
AND THAT the Township's 2023 investment earnings be distributed to reserves as recommended in report FIN-24-11.
10. THAT Report No. FIN-24-12 entitled "Springfield Special Area Levy" be received;  
  
THAT \$194,280 be transferred from the Capital Reserve to the Streetlights & Sidewalks Reserve;  
  
AND THAT Council approve a special area levy in the amount of \$15,700 to fund special service costs relating to streetlights and sidewalks in the Village of Springfield.
11. THAT Report No. FIN 24-13 titled "2024 Budget Approval" be received.
12. THAT Report No. CLERK-24-04 entitled "Social Media Policy" be received;  
  
AND THAT Staff bring forward the draft social media policy for approval at an upcoming Council meeting.
13. THAT the following Reports of Committees/Outside Boards be noted and filed:
  - Catfish Creek Conservation Authority Minutes – December 14, 2023
  - Elgin Group Police Services Board Minutes – November 5, 2023 and February 26, 2024
14. THAT the following correspondence be noted and filed:
  1. Association of Municipalities of Ontario - WatchFile – March 21, 2024, and March 28, 2024
  2. City of St. Thomas – Notice of Completion – Major Arterial Roadway Connection Municipal Class Environmental Assessment
  3. Southwestern Public Health – Actions to Reduce Alcohol-Related Harms Report
  4. Prince Edward County – Support for a call to action to meet the deadline of an Accessible Ontario by 2025

5. Municipality of Powassan – Support for Township of Amaranth Resolution – Requesting fairness from the Province of Ontario for Operational Budget Funding across municipalities

15. THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:

- By-law-24-16 - 2024 Budget
- By-law No. 24-14 – Gregory Underhill Farms Limited Rezoning

16. THAT By-law No.24-15, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

17. THAT the Council adjourn its meeting at \_\_\_\_\_ p.m. to meet again on April 18, 2024, at 7:30 p.m.

DRAFT

**The Corporation of the Township of Malahide**  
**March 21, 2024 – 7:30p.m.**  
**Closed Session 6:30 p.m.**  
Virtual Meeting – <https://youtu.be/K5od5vZYQ3Y>

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

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

**Also Present:** Eric Steele– Monteith Brown

**Absent:** Councillor J. Wilson

**CALL TO ORDER:**

Mayor Giguère took the Chair and called the meeting to order at 6:30p.m.

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

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda item E– Reports of Departments, Petition for Drainage – Chalet Line and Request for Improvement – Catfish Creek Drain. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

**MINUTES:**

**No. 24-085**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

**THAT the minutes of the regular meeting of Council held on March 7, 2024 be adopted as printed and circulated.**

**Carried**

**CLOSED:**

**No. 24-086**

**Moved By: Mark Widner**

**Seconded By: Rick Cerna**

**THAT Council move into Closed Session at 6:33p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:**

- **A Labour Relations or Employee Negotiations Matter regarding a Staff Performance Review – CAO Department. (Section 239 (2)(d))**
- **Advice that is subject to solicitor client privilege, including communications necessary for that purpose relating to Boundary Adjustment Update. (Section 239(2)(f))**

**Carried**

**No. 24-087**

**Moved By: Mark Widner**

**Seconded By: Sarah Leitch**

**THAT Council move out of Closed Session and reconvene at 7:37 p.m. in order to continue with its deliberations.**

**Carried**

**No. 24-088**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

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

- **A Labour Relations or Employee Negotiations Matter regarding a Staff Performance Review – CAO Department. (Section 239 (2)(d))**
- **Advice that is subject to solicitor client privilege, including communications necessary for that purpose relating to Boundary Adjustment Update. (Section 239(2)(f))**

**Carried**

**PRESENTATIONS/DELEGATIONS/PETITIONS:**

- Public Meeting – Zoning By-law Amendment Application- Zoning By-law Amendment Application of Benjamin William & Melissa Lockington (Authorized Agent: Eugenio Dimeo), relating to the property located at Part of Lot 81, Concession South of Talbot Road, Township of Malahide, and known municipally as 48887 Brook Line

**No. 24-089**

**Moved By: Sarah Leitch**

**Seconded By: Chester Glinski**

**THAT the Public Meeting relating to the Zoning By-law Amendment Application of Benjamin William & Melissa Lockington (Authorized Agent: Eugenio Dimeo), relating to the property located at Part of Lot 81, Concession South of Talbot Road, Township of Malahide, and known municipally as 48887 Brook Line be called to order at 7:38 p.m**

**Carried**

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

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on February 28<sup>th</sup> and March 6<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application. Mr. Steele provided an overview and read comments submitted after the deadline objecting the rezoning from Lou and Maureen Martin who couldn't be in attendance.

Mayor Giguère asked if the applicant had anything to add. Mr. DiMeo, the applicant's agent, reiterated the intention of the rezoning that Mr. Steele had provided. Mr. DiMeo addressed the concerns received and stated that the use would be complimentary to the existing suburban area.

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

Mayor Giguère asked if any Council Members wished to make any comments. Deputy Mayor Widner inquired if there would be potential severance. Mr. Steele confirmed that anyone can apply to sever but that it would not meet current criteria. Councillor Leitch inquired if the applicant would be willing to add some of the foliage being requested by the neighbours concerns and the agent indicated the applicant was willing to mitigate any concerns they had.

**No. 23-090**

**Moved By: Sarah Leitch**

**Seconded By: Chester Glinski**

**THAT the Public Meeting relating to the Zoning By-law Amendment Application of Benjamin William & Melissa Lockington (Authorized Agent: Eugenio Dimeo), relating to the property located at Part of Lot 81, Concession South of Talbot Road, Township of Malahide, and known municipally as 48887 Brook Line be adjourned at 7:53p.m.**



**Carried**

**No. 23-091**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

**THAT Report No. DS-24-10 entitled “Zoning By-law Amendment Application of Benjamin William & Melissa Lockington (Authorized Agent: Eugenio Dimeo)” be received;**

**AND THAT the Zoning By-law Amendment Application No. D14-Z02-23 of Benjamin & Melissa Lockington (Authorized Agent: Eugenio Dimeo), relating to the property located at Part of Lot 81, Concession South of Talbot Road, Township of Malahide, and known municipally as 48887 Brook Line, BE APPROVED for the reasons set out in this Report.**

**Carried**

- Public Meeting –Zoning By-law Amendment Application of K2 Custom Homes Inc (c/o Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, and known municipally as 51237 Ashton Street

**No. 24-092**

**Moved By: Scott Lewis**

**Seconded By: Mark Widner**

**THAT the Public Meeting relating to Zoning By-law Amendment Application No. D14-Z02-24 of K2 Custom Homes Inc (c/o Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, and known municipally as 51237 Ashton Street be called to order at 7:54p.m**

**Carried**

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

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on February 28<sup>th</sup> and March 6<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

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

Mayor Giguère asked if the applicant had anything to add. Applicant Henry Klassen was present for any questions that there may be regarding the application.

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

Mayor Giguère asked if any Council Members wished to make any comments. Deputy Mayor Widner inquired if Malahide's zoning was similar to other municipalities. Mr. Steele noted there are different residential zones for different needs, further regulation could occur with review of the zoning by-law for provisions or updates as needed. He stated that zoning classifications are based on the level of servicing available and that there could be different tiers for different density zones. If Council wants this to be reviewed, there could be more specific classifications applied instead of a catchall approach.

Mayor Giguère stated that our commitment is to preserve farm land with responsible growth and this is using land efficiently. She noted that the severance was previously approved by Council and that everything is happening as per the rules and as per the vision of the area.

Councillor Glinski inquired about the frontage requirements and confirmed what the house is. Mr. Steele noted that the building is a semi-detached dwelling divided vertically above grade and is two dwelling units that are side by side that have a shared party wall. One dwelling unit per severed property and that the property has 20 metres of frontage and will be severed along the party wall. Councillor Glinski inquired what the frontage was when the building permit was applied for. Mr. Steele indicated that the property frontage is 20metres and after the construction has taken place a severance along the shared party wall will occur so that each building is on a separate property which is a common practice to sever after the construction has taken place to ensure that the new severance line aligns with the foundation and party wall.

Councillor Lewis thanked staff for the clarification of the permit and the process. He stated that we will likely see more of this type occurring as it meets the need of housing and it provides an opportunity for those to get into the housing market.

**No. 24-093**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

**THAT the Public Meeting relating to Zoning By-law Amendment Application No. D14-Z02-24 of K2 Custom Homes Inc (c/o Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, and known municipally as 51237 Ashton Street be adjourned at 8:07p.m.**

**Carried**

**No. 24-094**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

**THAT Report No. DS-24-11 entitled "Zoning By-law Amendment Application of K2 Custom Homes Inc (c/o Henry Klassen)" be received;**

**AND THAT the Zoning By-law Amendment Application No. D14-Z02-24 of K2 Custom**

Homes Inc (c/o Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, and known municipally as 51237 Ashton Street, BE APPROVED for the reasons set out in this Report.

Carried

**REPORTS OF DEPARTMENTS:**

Building/Planning/By-law

- Elgin County Official Plan Review

**No. 24-095**

**Moved By: Sarah Leitch**

**Seconded By: Mark Widner**

**THAT Report No. DS-24-12 entitled “Elgin County Official Plan Review” be received;**

**AND THAT this report be forwarded to the County of Elgin as comments for its consideration in the review and update of the County Official Plan.**

Carried

- Application for Consent to Sever No. E19-24 of Peter James Forsythe, Force Installations Ltd

**No. 24-096**

**Moved By: Mark Widner**

**Seconded By: Scott Lewis**

**THAT Report No. DS-24-13 entitled “Application for Consent to Sever No. E19-24 of Peter James Forsythe, Force Installations Ltd” be received;**

**AND THAT the Application for Consent to Sever of Peter James Forsythe, Force Installations Ltd relating to the property located at Part of Lot 10, Concession 8 S, Township of Malahide, and known municipally as 11241 Imperial Road, be supported for the reasons set out in this Report;**

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

Carried

- Application for Consent to Sever No. E20-24 of Peter James Forsythe, Force Installations Ltd

**No. 24-097**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

**THAT Report No. DS-24-14 entitled “Application for Consent to Sever No. E20-24 of Peter James Forsythe, Force Installations Ltd” be received’**

**AND THAT the Application for Consent to Sever of Peter James Forsythe, Force Installations Ltd relating to the property located at Part of Lot 10, Concession 8 S, Township of Malahide, and known municipally as 11229 Imperial Road, be supported for the reasons set out in this Report;**

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

**Carried**

Director of Public Works

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda item E-Request for Improvement – Catfish Creek Drain and Petition for Drainage – Chalet Line. He retired from the meeting and abstained from all discussions and voting on the matter.

- Request for Improvement – Catfish Creek Drain

**No. 24-098**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

**THAT Report No. PW-24-05 entitled “Request for Improvement – Catfish Creek Drain” be received;**

**AND THAT Council proceed with this matter and appoint Mike Devos, P. Eng., of Spriet Associates, to prepare an Engineer’s Report for this petition pursuant to *Section 78* of the *Drainage Act R.S.O. 1990*.**

**Carried**

- Petition for Drainage – Chalet Line

**No. 24-099**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

**THAT Report No. PW-24-10 entitled “Petition for Drainage – Chalet Line” be received;**

**AND THAT George Veryken, P. Eng., of Spriet Associates, be appointed to prepare an Engineer's Report for this petition.**

**Carried**

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

- Malahide Water Distribution System-2023 Fourth Quarter Operations Report

**No. 24-100**

**Moved By: Sarah Leitch**

**Seconded By: Rick Cerna**

**THAT Report No. PW-24-06 entitled "Malahide Water Distribution System-2023 Fourth Quarter Operations Report" be received.**

**Carried**

- Malahide Water Distribution: Drinking Water Quality Trends and Management Review of DWQMS Operational Plan

**No. 24-101**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

**THAT Report No. PW-24-07 entitled "Malahide Water Distribution: Drinking Water Quality Trends and Management Review of DWQMS Operational Plan" be received.**

**Carried**

- Malahide Water Distribution System: 2023 Section 11 Annual Report and Schedule 22 Summary Report

**No. 24-102**

**Moved By: Sarah Leitch**

**Seconded By: Scott Lewis**

**THAT Report No. PW-24-08 entitled "Malahide Water Distribution System: 2023 Section 11 Annual Report and Schedule 22 Summary Report" be received.**

**Carried**

- Malahide Wastewater Collection System: 2023 Performance Report

**No. 24-103**

**Moved By: Sarah Leitch**

**Seconded By: Mark Widner**

**THAT Report No. PW-24-09 entitled “Malahide Wastewater Collection System: 2023 Performance Report” be received.**

**Carried**

- Contract Award 2024-2026 Parks and Maintenance

**No. 24-104**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

**THAT Report No. PW-24-11 entitled “Contract Award 2024-2026 Parks and Maintenance” be received;**

**AND THAT the tender be awarded to Doxtator Property Maintenance, of Southwold, Ontario, at a cost of \$1,860.00 plus applicable taxes per week for the grass cutting and general landscape maintenance for scoped Township properties;**

**AND THAT the Director of Public Works be authorized to enter into an agreement with Doxtator Property Maintenance with respect to the Township Parks and Lawn Maintenance Contract for the 2024, 2025 and 2026 seasons.**

**Carried**

Director of Corporate Services/Treasurer

- Springfield Special Area Levy

**No. 24-105**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

**THAT Report No. FIN-24-10 entitled “Springfield Special Area Levy” be received;**

**Carried**

CAO

- Transition to OPP Detachment Board: Community Safety and Policing Act, 2019

**No. 24-106**

**Moved By: Chester Glinski**

**Seconded By: Sarah Leitch**

**THAT Report No. CAO-24-03 entitled “Transition to OPP Detachment Board: Community Safety and Policing Act, 2019” be received;**

**AND THAT Council appoints Dominique Giguère as the Bayham/Malahide appointee to the Elgin OPP Detachment Board until the end of the current term of Council;**

