



**The Corporation of the Township of Malahide**  
**REGULAR COUNCIL MEETING AGENDA**  
**April 18, 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
- (E) Reports of Departments
  - (i) Director of Fire & Emergency Services
    - Emergency Services Activity Report – Quarterly Report (January-March) **RES 2**
  - (ii) Building/Planning/By-law
  - (iii) Director of Public Works
    - Petitions for Drainage – College Line **RES 3**
    - New Engineers Report – Learn Drain **RES 4**
    - Petition for Drainage – Coelho **RES 5**
    - Tender Results: Supply and Placement of Road Granulars **RES 6**
    - Off-Road Vehicles By-Law – Designated Highways Amendment **RES 7**
  - (iv) Director of Corporate Services/Treasurer
    - Council Chambers Renovations **RES 8**
  - (v) Clerk
    - Social Media Policy **RES 9**
  - (vi) CAO
- (F) Reports of Committees/Outside Boards **RES 10**
  - Catfish Creek Conservation Authority Minutes – March 7, 2024
  - Long Point Region Conservation Authority Minutes – March 1, 2024
  - Kettle Creek Conservation Authority

- Annual General Meeting Minutes February 21, 2024
- Meeting Minutes – February 7, 2024

(G) Correspondence **RES 11**

1. Association of Municipalities of Ontario - WatchFile - April 4, 2024, and April 11, 2024
2. Elgin County Council Highlights – April 9, 2024
3. Correspondence from Jane Hawley- Local Doctor Shortage with East Elgin Family Health Team
4. Town of Goderich – Phase-Out of Free Well Water Testing in the 2023 Auditor General's Report
5. Ministry of Finance – 2024 Ontario Budget items related to Municipal Taxation
6. Treasury Board Secretariat – Emergency Management Ontario - Ontario's Provincial Emergency Management Strategy and Action Plan: 2023 Annual Report
7. Ministry of Natural Resources and Forestry – Regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act.
8. Municipality of Thames Centre - Proposed Community Improvement Plan

(H) Other Business **RES 12**

- Malahide Volunteer Firefighter Association – Request for portion of pier in Port Bruce for fireworks display

(I) By-laws **RES 13**

- By-law-24-13 - Off-Road Vehicles Amendment By-law

(J) Closed **RES 14-15**

- Personal matters about an identifiable individual, including municipal or local board employees – Building Department Updates. (Section 239 (2)(b))
- Advice that is subject to solicitor client privilege, including communications necessary for that purpose relating to EECC Governance. (Section 239(2)(f))

(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 April 4, 2024 be adopted as printed and circulated.
2. THAT Report No. F-24-03 entitled "Emergency Services Activity Report – Quarterly Report (January-March) be received.
3. THAT Report No. PW-24-12 entitled "Petitions for Drainage – College Line" be received;  
  
AND THAT John M. Spriet, P. Eng., of Spriet Associates, be appointed to prepare an Engineer's Report for these petitions.
4. THAT Report No. PW-24-13 entitled "New Engineers Report – Learn Drain" be received;  
  
AND THAT Mike Devos, P. Eng., of Spriet Associates, be appointed to prepare a new Engineer's Report for the open portion of the Learn Drain, pursuant to *Section 78* of the *Drainage Act R.S.O. 1990*.
5. THAT Report No. PW-24-15 entitled "Petition for Drainage – Coelho" be received;  
  
AND THAT John M. Spriet, P. Eng., of Spriet Associates Ltd., be appointed to prepare an Engineer's Report for the Coelho Petition pursuant to *Sections 5 to 8 of the Drainage Act R.S.O. 1990*.
6. THAT Report No. PW-24-16, entitled "Tender Results: Supply and Placement of Road Granulars" be received;  
  
AND THAT, the tender for the Supply and Placement of Road Granulars Contract be awarded to McKenzie & Henderson Ltd. of Forest, Ontario in the amount of \$684,401.00, plus applicable taxes;  
  
AND THAT the Mayor and Clerk be authorized to enter into an agreement with McKenzie & Henderson Ltd. for the purpose of completing the Supply and Placement of Road Granulars Program.
7. THAT Report No. PW-24-14 entitled "Off-Road Vehicles By-law – Designated Highways Amendment" be received;  
  
AND THAT the Mayor and Clerk be authorized to execute an amending By-law for the purpose of updating the Designated Highways in the Off-Road Vehicles By-law as outlined in this report.
8. THAT Report No. FIN 24-14 titled "Council Chambers Renovations" be received;

AND THAT the Council Chambers Renovations concept plan is approved as appended.

9. THAT Report No. CLERK-24-05 entitled "Social Media Policy" be received;

AND THAT the Social Media Policy attached be adopted and incorporated into Malahide's Policy Manual, noting that such policy will replace the Social Media policy dated May 29, 2015.

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

- Catfish Creek Conservation Authority Minutes – March 7, 2024
- Long Point Region Conservation Authority Minutes – March 1, 2024
- Kettle Creek Conservation Authority
  - o Annual General Meeting Minutes February 21, 2024
  - o Meeting Minutes – February 7, 2024

11. THAT the following correspondence be noted and filed:

1. Association of Municipalities of Ontario - WatchFile - April 4, 2024, and April 11, 2024
2. Elgin County Council Highlights – April 9, 2024
3. Correspondence from Jane Hawley- Local Doctor Shortage with East Elgin Family Health Team
4. Town of Goderich – Phase-Out of Free Well Water Testing in the 2023 Auditor General's Report
5. Ministry of Finance – 2024 Ontario Budget items related to Municipal Taxation
6. Treasury Board Secretariat – Emergency Management Ontario - Ontario's Provincial Emergency Management Strategy and Action Plan: 2023 Annual Report
7. Ministry of Natural Resources and Forestry – Regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act.
8. Municipality of Thames Centre - Proposed Community Improvement Plan

12. THAT Malahide Volunteer Firefighter Association be granted permission to utilize a portion of the pier in Port Bruce for the purpose of a fireworks display on Sunday, May 19<sup>th</sup> (rain date Monday, May 20<sup>th</sup>); SUBJECT to providing the Township with proof of Event Liability Insurance naming the Township of Malahide as an additional insured.

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

- By-law-24-13 - Off-Road Vehicles Amendment By-law

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



- Personal matters about an identifiable individual, including municipal or local board employees – Building Department Updates. (Section 239 (2)(b))
- Advice that is subject to solicitor client privilege, including communications necessary for that purpose relating to EECC Governance. (Section 239(2)(f))

15. THAT Council move out of Closed Session and reconvene at \_\_\_\_\_ p.m. in order to continue with its deliberations.

16. THAT By-law No.24-17, 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 May 2, 2024, at 7:30 p.m.

DRAFT

**The Corporation of the Township of Malahide**  
**April 4, 2024 – 7:30p.m.**  
Virtual Meeting – <https://youtu.be/A-as9uOIMGA>

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

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

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

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

**CALL TO ORDER:**

Mayor Giguère took the Chair and called the meeting to order at 7:30p.m.

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

N/A

**MINUTES:**

**No. 24-118**

**Moved By: Rick Cerna**

**Seconded By: Mark Widner**

**THAT the minutes of the regular meeting of Council held on March 21, 2024, be adopted as printed and circulated.**

**Carried**

**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

**No. 24-119**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

**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 7:31p.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 March 13<sup>th</sup> and March 20<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 anyone in attendance had any questions and they did not.

Mayor Giguère asked if any Council Members wished to make any comments and they did not.

**No. 24-120**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

**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 7:35p.m.**

**Carried**

**No. 24-121**

**Moved By: John H. Wilson**

**Seconded By: Chester Glinski**

**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.**

**Carried**

- 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

**No. 24-122**

**Moved By: Sarah Leitch**

**Seconded By: John H. Wilson**

**THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:36p.m. and that Mayor Dominique Giguère be appointed Chairperson for the “Committee of Adjustment”.**

**Carried**

Chair Giguère advised that the purpose of this Public Hearing is to consider an application for a Minor Variance submitted by 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.

Chair Giguère requested that Eric Steele of Monteith Brown Planning Consultants (MBPC) provided an overview of the application.

Chair Giguère asked if any additional comments were received and the Clerk advised there were none.

Chair Giguère asked if any person in attendance wished to make any comments and the applicants stated they were new to the Township and that they had nothing to add to Mr. Steele’s comments.

Chair Giguère asked if any Committee members wished to make any comments regarding the application. Councillor Wilson concurred that the application was logical considering some of the other irregularities of the property. Chair Giguère eluded to irregularities of the property that were mentioned in the report and Mr. Steele confirmed the Elgin County Mapping has some parcel fabric overlay discrepancies that aren’t subject to the application.

**No. 24-123**

**Moved By: Rick Cerna**

**Seconded By: Mark Widner**

**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.**

**Carried**

**No. 24-124**

**Moved By: Chester Glinski**

**Seconded By: Rick Cerna**

**THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:43p.m.**

**Carried**

- Delegation – William MacIntyre- Springfield Special Area Levy**

**No. 24-125**

**Moved By: John H. Wilson**

**Seconded By: Sarah Leitch**

**THAT the delegation from William MacIntyre, regarding Springfield Special Area Levy, be received for information.**

**Carried**

**REPORTS OF DEPARTMENTS:**

Director of Corporate Services/Treasurer

- 2023 Investment Reporting

**No. 24-126**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

**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.**

**Carried**

- Springfield Special Area Levy

**No. 24-127**

**Moved By: John H. Wilson**

**Seconded By: Scott Lewis**

**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.**

**Carried**

-2024 Budget Approval

**No. 24-128**

**Moved By: Chester Glinski**

**Seconded By: Rick Cerna**

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

**Carried**

CLERK

-Social Media Policy

**No. 24-129**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

**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.**

**Carried**

**REPORTS OF COMMITTEES/OUTSIDE BOARDS:**

**No. 24-130**

**Moved By: Sarah Leitch**

**Seconded By: Scott Lewis**

**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**

**Carried**

**CORRESPONDENCE:**

**No. 24-131**

**Moved By: Rick Cerna**

**Seconded By: John H. Wilson**

**THAT the five correspondence items 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**

**Carried**

**OTHER BUSINESS:**

**BY-LAWS:**

**No. 24-132**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

**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-24-14 – Gregory Underhill Farms Limited Rezoning**

**Carried**

**CONFIRMATORY:**

**No. 24-133**

**Moved By: John H. Wilson**

**Seconded By: Scott Lewis**

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

**Carried**

**ADJOURNMENT:**

**No. 24-134**

**Moved By: Mark Widner**

**Seconded By: Rick Cerna**

**THAT Council adjourn its meeting at 8:43p.m to meet again on April 18, 2024, at 7:30p.m.**

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams





## Report to Council

**REPORT NO.:** F-24-05  
**DATE:** April 18, 2024  
**ATTACHMENT:** None  
**SUBJECT:** EMERGENCY SERVICES QUARTERLY ACTIVITY REPORT (JANUARY-MARCH)

### Recommendation:

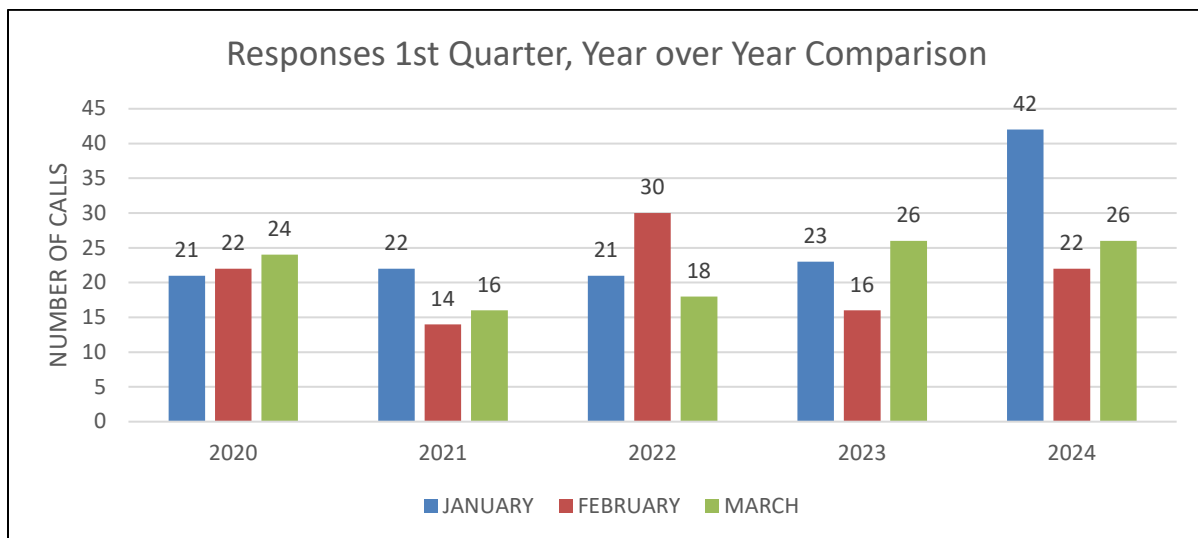
THAT Report No. F-24-03 entitled “Emergency Services Activity Report – Quarterly Report (January-March) be received.

