



**The Corporation of the Township of Malahide  
COUNCIL AND COMMITTEE OF THE WHOLE MEETING AGENDA  
November 21, 2024 – 7:00p.m.**

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

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- (A) Call to Order
- (B) Approval of the Agenda
- (C) Disclosure of Pecuniary Interest
- (D) Closed Session
  - A Labour Relations or Employee Negotiations Matter regarding a Staff Performance Review – CAO Department. (Section 239 (2)(d)).
- (E) Announcements
- (F) Adoption of Minutes of Previous Meeting(s)
  - Council Meeting Minutes of November 7, 2024
- (G) Public Meetings & Committee of Adjustment
  - Public Meeting - Zoning By-law Amendment Application - D14-Z10-24 - Shackelton –51570 Lyons Line
  - Public Hearing – Minor Variance Application – D13-MV-08-24 - Dyck – 6501 Springfield Road
- (H) Delegations
- (I) Approval of Business (Consent Agenda)

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

  - PW-24-38 Recreation Software
- (J) Unfinished Business
  - Commemorative Asset Dedication Policy

(K) New Business

- DS-24-55 - Application for Consent to Sever No. E93-24 of David Blatz
- PW-24-39 - Newell Drain Request for Improvement and Encroachment

(L) By-laws

- 24-65 – Shackelton Rezoning – 51570 Lyons Line

Committee of the Whole

(M) Business for Consideration

- FIN-24-28 - 2025 Draft Sewer Budget
- CLERK-24-09 - Video Surveillance Policy

(MI) Unfinished Business

(MII) New Business

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

(P) Correspondence

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

1. Catfish Creek Conservation Authority - 2025 CCCA Preliminary Draft Budget
2. Long Point Region Conservation Authority Minutes – October 2, 2024
3. Town of Pelham & The Corporation of the Township of McGarry – Good Roads Association Establishment of an Ontario Rural Road Safety Program
4. The Corporation of the Township of Larder Lake – Redistribution of Land Transfer Tax & GST

Committee of the Whole Adjourns

(Q) Confirmatory By-law

(R) Adjournment

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

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1. THAT the November 21, 2024 Regular Council Meeting Agenda be approved as presented.
2. THAT Council move into Closed Session at \_\_\_\_p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:
  - A Labour Relations or Employee Negotiations Matter regarding a Staff Performance Review – CAO Department. (Section 239 (2)(d)).
3. THAT Council move out of Closed Session and reconvene at \_\_\_\_p.m. in order to continue with its deliberations.
4. THAT the minutes of the regular council meeting of Council held on November 7, 2024 be adopted.
5. THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z10-24 of John, Michael & Jennifer Shackelton be called to order at \_\_\_\_p.m.
6. THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z10-24 of John, Michael and Jennifer Shackelton be adjourned at \_\_\_\_p.m.
7. THAT Report No. DS 24-57 entitled “Zoning By-Law Amendment Application of John, Michael, & Jennifer Shackelton (c/o David Roe), relating to the property located at Concession 10, Part Lot 17, Concession Gore STR (51570 Lyons Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z10-24 of John, Michael and Jennifer Shackelton (c/o David Roe, relating to the property located at CON 10 PT LOT 4, Concession Gore STR, and known municipally as 51570 Lyons Line, BE APPROVED for the reasons set out in this Report.

8. THAT the Committee of Adjustment for the Township of Malahide be called to order at \_\_\_\_p.m. and that Mayor Dominique Giguère be appointed Chairperson for the “Committee of Adjustment”
9. THAT Report No. DS-24-56 entitled “Minor Variance Application of Will and Eva Dyck (Authorized Agent: Zelinka Priamo Ltd. c/o Katelyn Crowley) relating to the property located at Concession 3 Part Lot 20, Parts 1 and 2, Concession South of Talbot Road (6501 Springfield Road)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Application No. D13-MV-08-24;

AND THAT the approval shall be subject to the following condition(s):

- 1) That the minor variance only applies to the retained lot as shown on the submitted Site Plan.
10. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at \_\_\_\_p.m.
11. THAT all items listed under Approval of Business from the November 7, 2024 Council Agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:
  - a. PW-24-38 Recreation Software
12. THAT Report No. PW- 24-41 entitled “Commemorative Asset Dedication Policy” be received;  
AND THAT Council approve the Commemorative Asset Dedication Policy attached to this report.  
AND FURTHER THAT Council direct staff to draft a report and modified agreement for accepting the donation of the commemorative rock from the Springfield Swans.
13. THAT Report No. DS-24-55 entitled “Application for Consent to Sever No. E93-24 of David Blatz” be received;  
AND THAT the Application for Consent to Sever of David Blatz (c/o Civic Planning Solutions), relating to the property located at Concession North Gore, Part Lots 16 and 17, and known municipally as 9982 Hacienda Road, be supported for the reasons set out in this Report;  
AND THAT this report and the recommended conditions be forwarded to the Land Division Committee for its review and consideration.
14. THAT Report No. PW- 24-39 entitled “Newell Drain Request for Improvement and Encroachment” be received;  
AND THAT George Vereyken, P. Eng., of Spriet Associates be re-directed to prepare an Engineer’s Report to address a drain encroachment pursuant to Section 78 of the Drainage Act R.S.O. 1990.
15. THAT the following by-laws be now read a first, second and third time and finally passed:
  - 24-65 – Shackelton Rezoning – 51570 Lyons Line
16. RESOLVED THAT we do now move into Committee of the Whole.
17. THAT Report No. FIN-24-28 entitled “2025 Draft Sewer Budget” be received;  
  
AND THAT the 2025 Draft Sewer Budget and sewer system user rates be approved.
18. THAT Report No. CLERK-24-09 entitled “Video Surveillance Policy” be received;  
  
AND THAT the Video Surveillance Policy be approved.

19. RESOLVED that items 1-4 be received and filed:
  1. Catfish Creek Conservation Authority - 2025 CCCA Preliminary Draft Budget
  2. Long Point Region Conservation Authority Minutes – October 2, 2024
  3. Town of Pelham & The Corporation of the Township of McGarry – Good Roads Association Establishment of an Ontario Rural Road Safety Program
  4. The Corporation of the Township of Larder Lake – Redistribution of Land Transfer Tax & GST
  
20. RESOLVED THAT we do now move out of Committee of the Whole and reconvene the regular council meeting.
  
21. THAT By-law No.24-66, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
  
22. RESOLVED THAT we do now adjourn at \_\_\_\_\_ p.m. to meet again on December 5, 2024 at 7:00p.m.

**The Corporation of the Township of Malahide**  
**November 7, 2024 – 7:00p.m.**  
Virtual Meeting - <https://youtu.be/kfWJpsotHzs>

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

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

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

**Absent:** Councillor C. Glinski

**CALL TO ORDER:**

Mayor Giguère took the Chair and called the meeting to order at 7:00p.m.

**APPROVAL OF AGENDA:**

**No. 24-372**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

THAT the November 7, 2024 Regular Council Meeting Agenda be approved as presented with the following additions:

- Section N – New Business Item – Imperial Road Update

**Carried**

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

No items.

**ANNOUNCEMENTS:**

Councillor Wilson addressed the cuts to the Music and Swimming Programs at EESS, emphasizing how these reductions are tied to both board-level budget cuts and local-level funding decreases. He also emphasized the need to raise awareness in the community and urged action to prevent these cuts from moving forward.

Mayor Giguère extended heartfelt condolences to Councillor Leitch following the passing of her father. In her remarks, the Mayor acknowledged the significant contributions of Councillor Leitch's father to the community, highlighting the lasting positive impact he made over the years.

She emphasized that his legacy will have an enduring effect on the community for generations to come.

**ADOPTION OF MINUTES:**

**No. 24-373**

**Moved By: John H. Wilson**

**Seconded By: Mark Widner**

THAT the minutes of the regular meeting of Council held on October 17, 2024 be adopted.

**Carried**

**PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:**

- Public Meeting - Zoning By-law Amendment Application - D14-Z12-24 - Reymer - 49579  
John Wise Line

**No. 24-374**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z12-24 of Bill and Marie Reymer be called to order at 7:09p.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 October 23<sup>rd</sup> and October 30<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

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

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

Mayor Giguère asked if anyone in attendance wished to make comment. Agent David Roe was present to address any questions from Council, should there be any.

Mayor Giguère invited comments from Council Members and there were none.

**No. 24-375****Moved By: Rick Cerna****Seconded By: Scott Lewis**

THAT Report No. DS-24-52 entitled “Zoning By-Law Amendment Application of Bill and Ann Marie Reymer (Authorized Agent: Civic Planning Solutions Inc. c/o David Roe)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z12-24 of Bill and Marie Reymer (Authorized Agent: Civic Planning Solutions Inc. c/o David Roe), relating to the property located at CON 4 N PT LOTS 11,12, Township of Malahide (49579 John Wise Line), be supported for the reasons set out in this Report.

**Carried****No. 24-376****Moved By: Rick Cerna****Seconded By: Sarah Leitch**

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z12-24 of Bill and Marie Reymer be adjourned at 7:12p.m.

**Carried**

- Public Meeting - Zoning By-law Amendment Application - D14-Z13-24- Reymer - 49718 and 49780 John Wise Line

**No. 24-377****Moved By: Rick Cerna****Seconded By: John H. Wilson**

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z13-24 of Bill and Marie Reymer be called to order at 7:13p.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 October 23<sup>rd</sup> and October 30<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

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



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

Mayor Giguère asked if anyone in attendance wished to make comment. Agent David Roe was present to address any questions from Council, should there be any.

Mayor Giguère invited comments from Council Members. Councillor Wilson confirmed that the separation couldn't occur again in which Mr. Steele and Mr. Roe confirmed that was correct.

**No. 24-378**

**Moved By: Mark Widner**

**Seconded By: John H. Wilson**

THAT Report No. DS-24-53 entitled "Zoning By-Law Amendment Application of Bill & Marie Reymer" relating to the property located at CON 5 PT LOT 13 RP;11R9058 PART 1 and CON 5 S PT LOT 13, Township of Malahide" be received;

AND THAT the Zoning By-law Amendment No. D14-Z13-24 of Bill and Marie Reymer (Authorized Agent: Civic Planning Solutions Inc.) relating to the property located at CON 5 PT LOT 13 RP;11R9058 PART 1 and CON 5 S PT LOT 13, Township of Malahide, and known municipally as 49780 and 49718 John Wise Line, BE APPROVED for the reasons set out in this Report.

**Carried**

**No. 24-379**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z13-24 of Bill and Marie Reymer be adjourned at 7:17p.m.

**Carried**

- Public Meeting - Zoning By-law Amendment Application – D14-Z11 -24 - Kel-Dar Farms - 53004 Vienna Line

**No. 24-380**

**Moved By: Sarah Leitch**

**Seconded By: Rick Cerna**

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z11-24 of David Thiessen & Elizabeth Thiessen be called to order at 7:17p.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 October 23<sup>rd</sup> and October 30<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

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

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

Mayor Giguère asked if anyone in attendance had any questions. Agent David Roe was present to address any questions from Council, should there be any.

Mayor Giguère invited comments from Council members. Councillor Wilson sought clarification on the meaning of the A2-13 zoning designation. Mr. Steele confirmed that the property currently has two existing dwellings and explained that while the zoning prohibits new dwellings, it recognizes and allows the two existing structures on the property.

**No. 24-381**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

THAT Report No. DS-24-51 entitled “Zoning By-Law Amendment Application of David Thiessen & Elizabeth Thiessen” relating to the property located at Lot 34, Concession 3, (53004 Vienna Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z11-24 of David Thiessen & Elizabeth Thiessen, relating to the property located at CON 3 S LOT 34, and known municipally as 53004 Vienna Line, be approved for the reasons set out in this Report.

**Carried**

**No. 24-382**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z11-24 of David Thiessen & Elizabeth Thiessen be adjourned at 7:21p.m.

**Carried**

**DELEGATIONS:**

- Aylmer & Area Chamber of Commerce Harvest Festival Presentation – Jamie Chapman

Ms. Chapman gave a presentation on behalf of the Aylmer & Area Chamber of Commerce regarding the Harvest Festival. This event celebrates the unique heritage of the local community and is designed to be both diverse and inclusive. She shared that they are seeking a community committee grant from the Township, as well as funding from the Town of Aylmer, and will also be conducting fundraising efforts within the community. She provided an overview of the planned activities for the festival.

Councillor Leitch asked for confirmation of the event dates, expressing her belief that it would be an excellent opportunity to showcase the community.

Councillor Cerna inquired about the event's costs, and Ms. Chapman confirmed the proposed budget based on the planned agenda for the weekend.

**No. 24-383****Moved By: John H. Wilson****Seconded By: Sarah Leitch**

THAT the presentation from members of the Aylmer & Area Chamber of Commerce regarding the Harvest Festival be received.

**Carried****APPROVAL OF BUSINESS (CONSENT AGENDA):****No. 24-384****Moved By: Scott Lewis****Seconded By: Rick Cerna**

THAT all items listed under Approval of Business from the October 17, 2024 Council Agenda, be approved and the recommendations listed in part a-c therein be adopted:

- Correspondence Item - Springfield Santa Claus Parade Committee – Road Closure Request on December 2, 2024
- Correspondence Item - Ontario's Big City Mayor (OBCM) Caucus – Solve the Crisis Campaign
- Correspondence Item - Western Ontario Wardens Caucus- Support for Blue Box Program Extended Producer Responsibility for Industrial, Commercial and Institutional Sector (Non-Eligible Sources)

**Carried**

**UNFINISHED BUSINESS:**

No items.

**NEW BUSINESS:**

- DS-24-46 - Application for Consent to Sever No. E87-24 - John & Claire Burks

**No. 24-385**

**Moved By: Scott Lewis**

**Seconded By: Mark Widner**

THAT Report No. DS-24-46 entitled "Application for Consent to Sever No. E87-24 of John & Claire Burks" be received;

AND THAT the Application for Consent to Sever of John and Claire Burks on behalf of Donald Laverne Ferguson, relating to the property located at Concession 9, Part Lot 9, Part 4,5,6, (Geographic Concession Gore STR), and known municipally as 50275 Wilson Line, be supported for the reasons set out in this Report;

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

**Carried**

- DS-24-47- Application for Consent to Sever No. E89-24 -Weninger Farms Ltd.

**No. 24-386**

**Moved By: Rick Cerna**

**Seconded By: John H. Wilson**

THAT Report No. D10-E89-24 entitled "Application for Consent to Sever No. D10-E89-24 of Weninger Farms Ltd." be received;

AND THAT the Application for Consent to Sever of Weninger Farms Ltd., relating to the property located at Concession 2, Part Lot 14, (Concession South of Talbot Road), and known municipally as 49888 Nova Scotia Line, be supported for the reasons set out in this Report;

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

**Carried**

- DS-24-54-Application for Consent to Sever No. E78-24 – Lankhuijzen Farms Ltd.

**No. 24-387**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

THAT Report No. DS-24-54 entitled “Application for Consent to Sever No. D10-E78-24 of Lankhuijzen Farms Ltd.” be received.

**Carried**

- PW-24-40 – Request to Withdraw Drain Petition – Coelho

**No. 24-388**

**Moved By: John H. Wilson**

**Seconded By: Rick Cerna**

THAT Report No. PW- 24-40 entitled “Request to Withdraw Drain Petition - Coelho” be received;

AND THAT Council authorize the Clerk to accept the request to withdraw the drainage petition from Tristan Coelho, the original petitioner.

**Carried**

- EM-24-01 - Port Bruce Icebreaking Services

**No. 24-389**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

THAT Report No. EM-24-01 entitled “Port Bruce Icebreaking Services” be received;

AND THAT Malahide Township, as the benefiting municipality, does hereby accept the quotation submitted by Higgs & Higgs Inc. to provide Ice Breaking Services in Port Bruce from January 1 to March 31, 2025.

**Carried**

- F-24-07 - Emergency Services Quarterly Activity Report (July – September)

**No. 24-390**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

THAT Report No. F-24-07 entitled “Emergency Services Quarterly Activity Report (July – September)” be received.

**Carried**

**BY-LAWS:**

After discussing By-law 24-63, it was removed and brought forward as a separate resolution.

**No. 24-391**

**Moved By: Sarah Leitch**

**Seconded By: Scott Lewis**

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

- 24-62 – Reymer Rezoning – 49780 and 49718 John Wise Line
- 24-61 – Reymer Rezoning – 49579 John Wise Line
- 24-60 – Thiessen Rezoning – 53004 Vienna Line

Carried

**No. 24-392**

**Moved By: John H. Wilson**

**Seconded By: Scott Lewis**

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

- 24-63- Integrity Commissioner, Closed Meeting Investigator Appointment By-law

Carried

**COMMITTEE OF THE WHOLE:****No. 24-393**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

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

Carried

**Business for Consideration**

- PW-24-41-Commemorative Asset Dedication Policy

Council raised several comments and questions about various aspects of the policy. In response, staff provided detailed explanations based on their research into similar policies in other municipalities, outlining the rationale behind their policy recommendations. The main areas of concern were asset acceptance, donation expectations, and damage and ownership.

Regarding asset acceptance, Council inquired how the process differs from other assets and whether ongoing maintenance or a dedicated fund is needed to manage and track these assets. On donation expectations, the question was whether donors would understand that the Township retains discretion in managing the asset, including decisions about its future use. Finally, with regard to damage and ownership, Council asked how the Township would maintain a sense of ownership if an asset is damaged, and how it would address repair and care responsibilities. CAO Dias and Director Godby both emphasized key points from the policy that would provide the Township with the necessary authority to address these concerns while also allowing for flexibility based on the specific circumstances of each asset. They highlighted how the policy is designed to balance clear guidelines with the discretion needed to respond appropriately to varying situations, ensuring that the Township can effectively manage assets while considering the unique context of each case.

**No. 24-394**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

THAT Report No. PW-24-41-Commemorative Asset Dedication Policy be received.

**Carried**

- PW-24-38 - Recreation Software

**No. 24-395**

**Moved By: Mark Widner**

**Seconded By: Sarah Leitch**

THAT Report No. PW-24-38 entitled "Recreation Software" be received.

**Carried**

- Section N – New Business Item – Imperial Road Update

Deputy Mayor Widner provided an update on Imperial Road, noting that no-passing signs have been installed and that improvements are underway, which is progress. He raised the question of designating the area as a Community Safety Zone. Staff will reach out to County staff to gather information on the criteria for establishing such zones and will report back with the details.

Unfinished Business

No items.

New Business

No items.