**AND THAT Council supports the remuneration for the OPP Detachment Board members at \$1,500 per year for members and \$2,000 per year for the Chair;**

**AND THAT correspondence on this matter be provided to the OPP Detachment Board Lead under the CAO's signature.**

**Carried**

**REPORTS OF COMMITTEES/OUTSIDE BOARDS:**

**No. 24-107**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

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

- **General Manager 2023 LPRCA Annual Report, 2023 LPRCA Audited Financial Statements;**
- **LPRCA Minutes of February 7, 2024**

**Carried**

- **2024 EECC Operational Budget**

**No. 24-108**

**Moved By: Sarah Leitch**

**Seconded By: Mark Widner**

**THAT the Council of the Township of Malahide approve the 2024 EECC Operational Budget in the total amount of \$626,320 (\$313,160 per municipal partner).**

**Carried**

- **2024 EECC Capital Budget**

**No. 24-109**

**Moved By: Rick Cerna**

**Seconded By: Mark Widner**

**THAT the Council of the Township of Malahide approve the 2024 EECC Capital Budget in the total amount of \$738,859.00 (\$369,429.50 per municipal partner).**

**AND THAT correspondence be sent to the Town of Aylmer as the EECC Administrator for a further clarification on the scope of the parking lot project.**

**Carried**

**CORRESPONDENCE:**

**No. 24-111**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

**THAT item 4,6,7 and 8 be supported;**

**THAT Council direct staff to provide a follow-up report for the Talbot Trail ATV Club- Designated Highway Extension Request;**

**AND THAT the remaining items be noted and filed.**

- 1. Association of Municipalities of Ontario - WatchFile – March 7, 2024, and March 14, 2024**
- 2. Elgin St. Thomas Coalition to End Poverty – 2023 Timeline of Success**
- 3. Thames Valley District School Board - Accommodation Plan - 2023/2024**
- 4. Town of Aurora - Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use**
- 5. Catfish Creek Conservation Authority – Notice of approval of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the Conservation Authorities Act by the Province**
- 6. Town of Lincoln – Urgent Need for Increased Funding to Libraries and Museums in Ontario**
- 7. Municipality of Chatham Kent - Request to the Province to Amend Blue Box Regulation for 'Ineligible' Sources**
- 8. Town of Bracebridge - Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework**
- 9. Talbot Trail ATV Club- Designated Highway Extension Request**

**Carried**

**OTHER BUSINESS:**

**BY-LAWS:**



**No. 24-112**  
**Moved By: Scott Lewis**  
**Seconded By: Sarah Leitch**

**THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:**

- **By-law No. 24-12 – Lockington Rezoning**
- **By-law No. 24-10 – K2 Custom Homes Inc/Henry Klassen**

**Carried**

**CLOSED:**

**No. 24-113**  
**Moved By: Mark Widner**  
**Seconded By: Sarah Leitch**

**THAT Council move into Closed Session at 9:51p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:**

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

**Carried**

**No. 24-114**  
**Moved By: Rick Cerna**  
**Seconded By: Mark Widner**

**THAT Council move out of Closed Session and reconvene at 10:53p.m. in order to continue with its deliberations.**

**Carried**

**No. 24-115**  
**Moved By: Rick Cerna**  
**Seconded By: Sarah Leitch**

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

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

**Carried**

**CONFIRMATORY:****No. 24-116****Moved By: Scott Lewis****Seconded By: Rick Cerna**

**THAT By-law No.24-11, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.**

**Carried**

**ADJOURNMENT:****No. 24-117****Moved By: Mark Widner****Seconded By: Rick Cerna**

**THAT Council adjourn its meeting at 10:54p.m. to meet again on April 4, 2024, at 7:30p.m.**

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams



## Report to Council

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**REPORT NO.:** DS-24-16

**DATE:** April 4, 2024

**ATTACHMENT:** Report Photo, Site Plan, By-law

**SUBJECT:** **ZONING BY-LAW AMENDMENT APPLICATION OF GREGORY UNDERHILL FARMS LIMITED (Authorized Agent: David Roe C/O Civic Planning Solutions Inc)**

**LOCATION:** Part Lots 34 & 35, Concession 1, Parts 4 of RP 11R5475, Township of Malahide (53367 Nova Scotia Line)

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### Recommendation:

**THAT Report No. DS-24-16 entitled “Zoning By-law Amendment Application of Gregory Underhill Farms Limited (AUTHORIZED AGENT: David Roe c/o Civic Planning Solutions Inc)” be received;**

**AND THAT the Zoning By-law Amendment Application No. D14-Z03-24 of Gregory Underhill Farms Limited (Authorized Agent: David Roe c/o Civic Planning Solutions Inc), relating to the property located at Part Lots 34 & 35, Concession 1, Parts 4 of RP 11R5475, Township of Malahide, and known municipally as 53367 Nova Scotia Line, BE APPROVED for the reasons set out in this report.**

### Background:

The subject Zoning By-law Amendment Application (the “Application”) has been submitted by Gregory Underhill Farms Ltd. (Authorized Agent: David Roe C/O Civic Planning Solutions Inc), to implement the necessary zoning provisions required as a condition of a surplus farm dwelling severance. Specifically, the severed farm dwelling parcel would be rezoned from “General Agriculture (A1)” to “Small Lot Agriculture – Special (A4-XX)” and the retained agricultural parcel would be rezoned from “General Agriculture (A1)” to “Special Agriculture (A2)”.

The Application relates to the property located at Part of Lots 34 and 35, Concession 1, Part 4 of 11R-5475, Township of Malahide, and known municipally as 53367 Nova Scotia Line.

Notice of the Application has been circulated to agencies and registered property owners

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

The analysis of the associated severance/consent application by the County Planning Department and Land Division Committee determined that the severance met all applicable policies (Provincial Policy Statement and Official Plan). The consent application was provisionally approved subject to the Applicant completing a number of conditions, one such being obtaining a Zoning By-law amendment.

### **Comments/Analysis:**

This Zoning By-law Amendment Application has been submitted as a condition of consent application No. E5-24 to sever a surplus farm dwelling, which was provisionally approved on January 24<sup>th</sup>, 2024, by the County's Land Division Committee.

The severed dwelling lot has an area of approximately 1.1 ha (2.7 acres), frontage of approximately 20 m (66 feet) and includes an easement of approximately 0.06 Ha in area.

The retained agricultural lot has an area of approximately 30.4 ha (75 acres) and a frontage of approximately 194 m (636 feet).

The subject property is bound by non-farm residential use and agricultural land to the north, with agricultural land to the south, east and west. A watercourse crosses through the northern end of the property and separates the existing buildings from Nova Scotia Line. Access to the dwelling is currently provided over an existing culvert.

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

In Prime Agricultural Areas, the Provincial Policy Statement (PPS) permits lot creation for the purposes of severing an existing dwelling that has been rendered surplus as a result of farm consolidation, provided the new lot will be limited to a minimum size needed to accommodate the use along with appropriate private services, as well as it is ensured that residential dwellings are prohibited on any remnant parcel of farmland (Section 2.3.4.1c).

The previous consent application met the criteria of the PPS except for the requirement to ensure the subject lands were rezoned to prohibit a dwelling, which was required as a condition of consent approval. Through this application, the retained lands would be rezoned from "A1" to "A2", which would prohibit new residential uses from being established on the retained farm parcel. The Zoning By-law Amendment would also rezone the proposed severed parcel from "A1" to "A4-XX" which is applied to lots created for surplus farm dwellings. The application is consistent with the PPS.

## **County of Elgin Official Plan**

The subject property is designated as 'Agriculture' on Schedule 'A' of the County Official Plan. Lot creation is permitted for lands within this designation for the purposes of severing a dwelling that has become surplus to a farming operation provided that the development of a new dwelling is prohibited on the retained farmland (Section E1.2.3.4b).

As previously noted, the parcel containing the surplus farm dwelling is proposed to be rezoned to the "A4" zone to recognize the parcel as a surplus farm dwelling lot. The retained agricultural lands are proposed to be rezoned to the "A2" zone to prohibit a new dwelling. The application conforms to the County Official Plan.

## **Malahide Official Plan**

The subject property is designated 'Agricultural' on Schedule 'A1' (Land Use Plan). The Malahide Official Plan permits secondary uses including surplus farm dwellings on separate lots (Section 2.1.2.2).

Section 2.1.7 of the Official Plan permits lot creation for the severance of a surplus farm dwelling provided certain criteria are met, including that the existing dwelling be occupied for a minimum of ten years prior to the severance being considered; a land use conflict is not created with agricultural operations in the surrounding areas; the severed parcel is able to be serviced by a private sanitary waste disposal system and a potable water supply that is situated within the severed lot; is located within 100 metres of an opened travelled road; and the severed and retained parcels are rezoned. The previous consent application met these criteria except for the requirement to ensure the subject lands were rezoned, which is being fulfilled through this application.

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

The subject property is within the "General Agricultural (A1) Zone", on Key Map 104 of Schedule 'A' to the Township's Zoning By-law No. 22-18, with a portion of the subject property within the "Conservation Authority Regulated Lands Overlay". As previously noted in this report, the PPS and both Official Plans require that the proposed severed and retained parcel be rezoned.

The parcel to be severed containing the surplus dwelling is proposed to be rezoned "Small Lot Agriculture – Site Specific (A4-XX)". The "A4" zone is intended to be applied to lots that have been created as a result of a surplus farm dwelling severance, to reflect the primary use of the lot being for residential purposes. The proposed Zoning Amendment would also include a site-specific provision to permit a reduced lot frontage of 20 m where the By-law requires a frontage of 30 m. The intent of the minimum lot frontage requirement is to ensure adequate width to provide vehicle access. Access will continue to be provided from the existing laneway. The severed surplus dwelling parcel meets all other requirements of the A4 zone.

The retained agricultural parcel is to be rezoned "Special Agricultural (A2)" zone to prohibit a residential dwelling. The retained parcel meets the minimum lot area and frontage requirements of the A2 zone.

## Public/Agency Comments Received

Notice of Public Meeting was given in accordance with Planning Act regulations. As of the date of writing this report, the following has been received:

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

## Financial Implications to Budget:

The full cost of the consent and associated rezoning process 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: Gregory Underhill Farms Ltd****Authorized Agent: David Roe C/O Civic Planning Solutions Inc**

53367 Nova Scotia Line

Part Of Lots 34 And 35, Concession 1, Part 4 Of 11R-475,

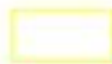
Township Of Malahide

Township  
of Malahide  
Figure 1



OFFICIAL PLAN DESIGNATION  
Agriculture

ZONING  
A1 General Agricultural



Lands to be retained



Lands to be severed



Proposed easement



Hazard Lands



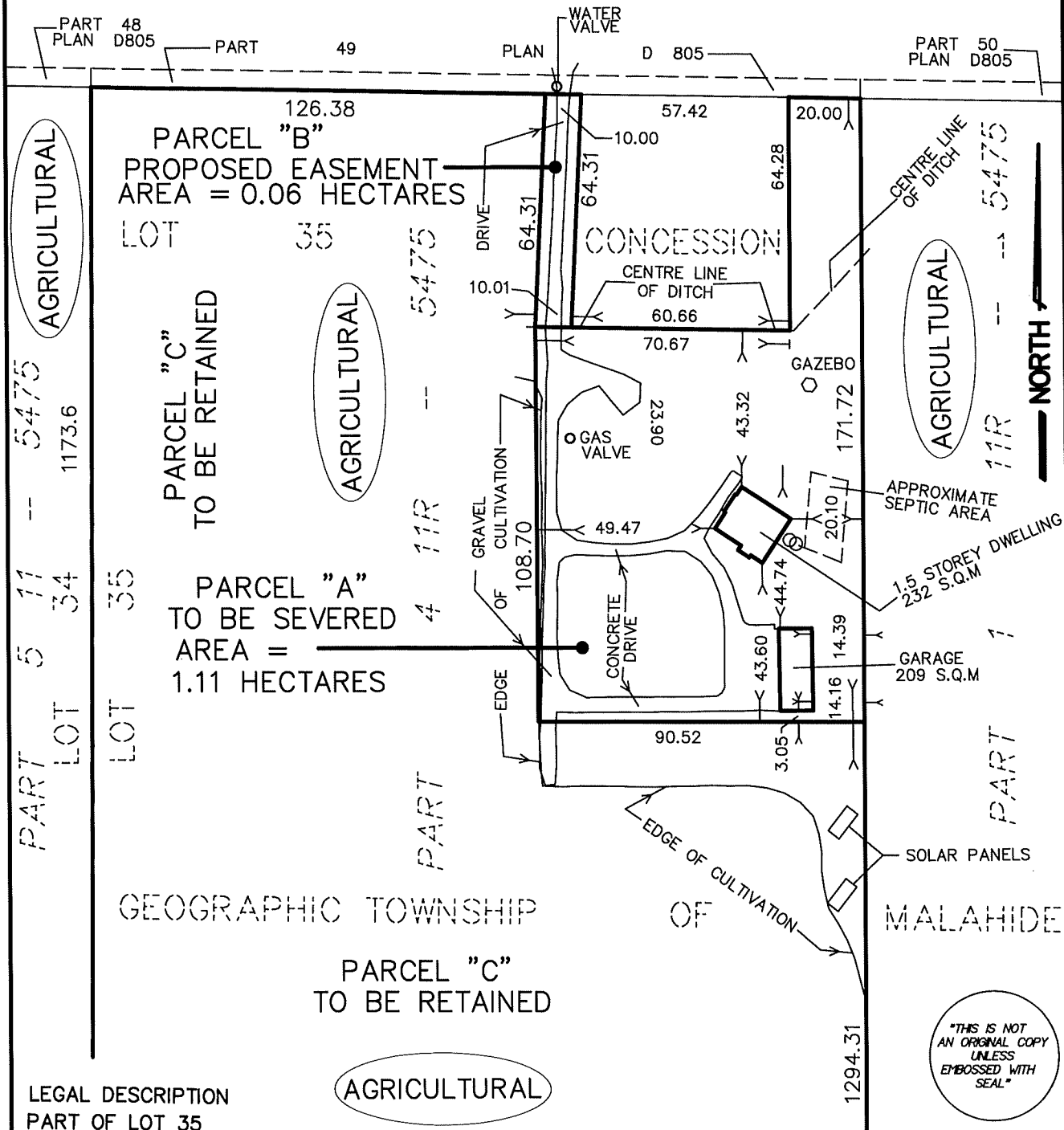
Existing Drain Culverts

- THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES

NOVA SCOTIA LINE COUNTY ROAD 42

ROAD ALLOWANCE BETWEEN CONCESSIONS 1 AND 2

SKETCH FOR PROPOSED SEVERENCE  
FOR GREG UNDERHILL FARMS LIMITED  
NOT TO SCALE



PART OF LOT 35

CONCESSION 1  
TOWNSHIP OF MALAHIDE  
COUNTY OF ELGIN

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30 HARVEY STREET, TILLSONBURG ONTARIO, N4G 3J8  
PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT:23-18762

