



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

**March 6, 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 February 20, 2025
- (F) Public Meetings & Committee of Adjustment
  - Court of Revision – D. Versnick Drain
  - Court of Revision – Ashton Street Drain
  - Public Meeting – Zoning By-law Amendment Application – D14-Z01-25-Wenninger Farms Ltd. – 49888 Nova Scotia Line
- (G) Delegations
  - Elgin County Library - Springfield Library Presentation
- (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:
- (I) Unfinished Business
- (J) New Business
  - FIN-25-02 – 2024 Council Remuneration and Expenses

(K) By-laws

- 25-12 – Wenninger Farms Ltd. Rezoning

Committee of the Whole

(L) Business for Consideration

- DS-25-07 Municipal By-law Enforcement Fees Update
- Discussion on the proposal to include "O Canada" at the start of Council Meetings

(LI) Unfinished Business

(LII) 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– February 25<sup>th</sup>
2. AMOWatchfile – February 27, 2025

Committee of the Whole Adjourns

(P) Closed Session

(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 March 6, 2025 Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on February 20, 2025 be adopted.
3. THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the D. Versnick Drain:

Mayor Dominique Giguère (Chair)  
Councillor Scott Lewis  
Councillor Rick Cerna

4. THAT the Court of Revision for the D. Versnick Drain be called to order at 7: p.m.  
AND THAT Dominique Giguère be appointed Chair.
5. THAT the Court of Revision members for the D. Versnick Drain do hereby accept the recommendations of Drainage Engineer John M. Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated November 1,2024.
6. THAT the Court of Revision relating to the D. Versnick Drain be adjourned and the Council Meeting reconvene at 7:\_\_\_p.m.
7. THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the Ashton Street Drain:

Mayor Dominique Giguère (Chair)  
Councillor John H. Wilson  
Councillor Sarah Leitch

8. THAT the Court of Revision for the Ashton Street Drain be called to order at 7: p.m.  
AND THAT Dominique Giguère be appointed Chair.
9. THAT the Court of Revision members for the Ashton Street Drain do hereby accept the recommendations of Drainage Engineer John M. Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated November 7,2024.
10. THAT the Court of Revision relating to the Ashton Street Drain be adjourned and the Council Meeting reconvene at 7:\_\_\_p.m.
11. THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z01-25 – Weninger Farms Ltd. – 49888 Nova Scotia Line be called to order at \_\_\_p.m.
12. THAT the Public Meeting relating to the Zoning By-Law Amendment D14-Z01-25 – Weninger Farms Ltd. – 49888 Nova Scotia Line be adjourned at \_\_\_p.m.

13. THAT Report No. DS-25-07 entitled "Zoning By-Law Amendment Application of Weninger Farms Ltd. Weninger Farms Ltd, (c/o Civic Planning Solutions Inc.) relating to the property located at Concession 2, Part Lot 14, Township of Malahide (49888 Nova Scotia Line) be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z01-25 of Weninger Farms Ltd. (c/o Civic Planning Solutions Inc.) relating to the property located at Concession 2, Part Lot 14, Township of Malahide, and municipally addressed as 49888 Nova Scotia Line, BE APPROVED for the reasons set out in this Report.

14. THAT the presentation from the Elgin County Library regarding the Springfield Library be received for information.

15. THAT Report No. FIN-25-02 entitled "2024 Council Remuneration and Expenses" be received.

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

- 25-12 – Weninger Farms Ltd. Rezoning

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

18. THAT Report No. DS-25-07 entitled "Municipal By-law Enforcement Fees Update" be received;

AND THAT the Committee recommend to Council that staff be directed to amend the user fee schedule to include the changes proposed.

19. RESOLVED that items 1-2 be received and filed:

1. Elgin County – From the Council Chambers Meeting Highlights– February 25<sup>th</sup>
2. AMOWatchfile – February 27, 2025

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

21. THAT By-law No.25-14, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

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

**The Corporation of the Township of Malahide  
February 20, 2025 – 7:00p.m.**

Virtual Meeting - [https://youtu.be/ZDXHps\\_mMhg?si=3Qy-r2MSH850xXwX](https://youtu.be/ZDXHps_mMhg?si=3Qy-r2MSH850xXwX)

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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, 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

**Absent:** Councillor S. Lewis & Councillor R. Cerna

**CALL TO ORDER:**

Mayor Giguère took the Chair and called the meeting to order at 7:01p.m.