### Comments:

This report provides information reported for the first quarter of 2024, including dates of January 1<sup>st</sup> to March 31<sup>st</sup>, 2024.

### Department Responses

The Malahide Fire Services responded to ninety (90) incidents this quarter as compared to sixty-five (65) in 2023, sixty-nine (69) in 2022, fifty-two (52) in 2021, and sixty-seven (67) in 2020. A comparison of these incidents to the same quarter of previous years is shown in the bar graph below.



Listed below is a breakdown of the types of incidents. Medical incidents accounted for sixty (60%) of all incidents in this quarter. The average age of persons requiring medical response was 61, with 61% being male, 38% being female and 2% unknown.

<b>Quarterly Incidents by Type</b>	<b>#</b>
Fire	3
Burn Complaint	3
Alarm Malfunction	12
Smoke Alarm (NO FIRE)	3
CO Alarm	0
Public Hazard	5
Technical Rescue MVC	7
Technical Rescue Other	1
Medical	54
Assist Other Fire Department	1
Assist Police	1
<b>TOTAL:</b>	<b>90</b>

### **Fire Events Loss/Save**

There were three (3) fires with a combined estimated total dollar loss of \$60,500.00, and a total estimated dollar saved of \$1,024,500.00.

### **Fire Prevention and Public Education**

The following fire safety messages have been used this quarter;

**January** – “Crawl low in smoke, close all doors behind you”

**February** – “Keep matches away from children”

**March** – “Change your clock, smoke and CO alarm batteries together”

Fire Prevention Staff participated in two (2) community events in the first quarter: the Springwater Maple Syrup Festival and the Easter Egg Hunt organized by the Springfield Swans.

The “Emergency Responder Day” at the Springwater Maple Syrup Festival had great attendance with over 550 children and adults visiting the conservation area. MFS Fire Prevention was on-site with two apparatus and the Fire Safety House Trailer. Families were encouraged to enter and walk through the Fire Safety House Trailer with the Fire Prevention team in order to learn about every day fire safety and what to do in an emergency. Attendees were also eager to tour the trucks with firefighters to learn about the equipment and firefighter safety. Participation also included setting up a display and handing out various public education materials to attendees of all ages.



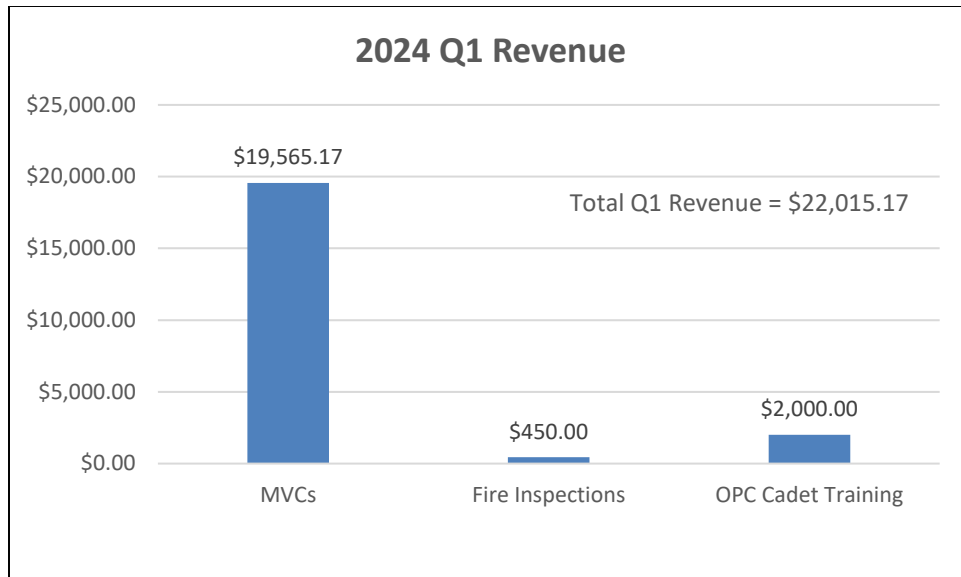
The Fire Prevention team assisted the Springfield Swans in setting up and running the Annual Easter Egg Hunt held at Malahide Community Place. They had a large turnout of 115 children (plus parents/guardians).

### **Community Relations**

Malahide Fire Services received a letter in January from the East Elgin Community Assistance Program to thank us for our sizeable donation. In December 2023, Malahide South Firefighters attended No Frills in Aylmer to collect non-perishable food items and donations as part of their annual Food Drive. MFS was able to collect and donate \$3,340 to the East Elgin Community Assistance Program which provides support to local programs such as Corner Cupboard Food Bank, Christmas Care, Emergency Funding, Coats & Boots, Teen Christmas, and supplying groceries to Family Central Food Security Program.

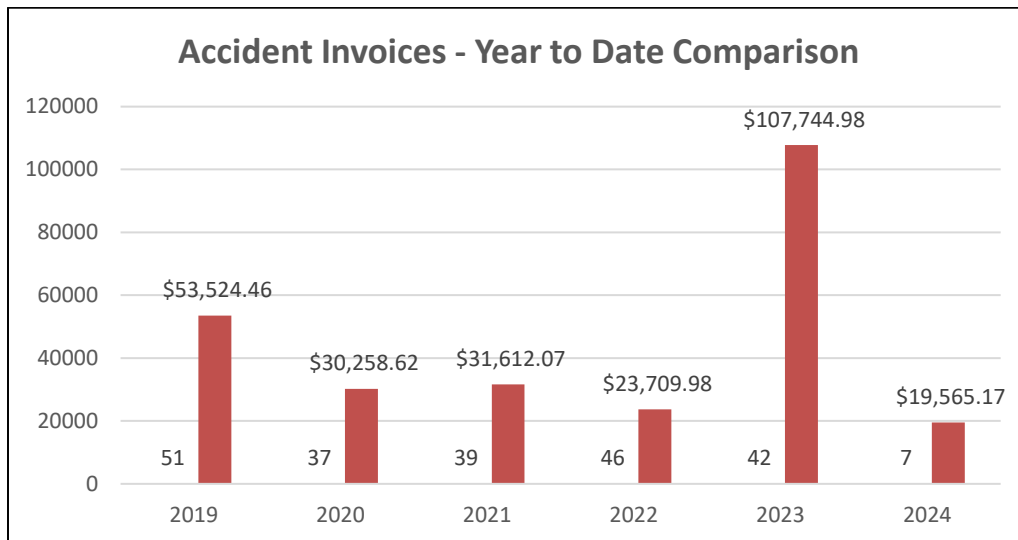
### **Total Quarterly Revenue**

Malahide Fire Services Revenue in the first quarter of 2024 is \$22,015.27. This revenue is derived from providing services at MVCs, Fire Inspections and OPC Cadet Training as depicted in the graph below.



### **Motor Vehicle Collision Cost Recovery**

Malahide Fire Services responded to seven (7) motor vehicle collisions (“MVC”). Year-to-date invoicing for services provided, and total for prior years, is provided below:



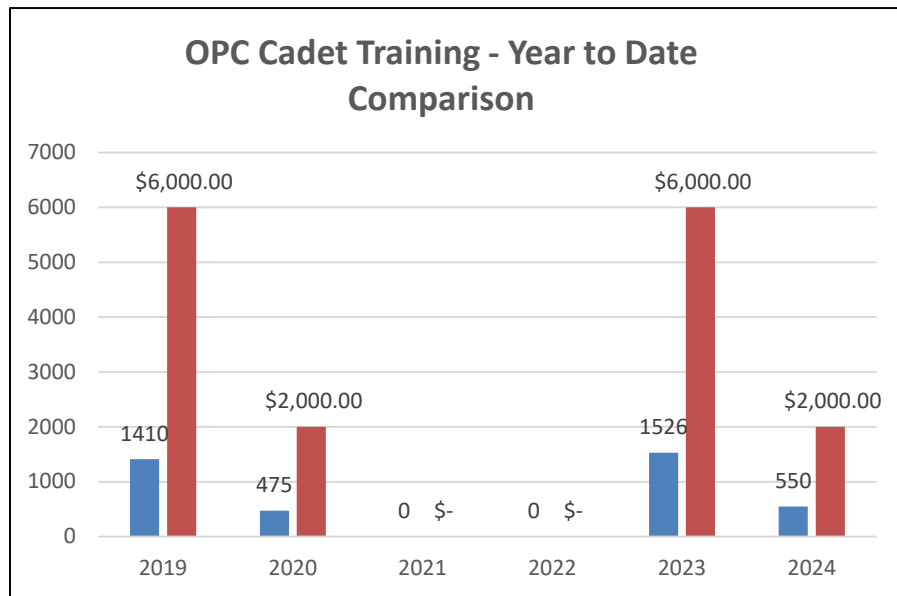
### **Fire Safety Inspections**

For this quarter, staff conducted three (3) inspections on three (3) different properties. There were three (3) orders for non-compliance issued from these inspections.

### **Ontario Police College (“OPC”)**

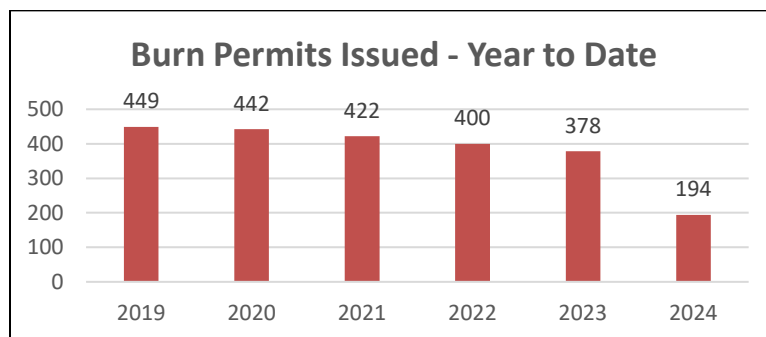
To date in 2024, the Staff has trained 550 Police Cadets. The current agreement with the Ontario Police College is that they will reimburse Malahide Fire Service \$2,000.00 per session as well as cover the cost of any equipment that is damaged during any presentation.

In the below bar graph, the total number of cadets trained per year is shown in blue, and the amount invoiced to the OPC is shown in red:



### **Burn Permits**

194 burn permits were issued in the first quarter of 2024.



### **Second Quarter Events**

Below is a brief list of Malahide Fire Services events and courses that are scheduled in the second quarter:

- April 8-12 NFPA 1006 Rope Rescue Pilot with Ontario Fire College
- May 19 – Fireworks Display
- June 21-23 – First DZ Course of the year, held at Malahide South.
- Fire Prevention/Public Education Events:
  - April 8 – OPC Cadet Training
  - April 12-14 – St. Thomas Home and Garden Show
  - June 15 – Springfield Fun Day

- Fire Station Tours for various groups
- Attending schools and libraries for presentations, including Farm Safety
- Door-to-door Smoke and CO Compliance

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



## Report to Council

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**REPORT NO.:** PW-24-12  
**DATE:** April 18, 2024  
**ATTACHMENT:** Overview Map  
**SUBJECT:** Petitions for Drainage – College Line

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### **Recommendation:**

**THAT Report No. PW-24-12 entitled “Petitions for Drainage – College Line” be received;**

**AND THAT John M. Spriet, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for these petitions.**

### **Background:**

The purpose of this report is to advise the Council of the need for municipal drain extension(s) along College Line that will require the Township of Malahide to petition for drainage.