FILE



ROAD ALLOWANCE BETWEEN TOWNSHIPS OF MALAHIDE AND BAYHAM

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PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 23-18762      REFERENCE: FILE

LEGAL DESCRIPTION  
PART OF LOTS 34 & 35  
CONCESSION 1  
TOWNSHIP OF MALAHIDE  
COUNTY OF ELGIN

**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
BY-LAW NO. 24-14**

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

**Gregory Underhill Farms Limited  
53367 Nova Scotia Line**

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

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

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

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

1. **THAT** the area shown in hatching on the attached map, Schedule "A", and described as Part Lots 32 to 35, Concession 1, Parts 4,6,7, & 9 of RP 11R5475, Part 1 of RP 115471, in the Township of Malahide, shall be removed from the "General Agriculture (A1) Zone" of By-law No. 18-22 and placed within the "Small Lot Agricultural (A4) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A4-27" on Key Map 104 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.7 SMALL LOT AGRICULTURAL (A4) ZONE – 'SITE-SPECIFIC' ZONES, by adding the following new subsection.

**"5.7.27 a) Defined Area**

***A4-27 as shown on Schedule 'A', Map No. 104.***

**b) Minimum Lot Frontage 20 metres**

3. **THAT** the area shown in bold on the attached map, Schedule "A", and described as Part Lots 32 to 35, Concession 1, Parts 4,6,7, & 9 of RP 11R5475, Part 1 of RP 115471, in the Township of Malahide, shall be removed from the "General Agriculture (A1) Zone" of By-law No. 18-22 and placed within the "Special Agricultural (A2) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A2" on Key Map 104 of Schedule "A" to By-law No. 18-22, as amended.

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

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

**READ** a **FIRST** and **SECOND** time this 4<sup>th</sup> day of April, 2024.

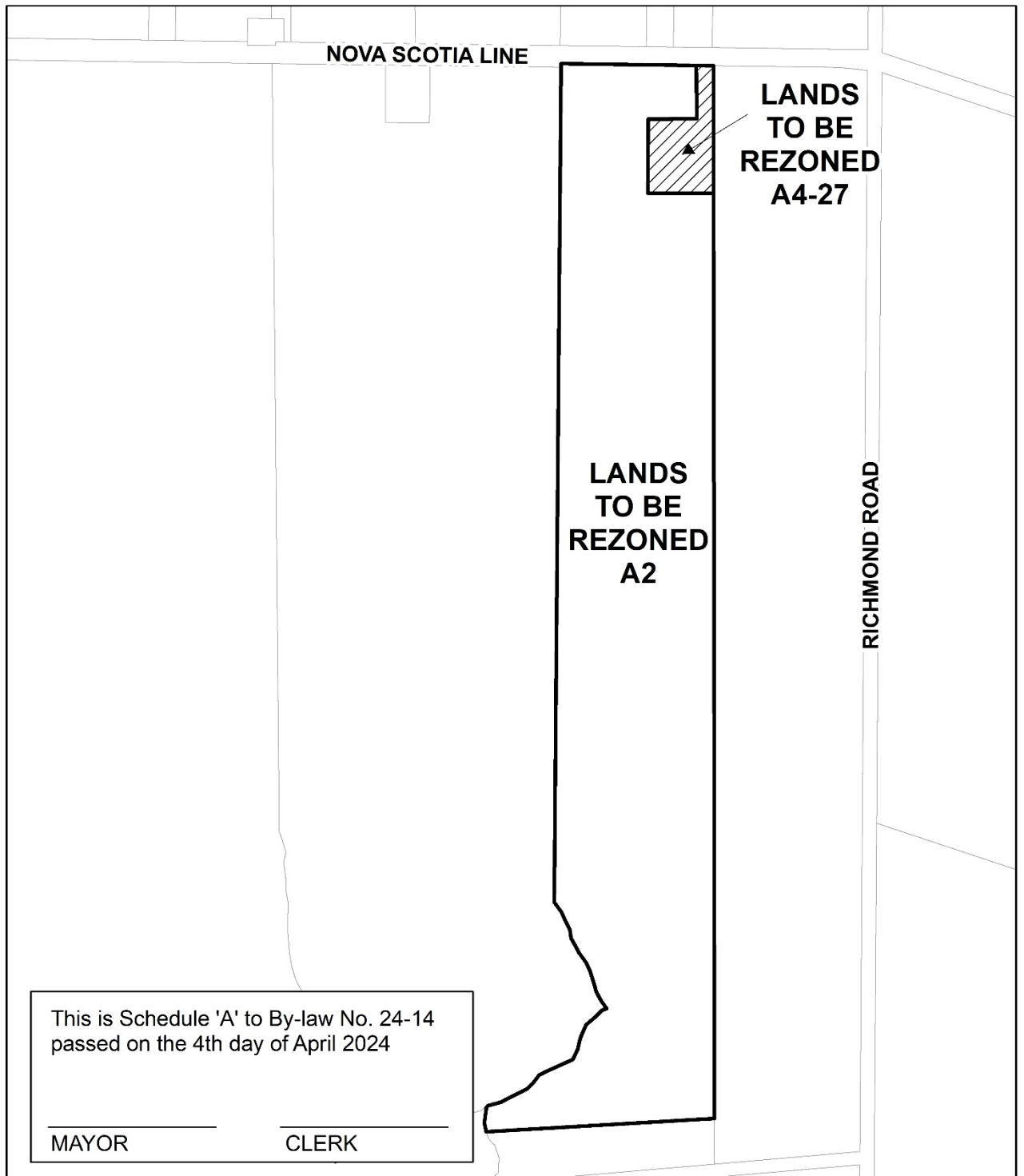
**READ** a **THIRD** time and **FINALLY PASSED** this 4<sup>th</sup> day of April, 2024.

---

Mayor – D. Giguère

---

Clerk – A. Adams

**SCHEDULE A**



## Report to Committee of Adjustment

---

**REPORT NO.:** DS-24-15  
**DATE:** April 4, 2024  
**ATTACHMENT:** Report Photo, Site Plan, and Comments Received to Date (if any)  
**SUBJECT:** MINOR VARIANCE APPLICATION NO. D13-MV-02-24 OF PAM & LEN BARTHOLOMEW

---

### Recommendation:

**THAT Report No. DS-24-15 entitled “Application No. D13-MV-02-24 of Pam and Len Bartholomew” and affecting lands described as North Part of Lot 5, Concession 6; Part 1 RP 11R3415, Part 1 RP 11R3439, in the Township of Malahide, and being known municipally as 48073 Talbot Line, be received;**

**AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-02-24 to permit the construction of a shed with a reduced interior side yard setback;**

**AND THAT the approval shall be subject to the following conditions:**

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

### Background:

The subject Application relates to the property located at North Part of Lot 5, Concession 6; Part 1 RP 11R3415, Part 1 RP 11R3439, and known municipally as 48073 Talbot Line. The Application seeks to permit an accessory structure with an interior side yard width of 1.5 m, whereas the By-law requires a minimum interior side yard of 5 m.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the April 4, 2024 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Minor Variance Application No. D13-MV-02-24.

### **Comments/Analysis:**

The subject property is approximately 1,353 square meters (0.33 acres) in size with approximately 21 metres of frontage along Talbot Line. The subject lands contain an existing dwelling and detached garage. The property is bound by residential lands to the west and south, a light industrial use (Martin's Lift Truck Service) to the east, and Talbot Line to the north.

Based on the information provided with the application, the applicant is proposing to build an accessory shed 18 m<sup>2</sup> in size at the rear of the property due to the location of the existing septic system in the rear yard and the Ontario Building Code requirement for a 5 metre setback from a septic system to any buildings. As a result, the applicant is proposing to construct the accessory shed closer to the eastern lot line than what is permitted under the By-law.

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

The subject lands are designated 'Agricultural Area' on Schedule 'A' – Land Use Plan. For lands designated as 'Agricultural Area', the County Official Plan permits a single detached dwelling on an existing vacant lot, subject to the policies of the lower tier Official Plan (Section C2.3).

It is noted that, while the lands are shown as "Agriculture", the County Official Plan mapping is representative of the boundaries as delineated in local Official Plans and as a result, the local Official Plans should be consulted for accurate settlement boundaries. The subject lands are designated as "Suburban Area" within the Township's Official Plan.

### **Malahide Official Plan**

The subject property is designated "Suburban Area" on Schedule 'A1' (Land Use Plan). In "Suburban Areas", residential uses may be permitted on a case-by-case basis, where concentrations of residential uses already exist (Section 4.2.1.5). Further, the "Suburban Areas" are comprised of relatively major concentrations of existing non-farm development on provincial highways and former county roads which support high volumes of vehicular traffic (Section 4.2.1.1).

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

The subject property is within the “Small Lot Agriculture (A4) Zone” on Key Map No. G3 of Schedule “G” to the Township’s Zoning By-law No. 18-22.

The table below identifies the development standards within the Zoning By-law for the lands zoned ‘Small Lot Agriculture (A4)’ as they relate to the proposed development.

**Table 1. Small Lot Agriculture (A4) Zone Requirements**

<b>Zoning Provision</b>	<b>Required:</b>	<b>Proposed:</b>
Min. Lot Area	2000 m <sup>2</sup>	1353 m <sup>2*</sup>
Min. Lot Frontage	30 m	21 m*
Min. Front Yard	15 m	~15 m
Min. Interior Side Yard	5 m	1.5 m**
Min. Rear Yard	7.5 m	Greater than 7.5 m
Max. Lot Coverage	30%	~15%
Max. Height	10.5 m	Less than 6 m
Min. Floor Area of a Dwelling	90 m <sup>2</sup>	~134 m <sup>2</sup>
Max. Number Dwellings	1	1
<b>Accessory Structures</b>		
Max. Floor Area	200 m <sup>2</sup>	18 m <sup>2</sup>
Min. Front Yard	15 m	Greater than 15 m
Min. Interior Side Yard	5.0 m	1.5 m**
Min. Rear Yard	1.2 m	Greater than 1.2 m
Max. Lot Coverage	10%	~5%
Max. Height	6 m	Less than 6 m
Min. Distance to Dwelling	2 m	Greater than 2 m

\*It is important to note that this lot is deficient in area and frontage, and the dwelling also does not meet interior side yard setbacks. However, as no alterations are proposed to the dwelling, and the lot is a legally existing lot of record, variances are not required for these deficient provisions.

\*\*The minor variance application seeks to permit an accessory shed with an interior side yard width of **1.5 m** whereas the By-law requires a minimum side yard of **5.0 m**.

## Public/Agency Comments Received

Notice of Public Hearing was given in accordance with Planning Act regulations, appearing in the Aylmer Express March 20, 2024 and March 27, 2024 editions. As of the date of writing this report, the following has been received:

- There were no comments received at the time of writing of this report.

Typical conditions are recommended (building permit(s) issued within two years and in accordance with the drawings provided with the minor variance application).

When reviewing an application for a minor variance, Section 45(1) of the Planning Act, R.S.O., 1990 requires that the Committee of Adjustment apply four specific tests. These

tests, along with the Planner's comments concerning same as they relate to the requested variance, are as follows:

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

The proposed accessory structure is a permitted use under the County and Malahide Official Plans. Generally, the policies of the Official Plan seek to guide orderly and logical growth and development and are not specific so as to address details such as interior side yard setbacks of accessory structures. The minor variance maintains the general intent and purpose of the Official Plans.

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

Generally, the purpose of a minimum side yard width is to provide adequate space between buildings and lot lines and to ensure a consistent built form in the area. While the proposed side yard width is under the minimum prescribed, the proposed setback would be consistent with the existing 1.5 metre setback of the existing dwelling and would still maintain adequate separation between the small accessory structure and the adjacent property. The minor variance maintains the general intent and purpose of the Zoning By-law.

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

Whether a variance is considered minor is evaluated upon the size and potential for impact of the proposed variance from the Zoning By-law. The variance seeks to reduce the interior side yard to the adjacent property to the east, which is zoned "Rural Industrial (M2)" and contains an existing light industrial use. It is noted that there is likely to be more impact of the industrial use on the subject lands compared to any impact of the proposed accessory structure. Additionally, there is an existing fence and mature vegetation buffer that would screen the proposed accessory building from the adjacent lands. The application is minor in nature.

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

The proposed location of the accessory structure would provide the applicants with additional storage space on their property while ensuring the function of the existing septic system and maintaining the required 5 metre setback to that system. The proposed use would not impact the subject lands or adjacent properties from continuing to be used for permitted uses. The application is desirable for the appropriate development or use of the subject property.