**APPROVAL OF AGENDA:**

**No. 25-048**

**Moved By: Sarah Leitch**

**Seconded By: Mark Widner**

THAT the February 20, 2025 Regular Council Meeting Agenda be approved as presented with the following additions:

Announcements Section - Roads Department Recognition

**Carried**

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

Councillor Glinski disclosed a pecuniary interest with respect to Council Agenda item By-law 22-39 – Tate Drain. The nature of the conflict being that he owns property through which the drain runs.

**ANNOUNCEMENTS:**

The Deputy Mayor expressed his gratitude to the roads department for their hard work and dedication, noting that he has received numerous positive comments about their work during the recent snowstorms.

- Presentation of Recognition to Malahide Firefighters for their Years of Service

Recognition Ceremony by Council for Malahide Firefighters in Honor of Their Years of Service.

**ADOPTION OF MINUTES:**

**No. 25-049**

**Moved By: John H. Wilson**

**Seconded By: Sarah Leitch**

THAT the minutes of the regular council meeting held on January 30, 2025 be adopted.

**Carried**

**PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:**

No items.

**DELEGATIONS:**

No items.

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

**No. 25-050**

**Moved By: Chester Glinski**

**Seconded By: John H. Wilson**

WHEREAS, at its January 30<sup>th</sup>, 2025 meeting, the Committee of the Whole recommended to Council:

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

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

BE IT RESOLVED that Council adopts the above recommendations from the Committee of the Whole.

**Carried**

**UNFINISHED BUSINESS:**

No items.

**NEW BUSINESS:**

- F-25-02 - Emergency Services Quarterly Activity Report (October – December)

**No. 25-051****Moved By: Mark Widner****Seconded By: John H. Wilson**

THAT Report No. F-25-02 entitled "Emergency Services Quarterly Activity Report (October – December)" be received.

**Carried**

- F-25-03 - Malahide Fire and Emergency Services – 2024 Year End Report

**No. 25-052****Moved By: John H. Wilson****Seconded By: Chester Glinski**

THAT Report No. F25-03 entitled "Malahide Fire and Emergency Services – 2024 Year End Report" be received;

AND THAT the Officers appointed for Malahide Fire Services effective January 1, 2025 are:

South Station – Captains: Jacob Giesbrecht

North Station – District Deputy Chief: Dave Bradley

North Station – Captain: Mark Moyer

North Station – Acting Captain: Seth Lindsay

**Carried**

- F-25-04 - Community Emergency Preparedness Grant

**No. 25-053****Moved By: Chester Glinski****Seconded By: Sarah Leitch**

THAT Report No. F-25-04 entitled "Community Emergency Preparedness 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**

- F-25-05 - Fire Marshal's Public Fire Safety Council Certification Grant

**No. 25-054****Moved By: Mark Widner****Seconded By: Sarah Leitch**

THAT Report No. F-25-05 entitled “Fire Marshal’s Public Fire Safety Council Certification Grant” be received for information.

**Carried**

- Elgin County Correspondence and Town of Aylmer’s Correspondence – Relocation of Aylmer Library Branch to the East Elgin Community Complex

**No. 25-055**

**Moved By: Sarah Leitch**

**Seconded By: Mark Widner**

WHEREAS the Township has received correspondence from the County of Elgin and the Town of Aylmer regarding the relocation of the Aylmer Library Branch to the East Elgin Community Complex;

THEREFORE BE IT RESOLVED the Township of Malahide receives the correspondence and supports the opportunity to participate in discussions regarding the relocation, suggesting that these discussions occur in an open, public forum rather than through the establishment of a committee.

**Carried**

- AMO News Release Pre-Election Campaign Launch

**No. 25-056**

**Moved By: Sarah Leitch**

**Seconded By: Chester Glinski**

WHEREAS the Association of Municipalities of Ontario (AMO) has launched a non-partisan campaign to increase the engagement of municipalities and awareness of voters during the provincial election;

WHEREAS AMO’s campaign, titled “Vote like your quality of life depends on it”, has identified three areas that require a new and improved partnership between municipalities and the province, including:

- The need to curb reliance on municipal property taxes to fund provincial responsibilities;
- The need to invest in local infrastructure to build housing through long-term, predictable funding; and
- The need to tackle homelessness;

BE IT RESOLVED THAT Staff be directed to use AMO’s communications toolkit to promote AMO’s key messages on the three priority areas on all social media platforms.

