



**The Corporation of the Township of Malahide  
COUNCIL AND COMMITTEE OF THE WHOLE MEETING AGENDA**

**January 30, 2025 – 7:00p.m.**  
**Hybrid Council Meeting (Virtual and In-Person)**  
**Springfield & Area Community Services Building – Council Chambers**  
**51221 Ron McNeil Line, Springfield & via Zoom**

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- (A) Call to Order
- (B) Approval of the Agenda
- (C) Disclosure of Pecuniary Interest
- (D) Announcements
- (E) Adoption of Minutes of Previous Meeting(s)
  - Council Meeting Minutes of January 16, 2025
- (F) Public Meetings & Committee of Adjustment
  - Public Meeting - Zoning By-law Amendment Application – D14-Z14-24 - Baertsoen – 47323 and 47325 Talbot Line
  - Meeting to Consider – Ashton Street Drain relating to Lot 48, Plan 71, Village of Springfield, Township of Malahide, geographic South Dorchester
  - Meeting to Consider – D. Versnick Drain relating to part of lot 11, Concession 11, Township of Malahide
- (G) Delegations
- (H) Approval of Business (Consent Agenda)

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

- FIN-25-01 – Community Grant Requests
  - FIN-24-32 – 2025 Draft Budget
  - EECC Operational & Capital Budget Approvals
  - Elgin OPP Detachment Board – Request for Contribution to the Elgin OPP Detachment Board During Inaugural Phase
- (I) Unfinished Business

(J) New Business

- DS-25-01 - Application for Consent to Sever No. E8-25 of Kevin and Katie Vis
- DS-25-04 - Application for Consent to Sever No. E13-25 of Michael & Jennifer Shackelton
- DS-25-02 - Application for Consent to Sever No. E7-25 of J and L Walker Farms Ltd.
- PW-25-04 – CHIF Letter of Support
- DS-25-06 - 2024 Building Permit Activity
- DS-25-05 – CRED Update 2024

(K) By-laws

- 25-06 – D. Versnick Drain
- 25-07 – Ashton Street Drain
- 25-08 – Baertseon By-law
- 25-09 – 2025 Budget By-law
- 25-10 – 2025 User Fee By-law

Committee of the Whole

(L) Business for Consideration

- CLERK-25-01 - Information Technology Services Contract Extension

(M) Unfinished Business

(N) New Business

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

(O) Correspondence

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

1. Elgin County – From the Council Chambers Meeting Highlights– January 14, 2025
2. Kettle Creek Conservation Authority Minutes – December 18, 2024
3. Kettle Creek Conservation Authority – Notice of Confirmation - 2025 Municipal Apportionment
4. Public Advisory Committee – North Shore Resilience Project
5. Ministry of Natural Resources – Proposed regulation regarding Minister's Permit and Review powers under the Conservation Authorities Act
6. Ministry of Solicitor General – Welcome and Introduction of the newly appointed Minister of Auto Theft and Bail Reform

Committee of the Whole Adjourns

(P) Closed Session

- Training and education for the purpose of professional development relating to Development Services Department – By-law Enforcement. 239(3.1)(1)

(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 January 30, 2025 Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on January 16, 2025 be adopted.
3. THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z14-24 - Baertsoen – 47323 and 47325 Talbot Line be called to order at \_\_\_p.m.
4. THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z14-24 - Baertsoen – 47323 and 47325 Talbot Line be adjourned at \_\_\_p.m.
5. THAT Report No. DS-25-03 entitled “Zoning By-Law Amendment Application of Arnold & Joanna Baertsoen (Authorized Agent: Civic Planning Solutions Inc.) relating to the property located at PLAN 15 PT LOTS 1,2,3 PLAN; 15 LOT 3 S/S TALBOT (47323 and 47325 Talbot Line, Malahide) be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z14-24 of Arnold and Joanna Baertsoen relating to the property located at PLAN 15 PT LOTS 1,2,3 PLAN; 15 LOT 3 S/S TALBOT, and known municipally as 47323 and 47325 Talbot Line, BE APPROVED for the reasons set out in this Report.

6. THAT the Engineer’s Report for the Ashton Street Drain be accepted;  
  
AND THAT By-law No. 25-07 being a by-law to provide for the Ashton Street drainage works be read a first and second time and provisionally adopted.
7. THAT the Court of Revision for the Ashton Street Drain be scheduled to be held on March 6, 2025 at 7:00p.m.
8. THAT the Engineer’s Report for the D. Versnick Drain be accepted;  
  
AND THAT By-law No. 25-06 being a by-law to provide for the D. Versnick drainage works be read a first and second time and provisionally adopted.
9. THAT the Court of Revision for the D. Versnick Drain be scheduled to be held on March 6, 2025 at 7:00p.m.
10. *Whereas, at its January 16<sup>th</sup>, 2025 meeting, the Committee of the Whole recommended to Council:*

- THAT Report FIN-25-01 entitled “Community Grant Requests” be received for information;

- AND THAT the Community Grants in the amount of \$40,910 be approved and distributed as recommended by the Community Grants Committee with the exception of the Aylmer & Area Chamber of Commerce event.
- AND THAT the grant application of the Springfield Stingers be submitted for review by the grant committee.
- AND THAT an increase to the Aylmer Malahide Museum grant be reviewed by the grant committee.
- AND THAT Report No. FIN-24-32 entitled “2025 Draft Budget be received;
- AND THAT the 2025 Draft Budget be approved in principle as presented, with the exception of the OP Project Budget, which is to be limited to \$30,000;
- AND THAT the User Fee Schedules for 2025 be approved as presented in the 2025 Draft Budget;
- AND THAT the 2025 EEECC Operational Budget be approved in the total amount of \$626,320.00 (\$313,160 per municipal partner);
- AND THAT the 2025 EEECC Capital Budget in the total amount of \$ 1,717,507.00 (\$858,753.50 per municipal partner) be approved;
- AND THAT the 2024 EEECC carry forward projects in the total amount of \$598,397.00 (\$299,198.50 per municipal partner) be approved;
- AND THAT the correspondence received from the Elgin OPP Detachment Board, regarding the request for contribution to the Elgin OPP Detachment Board During Inaugural Phase be received;
- AND THAT the \$5,000 request for contribution to the Elgin OPP Detachment Board During Inaugural Phase be approved.
- *BE IT RESOLVED that Council adopts the above recommendations from the Committee of the Whole*

11. THAT Report No. DS-25-01 entitled “Application for Consent to Sever No. E8-25 of Kevin and Katie Vis” be received;

AND THAT the Application for Consent to Sever of Kevin and Katie Vis (c/o Civic Planning Solutions) relating to the property located at Concession 7, Part Lot 21; Part Lot 94, (Geographic Concession North of Talbot Road), and known municipally as 51147 Glencolin Line be supported for the reasons set out in this Report;

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

12. THAT Report No. DS-25-04 entitled “Application for Consent to Sever No. E13-25 of Michael & Jennifer Shackelton” be received;

AND THAT the Application for Consent to Sever of Michael and Jennifer Shackelton (Authorized Agent: Civic Planning Solutions Inc.), relating to the property located at Concession 10, Part Lot 4, (Geographic Concession North of Talbot Road), and known municipally as 51516 and 51570 Lyons 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.

13. THAT Report No. DS-25-02 entitled “Application for Consent to Sever No. E7-25 of J and L Walker Farms Ltd.” be received;

AND THAT the Application for Consent to Sever of J and L Walker Farms Ltd (c/o Civic Planning Solutions), relating to the property located at Concession 5, Part Lots 26 and 27, (Geographic Concession South of Talbot Road), and known municipally as 7717 Anger 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- 25-04 entitled “CHIF Letter of Support” be received;

AND THAT the Council of The Corporation of the Township of Malahide supports Malahide’s participation in a joint application to the Canada Housing Infrastructure Fund (CHIF) for the rehabilitation of the Port Burwell Area Secondary Water Supply System’s transmission main on Nova Scotia Line;

AND FURTHER THAT the Mayor be authorized to prepare and sign a Letter of Support from Malahide for the CHIF application.

15. THAT Report No. DS-25-06 entitled “2024 Building Permit Activity” be received.

16. THAT Report No. DS-25-05 entitled “CRED Update 2024” be received for information, AND

THAT this report and the information contained therein inform the Mayor and Members of Council the Economic Development initiatives completed over the year for the Township.

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

- 25-09 – 2025 Budget By-law
- 25-10 – 2025 User Fee By-law
- 25-08 – Baertseon By-law

AND THAT the following by-laws be now read a first and second time:

- 25-06 – D. Versnick Drain
- 25-07 – Ashton Street Drain

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

19. THAT Report No. CLERK-25-01 entitled Information Technology Services Contract Extension be received;

AND THAT the Committee of the Whole recommend to Council that staff be authorized to take the necessary actions to finalize and formalize the two-year contract extension with Zouling Technologies.

20. RESOLVED that items 1-6 be received and filed:

1. Elgin County – From the Council Chambers Meeting Highlights– January 14, 2025
2. Kettle Creek Conservation Authority Minutes – December 18, 2024
3. Kettle Creek Conservation Authority – Notice of Confirmation - 2025 Municipal Apportionment
4. Public Advisory Committee – North Shore Resilience Project
5. Ministry of Natural Resources – Proposed regulation regarding Minister’s Permit and Review powers under the Conservation Authorities Act
6. Ministry of Solicitor General – Welcome and Introduction of the newly appointed Minister of Auto Theft and Bail Reform

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

22. 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:

- Training and education for the purpose of professional development relating to Development Services Department – By-law Enforcement. 239(3.1)(1)

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

24. THAT By-law No.25-11, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

25. RESOLVED THAT we do now adjourn at \_\_\_\_\_ p.m. to meet again on February 20, 2025 at 7:00p.m.

**The Corporation of the Township of Malahide**  
**January 16, 2025 – 7:00p.m.**  
Virtual Meeting - <https://youtu.be/LNKordRvOo8>

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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, Councillor R. Cerna and Councillor C. Glinski

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

**CALL TO ORDER:**

Mayor Giguère took the Chair and called the meeting to order at 7:02p.m.

**APPROVAL OF AGENDA:**

**No. 25-001**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

THAT the January 16 ,2025 Regular Council Meeting Agenda be approved as presented with the following addition:

- Section P – Closed Session - Personal matters about an identifiable individual, including municipal or local board employees. Section 239 (2)(b)

**Carried**

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

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda items PW-2501-Learn Drain Extension, PW-25-02-Petition for Drainage-Glencolin Line, and FIN-25-01-Community Grant Requests. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his and that he a member of the Harvest Bowl Committee and Malahide Community Policing Committee.

**ANNOUNCEMENTS:**

No items.



**ADOPTION OF MINUTES:****No. 25-002****Moved By: Rick Cerna****Seconded By: Sarah Leitch**

THAT the minutes of the regular meeting of Council held on December 19, 2024 be adopted.

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

No items.

**DELEGATIONS:**

No items.

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

No items.

**Carried****UNFINISHED BUSINESS:**

- Severance Conditions of E13-23 & E18-23 – Conveyance from Loewen to Township of Malahide Resolution

**No. 25-003****Moved By: Scott Lewis****Seconded By: Rick Cerna**

THAT Severance applications E-13-23 and E-18-23, presented to Council on May 16, 2024, were approved with the recommended conditions;

AND THAT Condition 7 for E-13-23 and Condition 6 for E-18-23, which require land dedications for consent approval, including a turning circle and road widening on Woolleyville Line, be fulfilled;

AND THAT upon completion of these conditions, the Mayor and Clerk be authorized to sign any necessary agreements.

**Carried**

**NEW BUSINESS:**

- F-25-01- Fire Protection Grant

**No. 25-004****Moved By: John H. Wilson****Seconded By: Sarah Leitch**

THAT Report No. F-25-01 entitled "Fire Protection Grant" be received for information;

AND THAT Malahide Council approves and authorizes the agreement between the Township and the Province, granting the Director of Fire and Emergency Services and the Director of Corporate Services the authority to execute the grant agreement on behalf of the Township.

**Carried**

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda items J– PW-25-01 – Learn Drain Extension and PW-25-02 – Petition for Drainage – Glencolin Line. He retired from the meeting and abstained from all discussions and voting on the matter.

- PW-25-01 – Learn Drain Extension

**No. 25-005****Moved By: Chester Glinski****Seconded By: Rick Cerna**

THAT Report No. PW- 25-01 entitled "Learn Drain Extension" be received;

AND THAT the extension of the Learn Drain be included in the engineer's report currently being prepared by Mike Devos, P. Eng., of Spriet Associates pursuant to *Section 78 of the Drainage Act R.S.O. 1990.*

**Carried**

- PW-25-02 – Petition for Drainage – Glencolin Line

**No. 25-006****Moved By: Scott Lewis****Seconded By: Chester Glinski**

THAT Report No. PW- 25-02 entitled "Petition for Drainage – Glencolin Line" be received;

AND THAT the Director of Public Works or his designate be authorized to add the Township of Malahide to the existing Wagler petition for drainage under Section 4 of the Drainage Act.

**Carried**

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

- PW-25-03 – Drain Update

**No. 25-007**

**Moved By: Sarah Leitch**

**Seconded By: Scott Lewis**

THAT Report No. PW- 25-03 entitled “Drain Update Report” be received.

**Carried**

**BY-LAWS:**

**No. 25-008**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

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

- 25-01 – Establish Fire & Emergency Fees
- 25-02 – 2025 Municipal Water Rates
- 25-03 – 2025 Municipal Sewage Rates
- 25-04 – Road Assuming By-law – Portion of Springwater Road

**Carried**

**COMMITTEE OF THE WHOLE:**

**No. 25-009**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

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

**Carried**

**Business for Consideration**

- FIN-25-01 – Community Grant Requests

Councillor Wilson inquired about a grant application for a newly formed board, Springfield Stingers baseball, and about an opportunity to apply now. Mayor Giguère stated that since money left

perhaps to show some flexibility this could be reviewed by the committee if they wished to submit. The committee agreed with this approach.

Councillor Cerna inquired about the conditional approval for the Aylmer & Area Chamber of Commerce, noting that the event appeared to be primarily taking place in Aylmer, this funding amount should be removed. Director Boylan responded that to date, he had not received any correspondence regarding the formal letter he had sent to the applicant outlining the condition.

Councillor Leitch raised the issue of funding for the Aylmer-Malahide Museum, expressing her desire to see an increase in funding to help preserve the community's history. Mayor Giguere asked the committee members if they wished to discuss the matter further or refer it back to the grant committee for reconsideration. Councillor Cerna and other members agreed that the items should be sent back to the grant committee for further consideration.

**No. 25-010**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

THAT Report FIN-25-01 entitled "Community Grant Requests" be received for information;

AND THAT the committee recommend to council that the Community Grants in the amount of \$40,910 be approved and distributed as recommended by the Community Grants Committee with the exception of the Aylmer & Area Chamber of Commerce event.

AND THAT the committee request the grant application of the Springfield Stingers be submitted for review by the grant committee.

AND THAT the committee request an increase to the Aylmer Malahide Museum grant be reviewed by the grant committee.

**Carried**

- 2025 Draft Budget Discussions – Continuation

Deputy Mayor Widner inquired about the study fees associated with the Official Plan. CAO Dias explained that he had spoken with the planners, and the amount of consultation required can be controlled, allowing it to be managed within the operating budget. He suggested repurposing the funds for this purpose. Mayor Giguère confirmed it was necessary to align with the Provincial Policy Statement (PPS) and the County Official Plan, and there is no way around this requirement. CAO Dias confirmed this understanding, and reiterated the Mayor's point that compliance with both is mandatory. Although the work to be done is beyond just housekeeping, the process can be made more efficient, and a letter of engagement can be developed to obtain better cost estimates, ensuring we do what's needed without unnecessary expenditure. Before passing the resolution, Mayor Giguère asked what the resolution should specify regarding the Official Plan funding. Director Boylan noted that the amount staff spend on the project could be limited if desired. Mayor Giguère then asked Deputy Mayor Widner if he agreed with this approach, to which he confirmed and suggested that the maximum for the study be set at \$30,000.

Councillor Wilson inquired about the zero-value listed for the concession booth at MCP. Director Boylan clarified that this reflects the absence of a current contract, but it does not indicate that a contract is not being considered. Director Godby added that staff are working on an Expression of Interest (EOI) to be sent to potential vendors. After discussing the EOI, members concluded that measures would be implemented to ensure commitment and fairness. Director Godby further stated that he hoped to have something back before Council regarding the outcome of this.

**No. 25-011**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

THAT Report No. FIN-24-32 entitled "2025 Draft Budget be received;

AND THAT the Committee of the whole recommend to council the 2025 Draft Budget in principle as presented with the exception of the OP Project Budget be limited to \$30,000;

AND THAT the Committee of the whole recommend to Council the approval the User Fee Schedules for 2025 as presented in the 2025 Draft Budget.

**Carried**

Unfinished Business

No items.

New Business

No items.

Correspondence

- Correspondence Items

**No. 25-012**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

BE IT RESOLVED that all correspondence items be received and filed:

1. Town of Aylmer – Opposition to Provincial Legislation on Cycling Lanes and Support for Municipal Authority in Transportation Planning
2. Municipality of Bayham – Official Plan Conformity Review 2024 – First Draft Official Plan
3. County of Elgin – Council Highlights - December 12, 2024
4. Kettle Creek Conservation Authority Minutes – November 20, 2024
5. Long Point Region Conservation Authority Board of Directors Minutes – December 5, 2024
6. Long Point Region Conservation Authority 2025 Budget Apportionment

7. Ministry of the Environment, Conservation and Parks - Amendment to O. Reg. 406/19: On-Site and Excess Soil Regulation ("Excess Soil Regulation")
8. Ministry of Municipal Affairs and Housing – Announcement of additional funding for ending encampments

**Carried**

**No. 25-013**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

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

**Carried**

**CLOSED SESSION:**

**No. 25-014**

**Moved By: Mark Widner**

**Seconded By: Scott Lewis**

THAT Council move into Closed Session at 8:19p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or local board relating to a Township facility. Section 239(2)(k)
- A matter regarding labour relations or employee negotiations and personal matters about an identifiable individual, including municipal employees respecting a matter relating to a job evaluation. Section 239 (2) (d)(b)
- Personal matters about an identifiable individual, including municipal or local board employees. Section 239 (2)(b)

**Carried**

**No. 25-015**

**Moved By: John H. Wilson**

**Seconded By: Mark Widner**

THAT Council move out of Closed Session and reconvene at 9:12p.m. in order to continue with its deliberations;

AND THAT Council direct staff to proceed with adjusting the position, following the Job Evaluation Reconsideration, to the appropriate level and implementing the corresponding step increase;

AND THAT there is nothing further to report.