Correspondence

- Correspondence Items

**No. 24-396****Moved By: Mark Widner****Seconded By: Sarah Leitch**

RESOLVED that items 1-14 be received and filed.

1. AMO Watchfile– October 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup>
2. OPP - 2025 Annual Billing Statement package
3. Minister of Finance - Ontario Municipal Partnership Fund
4. Elgin Area Primary Water Supply System Agenda – November 4, 2024
5. Catfish Creek Conservation Authority Minutes – May 9, 2024, August 15, 2024 & September 12, 2024
6. Kettle Creek Conservation Authority Minutes – September 18, 2024
7. Kettle Creek Conservation Authority - Conservation Areas Strategy – Consultation Period
8. Aylmer Malahide Museum & Archives– November-December Newsletter
9. SCOR Regional Update – October 2024
10. Town of Aylmer – Zoning By-law Amendment – Housekeeping Update
11. Town of Tillsonburg - Continued Funding Support - Southwest Community Transit
12. TVDSB - Education Development Charges Update
13. Town of Petawawa – OPP 2025 Costs
14. Town of Bracebridge - AMCTO Recommendations for Updates to Municipal Elections Act

**Carried****No. 24-397****Moved By: Scott Lewis****Seconded By: Rick Cerna**

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

**Carried****CLOSED SESSION:**

No items.

**CONFIRMATORY BY-LAW:****No. 24-398****Moved By: Sarah Leitch****Seconded By: Rick Cerna**



THAT By-law No.24-64, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

**Carried**

**ADJOURNMENT:**

**No. 24-399**

**Moved By: Mark Widner**

**Seconded By: Rick Cerna**

THAT Council adjourn its meeting at 8:54p.m. meet again on November 21, 2024 at 7:00p.m.

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams



**REPORT NO. DS 24-57**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** November 21, 2024  
**SUBJECT:** **Zoning By-Law Amendment Application of John, Michael, & Jennifer Shackelton (c/o Civic Planning Solutions) relating to the property located at Concession 10, Part Lot 17, Concession Gore STR (51570 Lyons Line)**

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**RECOMMENDATION:**

THAT Report No. DS 24-57 entitled “Zoning By-Law Amendment Application of John, Michael, & Jennifer Shackelton (c/o David Roe), relating to the property located at Concession 10, Part Lot 17, Concession Gore STR (51570 Lyons Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z10-24 of John, Michael and Jennifer Shackelton (c/o David Roe, relating to the property located at CON 10 PT LOT 4, Concession Gore STR, and known municipally as 51570 Lyons Line, BE APPROVED for the reasons set out in this Report.

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**PURPOSE & BACKGROUND:**

The Application relates to the property located at CON 10 PT LOT 4, Concession Gore STR, and known municipally as 51570 Lyons Line. The subject Zoning By-law Amendment Application (the “Application”) has been submitted by the owners of the subject lands for the purpose of recognizing the existing auction sales establishment use on the subject lands. The lands are proposed to be rezoned from “General Agriculture (A1)” to “Rural Commercial – Site Specific (RC-17)”, which would include site-specific provisions to permit an increased maximum lot coverage for outdoor storage of 60%, whereas the By-law requires a maximum coverage of 25%.

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

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**COMMENTS & ANALYSIS:**

The subject lands are approximately 2.91 hectares (7.17 acres) in area, have approximately 101.3 metres (332 ft) of frontage along Lyons Line, have approximately 212 metres of frontage along Putnam Road, and currently contains Shackleton Auctions, an existing auction sales establishment.

The existing auction sales establishment currently extends over two separate parcels which are both in the same ownership. A future consent application is anticipated to sever and convey a portion of the farm parcel at 51516 Lyons Line to Shackleton Auctions so the auction sales establishment can be consolidated onto one contiguous parcel. The Zoning By-law Amendment application would amend the Township's Zoning By-law to recognize the existing use on the proposed enlarged parcel.

### **Provincial Planning Statement (PPS) 2024**

The PPS permits a range of agricultural uses within prime agricultural designations, including agriculture-related uses, including "farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity" (s. 4.3.2).

It is noted that the auction sales establishment use primarily caters to the display and sale of farm equipment and machinery from agricultural operations in the community. The proposed amendment would recognize the existing use which supports agricultural operations in the surrounding community through the supply and sale of farm equipment and benefits from being in close proximity to farm operations for the transportation and sale of this equipment. The leveraging of rural amenities and assets is supported in addition to providing opportunities for economic activities in prime agricultural areas (s. 2.5.1).

The PPS also permits the severance of agriculture-related uses from farm parcels and also permits consents for legal or technical reasons, including minor boundary adjustments that do not result in the creation of a new lot.

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

The subject property is designated "Agriculture Area" on Schedule 'A', Land Use Plan, and "on Appendix 1", "Environmental Resource Areas". In addition to the above, the subject property is identified as having frontage along a "County Collector" on Schedule 'B', "Transportation Plan".

The County Official Plan permits small farm-related commercial uses which are directly related to agriculture and primarily serve agricultural operations (s. C2.6). The auction sales establishment use is directly related to agriculture and serves agricultural operations by facilitating the display and sale of farm machinery and equipment to other agricultural operations in the community. Consents for minor boundary adjustments that do not result in the creation of a new lot are permitted (s. E1.2.3.4). No new lot is proposed to be created, and no land would be removed from agricultural production as a result of the Zoning By-law Amendment or forthcoming consent application.

**Malahide Official Plan**

The subject property is designated “Specific Policy Area 13” on Schedule ‘A1’ (Land Use Plan), which permits an auction house establishment and may include the outdoor display and storage of items for sale in the auction (s. 3.8.13). The proposed Zoning By-law Amendment would rezone the subject lands to align with the uses permitted by the Official Plan. The Official Plan also permits consents for minor boundary adjustments provided the severed and retained parcels comply with other requirements of the Official Plan and Zoning By-law (s. 8.7.1.7).

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

The subject property is within the “General Agricultural (A1) Zone” on Key Map 15 of Schedule “A” to the Township’s Zoning By-law No. 18-22.

The subject lands are proposed to be rezoned to the “Rural Commercial – Site Specific (RC-17)” zone to recognize the existing auction sales establishment. The amendment also proposes site-specific provisions to permit an increased maximum coverage for outdoor storage of 60%, whereas the By-law requires a maximum of 25%. The intent of the maximum outdoor storage coverage provision is to ensure that outdoor storage remains an accessory use to the primary use on a rural commercial property, as well as prevent the overdevelopment of a site and reduce the potential impact on adjacent properties. The proposed increase in storage would be appropriate for this amendment as Shackleton Auctions primarily caters to the sale of farm equipment and machinery, which consumes larger amounts of space for storage. As a condition of the forthcoming consent application, the subject lands will be required to submit a Site Plan Control application to ensure that matters such as stormwater management are addressed and may include requirements for screening of storage areas from adjacent properties.

The proposed retained parcel would remain in the “General Agricultural (A1)” zone and would comply with all of the requirements of the Zoning By-law.

---

**FINANCIAL IMPLICATIONS:**

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

---

**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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

---

**CONSULTATION**

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

- No comments have been received from agencies of the general public at the time of submission of this report.

---

**ATTACHMENTS:**

1. Report Photo;
2. Application Sketch; and
3. By-law.

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

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

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

**APPLICATION FOR ZONING BY-LAW AMENDMENT**

**Owners: John, Michael & Jennifer Shackelton**

51570 Lyons Line  
Part Lot 17, Concession 10,  
Township of Malahide

Township  
of Malahide  
Figure 1



OFFICIAL PLAN DESIGNATION  
AGRICULTURAL

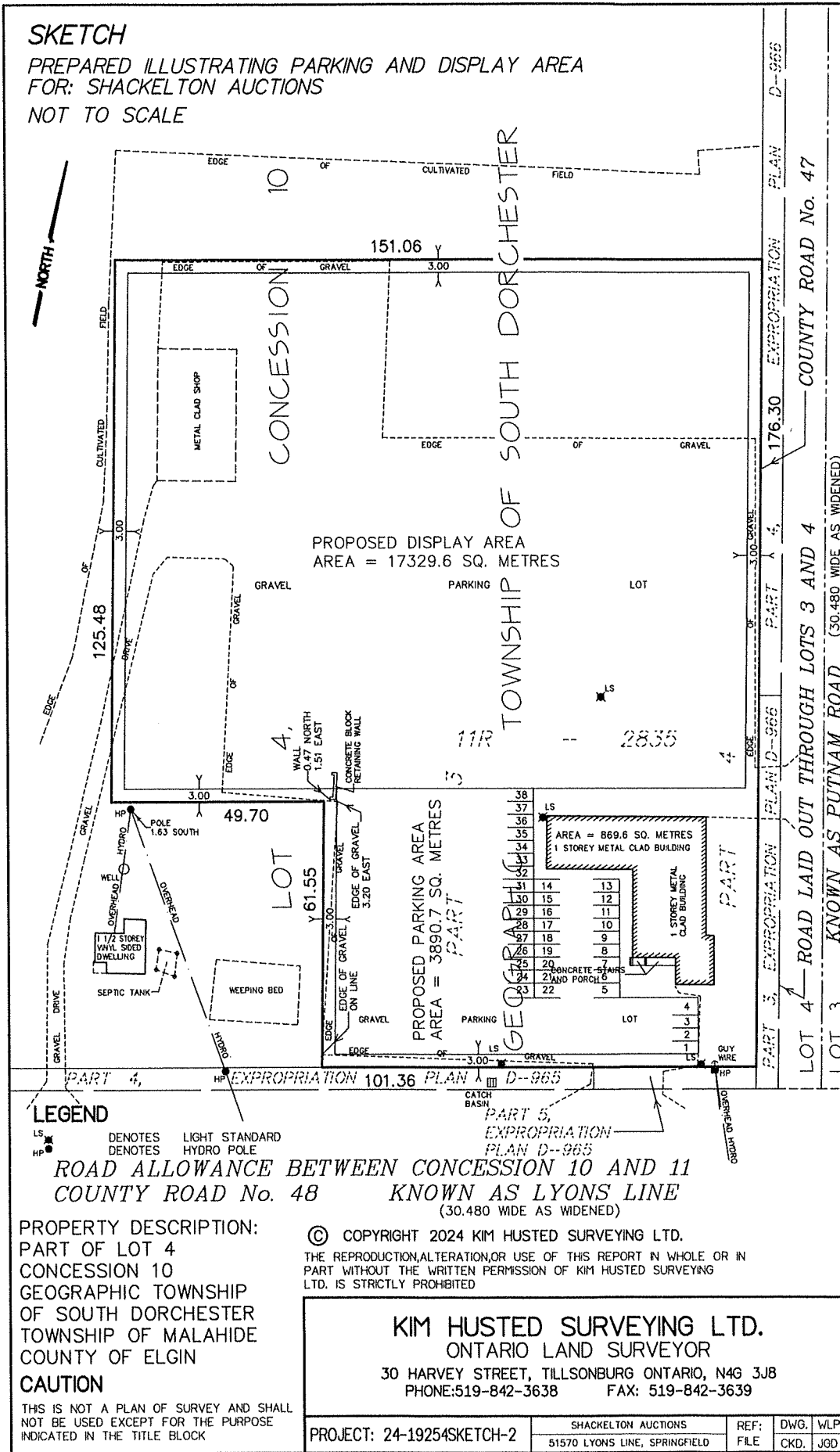
ZONING  
General Agricultural (A1)



Area of 51516 and 51570 Lyons Line to be rezoned FROM  
'General Agriculture (A1)' to 'Rural Commercial (RC-17)'

SKETCH

PREPARED ILLUSTRATING PARKING AND DISPLAY AREA FOR: SHACKELTON AUCTIONS  
NOT TO SCALE



LEGEND

LS DENOTES LIGHT STANDARD  
HP DENOTES HYDRO POLE

ROAD ALLOWANCE BETWEEN CONCESSION 10 AND 11  
COUNTY ROAD No. 48 KNOWN AS LYONS LINE  
(30.480 WIDE AS WIDENED)

PROPERTY DESCRIPTION:  
PART OF LOT 4  
CONCESSION 10  
GEOGRAPHIC TOWNSHIP  
OF SOUTH DORCHESTER  
TOWNSHIP OF MALAHIDE  
COUNTY OF ELGIN

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**KIM HUSTED SURVEYING LTD.**  
ONTARIO LAND SURVEYOR  
30 HARVEY STREET, TILLSONBURG ONTARIO, N4G 3J8  
PHONE: 519-842-3638 FAX: 519-842-3639

**CAUTION**  
THIS IS NOT A PLAN OF SURVEY AND SHALL  
NOT BE USED EXCEPT FOR THE PURPOSE  
INDICATED IN THE TITLE BLOCK

PROJECT: 24-19254SKETCH-2	SHACKELTON AUCTIONS	REF: DWG. WLP
	51570 LYONS LINE, SPRINGFIELD	FILE CKD. JGD

**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
BY-LAW NO. 24-65**

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

**John Shackelton, Michael Shackelton, & Jennifer Shackelton  
51570 Lyons Line**

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

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

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

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

1. **THAT** the area shown in hatching on the attached map, Schedule "A", and described as Concession 10, Part Lot 17 (Concession Gore STR), in the Township of Malahide, shall be removed from "General Agricultural (A1) Zone" of By-law No. 18-22 and placed into a "Rural Commercial (RC) Zone" and shall be subject to the added provisions of Section 7.6.17 of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "RC-17" on Key Map 15 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 7.6 by adding the following new subsection.

**"7.6.17 a) Defined Area**

***RC-17 as shown on Schedule 'A', Map No. 15.***

**b) Permitted Uses  
*Auction Sales Establishment***

**b) Outside Storage  
*Maximum Lot Coverage 60%***



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

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

**READ** a **FIRST** and **SECOND** time this 21<sup>st</sup> day of November, 2024.

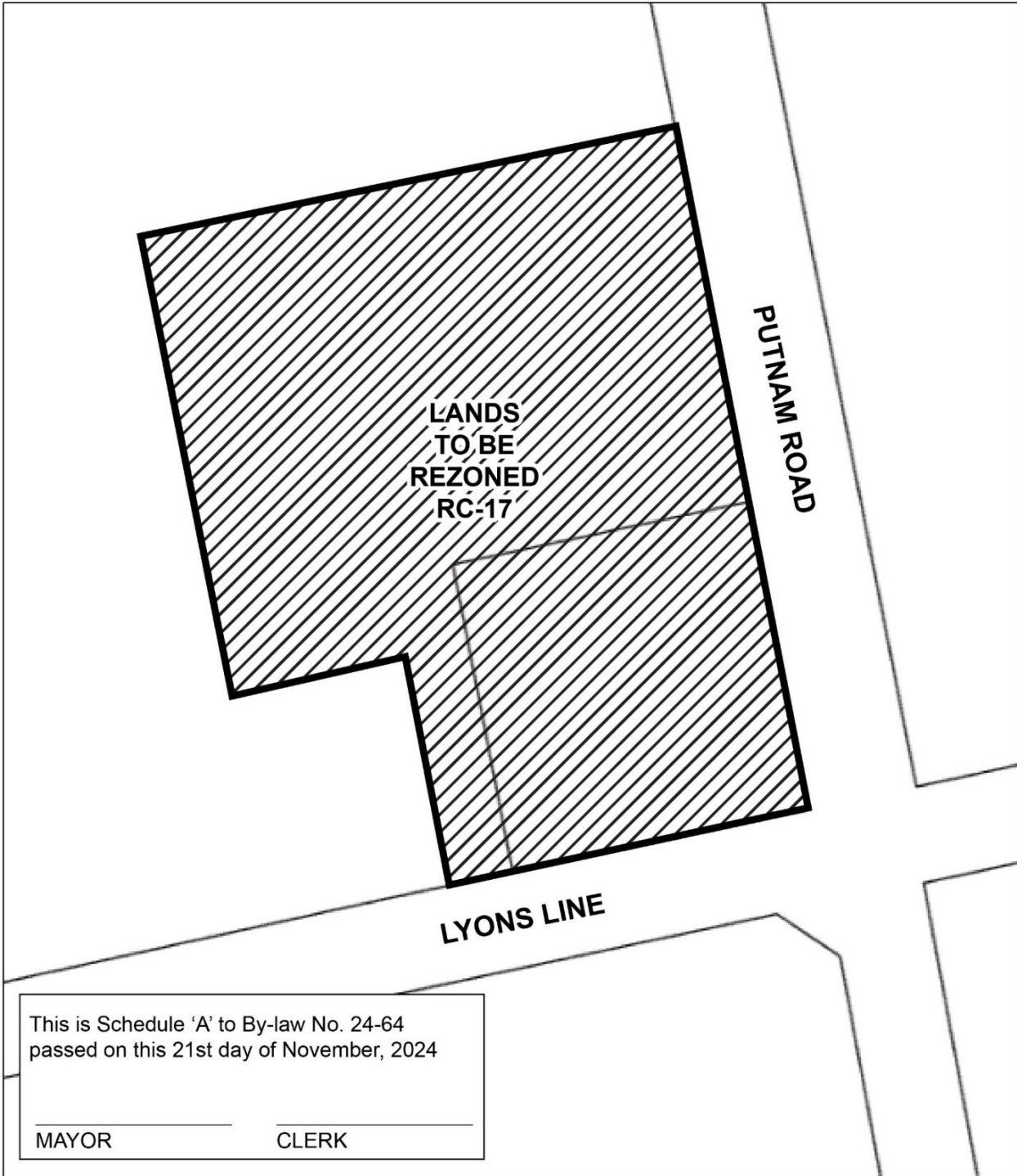
**READ** a **THIRD** time and **FINALLY PASSED** this 21<sup>st</sup> day of November, 2024.




---

Mayor – D. Giguère

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Clerk – A. Adams



   0 10 20 40 Metres

Township of Malahide  
Comprehensive Zoning-Bylaw No. 18-22

**SCHEDULE 'A'**  
Map No. 15



**REPORT NO. DS-24-56**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** November 21, 2024  
**SUBJECT:** **Minor Variance Application of Will & Eva Dyck, (Authorized Agent: Zelinka Priamo Ltd. c/o Katelyn Crowley) relating to the property located at Concession 3 Part Lot 20, Parts 1 and 2, Concession South of Talbot Road (6501 Springfield Road)**

---

**RECOMMENDATION:**

THAT Report No. DS-24-56 entitled “Minor Variance Application of Will and Eva Dyck (Authorized Agent: Zelinka Priamo Ltd. c/o Katelyn Crowley) relating to the property located at Concession 3 Part Lot 20, Parts 1 and 2, Concession South of Talbot Road (6501 Springfield Road)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Application No. D13-MV-08-24;

AND THAT the approval shall be subject to the following condition(s):

- 1) That the minor variance only applies to the retained lot as shown on the submitted Site Plan.