### Financial Implications to Budget:

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

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

Approved by:
Nathan Dias, Chief Administrative Officer

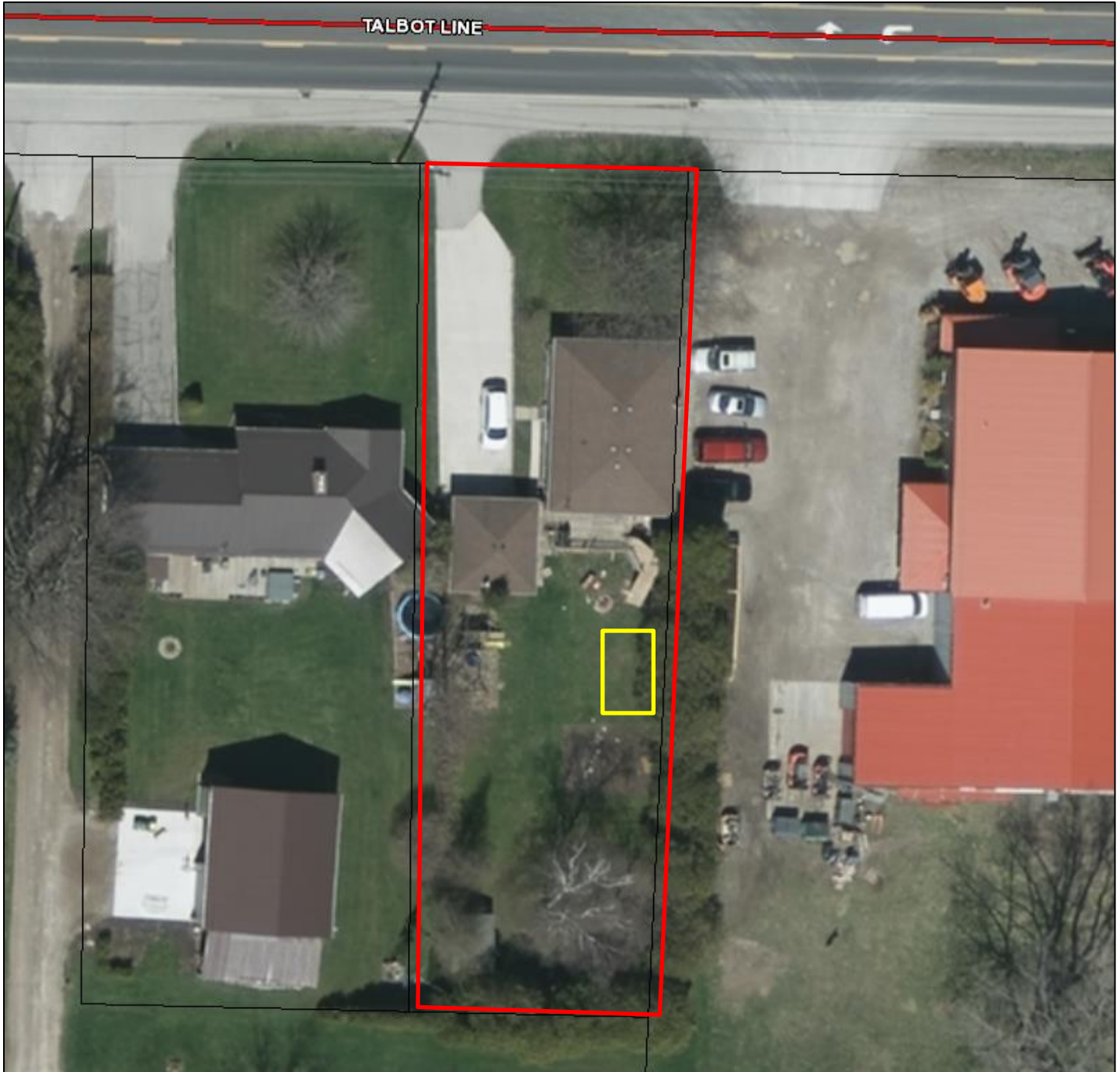
**APPLICATION FOR A MINOR VARIANCE****Owners: Pam & Len Bartholomew**

48073 Talbot Line

CON

Township of Malahide

Township  
of Malahide  
Figure 1



OFFICIAL PLAN DESIGNATION  
SUBURBAN

Subject Property

ZONING  
Small Lot Agriculture (A4)

Proposed Accessory Structure

## REQUIRED SKETCH FOR MINOR VARIANCE APPLICATIONS

APPLICANT NAME

Pam & Len Bartholomew

ADDRESS

48073 Talbot Line Aylmer Aylmer Ont.

Lot

5

Concession

6

Municipality

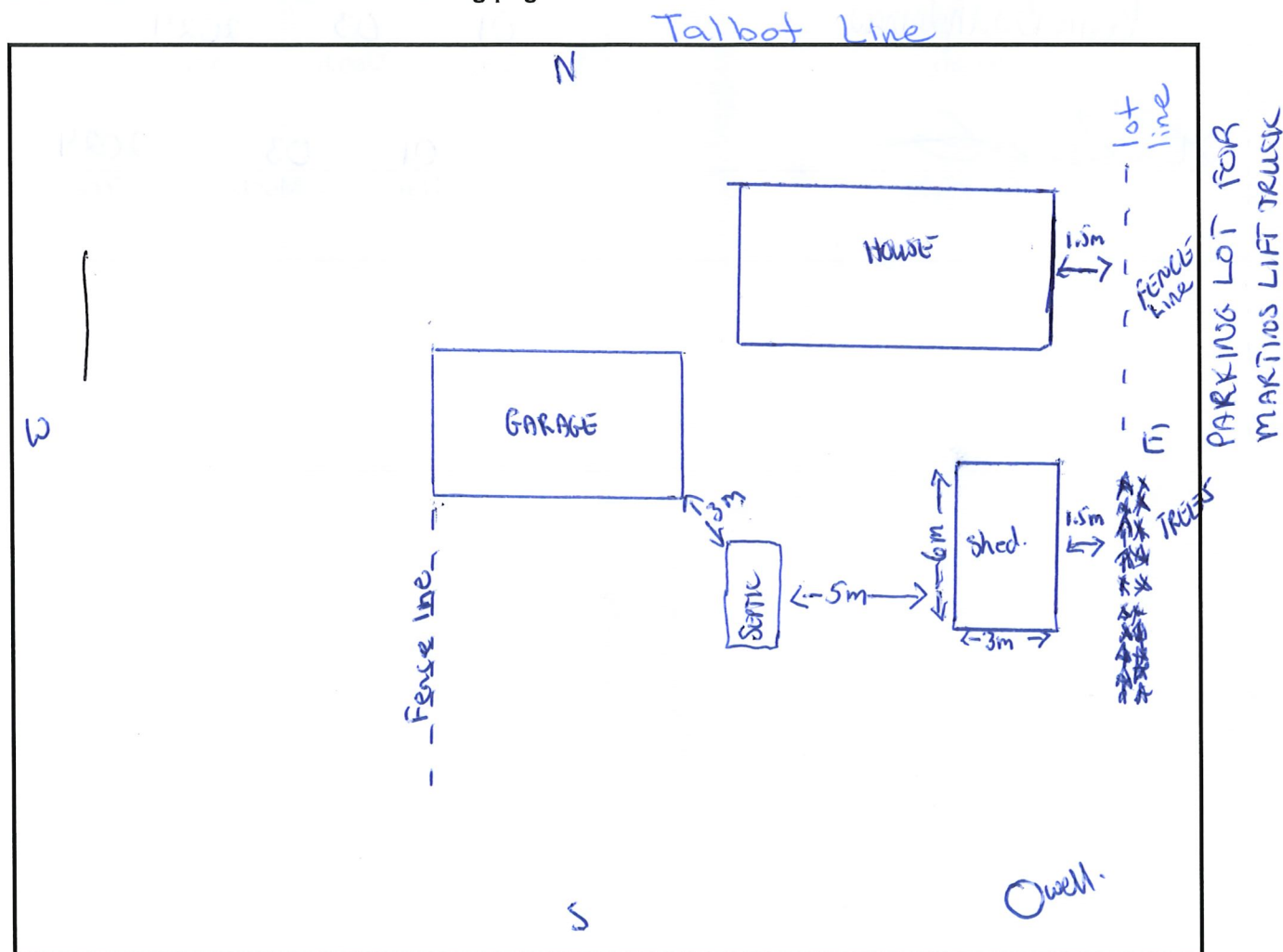
Malahide

Registration Plan No.

Quarter of Township Lot

N.E. ☐N.W. ☐S.W. ☐S.E. ☐

See Sketch Instructions on the following page.



RETURN THIS SKETCH WITH APPLICATION FORM -  
 NOTE: WITHOUT A SKETCH AN APPLICATION CANNOT BE PROCESSED

ALL DIMENSIONS MUST BE IN METRIC



## Report to Council

---

**REPORT NO.:** FIN-24-11  
**DATE:** April 4, 2024  
**ATTACHMENT:** None  
**SUBJECT:** 2023 INVESTMENT REPORTING

---

### Recommendation:

**THAT Report No. FIN 24-11 entitled “2023 Investment Reporting” be received;**

**AND THAT the Township’s 2023 investment earnings be distributed to reserves as recommended in report FIN-24-11.**

### Background

Part of the Township’s capital financing strategy, particularly for the replacement of existing assets, has been to gradually build reserves over time so they can be drawn upon in the future to pay for significant capital works. This allows the Township to plan for its capital needs without significantly impacting tax rates in any particular year while minimizing the need to incur debt. While funds are not in use, they are invested to earn income which reduces costs which would otherwise be borne by taxpayers.

The Township’s Investment Policy, last updated on August 4, 2022, delegates authority to the Treasurer to invest funds in accordance with the Municipal Act, 2001, as well as within investment parameters defined by Council.

### Comments/Analysis:

#### One Investment Portfolio

In 2015, Council passed a by-law to establish a relationship with One Investment, operated through AMO, for the purpose of supporting Township investment activities.

Investment Type	2022 Market Values	Deposits & (Draws)	Earnings & (Losses)	2023 Market Values	2023 Rate of Return
Government Bonds	1,970,439	600,000	91,723	2,662,162	4.61%
Corporate Bonds	1,932,176	600,000	120,125	2,652,300	6.25%
Equity Fund	2,971,605	0	511,639	3,483,244	17.22%
<b>Total Investments</b>	<b>\$6,874,220</b>	<b>\$1,200,000</b>	<b>\$723,487</b>	<b>\$10,397,707</b>	<b>10.52%</b>

A portion of the Township's 2023 investment earnings is required to be distributed to obligatory reserve funds, those established through legislation or agreements. The remainder of investment earnings are recommended to be distributed to the Township's Capital, Water and Sewer Reserves based on their proportionate balances. The table below provides a listing of recommended distributions for 2023.

<b>2023 Distribution of Investment Earnings</b>			
<b><u>Obligatory</u></b>		<b><u>Discretionary</u></b>	
Canada Community Building Fund	\$59,423	Capital Reserve	\$480,534
Ontario Community Infrastructure Fund	17,023	Water Reserve	19,575
Development Charges Reserve Fund	36,440	Sewer Reserve	55,164
Cash In Lieu of Parkland	1,157	Springfield Spec. Area	15,398
Building & Development	34,086		
Cemetery Care & Maintenance	4,687		
	<b>\$152,816</b>		<b>\$570,672</b>

Investment earnings applied to the Township's reserves help offset against the cost of inflation and will be factored into future budgets to reduce overall property taxation.

### Cash Holdings

In accordance with the Township's investment policy, the Treasurer is permitted to retain 20% to 35% of the Township's financial holdings in cash-like assets including bank accounts and GICs. As of the end of 2023, 28% of the Township's financial assets are held in liquid cash assets as follows:

<b>Investment Type</b>	<b>Year End Balance</b>	<b>Rate of Return</b>	<b>Interest Earned</b>	<b>Share of Portfolio</b>
Operating Account	\$2,457,298	2.3%	\$273,052	28%
High-Interest Savings	1,600,000	5.4650%		
<b>Total</b>	<b>\$4,057,298</b>			

Interest earnings on the Township's cash holdings during 2023 totaled \$273,052 and, along with any other source of budget surplus, may be distributed to a reserve of Council's choosing through staff's post-audit, 2023 year-end financial report.

### 2023 Investment Performance Review:

<b>Investment Policy Objective</b>	<b>Analysis</b>
1. Adherence to statutory legislation	Throughout the entirety of 2023, the Township's investment activities were fully compliant with the Legal List standard, Ontario Regulation 438/97, of the Municipal Act.
2. Preservation of capital	The Township's investment portfolio, as it pertains to risk and return, is well-balanced to minimize the risk of incurring a capital loss and ensure the value of the invested principal is preserved. In accordance with the Township's investment policy, equity holdings are limited to 25% of the Township's investment and cash holdings as a means to limit risk.