**Carried**

**CONFIRMATORY BY-LAW:**

**No. 25-016**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

THAT By-law No.25-05, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

**Carried**

**ADJOURNMENT:**

**No. 25-017**

**Moved By: Mark Widner**

**Seconded By: Rick Cerna**

THAT Council adjourn its meeting at 9:13p.m. meet again on January 30, 2025 at 7:00p.m.

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams



## TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 25-07

*Drainage Act*, R. S.O. 1990, c. D17  
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works  
on the Ashton Street Drain  
in the Township of Malahide,  
in the County of Elgin

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**WHEREAS** the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Lot 48, Plan 71  
Village of Springfield  
In the Township of Malahide  
(geographic South Dorchester)

**AND WHEREAS** the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

**AND WHEREAS** the estimated total cost of constructing the drainage works is \$39,500.00.

**AND WHEREAS** \$39,500.00 is the amount to be contributed by the municipality for construction of the drainage works.

**AND WHEREAS** \$39,500.00 is being assessed in the Township of Malahide in the County of Elgin.

**AND WHEREAS** the council is of the opinion that the drainage of the area is desirable.



NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated November 7, 2024, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2.
  - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$39,500.00 being the amount necessary for construction of the drainage works.
  - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
    - i. Grants received under section 85 of the Act;
    - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
    - iii. Moneys paid under subsection 61(3) of the Act; and
    - iv. Moneys assessed in and payable by another municipality,
  - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Ashton Street Drain".

**READ a FIRST and SECOND** time this 30th day of January, 2025 .

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**READ a THIRD** time and **FINALLY PASSED** this 6th day of March, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 25-06

*Drainage Act*, R. S.O. 1990, c. D17  
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works  
on the D. Versnick Drain  
in the Township of Malahide,  
in the County of Elgin

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**WHEREAS** the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Part of Lot 11  
Concession 1  
In the Township of Malahide

**AND WHEREAS** the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

**AND WHEREAS** the estimated total cost of constructing the drainage works is \$23,400.00.

**AND WHEREAS** \$23,400.00 is the amount to be contributed by the municipality for construction of the drainage works.

**AND WHEREAS** \$23,400.00 is being assessed in the Township of Malahide in the County of Elgin.

**AND WHEREAS** the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated November 1, 2024, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2.
  - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$23,400.00 being the amount necessary for construction of the drainage works.
  - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
    - i. Grants received under section 85 of the Act;
    - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
    - iii. Moneys paid under subsection 61(3) of the Act; and
    - iv. Moneys assessed in and payable by another municipality,
  - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "D. Versnick Drain".

**READ a FIRST and SECOND** time this 30th day of January, 2025 .

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**READ a THIRD** time and **FINALLY PASSED** this 6th day of March, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**REPORT NO.** DS-25-03

**TO:** Mayor & Members of Council

**DEPARTMENT:** Development Services

**MEETING DATE:** January 30, 2025

**SUBJECT:** **Zoning By-Law Amendment Application of Arnold & Joanna Baertsoen (Authorized Agent: Civic Planning Solutions Inc.) relating to the property located at PLAN 15 PT LOTS 1,2,3 PLAN;15 LOT 3 S/S TALBOT, (47323 and 47325 Talbot Line, Malahide)**

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**RECOMMENDATION:**

THAT Report No. DS-25-03 entitled “Zoning By-Law Amendment Application of Arnold & Joanna Baertsoen (Authorized Agent: Civic Planning Solutions Inc.) relating to the property located at PLAN 15 PT LOTS 1,2,3 PLAN; 15 LOT 3 S/S TALBOT (47323 and 47325 Talbot Line, Malahide) be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z14-24 of Arnold and Joanna Baertsoen relating to the property located at PLAN 15 PT LOTS 1,2,3 PLAN;15 LOT 3 S/S TALBOT, and known municipally as 47323 and 47325 Talbot Line, BE APPROVED for the reasons set out in this Report.

---

**PURPOSE & BACKGROUND:**

The subject Zoning By-law Amendment Application (the “application”) has been submitted by Civic Planning Solutions, on behalf of the owners Arnold & Joanna Baertsoen, to rezone the subject lands to facilitate the creation of two new residential lots in the Hamlet of Orwell. Specifically, the lands would be rezoned from “General Industrial (M1)” and “Hamlet Residential (HR)” to “Hamlet Residential – Holding (HR-H)”.

The Application relates to the property located at PLAN 15 PT LOTS 1,2,3 PLAN;15 LOT 3 S/S TALBOT, and known municipally as 47323 and 47325 Talbot Line.

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

---

**COMMENTS & ANALYSIS:**

The subject lands consist of two properties located at 47323 Talbot Street and 47340 Weldon Street. The owner is proposing to reconfigure the property boundaries to create

two new residential lots fronting Weldon Street. The subject property (1.35 acres) in area, has approximately 46 metres (150.91 feet) of frontage along Talbot Line.

Parcels B & C, as illustrated on the submitted site plan, will have lot areas of approximately 1,462 m<sup>2</sup> (0.36 acres) and approximately 29 metres of frontage on Weldon Street and are both currently vacant.

The proposed retained parcel (Parcel A) is approximately 0.25 hectares (0.62 acres), has 46.97 metres of frontage along Talbot Line, has 50 metres of frontage along Springwater Road, and contains an existing dwelling and accessory buildings.

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

The PPS directs that planning authorities should support the creation of complete communities by accommodating an appropriate range and mix of housing options, including the development of underutilized properties (2.1.6, 2.2.1). The proposed development would make efficient use of a large, former industrial zoned parcel and provide additional housing options in the community. The Hamlet of Orwell is serviced by municipal water and private septic system. Partial services are permitted for development within rural settlement areas where new development will be serviced by individual on-site water services in combination with municipal sewage services or private communal sewage services (s. 3.6.5).

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

The subject property is designated “Tier 2 - Orwell” on Schedule ‘A’, Land Use Plan. In addition to the above, the subject property is identified as having frontage along a “Provincial Highway” on Schedule ‘B’, “Transportation Plan”.

Tier 2 Settlement Areas are settlement areas that are serviced by partial municipal services and primarily permit low density residential uses (C1.1.1). The County Official Plan directs that the character of residential areas is to be maintained and enhanced, encourage a range of housing types, and supports the efficient use of infrastructure, including promoting residential intensification (s. C1.1.1). Further the development and redevelopment of lands within existing settlement areas is encouraged where there are appropriate levels of services. (s. C1.3.2). The proposed severance would facilitate the development of two new residential lots that can support low density residential uses and contribute to increasing the housing supply within the community. The proposed lots would be adequately serviced and would make for a more efficient use of land.

Where development is proposed on a potentially contaminated site, a Record of Site Condition (RSC) is required to confirm that site soil conditions meet Provincial requirements (s. D3.8). Approximately half of the property is zoned “General Industrial (M1)” and contained a former metal fabrication use. A Phase II Environmental Site Assessment, which is a component of the RSC, has been completed that demonstrates that soil conditions meet provincial criteria. Township Building staff have commented that an RSC will be required prior to the issuance of a building permit. As a result, staff

are recommending the placement of a holding provision that would prohibit construction until an RSC is provided to the Township.

### **Malahide Official Plan**

The subject property is designated “Hamlet” on Schedule ‘A1’ (Land Use Plan). The Township Official Plan encourages intensification and redevelopment on underutilized sites within settlement areas, which may include the creation of infill lots (s. 4.1.4.1). The Hamlet designation primarily permits residential uses, with the predominant land use being single detached dwellings (s. 4.3.1.3). The creation of new lots is supported where there is appropriate servicing, the proposed lots have frontage on a public road, the consent proposes infill development, the size of the parcel is appropriate, and shall not create a traffic hazard (s. 4.3.3). The proposed infill severances would create two new residential lots within an existing settlement area and can be adequately serviced. Both the severed and retained lots will have frontage on public roadways and the addition of two new lots on a Township road (Weldon Street) is not anticipated to create a traffic hazard.

Potentially contaminated sites are to be remediated as necessary prior to development taking place (s. 5.4). Since the retained lots and Parcel B are currently zoned “General Industrial (M1)” and contained a former small-scale metal fabrication use a Phase II Environmental Site Assessment was completed for the property and confirmed that the soil conditions meet provincial requirements regarding potential on-site contamination. A holding provision is proposed to be applied to the former industrial-zoned lands that will require a Record of Site Condition to be completed prior to the issuance of a building permit.

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

The subject property is within the “General Industrial (M1) Zone” and “Hamlet Residential (HR) Zone”, on Key Map 85 of Schedule “A” to the Township’s Zoning By-law No. 18-22.

The applicant proposes to rezone the lands zoned “General Industrial (M1)” to “Hamlet Residential (HR)”. The proposed severed and retained lots comply with the applicable zoning provisions of the HR Zone. As previously noted, a holding provision is proposed to be applied to former industrial lands, which would require the provision of a Record of Site Condition to the satisfaction of the Township prior to the holding provision being lifted.

---

### **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:**

No comments have been received from agencies of the public as of the date 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: Arnold & Joanna Baertsoen**

47323 & 47325 Talbot Line  
PLAN 15 PT LOTS 1,2,3 PLAN; 15 LOT 3 S/S TALBOT


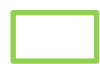


47340 Weldon Street  
PLAN 15 LOT 4 N/S MAIN PT;MILL ST CLOSED RP 11R7283;PART 5

Township  
of Malahide  
Figure 1



**OFFICIAL PLAN DESIGNATION  
HAMLET**

**ZONING**  
Hamlet Residential (HR)

-  Area subject to Zoning By-law Amendment
-  Parcel A (to be retained)
-  Parcel B (to be severed)
-  Parcel C (to be severed)







**SKETCH**

PREPARED ILLUSTRATING PROPOSED SEVERANCE  
FOR: ARNOLD BAERTSOEN

NOT TO SCALE

**LEGEND**

-  DENOTES DECIDUOUS TREE
-  DENOTES CONIFEROUS TREE
-  DENOTES GUY WIRE
-  DENOTES HYDRO POLE

**PARCEL "A"**  
(TO BE RETAINED)  
AREA = 2547.2 SQ. METRES

**PARCEL "B"**  
(TO BE SEVERED)  
AREA = 1462.3 SQ. METRES

**PARCEL "C"**  
(TO BE SEVERED)  
AREA = 1461.7 SQ. METRES

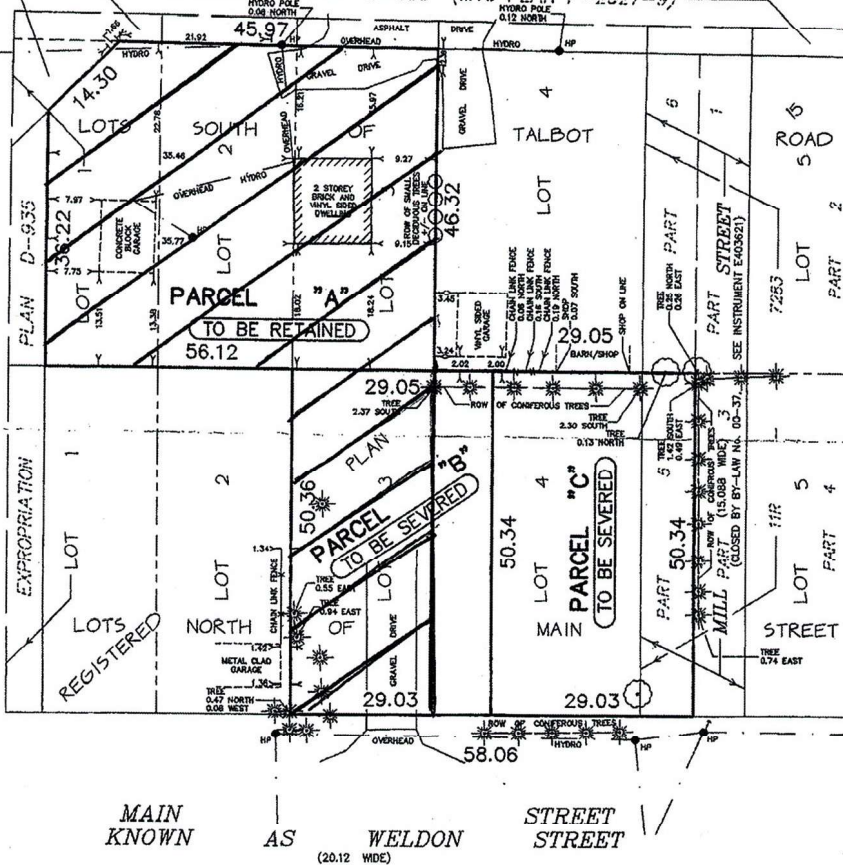
NORTH

ROAD ALLOWANCE BETWEEN CONCESSIONS  
NORTH OF TALBOT ROAD AND SOUTH OF TALBOT ROAD  
TALBOT LINE  
(30.48 WIDE)

REGISTERED  
PLAN D-515

REGISTERED PLAN D-569 (MTO PLAN P-2027--9)

ROAD ALLOWANCE BETWEEN THE GEOGRAPHIC  
TOWNSHIPS OF YARMOUTH AND MALAHIDE  
SPRINGWATER ROAD  
(30.48 WIDE)



Area to be Rezoned from M1 to HR ///

PROPERTY DESCRIPTION:  
PART OF LOTS 1, 2 AND 3  
SOUTH OF TALBOT ROAD  
LOTS 3 AND 4  
NORTH OF MAIN STREET  
PART OF MILL STREET  
REGISTERED PLAN 15  
TOWNSHIP OF MALAHIDE  
COUNTY OF ELGIN

**CAUTION**

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NOT BE USED EXCEPT FOR THE PURPOSE  
INDICATED IN THE TITLE BLOCK

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ONTARIO LAND SURVEYOR

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

PROJECT: 23-18467SKETCH

ARNOLD BAERTSOEN

REF:

DWG. WLP

47323 & 47325 TALBOT LINE, AYLMER

FILE

CHKD. XXX

**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
BY-LAW NO. 25-08**

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

**Arnold and Joanna Baertsoen/  
47323 & 47325 Talbot 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 PLAN 15 PT LOTS 1,2,3 PLAN; 15 LOT 3 S/S TALBOT (47323 & 47325 Talbot Line), in the Township of Malahide, shall be removed from the “General Industrial (M1) Zone” and placed in the Hamlet Residential (HR) Zone” of By-law No. 18-22. The zoning of this land shall be shown as “HR-H” on Key Map 85 of Schedule “A” to By-law No. 18-22, as amended.
2. **THAT** prior to the “H” symbol being removed confirmation that a Record of Site Condition has been approved by the Ministry of Environment, Conservation, & Parks and filed in the Environmental Site Registry.
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 30<sup>th</sup> day of January, 2025.

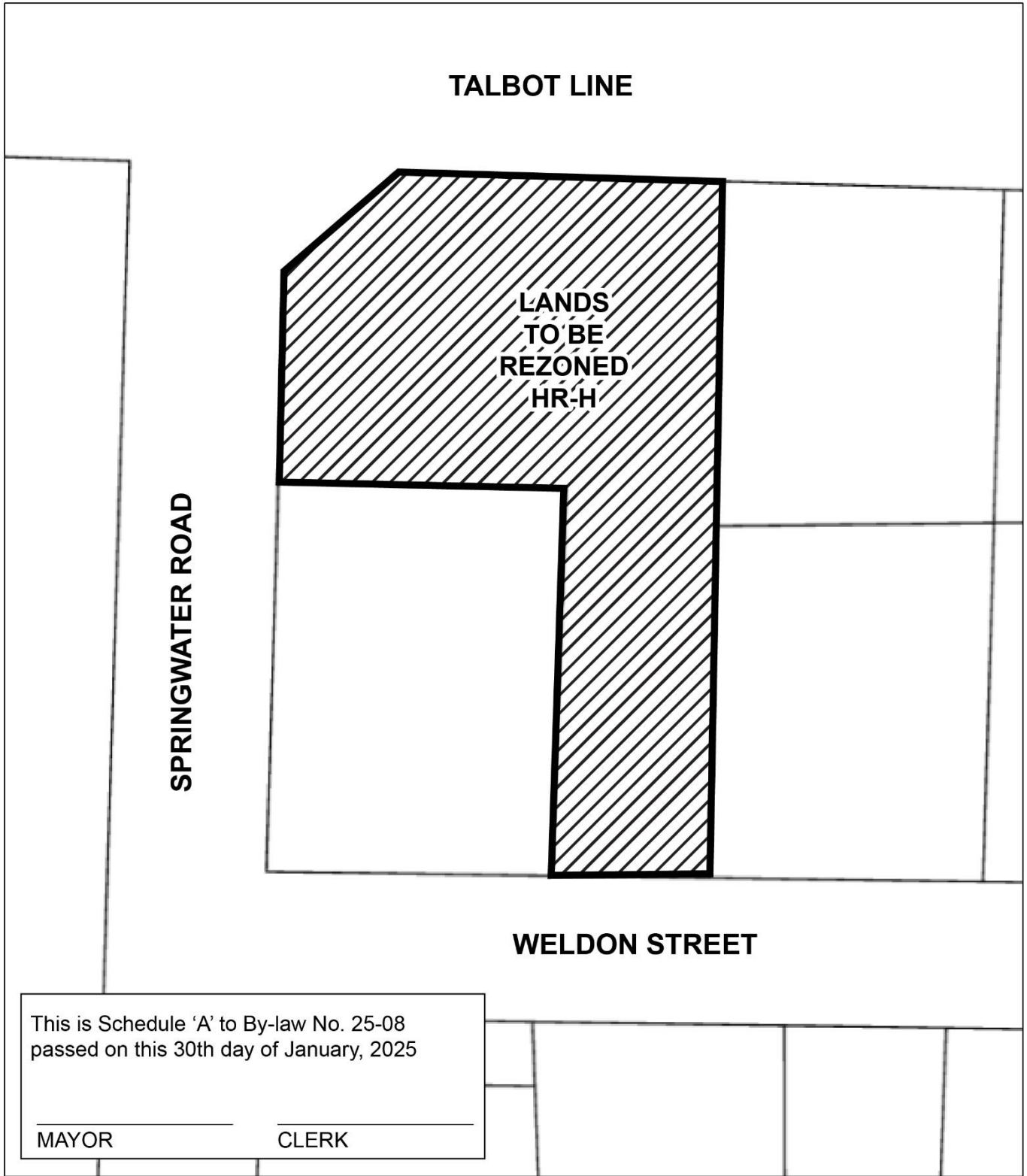
**READ** a **THIRD** time and **FINALLY PASSED** this 30<sup>th</sup> day of January, 2025.