---

**PURPOSE & BACKGROUND:**

The subject Application relates to the property known municipally as 6501 Springfield Road. The Application seeks to permit a minimum lot frontage of 18 metres whereas the Zoning By-law permits a minimum lot frontage of 25 metres.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the November 21, 2024 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township’s adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-08-24.

---

## COMMENTS & ANALYSIS:

The subject property is approximately 0.77 hectares (1.9 acres) in area, with approximately 18.8m (61.7 feet) of frontage along Springfield Road, and an average depth of approximately 150m (492 feet).

The subject lands were granted provisional consent approval for application E69-23 on October 23<sup>rd</sup>, 2023. As a condition of provisional consent approval, the approval of a minor variance was required to permit a reduced lot frontage for the proposed retained lot.

### County of Elgin Official Plan

The subject property is designated “Tier 3 - Mount Salem” on Schedule ‘A’, Land Use Plan, and is identified as having frontage along a “County Collector” on Schedule ‘B’, “Transportation Plan”.

The County Official Plan provides general criteria for provisional consent approval, stating that the severed and retained lot shall have adequate size and frontage for the proposed use in accordance with the local municipal zoning by-law, notwithstanding, if a minor variance is required, approval of such shall be a condition of consent (s. E1.2.3.1).

### Malahide Official Plan

The subject property is designated “Hamlet” on Schedule ‘A1’ (Land Use Plan), which permits residential uses, primarily single detached dwellings (s. 4.3.1.3). Future growth will be permitted on the basis of infilling (s.4.3.1). The Official Plan permits residential lot creation in the Hamlet designation, provided certain criteria are met, including that in no case should a parcel be created which does not conform to the provisions of the zoning by-law (s. 4.3.3). As outlined in the staff report for the provisionally approved consent, the lot creation met these criteria subject to a minor variance being obtained for reduced lot frontage.

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

The subject property is zoned “Hamlet Residential (HR)” on Key Map L of Schedule “A” to the Township’s Zoning By-law No. 22-18. The “Hamlet Residential (HR) Zone” zone requires the following regarding minimum lot area and frontage:

HR Zone	Required	Proposed Severed	Proposed Retained
Min. Lot Area	1,850 m <sup>2</sup>	3,327.5 m <sup>2</sup>	7,705.6 m <sup>2</sup>
Min. Lot Frontage	25 m	36.9 m	<b>18.76 m</b>

This minor variance application is required to permit a reduced lot frontage of **18m** whereas the By-law requires a minimum lot frontage of **25m**.

When reviewing an application for a minor variance, Section 45(1) of the Planning Act, R.S.O., 1990 requires that the Committee of Adjustment apply four specific tests. These tests, along with the Planner's comments concerning same as they relate to the requested variance, are as follows:

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

The Official Plan does not contain policies regulating the minimum frontage of lots in the Hamlet designation. It is a policy of the Official Plan to restrict major residential development, while allowing future growth by infilling in the boundaries of the hamlet designation (s. 4.3.1.1). Further, it is a policy that the Township shall encourage intensification within the designated settlement areas (s. 4.1.4.1). As the proposed minor variance allows for infilling via the creation of a new residential lot on an existing underutilized parcel, it maintains the general intent and purpose of the Official Plan.

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

The intent of a minimum lot frontage requirement is to promote the creation of lots that are consistent with the neighbourhood context, while also ensuring new lots have adequate frontage to accommodate buildings, appropriate road access, and parking. It is noted that the subject property is flag-shaped, and irregular compared to other lots within Mount Salem. While the frontage is smaller than required, there would be adequate space for yards, access, parking and an appropriate building envelope. The application maintains the general intent and purpose of the zoning by-law.

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

Whether an application is minor is evaluated based on the impact and scale of the proposed variance. While the proposed lot would have a reduced frontage, it would be of a size that can support the proposed dwelling and private servicing, as well as maintain setbacks to property lines. The proposed frontage would provide adequate area for a new road access and is not anticipated to impact traffic or the existing roadway.

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

The proposed variance would allow for the efficient development of an irregular shaped and underutilized parcel, as well as represents infill development permitted within the hamlet settlement area. The width of the road frontage is also constrained due to the location of the existing dwelling on the proposed severed parcel. The proposed variance is desirable and appropriate development for the subject property.

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**FINANCIAL IMPLICATIONS:**

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

---

**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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

---

**CONSULTATION:**

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

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

---

**ATTACHMENTS:**

1. Report Photo;
2. Application Sketch; and
3. Comments Received to Date (if any)

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

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

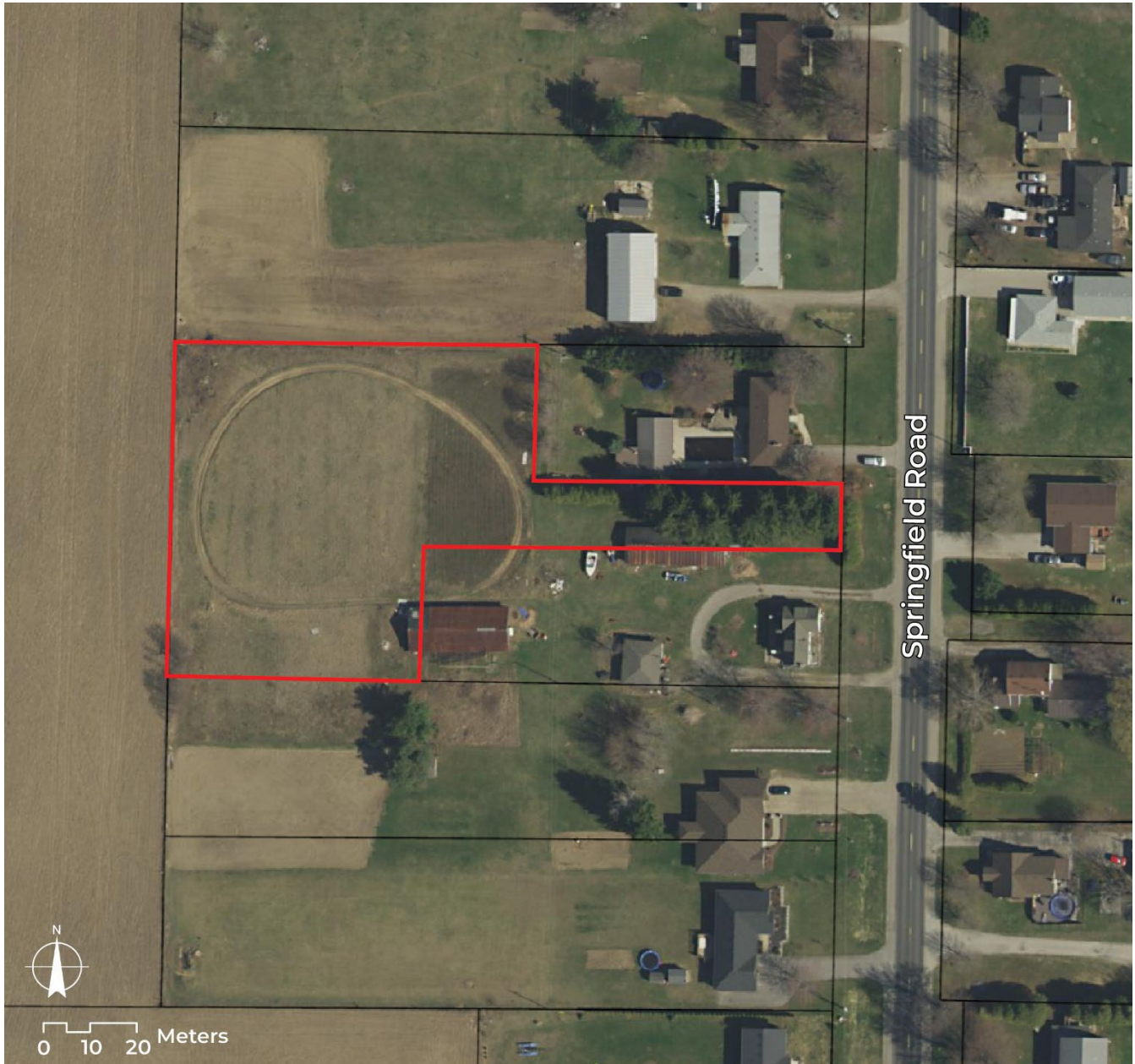
**Approved by:** N. Dias, Chief Administrative Officer

**APPLICATION FOR MINOR VARIANCE**

**Owners: Will & Eva Dyck**

6501 Springfield Road  
Concession 3 Part Lot 20, Parts 1 and 2,  
Concession South of Talbot Road

**Township  
of Malahide  
Figure 1**

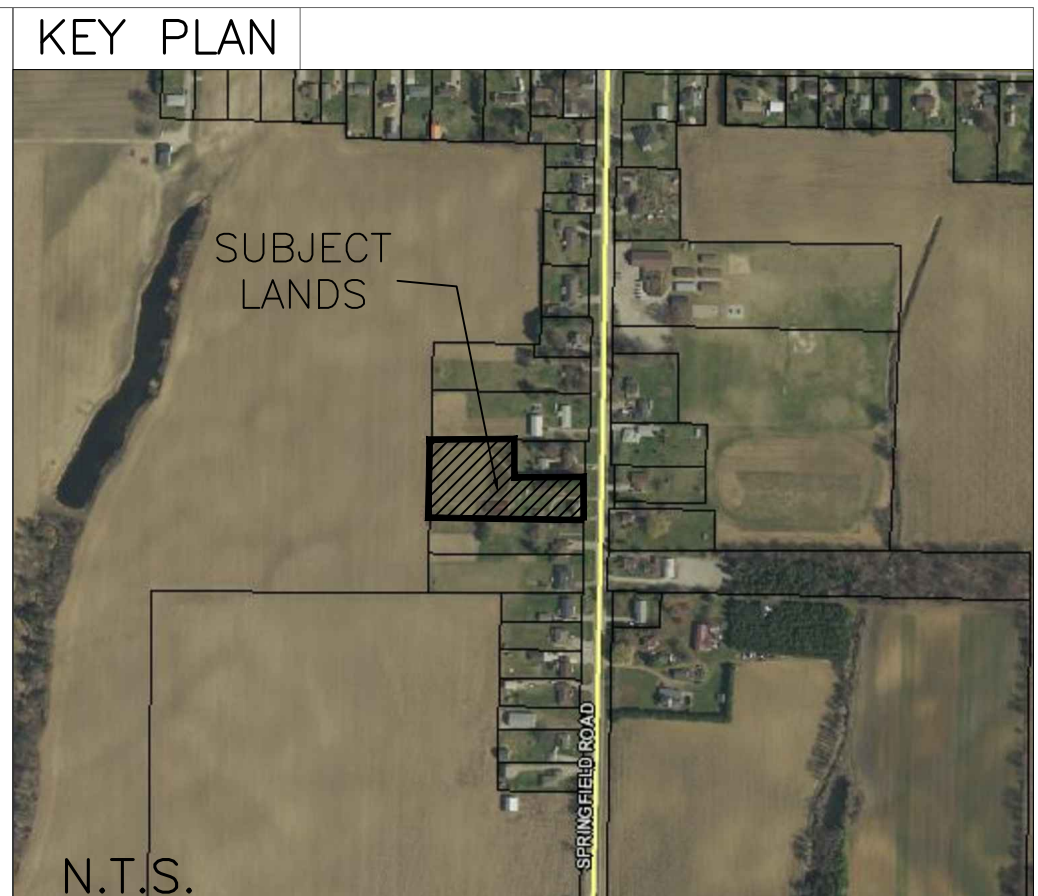
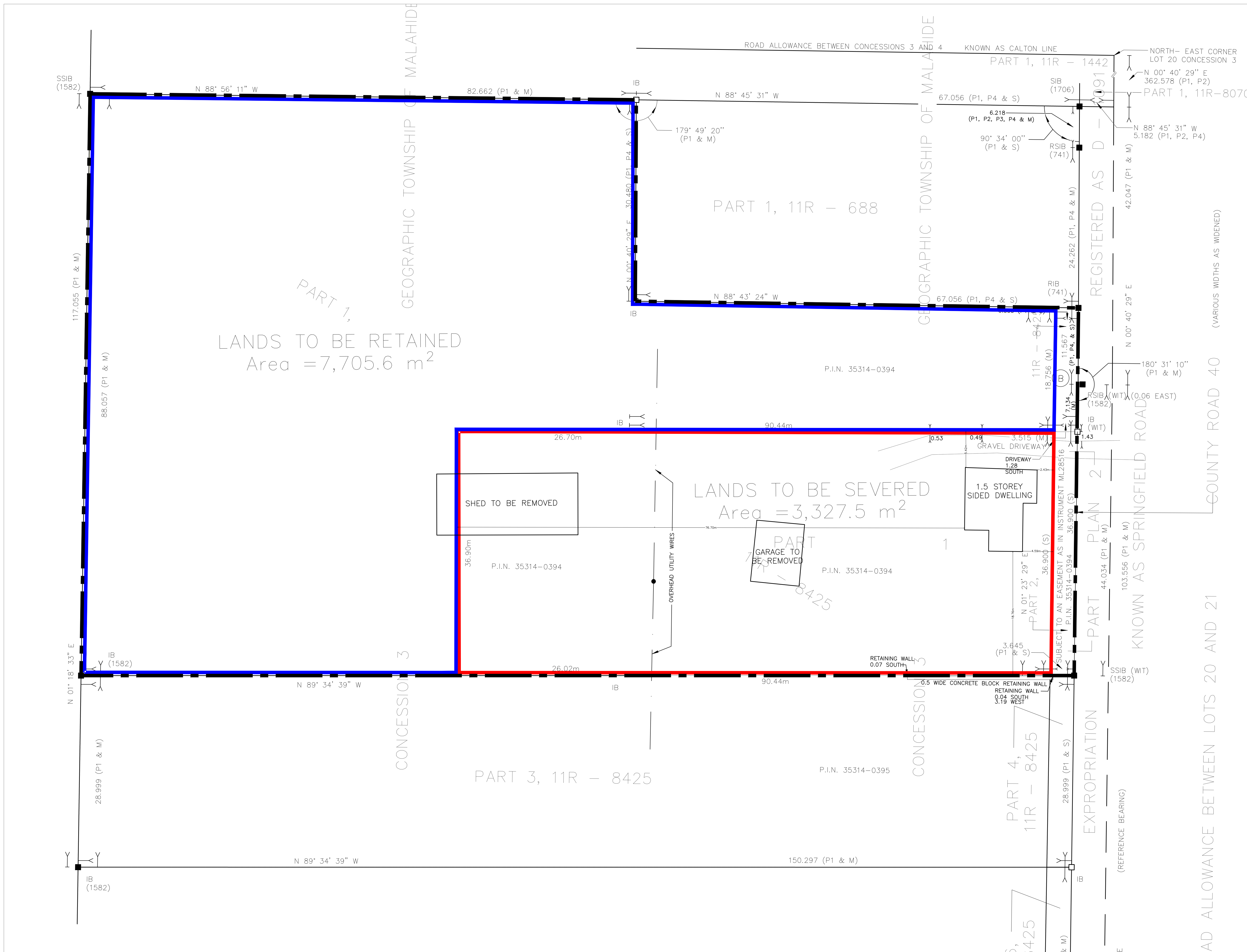


**OFFICIAL PLAN DESIGNATION  
HAMLET**

**ZONING  
Hamlet Residential (HR)**



Area subject to Minor Variance Application D13-MV-08-24



**CONSENT SKETCH**  
OF PART OF  
**MALAHIDE CON 3 PT LOT 20 RP; 11R8425**  
**PARTS 1 AND 2**  
TOWNSHIP OF MALHIDE  
COUNTY OF ELGIN

**SITE STATISTICS**  
CURRENT ZONE: HR

LANDS TO BE RETAINED	REQUIRED	PROPOSED
LOT AREA	1,850 m <sup>2</sup>	7,705.6 m <sup>2</sup>
LOT FRONTAGE*	25 m	18.76 m
LOT DEPTH	N/A	150.01 m
FRONT YARD SETBACK (MIN)	6.0 m	TBD
SIDE YARD SETBACK (N)	2.0 m	TBD
SIDE YARD SETBACK (S)	2.0 m	TBD
REAR YARD SETBACK (MIN)	7.5 m	TBD
LOT COVERAGE (MAX)	30 %	TBD
LANDSCAPED AREA (MIN)	30 %	TBD
FLOOR AREA (MIN)	90.0 m <sup>2</sup>	TBD
HEIGHT (MAX)	10.5 m	TBD
DWELLING UNITS/LOT	1	1

LANDS TO BE SEVERED	REQUIRED	PROPOSED
LOT AREA	1,850 m <sup>2</sup>	3,327.5 m <sup>2</sup>
LOT FRONTAGE	25 m	36.90 m
LOT DEPTH	N/A	90.44 m
FRONT YARD SETBACK (MIN)**	6.0 m	2.43 m
SIDE YARD SETBACK (N)	2.0 m	5.42 m
SIDE YARD SETBACK (S)	2.0 m	18.76 m
REAR YARD SETBACK (MIN)	7.5 m	76.70 m
LOT COVERAGE (MAX)	30 %	3.28 %
LANDSCAPED AREA (MIN)	30 %	94 %
FLOOR AREA (MIN)	90.0 m <sup>2</sup>	109.0 m <sup>2</sup>
HEIGHT (MAX)	10.5 m	±7 m
DWELLING UNITS/LOT	1	1

\* Subject to Minor Variance  
\*\* Existing Condition

- SUBJECT LANDS
  - LANDS TO BE RETAINED
  - LANDS TO BE SEVERED
- Based on Survey prepared by Kim Hustead Surveying Ltd. May, 2022

**DYCK, WILL AND EVA**  
6501 SPRINGFIELD ROAD, MALAHIDE

**ZELINKA PRIMO LTD**  
A Professional Planning Practice  
318 Wellington Road, London, Ontario N6C 4P4  
Tel: (519) 474-7137 Fax: (519) 474-2284 e-mail: zp@zpplan.com

DRAWN BY: KC PROJECT NO.: DYK/MAL/21-01  
DATE: JULY 2022 SCALE: 1:250





**REPORT NO.** PW-24-41

**TO:** Mayor & Members of Council

**DEPARTMENT:** Public Works

**MEETING DATE:** November 7, 2024

**SUBJECT:** Commemorative Asset Dedication Policy

---

**RECOMMENDATION:**

THAT Report No. PW- 24-41 entitled “Commemorative Asset Dedication Policy” be received;

AND THAT Council approve the Commemorative Asset Dedication Policy attached to this report.