As the Council is aware, the Township of Malahide has plans to reconstruct College Line from Imperial Road to Hacienda Road in the near future. The Township of Malahide will require extensions to the existing Laidlaw Drain to facilitate proper drainage of the roadway and ditches along this stretch of College Line.

The existing Laidlaw Drain which runs eastward from Imperial Road parallel along the north side of College Line, was constructed under a report done by Spriet Associates in 1995. There are catch basins on the north side of the road which provide an outlet for the roadside ditch. However, there are no catch basins on the south side and the road relies on surface culverts to convey water to the north side and into the Laidlaw Drain.

The Township has also received three petitions for drainage from landowners on the south side of College Line. These landowners wish to have the drain extended south into their land to provide legal outlet for the portions of their land currently assessed into the Laidlaw Drain.

**Comments/Analysis:**

As the Council is aware, the Drainage Act R.S.O 1990, (Drainage Act) provides a procedure whereby a municipality may petition for a legal outlet for surface and subsurface waters. In accordance with Section 4(1) (a) to 4(1) (c) of the Drainage Act, a petition for drainage works may be filed with the Clerk of the local municipality in which the area is situated by:

- a) the majority in numbers of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;
- b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 percent of the hectareage in the area;
- c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);
- d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director.

Typically in the past, when required, the Township has added their name to ongoing petitions for small additions to drainage works such as catch basins or drain connections where a new drain is being designed to be in close proximity to road or ditch areas. However, in the case of College Line, drain extension(s) will be required in order to facilitate more efficient drainage on the south side of the roadway.

**Summary:**

The Township of Malahide requires extensions to the existing Laidlaw Drain to facilitate proper drainage of the roadway and ditches along College Line. The Township has also received three petitions from landowners along College Line who wish to have legal outlets for portions of their land assessed into the existing Laidlaw Drain.

The Staff are recommending that John M. Spriet, P. Eng., of Spriet Associates London Ltd., be appointed by the Council to prepare the required Engineer's Report. The estimated construction date is summer of 2024.

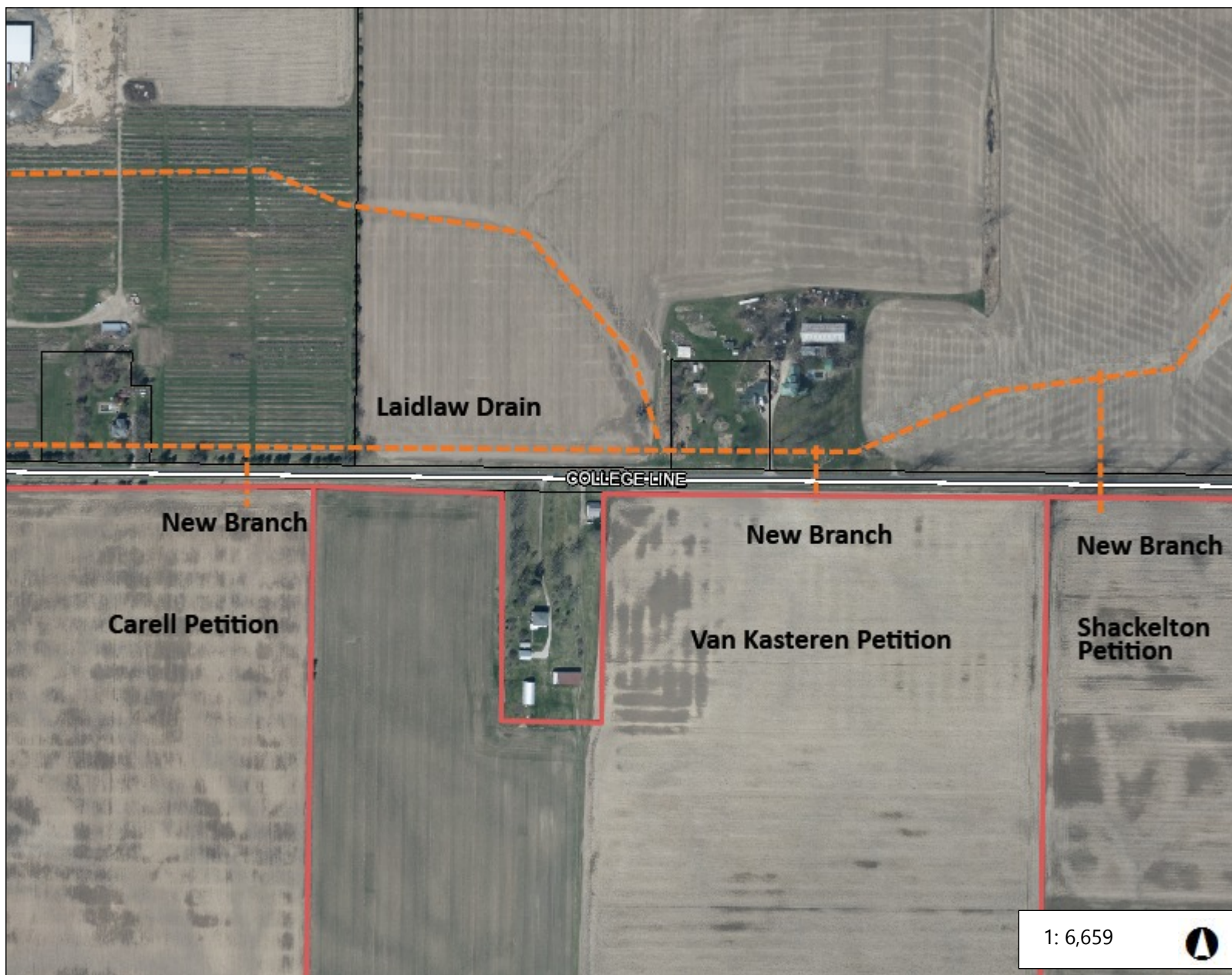
**Financial Implications to Budget:**

The cost associated with extending the existing municipal drain across the roadway is included in the 2024 Capital Budget for this project.

The costs to the petitioning landowners will be determined once the scope of the drainage work required is identified through an Engineer's Report(s), as prescribed under the *Drainage Act*.



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



Legend

- Elgin County Parcels
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

Notes

0.3 0 0.17 0.3 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



## Report to Council

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**REPORT NO.:** PW-24-13  
**DATE:** April 4, 2024  
**ATTACHMENT:** Overview Map, Photos  
**SUBJECT:** NEW ENGINEERS REPORT – LEARN DRAIN

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### **Recommendation:**

**THAT** Report No. PW-24-13 entitled “New Engineers Report – Learn Drain” be received;

**AND THAT** Mike Devos, P. Eng., of Spriet Associates, be appointed to prepare a new Engineer’s Report for the open portion of the Learn Drain, pursuant to *Section 78 of the Drainage Act R.S.O. 1990*.

### **Background:**

It has come to the Township’s attention that the open section of the Learn Drain which is situated along the north side of Chalet Line, has fallen into a state of disrepair and needs to be reconstructed under a new engineer’s report.

The original Learn Drain was constructed pursuant to a report done by Jas. A. Bell, P Eng. dated September 2<sup>nd</sup> 1914 and consisted of 1340m of enclosed tile drain including 243m of open ditch. There have been several engineers reports over the last 110 years which have been done to reconstruct and extend different portions of the drain. The lower open portion of the drain was extended and reconstructed under a 1926 report done by Fred A. Bell, O.L.S., C.E. The upper tile portions of the drain were reconstructed by subsequent engineers’ reports done in 1938, 1994 and 2001. There have been no significant changes or improvements to the lower open portion of the drain since the 1926 report.

### **Comments/Analysis:**

The Drainage Superintendent has inspected the drain and found the drain to be in a state of disrepair due to sedimentation, erosion and damage due to livestock in the drain.

Some other issues noted were:

- There are farm crossings that have been washed out and others that may be impeding the flow of the drain due to their size, capacity or grade.
- There are areas outside the watershed of the Learn Drain that are out letting surface/subsurface water into the open portion of the drain, (see Section 65(5) of the Drainage Act).
- The original survey benchmarks are gone, which makes it difficult to re-establish the design grade of the drain so that maintenance work can be completed.
- There have been a number of severances in the watershed and the current assessment schedule does not reflect this and is out of date.
- The watershed limits have changed with the addition of the upper enclosed portion of the Learn Drain (1938 report).
- The dollar value of the maintenance work required is outside of the scope of regular drain maintenance due to the current state of the drain.

Staff are recommending that Spriet Associates be appointed by Council to prepare a new Engineer's Report under *Section 78* of the *Drainage Act R.S.O. 1990*, to address the issues stated above, including a new assessment schedule for the entire length of the Learn Drain.

As per *Sections 6 and 7 of the Drainage Act R.S.O. 1990*, once Council has initiated the drain improvement, notice will be sent out to local municipalities, local conservation authorities and the Ontario Ministry of Agriculture, Food and Rural Affairs. These agencies have the right to request an environmental appraisal or a cost-benefit analysis at their own expense.

The estimated construction date for this project is 2025.

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

The Township has lands which contribute to the drainage area, and thus, will likely be a party to the Report.

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





### Legend

- Elgin County Parcels
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

1: 6,659



0.3 0 0.17 0.3 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes













## Report to Council

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**REPORT NO.:** PW-24-15  
**DATE:** April 18, 2024  
**ATTACHMENT:** Overview Map  
**SUBJECT:** PETITION FOR DRAINAGE – COELHO

---

### **Recommendation:**

**THAT Report No. PW-24-15 entitled “Petition for Drainage – Coelho” be received;**

**AND THAT John M. Spriet, P. Eng., of Spriet Associates Ltd., be appointed to prepare an Engineer’s Report for the Coelho Petition pursuant to *Sections 5 to 8 of the Drainage Act R.S.O. 1990.***

### **Background:**

The Township of Malahide has received a petition for drainage from a landowner at 9102 Carter Road. Tristan Coelho is requesting a municipal drain(s) be constructed south of Talbot Line to alleviate drainage issues he is having on his property. (See map included).

There are existing catch basins and surface culverts that cross Talbot Line (Hwy 3) which outlet water overland as well as through private tiles that eventually cross the Coelho property and drain into ravines to the south. There are currently no existing municipal drains in the area that service these properties.

### **Comments/Analysis:**

Once a landowner submits a petition, the Township is required under the *Drainage Act R.S.O. 1990*, to appoint a Drainage Engineer to prepare a Drainage Report for the Council to address the request.

*Section 4(1) of the Drainage Act states:*

A petition for the drainage by means of drainage works of an area requiring drainage as described in the petition may be filed with the Clerk of the local municipality in which the area is situated by,



- (a) the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;
- (b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 percent of the hectarage in the area;
- (c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);
- (d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director.

The *Drainage Act* provides that Council must give consideration to the petition and, within thirty days (*Section 5.1a*) of the filing, decide whether or not to proceed. If Council decides not to proceed then written notice of its decision must be sent to each petitioner. A petitioner may appeal to the Ontario Drainage Tribunal if Council decides not to proceed, or if Council does not act on the petition within 30 days.

It may be difficult for Council to decide on the validity of the petition as it is based on the definition of the “area requiring drainage”. Initially, the petitioner(s) define the area on the petition they submit, however, the area must be defined by an engineer at the “on-site meeting” to determine the validity of the petition.

If the Council decides to proceed then written notice of its decision must be given to (*Section 5.1b*):

- (a) to each petitioner;
- (b) the clerk of each local municipality that may be affected;
- (c) the conservation authority that has jurisdiction over any lands in the area;
- (d) the Minister of Natural Resources.

The Council must appoint an engineer within sixty days (*Section 8.3*) of giving notice to proceed. The engineer appointed is to file a said report within six (6) months (*Section 39.1*) of the appointment.

Following the appointment, the engineer shall (*Section 9.1*) cause the Clerk of the municipality to send out written notice, specifying the time and place of an “on-site meeting”. The notice must be served seven days prior to the proposed site meeting.