---

Mayor – D. Giguère

---

Clerk – A. Adams



This is Schedule 'A' to By-law No. 25-08 passed on this 30th day of January, 2025

MAYOR \_\_\_\_\_

CLERK \_\_\_\_\_



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

**SCHEDULE 'A'**  
Map No. F1



**REPORT NO. DS-25-01**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** January 30, 2025  
**SUBJECT:** **Application for Consent to Sever No. E8-25 of Kevin and Katie Vis, (c/o Civic Planning Solutions) relating to the property located at Concession 7, Part Lot 21; Part Lot 94, Concession North of Talbot Road (51147 Glencolin Line)**

---

**RECOMMENDATION:**

THAT Report No. DS-25-01 entitled “Application for Consent to Sever No. E8-25 of Kevin and Katie Vis” be received;

AND THAT the Application for Consent to Sever of Kevin and Katie Vis (c/o Civic Planning Solutions) relating to the property located at Concession 7, Part Lot 21; Part Lot 94, (Geographic Concession North of Talbot Road), and known municipally as 51147 Glencolin Line be supported for the reasons set out in this Report;

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

---

**PURPOSE & BACKGROUND:**

The subject application for Consent to Sever (the “Application”) has been submitted by Civic Planning Solutions Inc., on behalf of Kevin and Katie Vis, to sever an existing dwelling that has become surplus to the agricultural operation as a result of a farm consolidation.

The Application relates to the property located at Part Lot 21, Gore North of Talbot Road and Part Lot 21 Concession 7 and NTR N Part Lot 94, and known municipally as 51147 Glencolin Line.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on February 26, 2025.

---

**COMMENTS & ANALYSIS:**

The subject property is approximately 38.2 ha (94.4 acres) in area, has approximately 252m (827 ft) of frontage along Glencolin Line, approximately 950 metres of frontage on Springfield Road, and contains a single detached dwelling and two small barns. The property is surrounded by agricultural uses in all directions.

The applicant is proposing to sever the existing farm dwelling as it has become surplus to their farm operation as a result of farm consolidation. The applicants own and farm another agricultural property within the township, with an area totalling approximately 57.1 ha (141 acres).

The proposed severed residential parcel would be approximately 0.82 ha (2.0 acres) in area, have approximately 108m (354 ft) of frontage along Glencolin Line, and contain the existing dwelling. The proposed retained parcel would be approximately 37.4 ha (92.4 acres) in area, have 144m (472 ft) of frontage along Glencolin Line, over 950 metres of frontage on Springfield Road and contain the two existing barns and cultivated land.

**Provincial Planning Statement (PPS) 2024**

In Prime Agricultural Areas, the Provincial Planning Statement (PPS) permits one new residential lot to be created for the purposes of severing an existing dwelling that has been rendered surplus as a result of farm consolidation, provided the new lot will be limited to a minimum size needed to accommodate the use and appropriate private services, as well as ensuring that new residential dwellings are prohibited on any remnant parcel of farmland (PPS 4.3.3.1c).

The proposed severed parcel is of a minimum size (0.82 ha) to accommodate the existing dwelling and private services. A Zoning By-law Amendment will be required as a condition of consent approval to rezone the proposed retained parcel to prohibit future residential uses on the farmland.

**County of Elgin Official Plan**

The subject property is designated "Agriculture Area" on Schedule 'A' Land Use Plan, with frontage along a "Local" road on Schedule 'B' Transportation Plan. "Woodlands" designations are found towards the middle of the property and along the southern edge on Appendix 1 Environmental Resource Areas.

Lot creation is permitted for lands within the Agriculture Area designation for the purposes of severing a residence surplus to a farming operation, provided that the development of a new residence is prohibited on any retained farmland (Section E1.2.3.4b). As a condition of approval, a Zoning By-law Amendment will be required to rezone the proposed retained farmland to 'Special Agriculture Zone (A2)' that would prohibit a

dwelling as well as rezone the severed dwelling to 'Small Lot Agriculture (A4)' to reflect the surplus farm dwelling property.

The Official Plan does not permit development within 120 metres of a significant woodland unless it has been demonstrated that there will be no negative impacts on the woodland feature. The proposed severance is greater than 120 metres from the woodland feature and is not anticipated to have any negative effects.

### **Malahide Official Plan**

The subject property is designated "Agriculture" on Schedule 'A1' Land Use Plan, with a watercourse located in the southwest of the property. Schedule 'A2' Constraints denote a 'Hazard Lands' overlay surrounding the watercourse.

In Agriculture designations, the Malahide Official Plan permits secondary uses including surplus farm dwellings on separate lots (Section 2.1.2.2). Section 2.1.7 of the Official Plan permits lot creation for the severance of a surplus farm dwelling provided certain criteria are met, including that the existing dwelling be built and occupied for a minimum of ten years and a land use conflict is not created with agricultural operations in the surrounding areas (Section 2.1.7.1). The existing dwelling has been in existence for 14 years and is not anticipated to create a land use conflict with surrounding agricultural operations. Surplus farm dwelling severances are exempt from Minimum Distance Separation under Section 2.1.3 of the Official Plan.

The Malahide Official Plan requires that a parcel severed as a result of farm consolidation can be serviced by a private sanitary waste disposal system and a potable water supply that is situated within the severed lot; is located within 100m of an opened travelled road; and the severed parcel be rezoned to the A4 zone that permits surplus farm dwellings (Section 2.1.7.2). The proposed severed lot meets the minimum lot area requirements of the Zoning By-law and the existing septic system and well are located within the lot boundaries. Letters confirming the working condition of the septic system and well have been provided to support the application. Further, the proposed lot and existing dwelling are located within 100m of a public open road.

The Malahide Official Plan also requires that the proposed retained farm parcel be of suitable size to support agricultural uses, meet the provisions of the Zoning By-law, and be rezoned to prohibit the establishment of a dwelling (Section 2.1.7.4). The proposed retained lot would meet the minimum lot area and frontage requirements of the Zoning By-law and will be required to be rezoned as a condition of consent approval to prohibit the construction of a new residential dwelling.

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

The subject property is zoned "General Agricultural (A1)", on Key Map 47 of Schedule "A" to the Township's Zoning By-law No. 18-22. A southern portion of the property is indicated as located within an area regulated by the Catfish Creek Conservation Authority.

As previously noted in this report, the PPS and both Official Plans require that the proposed severed and retained parcel be rezoned. It is recommended that the proposed retained parcel be rezoned to the ‘Special Agricultural (A2)’ zone to prohibit a new residential dwelling as a condition of consent approval. The proposed retained agricultural lot meets the minimum lot area and frontage requirements, as well as the setback requirements for the existing barns, set out for the A2 zone in the zoning by-law.

The proposed severed parcel will be rezoned to ‘Small Lot Agriculture Special (A4)’. The ‘A4’ zone is intended to be applied to lots created as a result of a surplus farm dwelling severance to reflect the primary use of the lot being for residential purposes. The proposed severed parcel meets all zoning requirements set out in the A4 zone by the zoning by-law.

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**FINANCIAL IMPLICATIONS:**

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

---

**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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

---

**CONSULTATION:**

N/A

---

**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

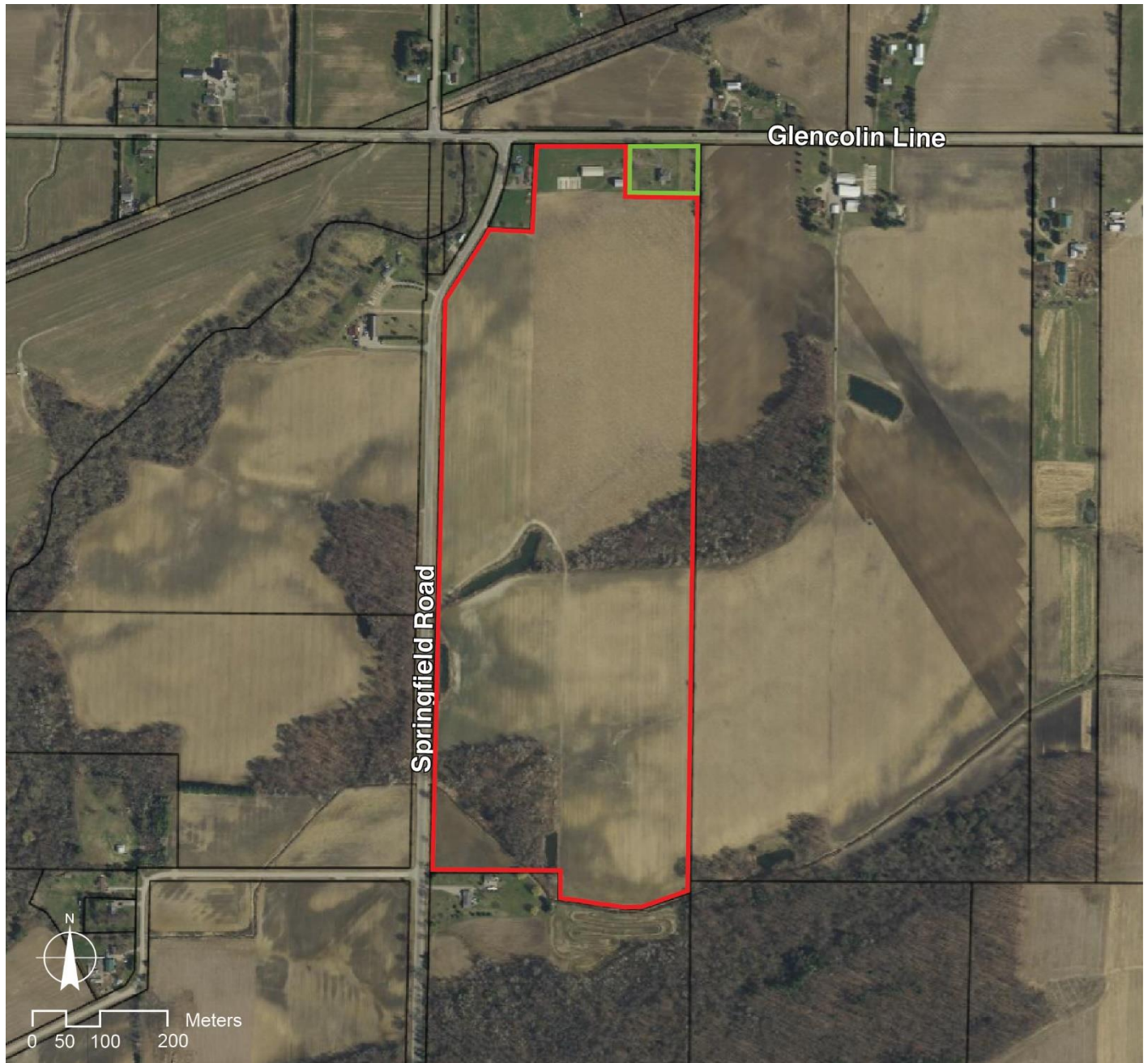


**APPLICATION FOR CONSENT TO SEVER**

**Owners: Kevin & Katie Vis**



51147 Glencolin Line,  
Part of Lot 21, Gore North of Talbot Road and  
Part Lot 21, Concession 7 and NTR N part Lot 94

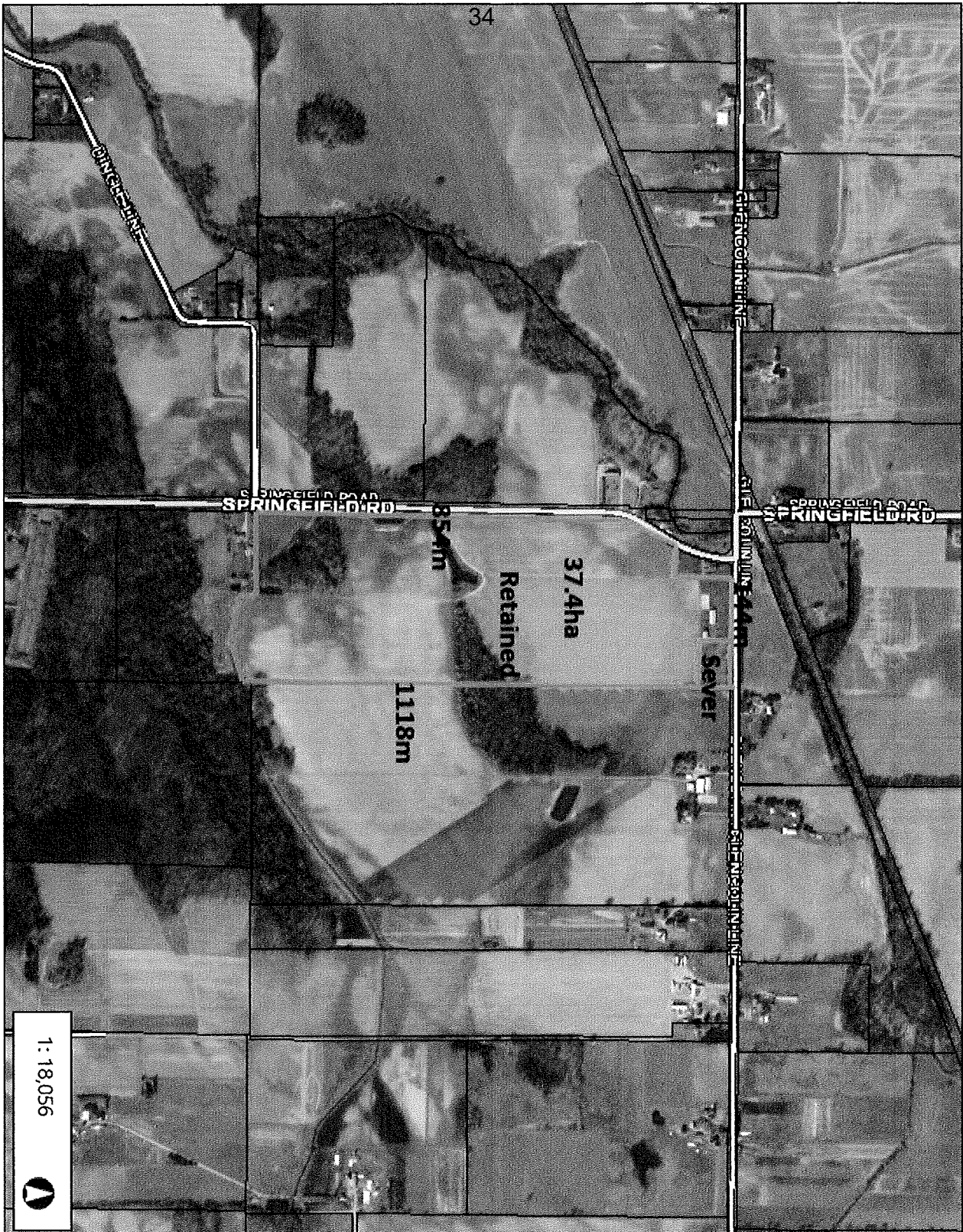
Township  
of Malahide  
Figure 1



OFFICIAL PLAN DESIGNATION  
AGRICULTURAL

ZONING  
General Agriculture (A1)

-  Proposed Retained Parcel
-  Proposed Severed Parcel



0.9  
0  
0.46  
0.9 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
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