Investment Policy Objective	Analysis						
3. Maintenance of liquidity	All of the Township's investments are fully liquid and can be mobilized at Council's discretion to fund significant capital costs or unexpected events. Some liquidity could be sacrificed by opting for non-redeemable GICs to yield an overall higher return on fixed-income investments. This will be considered in coordination with the Township's Strategic Plan implementation strategy.						
4. Competitive rate of returns	<p>A) Inflationary Benchmarks</p> <p>The Township's 2023 rate of return on its investments well-exceeded both CPI at 3.40% and the Non-Residential Building Construction Price Index at 3.98%.</p> <p>B) Comparator Investments</p> <p>The Township's equity portfolio outperformed the TSX Composite, an investment index benchmark that tracks the performance of the largest companies listed on the Toronto Stock Exchange, which yielded a 7.94% rate of return during 2023.</p> <p>The Township's fixed-income investments represent the low-risk/low return portion of the investment portfolio and as such are not designed to optimize potential returns over the long-term but rather to mitigate risk. Staff are satisfied with the Township's fixed-income investments with the exception of One Investment Government Bonds which have historically underperformed. Staff will consider bringing forward an investment policy amendment that would allow greater flexibility in pursuing similar low-risk investments such as GICs which are currently offering returns at 5.5% to 6.5% depending on terms and conditions.</p> <p><b><u>2023 Earnings Summary:</u></b></p> <table data-bbox="634 1367 1333 1472"> <tr> <td>One Investment Portfolio</td><td>\$723,487</td></tr> <tr> <td>Cash Holdings</td><td><u>\$273,052</u></td></tr> <tr> <td><b>Total</b></td><td><b>\$996,539</b></td></tr> </table>	One Investment Portfolio	\$723,487	Cash Holdings	<u>\$273,052</u>	<b>Total</b>	<b>\$996,539</b>
One Investment Portfolio	\$723,487						
Cash Holdings	<u>\$273,052</u>						
<b>Total</b>	<b>\$996,539</b>						

Approved by:	Approved for Council:
Adam Boylan Director of Corporate Services / Treasurer	Nathan Dias Chief Administrative Officer



## Report to Council

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**REPORT NO.:** FIN-24-12  
**DATE:** April 4, 2024  
**ATTACHMENT:** None  
**SUBJECT:** Springfield Special Area Levy

---

### **Recommendation:**

**THAT Report No. FIN-24-12 entitled "Springfield Special Area Levy" be received;**

**THAT \$194,280 be transferred from the Capital Reserve to the Streetlights & Sidewalks Reserve;**

**AND THAT Council approve a special area levy in the amount of \$15,700 to fund special service costs relating to streetlights and sidewalks in the Village of Springfield.**

### **Background:**

The Township of Malahide established a special area rate for the Village of Springfield at the time of amalgamation to fund streetlights and a portion of sidewalks. Staff presented a review of Springfield's special levy during Council's 2024 Budget deliberations. The purpose of this report is to seek approval for an amended special levy for Springfield based on Council's feedback during the review process.

### **Comments/Analysis:**

#### **Adjustment to Reserves**

It is recommended that the Township transfer \$194,280 from its Capital Reserve to Springfield's Special Levy Reserve to account for historical differences between Springfield's special area levy and the eligible special service costs the levy was intended to fund. Compounded interest earnings on the corrected annual reserve balances since amalgamation is included in the calculated transfer.

Springfield's Special Area Levy Reserve is expected to reach \$284,310 by the end of 2023, though this cannot be confirmed until after the Township's annual audit is complete. A continuity schedule of Springfield's Special Area Levy Reserve is subsequently provided for review.

<b><u>Springfield Special Area Reserve Continuity Schedule</u></b>	
Opening Balance	\$54,376
Budgeted Contribution to Reserves	10,000
Accounting Restatement and Interest Accrual (1998 – 2022)	194,280
Investment Income Distribution (2023)	15,398
Operating Surplus (2023)	10,256
<b>Closing Balance</b>	<b>\$284,310</b>

### 2024 Special Area Levy

Based on its corrected balance, Springfield's Special Area Levy Reserve is better positioned to fund the future capital costs of streetlights and sidewalks. This warrants a budget reduction to annual reserve contributions funded through the special levy.

Springfield's portion of streetlight and sidewalk replacement costs is estimated at \$392,000 which exceeds its corrected reserve balance of \$284,310. A calculated funding shortfall of \$107,690 is recommended to be collected over the remaining life of Springfield's streetlights and sidewalks through annual reserve contributions of \$4,900.

<b><u>Contributions to Reserves</u></b>					
Asset Category	Reserve Target	Adjusted Balance	Reserve Shortfall	Average Useful Life Remaining	Annual Lifecycle Contribution
Streetlights	\$124,900	\$90,980	\$33,920	11 years	\$3,100
Sidewalks	\$267,100	\$193,330	\$73,770	40 years	\$1,800
<b>Total</b>	<b>\$392,000</b>	<b>\$284,310</b>	<b>\$107,690</b>		<b>\$4,900</b>

Based on this analysis, it is recommended that the Township reduce its special levy from \$30,821 to \$15,700 for 2024, a reduction of 49%. A summary of the revised special levy, notably due to a reduction to annual reserve contributions, is provided below.

<b><u>Springfield Special Area Levy</u></b>		
<u>Special Area Levy Budget</u>	<u>Current</u>	<u>Revised</u>
Streetlight Utilities	\$6,300	\$6,300
Streetlight Maintenance	2,500	2,500
Sidewalk Maintenance (40%)	2,000	2,000
Contributions to Reserves	<u>20,021</u>	<u>4,900</u>
<b>Total Special Area Levy</b>	<b>\$30,821</b>	<b>\$15,700</b>

### By-Law Approval

The Township's forthcoming 2024 property tax rates by-law will include the necessary documentation required under section 326 of the Municipal Act for special area levies. The timing of the Township's 2024 property tax rates by-law is contingent on Elgin County's 2024 budget and tax policy approvals.

Submitted By:	Approved by:
Adam Boylan	Nathan Dias
Director of Corporate Services / Treasurer	Chief Administrative Officer





## Report to Council

**REPORT NO.:** FIN-24-13  
**DATE:** April 4, 2024  
**ATTACHMENTS:** 2024 Budget By-law  
**SUBJECT:** 2024 Budget Approval

### Recommendation:

**THAT Report No. FIN 24-13 titled “2024 Budget Approval” be received.**

### Background

The Township’s 2024 Budget was passed in principle on February 15, 2024. At that time, Council opted to delay final approval of the Township’s 2024 Budget By-law until a few select items could be further reviewed. With those reviews now complete, it is recommended that the Township now finalize its 2024 Budget through approval of its 2024 Budget By-law.

### Comments/Analysis:

The Township’s 2024 Budget, passed in principle, generates an additional \$537,830 in annual property taxes and requires an average residential property owner to pay an additional \$177 or 4.56% annually. A breakdown of this increase is provided in the table below.

<b>Consolidated Rate Impact – Median Residential Property</b>				
	<b>2023</b>	<b>2024</b>	<b>Change (\$)</b>	<b>Change (%)</b>
Township Taxes	\$1,804	\$1,919	\$115	6.38%
County Taxes	\$1,648	\$1,710	\$62	3.79%
Education Taxes	\$383	\$383	\$0	0.00%
Garbage Levy	\$50	\$50	\$0	0%
<b>Total</b>	<b>\$3,885</b>	<b>\$4,062</b>	<b>\$177</b>	<b>4.56%</b>

*Figures are rounded*

Further consideration was given to property tax reductions as a result of the Township’s review of Springfield’s special area levy and the 2024 East Elgin Community Complex budget deliberations. In both instances, no substantial changes were made that would

warrant further amendment of the Township's 2024 Budget.

### Springfield Special Area Levy

No changes were made to the proportion of streetlight and sidewalk costs funded through the general tax base. The proposed reduction in annual contributions to Springfield's Special Area Levy Reserve is not funded through, and therefore does not affect, general property taxation.

### East Elgin Community Complex (EECC)

The Township approved the EECC's operating budget at an amount of \$626,320 of which the Township will fund half at a cost of \$313,160. This matches what was included in the Township's 2024 Budget, therefore no further budget amendment is recommended.

The EECC's 2024 Capital Budget was approved in the amount of \$738,859, \$369,429.50 per municipal partner. The Township's 2024 Draft Budget was set to fund \$1,202,783 in EECC capital costs, largely through a drawdown from reserves. Although the 2024 EECC project list now differs significantly from what was originally proposed, the change is primarily due to deferrals of projects to upcoming budget years as opposed to outright project cuts. As the EECC's long-term capital costs have not significantly deviated from its original draft budget, no changes are recommended to the Township's 2024 property taxation.

### Budget Approval Checklist:

Completed Items	
Council Action	Details
Approve Budget in Principle (February 15 <sup>th</sup> )	Approving the budget in principle allows staff to proceed with their workplans and initiate capital projects. Council would be committed to no longer amending any aspects of the budget aside from select items earmarked for further deliberation.
Approve User Fee By-law (February 15 <sup>th</sup> )	No substantial changes were made to user fees for 2024. A full schedule was appended to the 2024 Draft Budget for review. Council may alter the Township's user fee by-law at any time during the year.
Approve EECC Budget (March 7 <sup>th</sup> )	To finalize the budget approval process, Council must also adopt budget estimates for the Township's financial obligations in relation to the EECC. The EECC budget requires a Board approval and two municipal council approvals. Any changes made to the EECC budget can be used to update the Township's budget and 2024 property tax rates.

<b>Items for Immediate Consideration</b>	
Approve Special Area Levy (April 4, 2024)	Council elected to retain use of the Township's special area levy. Council consider a revised special area levy for 2024 based on that analysis.
Pass Budget By-law (April 4, 2024)	As required by the Municipal Act, Council must approve a budget by-law which adopts estimates of all sums required during the coming year for the purposes of the municipality. The Township's budget and property taxes shouldn't be altered beyond this stage of approval.
<b>Items for Future Consideration</b>	
Pass Tax Rates By-law (Timing contingent on Elgin County)	Council approves a tax rates by-law which reflects the previously approved budget by-law. Taxes rates are subsequently submitted to the Province.

Submitted by:	Approved for Council:
Adam Boylan Director of Corporate Services / Treasurer	Nathan Dias Chief Administrative Officer

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 24-16**

Being a By-law to adopt the 2024 Budget for the Corporation of the Township of Malahide

**WHEREAS** Section 290 of the Municipal Act, 2001, requires that a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality; and

**WHEREAS** the Council of The Corporation of the Township of Malahide has recommended the Township's 2024 Budget be approved as amended;

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

1. THAT the 2024 Budget as per Schedules 'A' and 'B' attached hereto which incorporates estimates for revenues and expenditures be approved and adopted by the Council.
2. THAT Schedules 'A' and 'B' attached hereto forms a part of this By-law.
3. THAT this By-law shall come into force and take effect on the final date of passing thereof.

**READ** a **FIRST** and **SECOND** time this 4<sup>th</sup> day of April, 2024.

**READ** a **THIRD** time and **FINALLY PASSED** this 4<sup>th</sup> day of April, 2024.

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Mayor, D. Giguère

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Clerk, A. Adams

# Schedule A: By-law 24-16 <sup>45</sup>

## Departmental Summary

## Operating Budget

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	Change
<b>General Government</b>					
Council	\$169,607	\$168,922	\$183,685	\$183,609	-\$76
Administration	\$1,125,528	\$1,145,111	\$1,123,381	\$1,192,197	\$68,816
Animal Control	-\$8,229	-\$23,838	\$0	\$0	\$0
	1,286,906	1,290,195	1,307,066	1,375,806	68,740
<b>Development Services</b>					
Planning	\$44,810	\$71,643	\$121,989	\$205,362	\$83,373
Building & Bylaw	-\$46,412	\$6,514	\$65,000	\$65,000	\$0
	- 1,602	78,157	186,989	270,362	83,373
<b>Emergency Services</b>					
Fire	\$803,472	\$857,148	\$809,290	\$874,115	\$64,825
Emergency Management	\$94,804	\$49,145	\$71,043	\$81,519	\$10,476
Police	\$1,064,358	\$1,054,603	\$1,053,000	\$1,040,517	-\$12,483
	\$1,962,634	\$1,960,896	\$1,933,333	\$1,996,151	\$62,818
<b>Public Works</b>					
Road Operations	\$3,151,600	\$3,193,399	\$2,671,788	\$2,793,935	\$122,147
Streetlights & Sidewalks	\$16,407	\$15,922	\$15,922	\$18,000	\$2,078
Waste Management	\$354,575	\$431,406	\$391,351	\$352,513	-\$38,838
Drainage	\$68,414	\$130,703	\$138,588	\$133,944	-\$4,644
Parks	\$81,496	\$82,204	\$88,245	\$99,785	\$11,540
Recreation	\$272,844	\$286,758	\$318,441	\$322,199	\$3,758
Cemeteries	\$43,683	\$44,459	\$48,410	\$49,027	\$617
	\$3,989,019	\$4,184,851	\$3,672,746	\$3,769,403	\$96,657
<b>Debt &amp; Reserves</b>					
Debt Servicing	\$295,232	\$318,099	\$318,099	\$318,099	\$0
Reserve Funding	\$1,545,051	\$1,630,355	\$2,393,657	\$2,548,457	\$154,800
	\$1,840,283	\$1,948,454	\$2,711,756	\$2,866,556	\$154,800
<b>Other Revenues</b>	-\$1,983,779	-\$2,027,679	-\$1,982,400	-\$1,935,100	\$47,300
<b>External Boards</b>					
Conservation Authorities	\$161,379	\$166,110	\$179,994	\$194,992	\$14,998
East Elgin Community Complex	\$295,000	\$314,017	\$321,517	\$330,660	\$9,143
	\$456,379	\$480,127	\$501,511	\$525,652	\$24,141
<b>Property Tax Levy</b>	<b>\$7,549,840</b>	<b>\$7,915,001</b>	<b>\$8,331,001</b>	<b>\$8,868,831</b>	<b>\$537,830</b>

# Schedule B: By-law 24-16

## 2024 Capital Budget

2024

### Roads

Studies - Road Safety Audit Phase 3	\$40,000
OSIM Inspections	\$10,000
Transportable Equipment	\$3,500
Reconstruction w/ Storm Sewers - Pressey Line	\$578,000
Surface Treatment	\$1,485,800
Gravel Resurfacing	\$332,300
Guiderails	\$100,000

**Subtotal** **\$2,549,600**

### Fleet

Tandem 22 (2012) 12Yr	\$465,000
Single 10 (2011) 12Yr	\$390,000
Truck 87 (2013) 8Yr Patching (Crew cab)	\$55,000
Truck 89 (2015) 8Yr Patrol	\$69,000

**Subtotal** **\$979,000**

### Drains

Sparta Line	\$110,000
Drainage Project Allowance	\$100,000

**Subtotal** **\$210,000**

### Fire & Emergency Services

SCBA & Bunker Gear	\$46,800
Communications Equipment	\$5,000
Nozzles & Adaptors	\$8,300
Tech Rescue Equipment & Auto Ex	\$6,000
Fans	\$7,000
Defibrillators	\$2,100
Fleet Equipment - Hoses & Ladders	\$27,500
Tanker 3	\$700,000

**Subtotal** **\$802,700**

### Facilities

Admin Office HVAC Replacement	\$43,000
Fire Hall 3 HVAC	\$50,000

# Schedule B: By-law 24-16

## 2024 Capital Budget

2024

SDCH Desks, Tables & Chairs	\$2,000
South Works Yard Water Softener	\$4,000
Facility Condition Assessment - Public Works	\$15,000
Council Chambers Furniture Replacement	\$17,000
<b>Subtotal</b>	<b>\$131,000</b>

## East Elgin Community Complex

Township Share of EECC Capital	\$369,430
<b>Subtotal</b>	<b>\$369,430</b>

## Parks

PRMP #4 - Port Bruce Waterfront Master Plan	\$40,000
MCP Wood Fibre Play Equipment Base	\$6,500
SDCH Wood Fibre Play Equipment Base	\$6,500
Mill St. Park Wood Fibre Base Surface	\$6,500
Wannacott Park - Wood Fibre Base Surface	\$10,700
<b>Subtotal</b>	<b>\$70,200</b>

## Administration & Governance

Computer Equipment Replacements	\$4,500
Strategic Plan Implementation	\$25,000
Server Replacements	\$49,300
<b>Subtotal</b>	<b>\$78,800</b>

**Total Capital Costs** **\$5,190,730**



## Report to Council

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**REPORT NO.:** CLERK-24-04  
**DATE:** April 4, 2024  
**ATTACHMENT:** Draft Social Media Policy and Social Media Policy 2015  
**SUBJECT:** Social Media Policy

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### **Recommendation:**

**THAT Report No. CLERK-24-04 entitled “Social Media Policy” be received;**

**AND THAT Staff bring forward the draft social media policy for approval at an upcoming Council meeting.**

### **Background:**

The current Social Media Policy was adopted in 2015. Although the policy has served the Township well over the years, with continuous growth of online presence it is time to revisit the policy to ensure it aligns with current needs.