Therefore, Staff is recommending that John M. Spriet, P. Eng., of Spriet Associates Ltd., be appointed by the Council to prepare an engineer’s report.

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

N/A

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



#### Legend

- Elgin County Parcels
- E911
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

1: 6,659



0.3 0 0.17 0.3 Kilometers

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



## Report to Council

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**REPORT NO.:** PW-24-16  
**DATE:** April 18, 2024  
**ATTACHMENT:** None  
**SUBJECT:** Tender Results: Supply & Placement of Road Granulars

---

### **Recommendation:**

**THAT Report No. PW-24-16, entitled “Tender Results: Supply and Placement of Road Granulars” be received;**

**AND THAT, the tender for the Supply and Placement of Road Granulars Contract be awarded to McKenzie & Henderson Ltd. of Forest, Ontario in the amount of \$684,401.00, plus applicable taxes;**

**AND THAT the Mayor and Clerk be authorized to enter into an agreement with McKenzie & Henderson Ltd. for the purpose of completing the Supply and Placement of Road Granulars Program.**

### **Background:**

Public Works Staff called tenders for the Supply and Placement of Road Granulars Program. Tenders closed on March 28, 2024, at 11:00 am. Two (2) contractors submitted bids. The low bid was received from McKenzie & Henderson Ltd., in the amount of \$684,401.00 (plus HST). McKenzie & Henderson Ltd. intends to obtain the material from Oxford Sand & Gravel in Woodstock, Ontario.

The tender is for approximately:

- 30,500 tonnes of Granular A,
- 4,000 tonnes of Granular ‘B’, and
- 500 tonnes of ¾” Crushed Clear Stone
- to be supplied and delivered.

The following road segments are designated for Gravel Resurfacing:

- Chalet Line (Hacienda Road to Springfield Road)
- Chalet Line (Springfield Road to Walker Road)
- Chalet Line (Walker Road to Anger Road)
- Chalet Line (Anger Road to Carter Road)
- Sawmill Road (Nova Scotia Line to Vienna Line)
- Sawmill Road (Vienna Line to Calton Line)
- Sawmill Road (Calton Line to John Wise Line)

The following road sections are designated for gravel supply for Road Reconstruction work:

- Chalet Line (Carter Road to East Limit)
- College Line (Springwater Road to Rogers Road)
- Pressey Line (Springfield Road to Catherine Street)

### **Comments/Analysis:**

Staff have confirmed the material specification requirements with the supplier and have checked the contractor's references.

The low bid for Granular 'A' represents a price per tonne increase of approximately 1.5% as compared to the 2023 unit prices. A review of similar tender results in neighboring municipalities found that the price per tonne that the Township received is consistent and comparable. Analysis of Granular 'A' pricing has been provided as it is the primary product used in for our road reconstruction and gravel road resurfacing programs.

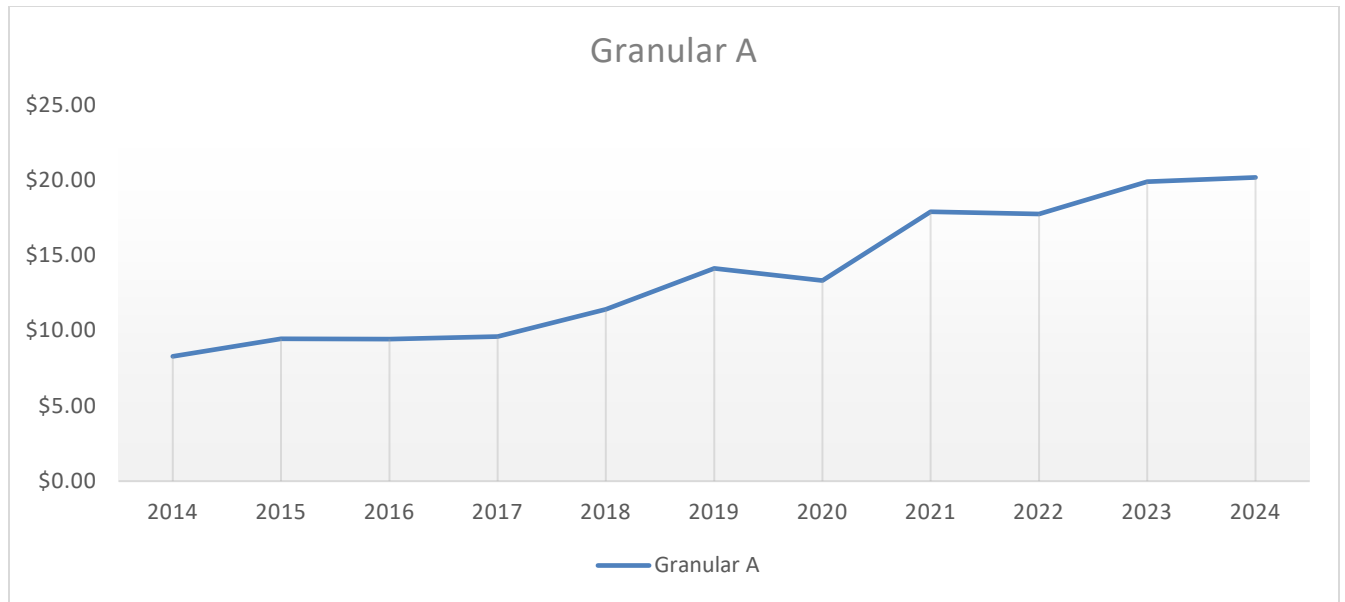
### **Financial Implications to Budget:**

Historical unit pricing for the Granular Supply and Place tender are as follows:

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### **Granular 'A':**

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
\$8.29	\$9.45	\$9.43	\$9.61	\$11.42	\$14.13	\$13.32	\$17.91	\$17.75	\$19.89	\$20.18



This year's tender results are approximately 2.5% lower than staff's budgeted unit pricing as reflected in the 2024 Capital Budget's gravel resurfacing and surface treatment program budgets. As a result, it is anticipated this tender result will yield a \$17,900 capital surplus subject to any variation in required material quantity as a result of varying road widths and field measurements as projects are undertaken.

Submitted by:	Approved by:	Approved for Council:
Ryan DeSutter, Roads & Construction Manager	Jason Godby Director of Public Works	Nathan Dias Chief Administrative Officer

**GRANULAR SUPPLY & PLACE TENDER – RESULTS****March 28, 2024 - 11:00 AM****(Prices do not include HST)****In attendance: Ryan DeSutter**

McKenzie & Henderson Ltd.	\$684,401.00
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C.R. Chittick Construction Ltd.	\$701,317.00
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## Report to Council

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**REPORT NO.:** PW-24-14  
**DATE:** April 18, 2024  
**ATTACHMENT:** Amending By-law, Map  
**SUBJECT:** Off-Road Vehicles By-law – Designated Highways Amendment

---

### **Recommendation:**

**THAT Report No. PW-24-14 entitled “Off-Road Vehicles By-law – Designated Highways Amendment” be received;**

**AND THAT the Mayor and Clerk be authorized to execute an amending By-Law for the purpose of updating the Designated Highways in the Off-Road Vehicles By-law as outlined in this report.**

### **Background:**

Schedule A of Malahide’s Off-Road Vehicles By-law (By-Law 17-51, as amended) identifies those Designated Highways where Recognized Agencies are permitted to operate Off-Road Vehicles.

Since 2017, the Talbot Trail ATV Club has been a Recognized Agency as defined by the Township of Malahide’s Off-Road Vehicles By-Law (By-law 17-51, as amended).

In March 2024, the Township received a request from the Talbot Trail ATV Club to amend the Designated Highways.

### **Comments/Analysis:**

The Talbot Trail ATV Club has requested amending the Designated Highways as follows:

- removal of Mapleton Line from the approved Designated Highways as they no longer utilize this stretch of road as part of their trail network
- westerly extension of the approved portion of John Wise Line to reflect changes to their trail network and loading/unloading area

Among other things, the existing Recognized Agency agreement with the Talbot Trail ATV Club permits members in good-standing of the Club to utilize the municipal right of way subject to:

- requiring all members to sign the appropriate waiver of liability
- providing all members with the appropriate training on the *Off-Road Vehicles Act, Ontario Regulation 316/03 of the Highway Traffic Act, and Malahide's Off-Road Vehicles By-Law*.
- ensuring trail passes are issued to persons who are appropriately licensed and insured

To date, there have been no concerns brought forward with respect to the Talbot Trail ATV Club's use of the township road allowances. As such, staff are supportive of the requested changes to the Designated Highways established by the Off-Road Vehicles By-Law. The attached map has been provided as a visual reference showing the currently approved routes and proposed changes.

If approved, modifications to the road signage will be required. As per the Recognized Agency Agreement with the Talbot Trail ATV Club, the signage modifications will be completed by Malahide staff and any costs associated with the work will be invoiced back to the Club.

**Financial Implications to Budget:**

None.

Prepared and Submitted by:	Approved for Council:
Jason Godby Director of Public Works	Nathan Dias Chief Administrative Officer



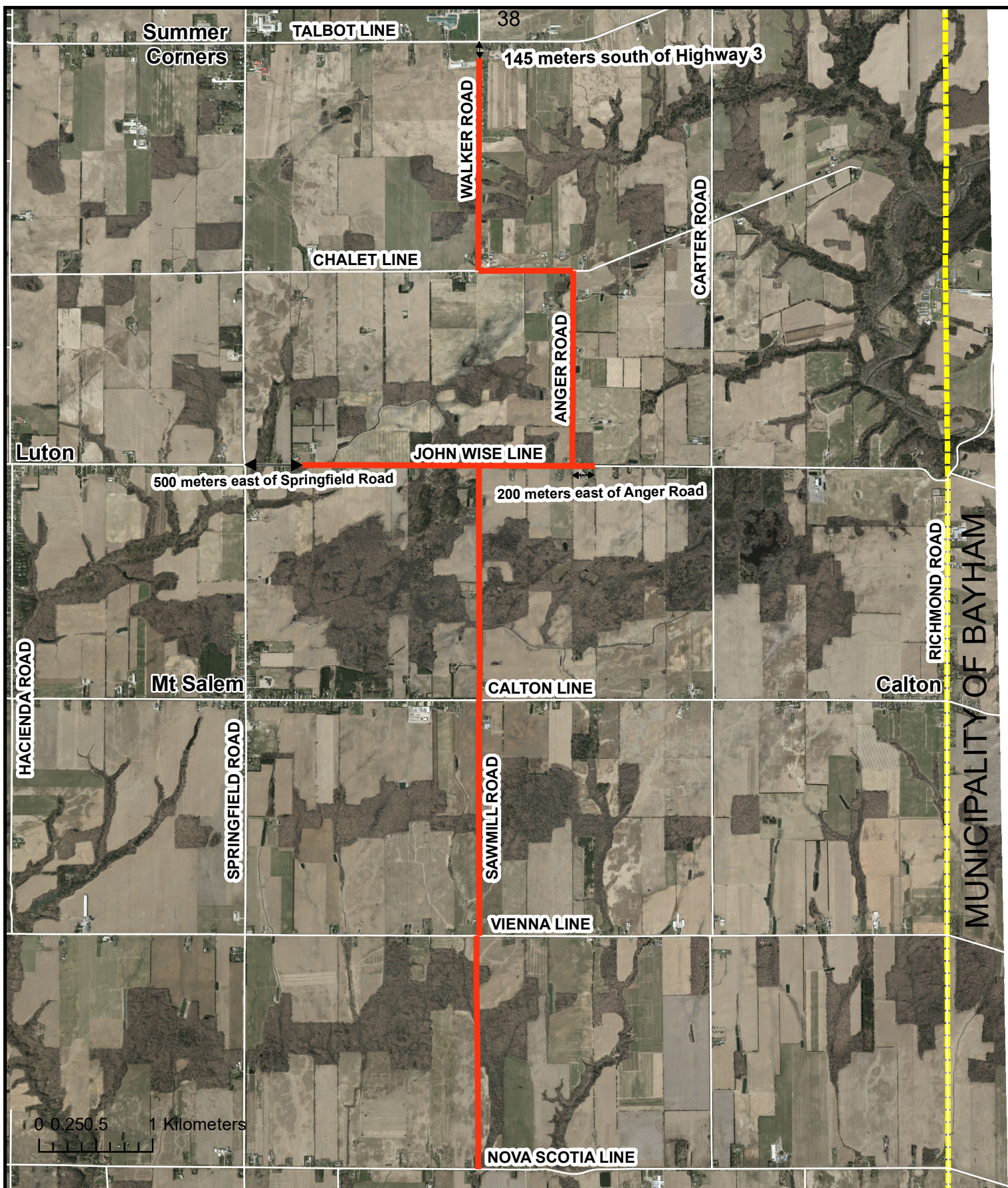
Amendment to By-Law 17-51, Schedule A

(repeal By-Law 17-63)