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

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

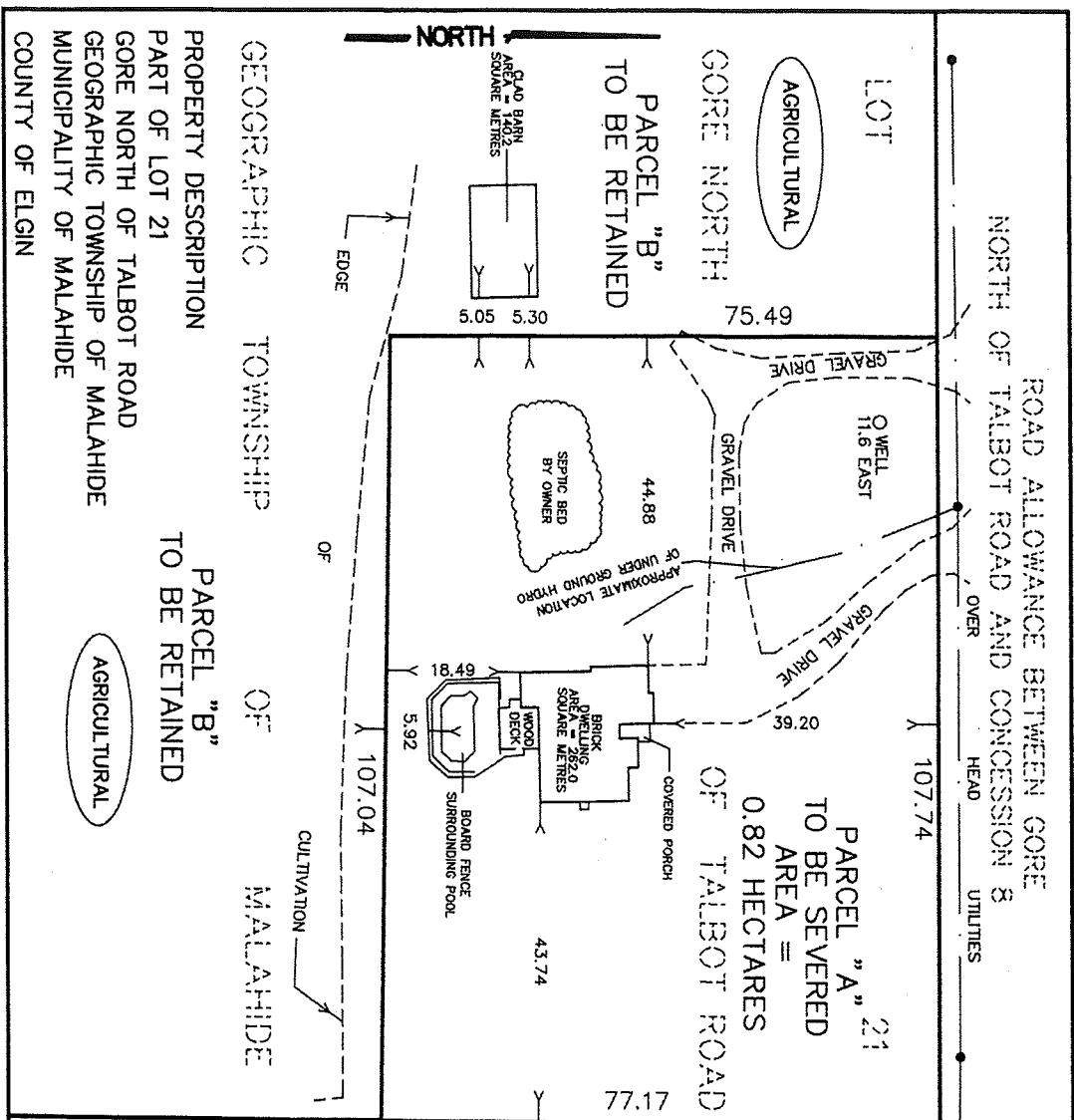
1 : 18,056



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



**SKETCH**  
**PREPARED ILLUSTRATING PROPOSED SEVERANCE**  
**FOR: KEVIN & KATIE VIS**  
**NOT TO SCALE**

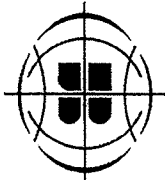
LOT 22 GORE NORTH OF TALBOT ROAD  
 GEOGRAPHIC TOWNSHIP OF MALAHIDE

**AGRICULTURAL**

**CAUTION**

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DRAWN BY:	DMGBY	CHECKED BY:	CHKBY	REFERENCE NO. 24-53-104-00	REFNO
				DATED:	DATE

## D10-E8-25- Vis - 51147 Glencolin Line -Recommended Conditions

1. 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.
2. 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.
3. Applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred. 2 splits required (Eggleton Drain & Catfish Creek Drain).
4. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
5. Confirmation that private sewage system be confined entirely within the boundaries of the newly created parcel. That system be in conformance with all required setbacks from lot lines prior to the condition being deemed fulfilled.
6. 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.
7. That all applicable property taxes, municipal fees and charges be paid to the Township prior to the stamping of the deeds.
8. That an electronic version of the reference plan be submitted to the satisfaction of the Township.
9. That the applicant is responsible to apply and pay all fees to the Township with respect to Civic Addressing Numbers/Signage for the severed and retained portions of property prior to the condition being deemed fulfilled.
10. That all entrance permits are acquired from the appropriate road authority as per our entrance control policy.



**REPORT NO. DS 25-04**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** January 30, 2025  
**SUBJECT:** **Application for Consent to Sever No. E13-25 of Michael and Jennifer Shackelton, (Authorized Agent: David Roe (c/o Civic Planning Solutions Inc.)) relating to the property located at Concession 10, Part Lot 4, Concession North of Talbot Road (51516 and 51570 Lyons Line)**

---

**RECOMMENDATION:**

THAT Report No. DS-25-04 entitled “Application for Consent to Sever No. E13-25 of Michael & Jennifer Shackelton” be received;

AND THAT the Application for Consent to Sever of Michael and Jennifer Shackelton (Authorized Agent: Civic Planning Solutions Inc.), relating to the property located at Concession 10, Part Lot 4, (Geographic Concession North of Talbot Road), and known municipally as 51516 and 51570 Lyons 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.

---

**PURPOSE & BACKGROUND:**

The Application relates to the property located at CON 10 PT LOT 4, Township of Malahide, and known municipally as 51516 Lyons Line (“subject lands”). The subject Application for Consent to Sever (the “Application”) has been submitted by Civic Planning Solutions (c/o David Roe) for the purpose of conveying a portion of the subject lands to the adjacent property, municipally addressed as 51570 Lyons Line.

The area to be severed recently received approval for a zoning by-law amendment to allow the area of land to be utilized as part of the existing auction sales establishment operated by the owners.

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

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on February 26, 2025.

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**COMMENTS & ANALYSIS:**

The subject lands are approximately 41.4 hectares (102 acres) in area, have frontage of approximately 483 metres along Lyons Line, approximately 616 metres of frontage along Putnam Road, are primarily used for agricultural field crop production and contain two existing single detached dwellings.

The receiving parcel (51570 Lyons Line) is approximately 0.71 hectares (1.75 acres) in area, has approximately 83 metres of frontage along Lyons Line, has approximately 86 metres of frontage along Putnam Road, and currently contains Shackleton Auctions, an existing auction sales establishment.

The area proposed to be severed from the subject lands is an L-shaped portion of land that has an area of approximately 2.19 hectares (5.4 acres), a frontage of approximately 18 metres along Lyons Line, a frontage of approximately 126 metres along Putnam Road and is currently used for outdoor display of farm equipment. After the conveyance, the benefiting parcel would have a resulting area of approximately 2.9 hectares (7.2 acres), have approximately 101 metres of frontage along Lyons Line and approximately 212 metres of frontage along Putnam Road.

The retained parcel would have an area of 39.2 hectares (96.9 acres) a frontage of approximately 465 metres along Lyons Line, approximately 490 metres of frontage along Putnam Road and contain the two single detached dwellings but primarily be agricultural in its land use.

**Provincial Planning Statement 2024 (PPS)**

The PPS permits lot adjustments for *legal or technical reasons*, such as minor boundary adjustments which do not result in the creation of a new lot (s. 4.3.3.2). While no new lot is being proposed in the application, it is important to note that the PPS permits lot creation in prime agricultural areas for agricultural and agriculture-related uses, provided any new lot will be limited to the minimum size needed to accommodate the use (s. 4.3.3.1).

The application proposes conveying 5% of the area of a parcel to the adjacent parcel for agricultural-related uses. The test of whether an adjustment is minor is not necessarily quantitative but based on the impact of the adjustment. The proposed consent is viewed as minor, as no change to the use of the land is proposed.

## **County of Elgin Official Plan**

The subject property is designated “Agriculture Area” on Schedule ‘A’, Land Use Plan, with a portion in the northwest corner “Woodlands” on Appendix 1, “Environmental Resource Areas”. In addition to the above, the subject property is identified as having frontage along two roads illustrated as “County Collector” on Schedule ‘B’, “Transportation Plan”.

The County Official Plan permits small farm-related commercial uses in the “Agricultural Area designated” 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 application.

The Official Plan does not permit development within 120 metres of a significant woodland unless it has been demonstrated that there will be no negative impacts on the woodland feature. The proposed development is located greater than 120 metres from the designated Woodlands, and the natural feature is not anticipated to be impacted by the boundary adjustment.

## **Malahide Official Plan**

The subject property is designated “Agriculture” and “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 consent application would convey the lands designated as “Special Policy Area 13” and consolidate them with the receiving parcel which also has the same special policy area designation. The Official Plan 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).

The Township of Malahide designates the entire Township as a site plan control area, except for farm buildings and structures and residential buildings under ten units (s. 8.15.1.1). As a condition of any consent approval, 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.

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

The subject lands are within the “General Agricultural (A1) Zone” and the “Rural Commercial (RC-17) Zone” on Key Map 15 of Schedule “A” to the Township’s Zoning By-law No. 18-22.

The area proposed to be severed and conveyed to the adjacent parcel fall entirely within the Rural Commercial (RC-17) portion of the subject lands. The resulting enlarged parcel conforms to all requirements set out by the RC-17 zone. The proposed retained parcel would remain in the “General Agricultural (A1)” zone and would comply with all 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:**

N/A

---

**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: John, Michael & Jennifer Shackelton**

51516 Lyons Line  
Part Lot 4, Concession 10,  
Township of Malahide

Township  
of Malahide  
Figure 1



OFFICIAL PLAN DESIGNATION  
AGRICULTURAL

ZONING  
General Agricultural (A1),  
Rural Commercial (RC-17)



Area of 51516 Lyons Line to be retained



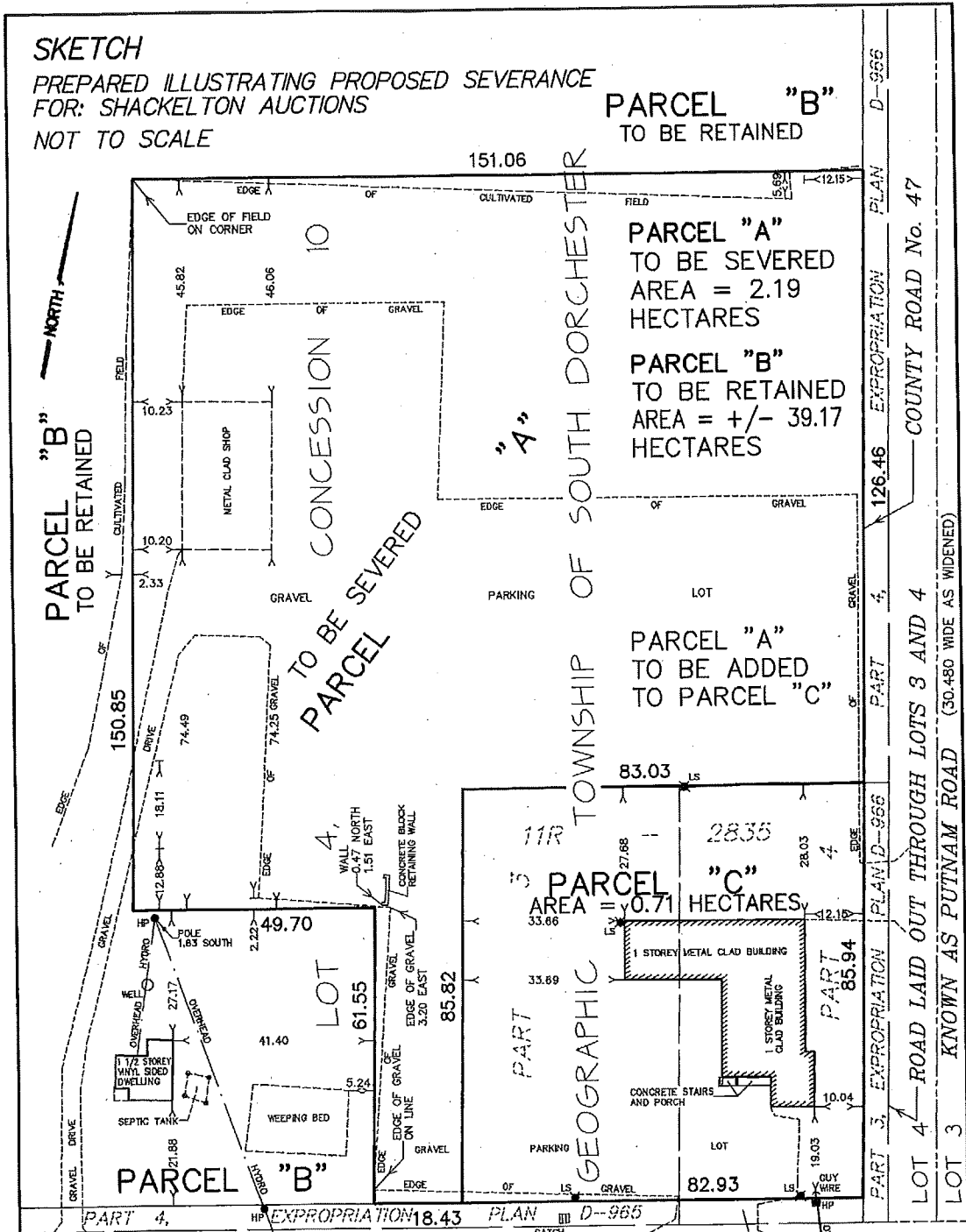
Area of 51516 Lyons Line to be severed and  
conveyed to 51570 Lyons Line



Receiving Lands - 51570 Lyons Line

**SKETCH**

PREPARED ILLUSTRATING PROPOSED SEVERANCE  
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

**CAUTION**

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

PROJECT: 24-19254SKETCH	SHACKELTON AUCTIONS 51570 LYONS LINE, SPRINGFIELD	REF: FILE	DWG: WLP CKD, J3D
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PLAN D-966  
EXPROPRIATION  
PART 4  
COUNTY ROAD No. 47  
PART 3  
EXPROPRIATION PLAN D-966  
LOT 4 ROAD LAID OUT THROUGH LOTS 3 AND 4  
LOT 3 KNOWN AS PUTNAM ROAD (30.480 WIDE AS WIDENED)



1:9,028



0.5  
0  
0.23  
0.5 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
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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

Notes

## D10-E13-25-Shackleton 51516 and-51570 Lyons Line – Recommended Conditions

1. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the Township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred. 2 splits required (Harkes Drain & Brooks Drain).
2. 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.
3. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
4. That the applicants initiate and assume all planning costs associated with the processing of the required Site Plan Control Application, 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.
5. Confirmation that private sewage system be confined entirely within the boundaries of the newly created parcel. That system be in conformance with all required setbacks from lot lines prior to the condition being deemed fulfilled.
6. 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.
7. That all applicable property taxes, municipal fees and charges be paid to the Township prior to the stamping of the deeds.
8. That an electronic version of the reference plan be submitted to the satisfaction of the Township.



**REPORT NO. DS-25-02**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** January 30, 2025  
**SUBJECT:** **Application for Consent to Sever No. E7-25 of J and L Walker Farms Ltd., (c/o Civic Planning Solutions) relating to the property located at Concession 5, Part Lots 26 and 27, Concession South of Talbot Road (7717 Anger Road)**

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**RECOMMENDATION:**

THAT Report No. DS-25-02 entitled “Application for Consent to Sever No. E7-25 of J and L Walker Farms Ltd.” be received;

AND THAT the Application for Consent to Sever of J and L Walker Farms Ltd (c/o Civic Planning Solutions), relating to the property located at Concession 5, Part Lots 26 and 27, (Geographic Concession South of Talbot Road), and known municipally as 7717 Anger 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.

---

**PURPOSE & BACKGROUND:**

The subject application for Consent to Sever (the “Application”) has been submitted by Civic Planning Solutions Inc., on behalf of J&L Walker Farms Ltd., to sever an existing dwelling that has become surplus to the needs of the agricultural operation as a result of a farm consolidation.

The Application relates to the property located at Concession 5, Part Lots 26 & 27, Township of Malahide, and known municipally as 7717 Anger Road.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on February 26, 2025.

---

**COMMENTS & ANALYSIS:**

The subject property is approximately 26.7 ha (65.9 acres) in area, has approximately 335m (1,100 ft) of frontage along Anger Road, and contains a single detached dwelling and an accessory shop. A woodland feature is located in the northwest corner of the property. The property is bounded by agricultural uses to the north, east, south and west.

The applicant is proposing to sever the existing farm dwelling as it has become surplus to their farm operation as a result of farm consolidation. The applicants own and farm multiple other agricultural properties totalling approximately 1,214 ha (3,000 acres) within the Township.

The proposed severed residential parcel would be approximately 0.76 ha (1.9 acres) in area, have approximately 91m (299 ft) of frontage along Anger Road, and contain the existing dwelling and shop. The proposed retained parcel would be approximately 26 ha (64 acres) in area, have 240m (787 ft) of frontage along Anger Road, and continue to be used for crop production.

**Provincial Planning Statement (PPS) 2024**

In Prime Agricultural Areas, the Provincial Planning Statement (PPS) permits one new residential lot to be created for the purposes of severing an existing dwelling that has been rendered surplus as a result of farm consolidation, provided the new lot will be limited to a minimum size needed to accommodate the use and appropriate private services, as well as ensuring that new residential dwellings are prohibited on any remnant parcel of farmland (PPS 4.3.3.1c).

The proposed severed parcel is of a minimum size (0.76 ha) to accommodate the existing dwelling and private services. A Zoning By-law Amendment will be required as a condition of consent approval to rezone the proposed retained parcel to prohibit future residential uses on the farmland.

The proposed severance does not change the existing use of the severed or retained parcel and is not anticipated to affect the future viability of the petroleum resource identified on the property or the adjacent natural heritage features. The new lot to be created is entirely outside and does not fragment any of the natural heritage or hazardous areas identified on the property.

**County of Elgin Official Plan**

The subject property is designated "Agriculture Area" and "Provincially Significant Wetland" on Schedule 'A' Land Use Plan, as well as having frontage along a "Local" road on Schedule 'B' Transportation Plan. Schedule 'C' Aggregate and Petroleum Resource Areas denotes the subject property as being in a "Petroleum Resource Area". The

northern portion of the property is designated “Woodlands” and “Provincially Significant Wetlands” in Appendix 1 – Environmental Resource Areas.