### **Comments/Analysis:**

The purpose of this policy is to set guidelines and standards to ensure the appropriate use and management of social media on behalf of the Township. As the Township’s presence on social media continues to evolve, it is paramount that we ensure clear standards are set for content creation, management of accounts, and online interactions. The policy defines roles for approving, creating, and overseeing official social media channels. It also sets out usage standards for the Township of Malahide organization as a whole. The updated policy sets out clear expectations for a respectful environment on all our digital channels. This is to help create a safe and respectful space for both Township employees and members of our community.

When developing this policy, staff integrated our current policy with research on updated policies from other municipalities, with a specific focus on examining Municipality of Thames Centre and City of Guelph’s policies to formulate this draft policy. To ensure the appropriate management and strategic application of social media channels, Schedule ‘A’ and Schedule ‘B’ highlight the general terms of use and the content standard guidelines.



The Township is committed to using social media to enhance and increase outreach and engagement with visitors, residents, and stakeholders in a respectful and inclusive manner, while providing a consistent level of service and access to Township information.

Updating the social media policy aligns with the principles of the strategic plan in the following ways:

<b>Mission:</b>	Information that promotes understanding and participation
<b>Priorities:</b>	Engaging the Community
<b>Tangible Results:</b>	Easy access to more information relevant to constituents, landowners, businesses

**Financial Implications to Budget:**

N/A

Submitted by:	Approved by:
Allison Adams, Manager of Legislative Services/Clerk	Nathan Dias Chief Administrative Officer



**Section:** Administration

**Policy:** Social Media

**Effective Date:**

**Revised Date:**

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## PURPOSE:

This policy outlines the responsibilities for authorizing, establishing, and managing corporate social media platforms. Additionally, it establishes usage guidelines within the Township of Malahide organization.

## POLICY:

### Introduction

The Township's website is the primary source of online information exchange with the public and is the Township's official internet presence. The Township supports the open and transparent use of social media to further corporate goals and objectives where appropriate. The Township leverages social media platforms to facilitate engagement and communication by sharing information with the public and other audiences.

This Policy outlines guidelines for utilizing social media tools to maintain a balance between sharing timely and accurate information while adhering to the Corporation's need to ensure:

- The use of social media tools does not compromise public safety or the Corporation's image;
- The information disseminated through the social media sites on behalf of the Township reflects corporate and community values;
- Social media content does not violate individual privacy or conflict with existing municipal policies and by-laws; and
- Social media content maintains the highest levels of accuracy, objectivity, transparency and impartiality in the information communicated.

## **Policy Compliance**

This Policy applies to all municipal employees, council members and individuals who represent the Township, specifically in the role of a social media coordinator. The social media coordinator is tasked with updating content on the Township's social media platforms and pages

## **Site Administration**

The use of all Social Media sites by the Municipality will adhere to:

- Applicable provincial and federal laws, regulations;
- The Terms of Service of each Social Media site; and
- All applicable corporate policies, guidelines, and by-laws, including, but not limited to: applicable Administrative and Human Resources policies, Information Security policies and Records Management policies and bylaws.

## **Social Media Management Responsibility**

The Clerk will serve as the centralized resource for the oversight and use of social media platforms for business of the Township of Malahide, as well as for the creation and maintenance of content on those sites. The administrative staff of each department will also assist with the creation of content for social media platforms. Municipal employees acting as social media coordinators for the Township must adhere to the guidelines of this policy.

Final approval for the use of existing or new social media accounts by the Township will be the responsibility of the CAO and Clerk to protect the Township from the rapidly changing social media environment, the CAO, Clerk or his/her designate may also amend the attached Schedule 'B'.

All social media sites affiliated with the Township will be regularly screened by Township employees. All postings which are deemed to be inappropriate as outlined in Schedule B will be removed at the earliest opportunity.

Any content that is deemed inappropriate or does not adhere to this Policy must be immediately brought to the attention of the Clerk and or CAO.

## **Personal Use of Social Media**

Employees are encouraged to follow the Township's social media accounts and use their personal accounts to share positive stories about their coworkers, programs and services.

Even if employees do not identify themselves as Township of Malahide employees on their personal websites, blogs or social media profiles, employees must act according to the Township's Code of Conduct.

The Township does not expect or encourage employees to deliver customer service on behalf of the Township using personal accounts. If there are questions about Township programs or services, they should be directed through social media, the Township website, by phone, or via email.

The Township does not expect or encourage employees to use personal accounts to respond to questions or comments about Township programs, services, decisions or policies on media websites, people's blogs, community-run social media groups or pages, or other public forums.

When employees are online, they are in public and are expected to serve the public with integrity, honesty and respect. Employees must not share private or confidential information, or any other content that reflects poorly on them, their co-workers or the Township of Malahide.

Opinions expressed on an employee's personal website, blog and/or social media account do not reflect the official position of the Township of Malahide.

### **Council/Committee/ Board Members**

Members of Council are welcomed and encouraged to participate in social media, through their own accounts, while respecting the Conduct of Members of Council, as outlined in the Council Code of Conduct Policy. Members of Council are encouraged to follow official Municipal sites and to share content.

### **Records Management and Retention**

Social Media posts on Social Media sites moderated by the Township may only be destroyed in accordance with the Records Retention By-law. Posts that are considered to be Transitory Records of the Municipality may be deleted/ purged from the website as soon as they are no longer needed.

**Note:** Third-party social media sites are private businesses with their own terms of service and privacy policies. The Township does not accept any responsibility for the operation of third-party social media sites and is unable to guarantee the privacy of individuals who access content provided to such sites by the Township.

## Schedule 'A' – Social Media

### General Terms of Use

#### AVAILABILITY:

As time permits, the social media coordinator or delegate will update and monitor active social networking platforms during regular office hours, 8:30 am-4:30 pm, Monday to Friday. The Township may schedule promotional messages after business hours or on weekends. The platform may occasionally be unavailable and the Municipality accepts no responsibility for lack of service due to downtime of the service.

#### PRIVACY:

Unless obligated to by applicable law, by-law, legislation, or to demonstrate negative behaviour from a user, Malahide Township does not capture or record the contact details of parties interacting with its social media accounts. Any information identified and deemed confidential or private is treated in accordance with MFIPPA.

#### SOCIAL MEDIA COORDINATOR:

Designated staff will respond where applicable to appropriate comments and inquiries (as per the subsequent section of this policy) that are generated by the public as a result of content posted on social media sites used by the Township during business hours. Every attempt for a timely response will be made.

Staff are expected to always act in the best interest of the Township, demonstrating a positive, professional, honest, ethical, and fair demeanor that aligns with this policy and associated policies.

#### POSTING AND COMMENT POLICY:

Posting on a social media site does not constitute official notice or an official complaint submission to the Township of Malahide. Unless otherwise noted in applicable policies, contact through a social media platform does not constitute formal feedback or consultation.

The standard method to communicate with the Township is to contact staff by either phone or via email. The contact information is available on the municipal website, in the "Contact Us" section.

The Township **may reply** to questions or comments if:

- the post asks a sincere question about a Township service, program or policy
- the post includes inaccurate information – the Township may provide a correction

The Township **may not reply** to questions or comments if:

- the post includes respectful statements of opinion – people are welcome to express their views even if they disagree with Township policies, programs or decisions
- the post is respectful, and directed at other participants in the conversation

The Township of Malahide reserves the right to remove inappropriate posts and comments from its social media platforms. Inappropriate posts and comments are outlined in 'Schedule B'.

#### DISCLAIMER:

The Township is not responsible for comments made by subscribers or members related to its social media applications.

#### DECOMMISSIONING:

If a social media platform no longer fulfills the Corporation's requirements, it will be decommissioned.

## **SCHEDULE 'B' - Social Media**

### **Content Standard Guidelines**

#### **INTRODUCTION:**

Malahide's social media channels serve as an additional source of municipal information, aiming to offer an informal source of information. The platforms are operated with the sole purpose of complementing formal procedures and sharing valuable community information, that may not be within the scope of the formal processes and procedures. The provided guidelines aim to help identify suitable content for posting or keeping on the site.

#### **INTERNAL/EXTERNAL**

The Township invites people impacted by and interested in our work to post, share, discuss and debate the subjects of Township posts on its social channels with the Township and each other while treating each other with respect.

The Township will not tolerate posts or comments that:

- are unrelated to Township services, programs, or projects or to the subject of the post the comment was made on, or are unintelligible or irrelevant;
- are offensive to an individual (including Township staff or a representative of the Township) or organization, or are profane (including inappropriate language), hateful or defamatory, insulting, rude, abusive, aggressive, or violent;
- promote, foster or perpetuate any form of discrimination;
- contain content of a sexual nature or links to such content;
- conduct or encourage illegal activity;
- are aimed at soliciting business or for marketing purposes;
- contain spam;
- invade privacy, e.g., share information about any identifiable individual including photographs of, information about, or views and opinions of that individual;
- could compromise public safety, security, or Township operations, including comments that contain misinformation or disinformation;
- violate a legal ownership interest of any other party;
- impersonate or misrepresent someone else, including public figures, Township staff, or Township officials; and
- do not add to the normal flow of conversation, dialogue, or debate

The Township of Malahide is not responsible for any use of Township content or materials by other users.

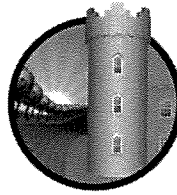
The Township may ask users to refrain from posting inappropriate comments, or mute, block or ban users for violating these social media commenting guidelines

## SHARING/FOLLOWING GUIDELINES:

Posts for the purposes listed below will be permitted, including but not limited to:

- Municipal sponsored events and activities;
- Municipal services;
- Public Health and Safety (i.e. road closures, inclement weather, etc.);
- Emergency Services;
- Community events and/or community group events, which are open to the public and where membership is not required to participate in the event;
- Public Service Announcements from other government agencies; and
- Recognition of local achievements





Section: **Administration**  
Subject: **Social Media Policy**  
Date Effective:  
Date Last Reviewed:

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### **POLICY STATEMENT:**

The Township of Malahide is committed to excellence in municipal management with a focus on accountability, transparency, communication, and customer service. As a result, the Township strives to provide open access to information about its policies, services, and initiatives. The Township recognizes that social media applications are widely being utilized as communication tools with the potential to provide the public with timely information. The Township is committed to disbursing information in a range of formats to reach a variety of stakeholders.

This policy establishes guidelines for the use of the social media applications specifically so that the disbursement of timely and accurate information is balanced with the Corporation's need to ensure that:

- a. The use of social media tools does not compromise public safety or the Township's image.
- b. The information provided through social media is in line with the Township's vision and guiding principles.
- c. Social media content does not violate individual privacy or conflict with existing municipal policies and by-laws or other regulations as applicable.
- d. Social media content posted on behalf of the Township of Malahide is accurate, accessible, transparent and accountable.

### **DESCRIPTION/DEFINITIONS:**

Social media tools are third-party internet-based applications that enable collaboration and sharing of opinions, insights, images, information and experiences through real-time conversations among individuals and groups. The Township is currently using Facebook as its primary social media tool.

**Facebook** is a social networking website intended to connect friends, family, and business associates.

**APPLICATION:**

Social networking applications shall be executed following the same guidelines as other Township communication applications. The following information will be permitted:

- Information pertaining to Township business and Township sponsored events and activities;
- Information pertaining to the Township's recreation and cultural Programs;
- Information pertaining to Public Health and Safety (i.e. road closures, inclement weather, etc.).

**GENERAL GUIDELINES;**

The Community and Corporate Services Department shall be the lead department for the Township's online communication strategies. The Community and Corporate Services Department, in conjunction with the IT Department, will maintain and monitor the approved social media sites.

Login and passwords for the sites are confidential information and will be stored under the supervision of the IT Department.

**Control of Content**

The Community and Corporate Services Department will work collaboratively with the staff to ensure that information published online regarding *Township of Malahide* policies, programs, services, events and initiatives is accurate, easy to understand and accessible in multiple formats.

Staff may not use a social media application, communicate on the Internet or publish information on the Internet unless you are authorized to do so on behalf of the municipality.

The Community and Corporate Services Department reserves the right to edit or remove content from social media sites that is deemed unsuitable, inappropriate or in violation of this Social Media Policy.