AND FURTHER THAT Council direct staff to draft a report and modified agreement for accepting the donation of the commemorative rock from the Springfield Swans.

---

**PURPOSE & BACKGROUND:**

The purpose of this policy is to establish a procedure that will provide a clear, consistent and timely process for the installation of commemorative assets on Township property. The policy will also establish a formal inventory of commemorative assets placed on municipal lands for future reference by staff and others who may have an interest in the program.

---

**COMMENTS & ANALYSIS:**

On occasion, Malahide staff receive requests from individuals and groups to purchase commemorative assets or provide other commemorative donations to the municipality. The Commemorative Asset Dedication Policy establishes the framework to facilitate this process. Throughout 2024 it has been identified that Malahide currently has no clear policy/procedure in place for staff to follow for the purchase, installation and maintenance of commemorative items.

This policy sets out the procedures staff will follow for the sale of commemorative assets such as but not limited to a bench, picnic table, and/or chair, sets out available locations, and the time period for which commemorative assets and plaques are to be inspected for maintenance concerns and repairs.

Policy Highlights:

- **Initial Request:** The purchaser contacts the Township to request the purchase of a commemorative item to honour someone. They may select from available commemorative options in designated municipal areas (excluding cemeteries).
- **Selection of Location:** The Director of Public Works or designate will assist the purchaser in choosing a suitable location that aligns with both the purchaser's and the Township's requirements.
- **Placement Order and Timeline:** After finalizing the location and item details, the Township places the commemorative item order, which generally includes a plaque. Installation of the item occurs approximately 8-12 weeks post-order, although delays may occur during winter.
- **Plaque Inscription:** The Township reviews and approves the plaque inscription to ensure it meets policy standards before installation.
- **Ownership and Payment:** The Township owns the commemorative item, while the plaque (upon full payment) becomes the purchaser's property.
- **Maintenance and Restrictions:** Maintenance of the item is overseen by the Township, with no alterations or decorations allowed by the purchaser. Vandalism or theft-related plaque replacements are at the purchaser's discretion and cost.
- **Contract Term and Renewal:** The contract lasts 10 years from the installation date, renewable for another 10 years with a fee. If the contract is not renewed, the Township removes and attempts to return the plaque to the purchaser.
- **Termination Options:** The purchaser can terminate the contract at any time. If the contract is terminated by either party within the first 10 years, a non-refundable or prorated refund policy applies, depending on who terminates. Post-renewal termination follows a similar refund process.
- **Force Majeure Clause:** The Township does not cover losses due to uncontrollable events, including natural disasters, industrial action, or government mandates.
- **Contact for Inquiries:** For any clarifications or additional support, the purchaser can reach out to the Township through the provided email, ensuring timely responses to their questions or concerns.

Springfield Swans Request:

At the October 17 Council meeting, the Springfield Swans presented a proposal to Malahide Council with respect to placing a large decorative rock at the Memorial Park in Springfield to commemorate George and Rosemary Kennedy's help at the park and throughout Malahide.

While this request does not fully fit within the parameters of the proposed policy, the overarching principles can be applied:

- The decorative rock will become property of the municipality. If the rock was not already sourced the municipality would quote the applicants cost recovery to purchase the rock. The cost under the program will be \$400 plus applicable taxes for care and maintenance of the rock (\$40 per year or \$3.33 per month over 10 years).
- The 10 year commemorative term applies, subject to the applicable renewal terms. In the event that the term is not renewed the municipality has the option to modify the engraving at its discretion. The municipality also reserves the right to remove, relocate the rock as per the proposed policy.

Should Council wish to accept the donation from the Springfield Swans, staff will draft an agreement acknowledging the specific terms relating to this commemorative item.

---

**FINANCIAL IMPLICATIONS:**

There is no direct financial implication of approving the recommendations within this report. Finance staff have worked with Public Works to establish a user fee for Commemorative Assets through the standard user fee process where the municipality will invoice applicants on a cost recovery basis for the establishment of their commemorative asset.

---

**LINK TO STRATEGIC & OPERATIONAL PLANS:**

- Engage the community: The CAD Policy provides an opportunity for community members to quite literally leave a mark within the municipality.
- Maximize the utilization of all assets - people, facilities, and technology: The CAD Policy provides for the logistics to accept donations of commemorative assets.
- Establish, document, and implement service levels: The CAD Policy provides for established tracking, expectations, rights, terms and conditions associated with the program.

---

**CONSULTATION:**

- Chief Administrative Officer
- Director of Corporate Services/Treasurer

- Manager of Legislative Services/Clerk

---

**ATTACHMENTS:**

1. Draft Commemorative Asset Dedication Policy
2. Draft Commemorative Asset Dedication Application
3. Request from Springfield Swans re: decorative rock

**Prepared by:** J. Godby, Director of Public Works

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




---

<b>Section:</b>	Administration
<b>Policy Title:</b>	<b>Commemorative Asset Dedication Policy</b>
<b>Policy No.:</b>	A09-CORP-006
<b>Approved By:</b>	Council
<b>Effective Date:</b>	2024-
<b>Revised Date:</b>	

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## COMMEMORATIVE ASSET DEDICATION POLICY

### 1. POLICY STATEMENT

- 1.1. The Township of Malahide receives requests from individuals and groups to purchase commemorative items to be placed on Municipal lands. The Township of Malahide is obligated to protect all parkland, natural heritage features, trails, Port Bruce pier and cemeteries, while providing opportunities for families/organizations to honour those who were important to them.

### 2. PURPOSE

- 2.1. The Commemorative Asset Dedication Program establishes options for individuals or community organizations to commemorate assets while coordinating the operations of installation and purchase with staff.

### 3. LOCATION & INSTALLATION

- 3.1. Corporation of the Township of Malahide (Township) staff will work with the Purchaser to select a location that meets the Purchaser's needs as well as the Township's needs. In evaluating the proposed location the Township will consider the following:

(1) Use and Design Considerations

- **Intended Use of the Space:** Ensure the asset aligns with the cultural and historical significance of the area and the intended function of the space.
- **Space Availability:** Ensure adequate space for potential future additions or modifications in the area. The Township should have sufficient access and capacity to maintain the asset over time in the proposed location including potential repairs and cleaning.
- **Pedestrian Flow:** Confirm that the asset does not obstruct pathways, entrances, or other areas heavily used by the public.

- **Compliance with Accessibility Standards:** Ensure the asset location meets standards such as the Accessibility for Ontarians with Disabilities Act (AODA) to allow ease of use for all individuals, including those with disabilities.
- **Visual Integration:** Confirm that the design and placement of the asset complements the existing landscape and nearby structures. The asset should be visible and in a safe location to deter vandalism and enhance safety for users.

## (2) Environment and Infrastructure Impact

- **Ecological Sensitivity:** Assess whether the asset location is within a protected or environmentally sensitive area, such as wetlands, protected green spaces, or habitats for local wildlife. Placement of the asset should not disrupt existing plant life or contribute to soil erosion.
- **Infrastructure:** Evaluate whether placing the asset will disrupt existing or proposed infrastructure.
- **Alignment with Long-Term Plans:** Verify that the proposed location does not conflict with future municipal projects, developments, or changes to the landscape.

## (3) Legal and Policy Considerations

- **Municipal By-Laws:** Ensure the proposed location complies with Provincial legislation and local by-laws.
- **Property Ownership:** Verify that the location is on Township owned land and not placed within any easements or drains.

- 3.2. Staff will provide a report to Council evaluating the proposed location of the commemorative asset as per Section 3.1. Council may gather the submission of public comments to assist its deliberation prior to reaching a final decision on the location of the commemorative asset. The Township reserves the right to reject the commemorative asset and/or the proposed location at its absolute discretion.
- 3.3. Commemorative items can be ordered by the Township throughout the year. Plaques are typically installed eight to twelve (8-12) weeks following the placement of an order. During winter months access to some locations may not be possible so the installation may be delayed.
- 3.4. Cemetery locations are not available for placement.
- 3.5. The Township reserves the right to temporarily move or permanently relocate a commemorative item at any time at its absolute discretion.
- 3.4 The Township reserves the right to approve the plaque's inscription at its absolute discretion.

**4. OWNERSHIP**

- 4.1. Commemorative items are the property of the Township, and will be purchased by the Township.
- 4.2. Plaques affixed to the commemorative items are the property of the Purchaser after full payment is submitted by the Purchaser under this program.

**5. MAINTENANCE, REPAIRS & VANDALISM**

- 5.1 The Township reserves the right to determine the level of maintenance required on commemorative items.
- 5.2 The Township prohibits the resurfacing or repair of any commemorative item by any person other than municipal employees or agents as appointed by the Township.
- 5.3 Placement of memorial wreaths, flowers, or other items on or around the commemorative item is not permitted.
- 5.4 The Purchaser acknowledges that the commemorative item, could be subject to vandalism or theft. In the event the plaque affixed to commemorative item is subject to vandalism or theft, the replacement of the plaque is at the discretion and expense of the Purchaser.

**6. CONTRACT TERM & RENEWAL**

- 6.1. This contract shall last a term of ten (10) years starting from the installation date of the Purchaser's customized plaque on a commemorative item by the Township.
- 6.2. This Contract may be renewed for a fee as per the Township's current User Fee By-law every ten (10) years from the installation date upon mutual consent from both Purchaser and Township.
- 6.3. Once the contract term has reached fruition, terminated, or not renewed, the Township will remove the Purchaser's plaque from the commemorative item and attempt to return this plaque to the Purchaser for their retention.

**7. TERMINATION**

- 7.1. The Purchaser may terminate this Contract at any time and for any reason.
- 7.2. The Township reserves the right to terminate this Contract at any time and for any reason.
- 7.3. The contract fee shall be non-refundable upon the termination of this Contract by the Purchaser in the first ten (10) years of the Contract.
- 7.4. Upon termination of this Contract by the Township in the first ten (10) years of the Contract, there shall be a prorated refund of the contract fee based on the number of months that the Contract was in effect during such months over the ten (10) year term.

- 7.5. Upon termination of this Contract by the Purchaser after the first ten (10) years of the Contract, the renewal fee shall be non-refundable upon the termination of this Contract.
- 7.6. Upon termination of this Contract by the Township after the first ten (10) years of the Contract, there shall be a prorated refund of the renewal fee based on the number of months that the Contract was in effect during such months over the ten (10) year renewal term.

## **8. FORCE MAJEURE**

- 8.1. The Township does not accept liability or pay compensation for any loss, damage or expense where the performance of its service is prevented or affected by reason of force majeure. Force Majeure means any event which the Township could not, even with all due care, foresee or avoid such as war or threat of war, riots, civil strife, terrorist activity, industrial action, natural or nuclear disaster, fire, adverse weather conditions, closure of airports or ports, technical problems with transport, governmental action and all other similar events.

## **9. INDEMNIFICATION**

- 9.1 The Purchaser agrees to indemnify the Township and each of their respective officers, directors, employees and agents from and against any claim, cause of action or demand, including without limitation reasonable legal and accounting fees in any action filed or commenced by any third party against the Township as a result of (i) the breach of this Contract or the documents made part of this Contract by reference, (ii) the violation of any law or the rights of a third party or (iii) the use of our facilities.

## **10. CONTACT INFORMATION**

- 10.1 If there are any questions or concerns about these terms or if further assistance is required, contact [info@malahide.ca](mailto:info@malahide.ca). Questions or concerns will be responded to promptly after we receive them.





## COMMEMORATIVE ASSET DEDICATION APPLICATION

***Purchaser's Information***

NAME	
ADDRESS	
PHONE NUMBER	
EMAIL	

**Commemorative Asset with Plaque**

Cost Recovery + 10 year contract fee

***Plaque Inscription***


***Preferred Location of Item***

--

\*This section to be filled out by staff

**Payment Date:** \_\_\_\_\_

**Installation Date:** \_\_\_\_\_

**Renewal Date:** YYYY-MM-DD


**TEN (10) YEAR CONTRACT:** Full payment is to be submitted with a completed application form to the Township of Malahide. Payment of the contract fee covers the first ten (10) years of the contract term, plus a personalized engraved plaque from installation date.

**RENEWAL FEE:** This Contract may be renewed for a fee as per the Township's current User Fee By-law every ten (10) years from installation date.



## Program Terms and Conditions

### 1. POLICY STATEMENT

- 1.1. The Township of Malahide receives requests from individuals and groups to purchase commemorative items to be placed on Municipal lands. The Township of Malahide is obligated to protect all parkland, natural heritage features, trails, Port Bruce pier and cemeteries, while providing opportunities for families/organizations to honour those who were important to them.

### 2. PURPOSE

- 2.1. The Commemorative Asset Dedication Program establishes options for individuals or community organizations to commemorate assets while coordinating the operations of installation and purchase with staff.

### 3. LOCATION & INSTALLATION

- 3.1. Corporation of the Township of Malahide (Township) staff will work with the Purchaser to select a location that meets the Purchaser's needs as well as the Township's needs. In evaluating the proposed location the Township will consider the following:

#### (1) Use and Design Considerations

- **Intended Use of the Space:** Ensure the asset aligns with the cultural and historical significance of the area and the intended function of the space.
- **Space Availability:** Ensure adequate space for potential future additions or modifications in the area. The Township should have sufficient access and capacity to maintain the asset over time in the proposed location including potential repairs and cleaning.
- **Pedestrian Flow:** Confirm that the asset does not obstruct pathways, entrances, or other areas heavily used by the public.
- **Compliance with Accessibility Standards:** Ensure the asset location meets standards such as the Accessibility for Ontarians with Disabilities Act (AODA) to allow ease of use for all individuals, including those with disabilities.
- **Visual Integration:** Confirm that the design and placement of the asset complements the existing landscape and nearby structures. The asset should be visible and in a safe location to deter vandalism and enhance safety for users.

#### (2) Environment and Infrastructure Impact

- **Ecological Sensitivity:** Assess whether the asset location is within a protected or environmentally sensitive area, such as wetlands, protected green spaces, or habitats for local wildlife. Placement of the asset should not disrupt existing plant life or contribute to soil erosion.
- **Infrastructure:** Evaluate whether placing the asset will disrupt existing or proposed infrastructure.
- **Alignment with Long-Term Plans:** Verify that the proposed location does not conflict with future municipal projects, developments, or changes to the landscape.



### (3) Legal and Policy Considerations

- Municipal By-Laws: Ensure the proposed location complies with Provincial legislation and local by-laws.
  - Property Ownership: Verify that the location is on Township owned land and not placed within any easements or drains.
- 3.2. Staff will provide a report to Council evaluating the proposed location of the commemorative asset as per Section 3.1. Council may gather the submission of public comments to assist its deliberation prior to reaching a final decision on the location of the commemorative asset. The Township reserves the right to reject the commemorative asset and/or the proposed location at its absolute discretion.
- 3.3. Commemorative items can be ordered by the Township throughout the year. Plaques are typically installed eight to twelve (8-12) weeks following the placement of an order. During winter months access to some locations may not be possible so the installation may be delayed.
- 3.4. Cemetery locations are not available for placement.
- 3.5. The Township reserves the right to temporarily move or permanently relocate a commemorative item at any time at its absolute discretion.
- 3.4 The Township reserves the right to approve the plaque's inscription at its absolute discretion.

### 4. OWNERSHIP

- 4.1. Commemorative items are the property of the Township, and will be purchased by the Township.
- 4.2. Plaques affixed to the commemorative items are the property of the Purchaser after full payment is submitted by the Purchaser under this program.

### 5. MAINTENANCE, REPAIRS & VANDALISM

- 5.1 The Township reserves the right to determine the level of maintenance required on commemorative items.
- 5.2 The Township prohibits the resurfacing or repair of any commemorative item by any person other than municipal employees or agents as appointed by the Township.
- 5.3 Placement of memorial wreaths, flowers, or other items on or around the commemorative item is not permitted.
- 5.4 The Purchaser acknowledges that the commemorative item, could be subject to vandalism or theft. In the event the plaque affixed to commemorative item is subject to vandalism or theft, the replacement of the plaque is at the discretion and expense of the Purchaser.

### 6. CONTRACT TERM & RENEWAL

- 6.1. This contract shall last a term of ten (10) years starting from the installation date of the Purchaser's customized plaque on a commemorative item by the Township.
- 6.2. This Contract may be renewed for a fee as per the Township's current User Fee By-law every ten (10) years from the installation date upon mutual consent from both Purchaser and Township.



- 6.3. Once the contract term has reached fruition, terminated, or not renewed, the Township will remove the Purchaser's plaque from the commemorative item and attempt to return this plaque to the Purchaser for their retention.

## **7. TERMINATION**

- 7.1. The Purchaser may terminate this Contract at any time and for any reason.
- 7.2. The Township reserves the right to terminate this Contract at any time and for any reason.
- 7.3. The contract fee shall be non-refundable upon the termination of this Contract by the Purchaser in the first ten (10) years of the Contract.
- 7.4. Upon termination of this Contract by the Township in the first ten (10) years of the Contract, there shall be a prorated refund of the contract fee based on the number of months that the Contract was in effect during such months over the ten (10) year term.
- 7.5. Upon termination of this Contract by the Purchaser after the first ten (10) years of the Contract, the renewal fee shall be non-refundable upon the termination of this Contract.
- 7.6. Upon termination of this Contract by the Township after the first ten (10) years of the Contract, there shall be a prorated refund of the renewal fee based on the number of months that the Contract was in effect during such months over the ten (10) year renewal term.

## **8. FORCE MAJEURE**

- 8.1. The Township does not accept liability or pay compensation for any loss, damage or expense where the performance of its service is prevented or affected by reason of force majeure. Force Majeure means any event which the Township could not, even with all due care, foresee or avoid such as war or threat of war, riots, civil strife, terrorist activity, industrial action, natural or nuclear disaster, fire, adverse weather conditions, closure of airports or ports, technical problems with transport, governmental action and all other similar events.

## **9. INDEMNIFICATION**

- 9.1 The Purchaser agrees to indemnify the Township and each of their respective officers, directors, employees and agents from and against any claim, cause of action or demand, including without limitation reasonable legal and accounting fees in any action filed or commenced by any third party against the Township as a result of (i) the breach of this Contract or the documents made part of this Contract by reference, (ii) the violation of any law or the rights of a third party or (iii) the use of our facilities.