### Designated Highways

HIGHWAY	FROM	TO
Anger Road	John Wise Line	Chalet Line
Chalet Line	Anger Road	Walker Road
John Wise Line	500 meters east of Springfield Road	200 meters east of Anger Road
Sawmill Road	Nova Scotia Line	John Wise Line
Walker Road	Chalet Line	145 meters south of Highway 3





## Designated Highways as per Off-Road Vehicles By-Law

April 2024

— Designated Highways

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







## Report to Council

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**REPORT NO.:** FIN-24-14  
**DATE:** April 18, 2024  
**ATTACHMENTS:** Concept Plan  
**SUBJECT:** Council Chambers Renovations

---

### **Recommendation:**

**THAT Report No. FIN 24-14 titled “Council Chambers Renovations” be received;**

**AND THAT the Council Chambers Renovations concept plan is approved as appended.**

### **Background:**

The purpose of this report is to seek Council’s feedback on staff’s concept plan for the Township’s Council Chambers renovation project as approved in the 2024 Budget.

### **Comments/Analysis:**

#### **Layout**

The positioning of doors and in-floor electrical outlets limits potential configurations of Council Chambers. However, a few changes are recommended, specifically to better position gallery seating and the speaking podium for visitors, to remove existing trip hazards, and to improve the visibility of all meeting participants. Gallery seating will be relocated to the room’s east wall, along Detroit Street, while staff will be relocated to the south wall. The television will be mounted on the south wall, above staff seating, to be used to broadcast online meeting participants and presentation content. Council seating will be centered in the north-west corner of the room. A scaled concept drawing has been appended to this report for consideration.

#### **Chairs**

Thirteen (13) chairs used by Council and staff in Council Chambers are recommended to be replaced. The current set is comprised of mixed types of chairs repurposed from other facilities with many in poor condition. Any units remaining in good condition will be

redistributed to the Administration Office where a number of office chairs are also in poor condition and in need of replacement.

Replacement costs will range from \$350 to \$500 each based on staff's recommended samples. This equates to a total of \$4,550 to \$6,500 depending on which type of chair is selected. It is proposed to have Council test these samples before a final selection is made.

### Desks

Council and senior staff are currently seated at a mix of wooden modular desks and plastic folding tables. Based on the financial constraints of the project budget, staff recommend refacing, painting and repositioning the Township's wooden modular desks as opposed to purchasing a new set altogether. Refurbishment of existing desks would be undertaken internally by staff at a cost of \$500, exclusive of labour.

The wooden modular desk currently utilized by senior staff can be redeployed to provide Council with adequate spacing from one another. The existing plastic folding tables would be redistributed to other Township facilities depending on their condition. A new wooden desk would be purchased to seat four (4) staff members at a cost of \$1,000.

### Flooring

Staff recommend flooring renovations be included within the project scope using the cost savings from desk refurbishment instead of replacement. Flooring replacement of carpet includes removal of old carpet, in both council chambers and kitchenette area, for a total of \$9,500.

### Interior Walls

Council Chambers will be painted to match the refurbished desks and new carpet, in both chambers and kitchenette, for an approximate cost of \$100 exclusive of staff labour. The whiteboard currently at the west-end of Council Chambers will be removed from Council Chambers and repurposed. Additional signage would be purchased and affixed to the west wall, behind Council's seating, with the Township's name and logo at a cost of \$2,500.

### Project Timing

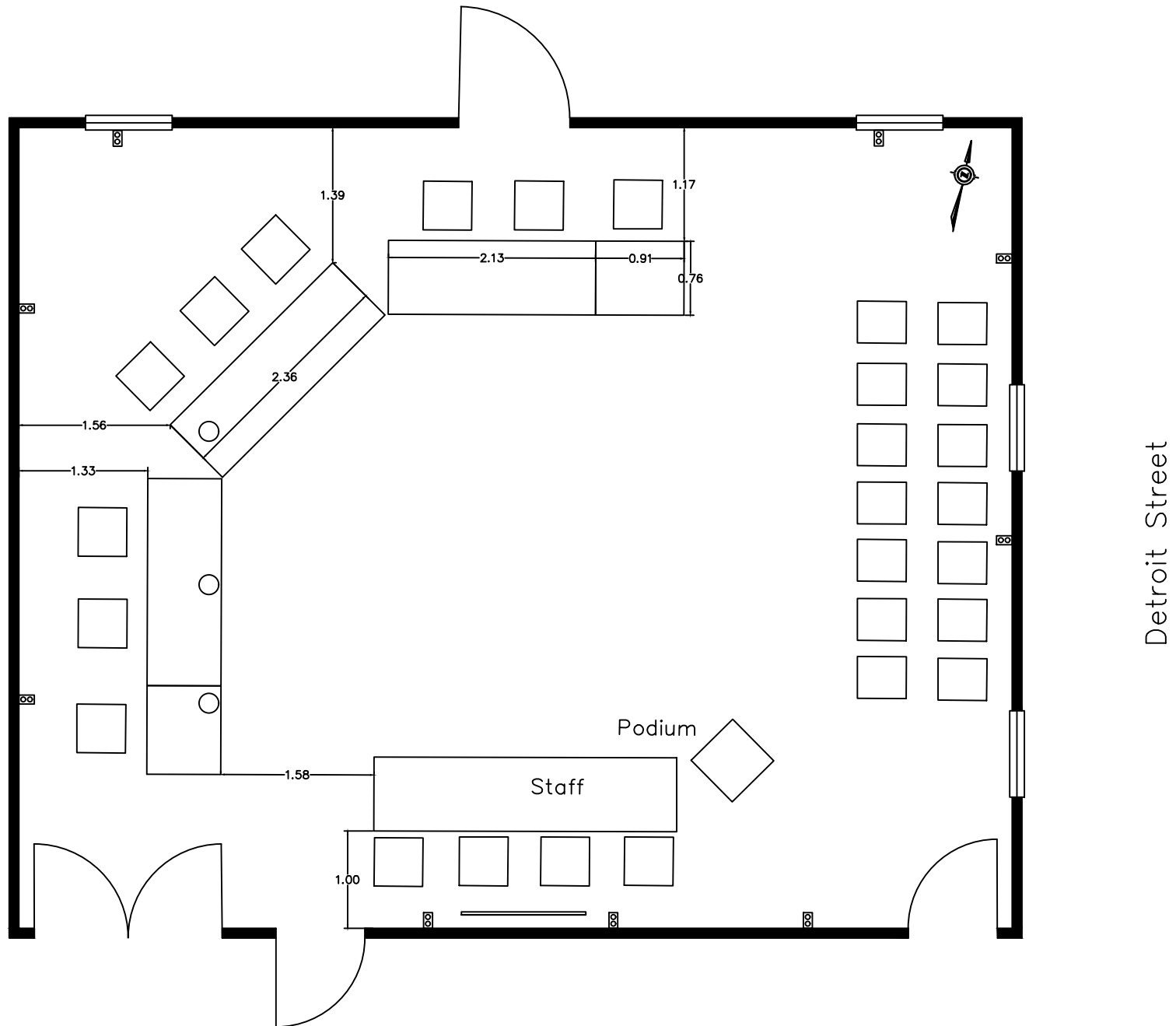
Renovations would be scheduled after Council's first meeting in August and would be expected to be complete by the September 5<sup>th</sup> meeting. Project delays could be accommodated by shifting Council's September 5<sup>th</sup> meeting to Malahide Community Place until renovations are complete.

**Financial Implications:**

Staff estimate this concept plan for Council Chambers will range from a cost of \$18,150 to \$20,100. Council approved a project budget of \$17,000 which has been carried forward from 2023.

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

42  
Ron McNeil Line





## Report to Council

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**REPORT NO.:** CLERK-24-05  
**DATE:** April 18, 2024  
**ATTACHMENT:** Draft Social Media Policy  
**SUBJECT:** Social Media Policy Update

---

### **Recommendation:**

**THAT Report No. CLERK-24-05 entitled “Social Media Policy” be received;**

**AND THAT the Social Media Policy attached be adopted and incorporated into Malahide’s Policy Manual, noting that such policy will replace the Social Media policy dated May 29, 2015.**

### **Background**

This is a follow-up to report CLERK-24-04 that was brought to Council at its regular meeting on April 4, 2024 to review the draft social media policy.

### **Comments/Analysis:**

The initial draft policy that was introduced has been revised after the discussions held at the previous meeting. The sole modification to the initial draft policy is the addition of Schedule 'C', which outlines the social media accounts that Malahide intends to use.

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:**

---

## **1. Purpose**

- 1.1 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.

## **2. Policy**

- 2.1 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.
- 2.2 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:
- a) The use of social media tools does not compromise public safety or the Corporation's image;
  - b) The information disseminated through the social media sites on behalf of the Township reflects corporate and community values;
  - c) Social media content does not violate individual privacy or conflict with existing municipal policies and by-laws; and
  - d) Social media content maintains the highest accuracy, objectivity, transparency and impartiality levels in the information communicated.



### **3. Policy Compliance**

- 3.1 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

### **4. Site Administration**

- 4.1 The use of all Social Media sites by the Municipality will adhere to:
- a) Applicable provincial and federal laws and regulations;
  - b) The Terms of Service of each Social Media site; and
  - c) 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.

### **5. Social Media Management Responsibility**

- 5.1 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.
- 5.2 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' and Schedule 'C'.
- 5.3 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.
- 5.4 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.

### **6. Personal Use of Social Media**

- 6.1 Employees may follow the Township's social media accounts while respecting the Township's Code of Conduct.
- 6.2 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.

- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 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.

## **7. Council/Committee/ Board Members**

- 7.1 Members of Council may 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.

## **8. Records Management and Retention**

- 8.1 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.
- 8.2 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 demeanour 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

**SCHEDULE 'C' - Social Media****Social Media Accounts****Malahide Social Media Accounts**

The Township of Malahide will utilize the following social media platforms:

- Facebook
- Instagram
- LinkedIn
- X (formerly Twitter)

\*This list can be adjusted by the CAO and Clerk as they will keep updated on developments and determine whether to create new social media accounts for the Township to ensure its presence remains current in the ever-evolving social media landscape.

# MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY

Wednesday, March 27, 2024

Meeting #02/2024

## PRESENT:

Paul Buchner	Chairperson	Township of South-West Oxford
Morgaine Halpin	Vice-Chairperson	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer
Gary Clarke	Member	City of St. Thomas

## STAFF:

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

## ABSENT:

Scott Lewis	Member	Township of Malahide
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 (10:05 a.m.).

## ADOPTION OF AGENDA:

<u>Motion # 12/2024</u>	M. Halpin	G. Clarke	CARRIED
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THAT, the Agenda for the March 27, 2024, 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 # 13/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, the Minutes of Full Authority Meeting #01/2024 (February 27, 2024), be adopted as circulated.

Motion # 14/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, the Minutes of Health & Safety Committee Meeting #01/2023 (September 13, 2023), be adopted as circulated.

Motion # 15/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Minutes of Interview Committee Meeting #01/2024 (February 9, 2024), be adopted as circulated.

Motion # 16/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Minutes of Interview Committee Meeting #02/2024 (February 14, 2024), be adopted as circulated.

Motion # 17/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Minutes of Special Meeting #01/2024 (February 26, 2024), 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 01 to FA 04/2024 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 18/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, Staff Reports FA 01 to FA 04 for the month of January and February, be noted and filed.