Lot creation is permitted for lands within the Agriculture Area designation for the purposes of severing a residence surplus to a farming operation, provided that the development of a new residence is prohibited on any retained farmland (Section E1.2.3.4b). As a condition of approval, a Zoning By-law Amendment will be required to rezone the proposed retained farmland to the ‘Special Agriculture Zone (A2)’ that would prohibit a dwelling, as well as rezone the severed dwelling to ‘Small Lot Agriculture (A4)’ to reflect its primary use as a rural residential property.

The County Official Plan does not permit development within 120 metres of a Provincially Significant Wetland or Provincially Significant Woodland unless an Environmental Impact Study has been completed demonstrating that there will be no negative impacts on the natural heritage feature. The proposed severed lot is greater than 120 metres from the natural heritage features and will not result in any negative impacts.

### **Malahide Official Plan**

The subject property is designated “Agriculture,” “Natural Gas Reserves,” and the northern portion as “Natural Heritage on Schedule ‘A1’ Land Use Plan. Two “Existing Petroleum Wells” are identified on the property on Schedule ‘A2’ Constraints, as well as portions of the property within the “Hazard Lands” and “Provincially Significant Woodland”, and “Provincially Significant Wetland” designation.

In Agriculture designations, the Malahide Official Plan permits secondary uses including surplus farm dwellings on separate lots (Section 2.1.2.2). Section 2.1.7 of the Official Plan permits lot creation for the severance of a surplus farm dwelling provided certain criteria are met, including that the existing dwelling be built and occupied for a minimum of ten years and a land use conflict is not created with agricultural operations in the surrounding areas (Section 2.1.7.1). The existing dwelling has been in existence for over 50 years and is not anticipated to create a land use conflict with surrounding agricultural operations. Surplus farm dwelling severances are exempt from Minimum Distance Separation under Section 2.1.3 of the Official Plan.

The Malahide Official Plan requires that a parcel severed as a result of farm consolidation can be adequately serviced by a private sanitary waste disposal system and has a potable water supply; is located within 100m of an opened travelled road; and the severed parcel be rezoned to the ‘A4’ zone that permits surplus farm dwellings (Section 2.1.7.2). The proposed severed lot meets the minimum lot area requirements of the Zoning By-law and the existing septic system and well are located within the lot boundaries. Letters confirming the working condition of the septic system and well prepared by a qualified installer have been provided to support the application. Further, the proposed lot and existing dwelling are located within 100 metres of a public open road.

The Malahide Official Plan also requires that the proposed retained farm parcel be of suitable size to support agricultural uses, meet the provisions of the Zoning By-law, and be rezoned to prohibit the establishment of a dwelling (Section 2.1.7.4). The proposed retained lot would meet the minimum lot area and frontage requirements of the Zoning By-law and will be required to be rezoned as a condition of consent approval.

Agricultural uses are permitted in the hazard lands overlay. The proposed severance does not fragment any natural heritage or hazard features. As previously noted, Schedule C illustrates two existing petroleum wells located on the subject lands. The Official Plan requires that, as a condition of approving the development of former petroleum resource areas, abandoned wells be properly plugged in accordance with provincial requirements (Section 2.3.2.6). As a result, an investigation into the noted existing petroleum wells on the property will need to occur and confirmation that they have been properly plugged is recommended to be required as a condition of any consent approval.

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

The subject property is within the “Large Lot Agricultural (A3) Zone”, on Key Map 66 of Schedule “A” to the Township’s Zoning By-law No. 22-18. A northern portion is indicated as located within an area regulated by the Catfish Creek Conservation Authority, and a small portion is noted as Lands Identified as Provincially Significant Wetlands.

As previously noted in this report, the PPS and both Official Plans require that the proposed severed and retained parcel be rezoned. It is recommended that the proposed retained parcel be rezoned to the ‘Special Agricultural (A2)’ zone to prohibit a new residential dwelling as a condition of consent approval. The proposed retained agricultural lot meets the minimum lot area and frontage requirements set out for the A2 zone in the zoning by-law.

The proposed severed parcel will be rezoned to ‘Small Lot Agriculture Special (A4)’. The ‘A4’ zone is intended to be applied to lots created as a result of a surplus farm dwelling severance to reflect the primary use of the lot being for residential purposes. The proposed severed parcel meets all zoning requirements set out in the A4 zone by the zoning by-law.

---

**FINANCIAL IMPLICATIONS:**

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

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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



---

**CONSULTATION:**

N/A

---

**ATTACHMENTS:**

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

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

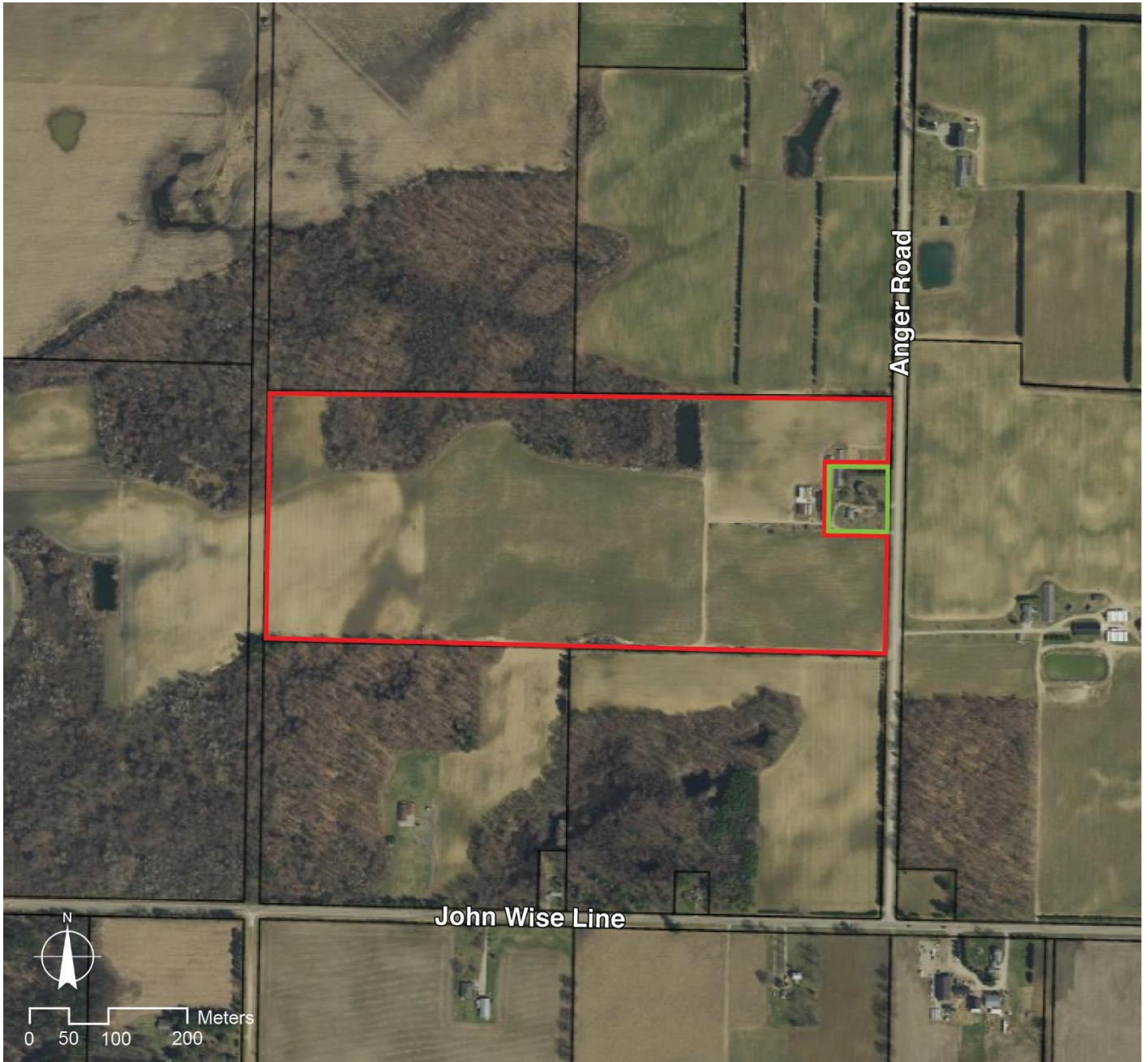
**Reviewed by:** J. McGuffin, MBPC, VP & Principal Planner

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

**APPLICATION FOR CONSENT TO SEVER**  
**Owners: J & L Walker Farms Ltd.**



7717 Anger Road  
Concession 5, Part Lots 26 & 27,  
Township of Malahide

Township  
of Malahide  
Figure 1



OFFICIAL PLAN DESIGNATION  
AGRICULTURAL

ZONING  
Large Lot Agricultural (A3)

-  Proposed Retained Parcel
-  Proposed Severed Parcel

**SKETCH**

PREPARED ILLUSTRATING PROPOSED SEVERANCE  
 FOR: JON WALKER  
 #7717 ANGER ROAD, AYLMER  
 NOT TO SCALE

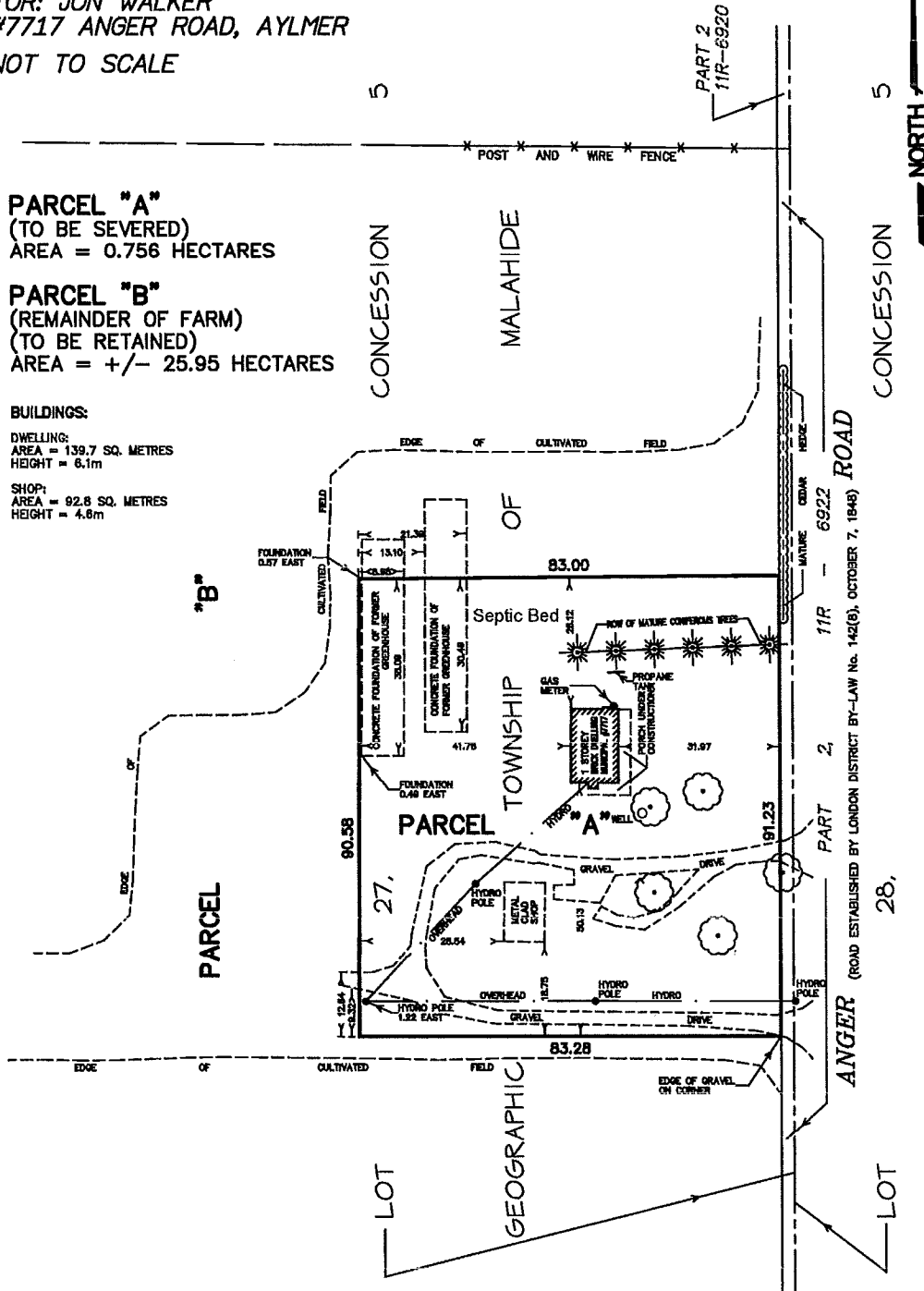
**PARCEL "A"**  
 (TO BE SEVERED)  
 AREA = 0.756 HECTARES

**PARCEL "B"**  
 (REMAINDER OF FARM)  
 (TO BE RETAINED)  
 AREA = +/- 25.95 HECTARES

**BUILDINGS:**

DWELLING:  
 AREA = 139.7 SQ. METRES  
 HEIGHT = 8.1m

SHOP:  
 AREA = 92.8 SQ. METRES  
 HEIGHT = 4.8m



PROPERTY DESCRIPTION:  
 PART OF LOT 27  
 CONCESSION 5  
 GEOGRAPHIC TOWNSHIP  
 OF MALAHIDE  
 TOWNSHIP OF MALAHIDE  
 COUNTY OF ELGIN

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 ONTARIO LAND SURVEYOR

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

PROJECT: 24-19252SKETCH

JON WALKER  
 7717 ANGER ROAD, AYLMER

REF: DWG. WLP  
 FILE: CKD. JGD



0.5  
0  
0.23  
0.5 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
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1:9,028



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

## D10-E7-25-J&amp;L Walker Farms Ltd. - 7717 Anger Road – Recommended Conditions

1. 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.
2. 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.
3. 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
4. Confirmation that private sewage system be confined entirely within the boundaries of the newly created parcel. That system be in conformance with all required setbacks from lot lines prior to the condition being deemed fulfilled.
5. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted prior to certification all of which are to be fully executed.
6. That all applicable property taxes, municipal fees and charges be paid to the Township prior to the stamping of the deeds.
7. That an electronic version of the reference plan be submitted to the satisfaction of the Township.
8. That the applicant is responsible to apply and pay all fees to the Township with respect to Civic Addressing Numbers/Signage for the severed and retained portions of property prior to the condition being deemed fulfilled.
9. That all entrance permits are acquired from the appropriate road authority as per our entrance control policy.

10. That the owner completes an investigation of the subject property to determine whether any existing abandoned petroleum wells have been properly plugged in accordance with provincial requirements, to the satisfaction of the Township.



**REPORT NO. PW-25-04**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Public Works  
**MEETING DATE:** January 30, 2025  
**SUBJECT:** **CHIF Letter of Support**

---

**RECOMMENDATION:**

THAT Report No. PW- 25-04 entitled “CHIF Letter of Support” be received;

AND THAT the Council of The Corporation of the Township of Malahide supports Malahide’s participation in a joint application to the Canada Housing Infrastructure Fund (CHIF) for the rehabilitation of the Port Burwell Area Secondary Water Supply System’s transmission main on Nova Scotia Line;

AND FURTHER THAT the Mayor be authorized to prepare and sign a Letter of Support from Malahide for the CHIF application.

---

**PURPOSE & BACKGROUND:**

The Canada Housing Infrastructure Fund (CHIF) was announced in the 2024 budget. CHIF is a Federal program; it is a \$6 billion fund that aims to accelerate new construction, rehabilitation, and expansion of housing-enabling drinking water, wastewater, stormwater, and solid waste infrastructure.

CHIF is delivered through two funding streams: Direct delivery (\$1 billion available over 8 years), and provincial and territorial agreement (\$5 billion available over 10 years).

Municipalities and public-sector bodies are eligible to apply. Eligible capital projects are assessed based on five general categories:

- Project rationale
- Housing needs addressed
- Infrastructure needs addressed
- Benefits to the environment and community
- Priority and readiness

Municipalities may apply for up to 40 percent of a project’s total eligible costs. A municipality(s) may qualify for up to 50 percent if its population is less than 30,000. Letters of Support from applicant municipalities are a requirement.

The application deadline is March 31, 2025, and projects have to be substantially complete by September 30, 2031.

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**COMMENTS & ANALYSIS:**

The Port Burwell Area Secondary Water Supply System was established in the 1990s as part of the Municipal Water and Sewage Transfer Act, which transferred the responsibility for managing water and sewage systems from the Province of Ontario to municipalities. Through this process, joint ownership of the Port Burwell Area Secondary Water Supply System was granted to the Township of Malahide, the Municipality of Central Elgin, and the Municipality of Bayham.

The Port Burwell Area Secondary Water Supply System (PBASWSS) is overseen by a Board of Management, with the Township of Malahide serving as the administering municipality. The Board's primary role is to manage the PBASWSS transmission main, which runs along Lake Erie and supplies water to customers in the communities of Port Bruce, Copenhagen, Vienna, and Port Burwell, as well as to various other customers located along the transmission main in Central Elgin, Malahide, and Bayham.

Since 2019, the transmission main has been the subject of four critical failures affecting the water system. The most recent was in early 2023 and has resulted in significant discussion at the municipal and Board levels regarding the condition of a 7-kilometre stretch of the transmission main, and the costs associated with its rehabilitation.

In 2023, Council was presented with Report FIN-23-17, titled 2024 Draft Water Budget and User Fee Schedule. The report highlighted the pressing financial challenges facing the Port Burwell Area Secondary Water Supply System and the potential implications for the Township and its residents. Staff have continued to emphasize that the transmission main lacks the population density required to ensure long-term affordability and sustainability for the users of the system, despite the fact that the municipalities did not originally construct the system and inherited it through provincial transfer. As the system ages, these concerns are becoming increasingly apparent.