The Township's website ([www.malahide.ca](http://www.malahide.ca)) will remain the Township's primary and predominant internet presence for in-depth information, forms and online documents. All social media sites used will direct visitors back to the appropriate section of the website.

Each department shall be responsible for ensuring the clarity, accuracy and relevance of content posted on the social media sites. Each department should appoint an employee from its full-time staff to be responsible for online content relevant to that department. This practice is in place for municipal website content and increases the Township's ability to provide up-to-date, relevant information.

Municipal departments should carefully consider messages to be posted to the social media sites. Social media content generated by employees of the Township are records owned by the Corporation and not the individual employee. In addition to being

a record of the Township, content maintained in a social media format that is related to Township business is a public record and is subject to the rules of the *Municipal Freedom of Information and Protection of Privacy Act*.

### **Policy Compliance**

The Township's Social Media Policy applies to all municipal departments. All new and existing employees will be given a copy of the Township's Social Media Policy. Senior Management is expected to ensure that staff under their supervision are aware of this policy and take appropriate measures to ensure compliance.

All Township social media activity must also comply with relevant municipal policies, standards and by-laws including, but not limited to:

Township of Malahide Integrated Community and Sustainability Plan  
Township of Malahide Strategic Plan  
Township of Malahide Corporate Communications Strategy  
Township of Malahide Computer Usage Policy  
Township of Malahide Accountability and Transparency Policy  
Township of Malahide Workplace Harassment Policy  
Municipal Freedom of Information and Protection of Privacy Act

### **Unsuitable Content**

The Community and Corporate Services Department, shall monitor all use of social media by employees for work purposes and will intervene to remove content that is deemed unsuitable. Content may be deemed unsuitable if it includes commercial endorsement or solicitation, personal political content, confidential information, objectionable material, discriminatory language, or violates the terms of this policy or other by-laws, policies or procedures of the Township. For the purpose of this Policy, the following definitions are provided to clarify the scope of what is considered unsuitable content:

- a. Commercial endorsement or solicitation includes endorsement by the Township of one product or service over another, as well as statements requiring or requesting receipt of any product, service or assets for personal gain or use.
- b. Personal or political content includes support of, or opposition of, political campaigns or matters before Council, personal comments or opinions about Township staff and/or elected officials as well as personal views about the municipal political process.
- c. Confidential information includes classified-as-confidential or proprietary records in the possession of the Township, as well as information about members of the public, municipal staff and elected officials.
- d. Objectionable material includes matter which may contain, but is not limited to, material promoting hate and/or violence, materials of

pornographic, profane or sexually explicit nature. It also includes text that links to sexual or sexually explicit content, content that encourages illegal activity or contains information that may compromise the safety and security of the public or public systems or postings which violate a legal ownership interest of any party including interest in copyright and other intellectual property.

- e. Discriminatory language presents a discriminatory, demeaning or derogatory portrayal of individuals or groups or contains anything which, in light of generally prevailing community standards, is likely to cause deep or widespread offence. It is also language that promotes, fosters or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, family status, status with regards to public assistance, national origin, physical or mental disability or sexual orientation.

## **RESPONSE TO PUBLIC INQUIRIES/COMMENTS**

Designated staff will respond directly to comments and inquiries that are generated by the public as a result of content posted on social media sites used by the Township during business hours. Every attempt for a timely response will be made.

## **DISCLAIMER:**

The Township is not responsible for comments made by subscribers or members related to its social media applications, and it reserves the right to remove any content that is inappropriate for any reason and at any time. Third-party social media sites are private businesses with their own terms of service and privacy policies. The Township does not accept any responsibility for the operation of third-party social media sites and is unable to guarantee the privacy of individuals who access content provided to such sites by the Township.

**MINUTES OF THE MEETING OF THE  
CATFISH CREEK CONSERVATION AUTHORITY**

**Thursday, December 14, 2023**

**Meeting #10/2023**

**PRESENT:**

Paul Buchner	Chairperson	Township of South-West Oxford
Morgaine Halpin	Vice-Chairperson	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer
Scott Lewis	Member	Township of Malahide

**STAFF:**

Dusty Underhill	General Manager / Secretary-Treasurer
Gerrit Kremers	Resource Planning Coordinator
Al Bradford	Conservation Area Supervisor
Peter Dragunas	Water Management Technician
Brittany Bell	Program Support Assistant

**ABSENT:**

Gary Clarke	Member	City of St. Thomas
Susan Simmons	Financial Services Coordinator	

**OTHERS PRESENT:**

Rob Perry	Reporter, the Aylmer Express
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**WELCOME / CALL TO ORDER:**

Chairperson Buchner welcomed everyone and called the meeting to order at (9:58 a.m.).

**ADOPTION OF AGENDA:**

<u>Motion # 113/2023</u>	M. Halpin	S. Lewis	CARRIED
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THAT, the Agenda for the December 14, 2023, Full Authority meeting be adopted as circulated.

**DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

No one had a pecuniary interest to disclose at this time.

**DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:**

The Chairperson asked for disclosures of intentions to audio or video record the meeting. No one indicated any such intentions at this time.

**ADOPTION OF MINUTES:**

Motion # 114/2023                      A. Oslach                      M. Halpin                      CARRIED

THAT, the Minutes of Full Authority Meeting #09/2023 (November 9, 2023), be adopted as circulated.

Motion # 115/2023                      S. Lewis                      A. Oslach                      CARRIED

THAT, the Minutes of Land Management Committee Meeting #LM02/2023 (November 30, 2023), be adopted as circulated.

**BUSINESS ARISING FROM MINUTES:**

No one reported any outstanding business to discuss from the previous Minutes.

**PUBLIC / SPECIAL DELEGATIONS:**

None

**REPORTS:**

Reports FA 94 to FA 97/2023 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 116/2023                      A. Oslach                      M. Halpin                      CARRIED

THAT, Staff Reports FA 94 to FA 97 for the month of November, 2023, be noted and filed.

Report FA 98/2023 – November Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 117/2023                      A. Oslach                      S. Lewis                      CARRIED

THAT, Report FA 98/2023 (November Summary of Revenue and Expenditures), be noted and filed.

Report FA 99/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 118/2023                      M. Halpin                      S. Lewis                      CARRIED

THAT, Accounts Paid totaling \$30,058.53 be approved as presented in Report FA 99/2023.

Report FA 100/2023 – Catfish Creek Conservation Authority Ice Management Plan Amendment was presented, discussed, and resolved.

Motion # 119/2023                      S. Lewis                      M. Halpin                      CARRIED

THAT, the Catfish Creek Conservation Authority, Board of Directors approve the Catfish Creek Conservation Authority, Ice Management Plan, 2023, amendment on page 5 and 6 *Malahide Township Responsibility*, as described in Report FA 100/2023, and in compliance with Conservation Authorities Act, ONTARIO REGULATION 686/21, MANDATORY PROGRAMS AND SERVICES, Consolidation Period: From January 1, 2023 to the e-Laws current date.

Report FA 101/2023 – Proposed 2024 Meeting Schedule, was presented, discussed, and resolved.

<u>Motion # 120/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Full Authority approve the 2024 Meeting Date Schedule as outlined in Report FA 101/2023.

Report FA 102/2023 – Year End Motions, was presented, discussed, and resolved.

<u>Motion # 121/2023</u>	S. Lewis	M. Halpin	CARRIED
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THAT, the Full Authority approve the list of Year-End Motions contained in Report FA 102/2023.

Report FA 103/2023 – Strategic Plan 2024-2034, was presented, discussed, and resolved.

<u>Motion # 122/2023</u>	M. Halpin	S. Lewis	CARRIED
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THAT, the Full Authority approve the changes to the draft 2024-2034 Strategic Plan as presented in Report FA 103/2023; and further,

THAT, staff provide a completed 2024-2034 Strategic Plan for approval at the January 2024 Personnel and Finance Committee meeting.

Report FA 93/2023 –2023 Conservation Areas Workshop, was presented, discussed, and resolved.

<u>Motion # 123/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, Reports FA 104/2023 & 105/2023, 2023 CA Workshop, be received as information at this time.

#### **GENERAL MANAGERS REPORT:**

- Attended a CA Natural Asset Management Planning Workshop at Toronto Region Conservation Authority. Natural Asset Management is the use of natural resources or ecosystems to provide services. Not only does it save money, but encourages sustainability and investment in our environment. Including natural assets in asset management processes provides an integrated approach to maintaining or enhancing the natural assets in a community. Considering natural assets within asset management processes, can decrease capital, operations, and maintenance costs; increase levels of service; and enhance our ability to adapt to climate change all while protecting or enhancing the mass benefits that natural assets bring to the watershed.
- Held a staff meeting to discuss the 2023 Operating Season, both efficiencies and deficiencies, and introduced staff to the RACI concept (Responsible, Accountable, Consulted, Informed). I believe this acronym can change our processes when working on fulfilling projects or grants. It defines roles and responsibilities and eliminates overlap.

- Attended a zoom meeting and provided an overview in regard to the Community Services Recovery Fund. The grant was used to obtain our internet tower, new phone system, new sign including LED display board for the Administration Office, and video surveillance equipment for our gatehouses. Currently almost all of the grant components are complete.
- Completed the Dam Operations Manual and Asset Management Plan for Springwater Dam. Both documents were required under O. Reg. 686/21: MANDATORY PROGRAMS AND SERVICES that states an authority must develop and implement an operational plan and asset management plan on or before December 31, 2024.
- Attended a virtual Watershed Based Resource Management Workshop. CA's across the Province gathered both virtually and in Kingston to discuss challenges and the path forward in regard to the mandatory WBRMS deliverable.
- Attended a site tour of the VW Battery Plant with Gerrit Kremers Resource Planning Coordinator and Nathan Bokma Senior Project Manager – Industrial Development for the City of St Thomas. Staff were given a full overview of the site via digital maps to understand the layout and configuration. We then toured the site physically. Stormwater and Drainage reviews will be studied soon and consultation will occur. The General Manager also inquired into what Environmental Offsets may be available down the road as roughly 2/3 of the site is in our watershed.
- Reviewed all Strategic Plan survey answers as they came in. The general population was happy with what we are doing and the plan we have created to guide us into the future. Once complete it will be a major component of the WBRMS. The survey closed officially on November 24, at 4pm.
- Prepared for the November 2023 Personnel and Finance and Land Management Meetings and December Full Authority Meeting.
- Continual meetings, workshops and webinars in regard to the Ontario Regulation 686/21 Mandatory Deliverables. Working groups have been created to establish templates so there is consistency among the 36 CA's.
- Started researching the historical heritage designation for the Springwater Schoolhouse and how we go about getting work done or what work is allowed to be done etc. without a heritage committee meeting as it will require a new roof as soon as possible.

Motion # 124/2023

A. Oslach

S. Lewis

CARRIED

THAT, the Correspondence Registers for November, 2023, be noted and filed.

Motion # 125/2023

S. Lewis

A. Oslach

CARRIED

THAT, the Full Authority adjourn to Closed Session at 10:26 a.m.

Motion # 126/2023

A. Oslach

M. Halpin

CARRIED

THAT, the Full Authority rise without report at 10:33 a.m.



Motion # 127/2023

M. Halpin

A. Oslach

CARRIED

THAT, the Minutes of Personnel/Finance Committee Meeting #PF02/2023 (November 30, 2023), be adopted as circulated.

**NEXT MEETING / TERMINATION:**

The next meeting of the Catfish Creek Conservation Authority will be The Annual General Meeting held on Thursday, February 22, 2024, commencing at 2:00 p.m.


Motion # 128/2023

A. Oslach

S. Lewis

CARRIED

THAT, the Full Authority be terminated at 10:36 a.m.

  
\_\_\_\_\_  
General Manager / Secretary –Treasurer  
\_\_\_\_\_  
Authority Chairperson

**Minutes**  
**ELGIN GROUP POLICE SERVICES BOARD**  
**November 15, 2023**

The Elgin Group Police Services Board met in the Central Elgin Boardroom at the Elgin County Administration Building, 450 Sunset Drive, St. Thomas, with the following in attendance:

David Jenkins, Chair  
 Trudy Kanellis, Vice-Chair  
 Dominique Giguère, Board Member  
 Andrew Sloan, Board Member  
 Staff Sergeant Ian George  
 Sergeant Brad Cook  
 Carolyn Krahn, Secretary/Administrator

Regrets:

Inspector Jennifer Neamtz, Detachment Commander  
 Ida McCallum, Board Member

**Call to Order:**

The Chair called the meeting to order at 1:00 p.m.

**Adoption of Minutes:**

Moved by: Trudy Kanellis  
 Seconded by: Dominique Giguère

RESOLVED THAT the minutes of the meeting held on September 20, 2023 be adopted.

- Motion Carried.

Moved by: Dominique Giguère  
 Seconded by Trudy Kanellis

RESOLVED THAT a presentation from the County of Elgin's Director of Financial Services/Treasurer regarding the 2024 Proposed Budget be added to the agenda following the presentation from Sergeant Rob Griffin.

**Disclosure of Pecuniary Interest and the General Nature Thereof:**

None.

**Reports:**

1) Billing Model for OPP Municipal Policing Services, Sergeant Rob Griffin

Sergeant Rob Griffin provided an overview of the OPP Service Delivery Model, OPP Billing Model, the Municipal Billing Statements, and the Community Safety and Policing Act (CSPA) and the Contract Renewal Process.

Moved by: Trudy Kanellis  
Seconded by: Andrew Sloan

RESOLVED THAT the report from Sergeant Rob Griffin be received and filed.

- Motion Carried.

2) 2024 Proposed Budget – Jennifer Ford, Director of Financial Services/Treasurer

The Director of Financial Services presented the 2024 proposed budget for the Elgin Group Police Services Board and provided an overview of the 2024 Annual Billing Statement from the OPP.

Moved by: Dominique Giguère  
Seconded by: Trudy Kanellis

RESOLVED THAT the 2024 Elgin Group Police Services Board Proposed Budget be shared with the partner municipalities for their review; and

THAT the presentation from the Director of Financial Services be received and filed.