## **10. CONTACT INFORMATION**

- 10.1 If there are any questions or concerns about these terms or if further assistance is required, contact [info@malahide.ca](mailto:info@malahide.ca). Questions or concerns will be responded to promptly after we receive them.



\_\_\_\_\_  
**Purchaser's Signature**

\_\_\_\_\_  
**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE**

\_\_\_\_\_  
**Purchaser's Name**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\* Finalized Notes – (this section to be filled out by staff)



**REPORT NO. DS-24-55**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** November 21, 2024  
**SUBJECT:** **Application for Consent to Sever No. E93-24 of David Blatz, (c/o Civic Planning Solutions) relating to the property located at Concession North Gore, Part Lots 16 and 17, Concession North of Talbot Road (9982 Hacienda Road)**

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**RECOMMENDATION:**

THAT Report No. DS-24-55 entitled “Application for Consent to Sever No. E93-24 of David Blatz” be received;

AND THAT the Application for Consent to Sever of David Blatz (c/o Civic Planning Solutions), relating to the property located at Concession North Gore, Part Lots 16 and 17, and known municipally as 9982 Hacienda Road, be supported for the reasons set out in this Report;

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

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**PURPOSE & BACKGROUND:**

The subject application for Consent to Sever (the “Application”) has been submitted by David Blatz (c/o Civic Planning Solutions) on behalf of the owner Catfish Creek Conservation Authority to sever and convey a portion of the subject lands to the adjacent parcel owned by David Blatz to facilitate the construction of a residential dwelling.

The Application relates to the property located at CON N GORE, PT LOTS 16,17, (Concession North of Talbot Road), and known municipally as 9982 Hacienda Road.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on December 11, 2024.

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**COMMENTS & ANALYSIS:**

The subject property is approximately 14.1 hectares (35 acres) in area, has approximately 206 metres (676 feet) of frontage along Hacienda Road, has approximately 16.5 metres of frontage on Glencolin Line, and contains a large woodland feature.

The proposed retained parcel is approximately 13.7 ha (33.8 ac) in area, has approximately 188 metres of frontage along Hacienda Road, has approximately 16.5 metres of frontage along Glencolin Line, and contains a large woodland feature.

The proposed severed parcel is approximately 0.48 ha (1.18 ac) in area, has 18 metres of frontage along Hacienda Road, and is currently vacant. These lands are proposed to be conveyed to the adjacent parcel owned by David Blatz (9962 Hacienda Road) to facilitate the construction of a residential dwelling and accessory structure.

### **Provincial Planning Statement 2024 (PPS)**

The PPS directs that sensitive land uses, such as residential land uses, are to be planned to minimize or mitigate potential negative effects from incompatible uses (s. 3.4.1, 3.5.1). The subject lands are located adjacent to a rail corridor and a Noise & Vibration Study was required as part of the application submission to ensure that there are no negative impacts on the proposed residential use. The Noise & Vibration Study (Feb 29, 2024), prepared by Valcoustics Canada Ltd., concluded that there would be no negative impacts on the future residential dwelling located in its proposed location in relation to the existing rail line provided mitigation measures were applied including certain architectural and design features to be implemented and warning clauses included in any future purchase and sale agreements.

Development is not permitted on lands within or adjacent to a natural heritage feature unless it has been demonstrated that there will be no negative impacts from any development (s. 4.1.5, 4.1.8). An Environmental Impact Study (August 2024), prepared by Vroom & Associates that concluded that there would be no negative impacts on adjacent features from the proposed change to a residential use, subject to mitigation measures being implemented during tree removal. These noise control and environmental mitigation measures are proposed to be implemented as part of a Development Agreement secured through a condition of consent approval.

Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons (s. 4.3.3.2), where legal and technical reasons are defined as:

*“severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.”*

Both the severed and retained lands are not currently used for agricultural purposes and the lands receiving the lot addition are of a size that would not render it suitable for agricultural uses. The proposed lot addition would allow for the development of a currently underutilized existing lot.

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

The subject property is designated “Agriculture Area” on Schedule ‘A’, Land Use Plan, “N/A” on Schedule ‘C’, Aggregate and Petroleum Resource Areas, and “Woodlands” on Appendix 1, Environmental Resource Areas. In addition to the above, the subject property is identified as having frontage along a “County Collector” on Schedule ‘B’, “Transportation Plan”.

Development adjacent to natural heritage features is not permitted unless an Environmental Impact Study (EIS) demonstrates that there will be no negative impacts on the natural heritage feature. An EIS was submitted with the application and concludes that there are no negative impacts on the adjacent natural heritage feature if recommended mitigation measures are employed.

The County Official Plan states that, in agricultural areas, consents may be granted for legal or technical reasons such as minor boundary adjustments that do not result in the creation of a new lot (s. E1.2.3.4). The proposed boundary adjustment would provide additional land needed to locate a dwelling on the property in an appropriate location that does not conflict with the adjacent railway. No lands would be removed from agricultural production as a result of this severance.

### **Malahide Official Plan**

The subject property is designated “Conservation Lands” on Schedule ‘A1’ (Land Use Plan) and “Locally Significant Woodland (10-20 ha)” on Schedule ‘A2’ (Constraints Plan).

The Official Plan does not permit development adjacent to significant woodlands unless it has been demonstrated that there will be no negative impacts on the features or their function. As previously discussed, an EIS conducted for the site has demonstrated that there will be no negative impacts from the development where certain mitigation measures are employed. The Official Plan also requires that development within 300 metres of a railway will require a noise and vibration study to ensure that any impacts caused by noise and vibration are mitigated. A Noise & Vibration Study was submitted with the application and concludes that the location of the proposed dwelling would comply with the Ministry of Environment, Conservation, and Parks requirements regarding vibration and noise, subject to certain measures being implemented as part of the construction of the dwelling. These mitigation measures would be implemented through a Development Agreement with the owner of 9962 Hacienda Road required as a condition of any consent approval.

The Official Plan permits consents for minor boundary adjustments in any designation provided the severed and retained parcels comply with the applicable requirements of the Official Plan and Zoning By-law (s. 8.7.1.7).



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

The subject property is within the “Open Space (OS) Zone”, on Key Map 46 of Schedule “A” to the Township’s Zoning By-law No. 22-18, and a portion of the subject property is identified as “Conservation Authority Regulated Lands Overlay”.

Zoning By-law Amendment Application No. D14-Z07-24 was submitted by Civic Planning Solutions on behalf of David Blatz to rezone 9962 Hacienda Road and the proposed severed parcel to the “Rural Residential – Site Specific (RR-8)” zone to permit a residential use and establish site-specific setbacks between future buildings and the adjacent rail corridor to the south. This application was approved in principle on September 19<sup>th</sup>, 2024, and the final passing of the By-law was deferred until the consent application receives conditional approval.

The proposed retained parcel would comply with all the requirements of the OS zone.

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**FINANCIAL IMPLICATIONS:**

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

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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

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**CONSULTATION:**

N/A

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**ATTACHMENTS:**

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

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

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

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

**APPLICATION FOR CONSENT TO SEVER**

**Owners: David Blatz**

9962 Hacienda Rd  
CON N GORE PT 16,  
Township of Malahide


Township  
of Malahide  
Figure 1




8  
N.T.S.

**OFFICIAL PLAN DESIGNATION**  
Agriculture, Conservation Lands, Natural  
Heritage

**ZONING**  
Rural Residential – Site-Specific (RR-8)

 Area Subject to Rezoning  
(Subject Lands)

 Parcel to be Enlarged

 Area to be Severed and Conveyed





1:9,028



0.5 0 0.23 0.5 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**

Legend

- Elgin County Parcels
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Local
- Arterial
- Highways
- Boundary
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations

Notes

1. That the applicant be required to initiate and assume, if required, all costs associated with connection to the Municipal Water Service, with such costs to be paid in full to the Township prior to the condition being deemed fulfilled.
2. That the applicant initiates and assumes, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO1990, as amended, with a deposit to be paid in full to the Township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
3. In order to facilitate the approval process for the severance, the applicant is required to furnish a grading plan for both the severed and retained parcels. This plan should be prepared by a qualified professional, such as an engineer or surveyor, who will assess and confirm that sufficient lot drainage is adequate for both properties. This confirmation will ensure that the separation of one property does not lead to drainage issues on the other. If, due to existing site conditions, the certification cannot be provided, the applicant is obligated to engage a qualified professional to create a grading plan. Subsequently, the necessary site alterations and grading works must be completed before final approval of the severance is granted. This requirement aims to guarantee responsible land development practices and prevent potential future drainage complications between the severed and retained parcels.
4. That all entrance permits are acquired from the appropriate road authority as per the Township's Entrance Control Policy.
5. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
6. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
7. That the applicants initiate and assume the full cost associated with the required Development Agreement in accordance with section 53 of the Ontario Planning Act, R.S.O. 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled. The agreement shall be registered on title of the lands known municipally as 9962 Hacienda Road.
8. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted prior to certification all of which are to be fully executed.
9. That all applicable property taxes, municipal fees and charges be paid to the Township prior to the stamping of the deeds.

10. That an electronic version of the reference plan be submitted to the satisfaction of the Township.



**REPORT NO. PW- 24-39**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Public Works  
**MEETING DATE:** November 21, 2024  
**SUBJECT:** **Newell Drain Request for Improvement and Encroachment**

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**RECOMMENDATION:**

THAT Report No. PW- 24-39 entitled “Newell Drain Request for Improvement and Encroachment” be received;

AND THAT George Vereyken, P. Eng., of Spriet Associates be re-directed to prepare an Engineer’s Report to address a drain encroachment pursuant to *Section 78* of the *Drainage Act R.S.O. 1990*.

---

**PURPOSE & BACKGROUND:**

As Council is aware The Township of Malahide received a Request for Improvement in 2022 for the Newell Drain that services properties on both sides of Walker Road, as well as properties on both sides of College Line. The landowner at 11525 Walker Road requested the existing drain be reconstructed to alleviate drainage issues he was having on his property.

The existing Newell Drain was constructed pursuant to a report completed by Spriet Associates, dated October 16, 1978.

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**COMMENTS & ANALYSIS:**

Spriet Associates, together with drainage staff, carried out a thorough field investigation along the entire length of the drain. This inspection included assessing the physical condition of the infrastructure, evaluating its capacity to manage water flow effectively, and identifying any signs of erosion, blockages, or wear. It was determined that the drain is in excellent condition, with no evidence of structural deficiencies, sediment buildup, or obstructions that could hinder its performance.

After reviewing these findings with the owner, they decided that no immediate maintenance or physical improvements are preferred at this time, with the drain continuing to operate as originally intended.

The property at 11525 Walker Road has subsequently been sold to a new owner and the current landowner does not wish to proceed with any improvements to the drain at this time.

During the inspection of the drain, staff observed that a new pole barn was in the final stages of construction on the property at 10813 Walker Road. It was noted that the building encroached on the drain, and was not in compliance with the approved building permit.

Staff are recommending that the scope of the original request for maintenance be revised and Spriet Associates be redirected to prepare an engineer's report to address the drain encroachment on the Walker Road property. This may require a short portion of the drain to be relocated and rerouted around the new building in order to meet the Township of Malahide zoning requirements and allow for future maintenance of the drain.

---

**FINANCIAL IMPLICATIONS:**

Costs for the original request for improvement which may be grantable by the Province, will be assessed to the owner of 11525 Walker Road (original petitioner).

Costs for the relocation of a portion of the Newell Drain due to the building encroachment will be borne by the landowner at 10813 Walker Road.

There are no costs to the Township at this time.

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

N/A

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**CONSULTATION:**

Spriet Associates

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**ATTACHMENTS:**

1. Aerial Map, Photos

**Prepared by:** B. Lopez, Engineering Technologist/Drainage Superintendent

**Reviewed by:** J. Godby, Director of Public Works

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



Aerial view of the encroachment at 10813 Walker Road.



Orange paint indicates the location of the Newell Drain





**REPORT NO. FIN-24-28**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** November 21, 2024  
**SUBJECT:** **2025 Draft Sewer Budget**

---

**RECOMMENDATION:**

THAT Report No. FIN-24-28 entitled “2025 Draft Sewer Budget” be received;

AND THAT the 2025 Draft Sewer Budget and sewer system user rates be approved.

---

**PURPOSE & BACKGROUND:**

At the end of each year, the Township approves its Sewer Budget and related user fees for the upcoming calendar year. The Township’s wastewater collection service is self-funded meaning that user fees are set on a full-cost recovery basis with no assistance from annual property tax collections or property tax-funded reserves. At its December 15, 2022 meeting, Council received and accepted in principle the Township’s 2023 Water and Wastewater Rate Study prepared and presented by Watson & Associates Economists Ltd. Based on the best information available at that time, it was recommended that water rates increase by 3.50% annually from 2023 to 2032 in order to meet the financial needs of the system. As part of the annual budget development process, staff assess whether adjustments need to be made to this recommendation based on up-to-date information.

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**COMMENTS & ANALYSIS:**

**Recommended Sewer Rates:**

Sewer rates are imposed on users of the system, approximately 300 single-family equivalents in Springfield, to recover costs to operate and maintain the collection system. The Township’s rate structure utilizes a quarterly fixed charge based on the type of customer (single-family dwelling, commercial unit, etc.). Based on staff’s review of the 2025 Draft Sewer Budget (attached), it is recommended the Township increase its sewer user fees by **3.50%** as presented in the 2023 Rate Study. If approved, a single-family equivalent will pay an additional **\$42 per year**, or \$3.50 every month. A comparison of user fees and their impact on users is provided below.

<b>Sewer Rate Comparison</b>		
	<b>2025 Draft</b>	<b>2024</b>
Quarterly Fixed Charge	\$313.75	\$303.25
Annual Fixed Charge	\$1,255	\$1,213

### **2025 Budget Summary:**

The following table provides a comprehensive overview of the Township's budget allocations, forecasted financial performance for 2024, and proposed budget for 2025. It outlines both the annual expenses associated with critical operational areas—including staffing, facilities, and maintenance contracts—and anticipated revenue from user fees, investment income, and other sources. The table also highlights lifecycle funding contributions, which are crucial for the Township's long-term Asset Management Plan.

<b>Budget Summary</b>			
	<b>2024 Budget</b>	<b>2024 Forecast</b>	<b>2025 Budget</b>
<b>Annual Expenses</b>			
Staffing	\$25,700	\$26,600	\$27,500
OCWA Contract	\$41,100	\$49,600	\$51,900
Facilities	\$55,072	\$61,500	\$57,150
Aylmer Lagoons	\$15,312	\$23,800	\$25,200
Sand Filters	\$34,458	\$46,300	\$49,400
System Repairs	\$25,400	\$37,800	\$28,000
Other	\$9,300	\$11,800	\$12,000
<b>Total</b>	<b>\$206,342</b>	<b>\$257,400</b>	<b>\$250,350</b>
<b>Annual Revenue</b>			
User Fees	\$363,900	\$363,900	\$376,500
Investment Income	\$0	\$70,000	\$83,900
Other	\$2,000	\$15,450	\$2,000
<b>Total</b>	<b>\$365,900</b>	<b>\$449,350</b>	<b>\$462,400</b>
<b>Lifecycle Funding</b>	<b>\$159,558</b>	<b>\$191,950</b>	<b>\$212,050</b>

### **Budget Details:**

#### Staffing

Malahide assigns labour costs based on the actual hours worked in each functional area. This can cause differences between actuals and budgets in years where a particular functional area requires a higher than expected amount of staff's time. The existing budget for staffing is estimated to be sufficient to cover 2024 wage-related costs and therefore no change is being recommended.

#### Ontario Clean Water Agency (OCWA) Contract

The Township entered into a contract with OCWA in 2022 to operate its wastewater collection system. The contract allows OCWA to charge the Township of Malahide a base price plus cumulative inflationary increases each year. An estimated increase for this contract provision is included in the 2025 Sewer Budget.

### Facilities

The Township's wastewater collection system utilizes two pumping stations, the Springfield Pump Station located near the intersection of Springfield Road and Clinton Street and the Ontario Police College Pumping Station on Hacienda Road. Pumping stations are used to push wastewater towards the Town of Aylmer for storage and treatment in its lagoons.

The Springfield Pumping Station is fully owned and operated by the Township of Malahide. The Township budgets for the hydro required to operate the facility's machinery as well as an annual maintenance allowance for general upkeep as needed. Ownership of the Ontario Police College (OPC) Pumping Station was transferred to the Township in 2021 after it was rebuilt. Operating costs are incurred by the Town of Aylmer, including hydro and OCWA operating costs, and billed to the Township based on proportionate flows. The 2025 Budget for the OPC is based on the existing billing methodology in consultation with the Town of Aylmer.

### Wastewater Treatment

The Township's sewer collection system transmits wastewater to the Town of Aylmer's wastewater lagoon facility. The Town of Aylmer bills the Township a percentage of the lagoon's annual costs based on the proportion of inflows from Springfield. Based on recent flow data, staff assume this figure to be 6%, an increase the Township's 2024 Budget estimate. This change of estimate, along with forecasted OCWA operating costs

The lagoon's sand filter system is used to remove contaminants in wastewater so that effluent may be discharged from the lagoons. Sand filter operating costs are billed to the Township based on its proportionate share of discharged flows which is estimated to be 21.12% based on current billing methodology.

### System Repairs & Maintenance

An average of \$28,000 in repairs costs have been incurred over the last 3 years. For this reason, the existing 2024 budget of \$25,400 is recommended to increase to \$28,000 for 2025.

### Capital & Reserves

The Township develops its multi-year capital sewer budget by reviewing capital recommendations made by OCWA in its annual report. Based on their 2025 report, OCWA is recommending an average of \$62,000 in capital investment each year from 2025 to 2030. Compared to average annual reserve contributions of \$264,800 over this time, the Township will have the opportunity to build its reserves for future infrastructure replacement. By 2030, the Township is expected to have over \$2.2 million in reserves earmarked for sewer infrastructure replacement.

### **Future Outlook:**

The Township's sewer system, encompassing nearly 14 kilometers of forcemains and collection lines, serves 300 users and necessitates a strategic approach to long-term capital funding. With infrastructure valued at approximately \$38 million, the replacement cost equates to \$126,667 per service. However, given the relatively limited customer base, funding pressures will continue to mount without growth as critical infrastructure degrades over time.