**Carried**

**BY-LAWS:**

Councillor Glinski disclosed a pecuniary interest. He retired from the meeting and abstained from all discussions and voting on the matter.

**No. 25-057****Moved By: John H. Wilson****Seconded By: Sarah Leitch**

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

- 22-39 – Tate Drain By-law

**Carried**

Councillor Glinski returned to his seat at the Council table.

**COMMITTEE OF THE WHOLE:****No. 25-058****Moved By: John H. Wilson****Seconded By: Sarah Leitch**

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

**Carried****Business for Consideration**

No items.

**Unfinished Business**

No items.

**New Business**

No items.

**Correspondence**

- Correspondence Items

**No. 25-059****Moved By: Mark Widner****Seconded By: John H. Wilson**

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

1. Elgin County – From the Council Chambers Meeting Highlights– January 28<sup>th</sup> and February 11<sup>th</sup>
2. Kettle Creek Conservation Authority Minutes – January 15, 2025
3. Long Point Conservation Authority Minutes – January 8, 2025
4. Long Point Conservation Authority - Extension of Minister's direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees – December 14, 2024
5. SWOX Agricultural Zoning Review – Notice of Open House
6. TVDSB & LDCSB - Education Development Charges
7. AMO Watchfile – February 6, 2025 and February 13, 2025
8. Trade Tariffs on Canada
  - a. EOWC Support of Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs
  - b. Town of Hanover – United States Imposition of Tariffs
9. Notice of Commencement - Elgin Area Primary Water Supply System Master Plan

**Carried**

**No. 25-060**

**Moved By: Chester Glinski**

**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 items.

**CONFIRMATORY BY-LAW:**

**No. 25-061**

**Moved By: John H. Wilson**

**Seconded By: Sarah Leitch**

THAT By-law No.25-13, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

**Carried**

**ADJOURNMENT:****No. 25-062****Moved By: Mark Widner****Seconded By: Sarah Leitch**

THAT Council adjourn its meeting at 7:38p.m. meet again on March 6, 2025 at 7:00p.m.

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams



**REPORT NO. DS-25-08**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** March 6, 2025  
**SUBJECT:** **Zoning By-Law Amendment Application of Weninger Farms Ltd (c/o Civic Planning Solutions Inc.) relating to the property located at Concession 2, Part Lot 14, Township of Malahide (49888 Nova Scotia Line)**

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**RECOMMENDATION:**

THAT Report No. DS-25-08 entitled “Zoning By-Law Amendment Application of Weninger Farms Ltd. Weninger Farms Ltd, (c/o Civic Planning Solutions Inc.) relating to the property located at Concession 2, Part Lot 14, Township of Malahide (49888 Nova Scotia Line) be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z01-25 of Weninger Farms Ltd. (c/o Civic Planning Solutions Inc.) relating to the property located at Concession 2, Part Lot 14, Township of Malahide, and municipally addressed as 49888 Nova Scotia Line, BE APPROVED for the reasons set out in this Report.

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**PURPOSE & BACKGROUND:**

The subject Zoning By-law Amendment Application (the “application”) has been submitted by Civic Planning Solutions on behalf of Weninger Farms Ltd. to implement the necessary zoning provisions required for surplus farm dwelling severances. Specifically, the proposed severed parcel would be rezoned from “Large Lot Agriculture (A3)” to “Small Lot Agriculture – Site Specific (A4-32)” and the proposed retained parcel would be rezoned from “Large Lot Agriculture (A3)” to “Special Agriculture (A2-13)”.

The application relates to the property located at Concession 2, Part Lot 14, Township of Malahide, and municipally addressed as 49888 Nova Scotia Line.

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

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**COMMENTS & ANALYSIS:**

The subject property has an area of approximately 40.7 hectares (99.8 acres), approximately 404 metres of frontage along Nova Scotia Line, and contains a single detached dwelling and five accessory buildings. The property is bounded by agricultural

uses to the west, north, and east, as well as a rural residential lot and Nova Scotia Line to the south.