Since this time, the PBASWSS undertook a Pipeline Desktop Condition Assessment which recommended that the PBASWSS prepare for the future replacement of the transmission main, with an immediate focus on replacing a 7-kilometer PVC section of the main located east of the water tower on Nova Scotia Line. The identified stretch of the transmission main has been estimated to cost approximately \$21 million (2024 figures). The PBASWSS is expected to be able to fund \$4.8 million of capital costs through its reserves with the remainder being funded by each municipality based on their respective share of proportionate flows. Based on 2024 flows, the Township would bear the responsibility to fund 34.51% of unfunded capital costs equating to approximately \$5.6 million.



Without external funding, the financial impact on the Township would be significant, primarily affecting resident affordability and, to a lesser extent, the Township's debt capacity.

- Affordability - a 25-year debenture for \$5.6 million would result in a \$580 annual increase per water system user over the term of the debenture, representing a 40% rate increase based on current water rates. Alternatively, despite best practices, the Township could elect to fund the costs through its general tax base, requiring a 4% tax increase based on current levels of taxation.
- Debt Capacity - The Township's debt limit utilization would increase from 10% to 22%, reducing available capacity for other strategic initiatives, such as infrastructure for growth-related projects.

In January 2025, staff from the three PBASWSS municipalities discussed applying for financial assistance through the CHIF program to support the rehabilitation of a 7-kilometre section of the PBASWSS transmission main. The project seems to align with the program's infrastructure needs criteria, and obtaining funding would help alleviate the financial burden on residents. Staff from the three municipalities plan to proceed with the application process, subject to their respective Councils' approvals.

Township staff have volunteered to lead the application process as the PBASWSS administering municipality. As a key component of the application, staff from each participating municipality are seeking a letter of support from their respective councils for the application. The PBASWSS board will also be considering the same at its next meeting.

Staff recommend that Council support an application to the CHIF for the rehabilitation of the 7-kilometre stretch of the PBASWSS transmission main, and that the Mayor draft and sign a Letter of Support to that effect.

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#### **CONSULTATION:**

- Municipality of Central Elgin
- Municipality of Bayham

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#### **ATTACHMENTS:**

None.

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

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



**REPORT NO. DS-25-06**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** January 30, 2025  
**SUBJECT:** 2024 Building Permit Activity

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**RECOMMENDATION:**

THAT Report No. DS-25-06 entitled “2024 Building Permit Activity” be received.

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**PURPOSE & BACKGROUND:**

The purpose of this Report is to provide Council with an update on building permit and development activity throughout the Township for the 2024 calendar year; and to also compare current activity levels with past years.

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**COMMENTS & ANALYSIS:**

<i>Total Building Permit Values 2014 - 2024</i>			
<b>Year</b>	<b>Total Permits</b>	<b>New Home Starts</b>	<b>Construction Value</b>
<b>2014</b>	<b>169</b>	<b>23</b>	<b>\$14,324,500</b>
<b>2015</b>	<b>178</b>	<b>21</b>	<b>\$17,339,500</b>
<b>2016</b>	<b>181</b>	<b>25</b>	<b>\$20,090,500</b>
<b>2017</b>	<b>246</b>	<b>43</b>	<b>\$30,091,220</b>
<b>2018</b>	<b>223</b>	<b>37</b>	<b>\$26,708,400</b>
<b>2019</b>	<b>173</b>	<b>22</b>	<b>\$28,393,300</b>
<b>2020</b>	<b>239</b>	<b>30</b>	<b>\$63,875,200</b>
<b>2021</b>	<b>240</b>	<b>23</b>	<b>\$27,229,496</b>
<b>2022</b>	<b>199</b>	<b>19</b>	<b>\$27,132,872</b>
<b>2023</b>	<b>155</b>	<b>14</b>	<b>\$33,119,744</b>
<b>2024</b>	<b>162</b>	<b>14</b>	<b>\$27,381,250</b>

<i>2024 Permit Activity Breakdown</i>			
<b>Time Frame</b>	<b>Total Permits</b>	<b>New Home Starts</b>	<b>Construction Value</b>
<b>January - March</b>	<b>19</b>	<b>3</b>	<b>\$3,677,000.00</b>
<b>April - June</b>	<b>47</b>	<b>4</b>	<b>\$7,007,150.00</b>
<b>July - September</b>	<b>58</b>	<b>4</b>	<b>\$5,712,100.00</b>

<b>2024 Permit Activity Breakdown</b>			
<b>October - December</b>	<b>38</b>	<b>3</b>	<b>\$10,985,000.00</b>

In 2024, there was a slight increase in the total number of permits issued compared to 2023; however, this number remains lower than most years when compared to the past seven (7).

The number of new home starts for 2024 remained the same as 2023, totaling 14. This marks the lowest number of new home starts in over 10 years.

Despite the lower total number of building permits issued, the construction value in 2024 remains consistent and comparable to previous years.

Looking ahead, building permit activity within the Township is expected to remain stable, with values similar to those observed in 2024, due to the limited available area for substantial growth. Excluding the exceptional years of 2017, 2018, 2020, 2021, and 2022, building permit activity and construction values have generally remained consistent.

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**FINANCIAL IMPLICATIONS:**

N/A

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

N/A

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**CONSULTATION:**

N/A

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**ATTACHMENTS:**

None

**Prepared by:** S. Sutherland, Chief Building Official

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



**REPORT NO.** DS-25-05

**TO:** Mayor & Members of Council

**DEPARTMENT:** Development Services

**MEETING DATE:** January 30, 2025

**SUBJECT:** CRED Update 2024

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### RECOMMENDATION:

THAT Report No. DS-25-05 entitled “CRED Update 2024” be received for information.

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### PURPOSE & BACKGROUND:

The Community Relations and Economic Development (CRED) Department was established in April 2024. In addition to overseeing Planning services, the CRED Manager is responsible for leading the development and implementation of economic development activities for the Township.

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### COMMENTS & ANALYSIS:

The following activities have taken place with respect to the Township’s priorities under the Strategic Plan (2023-2033).

Strategic Priority: Unlock Responsible Growth

- Developed Agreement for the Tax Increment Equivalent Grant (TIEG) for Hacienda Industrial Park
  - Estimated \$1.8 million construction
  - \$122,560 in tax deferred over 5 years
  - Support up to 100 new jobs in 2025
- Assisted in 4 applications for funding for the Township totalling **\$378,322**
  - CSRIF (joint EECC application): \$559,200 jointly total (Malahide’s entitlement: \$279,600)
  - Good Canada Day (joint EECC application): \$25,000
  - Fire Protection Grant: \$24,691 (**approved**)
  - Community Emergency Preparedness Grant: \$49,031
- Currently looking into opportunities around Feasibility studies to increase resiliency to flooding in Port Bruce area (Intact)
- Assisted with Community Improvement Plan (CIP) funding (2 projects approved, withdrawn- feedback review with County).

- Assisted with Business Retention & Expansion (BRE) follow up with businesses from the County (represents 5 current ongoing expansion plans for business).
- Doubled # of Planning pre-consultations in 2024, 32, compared to 15 in 2023
- Currently assisting 15 expansions commercial/industrial/institutional in the community (expected assessment to be reflected in 2026).
- Shared individual grant opportunities with 5 businesses across different levels of government
- Currently vetting 2 Subdivision proposals with residential, commercial, & industrial capacity (19 total lots)
- Currently exploring 1 new investment attraction opportunity
- Responded to Wind Powered Development inquiry
- Looking forward to be completed in 2025
  - Organize community walkabouts and business meet and greets to identify local needs and ideas
  - Develop an agricultural sector-specific growth strategy that aligns local plans with broader regional strategies
  - Support entrepreneurship and business retention and expansion programs
  - Collaborate with local and regional agents for economic development

#### Strategic Priority: Engage the Community

- Deployed Port Bruce Satisfaction Survey
  - 66 surveys completed in 4 weeks
  - Presented results with Provincial Partner
- Currently developing Memorandum of Understanding (MOU's) between the Township and community organizations
  - 2 are drafted and in negotiation stage
- Met/spoke with 20+ local business owners and community organizations
- Currently assisting in the growth of 15 businesses by overseeing expansion plans
- Attended 3 business-oriented networking events
- Participated in Elgin Workforce Development Committee meeting
- Promoted businesses and events through our social media platforms
- Co-ordinated "Greentec" Collection Event at Malahide Community Place
- Looking forward to be completed in 2025
  - Conduct pop-up information booths for local events
  - Annual budget satisfaction survey
  - Build coalitions with local community organizations
  - Offer capacity building with local community organizations (e.g. Continue to provide funding and collaboration opportunities)
  - Engage residents in collaborative asset mapping

#### Strategic Priority: Establish, document and implement service levels

- Developed Stakeholder Register
  - 250 local businesses & organizations identified, recorded and sorted
- Developed Information Register

- Gathered and collected crucial information related to the Township's workforce, demographics, etc.
- Developed Flow Chart/Pre-Application Checklist
  - Educational piece for users
  - Reduces confusion around building process
- Developed Internal Tracking Measures development
  - Expansion Tracker (commercial/industrial/institutional)
- Looking forward to be completed in 2025
  - Conduct pop-up information booths for local events
  - Update newcomer's welcome package
  - Publish an info package on municipal services, projects, and updates
  - Incorporate data analytics to forecast growth patterns and resource needs

Strategic Priority: Maximize the utilization of all assets: people, facilities, and technology

- Contributed to CSRIF (joint EEC application): \$559,200
- Attended monthly meetings with County Economic Development other economic development related organizations
- Optimized delivery of information with stakeholder and information registries that enhance rapidity of communication.
- Scoped Canada Housing Infrastructure Fund (CHIF) application for Port Burwell Area Secondary Water Supply System (PBASWSS) to maximize longevity and utilization of asset.
- Looking forward to be completed in 2025
  - Pursue grants to support water and wastewater funding
  - Conduct a community needs assessment (e.g. discovering a need for safety enhancements or signage for a particular neighborhood)
  - Explore options for funding facility upgrades

### **Tangible Results from Strategic Plan 2023-2033**

From the Strategic Plan 2023-2033, the CRED Manager contributed to 8 of the 25 (32%) deliverables in 2024 and has been assigned 14 of 45 (32%) deliverable items for 2025.

*A long-term, affordable solution to water and wastewater infrastructure needs to unlock some growth of tax-base, contribute to housing needs, attract people and businesses*

1) Published the following: A building permit flow chart and permit pre-application checklist to clarify the building permit process.

2) Maintained a user-friendly website with up-to-date content and efforts to make navigation seamless, while regularly updating news. Leveraged new social media platforms to share updates and engage with the audience, boosting customer engagement, visibility, and website traffic.

*New opportunities to participate or contribute to Township activities, services, or initiatives*

2) Published the Port Bruce Satisfaction Survey and shared results with provincial partners.

3) Front desk training and procedures implemented to provide intake for service requests, by-law complaints, building service inquiries, planning inquiries, and complaints; CRED Manager position developed and implemented for one-window support for building and planning services, to streamline perceptions of red tape, and provide business support for investment; and follow-up from feedback led to the elimination of the garbage bag tag expirations.

*A long-term, affordable solution to water and wastewater infrastructure needs to unlock some growth of tax-base, contribute to housing needs, attract people and businesses*

1) Planning updates provided on the 2024 Provincial Policy Statement, Elgin County Official Plan, partial servicing, and additional dwelling units in preparation to update Malahide's Official Plan and Zoning Bylaw, *researched and made suggestions about what new updates could be included as per the OFA guidelines for agriculture.*

*Township participation in regional economic development initiatives*

1) Developed and hired a Community Relations and Economic Development Manager to champion community engagement and responsible growth initiatives; and dedicated local support for businesses to streamline building services and planning applications.

2) Incentivized a \$1.8M construction project with \$122K in Municipal tax deferrals over the next 5 years that has the potential to create more than 100 jobs locally.

*Consistent use of customer service standards – focused on building, planning and by-law*

2) Building services department information package and infographics provided to new applicants; dedicated support offered for business-related permits through the CRED Manager.

**Examples of Support**

1) While filling for Development Services Technician in July 2024, an inquiry came in from a resident wanting to build a granny suite on their property. After a number of follow up questions, the CRED Manager provided comprehensive zoning information explaining the required items. Six months later, an experienced builder who the client had assigned to complete the work, walked in unannounced to the Township office and asked to see the CRED Manager. The CRED Manager had a meeting with the builder and explained the process, laid out the requirements and provided the next steps of

how to complete an application. The builder commented how his experience with other Townships had been drawn out, delayed and how he had felt ignored. He was very impressed that Malahide could accommodate on such short notice.

2) There have been many situations that require the co-ordination of many parties. As a single point of contact, the CRED Manager has identified needs for residents and businesses and went above and beyond to establish these meetings to drive results and create strong bonds with the Township. The CRED Manager has been recognized numerous times by residents and business owners for his promptness, steadfast attention to detail and ability to co-ordinate responses between different departments internally and providing different connections externally.

### **Conclusion**

Council took a bold and innovative step in creating this position in 2024. After 8 months, some of the concrete benefits are being felt by the community, as described above. Moreover, now that the needs have become clearer, it is evident that having this resource on staff provides enormous potential and opportunities that is still untapped. We will continue to explore those and continue to assess and ensure that Council, residents and businesses get a solid return on their investment in this role.

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### **FINANCIAL IMPLICATIONS:**

N/A

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

- Unlock Responsible Growth
- Engage the Community
- Establish, document and implement service levels
- Maximize the utilization of all assets: people, facilities, and technology

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### **CONSULTATION:**

N/A

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### **ATTACHMENTS:**

None.

**Prepared by:** S. Tripp, Community Relations & Economic Development Manager

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



**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**BY-LAW NO. 25-09**

Being a By-law to adopt the 2025 Budget for the Corporation of the Township of Malahide

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

**WHEREAS** the Council of The Corporation of the Township of Malahide has recommended the Township's 2025 Budget be approved;

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

1. THAT the 2025 Budget as per Schedules 'A' and 'B' attached hereto which incorporates estimates for revenues and expenditures be approved and adopted by the Council.
2. THAT Schedules 'A' and 'B' attached hereto forms a part of this By-law.
3. THAT this By-law shall come into force and take effect on the final date of passing thereof.

**READ** a **FIRST** and **SECOND** time this 30<sup>th</sup> day of January, 2025.

**READ** a **THIRD** time and **FINALLY PASSED** this 30<sup>th</sup> day of January, 2025.

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Mayor, D. Giguère

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Clerk, A. Adams

**TOWNSHIP OF MALAHIDE**  
**SCHEDULE 'A' TO BY-LAW 25-09**  
**2025 BUDGET**

<b>Budget Area</b>	<b>Revenues</b>	<b>Expenditures</b>
Property Taxes	\$9,320,530	\$0
Council	\$0	185,500
Administration	138,300	1,394,200
Animal Control	20,000	20,000
Planning	150,000	412,450
Building Services	481,550	481,550
By-law Enforcement	0	42,000
Fire & Emergency Management	130,000	1,101,000
Policing	0	1,141,222
Road Operations	353,550	3,122,957
County Roads	862,200	862,200
Streetlights & Sidewalks	10,800	28,800
Waste Management	506,700	765,850
Drainage	23,500	161,750
Parks	1,500	77,035
Provincial Park	15,000	48,400
Recreation	90,800	402,900
Cemeteries	0	52,100
Debt Servicing	0	309,473
Reserve Funding	881,600	3,813,183
Other Revenues	1,978,100	0
Conservation	0	204,400
East Elgin Community Complex	0	337,160
<b>Total</b>	<b>\$14,964,130</b>	<b>\$14,964,130</b>

**TOWNSHIP OF MALAHIDE**  
**SCHEDULE 'B' TO BY-LAW 25-09**  
**2025 CAPITAL PROJECTS**

Pier Condition Assessment	\$50,000
Drainage Assessment - Port Bruce	50,000
Studies - Road Safety Audit Phase 3	10,000
Studies - Road Needs Study Update	60,000
Communications Equipment	87,000
Reconstruction - Urban	552,588
Surface Preservation - Urban	14,375
Reconstruction - Rural	740,806
Surface Treatment - Rural	1,016,062
Gravel Resurfacing	400,679
Guiderails	132,838
Tandem 22	465,000
Single 14 Replacement	390,000
Truck 71 Replacement	75,000
Truck 74 Replacement	85,000
Truck 87 Replacement	65,000
Transportable Equipment - PW/Chainsaw/Radar Speed Sign	15,800
Drainage Project Allowance	100,000
SCBA & Bunker Gear	48,500
Communications Equipment	35,000
Fire Rescue Equipment	63,000
Compressor	60,000
Tanker 3 Replacement	691,200
Administration Office HVAC Replacement	43,000
Fire Hall 3 HVAC	50,000
South Fire Hall Parking Lot Crack Sealing	5,000
Administration Office Renovation - Basement Building Dept Studio	40,000
MCP Water Treatment & Hot Water Tank	65,000
MCP Roof - Flat Section over Library	20,000
MCP Roof - Flat Section over kitchen	20,000
MCP Rooftop HVAC Units	102,000
SDCH Cardlock System	10,000
SDCH Parking Lot Crack Sealing and Line Painting	10,000
Council Chambers Furniture Replacement	7,000
Township Share of EECC Capital	1,157,953
Concrete Bench Pads	6,000
Baseball Diamond Drainage Rehabilitation	50,000
Baseball Diamond Chain-link Fencing Rehabilitation	25,000
Computer Equipment Replacements	4,500
Official Plan	30,000
<b>Total</b>	<b>\$6,839,150</b>



**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY- LAW NO. 25-10**

Being a By-law to establish various User Fees and Rates.