Constructed primarily in the early 2000's, the system's current condition provides the Township with the opportunity to gradually build its reserves. A core component of this funding strategy is to accumulate the necessary replacement cost of capital gradually and equitably from system users. By leveraging investment income as an external revenue source, the Township can alleviate the impact on users by supplementing contributions with investment returns on reserves, reducing the direct cost burden on users. This strategy not only reduces the need for sudden rate increases but also offsets costs that would otherwise be borne entirely by system users.

For 2025, contributions to the Sewer Reserve are projected at \$212,050, with an annual rate increase of approximately 3.5% recommended over the next decade. This gradual increase, informed by the Township's 2024 Asset Management Plan and 2023 Rate Study, positions the Township to close its infrastructure funding gap and sustainably manage the sewer system, ensuring fairness for current and future users while maintaining stable and predictable user costs.

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### **ATTACHMENTS:**

1. Schedule A: 2025 Draft Sewer Budget
2. Schedule B: Long-term Asset Management Strategy
3. Schedule C: 2025 Sewer User Fees

**Prepared by:** A. Boylan, Director of Corporate Services/Treasurer  
**Approved by:** N. Dias, Chief Administrative Officer

# Sewer | Operating Budget

## Schedule A) 2024 Draft Sewer Budget

	2022		2023		2024		2025	
	Budget	Actuals	Budget	Actuals	Budget	Forecast	Budget	Change
<b>Expenses</b>								
<u>Administrative</u>								
Wages & Benefits	\$24,545	\$23,143	\$25,700	\$24,402	\$25,700	\$26,600	\$27,500	\$1,800
	\$25,045	\$23,243	\$26,200	\$24,402	\$25,700	\$26,600	\$27,500	\$1,800
<u>Facilities</u>								
Springfield Pumping Station	\$9,950	\$8,175	\$10,500	\$10,065	\$11,000	\$11,400	\$11,550	\$550
OPC Pumping Station & Forcemain	\$33,100	\$31,805	\$34,800	\$45,833	\$44,072	\$50,100	\$45,600	\$1,528
	\$43,050	\$39,980	\$45,300	\$55,898	\$55,072	\$61,500	\$57,150	\$2,078
<u>Treatment (Aylmer Lagoons)</u>								
Lagoon Operations	\$17,700	\$16,858	\$18,600	\$27,481	\$15,312	\$23,800	\$25,200	\$9,888
Sand Filter System	\$44,700	\$30,501	\$43,700	\$45,063	\$34,458	\$46,300	\$49,400	\$14,942
Aylmer Reserve	\$0	\$0	\$3,300	\$0	\$0	\$0	\$0	\$0
	\$62,400	\$47,359	\$65,600	\$72,544	\$49,770	\$70,100	\$74,600	\$24,830
<u>System Operations</u>								
System Repairs & Maintenance	\$25,400	\$29,538	\$25,400	\$27,331	\$25,400	\$27,000	\$28,000	\$2,600
SCADA Maintenance	\$2,300	\$5,103	\$8,600	\$9,337	\$9,300	\$11,800	\$12,000	\$2,700
OCWA Contract	\$33,371	\$35,464	\$35,900	\$37,749	\$41,100	\$49,600	\$51,100	\$10,000
	\$61,071	\$70,105	\$69,900	\$74,417	\$75,800	\$88,400	\$91,100	\$15,300
<b>Total Expenses</b>	<b>\$191,566</b>	<b>\$180,687</b>	<b>\$207,000</b>	<b>\$227,261</b>	<b>\$206,342</b>	<b>\$246,600</b>	<b>\$250,350</b>	<b>\$44,008</b>





# Sewer | Operating Budget Forecast

## Schedule A) 2024 Draft Sewer Budget

	2025	2026	2027	2028	2029	2030
<b>Expenses</b>						
<u>Administrative</u>						
Wages & Benefits	\$27,500	\$28,400	\$29,000	\$29,600	\$30,200	\$30,800
	\$27,500	\$28,400	\$29,000	\$29,600	\$30,200	\$30,800
<u>Facilities</u>						
Springfield Pumping Station	\$11,550	\$11,900	\$12,200	\$12,500	\$12,800	\$13,100
Ontario Police College Pumping Station	\$45,600	\$47,000	\$47,900	\$48,800	\$49,700	\$50,600
	\$57,150	\$58,900	\$60,100	\$61,300	\$62,500	\$63,700
<u>Treatment (Aylmer Lagoons)</u>						
Lagoon Overhead	\$25,200	\$26,000	\$26,500	\$27,000	\$27,500	\$28,100
Sand Filter Costs	\$49,400	\$50,900	\$51,900	\$52,900	\$54,000	\$55,100
	\$74,600	\$76,900	\$78,400	\$79,900	\$81,500	\$83,200
<u>System Operations</u>						
System Repairs & Maintenance	\$28,000	\$28,800	\$29,400	\$30,000	\$30,600	\$31,200
SCADA Maintenance	\$12,000	\$12,400	\$12,600	\$12,900	\$13,200	\$13,500
OCWA Contract	\$51,100	\$52,700	\$53,700	\$54,700	\$55,800	\$56,900
	\$91,100	\$93,900	\$95,700	\$97,600	\$99,600	\$101,600
<b>Total Expenses</b>	<b>\$250,350</b>	<b>\$258,100</b>	<b>\$263,200</b>	<b>\$268,400</b>	<b>\$273,800</b>	<b>\$279,300</b>



# Sewer | Capital Budget

## Schedule A) 2024 Draft Sewer Budget

	2025	2026	2027	2028	2029	2030
<b><u>Springfield Pump Station Capital Projects</u></b>						
Springfield P.S. Roof & Electrical					\$94,000	
Springfield P.S. Pumps (Rebuild 10yr & Replace 20yr)		\$45,000				
Springfield P.S. Discharge Flow Meter	\$17,000					
Springfield P.S. Discharge Pressure Transmitter	\$4,000					
Springfield P.S. Air Valves	\$11,000				\$11,000	\$11,000
Springfield P.S. UPS Replacement Program		\$4,000				
Springfield P.S. Wet Well Piping/Pump Rails				\$30,000		
<b><u>OPC Pump Station Capital Projects</u></b>						
OPC P.S. HVAC/Exhaust & Wet Well Power Vent						\$20,500
OPC P.S. Pump (Rebuild 10yr & Replace 20yr)						\$40,000
OPC P.S. Storage Facility	\$10,000					
<b><u>Other Capital Projects</u></b>						
SCADA PLC Cabinet (every 25 yrs)	\$4,000					
SCADA (every 6 yrs)		\$20,000				
Condition Assessments	\$1,500			\$15,000		
Force Main 4 Air Release Valves (every 5yrs)	\$6,000	\$6,000		\$6,500	\$6,500	\$7,000
<b>Total Capital Costs</b>	<b>\$53,500</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$51,500</b>	<b>\$111,500</b>	<b>\$78,500</b>
<b>Capital Financing</b>						
Sewer Reserve	\$53,500	\$75,000	\$0	\$51,500	\$111,500	\$78,500
<b>Total Capital Financing</b>	<b>\$53,500</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$51,500</b>	<b>\$111,500</b>	<b>\$78,500</b>
<b>Sewer Reserve Forecast</b>						
Beginning Reserve Balance	\$1,040,430	\$1,198,980	\$1,352,580	\$1,606,980	\$1,832,980	\$2,018,380
Add: Contributions to Reserves	\$212,050	\$228,600	\$254,400	\$277,500	\$296,900	\$319,101
Less: Draws From Reserves (Projects)	-\$53,500	-\$75,000	\$0	-\$51,500	-\$111,500	-\$78,500
<b>Ending Reserve Balance</b>	<b>\$1,198,980</b>	<b>\$1,352,580</b>	<b>\$1,606,980</b>	<b>\$1,832,980</b>	<b>\$2,018,380</b>	<b>\$2,258,981</b>

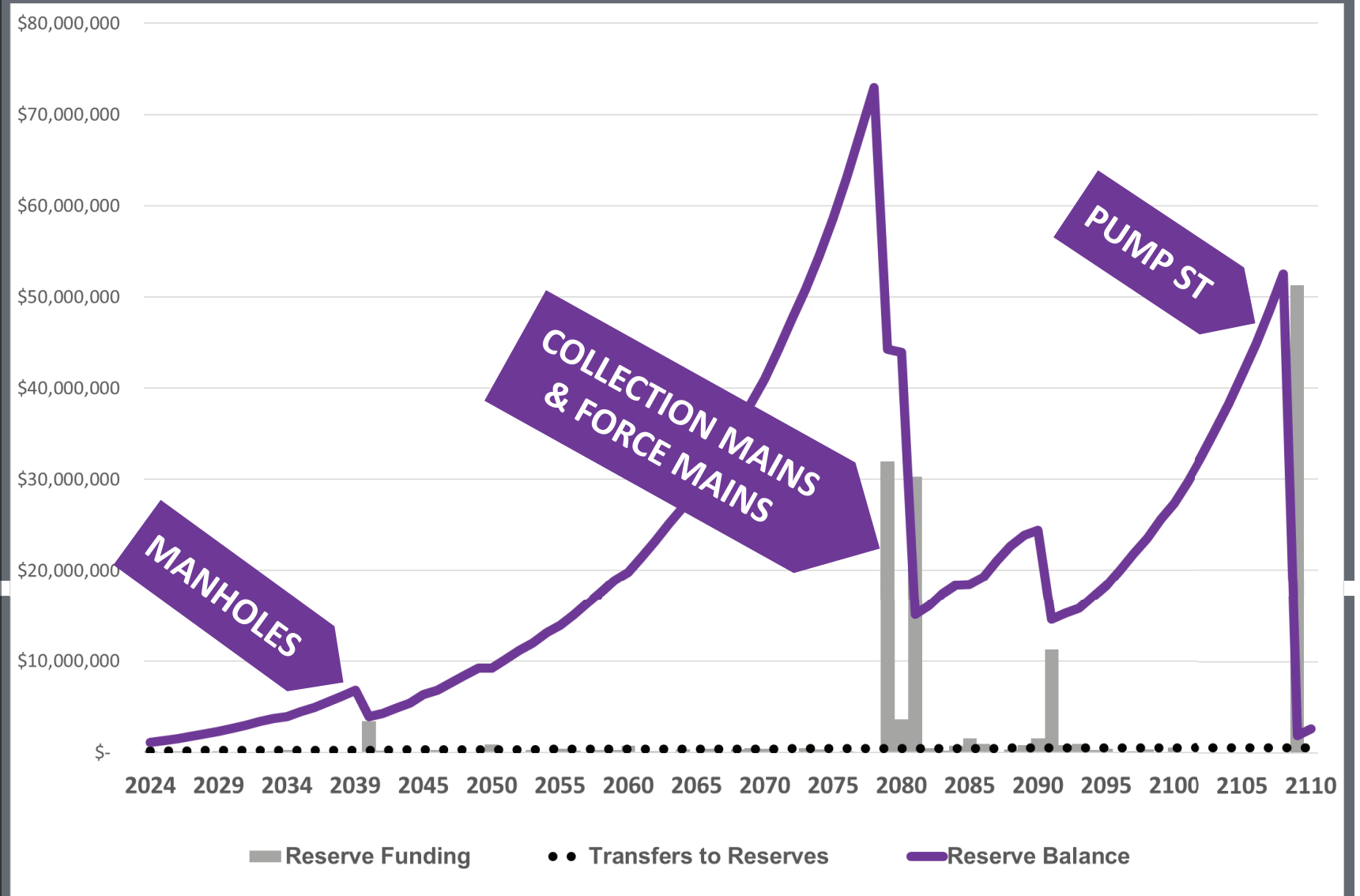
# WASTEWATER SYSTEM

## FUNDING STRATEGY

**STRATEGY:**  
100% RESERVE FUNDING

**TOOLS:**  
1. TRANSFER TO RESERVES  
2. INVESTMENTS

**IMPACT:**  
3.5% ANNUAL INCREASE TO USER FEE RATES



**SCHEDULE "A"  
TO  
BY-LAW NO. 18-81**

**Sewer Rates**

<b>ITEM</b>		<b>2023</b>	<b>2024</b>	<b>2025</b>
Single Family Dwelling	Annual	\$1,172.00	\$1,213.00	\$1,255.00
	Quarterly	\$293.00	\$303.25	\$313.75
Single Commercial Unit	Annual	\$1,172.00	\$1,213.00	\$1,255.00
	Quarterly	\$293.00	\$303.25	\$313.75
Duplex or two houses on one account	Annual	\$2,343.00	\$2,426.00	\$2,510.00
	Quarterly	\$585.75	\$606.50	\$627.50
Two apartments or Commercial/ Residential Combination	Annual	\$1,172.00	\$1,213.00	\$1,255.00
	Quarterly	\$293.00	\$303.25	\$313.75
Three apartments or Commercial/ Residential Combination	Annual	\$1,758.00	\$1,819.50	\$1,882.50
	Quarterly	\$439.50	\$454.88	\$470.63
Four apartments or Commercial/ Residential Combination	Annual	\$2,343.00	\$2,426.00	\$2,510.00
	Quarterly	\$585.75	\$606.50	\$627.50
Six apartments or Commercial/ Residential Combination	Annual	\$3,515.00	\$3,639.00	\$3,765.00
	Quarterly	\$878.75	\$909.75	\$941.25
Large	Annual	\$4,687.00	\$4,852.00	\$5,196.00
	Quarterly	\$1,171.75	\$1,213.00	\$1,299.00

## Wastewater Impost Fees

ITEM	2023	2024	2025
Each lot created by consent subsequent to the passage of by-law 02-30 that lies adjacent to the sewer works.  Payment in full shall be made prior to the creation of the lot.	\$750.00 plus \$2,800.00. Payment in full shall be made prior to the creation of the lot.	\$776.25 plus \$2,900.00. Payment in full shall be made prior to the creation of the lot.	\$776.25 plus \$2,900.00. Payment in full shall be made prior to the creation of the lot.
Each lot created by registered plan of subdivision or consent subsequent to the passage of by-law 02-30 that requires an extension of the sewage works.	\$750.00 plus a negotiated impost sewer rate per lot that shall not exceed \$2,800.00 per lot. Payment in full shall be made prior to the creation of the lot.	\$775.00 plus a negotiated impost sewer rate per lot that shall not exceed \$2,900.00 per lot. Payment in full shall be made prior to the creation of the lot.	\$775.00 plus a negotiated impost sewer rate per lot that shall not exceed \$2,900.00 per lot. Payment in full shall be made prior to the creation of the lot.

## Miscellaneous Wastewater Fees

ITEM	2023	2024	2025
New Private Sewer Connection to inspect from Stub to house.	\$300.00	\$310.00	\$350.00
Unblock Residential Sewer, during working hours	\$200.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made.	\$201.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made.	\$250.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made.

Unblock Residential Sewer, after hours	\$225.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made.	\$235.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made.	\$375.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made.
New Sewer Stub Installation	\$275.00 plus deposit of \$10,000.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$285.00 plus deposit of \$10,000.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$500.00 plus deposit of \$10,000.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.

## Administration Fees

ITEM	2023	2024	2025
Transfer to Taxes Administration fee for all wastewater accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account. (s.135)	\$25.00	\$30.00	\$30.00
Penalty - Utilities	5% imposed on first day of default (s.133)	5% imposed on first day of default (s.133)	5% imposed on first day of default (s.133)





**REPORT NO. CLERK-24-09**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** November 21, 2024  
**SUBJECT:** **Video Surveillance Policy**

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**RECOMMENDATION:**

THAT Report No. CLERK-24-09 entitled “Video Surveillance Policy” be received;  
AND THAT the Video Surveillance Policy be approved.

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**PURPOSE & BACKGROUND:**

The Township has installed security cameras at its facilities over the years. In reviewing the operations of these cameras, both inside and outside municipal buildings, it has become clear that there is no formal policy in place, which is necessary, rather than simply adhering to guidelines.

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**COMMENTS & ANALYSIS:**

The purpose of this policy is to establish a procedure that offers clear guidance, ensuring consistent practices are followed. This policy will establish clear procedures for accessing, viewing, recording, and disposing of data, thereby protecting the integrity and confidentiality of the information captured. Implementing such a policy will help safeguard personal privacy and ensure compliance with applicable regulations regarding surveillance practices.

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**FINANCIAL IMPLICATIONS:**

None

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**ATTACHMENTS:**

1. Draft Policy

**Prepared by:** A. Adams, Manager of Legislative Services/Clerk

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



## CORPORATE POLICY

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**Section:** Administration  
**Policy Title:** Video Surveillance Policy  
**Policy No.:** A09-CORP-005  
**Approved By:** Council  
**Effective Date:** 2024-  
**Revised Date:**

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### VIDEO SURVEILLANCE POLICY

#### 1 POLICY STATEMENT

- 1.1 The Township of Malahide recognizes the delicate balance between an individual's right to be free from invasion of privacy, and the need to protect the safety and security of its employees, the public, and property. In respecting this balance, the Township is committed to ensuring and enhancing the safety and security of the public and its employees, and stewardship of public property, by integrating security best practices with the responsible use of technology. Employees ensure the personal information of persons captured on video surveillance is maintained as private, confidential and secure, except as legally exempted or in situations outlined in this policy.

#### 2 PURPOSE

- 2.1 To establish guidelines which will promote and foster a safe and secure environment for residents and staff, to ensure public safety for community members who visit or use Township facilities or parks, and to mitigate the risk of personal and municipal loss or destruction of property.

#### 3 DEFINITIONS

- 3.1 Authorized Personnel means Employees authorized by the CAO to view, access and make a Record of Video Surveillance footage.
- 3.2 Facility means any building or land that is either owned or leased by the Township.
- 3.3 Individual Requests means request(s) for a Record made by a member of the public under the provisions of MFIPPA but excludes a request made by law enforcement.
- 3.4 IPC means Information and Privacy Commissioner of Ontario.

- 3.5 Law Enforcement Requests means request(s) for a Record made by a law enforcement agency.
- 3.6 MFIPPA means Municipal Freedom of Information and Protection of Privacy Act. Private Property means building structures or property not owned, leased, or rented by the Township.
- 3.7 Personal Information means recorded information about an identifiable individual including:
- a) Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation, or marital or family status of the individual;
  - b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to the financial transactions in which the individual has been involved;
  - c) Any identifying number, symbol, or other particular assigned to the individual;
  - d) The address, telephone number, fingerprints or blood type of the individual;
  - e) The personal opinions or views of the individual except if they relate to another individual;
  - f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
  - g) The views or opinions of another individual about the individual, and
  - h) The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.
- 3.8 Record means any unit of information however recorded, whether in printed form, on film, by electronic means, or otherwise, and includes correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, sound recordings, videotapes, machine readable records, an e-mail and any other documentary material regardless of physical form or characteristics, made or received in the course of the conduct of Township business.
- 3.9 Retention period is the period of time during which a specific records series must be kept before records in that records series may be disposed of.
- 3.10 Township means the Corporation of the Township of Malahide

#### **4 RESPONSIBILITIES:**

##### 4.1 CAO shall:

- Determine authorized personnel to view, access and make a Record of Video Surveillance footage under this policy;

- Authorize installation of security cameras and surveillance practices; and
- Provide oversight and compliance with this policy by all Township employees.