- Motion Carried.

3) Detachment Commander's Quarterly Report, Staff Sergeant Ian George and Acting Staff Sergeant Brad Cook

Staff Sergeant Ian George and Acting Staff Sergeant Brad Cook presented the Detachment Commander's Quarterly Report for the months of July to September 2023. Elgin OPP prioritized safety through educational efforts as summer began, focusing on patrolling roads, waterways, and trails in anticipation of increased tourism. Their marine unit conducted 41 incidents and 1376 hours of patrol on waterways while collaborating with community groups for water safety programs. There was also an increase in property crime, but the collaboration between their crime analyst and Community Street Crime Unit led to the arrest of a male suspect connected to various property offenses across Elgin, Middlesex, Oxford, and London PS.

D. Giguère requested that a quarterly or bi-annual report on traffic initiatives be shared with the community to raise awareness of the work that the OPP is doing to keep our roadways safe and to remind the public that if they see a problem on any County roadways to report it to the OPP.

A. Sloan also requested that any OPP News Releases relevant to Central Elgin be forwarded to him. The PSB Secretary Administrator will work with Constable Phair to ensure that relevant news releases are forwarded to all board members.

Moved by: Trudy Kanellis  
Seconded by: Dominique Giguère

RESOLVED THAT the report be received and filed.

- Motion Carried.

### **Correspondence:**

Moved by: Dominique Giguère  
Seconded by: Andrew Sloan

RESOLVED THAT the Chair be directed to write a response to the Municipality of Bayham acknowledging the concerns of residents regarding Plank Road at Chute Line and Northern Vienna Bridge and informing them that the OPP will deploy a speed sign to the area of concern and that the Traffic Management Unit will be deployed as needed.

RESOLVED THAT Correspondence Items #1-4 be received and filed.

- Motion Carried.

### **Other Items:**

### **New Business:**

None.

### **Closed Session Items:**

None.

### **Next Meeting:**

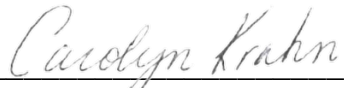
The Secretary Administrator will send out a Doodle Poll to schedule the next meeting in January of 2024.

### **Adjournment:**

Moved by: Andrew Sloan  
Seconded by: Dominique Giguère

RESOLVED THAT we do now adjourn 2:35 p.m.

- Motion Carried.



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Carolyn Krahn,  
Secretary/Administrator.



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David Jenkins  
Chair.



# 2024 Proposed Budget

**Jennifer Ford**

Director of Financial Services/Treasurer



# Police Services Board<sup>71</sup>

## 2024 Proposed Budget



## Police Services Board

**\$0**

Total Operating &  
Capital

**\$ 0**

Budget  
Change

	2023 Budget	2023 Actuals*	2024 Proposed Budget	Budget Change 2023 to 2024
Revenue	(36,235)	(30,518)	(37,604)	(1,369)
Wages & Benefits	9,200	4,282	9,200	-
Expense	27,035	26,236	28,404	1,369
Net Operating	-	-	-	-
Capital WIP	-	-	-	-
Grand Total	-	-	-	-

\* as of November 7th 2023

- Revenue: Increase to cover increased expenses
- Expense: 3% Inflationary increase to OAPSB Membership
- Expense: 4% Inflationary increase to Insurance Premiums

# Elgin Group Policing<sup>72</sup>

## 2024 Budget Summary

### OPP 2024 Annual Billing Statement

#### Elgin Group

Estimated costs for the period January 1 to December 31, 2024

Please refer to [www.opp.ca](http://www.opp.ca) for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	18,714		
	Commercial and Industrial	871		
	Total Properties	<u>19,585</u>	165.59	3,243,011
Calls for Service	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	1.4585%	136.28	2,669,083
Overtime	(see notes)		12.55	245,841
Court Security	(see summary)		7.37	144,341
Prisoner Transportation	(per property cost)		1.12	21,935
Accommodation/Cleaning Services	(per property cost)		4.90	95,967
Total 2024 Estimated Cost			<u>327.81</u>	<u>6,420,179</u>
2022 Year-End Adjustment	(see summary)			50,947
Grand Total Billing for 2024				<u>6,471,125</u>



# Elgin Group Policing<sup>73</sup>

## 2024 Budget Summary

### 2024 Annual Billing Statement Analysis by Category

Property Counts	2024	2023	Difference H/(L)	% Change H/(L)
Households	18,714	18,385	329	1.8%
Commercial/Industrial	871	873	(2)	(0.2%)
<b>Total Properties</b>	<b>19,585</b>	<b>19,258</b>	<b>327</b>	<b>1.7%</b>

#### Budgeted

Category	2024 Total Cost	2023 Total Cost	Difference H/(L)	% Change H/(L)
Base Services	3,243,011	3,190,318	52,693	1.7%
Calls for Service	2,669,082	2,666,760	2,322	0.1%
Overtime	245,841	237,119	8,722	3.7%
Court Security	144,341	118,060	26,281	22.3%
Prisoner Transportation	21,934	22,531	(597)	(2.6%)
Accom/Cleaning	95,967	93,787	2,180	2.3%
<b>Subtotal</b>	<b>6,420,176</b>	<b>6,328,575</b>	<b>91,601</b>	<b>1.4%</b>

CSPT Grant	(103,455)	(110,739)	7,284	(6.6%)
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Year-End Adjustment	50,949	64,239	(13,290)	(20.7%)
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<b>Total</b>	<b>6,367,670</b>	<b>6,282,075</b>	<b>85,595</b>	<b>1.4%</b>
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# Elgin Group Policing<sup>74</sup>

## 2024 Budget Summary

### 2024 Annual Billing Statement Analysis by Category

Category	2024 Cost per HH	2023 Cost per HH	Difference H/(L)	% Change H/(L)
Base Services	165.59	165.66	(0.08)	(0.0%)
Calls for Service	136.28	138.48	(2.19)	(1.6%)
Overtime	12.55	12.31	0.24	1.9%
Court Security	7.37	6.13	1.24	20.2%
Prisoner Transportation	1.12	1.17	(0.05)	(4.3%)
Accom/Cleaning	4.90	4.87	0.03	0.6%
<b>Subtotal</b>	<b>327.81</b>	<b>328.62</b>	<b>(0.81)</b>	<b>(0.2%)</b>
CSPT Grant & YE Adj	(2.68)	(2.41)	(0.27)	11.0%
<b>Total</b>	<b>325.13</b>	<b>326.21</b>	<b>(1.08)</b>	<b>(0.3%)</b>

# Elgin Group Policing<sup>75</sup>

## 2024 Budget Summary

### 2024 Annual Billing Statement Analysis by Municipality

Municipality	2023 Billing Statement H/(L) than 2024 Billing Statement							2023 Budget*	2024 Budget*
	Base Service	Calls for Service	Overtime	Court Security	Prisoner Transportation	Accom/Clean	Total Change		
Bayham	\$5,082	\$4,640	(\$813)	\$0	(\$107)	\$243	<b>\$9,045</b>	\$949,904	\$958,949
Central Elgin	\$30,501	\$5,009	\$6,995	\$26,281	(\$98)	\$1,100	<b>\$69,788</b>	\$2,130,051	\$2,199,839
Dutton/Dunwich	\$4,336	(\$9,811)	(\$672)	\$0	(\$59)	\$186	<b>(\$6,020)</b>	\$607,084	\$601,064
Malahide	\$3,053	(\$13,396)	\$802	\$0	(\$149)	\$201	<b>(\$9,489)</b>	\$1,042,356	\$1,032,867
Southwold	\$8,965	(\$1,854)	(\$1,384)	\$0	(\$33)	\$326	<b>\$6,020</b>	\$665,842	\$671,862
West Elgin	\$756	\$17,734	\$3,794	\$0	(\$151)	\$124	<b>\$22,257</b>	\$933,338	\$955,595
<b>Total</b>	<b>\$52,693</b>	<b>\$2,322</b>	<b>\$8,722</b>	<b>\$26,281</b>	<b>(\$597)</b>	<b>\$2,180</b>	<b>\$91,601</b>	<b>\$6,328,575</b>	<b>\$6,420,176</b>

\* Excludes Grants & Adjustments

### 2024 Percentage Split of Cost

Municipality	2024	2023
Bayham	14.94%	15.01%
Central Elgin	34.26%	33.66%
Dutton/Dunwich	9.36%	9.59%
Malahide	16.09%	16.47%
Southwold	10.46%	10.52%
West Elgin	14.88%	14.75%

# Elgin Group Policing<sup>76</sup>

## 2024 Budget Summary

### 5 Year Estimated Yearly Costs by Municipality

Municipality	Estimated Yearly Costs				
	2024	2023	2022	2021	2020
Bayham	958,949	949,904	931,575	927,332	922,000
Central Elgin	2,199,839	2,130,051	2,177,502	2,195,985	2,136,706
Dutton/Dunwich	601,064	607,084	600,310	592,942	579,189
Malahide	1,032,867	1,042,356	1,064,553	1,062,937	1,035,491
Southwold	671,862	665,842	659,438	644,152	614,888
West Elgin	955,595	933,338	963,809	972,465	987,275
<b>Total</b>	6,420,176	6,328,575	6,397,187	6,395,813	6,275,549

### Year of Year Increase by Municipality

Municipality	Year over Year Increase			
	2021	2020	2019	2018
Bayham	0.95%	1.97%	0.46%	0.58%
Central Elgin	3.28%	-2.18%	-0.84%	2.77%
Dutton/Dunwich	-0.99%	1.13%	1.24%	2.37%
Malahide	-0.91%	-2.09%	0.15%	2.65%
Southwold	0.90%	0.97%	2.37%	4.76%
West Elgin	2.38%	-3.16%	-0.89%	-1.50%
<b>Total</b>	1.45%	-1.07%	0.02%	1.92%

**Minutes**  
**ELGIN GROUP POLICE SERVICES BOARD**  
**February 26, 2024**

The Elgin Group Police Services Board met in the Dutton Dunwich Boardroom at the Elgin County Administration Building, 450 Sunset Drive, St. Thomas, with the following in attendance:

Dominique Giguère, Board Member  
 Ida McCallum, Board Member (virtual)  
 Andrew Sloan, Board Member  
 Trudy Kanellis, Provincial Member  
 David Jenkins, Provincial Member  
 Inspector Jennifer Neamtz, Detachment Commander (virtual)  
 Carolyn Krahn, Secretary Administrator

**Call to Order:**

The Secretary Administrator called the meeting to order at 2:03 p.m.

**Election of Chair and Vice Chair:**

A. Sloan nominated D. Jenkins for the position of Chair, and T. Kanellis seconded the nomination. No further nominations were received for this position, and D. Jenkins accepted the nomination.

Moved by: Dominique Giguère  
 Seconded by: Ida McCallum

RESOLVED THAT nominations for the position of Chair be closed; and THAT D. Jenkins be appointed as Chair of the Elgin Group Police Services Board.

- Motion Carried.

D. Jenkins nominated T. Kanellis for the position of Vice-Chair, and A. Sloan seconded the nomination. No further nominations were received for this position, and T. Kanellis accepted the nomination.

Moved by: Dominique Giguère  
 Seconded by: Andrew Sloan

RESOLVED THAT nominations for the position of Vice-Chair be closed; and THAT Trudy Kanellis be appointed as Vice-Chair of the Elgin Group Police Services Board.

- Motion Carried.

**Adoption of Minutes:**

Moved by: Dominique Giguère

Seconded by: Andrew Sloan

RESOLVED THAT the minutes of the meeting held on November 15, 2023 be adopted.

- Motion Carried.

**Disclosure of Pecuniary Interest and the General Nature Thereof:**

None.

**Reports:**

1) **Secretary-Administrator – Transfer Payment Agreement for Bail Compliance and Warrant Apprehension (BWCA) Program**

The Secretary Administrator provided an update on the status of the OPP's application to the Bail Compliance and Warrant Apprehension (BWCA) Program. The Ministry of the Solicitor General has informed the Elgin Group Police Services Board that it will provide up to \$300,000 to implement a BWCA program in Elgin County. A transfer payment agreement is required.

Moved by: Dominique Giguère

Seconded by: Andrew Sloan

RESOLVED THAT the Chair be authorized and directed to enter into the Transfer Payment Agreement for the implementation of the Elgin County OPP Bail Compliance and Warrant Apprehension project; and

THAT the County Treasurer be authorized to act as the financial contact for the grant.

- Motion Carried.

**Correspondence:**

None.

**Other Items:**

None.

**New Business:**

A. Sloan requested an update on the decision by the Thames Valley District School Board on the School Resource Officer program and asked if the Board could provide any further support in returning the program to local schools.

Inspector Neamtz provided an update on the decision and said that it is a missed opportunity to build relationships between police officers and students. Elgin County OPP are working with Aylmer Police Services and St. Thomas Police Services to find alternative ways to engage with children and youth.

**Closed Session Items:**

None.

**Next Meeting:**

The Elgin Group Police Services Board will meet again on Wednesday, March 13 @ 1 p.m.

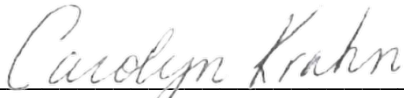
**Adjournment:**

Moved by: Trudy Kanellis

Seconded by: Dominique Giguère

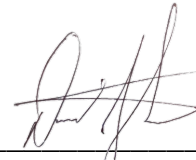
RESOLVED THAT we do now adjourn 2:24 p.m.

- Motion Carried.



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Carolyn Krahn,  
Secretary/Administrator.



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David Jenkins  
Chair.

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 24-15**

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

**READ** a **FIRST** and **SECOND** time this 4<sup>th</sup> day of April, 2024.

**READ** a **THIRD** time and **FINALLY PASSED** this 4<sup>th</sup> day of April, 2024.

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Mayor, D. Giguère

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Clerk, A. Adams