The applicants were granted provisional consent approval (Consent Application E89-24) on November 27, 2024, to sever a parcel of land containing a surplus farm dwelling with a lot frontage of approximately 70 metres, a lot depth of approximately 109 metres, and a lot area of approximately 0.7 hectares (1.8 acres). The severed lot will contain the existing dwelling and three accessory buildings.

The retained lot has an area of approximately 40.0 hectares (98.0 acres), a frontage of approximately 404 metres, and is proposed to continue to be used for agricultural uses. The retained lot will contain two existing barn structures.

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

In prime agricultural areas, the Provincial Planning Statement permits one new residential lot to be created per 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 it be ensured that new residential dwellings are prohibited on any remnant parcel of farmland (Section 4.3.3.1c).

Through this application, the retained farm parcel would be rezoned to the “A2” zone, which would prohibit new residential uses from being established.

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

The subject property is designated “Agriculture Area” on Schedule ‘A’, Land Use Plan. Lot creation is permitted for lands within this designation for the purposes of severing a residence surplus to a farming operation provided that development of a new residence is prohibited on any remnant farm parcel (Section E1.2.3.4b).

As previously noted, the retained lands are proposed to be rezoned to prohibit the construction of a new residence on the farm parcel.

### **Malahide Official Plan**

The subject properties are designated “Agriculture” on Schedule ‘A1’ (Land Use Plan).

The Malahide Official Plan permits secondary uses on lands designated “Agriculture” 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 both the severed and retained parcel be rezoned (Section 2.1.7). The proposed retained parcel would be rezoned to the A2 Zone to prohibit the construction of a new residential dwelling, and the proposed severed parcel would be rezoned to the A4 zone, which is applied to surplus farm dwelling lots.

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

The subject property is within the “Large Lot Agricultural (A3) Zone”, on Key Map 90 of Schedule “A” to the Township’s Zoning By-law No. 18-22. A creek traversing the northern edge of the property is 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 as a condition of consent approval. This retained farm parcel will be rezoned ‘Special Agricultural – Site Exception (A2-13)’ to prohibit a new residential dwelling. An existing barn is located 2.5 metres from an interior lot line while the by-law prescribes a minimum side yard width of 5 metres in the A2 zone. The retained lot meets all other provisions of the A2 zone.

The proposed severed parcel is proposed to be rezoned to ‘Small Lot Agriculture – Site-Specific (A4-32)’. 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. An existing barn is located 2.5 metres from an interior lot line while the by-law prescribes a minimum side yard width of 5 metres in the A4 zone. The severed lot meets all other provisions of the A4 zone.

The proposed reduced side yard setbacks would allow for the proposed lot line to be located to minimize the amount of land that is severed from the agricultural parcel, while also permitting the existing accessory buildings to be utilized as part of the existing agricultural operation, as well as a use accessory to the existing dwelling.

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**FINANCIAL IMPLICATIONS:**

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

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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

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**CONSULTATION:**

No comments were received from agencies or the public as of the time of submission of this report.

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**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, President & Principal Planner

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

# APPLICATION FOR ZONING BY-LAW AMENDMENT

Owners: Weninger Farms Ltd.

49888 Nova Scotia Line  
Concession 2, Part Lot 14,  
Concession South of Talbot Road

Township  
of Malahide  
Figure 1



OFFICIAL PLAN DESIGNATION  
AGRICULTURE

ZONING  
Large Lot Agricultural (A3)



Lands to be rezoned Special Agriculture  
Zone (A2-13)



Lands to be rezoned Small Lot Agricultural  
Zone (A4-32)





4. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.7 SMALL LOT AGRICULTURAL (A4) ZONE – ‘SITE-SPECIFIC’ ZONES by, adding the following new subsection.

**“5.7.32 a) Defined Area**

***A4-32 as shown on Schedule ‘A’, Map No. 90.***

**b) Interior side yard width**

***Existing accessory building                      2.5 metres***

5. **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 6th day of March, 2025.