Report FA 05/2024 – January & February Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 19/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, Report FA 05/2024 (January & February Summary of Revenue and Expenditures), be noted and filed.

Report FA 06/2024 – Accounts Paid, was presented, discussed, and resolved.

Motion # 20/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, Accounts Paid totaling \$145, 668.16 be approved as presented in Report FA 06/2024.

Report FA 07/2024 – 2024 Budget Levy was presented, discussed, and resolved.

Motion # 21/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the 2024 Catfish Creek Conservation Authority Budget totalling \$1, 766, 342.24, be adopted as presented; and further;

THAT, the 2024 Municipal General Levy in the amount of \$442, 474.36, be adopted as presented.

Member's Name	Municipality	CVA Apportionment %	Yes	No
Scott Lewis	Township of Malahide	36.8620%		
Morgaine Halpin	Municipality of Central Elgin	27.9653%	X	
Arthur Oslach	Town of Aylmer	25.5975%		
Gary Clarke	City of St. Thomas	6.1215%	X	
Paul Buchner	Township of South-West Oxford	3.4537%	X	

Report FA 08/2024 – CCCA Committees, was presented, discussed, and resolved.

Motion # 22/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Full Authority approve the Committee appointments for the year 2024 as presented in Report FA 08/2024.

Report FA 09/2024 – (ERO) postings affecting Conservation Authorities, was presented, discussed, and resolved.

Motion # 23/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, Report FA 09/2024 presented to the Full Authority providing details of recent legislative and regulatory changes (Conservation Authorities Act and Ontario Regulation 41/24) be received for information; and further;

THAT, the CCCA Board of Directors support the timelines for the implementation of policy, guidelines, and procedural documents and the transition procedures and guidelines.

Report FA 10/2024 – Designation of Provincial Offences Officers, was presented, discussed, and resolved.

Motion # 24/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, the Board of Directors re-designate (Ronald) Dusty Underhill, Gerrit Kremers, and Al Bradford as Provincial Offences Officers, under relevant Regulation, to enforce Section 28 and Section 20 of the Conservation Authorities Act on behalf of the Catfish Creek Conservation Authority.

Report FA 11/2024 –Recommendation for Delegation of Powers related to Permit Issuance, Cancellation and Hearings, was presented, discussed, and resolved.

Motion # 25/2024                      G. Clarke                      M. Halpin                      CARRIED

THAT, staff suggest to the Board of Directors that the above recommendations be endorsed appropriately delegate powers related to permit issuance, cancellation, hearings to adhere to Section 28.4 of the Conservation Authorities Act and the April 1, 2024 deadline.

Report FA 12/2024 –CCCA Section 28 Notification and Permitting Form Update, Cancellation and Hearings, was presented, discussed, and resolved.

Motion # 26/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Catfish Creek Conservation Authority Section 28 Notification and Permitting Forms be approved by the Full Authority; and further;

THAT, the updated Section 28 Notification and Permitting Forms for the Catfish Creek Conservation Authority attached to Report FA 12/2024, be adopted as presented.

Report FA 13/2024 –Path of Honour Maintenance Agreement, was presented, discussed, and resolved.

Motion # 27/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Full Authority renew the Path of Honour Maintenance Agreement between the Catfish Creek Conservation Authority and the Path of Honour Committee for another two (2) year term.

Report FA 14/2024 –Ministry of Natural Resources and Forestry (MNRF) Research Request, was presented, discussed, and resolved.

Motion # 28/2024                      M. Halpin                      G. Clarke                      CARRIED

THAT, the Full Authority approve the Research Permit for MNRF as outlined in Report FA 14/2024.

**GENERAL MANAGERS REPORT:**

- Final report from Pat Prodonavic was shared with the board of directors in regard to the updated flood line mapping for the village of Port Bruce. Upon final consent from MNRF, studied will be published online and provided to Malahide Township and The County of Elgin.
- Assisted staff in an array of grant proposals to assist with infrastructure upgrades within the Springwater Campground.
- Assisted staff with a grant application to create a watershed wide hydrologic model to assist in flood forecasting and warning.
- Continual work on the Watershed Based Resource Management Strategy, a draft is just about completed for Public Consultation. Most of the month of February was utilized to create the document and make sure it meets the requirements of the Regulation 686/21.
- Completion of Annual General Meeting, and materials etc. presented within.
- Completed the FHIMP final reporting requirements for the updated flood line mapping study.
- Discussed meeting with the OPC Path of Honor committee to renew existing two-year maintenance agreement, and discuss working day requirements such as new trees, path maintenance etc.
- New 41/24 and Section 6 of Section 28 Regs. were released with the Province giving us just five weeks to comply. With an April 1<sup>st</sup> deadline staff worked diligently to assure compliance and completed all necessary requirements within the timeframe they received.
- Completed the annual insurance renewal for 2024/ 2025, rates were budgeted appropriately as increases have been between the 10%-20% range annually in the Province of Ontario regardless of business or sector.
- Completed the Annual Statistical Survey for Conservation Ontario.
- Provided updates in regard to membership with Conservation Ontario.
- Attended the Long Point Littoral Cell meetings in regards to a grant proposal/ submission to allow sediments to travel barrier free down the entirety of the North Shore.
- Booked the Kingbridge Center to attend a June in person General Managers meeting.
- Assisted in the completion of the Annual Report for submission and printing.

Motion # 29/2024

M. Halpin

G. Clarke

CARRIED

THAT, the Correspondence Registers for January and February, 2024, be noted and filed.

Motion # 30/2023

G. Clarke

A. Oslach

CARRIED

THAT, the Full Authority adjourn to Closed Session at 10:41 a.m.

Motion # 31/2024

M. Halpin

A. Oslach

CARRIED

THAT, the Full Authority rise without report at 10:58 a.m.

Motion # 32/2024

M. Halpin

G. Clarke

CARRIED

THAT, the Board of Directors recommend obtaining Cyber Insurance and renewing the 2024, 2025 Insurance Policy with Reith and Associates, and further;

THAT, the General Manger bring a recommendation report back to the April 2024 Full Authority meeting in regard to obtaining the proper coverage and prioritizing our future insurance needs.

#### **NEXT MEETING / TERMINATION:**

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, April 11, 2024, commencing at 10:00 a.m.

Motion # 33/2024

M. Halpin

G. Clarke

CARRIED

THAT, the Full Authority be terminated at 10:59 a.m.



General Manager / Secretary –Treasurer



Authority Chairperson



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Annual General Meeting Minutes of March 1, 2024**  
**Approved April 3, 2024**

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Members in attendance:

Robert Chambers, Chair  
 Dave Beres, Vice-Chair  
 Shelley Ann Bentley  
 Doug Brunton  
 Michael Columbus  
 Tom Masschaele  
 Jim Palmer  
 Stewart Patterson  
 Chris Van Paassen  
 Peter Ypma

County of Brant  
 Town of Tillsonburg  
 Haldimand County  
 Norfolk County  
 Norfolk County  
 Norfolk County  
 Township of Norwich  
 Haldimand County  
 Norfolk County  
 Township of South-West Oxford

Regrets:

Rainey Weisler

Municipality of Bayham/Township of Malahide

Staff in attendance:

Judy Maxwell, General Manager  
 Aaron LeDuc, Manager of Corporate Services  
 Leigh-Anne Mauthe, Interim Manager of Watershed Services  
 Saifur Rahman, Manager of Engineering and Infrastructure  
 Jessica King, Social Media and Marketing Associate  
 Dana McLachlan, Executive Assistant

**1. Welcome and Call to Order**

Chair, Robert Chambers, introduced himself and welcomed everyone to the Long Point Region Conservation Authority's 2024 Annual General Meeting. The meeting was called to order at 1:30 pm, Friday, March 1, 2024 in the Tillsonburg Administration Office Boardroom.

**2. Declaration of Conflicts of Interest**

None were declared.

**3. Additional Agenda Items**

There were no additional agenda items.

**4. Approval of the Agenda**

**A-31/24**

Moved by P. Ypma

Seconded S. Patterson

That the Board of Directors approves the agenda as circulated.

**Carried**

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

## **5. Minutes of the Previous Meeting**

### **a) Board of Directors Meeting of February 7, 2024**

There were no questions or comments.

#### **A-32/24**

Moved by M. Columbus

Seconded by C. Van Paassen

That the minutes of the Board of Directors Meeting held February 7, 2024 be adopted as circulated.

**Carried**

## **6. Introduction of the Board of Directors and Committees**

The members of the Board and the community members of the Lee Brown Marsh Management Committee and the Backus Museum Committee were introduced by Chair Chambers.

## **7. Introduction and Greetings from Special Guests**

Greetings were extended from Mayor David Bailey, County of Brant, Mayor David Mayberry, South-West Oxford, Mayor Ed Ketchabaw, the Municipality of Bayham, Deputy Mayor Michael Columbus, Norfolk County, Mayor Shelley Ann Bentley, Haldimand County, Mayor Jim Palmer, Township of Norwich, and Deputy Mayor Dave Beres, Town of Tillsonburg.

## **8. Remarks from Bobbi Ann Brady, MPP Haldimand-Norfolk**

Bobbi Ann acknowledged the challenges the Authority, and all conservation authorities in Ontario in general, has dealt with the past couple of years. Bobbi Ann is proud of her ridings municipal representation on the Authority Board and supports the work carried out by the LPRCA as environmental stewards.

## **9. Conservation Ontario Overview, Angela Coleman, General Manager, Conservation Ontario**

Conservation Ontario advocates on behalf of the 36 Ontario conservation authorities with the Ontario government, and works to achieve cost-savings and benefits as a collective.

Angela acknowledged that conservation authorities have a valuable role, as most people recognize that vibrant communities and local economies depend on the local environment being a good place for residents to live, work and play.

## **10. Service Awards Presentation**

The following board and staff were recognized for reaching service milestones with LPRCA this past year.

### **5-Year Service Award**

Tom Masschaele, Board Director, Norfolk County

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### **FULL AUTHORITY COMMITTEE MEMBERS**

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

Stewart Patterson, Board Director, Haldimand County  
 Peter Ypma, Board Director, South-West Oxford  
 Aaron LeDuc, Manager of Corporate Services  
 Chris Reinhart, Forest Technician  
 Evan Forbes, Park Supervisor / Promotions Associate  
 Rebecca Dancey, Park Supervisor

15-Year Service Award

Debbie Thain, Supervisor of Forestry  
 Barry Norman, Maintenance Operations Labourer

**11. Audit and Finance Committee**

The Chair called upon Dave Beres, Chair of the Audit and Finance Committee to present the committee report.

Chair Beres reported that the Committee met on February 16, 2024 and received and reviewed the financial statements in detail. MNP issued a clean opinion of the Authority's 2023 financial reports and found that the financial statements fairly presented the Authority's position.

The Chair introduced the auditors, Ashley Didone and Raymond Mile of MNP, and thanked MNP for their services.

**A-33/24**

Moved by T. Masschaele  
 Seconded by D. Brunton

THAT the minutes of the LPRCA Audit and Finance Committee's meeting held February 16, 2024 be adopted as circulated.

**Carried**

**A-34/24**

Moved by C. Van Paassen  
 Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the LPRCA 2023 Audit Findings Report from MNP, LLP Chartered Professional Accountants.

**Carried**

**A-35/24**

Moved by S. Bentley  
 Seconded by S. Patterson

THAT the LPRCA Board of Directors approves the financial statements for the year ended December 31<sup>st</sup>, 2023 audited by MNP, LLP, Chartered Professional Accountants.

**Carried**

**A-36/24**

Moved by T. Masschaele  
 Seconded by P. Ypma

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**FULL AUTHORITY COMMITTEE MEMBERS**

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



THAT the LPRCA Board of Directors approves the appointment of MNP, LLP Chartered Accountants as LPRCA's auditors for the 2024 fiscal period.

**Carried**

## **12. Notice of Formal Motions**

### **a) Designate Signing Officers**

#### **A-37/24**

Moved by M. Columbus

Seconded by C. Van Paassen

That the LPRCA Board of Directors approves the Chair, Vice-chair, General Manager, and Manager of Corporate Services as designated signing officers for Authority business for the year 2024.