#### 4.2 Clerks Department shall:

- Process applications for access to information submitted by individuals under the provisions of MFIPPA and/or law enforcement;
- in conjunction with the HR Department, develop and provide training regarding awareness and compliance with MFIPPA, including employee responsibilities and how to handle information inquiries.
- Conduct periodic audits to ensure full compliance with this policy, IPC guidelines and MFIPPA;
- Respond to requests for disclosure under the Freedom of Information or applicable or routine disclosure procedures;
- Ensure a public notice for video surveillance is placed at all Township sites that have a video surveillance system;
- Respond to requests from the public and employees about the collection, use, and disclosure of personal information captured by a video surveillance system;
- Respond to appeals and privacy complaints received through the Office of the Information and Privacy Commissioner of Ontario (IPC);
- Notify the IPC in the event of a privacy breach, where appropriate; and
- Work with department manager(s) and employee(s) in the event of an improper disclosure of personal information.

#### 4.3 General Manager of IT shall:

- Maintain custody of all Records created by the video surveillance systems;
- Ensures the continued operation and maintenance of security cameras and recording software; and
- Assist Clerks Department as required in the processing of applications for access to information submitted by individuals under MFIPPA;

#### 4.5 Managers and Supervisors shall:

- Ensure the appropriate use of the video surveillance system at their facility(ies) in compliance with this policy;
- Delegate and assign responsibility regarding who will act on their behalf in following procedures relating to this policy in their absence;
- Provide job specific training;
- Refer any requests for copies of surveillance video to the Clerk or Delegated Employees;
- Investigate and report any privacy breaches to the Clerk or Delegated Employees; and
- Ensure that employees are monitoring compliance with the retention periods applicable to the video surveillance systems.

#### 4.4 Employees shall:

- Report to their manager or supervisor any suspected privacy breach;
- Report to their supervisor any problems with the video surveillance system; and
- Review and comply with this policy and MFIPPA in performing their duties and functions related to the operation of the video surveillance system. Employees may be subject to criminal charges, civil liability and/or discipline, including but not limited to termination, for a breach of this policy, or provisions of MFIPPA or other relevant statutes.

## **5 SIGNAGE AND NOTIFICATION:**

**5.1** A notice of collection will be posted on the Township website and shall state the following:

a) The legal authority for the collection;

b) The principal purpose or purposes for which the personal information is intended to be used; and

c) The title, business address and business telephone number of a public official who can answer the individual's questions about the collection. Signage will be prominently displayed at the perimeter of the monitored areas and at key locations within these areas. Signage shall include basic information to notify the public and staff of the Township use of video surveillance in the area.

## **6 CAMERA PLACEMENT:**

**6.1** Camera positions will be determined on the basis of reasonable and justifiable grounds for the provision of safety and security. Each camera position will be assessed on a case-by-case basis to determine the effects the system may have on personal privacy. No camera shall be placed so that it views an area where individuals have a greater expectation of privacy.

## **7 OPERATION OF VIDEO SURVEILLANCE SYSTEMS:**

**7.1** Video surveillance systems shall be:

- operated by Authorized Personnel only.
- No sound is to be monitored or recorded in connection with the video surveillance system unless it is directly related to the problem to be addressed by the video surveillance.
- Authorized Personnel may monitor real-time camera feeds in accordance with this policy.
  - Video surveillance footage will not be used to monitor patrons' general use of Facilities. Circumstances which warrant review will be limited to security incidents that have been reported to the Township, or in the investigation of an incident or potential crime.

- Video surveillance logs will be kept for all instances of access to, and use of, recorded material to enable a proper audit trail.
- The Township will take all reasonable efforts to ensure the security of Records in its custody and ensure their safe and secure disposal. Disposal methods may include overwriting electronic records, shredding, burning or magnetically erasing the Record, in accordance with the Township retention policies.
- Access to video surveillance systems will be restricted through a confidential password that will be distributed to Authorized Personnel by the General Manager of IT.

## 8 CUSTODY

8.1 The General Manager of IT maintains custody of all Records created by the video surveillance systems. Records will be retained for a time of not more than 365 days from the date of use, after which, the Records shall be destroyed. All Records and logs shall be stored in a secure place to avoid tampering and ensure confidentiality. Surveillance systems will be set-up to ensure DVR recordings are cleared or overwritten on a regular basis. Normally, DVR systems will be set-up to maintain recordings for up to 365 days. When viewing or making a Record of a DVR recording, Authorized Personnel will include the following in the video surveillance log;

- Date and time the recording was accessed;
- Name of the employee viewing or making the record;  
Reason(s) for access;
- Date and Time of the information to which access was allowed; and
- Provisions for the return of the record or its destruction. All records authorized for release by designated staff must be stored on an encrypted device.

## 9 ACCESS

Authorized personnel may only view or make record of video when necessary for a specific purpose, such as for an investigation, security checks, compliance with regulations otherwise or directed to do so by the CAO as a direct result of a request made under MFIPPA.

### Individual requests

All requests for access to, and release of video surveillance records shall be subject to MFIPPA and shall be directed to legal and council support services. Clerks Department in cooperation with the General Manager of IT shall process MFIPPA requests, in accordance with the legislation.

### Law Enforcement Requests

Records required for the purpose of law enforcement require the requestor to complete a Law Enforcement Access Request Form and forward it to the Municipal Clerk and/or their designate. The Municipal Clerk, or their designate, will then provide the record for the specified date and time of the incident to their requestor subject to compliance with MFIPPA. At minimum the following information will be collected:

- Name of Requestor;
- Investigation Number and Reason for the Request;
- The date and time of the original, recorded incident including the designated name/number of the applicable camera and DVR;
- Name of the authorized personnel making the record;
- Time and date the copy of the original record was encrypted;
- Date and time the encrypted record was provided to the requestor

## **10 APPEAL PROCESS**

10.1 There is no additional appeal process at the municipal level. If the Complainant is not satisfied with the results of the investigation or the process, they may contact the Office of the Ontario Ombudsman. The Ontario Ombudsman has the authority to look at how the issue was handled by the Township, the steps taken, and the outcome. The Ombudsman has the authority to consider and make recommendations as to whether the process was fair, transparent, and in accordance with applicable policies and by-laws of the Township.

## **11 UNAUTHORIZED DISCLOSURE:**

11.1 If any Township employee has knowledge of an unauthorized disclosure of a record, or any contravention of this policy, the following shall take place:

1. The employee shall immediately inform the CAO and Municipal Clerk
2. The employee shall work with the IT Department and the Municipal Clerk to take all reasonable actions to recover and limit the records disclosure.
3. The Municipal Clerk shall, subject to compliance with MFIPPA, make reasonable efforts to inform the individual(s) whose record(s) was/were disclosed as a result of the breach.
4. The CAO, Clerk, General Manager of IT, and HR Manager shall investigate the cause of the disclosure with the goal of eliminating potential future occurrences.
5. The Township shall take any unauthorized disclosure of information very seriously. It shall be understood that intentional wrongful disclosure, or disclosure caused by gross negligence, is cause for disciplinary action up to and including dismissal.



## CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, R.R. 5, Aylmer, Ontario N5H 2R4  
 Phone: 519-773-9037 • Fax: 519-765-1489  
 E-mail: [admin@catfishcreek.ca](mailto:admin@catfishcreek.ca) • [www.catfishcreek.ca](http://www.catfishcreek.ca)

October 30, 2024

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

Attention: Nathan Dias, Chief Administrative Officer

Dear Mr. Dias:

RE: 2025 CCCA Preliminary Draft Budget

Please find enclosed an Executive Summary of the Catfish Creek Conservation Authority's 2025 Preliminary Draft Budget and General Levy apportionment. Copies of the full detailed Budget document are available upon request.

Attached to the Draft Budget is a schedule indicating each municipality's apportionment based on the updated CVA data provided by the Ministry of Municipal Affairs and Housing to the Ministry of the Environment, Conservation, and Parks. The Township of Malahide's apportionment is 36.2556% of the total Municipal General Levy.

After adjustments, the levy for the Township of Malahide will increase by \$16,042.17. The Township of Malahide's total Levy for 2025 of \$176,463.91.

The Draft Budget and Levy apportionment is being circulated to each municipality for the 30 day notice period in accordance with the Conservation Authorities Act, Budget and Apportionment Regulation. Each municipal representative on the CCCA Board of Directors will be asked to vote on the 2025 Final Budget at the March 2025 Full Authority meeting.

If you have any questions concerning the attached information, please do not hesitate to contact our office at your convenience.

Sincerely,

Mr. Dusty Underhill  
 General Manager / Secretary-Treasurer

DU / ss  
 Enclosures





**CATFISH CREEK  
CONSERVATION AUTHORITY**

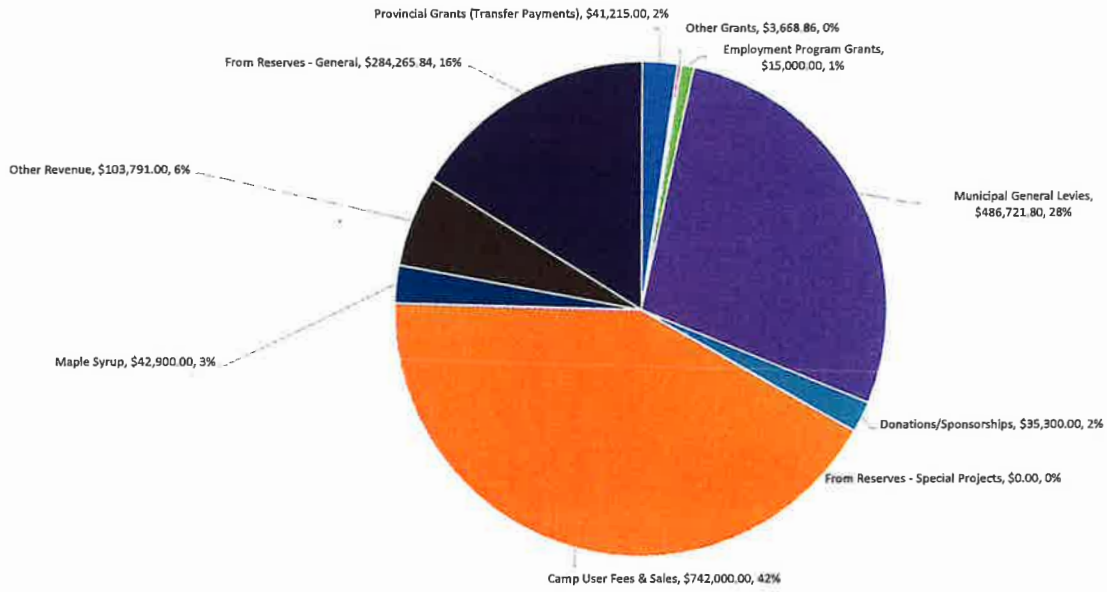
**2025  
DRAFT BUDGET**

**October 10, 2024**

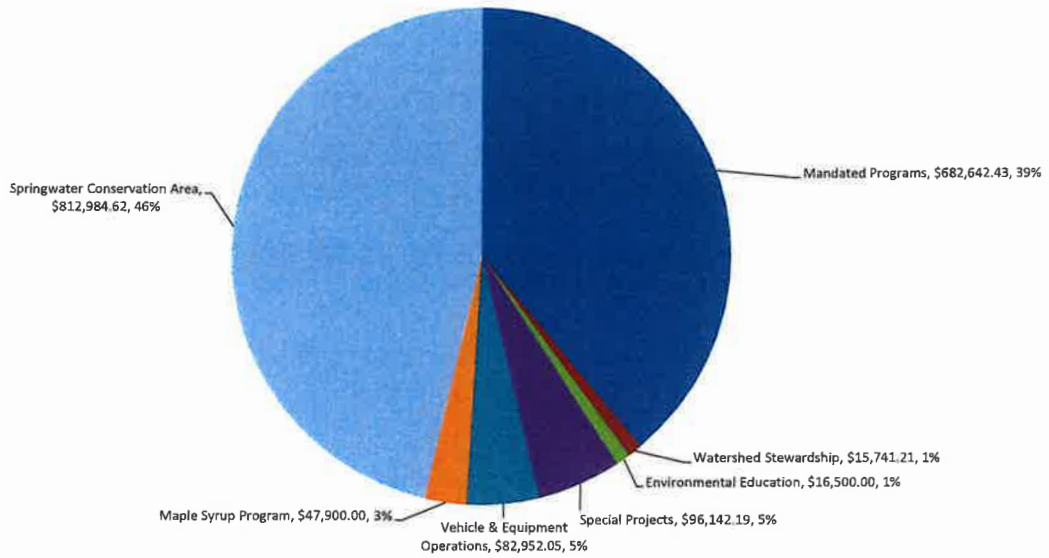
**CATFISH CREEK CONSERVATION AUTHORITY**  
**DRAFT BUDGET 2025**  
**SUMMARY OF REVENUE AND EXPENDITURES**  
last modified October 1, 2024

	<b>2025 Budget</b>	<b>2024 Budget</b>	<b>2024 Projected</b>
<b>REVENUE</b>			
Provincial Grants (Transfer Payments)	\$41,215.00	\$41,215.00	\$41,215.00
Other Provincial Grants	\$2,878.86	\$42,206.78	\$33,863.26
Other Grants - N/E	\$790.00	\$0.00	\$790.40
Federal Grants	\$0.00	\$138,710.18	\$71,607.18
Employment Program Grants	\$15,000.00	\$15,000.00	\$37,178.87
Municipal General Levies	\$486,721.80	\$442,474.36	\$442,474.36
Donations/Sponsorships	\$35,300.00	\$30,929.35	\$33,484.32
Camp User Fees & Sales	\$742,000.00	\$727,649.00	\$707,768.68
Maple Syrup	\$42,900.00	\$41,080.00	\$46,187.52
Other Revenue	\$103,791.00	\$79,299.61	\$130,421.11
Previous Year's Surplus (Deficit)	\$0.00	\$9,204.92	\$9,204.92
TOTAL To/From Reserves	\$284,265.84	\$198,573.04	\$70,000.00
<b>TOTAL REVENUE</b>	<b>\$1,754,862.50</b>	<b>\$1,766,342.24</b>	<b>\$1,624,195.62</b>
<b>MANDATORY PROGRAMS</b>			
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$160,137.42	\$152,975.78	\$129,248.68
2 FLOOD FORECASTING & WARNING	\$278,358.97	\$274,434.00	\$273,677.92
3 DROUGHT AND LOW WATER RESPONSE	\$18,908.02	\$17,732.88	\$16,971.99
4 ICE MANAGEMENT	\$27,807.35	\$25,797.86	\$26,249.83
5 INFRASTRUCTURE (Dam)	\$27,347.89	\$24,766.80	\$22,222.82
6&7 ACT REVIEWS & PLAN REVIEW	\$3,494.72	\$3,267.81	\$2,811.34
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$56,408.83	\$46,949.19	\$43,365.16
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$97,097.29	\$86,900.35	\$78,820.47
12 WATER QUALITY (PGMN & PSMP)	\$10,203.08	\$9,366.44	\$8,485.99
13 SOURCE PROTECTION	\$2,878.86	\$6,267.78	\$3,510.34
<b>SUB TOTAL: MANDATORY PROGRAMS Expenditures</b>	<b>\$682,642.43</b>	<b>\$648,458.89</b>	<b>\$605,364.54</b>
<b>OTHER PROGRAMS AND SERVICES</b>			
WATERSHED STEWARDSHIP	\$15,741.21	\$19,877.23	\$36,595.44
ENVIRONMENTAL EDUCATION	\$16,500.00	\$16,253.61	\$15,544.49
SPECIAL & CAPITAL PROJECTS	\$96,142.19	\$209,485.18	\$132,849.23
VEHICLE & EQUIPMENT OPERATIONS	\$82,952.05	\$75,319.80	\$73,022.05
MAPLE SYRUP PROGRAM	\$47,900.00	\$45,080.00	\$38,056.35
SPRINGWATER CONSERVATION AREA	\$812,984.62	\$751,867.53	\$702,891.74
<b>SUB TOTAL: OTHER PROGRAMS Expenditures</b>	<b>\$1,072,220.07</b>	<b>\$1,117,883.35</b>	<b>\$998,959.30</b>
<b>TOTAL EXPENSES</b>	<b>\$1,754,862.50</b>	<b>\$1,766,342.24</b>	<b>\$1,604,323.84</b>
<b>NET Profit (Loss)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,871.78</b>

**CCCA Revenue Sources - 2025**



**CCCA Expenditure Sources - 2025**



**CATFISH CREEK CONSERVATION AUTHORITY  
2025 MUNICIPAL GENERAL LEVY COMPARISON**

<b>Municipality</b>	<b>CVA Apport. %</b>	<b>2024 General Levy</b>	<b>General Levy Change Due to New CVA</b>	<b>2024 General Levy With New CVA</b>	<b>Approved General Levy Increase</b>	<b>2025 Total Levy</b>
Aylmer, Town of	26.0182%	113,262.37	1,861.49	115,123.86	11,512.39	126,636.25
Central Elgin, Municipality of	28.0888%	123,739.28	546.46	124,285.74	12,428.57	136,714.31
Malahide, Township of	36.2556%	163,104.90	-2,683.16	160,421.73	16,042.17	176,463.91
South-West Oxford, Township of	3.4097%	15,281.74	-194.69	15,087.05	1,508.70	16,595.75
St. Thomas, City of	6.2277%	27,086.07	469.91	27,555.98	2,755.60	30,311.57
	<b>100%</b>	<b>442,474.36</b>	<b>0.00</b>	<b>442,474.36</b>	<b>44,247.44</b>	<b>486,721.80</b>

**Footnotes:**

\* Levies partially support the costs of operating the provincially mandated responsibilities of municipal plan input and review. Operating grants for provincially The Special Planning Levy is calculated based on past, existing, and anticipated program activity. The municipality has the option of recovering this Special