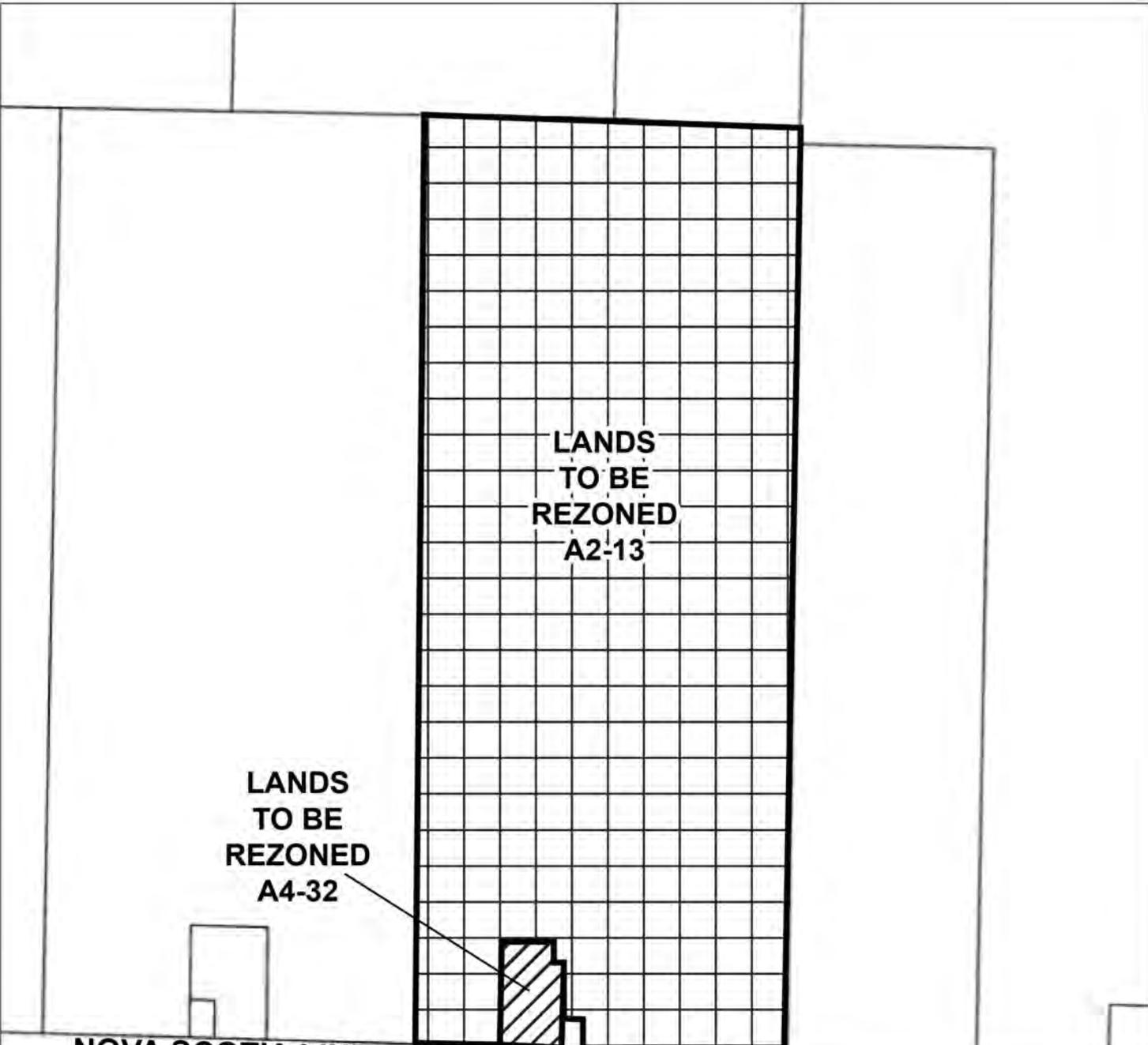
**READ a THIRD** time and **FINALLY PASSED** this 6th day of March, 2025.

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Mayor – D. Giguère

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Clerk – A. Adams



LANDS  
TO BE  
REZONED  
A4-32

LANDS  
TO BE  
REZONED  
A2-13

NOVA SCOTIA LINE

This is Schedule 'A' to By-law No. 25-12  
passed on this 6th day of March, 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**TOWNSHIP MALAHIDE**  
*A proud tradition in bright future*