**Carried**

### **b) Borrowing**

#### **A-38/24**

Moved by S. Patterson

Seconded by J. Palmer

That the LPRCA Board of Directors authorizes the Chair or Vice-Chair and the General Manager or Manager of Corporate Services to borrow funds as required for the day-to-day operations of the Authority.

**Carried**

### **c) Designate Conservation Ontario Council Representatives**

#### **A-39/24**

Moved by P. Ypma

Seconded by S. Bentley

That the LPRCA Board of Directors designates the Authority Chair as the Authority's representative to Conservation Ontario (CO), with the Vice-Chair designated as alternate,

AND

Further that the General Manager be directed to participate on appropriate committees of CO and be authorized to vote in the absence of the designated representatives.

**Carried**

## **13. 2023 Annual Report**

Judy Maxwell presented the 2023 annual report and provided an overview of the year's activities. Hard copies are available at the head office and the report is available on the LPRCA website, [www.lprca.on.ca/2023-LPRCA-Annual-Report](http://www.lprca.on.ca/2023-LPRCA-Annual-Report)

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### **FULL AUTHORITY COMMITTEE MEMBERS**

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

On behalf of the staff, GM Maxwell thanked staff, the Board, municipal partners, the various community partners, and customers for their continued support.

#### **14. Chair's Remarks**

Chair, Robert Chambers, asked John Scholten, past Chair to say a few words.

John congratulated his successor to the LPRCA Board, Jim Palmer, and thanked the Board and staff for their support. John wished for the Board and staff to continue to work together and carry on the good work that was accomplished in 2023.

Chair Chambers thanked John for his previous service and wished him well in retirement.

The Chair then took everyone on a journey through the watershed with the help of a large wall map and Paul Gagnon, Lands and Waters Supervisor. While Robert discussed the various municipalities, towns, LPRCA properties and other points of interest within the watershed, Paul provided the locations on the map.

The Chair then thanked the current and former members of the Board, the Lee Brown Marsh Management Committee, the Backus Museum committee and the staff for their dedication and support.

#### **15. Stewardship Award Presentation**

Chair Chambers stated that the Long Point Region Conservation Stewardship award was created to recognize those individuals or groups who have made a commitment to environmental sustainability and conservation.

Kyle Hiebert was nominated by members of ALUS Norfolk and was selected as the recipient of the 2024 Long Point Region Conservation Stewardship Award.

Kyle has demonstrated that he is committed to positive environmental actions that contribute to a more sustainable and healthier watershed through his stewardship at his own farm and the family farm. Kyle has participated in tree planting and wetland conservation projects on his own farm with LPRCA and other partners. His future plans for the farm include grassed waterways and a Tallgrass Prairie project to minimize erosion.

Kyle is passionate about conservation education and actively shares his experiences with others as an ALUS participant and as a member of the ALUS Partnership Advisory Committee.

Kyle was unable to attend the AGM and will be presented with a plaque at a later date.

#### **16. Introduction of Keynote Speaker**

Tom Haskett introduced Emily De Cloet, a 2009 Leighton & Betty Brown Scholarship recipient. The Leighton and Betty Brown Scholarship was initiated in 2006 to recognize Leighton and Betty Brown's long years of service and to financially support watershed students seeking post-secondary education in conservation and environmental related fields. To date, 33 scholarships have been awarded.

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

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

### **17. Keynote Presentation – A Small Drop Creates Big Ripples, Emily De Cloet**

Emily is a Hydrometric Specialist at the Ministry of Natural Resources and Forestry's (MNRF) Surface Water Monitoring Centre.

Emily's presentation detailed her education journey, career goals and her career path to date. The scholarship award helped Emily in her first year at Waterloo where she eventually received a Bachelor of Environmental Studies Degree. She continued on with her education which led to her eventual role with the MNRF.

Emily expressed her appreciation for the support of the Leighton and Betty Brown Scholarship for helping her the ability to follow her chosen career path and achieve her goals.

### **14. Adjournment**

The Chair adjourned the meeting at 3:00 p.m.

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Robert Chambers  
Chair

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Judy Maxwell  
General Manager

/dm

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

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



**Kettle Creek**  
Conservation Authority

# Annual General Meeting Minutes

## February 21, 2024

The 2023 Annual General Meeting of the Kettle Creek Conservation Authority was held on Wednesday, February 21, 2024 at 10:03 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:03 a.m.

### **Audio/Video Record Notice**

The Audio/Video Record Notice was posted and made available to the public.

### **Land Acknowledgement**

Kettle Creek Conservation Authority wishes to acknowledge the treaty and traditional lands originally occupied by the Indigenous First Nation peoples of the Anishinabek, Attiwoonderonk and Haudenosaunee nations. KCCA strives to build meaningful relationships with Indigenous communities and recognizes the importance of respecting these treaties and lands.

VanHooren conducted a roll call with the following members identifying their presence:

### **Members Present In Person:**

Lori Baldwin-Sands	City of St. Thomas
Frank Berze	Middlesex Centre
Grant Jones	Southwold Township
Jim Herbert	City of St. Thomas
Sharron McMillan	Thames Centre
Todd Noble	Municipality of Central Elgin
John Wilson	Malahide Township

### **Members Present Virtually:**

Sam Trosow	City of London
Jerry Pribil	City of London

Trosow and Pribil joined the meeting at 10:11 a.m. following the Greetings.

### **Staff Present In Person:**

Mike Buis	Lake Whittaker Coordinator
Jennifer Dow	Water Resources Supervisor
Joe Gordon	Manager of Planning and Development
Jessica Kirschner	Corporate Services Coordinator
Brandon Lawler	Forests and Lands Technician
Jeff Lawrence	Forestry and Lands Supervisor

Rob Lindsay  
 Betsy McClure  
 Marianne Levogiannis  
 Scott Pinnell  
 Elizabeth VanHooren

Dalewood Coordinator  
 Stewardship Program Supervisor  
 Public Relations Supervisor  
 Maintenance and Safety Coordinator  
 General Manager/Secretary Treasurer

Guests:

Jim Frederick  
 Scott Trevors

Graham Scott Enns  
 Graham Scott Enns

As some members were joining the meeting electronically all votes were recorded and are included in the Recorded Vote Registry.

**Introductions & Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

**Chair's Remarks**

The Chair welcomed everyone to the Annual General Meeting. The Chair reflected on the year past; how, last year at this time 80% of the Board was new to Kettle Creek Conservation Authority. A watershed tour this past summer helped members solidify as a team and reminded them of how one program area affects another and how what we do, and fail to do today, affects tomorrow. Integration of KCCA's programs with member municipalities and other partners is at the core of what conservation authorities do.

**Other Greetings**

Angela Coleman, General Manager of Conservation Ontario; Karen Vecchio, Member of Parliament for Elgin-Middlesex-London; and Ed Ketchabaw, Warden of Elgin County brought greetings and congratulations from their respective organizations.

**General Business**

- a) Presentation of 2023 Financial Statements

Scott Trevors presented a brief explanation of the Financial Statements.

**AM1/2024**

**Moved by:** Lori Baldwin-Sands

**Seconded:** Frank Berze

That the Year 2023 Financial Statements be adopted as presented.

**Carried**

b) Presentation of the 2023 Annual Report

Elizabeth VanHooren presented the 2023 Annual Report. The report highlights the interconnectivity of KCCA's many programs and services.

**AM2/2024**

**Moved by:** Todd Noble

**Seconded:** Sharron McMillan

That the Year 2023 Annual Report be adopted as presented.

**Carried**

c) Presentation of the 2024 Budget

**AM3/2024**

**Moved by:** Sam Trosow

**Seconded:** Jim Herbert

That the proposed 2024 Budget be approved as presented.

**Carried**

In accordance with KCCA's Administrative By-Law, a weighted vote was taken. In the event that not all of a municipality's member(s) are present, the member(s) in attendance represent(s) only their proportion of the municipal weighting in the voting.

**The motion carried with 83.34% of the weighted vote and 100% of the weighted vote present.**



**AM3/2024 Recorded Vote**

Member Municipality	Present	Levy %	Weight %	In Favour	Opposed	Absent
<b>City of London</b>		<b>56.71</b>	<b>50</b>			
Sam Trosow	•		<b>16.67</b>	•		
Jerry Pribil			<b>16.67</b>	•		
<del>Not Appointed</del>		-	<del>16.66</del>			
<b>City of St. Thomas</b>		<b>27.66</b>	<b>31.94</b>			
Lori Baldwin-Sands	•		<b>15.97</b>	•		
Jim Herbert	•		<b>15.97</b>	•		
<b>Central Elgin</b>		<b>7.90</b>				
Todd Noble	•		<b>9.12</b>	•		
<b>Southwold</b>		<b>4.02</b>				
Grant Jones	•		<b>4.65</b>	•		
<b>Thames Centre</b>		<b>1.34</b>				
Sharron McMillan	•		<b>1.56</b>	•		
<b>Middlesex Centre</b>		<b>1.69</b>				
Frank Berze			<b>1.95</b>	•		
<b>Malahide</b>		<b>0.68</b>				
John Wilson	•		<b>0.78</b>	•		
<b>Total</b>		<b>100</b>	<b>83.34%</b>	<b>83.34%</b>		

**Special Presentations**

## a) Staff Recognition

VanHooren recognized Jessica Kirschner, Corporate Services Coordinator for 5 years of service; Scott Pinnell, Maintenance and Safety Coordinator and Michael Buis, Lake Whittaker Conservation Area Coordinator for 15 years of service and Betsy McClure, Stewardship Program Supervisor for 20 years of service.

The Chair thanked members, staff and the public for attending the meeting. The next meeting of the Full Authority will be March 27, 2024 at 10:00 a.m.

**AM4/2024**

**Moved by:** Lori Baldwin-Sands

**Seconded:** Sharron McMillan

That the meeting adjourn at 10:37 a.m.

**Carried**




Elizabeth VanHooren  
General Manager/Secretary Treasurer

Grant Jones  
Chair

**Recorded Vote Registry AM01/2024 to AM04/2024**

**A=Absent Y=Yes N=No**

Board Member	AM01/2024	AM02/2024	AM03/2024	AM04/2024
Baldwin-Sands	Y	Y	Y	Y
Berze	Y	Y	Y	Y
Herbert	Y	Y	Y	Y
Jones	Y	Y	Y	Y
McMillan	Y	Y	Y	Y
Noble	Y	Y	Y	Y
Trosow	Y	Y	Y	Y
Wilson	Y	Y	Y	Y
Pribil	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>



**Kettle Creek**  
Conservation Authority

# Full Authority Minutes

February 7, 2024

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, February 7, 2024 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m. As some members and guests attended virtually, all votes were recorded and are included in the Recorded Vote Registry.

## Audio/Video Record Notice

The Audio/Video Recording Notice was posted and made available to the public.

## Land Acknowledgement

Kettle Creek Conservation Authority wishes to acknowledge the treaty and traditional lands originally occupied by the Indigenous First Nation peoples of the Anishinabek, Attiwonderonk and Haudenosaunee nations. KCCA strives to build meaningful relationships with Indigenous communities and recognizes the importance of respecting these treaties and lands.

## Members Present:

Lori Baldwin-Sands	St. Thomas	In Person
Jim Herbert	St. Thomas	Virtual
Grant Jones	Southwold	In Person
Sharron McMillan	Thames Centre	In Person
Todd Noble	Central Elgin	In Person
Jerry Pribil	London	Virtual
Sam Trosow	London	Virtual
John Wilson	Malahide	In Person

## Members Absent:

Frank Berze	Middlesex Centre
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## Staff Present

Jessica Kirschner	GIS and Information Services Coordinator	Virtual
Marianne Levogiannis	Public Relations Supervisor	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person
Jennifer Dow	Water Resources Supervisor	In Person
Joe Gordon	Manager of Planning and Development	In Person
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
Betsy McClure	Stewardship Program Supervisor	In Person

**Guests:**

Scott Trevors	Graham Scott Enns	In Person
Jim Frederick	Graham Scott Enns	In Person
Rob Amos	Aquafor Beech	Virtual
Julie Michel	Aquafor Beech	Virtual

**Introductions & Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

**Delegations/Presentations**

The Chair recognized the auditors, Scott Trevors and Jim Frederick from Graham Scott Enns. Respectful of their time, members were asked to entertain the reports and presentations listed on the Statement of Revenues and Expenses immediately. Members concurred.