**Data for Calculation of Sliding Scale of Grants and Levy for 2025**

<b>Municipality</b>	<b>% of Municipality in Watershed</b>	<b>2024 Tax Year Current Value Assessment (CVA) (Modified)</b>	<b>2024 Tax Year CVA (Modified) in CA jurisdiction</b>	<b>CVA Based Apportionment Percentage</b>
Aylmer, Town of	100%	781,861,672	781,861,672	26.0182%
Central Elgin, Municipality of	40%	2,110,212,609	844,085,044	28.0888%
Malahide, Township of	82%	1,328,662,599	1,089,503,331	36.2556%
South-West Oxford, Township of	8%	4,678,658,861	187,146,354	3.4097%
St. Thomas, City of	4%	1,280,797,330	102,463,786	6.2277%
		<b>10,180,193,070</b>	<b>3,005,060,187</b>	<b>100%</b>

*The apportionment figures are calculated from assessment data provided by the Municipal Property Assessment Corporation (MPAC), and further revised based on the Conservation Authority Levies Regulation (Ontario Regulation 670/00 under the Conservation Authorities Act).*

**CATFISH CREEK CONSERVATION AUTHORITY  
DRAFT BUDGET 2025  
REVENUE SOURCES**

PROGRAM	2025 BUDGET TOTALS	MNRNF GRANT	GENERAL LEVY	OTHER PROVINCIAL GRANTS	OTHER GRANTS - M/E	EMPLOYMENT GRANTS	FEDERAL GRANTS	DEFERRED REVENUE	RESERVES	SURPLUS (DEFICIT)	DONATIONS	INCOME
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$ 160,137.42	\$ -	\$ 95,407.94	\$ -					\$ 48,229.48	\$ -	\$ 1,000.00	\$ 15,500.00
2 FLOOD FORECASTING & WARNING	\$ 278,358.97	\$ 41,215.00	\$ 237,143.97	\$ -								
3 DROUGHT AND LOW WATER RESPONSE	\$ 18,908.02		\$ 18,908.02									
4 ICE MANAGEMENT	\$ 27,807.35	\$ -	\$ 27,807.35									
5 INFRASTRUCTURE (Dam)	\$ 27,347.89	\$ -	\$ 27,347.89	\$ -								
6&7 ACT REVIEWS & PLAN REVIEW	\$ 3,494.72		\$ 3,494.72									
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$ 56,408.83	\$ -	\$ 51,408.83									\$ 5,000.00
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$ 87,097.29		\$ 15,000.00	\$ -	\$ 790.00		\$ -		\$ 53,366.29		\$ 14,600.00	\$ 13,341.00
12 WATER QUALITY (PGMN & PSMP)	\$ 10,203.08		\$ 10,203.08									
13 SOURCE PROTECTION	\$ 2,878.86			\$ 2,878.86								
<b>SUB TOTAL: MANDATED PROGRAMS Revenue</b>	<b>\$ 682,642.43</b>	<b>\$ 41,215.00</b>	<b>\$ 486,721.80</b>	<b>\$ 2,878.86</b>	<b>\$ 790.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 101,565.77</b>	<b>\$ -</b>	<b>\$ 15,600.00</b>	<b>\$ 33,841.00</b>
WATERSHED STEWARDSHIP	\$ 15,741.21			\$ -					\$ 9,791.21		\$ 200.00	\$ 5,750.00
ENVIRONMENTAL EDUCATION	\$ 16,500.00								\$ -		\$ 8,500.00	\$ 8,000.00
SPECIAL & CAPITAL PROJECTS	\$ 86,142.19						\$ -	\$ -	\$ 90,942.19		\$ 4,000.00	\$ 1,200.00
VEHICLE & EQUIPMENT OPERATIONS	\$ 82,952.05								\$ 27,952.05			\$ 55,000.00
MAPLE SYRUP PROGRAM	\$ 47,900.00								\$ -		\$ 5,000.00	\$ 42,900.00
SPRINGWATER CONSERVATION AREA	\$ 812,984.62					\$ 15,000.00			\$ 53,984.62		\$ 2,000.00	\$ 742,000.00
<b>SUB TOTAL: OTHER PROGRAMS Revenue</b>	<b>\$ 1,072,220.07</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 182,670.07</b>	<b>\$ -</b>	<b>\$ 19,700.00</b>	<b>\$ 854,850.00</b>
<b>TOTALS</b>	<b>\$ 1,754,862.50</b>	<b>\$ 41,215.00</b>	<b>\$ 486,721.80</b>	<b>\$ 2,878.86</b>	<b>\$ 790.00</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 284,265.84</b>	<b>\$ -</b>	<b>\$ 35,300.00</b>	<b>\$ 888,691.00</b>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**DRAFT BUDGET 2025**  
**TRANSFERS TO/FROM RESERVES**  
**last modified October 1, 2024**

RESERVE NAME	Proposed BALANCE Start Of 2025	Budgeted Transfers To Reserves	Budgeted Transfers From Reserves	Proposed BALANCE End Of	Category
<b>SPECIAL PROJECTS RESERVES:</b>					
Bradley Creek	\$ 5,785.53			\$ 5,785.53	n/a
Commemorative Forest	\$ 3,451.49			\$ 3,451.49	n/a
ACCA	\$ 22,335.00		-\$ 1,000.00	\$ 21,335.00	C.A. Lands
Johnson Tract	\$ 3,088.50			\$ 3,088.50	n/a
Environmental Education (General)	\$ 16,660.36		\$ -	\$ 16,660.36	n/a
Environmental Education (ELP)	\$ 2,109.54		\$ -	\$ 2,109.54	n/a
Special Projects Support	\$ 7,858.29			\$ 7,858.29	n/a
Art Trail	\$ 8,310.00			\$ 8,310.00	n/a
Path of Honour	\$ 24,662.98		\$ -	\$ 24,662.98	Special Projects
YNHA	\$ 25,779.83		-\$ 1,000.00	\$ 24,779.83	C.A. Lands
Springwater Forest	\$ 94,749.06		-\$ 5,000.00	\$ 89,749.06	C.A. Lands
<b>SUB-TOTAL SPECIAL PROJECTS RESERVES</b>	<b>\$ 214,790.58</b>	<b>\$ -</b>	<b>-\$ 7,000.00</b>	<b>\$ 207,790.58</b>	
<b>GENERAL RESERVES:</b>					
Working Capital	\$ 151,025.81		-\$ 48,229.48	\$ 17,638.83	Corporate Services
			-\$ 46,366.29		C.A. Lands
			-\$ 29,000.00		Capital Projects
			-\$ 9,791.21		Watershed Stewardship
Capital Acquisition	\$ 80,970.17	\$ -	-\$ 27,952.05	\$ 33,018.12	Vehicle/Equip Operations
			-\$ 20,000.00		SPW C.A. Operations
Land Acquisition	\$ 85,757.35		-\$ 47,952.05	\$ 85,757.35	
SPW C.A. Development	\$ 266,549.18	\$ -	-\$ 61,942.19	\$ 170,622.37	SPW CA Dev. Projects
			\$ -		Equipment Acquisition
			-\$ 33,984.62		SPW C.A. Operations
<b>SUB-TOTAL GENERAL RESERVES</b>	<b>\$ 584,302.51</b>	<b>\$ -</b>	<b>-\$ 277,265.84</b>	<b>\$ 307,036.67</b>	
<b>TOTALS</b>	<b>\$ 799,093.09</b>	<b>\$ -</b>	<b>-\$ 284,265.84</b>	<b>\$ 514,827.25</b>	



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of October 2, 2024**  
**Approved November 6, 2024**

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Members in attendance:

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

Regrets:

Stewart Patterson	Haldimand County
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Staff in attendance:

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

\*S. Bentley joined the meeting at 6:35 p.m.

**1. Welcome and Call to Order**

Chair, Robert Chambers called the meeting to order at 6:30 p.m., Wednesday, October 2, 2024.

The Chair acknowledged the passing of former Board Member, Chair of the Backus Museum Committee, and Norfolk County Councilor, Betty Chanyi. Betty was a supporter of the conservation authority and an active supporter of the community. Betty will be dearly missed.

**2. Additional Agenda Items**

There were no items added to the agenda.

**3. Approval of the Agenda**

**A-110/24**

Moved by J. Palmer  
 Seconded by P. Ypma

THAT the LPRCA 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

**4. Declaration of Conflicts of Interest**

None were declared.

**5. Minutes of the Previous Meeting**

**a) Hearing Board Meeting Minutes – September 4, 2024**

**A-111/24**

Moved by M. Columbus  
Seconded by T. Masschaele

THAT the minutes of the LPRCA Hearing Board Meeting held September 4, 2024 be adopted as circulated.

**Carried**

**b) Board of Directors Meeting Minutes - September 4, 2024**

**A-112/24**

Moved by R. Weisler  
Seconded by P Ypma

THAT the minutes of the LPRCA Board of Directors Meeting held September 4, 2024 be adopted as circulated.

**Carried**

**6. Business Arising**

There was no business arising from the previous minutes.

**7. Review of Committee Minutes**

**a) Lee Brown Marsh Management Committee Meeting - May 10, 2024**

**A-113/24**

Moved by D. Brunton  
Seconded by R. Weisler

THAT the minutes of the Lee Brown Marsh Management Committee Meeting held May 10, 2024 be adopted as circulated.

**Carried**

**8. Correspondence**

There was no correspondence to discuss.

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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



## **9. Planning Department**

### **a) Section 28 Regulations Approved Permits (L. Mauthe)**

Michael Columbus asked the reason for fewer applications this year compared to last year. Leigh-Anne Mauthe will be completing an annual analysis but stated that part of the reason could be the change to the regulation which reduced the regulated area around Provincially Significant Wetlands from 120 metres to 30 metres.

#### **A-114/24**

Moved by M. Columbus

Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated October 2, 2024 as information.

**Carried**

Shelley Ann Bentley joined the meeting at 6:35 p.m.

## **10. New Business**

### **a) General Manager's Report (J. Maxwell)**

Judy Maxwell provided a report summarizing operations this past month and provided a few recent updates.

The General Manager and Chair were unable to attend the Conservation Ontario Meeting in September. Vice-chair, Dave Beres, attended the meeting and reported the main topics of discussion included the importance of keeping the conservation authorities flood mapping up-to-date as a result of climate change and the flooding issues in Toronto this past summer; and setting up foundations for conservation authorities. In discussions with LPRCA and other conservation authority staff, setting up a foundation may not be in the best interest of LPRCA at this time.

Michael Columbus asked is the Hemlock Wooley Adelgid is spreading rapidly. Judy Maxwell replied that it is currently located at Haldimand Conservation Area and on the properties of the adjacent landowners. It is isolated around that area at this time.

#### **A-115/24**

Moved by C. Van Paassen

Seconded by P. Ypma

That the LPRCA Board of Directors receives the General Manager's Report for September 2024 as information.

**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

**b) Updated Multi-Year Accessibility Plan 2025-2029 (A. LeDuc)**

The report was presented by Aaron LeDuc. There were no questions from the Board.

**A-116/24**

Moved by T. Masschaele

Seconded by R. Weisler

THAT the LPRCA Board of Directors repeals the LPRCA Multi-Year Accessibility Plan 2020-2024, Resolution #A-123;

And,

THAT the LPRCA Board of Directors approves the LPRCA Multi-Year Accessibility Plan 2025-2029 as **presented**.

**Carried**

**c) Land Committee Terms of Reference (J. Maxwell)**

Judy Maxwell reviewed the report noting this is a requirement of the new regulations. A follow-up report will be presented at the next meeting.

Chris Van Paassen suggested appointing an additional member from the municipality where the land under consideration is located at the discretion of the Chair.

Michael Columbus suggested advertising that LPRCA is open to accepting donated property and asked if there are funding programs available to the Authority. Judy replied that funding has been available for land purchases and an application was submitted.

**A-117/24**

Moved by R. Weisler

Seconded by J. Palmer

THAT the Land Acquisition Committee Terms of Reference Part 2 Section 32.2 of the LPRCA Personnel Policy be removed;

And,

THAT the Lands Committee Terms of Reference be approved as amended.

**Carried**

**d) WECI Projects Update (J. Maxwell)**

Judy Maxwell updated the Board on the WECI Projects and the successful bidders who were awarded the contracts.

Doug Brunton asked why there was a special levy to Norfolk County for the Hay Creek Dam. Judy replied the studies and safety related items are funded on a watershed basis whereas

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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

design, repairs, and decommissioning is the responsibility of the municipality to which the dam is located. Staff apply to WECl funding to offset the costs of dam work annually.

Peter Ypma asked why the repairs were completed to the Deer Creek dam prior to the completion of the Dam Safety Review (DSR). Judy stated that previous applications to WECl to commission a DSR for Deer Creek were not successful. The repairs were considered necessary and will now be reflected within the DSR.

**A-118/24**

Moved by M. Columbus  
Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the update on the WECl projects as information.

**Carried**

**e) Great Lakes Freshwater Ecosystem Initiative Funding (L. Mauthe)**

Leigh-Anne Mauthe presented a summary of the funding requested and granted by the Great Lakes Freshwater Ecosystem Initiative (FEI) program.

**A-119/24**

Moved by S. Bentley  
Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the FEI funding report as information.

**Carried**

**11. Closed Session**

**A-120/24**

Moved by R. Weisler  
Seconded by D. Brunton

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

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

**Carried**

The members entered the closed session at 7:13 p.m. and reconvened in open session at 7:15 p.m.

Next meeting: November 6, 2024, Board of Directors, 6:30 p.m.  
November 13, 2024, Budget, 9:30 a.m.

There was a discussion concerning a conflict with the November 13, Budget meeting and a Norfolk County Council-In-Committee meeting scheduled for the same day at 1 p.m. It was agreed to tentatively re-schedule the start time of the meeting to 9:00 a.m. The time change will be discussed and finalized at the next meeting.

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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

**Adjournment**

The Chair adjourned the meeting at 7:19 p.m.

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Robert Chambers  
Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

/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

November 6, 2024

**Sent via email:** premier@ontario.ca

The Honourable Doug Ford  
Premier of Ontario  
823 Albion Road  
Etobicoke, ON M9V 1A3

Dear Honourable Doug Ford:

**Re: Good Roads Association, Establishment of an Ontario Rural Road Safety Program**

At their regular meeting of November 6, 2024, Council of the Town of Pelham endorsed the following:

**BE IT RESOLVED THAT Council receive the correspondence from the Good Roads Association regarding the establishment of an Ontario Rural Road Safety Program, for information;**

**AND THAT Council endorse and support the motion as circulated by the Good Roads Association, being:**

**WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;**

**AND WHEREAS despite only having 17% of the population, 55% of the road fatalities occur on rural roads;**

**AND WHEREAS rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;**

**AND WHEREAS preventing crashes helps to alleviate the burden on Ontario's already strained rural health care system;**

**AND WHEREAS roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;**

**THEREFORE, BE IT RESOLVED THAT the Town of Pelham requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads;**

**AND FURTHER THAT a copy of this resolution be forwarded to Hon. Doug Ford, Premier, Hon. Prabmeet Singh Sarkaria, Minister of Transportation, Hon. Kinga Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Food and Agribusiness, Hon. Lisa M. Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, Hon. Sam Oosterhoff, MPP, and Good Roads;**

**AND FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.**

Should you require further information, please do not hesitate to contact Town Clerk, Sarah Leach 905-892-2607 ext 315.

Yours very truly,

*jlegros*

Jodi Legros

Legislative Coordinator

- c. Hon. Prabmeet Singh Sarkaria, Minister of Transportation** Prabmeet.Sarkaria@pc.ola.org  
**Hon. Kinga Surma, Minister of Infrastructure** Kinga.Surma@pc.ola.org  
**Hon. Rob Flack, Minister of Agriculture, Food and Agribusiness** Rob.Flack@pc.ola.org  
**Hon. Lisa M. Thompson, Minister of Rural Affairs** Lisa.Thompson@pc.ola.org  
**Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response**  
 trevor.jones3@ontario.ca  
**Hon. Sylvia Jones, Deputy Premier and Minister of Health** sylvia.jones@pc.ola.org  
**Sam Oosterhoff, MPP, Niagara West** Sam.oosterhoffco@pc.ola.org  
**Good Roads, Scott R. Butler, Executive Director** scott@goodroads.ca  
**Ontario Municipalities**



November 12, 2024

Resolution No. 329/2024

**THE CORPORATION OF THE TOWNSHIP OF MCGARRY  
P.O. BOX 99,  
VIRGINIATOWN, ON. P0K 1X0**

MOVED BY

*Elaine Fiu*

SECONDED BY

*Francine Bente*

**WHEREAS** official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

**AND WHEREAS**, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

**AND WHEREAS**, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

**AND WHEREAS**, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

**AND WHEREAS**, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

**THEREFORE, BE IT RESOLVED THAT** the Township of McGarry requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

**FURTHER THAT** a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and

FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

Defeated \_\_\_\_\_ / Carried Bonita Culhane  
Mayor Mayor

Recorded Vote	Requested by _____	
	YES	NO
Mayor Bonita Culhane	_____	_____
Councillor Louanne Caza	_____	_____
Councillor Elaine Fic	_____	_____
Councillor Annie Keft	_____	_____
Councillor Francine Plante	_____	_____



**97**  
**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**  
**69 Fourth Avenue, Larder Lake, ON**  
 Phone: 705-643-2158 Fax: 705-643-2311



**MOVED BY:**

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

**SECONDED BY:**

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 7

Resolution #: 7

Date: November 12, 2024

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

Recorded vote requested:

	For	Against
Tom Armstrong		
Patricia Hull		
Paul Kelly		
Lynne Paquette		
Patty Quinn		

I declare this motion

<input type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

<b>Disclosure of Pecuniary Interest*</b>

Chair: \_\_\_\_\_

\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

98  
**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**  
**69 Fourth Avenue, Larder Lake, ON**  
 Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 8

Resolution #: 7

Date: November 12, 2024

1. Now Therefore Be It Hereby Resolved That the Township of Larder Lake Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. Be It Further Resolved That the Township of Larder Lake Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

5. *Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.*

Recorded vote requested:

	For	Against
Tom Armstrong	✓	
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette		
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

<b>Disclosure of Pecuniary Interest*</b>

Chair:

Patricia Hull

\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 24-66**

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

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

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

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

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

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on November 21, 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 21<sup>st</sup> day of November, 2024.

**READ** a **THIRD** time and **FINALLY PASSED** this 21<sup>st</sup> day of November, 2024.

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Mayor, D. Giguère

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Clerk, A. Adams