0 50 100 200 Metres

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

**SCHEDULE 'A'**  
Map No. 90

# YOUR SPRINGFIELD LIBRARY

March 6, 2025

**LEAH EDE-PISANO, MLIS**

Library Branch Supervisor

**COLLEEN DE VOS**

Library Branch Assistant

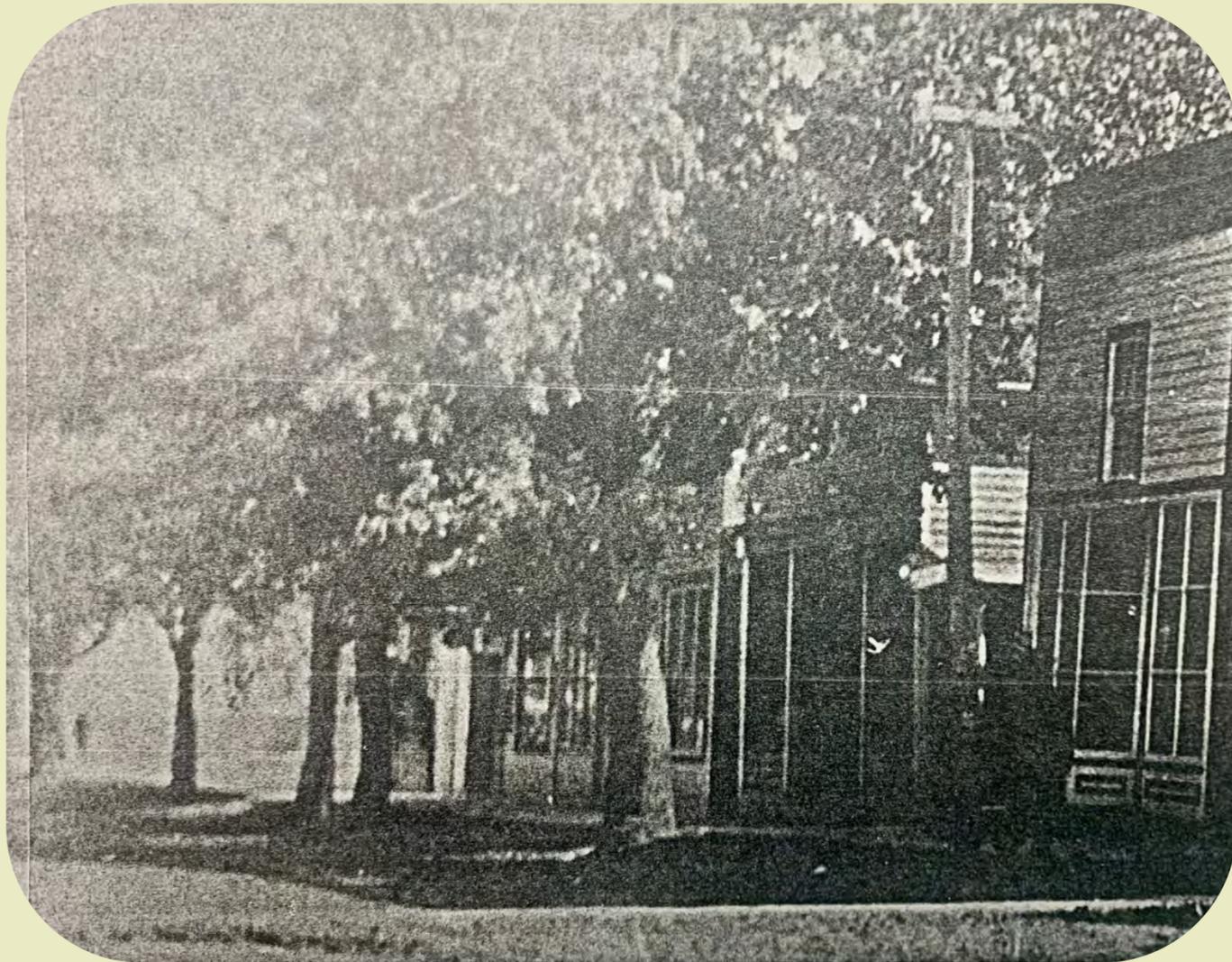


# AGENDA

**1****Get to Know Your Branch****2****Programming, Partnerships & Outreach****3****Looking Ahead**

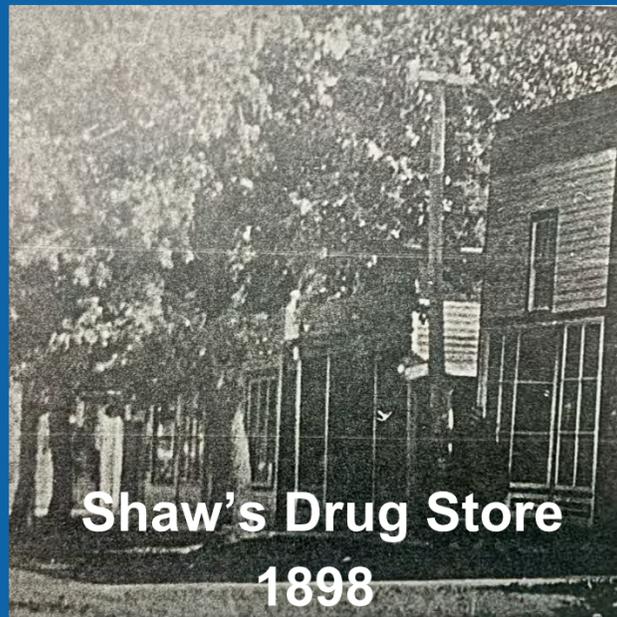
# GET TO KNOW YOUR BRANCH

## *Once Upon A Time...*

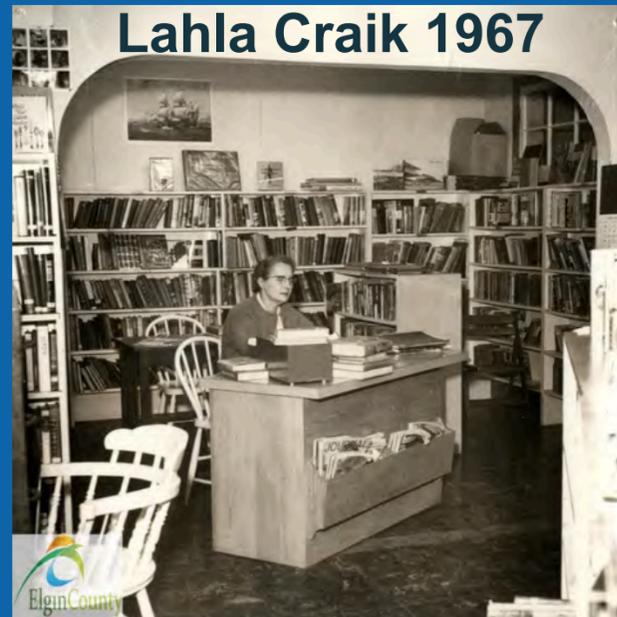


**1892-2025**

- On January 12, 1892, 30 citizens of the Village of Springfield formed the Literary and Scientific Institute of Springfield
- In 1897, the Institute was incorporated as the Springfield Mechanics' Institute and in 1898, was established as the Springfield Public Library
- In 1940, the Springfield Public Library joined the Elgin County Library Association
- Library was housed in an upstairs room at the Springfield Municipal Building until 1949, when it was demolished and a new building was built with a library attached