Scott Trevors and Jim Frederick provided an overview of the new requirements for the Financial Statements including remeasurement gains and losses and asset retirement obligations. There were no changes or concerns identified by members. The Audited Financial Statements will be presented at the Annual General Meeting for final approval.

**FA28/2024**

**Moved by:** Lori Baldwin-Sands

**Seconded:** Todd Noble

That the report on the Draft Audited Financial Statements be received and that the Audit Planning and Finding Letters be executed.

**Carried**

The Chair then recognized Rob Amos, Fluvial Geomorphologist/Aquafor Beech. Staff requested that Amos update members on the progress of the Dodd Creek Enhanced Riverine Floodplain Mapping Report. The project is being undertaken with funding from the Flood Hazard and Information Mapping Program (FHIMP) and must be completed by March 1, 2024. The report is still in its draft stage and will be finalized and brought back to the Board for final approval.

**FA29/2024**

**Moved by:** Todd Noble

**Seconded:** John Wilson

That the presentation on the Dodd Creek Enhanced Riverine Floodplain Mapping be received.

**Carried**

**Hearing Board**

There was no Hearing required.

**Minutes of Meeting**

**FA30/2024****Moved by:** Jim Herbert**Seconded:** Todd Noble

That the minutes of the January 17, 2024 Full Authority meeting be approved.

**Carried****Matters Arising**

- a) Information Security Policy

**FA31/2024****Moved by:** Sharron McMillan**Seconded:** Todd Noble

That the Staff Reports under Matters Arising be received.

**Carried****Correspondence**

- a) From KCCA to Minister Smith (MNRF) Re: Cost Apportioning Agreements and Programs and Services Inventory January 22, 2024
- b) Invitation to Catfish Creek Conservation Authority's Annual General Meeting February 22, 2024

**FA32/2024****Moved by:** Lori Baldwin-Sands**Seconded:** Sharron McMillan

That the Correspondence be received.

**Carried****Statement of Revenue and Expenses**

- a) 2023 Draft Audited Financial Statements (Staff Report)
- b) Draft Financial Statements (Scott Trevors/Jim Frederick – Graham Scott Enns)
- c) Audit Planning and Finding Letters (Scott Trevors/Jim Frederick – Graham Scott Enns)

These reports were considered under Presentations at the beginning of the meeting.

**New Business**

d) Municipal Apportionment Vote

A preamble to the apportionment vote was read by VanHooren as follows:

*To provide conformity with legislation and regulations governing approval of municipal apportionments:*

1. *The proposed Year 2024 Municipal Apportionment was circulated to member municipalities and posted to KCCA's web site on November 16, 2023, in order to provide a minimum 30-day notice to approval on February 7, 2024. There is an overall increase of \$81,688.57 over the 2023 apportionment.*
2. *A recorded vote will be taken, with each member responding either "For" or "Against" the motion. The motion carries or is lost, according to the total of weighted votes assigned to each board member. This weighted vote is based upon the Modified Current Value Assessment apportioned to that portion of each municipality within the jurisdiction of the KCCA watershed.*
2. *The 2024 Municipal Apportionment approved by the Board will be circulated to participating municipalities on February 8, 2024, who if not satisfied, may appeal to the Ontario Lands Tribunal within 30 days of receiving the notice. Thereafter, no appeals are allowed, and the Year 2024 Municipal Apportionment will be final.*

**FA33/2024**

**Moved by:** John Wilson

**Seconded:** Sharron McMillan

That the 2024 Municipal Apportionment be approved;

And That the participating municipalities be assessed for payment of \$1,181,189 which is comprised of Category 1 operating expenses of \$967,466.32; Category 3 operating expenses of \$145,930 and a special levy of \$67,792.68;

And That each participating municipality's share of the 2024 Total municipal apportionment be calculated using "Modified Current Value Assessment."

**Carried**

By Regulation, a recorded Vote was taken. If not all of a municipality's member(s) are present, the member(s) in attendance represent(s) only their proportion of the municipal weighting in the voting.

**The motion carried with 81.39% of the weighted vote and 100% of the weighted vote present.**

**FA33/2024 Recorded Vote**



Member Municipality	Present	Levy %	Weight %	In Favour	Opposed	Absent
<b>City of London</b>		<b>56.71</b>	<b>50.00</b>			
Sam Trosow			16.67	•		
Jerry Pribil			16.67	•		
<del>Un-Appointed</del>	-	-	<del>16.66</del>	-	-	-
<b>City of St. Thomas</b>		<b>27.66</b>	<b>31.94</b>			
Lori Baldwin-Sands			15.97	•		
Jim Herbert			15.97	•		
<b>Central Elgin</b>		<b>7.90</b>				
Todd Noble			9.12	•		
<b>Southwold</b>		<b>4.02</b>				
Grant Jones			4.65	•		
<b>Thames Centre</b>		<b>1.34</b>				
Sharron McMillan			1.56	•		
<b>Middlesex Centre</b>		<b>1.69</b>				
Frank Berze			1.95			•
<b>Malahide</b>		<b>0.68</b>				
John Wilson			0.78	•		
<b>Total</b>		<b>100.00</b>	<b>83.34</b>	<b>81.39%</b>		

b) 2024 Budget - Updated

**FA34/2024**

**Moved by:** Todd Noble

**Seconded:** Lori Baldwin-Sands

That the Staff Report on the 2024 Budget be received.

**Carried**

c) 2024 WECl Application

**FA35/2024**

**Moved by:** John Wilson

**Seconded:** Sharron McMillan

That staff submit an application to the Water and Erosion Control Infrastructure (WECl) program as soon as funding is announced, for the Environmental Assessment for the Dalewood Dam with

a total budget not to exceed \$34,000.

**Carried**

d) February 2024 Planning and Regulations Activity Summary

**FA36/2024**

**Moved by:** Lori Baldwin-Sands

**Seconded:** Todd Noble

That the February 2024 Planning and Regulations Activity Report be received.

**Carried**

**Closed Session**

The Closed Session meeting began at 11:01 a.m.

**FA37/2024**

**Moved by:** Sharron McMillan

**Seconded:** Todd Noble

That the Full Authority move to Closed Session to discuss legal, Personnel or Property matters.

**Carried**

**FA38/2024**

**Moved by:** Sharron McMillan

**Seconded:** Sam Trosow

That the Full Authority revert to open session and report.

**Carried**

The Open Session resumed at 11:12 a.m.

a) Minutes

**FA39/2024**

**Moved by:** Sam Trosow

**Seconded:** Jerry Pribil

That the minutes of the Closed Session meeting of the January 17, 2024 Full Authority Meeting be approved.

**Carried**

b) Legal Matter – Violation

No report.

c) Legal Matter

No report.

d) Personnel Matter – 2024 Salary Proposal

**FA40/2024**

**Moved by:** Lori Baldwin-Sands

**Seconded:** Jim Herbert

That the job description updates for the Resource Assistant and the Corporate Services Coordinator be approved; and that the position of Resource Assistant be advertised in advance of the 2024 final budget approval.

**Carried**

**Upcoming Meetings**

Annual General Meeting (Budget)

February 21, 2024

**FA41/2024**

**Moved by:** Lori Baldwin-Sands

**Seconded:** Jim Herbert

That the meeting adjourn.

**Carried**

Members were reminded of the Annual General Meeting scheduled for February 21, 2024 at 10 a.m.

The meeting adjourned at 11:16 a.m.




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Elizabeth VanHooren  
General Manager/Secretary Treasurer

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Grant Jones  
Chair

**Recorded Vote Registry FA28/2024 to FA33/2024**

A=Absent Y=Yes N=No

Board Member	FA28/2024	FA29/2024	FA30/2024	FA31/2024	FA32/2024	FA33/2024
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	A	A	A	A	A	A
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>

**Recorded Vote Registry FA34/2024 to FA39/2024**

A=Absent Y=Yes N=No

Board Member	FA34/2024	FA35/2024	FA36/2024	FA37/2024	FA38/2024	FA39/2024
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	A	A	A	A	A	A
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>

**Recorded Vote Registry FA40/2024**

A=Absent Y=Yes N=No

Board Member	FA40/2024	FA41/2024
Baldwin-Sands	Y	Y
Berze	A	A
Herbert	Y	Y
Jones	Y	Y
McMillan	Y	Y
Noble	Y	Y
Pribil	Y	Y
Trosow	Y	Y
Wilson	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>

April 11, 2024

To: Mayor Giguère and Members of Malahide Council

In previous years, the volunteer firefighters from Malahide #5 fire department have been very active in the community with various events (ie: Christmas food drives, blood donor clinics and several fundraisers for local causes) as well as putting on an amazing fireworks display for the Village of Port Bruce.

Many residents from the village and throughout the township really enjoy the fireworks show. While we may not be able to compete with the display the eclipse just put on, our intention is to kick off the summer with a show on the May long weekend. As always safety is our top priority so we use an insured highly skilled fireworks technician. We have many firefighters on hand to monitor the crowd, we notify OPP about the increase in traffic and we control traffic as it clears out of town. We were able to avoid all flooding this spring and I'm sure everyone is ready for a great summer. So on Sunday May 19<sup>nd</sup> (rain date May 20th) we would like permission to use the pier again for the display.

This will be an awesome fun and safe display for Port Bruce and the residents of Malahide. If there are any questions, concerns or comments, feel free to contact me directly

Thank you for your time,

Station #5 District Chief

Randy Loewen

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 24-13**

Being a By-law to repeal By-law 17-63 and amend Schedule "A" to By-law No. 17-51 insofar as it prescribes designated highways on which off-road vehicles are permitted to operate.

**WHEREAS** the Highway Traffic Act, R.S.O. 1990, Chapter H.8, as amended, section 191.8(1), provides that no person shall drive an off-road vehicle on a highway except in accordance with the Highway Traffic Act regulations and any applicable Municipal By-law;

**AND WHEREAS** the Council of The Corporation of the Township of Malahide enacted By-law No. 17-51 to permit the operation of off-road vehicles on specified highways under the jurisdiction of the Township of Malahide;

**AND WHEREAS** the Talbot Trail ATV Club has requested that the operation of off-road vehicles be permitted on certain highways within the Township of Malahide which connect various parts of trail routes used by its members;

**AND WHEREAS** the Council of The Corporation of the Township of Malahide deems it expedient to amend Schedule "A" to By-law No. 17-51 insofar as it prescribes designated highways on which off-road vehicles are permitted to operate;

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

1. THAT By-law 17-63 is repealed and is hereby replaced in its entirety with By-law 24-13.
2. THAT Schedule "A" to By-law No. 17-51, insofar as it prescribes designated highways on which off-road vehicles are permitted to operate, be repealed and replaced with the attached Schedule "A".
2. THAT any other by-laws or provisions in other by-laws found to be inconsistent with this By-law are hereby deemed to be repealed.
3. THAT this By-law shall come into force and take effect on the final passing thereof.

**READ a FIRST and SECOND** time this 18<sup>th</sup> day of April, 2024.

**READ a THIRD** time and **FINALLY PASSED** this 18<sup>th</sup> day of April, 2024.

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Mayor, D. Giguère

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Clerk, A. Adams



Amendment to By-Law 17-51, Schedule A  
(repeal By-Law 17-63)

### Designated Highways

HIGHWAY	FROM	TO
Anger Road	John Wise Line	Chalet Line
Chalet Line	Anger Road	Walker Road
John Wise Line	500 meters east of Springfield Road	200 meters east of Anger Road
Sawmill Road	Nova Scotia Line	John Wise Line
Walker Road	Chalet Line	145 meters south of Highway 3

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 24-17**

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 18, 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 18<sup>th</sup> day of April, 2024.

**READ** a **THIRD** time and **FINALLY PASSED** this 18<sup>th</sup> day of April, 2024.

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Mayor, D. Giguère

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Clerk, A. Adams