**WHEREAS** pursuant to Sections 9, 11 and 391(1) of the Municipal Act, 2001, c. 25, as amended, a municipality may pass by- laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it and for the use of its property including property under its control;

**AND WHEREAS** pursuant to Section 69 of the Planning Act, R.S. O. 1990, c. P. 13, as amended, a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters;

**AND WHEREAS** the Council of The Corporation of the Township of Malahide deems it desirable to update certain fees and charges charged from time to time and establish others;

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

1. THAT the fees, rates, and charges as set out in Schedule "A" to this By-law be and the same are hereby established.
2. THAT the fees, rates, and charges listed in Schedule "A" to this By-law will be subject to federal and/or provincial taxes, where applicable.
3. THAT the payment of any fee or charge in this By-law shall be in Canadian currency.
4. THAT no request by any person for any information, service, activity, or use as set out in Schedule " A" to this By-law will be processed or provided until the person requesting the information, service, activity, or use has paid the applicable fee in the prescribed amount.
5. THAT interest be added to rates, fees, and charges, including any collection costs that are due and unpaid after 30 days at the rate of 2% per month.
6. THAT the Chief Administrative Officer or Treasurer, is hereby authorized in his or her discretion to waive, reduce, or otherwise vary the fee or charge for the item concerned as set out in Schedule "A" to this By-law.
7. THAT Schedule "A" to this By-law shall be deemed to be an integral part of this By-law.
8. THAT this By-law shall be known as the "User Fee By-law".
9. THAT should any part of this By-law, including any part of Schedule " A" be determined by a Court of competent jurisdiction to be invalid or of no force and effect,

it is the stated intention of the Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Schedule "A", as applicable, shall continue to operate and to be in force and effect.

10. THAT By-law No. 24-06 be and the same is hereby repealed in its entirety effective the date that this By-law comes into force and effect.

11. THAT this By-law shall come into force and take effect on the final passing thereof.

**READ a FIRST and SECOND** time this 30<sup>th</sup> day of January, 2025.

**READ a THIRD** time and **FINALLY PASSED** this 30<sup>th</sup> day of January, 2025.

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Mayor, D. Giguère

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Clerk, A. Adams

**TOWNSHIP OF MALAHIDE**  
**SCHEDULE "A" TO BY-LAW 25-10**  
**USER FEES SCHEDULE**  
**CORPORATE SERVICES**

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Lottery Licences	Exempt	Minimum fee of \$5.00 or 3% of prize value
Solar Farm Licence (see by-law 13-41)	Exempt	See by-law 13-41
Burial Permit Fee (non-residents only)	Exempt	\$20.00
Meeting Investigation Fee	Exempt	\$25.00 (refundable if deemed valid issue)
Freedom of Information Requests	Exempt	\$25.00 administrative fee
		+ other costs associated with fulfilling the request in accordance with fees set by MFIPPA
Document Certification/Commissioner of Oaths	+ HST	\$15.00 (resident) / \$25.00 (non-resident)

**ANIMAL CONTROL**

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
First dog	Exempt	\$17.60
Second dog	Exempt	\$20.15
Third dog	Exempt	\$30.35
Kennel licence	Exempt	\$72.50
Replacement tag	Exempt	\$5.00
Dangerous dog	Exempt	\$108.15
Guide dog & service dog	Exempt	\$0.00
Late fees for payments after March 31 <sup>st</sup>	Exempt	\$10.00



### DEVELOPMENT SERVICES

The following are Planning Application Deposits used towards the actual costs which shall be incurred by the Township during the review and approval process. 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 staff time and associated costs. Planning deposits and fees are exempt from HST.

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Official Plan Amendment Application	Exempt	\$4,000.00
Defence of Ontario Municipal Board Appeals	Exempt	\$10,000.00
Minor Variance Applications	Exempt	\$2,000.00
Site Plan Agreement Application	Exempt	\$2,000.00
Temporary Use By-law Applications	Exempt	\$3,000.00
Temporary Use By-law Renewal Application	Exempt	\$3,000.00
Plan of Subdivision Application	Exempt	\$10,000.00
Plan of Condominium Application	Exempt	\$10,000.00
Zoning By-law Application	Exempt	\$4,000.00
Development Agreement Fee	Exempt	\$590.00
Site Evaluation Fee including Private Septic System Verification Fee – required on all severances to confirm the septic system is confined entirely within the property boundaries and conforms to all property line setbacks.	Exempt	\$170.00
Percolation Test	Exempt	\$255.00
Ontario Power Authority Review and Response for Feed-In-Tariff (FIT) Applications	Exempt	\$175.00
Fence Viewing Deposit	Exempt	\$ 280.00
Fence Viewer Fee – to be deducted from the Fence Viewing Deposit	Exempt	\$50.00 for each of the 3 Viewers, mileage paid and \$90.00 Administration Fee

## FINANCE DEPARTMENT

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Tax Certificate New property owners will receive a duplicate copy of the tax bill and statement of tax account history.	+ HST	\$60.00
Zoning Certificate	+ HST	\$60.00
Engineer's Report including utility arrears	+ HST	\$65.00
Proof of Septic Certificate	+ HST	\$65.00
NSF cheque or returned payment	Exempt	\$40.00
Tax Bill Reprint, Tax or Water Account History Print, or duplicate receipt, Statement of Tax Account (HST included)	Exempt	\$0
Transfer to Taxes	Exempt	\$25.00 administration fee for all water or waste water accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account
Tax Sale Registration Process	Exempt	Full cost recovery
Account Collection Fee, when sent to Collection Agency	+ HST	\$0
Delivery Fee, when send correspondence by Registered Mail	+ HST	\$9.75 + postage
Penalty on Accounts Receivable 30 days in arrears	Exempt	2% on the first day of each month
US Exchange Administration Fee	+ HST	\$10.00

## MALAHIDE COMMUNITY PLACE

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Licensed Event – Community Room A, any day of the week	+ HST	\$68.17/day
Licensed Event – Community Room B or C, Friday or Saturday	+ HST	\$340.92/day
Licensed Event – Community Room B or C, Sunday to Thursday	+ HST	\$280.76/day
Licensed Event – Community Rooms B & C, Friday or Saturday	+ HST	\$477.53/day
Licensed Event – Community Rooms B & C, Sunday to Thursday	+ HST	\$409.38/day
Licensed Event – Community Rooms A,B & C, Friday or Saturday	+ HST	\$545.66/day
Licensed Event – Community Rooms A,B & C, Sunday to Thursday	+ HST	\$454.79/day
Licensed Hourly – Community Room B or C	+ HST	\$61.39/hour
Licensed Hourly – Community Rooms A & B	+ HST	\$74.36/hour
Licensed Hourly – Community Rooms B & C	+ HST	\$81.77/hour
Licensed Hourly – Community Rooms A, B & C	+ HST	\$97.72/hour
Recurring Program – Community Room A	+ HST	\$20.49/hour
Recurring Program – Community Room B or C	+ HST	\$34.08/hour
Meetings - Meeting Room	+ HST	\$34.01/three hour meeting
Meetings – Community Room A	+ HST	\$51.36/three hour meeting
Unlicensed Hourly – Community Room A	+ HST	\$34.08/hour
Unlicensed Hourly – Community Room B or C	+ HST	\$54.58/hour
Unlicensed Hourly – Community Rooms A & B	+ HST	\$61.40/hour
Unlicensed Hourly – Community Rooms B & C	+ HST	\$74.37/hour
Unlicensed Hourly – Community Rooms A,B & C	+ HST	\$87.08/hour
Kitchen Rental – with full-day hall rental	+ HST	\$112.49/event

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Kitchen Rental – stand alone event	+ HST	\$15.82/hour
Portable Bar, Fridge and Ice Caddy	+ HST	\$31.20 per event
Bagged Ice	+ HST	\$7/bag
Storage Room Rental	+ HST	\$57.94/day
Ball Diamond Rental – Youth Game Rate Non-Competitive (Rec) League	+ HST	\$20.98/two hour game
Ball Diamond Rental – Youth Game Rate Competitive League	+ HST	\$26.58/two hour game
Ball Diamond Rental – Adult Game Rate	+ HST	\$38.48/two hour game
Youth Ball Tournament with access to both diamonds	+ HST	\$79.14/day
Adult Ball Tournament with access to both diamonds	+ HST	\$149.09/day
Relining Diamonds for Adults	+ HST	\$19.95
Relining Diamonds for Youth	+ HST	\$14.70
Ball Diamond Lights	+ HST	\$14.18/game
Gary Barat Pavilion	+ HST	\$31.24/event
Ball Diamond Advertising Signage - full fence section	+ HST	\$446.25 per year for each of year 1, 2 &3
Ball Diamond Advertising Signage - partial fence section	+ HST	\$273 per year for each of year 1, 2 & 3

### SOUTH DORCHESTER COMMUNITY HALL

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Licensed Event – Community Room, Friday or Saturday	+ HST	\$171.1
Licensed Event – Community Room, Sunday to Thursday	+ HST	\$129.59/day
Recurring Program – Community Room	+ HST	\$20.49/hour
Meeting – Community Room	+ HST	\$51.37/three hour meeting
Unlicensed Event – Community Room	+ HST	\$31.21/hour
Kitchen Rental	+ HST	\$62.52/event
Kitchen Rental – stand alone event	+ HST	\$11.55/hour

### OTHER FACILITY RENTAL FEES

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Staff Overtime before 8 am or after 2 am	+ HST	\$37.31/hour/staff person
Facility Set-up, day prior to booking	+ HST	\$37.31/hour
Green Space Event Rental for up to 4 hours	+ HST	\$31.21/4 hour
Parking Lot Event Rental	+ HST	\$31.21/4 hour
Place Setting	+ HST	\$1.05/seating
Damage Deposit	Exempt	\$500.00

**CEMETERIES**

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
<b>Interment Rights Fees</b>		
Regular Lot - 4' x 10' – permits 1 full burial and 1 cremated remains OR up to 3 cremated remains only	+ HST	\$ 800.00
Regular Lot – Care & Maintenance Fee	+ HST	\$ 320.00
<b>Interment Fees</b>		
Adult	+ HST	\$ 900.00
Child	+ HST	\$ 600.00
Cremated Remains	+ HST	\$ 425.00
2 Cremated Remains simultaneously	+ HST	\$ 675.00
1 full burial and 1 Cremated remains simultaneously	+ HST	\$ 975.00
Saturday Interment Surcharge	+ HST	\$ 200.00
Weekday Interment after 4:00 p.m. Surcharge	+ HST	\$ 175.00
<b>Disinterment Fees</b>		
Full Burial	+ HST	\$ 1050.00
Cremated Remains	+ HST	\$ 700.00
<b>Monument/Marker Care Fees</b>		
Flat Marker	+ HST	\$ 50.00
Monument	+ HST	\$ 100.00
Large Monument	+ HST	\$ 200.00
<b>Other Fees</b>		
Lots Purchased Prior to 1955 - per lot - Fee required at time of resale/transfer or interment as applicable. Fee will be deposited into the Care and Maintenance Fund.	+ HST	\$ 320.00
Administration Fee for the Resale/Transfer of Lots - per resale/transfer of lot	+ HST	\$ 120.00
Genealogical Requests	+ HST	Photocopying charges as stated under Corporate Services within this By-law

**EMERGENCY SERVICES**

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Civic Addressing Sign & Post installed-1 only	+ HST	\$ 130.00
Civic Addressing Sign & Post installed – 2 <sup>nd</sup> & subsequent	+ HST	\$ 95.00
Civic Addressing Sign – replacement only	+ HST	\$ 46.00
Civic Addressing Post – replacement only	+ HST	\$ 26.00
Civic Addressing Sign & Post only	+ HST	\$ 72.00

**DRAINAGE DEPARTMENT**

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Municipal Drainage Reports Assessment Split Deposits	+ HST	\$ 500.00 per split
Tile Drain Loan Processing Fee	+ HST	\$ 100.00
Livestock Valuation Fee - \$50.00 for each report + mileage	+ HST	\$100.00 per report + mileage



**WASTE MANAGEMENT**

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Waste Management Fee  <u>NOTE</u> : The waste management fee entitles each eligible unit/property to the annual allotment of tags decided by Council	Exempt	\$50.00 annual fee for each assessed unit/property to be billed through annual tax assessment
Bag Tag	Exempt	\$1.50 each tag
Blue Box Replacement *	+ HST	\$11.00
Composters *	+ HST	\$46.75
Processing illegally dumped garbage which is recovered by Municipal Staff and where the offender can be identified. *	+ HST	\$100.00 or the total cost of the clean-up, whichever is greater

## ROADS DEPARTMENT

<b>Fee Description</b>	<b>Applicable Taxes</b>	<b>Fee</b>
Entrance Permit	Exempt	\$200.00
Road Occupancy/Encroachment Permit	Exempt	\$200.00
Rural Entrance Permit Deposit-Township Road 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.	Exempt	\$1,000.00 minimum based on estimated restoration and installation costs
Urban Entrance Permit Deposit-Township Road (RE: curb/sidewalk damage) 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.	Exempt	\$1,500.00 minimum based on estimated restoration and installation costs
Permit to Hard Surface Entrance – Township Road	Exempt	\$0
Driveway Culvert Installation Deposit deposit. The applicant will be invoiced for the difference between the actual Township 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.	Exempt	\$2,400.00 minimum based on estimated installation costs
Road Occupancy Permit Deposit (RE: boring, open cuts to install e.g. private drains, water services). 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.	Exempt	\$1,400.00 minimum based on estimated installation costs
Moving Permit/Oversized/Overweight Permit	Exempt	\$210.00
Moving Permit Deposit-Township Road 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.	Exempt	\$2,700.00



**REPORT NO. CLERK-25-01**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** January 30, 2025  
**SUBJECT:** **Information Technology Services Contract Extension**

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**RECOMMENDATION:**

THAT Report No. CLERK-25-01 entitled "Information Technology Services Contract Extension" be received;

AND THAT the Committee recommend to Council that staff be authorized to take the necessary actions to finalize and formalize the two-year contract extension with Zouling Technologies.

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**PURPOSE & BACKGROUND:**

The purpose of this report is to provide an update on the Information Technology Services contract with Zouling Technologies. The Township has been utilizing Zouling Technologies for IT services since 2022, and the current contract is nearing its expiration.

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**COMMENTS & ANALYSIS:**

Zouling Technologies has consistently demonstrated a high level of expertise in IT service management (ITSM), with a proven track record of supporting various municipalities. This includes critical services such as cloud computing, cybersecurity, and network management all of which align with our operational needs.

Zouling Technologies is committed to a 60-minute response time for IT support requests, addressing the Township's need for timely issue resolution and ensuring the continuity of municipal operations. This commitment is essential for minimizing disruptions and maintaining high operational standards. Furthermore, Zouling's proactive maintenance approach addresses potential issues before they escalate, further supporting the Township's goal of maintaining a stable and efficient IT environment.

Zouling Technologies has a proven track record of providing comprehensive IT services to Malahide and several other local municipalities, demonstrating a high level of expertise relevant to our needs. Staff have had internal discussions regarding the performance of Zouling Technologies, including their responsiveness, service quality, and alignment with the Township's IT needs. Given their proven track record and the

strategic benefits they offer, staff believe extending the contract for an additional two years would be in the best interest of the Township.

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**FINANCIAL IMPLICATIONS:**

The financial implications of extending the contract with Zouling Technologies for an additional two years have been included in the 2025 draft budget.

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**ATTACHMENTS:**

No items.

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

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

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



# FROM THE COUNCIL CHAMBERS

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JANUARY 14, 2025  
COUNCIL MEETING





86

# County Councillor Committee Appointments

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Every year, Elgin County's Warden is required to recommend the appointments of Elgin County Councillors to various Committees of Council and Local Boards.

During the January 14th Council Meeting, Elgin County Council approved the proposed appointments for 2025.

For the complete list of 2025 appointments, please refer to Appendix 1 of the Committee Appointment Report found in the Agenda.



# East Road Pedestrian Crossing Update

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In 2024, the County of Elgin implemented a pedestrian crossing on East Road, just north of Joseph Street in Port Stanley, to enhance pedestrian safety.

To tackle the ongoing concerns regarding the unique geometry and sightlines of the intersection, County Council has decided to reduce the speed limit on Joseph Street to 30 km/h, while also keeping the all-way stop in place.



\* Please note this photo is not an actual representation of the crossing.

# 3

88

## **Farm Tax Rate Remains at 0.23%**

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Elgin County Council unanimously agreed with the Elgin Federation of Agriculture's (EFA) request to keep Elgin's Farm Class Tax Rate at 0.23% for the 2025 Budget year.

This decision demonstrates Council's continued commitment to Elgin's \$609M agricultural sector, and acknowledges the essential contributions of farmers in supporting our rural communities.





# 4

## Council<sup>89</sup> Seeks Input on Municipal Accountability Act

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The Ministry of Municipal Affairs and Housing has proposed the *Municipal Accountability Act, 2024*, to help strengthen Ontario's Municipal Code of Conduct. Key updates to this Act include a standard code of conduct, improved investigation processes, and provisions for removing Council members for serious violations, aiming for consistent governance across Ontario Municipalities by Fall 2026.

County Council has asked staff to collect Councillor feedback for further discussion at the January 28th County Council Meeting.



The full January 14<sup>90</sup> Council Meeting Agenda can be found here:



## Next Council Meeting:



JANUARY 28, 2025



10:00 AM

## Stay Connected With Us:



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**Kettle Creek**  
Conservation Authority

## **Full Authority Minutes** December 18, 2024

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on December 18, 2024 at 10:00 a.m. The meeting was streamed live to Facebook.

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

JJ Strybosch joined the meeting at 11:00 a.m. during the Closed Session. Due to an error in the OnBoard platform, the Full Authority meeting time was incorrectly displayed as 11:00 a.m., resulting in the member's delayed arrival. The error is regretted, and steps are being taken to prevent similar issues in the future.

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

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

### **Land Acknowledgement**

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

#### **Members Present:**

Lori Baldwin-Sands (Vice Chair)	St. Thomas	In Person
Frank Berze	Middlesex Centre	In Person
Jim Herbert	St. Thomas	In Person
Grant Jones (Chair)	Southwold	In Person
Sharron McMillan	Thames Centre	In Person
Jerry Pribil	London	Virtual
JJ Strybosch	London	In Person
Sam Trosow	London	Virtual
John Wilson	Malahide	In Person

#### **Members Absent:**

Todd Noble	Central Elgin
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Staff Present:

Michael Buis	LWCA Coordinator	In Person
Jennifer Dow	Water Resources Supervisor	In Person
Maisa Fumagalli	Planning and Regulations Supervisor	Virtual
Jessica Kirschner	Corporate Services Coordinator	Virtual
Brandon Lawler	Forestry and Lands Technician	Virtual
Jeff Lawrence	Forests and Lands Supervisor	Virtual
Betsy McClure	Stewardship Program Supervisor	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

**Introductions & Declarations of Pecuniary Interest**

**Hearing Board**

There was no Hearing required.

**Minutes of Meeting**

**FA153/2024**

**Moved by: Jim Herbert**

**Seconded: Sharron McMillan**

That the minutes of the November 20, 2024, Full Authority Meeting be approved.

**Carried**

**Matters Arising**

- a) Media Report
- b) Project Tracking
- c) Watershed Conditions

**FA154/2024**

**Moved by: Lori Baldwin-Sands**

**Seconded: John Wilson**

That Matters Arising a) through c) be received.

**Carried**

**Correspondence**

- a) Minister's Direction for CAs regarding fee changes associated with planning, development, and permitting fees December 12, 2024

**FA155/2024**

**Moved by: Sharron McMillan**

**Seconded: Jerry Pribil**

That the correspondence be received.

**Carried**

**Statements of Revenues and Expenses**

There were no Statements of Revenues and Expenses

**New Business**

- a) Conservation Authorities Act Deliverables

**FA156/2024**

**Moved by: Lori Baldwin-Sands**

**Seconded: Jim Herbert**

That the Conservation Authorities Act Deliverables Staff Report be received; and further

That KCCA's Watershed-Based Resource Management Strategy and Conservation Areas Strategy be approved in advance of the December 31st, 2024 deadline, and further, that the Strategies are made available to the public on the KCCA website.

**Carried**

- b) 2024 Year End Conservation Area Expenditures

**FA157/2024**

**Moved by: Sam Trosow**

**Seconded: John Wilson**

That staff proceed with the 2024 Year End Conservation Area Expenditures as outlined with an upset limit of \$24,000.

**Carried**

- c) 2024 Year End Reserve Report

**FA158/2024**

**Moved by: Frank Berze**

**Seconded: Jim Herbert**

That transfers to and from reserves be conducted as outlined in the 2024 approved Budget and 2024 Year End Reserve Report.

**Carried**

d) 2025 Budget Update

**FA159/2024**

**Moved by: Frank Berze**

**Seconded: John Wilson**

That the proposed capital purchases be incorporated into the draft 2025 Budget.

**Carried**

e) Office Closure 2024

**FA160/2024**

**Moved by: Sam Trosow**

**Seconded: Sharron McMillan**

That the KCCA Office be closed to the public from December 23, 2024 – January 1, 2025.

**Carried**

f) Process for Administrative Review under Section 8 of Ontario Regulation 41/24

**FA161/2024**

**Moved by: John Wilson**

**Seconded: Frank Berze**

That the Board of Directors approve the Process for Administrative Review under Section 8 of Ontario Regulation 41/24.

**Carried**

g) Monthly Planning and Regulations Report

**FA162/2024**

**Moved by: Sam Trosow**

**Seconded: Jerry Pribil**

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

**Carried**

**Closed Session**

The Closed Session meeting began at 10:46 a.m.

**FA163/2024****Moved by: Sharron McMillan****Seconded: Lori Baldwin-Sands**

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

**Carried****FA164/2024****Moved by: JJ Strybosch****Seconded: Lori Baldwin-Sands**

That the Full Authority revert to open session and report.

**Carried**

The Open Session resumed at 11:06 a.m.

- a) November 20, 2024 Closed Session Full Authority Meeting

**FA165/2024****Moved by: Sharron McMillan****Seconded: John Wilson**

That the November 20, 2024 Full Authority Closed Session Minutes be approved.

**Carried**

- b) Personnel Matter

**FA166/2024****Moved by: Jim Herbert****Seconded: Sharron McMillan**

That the 2025 Salary Proposal be received; and further

That the cost-of-living adjustment of 2.75% and proposed step increases for identified staff receive pre-budget approval for 2025 and applied to employee wages effective January 1, 2025.

**Carried**

- b) Legal Matter

**FA167/2024****Moved by: Frank Berze****Seconded: Sam Trosow**

That staff proceed as directed on a legal matter.

**Carried**

**Upcoming Meetings/Announcements**

Members were reminded that the January 15, 2025 Full Authority meeting is an in-person meeting to facilitate the municipal apportionment vote and elections of officers.

Members were asked to stay behind for the official announcement of the donation of 35 acres of land in Southwold Township to be known as the Stanley Lyle Grove. Jim Lyle and family gifted 35 acres of their historic farm to KCCA in March 2024.

KCCA will manage the property for conservation purposes. Restoration is already underway. A new wetland was constructed this fall and 10,000 trees will be planted in the coming years to connect existing forested areas and create a thriving wildlife corridor. Members were eager to officially announce the donation to the public.



\_\_\_\_\_  
Elizabeth VanHooren  
General Manager/Secretary Treasurer



\_\_\_\_\_  
Grant Jones  
Chair

**Recorded Vote Registry FA153/2024 to FA158/2024**

A=Absent Y=Yes N=No AB=Abstain

Board Member	FA153/2024	FA154/2024	FA155/2024	FA156/2024	FA157/2024	FA158/2024
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	A	A	A	A	A	A
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	A	A	A	A	A	A
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>



**Recorded Vote Registry FA159/2024 to FA164/2024**

A=Absent Y=Yes N=No AB=Abstain

Board Member	FA159/2024	FA160/2024	FA161/2024	FA162/2024	FA163/2024	FA164/2024
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	A	A	A	A	A	A
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	A	A	A	A	A	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	Y	Y	Y	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>	<b>Carried</b>

**Recorded Vote Registry FA165/2024 to FA167/2024 to**

A=Absent Y=Yes N=No AB=Abstain

Board Member	FA165/2024	FA166/2024	FA167/2024
Baldwin-Sands	Y	Y	Y
Berze	Y	Y	Y
Herbert	Y	Y	Y
Jones	Y	Y	Y
McMillan	Y	Y	Y
Noble	A	A	A
Pribil	Y	Y	Y
Strybosch	Y	Y	Y
Trosow	Y	Y	Y
Wilson	Y	Y	Y
<b>Result</b>	<b>Carried</b>	<b>Carried</b>	



January 16, 2025

**Delivered by Email**

**Nathan Dias**

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

Dear Mr. Dias:

**Subject: Notice of Confirmation – 2025 Municipal Apportionment**

Further to correspondence sent on November 21, 2024 by our Chair Grant Jones, Kettle Creek Conservation Authority's Board of Directors approved the 2025 Municipal Apportionment at its January 15<sup>th</sup>, 2025 Full Authority Meeting.

Please find enclosed the 2025 Municipal Apportionment that was approved at the meeting and the corresponding invoice. Should you have any questions regarding the municipal apportionment please contact the undersigned.

KCCA will enact the final step of its budget process at its Annual General Meeting where the final draft budget will be considered. The Annual General Meeting is scheduled for February 26, 2025 beginning at 10 a.m. at the Administration Centre (44015 Ferguson Line) and streamed live at [www.facebook.com/KettleCreekCA/](http://www.facebook.com/KettleCreekCA/)

Draft budget documents are available on our website:  
<https://www.kettlecreekconservation.on.ca/financial-overview/>

Yours truly,

Elizabeth VanHooren  
General Manager/Secretary Treasurer

Kettle Creek Conservation Authority

**Municipal Cost Apportionment****Budget 2025**

	Modified Current	% Municipality	MCVA	Apportionment	Category 1	Category 3	Special	Proposed Total	Total	Difference
Municipality	Value Assessment (MVCA)	In Watershed	In Watershed	%	Apportionment	Apportionment	Levy*	2025 Apportionment	2024 Apportionment	2024/2025
Central Elgin	\$ 2,110,212,609.10	60	\$ 1,266,127,565.00	7.70	\$ 80,538.10	\$ 9,188.33	\$ 11,325.11	\$ 101,051.54	\$ 96,135.37	\$ 4,916.17
Middlesex Centre	\$ 3,895,311,737.95	7	\$ 272,671,822.00	1.66	\$ 17,344.60	\$ 1,978.79	\$ 1,107.73	\$ 20,431.12	\$ 19,332.39	\$ 1,098.73
London	\$ 60,304,810,158.05	15	\$ 9,045,721,524.00	54.99	\$ 575,396.38	\$ 96,272.52	\$ 1,107.73	\$ 672,776.63	\$ 645,197.58	\$ 27,579.05
Thames Centre	\$ 2,724,053,000.40	8	\$ 217,924,240.00	1.32	\$ 13,862.11	\$ 1,581.48	\$ 1,100.44	\$ 16,544.04	\$ 15,598.87	\$ 945.17
Malahide	\$ 1,328,662,598.85	8	\$ 106,293,008.00	0.65	\$ 6,761.28	\$ 771.37	\$ 1,100.44	\$ 8,633.09	\$ 8,362.39	\$ 270.70
Southwold	\$ 1,344,571,530.65	78	\$ 1,048,765,794.00	6.38	\$ 66,711.76	\$ 7,610.93	\$ 8,235.12	\$ 82,557.81	\$ 51,269.54	\$ 31,288.27
St. Thomas	\$ 4,678,658,860.60	96	\$ 4,491,512,506.00	27.31	\$ 285,704.14	\$ 32,595.07	\$ 48,900.56	\$ 367,199.76	\$ 345,292.76	\$ 21,907.00
<b>Total Budget</b>	<b>\$ 76,386,280,495.60</b>		<b>\$ 16,449,016,459.00</b>	<b>100.00</b>	<b>1,046,318.37</b>	<b>\$ 149,998.50</b>	<b>\$ 72,877.13</b>	<b>\$ 1,269,194.00</b>	<b>\$ 1,181,189.00</b>	<b>\$ 88,005.10</b>

\*Footnote: Levy partially supports the costs of operating the provincially mandated responsibilities of municipal plan input and review. Province moved to greatly reduce grants in 1995. The levy is calculated based on past, existing and anticipated program activity. The municipality has the option of recovering the apportionment through application fees.

# The North Shore Resilience Project

100



LONG POINT  
BIOSPHERE  
— REGION —

- Do you live, work or recreate on the north shore of Lake Erie?
- Are you concerned about coastal erosion which impacts landowners, beaches, ecosystems and communities?
- Do you have knowledge to share about your coastal area?

The Long Point Biosphere Region was selected for funding by the Canada Water Agency to develop a Resilience Action Plan for the north shore of Lake Erie, from Port Glasgow to Long Point. Key goals of the plan are to restore natural shoreline processes and increase resilience to coastal hazards. For more information please go to:

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

The North Shore Resilience Project is currently seeking applicants to sit on the Public Advisory Committee (PAC). The PAC will help shape the North Shore Resilience Action Plan by communicating the priorities and values of communities and stakeholders, as well as providing feedback on the technical investigations and restoration projects. The PAC members will also act as community ambassadors who further disseminate information on coastal processes and ecosystem restoration opportunities in their communities.

Eligible applicants must live or own property in one of the following municipalities: West Elgin, Dutton-Dunwich, Southwold, Central Elgin, Malahide, Bayham or Norfolk.

**Those interested may fill out the online application form at: [www.northshoreresilience.ca/engagement/](http://www.northshoreresilience.ca/engagement/) or contact [conservation@longpointbiosphere.com](mailto:conservation@longpointbiosphere.com) for a paper form. Applications must be received by February 14 2025**



**From:** Jen Gibson <[jgibson@zuzekinc.com](mailto:jgibson@zuzekinc.com)>  
**Sent:** January 17, 2025 10:59 AM  
**Subject:** North Shore Resilience - PAC Recruitment Announcement

Hello Working Group,

We are following up on the direction given at the December meeting regarding the recruitment of the Public Advisory Committee. The website is live ([www.northshoresilience.ca](http://www.northshoresilience.ca)) and has the online application form in the “Engagement” section. This is the link that should be provided when advertising the committee: [www.northshoresilience.ca/engagement/](http://www.northshoresilience.ca/engagement/)

We have created a poster style image as well as a facebook post sized graphic that can be put on social media along with the information contained in the poster image.

We understand that not every organization uses all social media platforms or even use social media at all. So although each organization might share the information in a different way, please use the graphics provided, and if posting text, keep the copy the same as that provided on the poster to maintain a consistent message delivery.

We have also included it below for easy copy and paste:

“The Long Point Biosphere Region was selected for funding by the Canada Water Agency to develop a Resilience Action Plan for the north shore of Lake Erie, from Port Glasgow to Long Point. Key goals of the plan are to restore natural shoreline processes and increase resilience to coastal hazards. For more information please go to: [www.northshoresilience.ca](http://www.northshoresilience.ca)

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Those interested may fill out the online application form at: [www.northshoresilience.ca/engagement/](http://www.northshoresilience.ca/engagement/) or contact [conservation@longpointbiosphere.com](mailto:conservation@longpointbiosphere.com) for a paper form. Applications must be received by February 14, 2025.”

**Please post this information on your website and social media as soon as possible, and share with those who you know might be interested in applying.**

If you have any trouble or have questions, please reach out anytime.

Thank you,

Jen

**Jen Gibson**

Project Coordinator, Zuzek Inc.

[www.zuzekinc.com](http://www.zuzekinc.com)

905-484-4655

**From:** [ca.office \(MNR\)](#)  
**To:** [ca.office \(MNR\)](#)  
**Subject:** Update: Proposed regulation regarding Minister's Permit and Review powers under the Conservation Authorities Act  
**Date:** January 17, 2025 1:43:43 PM  
**Attachments:** [image001.png](#)

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*\* This email is being sent on behalf of Jennifer Keyes, Director, Development and Hazard Policy Branch \**

Good afternoon:

I am writing to you today to notify you of a new regulation prescribing the circumstances under which the Minister of Natural Resources ("Minister") may make permitting decisions in the place of a conservation authority or review a conservation authority's permitting decision.

New provisions in the *Conservation Authorities Act* came into effect on April 1, 2024, that included powers for the Minister to 1) issue an order to prevent a conservation authority from issuing a permit and to take over the permitting process in the place of a conservation authority ("Minister's permit"), and 2) review a conservation authority permit decision at the request of the applicant ("Minister's review"). It is important to note that when making a permitting decision using one of these tools, the Minister is required to satisfy the same legislative criteria concerning natural hazards and public safety that are considered by conservation authorities.

The new regulation sets out the circumstances under which the Minister may use these powers as circumstances where the proposed development activity or other activity, in the opinion of the Minister, pertains to or supports a matter of provincial interest described in the regulation. Additionally, it includes a transparent process for individuals or businesses to request the use of these powers and sets out the information that must be submitted as part of such a request. This regulation came into effect on January 1, 2025.

A Decision Notice is available at the Environmental Registry of Ontario, posting [#019-8320](#) and supporting information describing the process for requesting the use of these powers is available [online](#).

If you have any questions, please reach out to the Ministry of Natural Resources at [ca.office@ontario.ca](mailto:ca.office@ontario.ca).

Sincerely,  
Jennifer

Jennifer Keyes  
Director, Development and Hazard Policy Branch Ministry of Natural Resources



Taking pride in strengthening Ontario, its places and its people

103

## Ministry of the Solicitor General

Office of the Associate Minister of Auto  
Theft and Bail Reform25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 326-5000  
Toll Free: 1 866 517-0571  
AssociateMinister.SOLGEN@ontario.ca

## Ministère du Solliciteur général

Bureau du ministre associé de la Lutte  
contre le vol d'automobiles et de la Réforme  
relative aux mises en liberté sous caution25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto (Ontario) M7A 1Y6  
Tél. : 416 326-5000  
Sans frais : 1 866 517-0571  
AssociateMinister.SOLGEN@ontario.ca132-2024-3435  
By mail

October 21, 2024

Your Worship Dominique Giguère  
Mayor  
Township of Malahide  
87 John Street South  
Aylmer ON N5H 2C3

Dear Mayor Giguère:

My name is Graham McGregor, and I am writing to share some exciting news with you. I have recently been appointed as the Associate Minister of Auto Theft and Bail Reform. After serving as Parliamentary Assistant to the Solicitor General earlier this year, I am honoured to take on this new role in strengthening public safety across Ontario.

The rise in auto theft and violent carjackings has become a significant concern, threatening the safety and security of our communities. Our government is committed to tackling these crimes head-on. Equally important is our focus on bail reform—ensuring that violent and repeat offenders remain behind bars and face the full consequences of their actions.

Your leadership is crucial to the safety and well-being of our communities, and I want to express my sincere thanks for your ongoing dedication to public safety. I am looking forward to working closely with you to address these challenges and strengthen the security of our province.

If we have not yet had the opportunity to meet, I hope to do so soon. Please stay in touch through Manvir Hundal at [manvir.hundal@ontario.ca](mailto:manvir.hundal@ontario.ca). I am eager to hear your insights and discuss how we can work together to enhance public safety.

Thank you once again for your dedication and service.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Graham McGregor'.

Graham McGregor  
Associate Minister of Auto Theft and Bail Reform

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 25-11**

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 January 30, 2025 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 30<sup>th</sup> day of January, 2025.

**READ** a **THIRD** time and **FINALLY PASSED** this 30<sup>th</sup> day of January, 2025.

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Mayor, D. Giguère

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Clerk, A. Adams