- The Springfield Public Library Board administered the Library until it was disbanded in December, 1965
- In 1966, Springfield Public Library became a branch of the Elgin County Library



**Shaw's Drug Store  
1898**



**Lahla Craik 1967**



**Springfield Municipal  
Building 1997**



**Community Services  
Building 2001-2010**



**September 2009**



**Malahide Community  
Place  
2010-present**

**Long-Serving  
Library Supervisors**

J.B. Lucas (1917-1920)  
 Jesse Turner (1921)  
 Mrs. McCarley (1922)  
 Eileen Hobbins (1923-1939)  
 Irene Gracey (1939-1955)  
 Alma Young (1956-1958)  
 Lahla Craik (1959-1967)  
 Beth Charlton (1967-1972)  
 Pat Shackelton (1973-1975)  
 Catherine Bearss (1976-1985)  
 Mary Anne Bailey (1986-1989)



**Maria Smit  
(1989-2017) \*28 yrs.**

1

# GET TO KNOW YOUR BRANCH

- **Springfield Branch, Elgin County Library**

- 3 days per week (Tuesday, Thursday, Saturday)
- 23 open hours per week



- **Staffing**

- (1) full-time Library Branch Supervisor (shared with Belmont Branch)
- (4) part-time Library Branch Assistants (shared with Belmont Branch)
- (1) part-time Library Student Page (assigned to Springfield Branch)

1

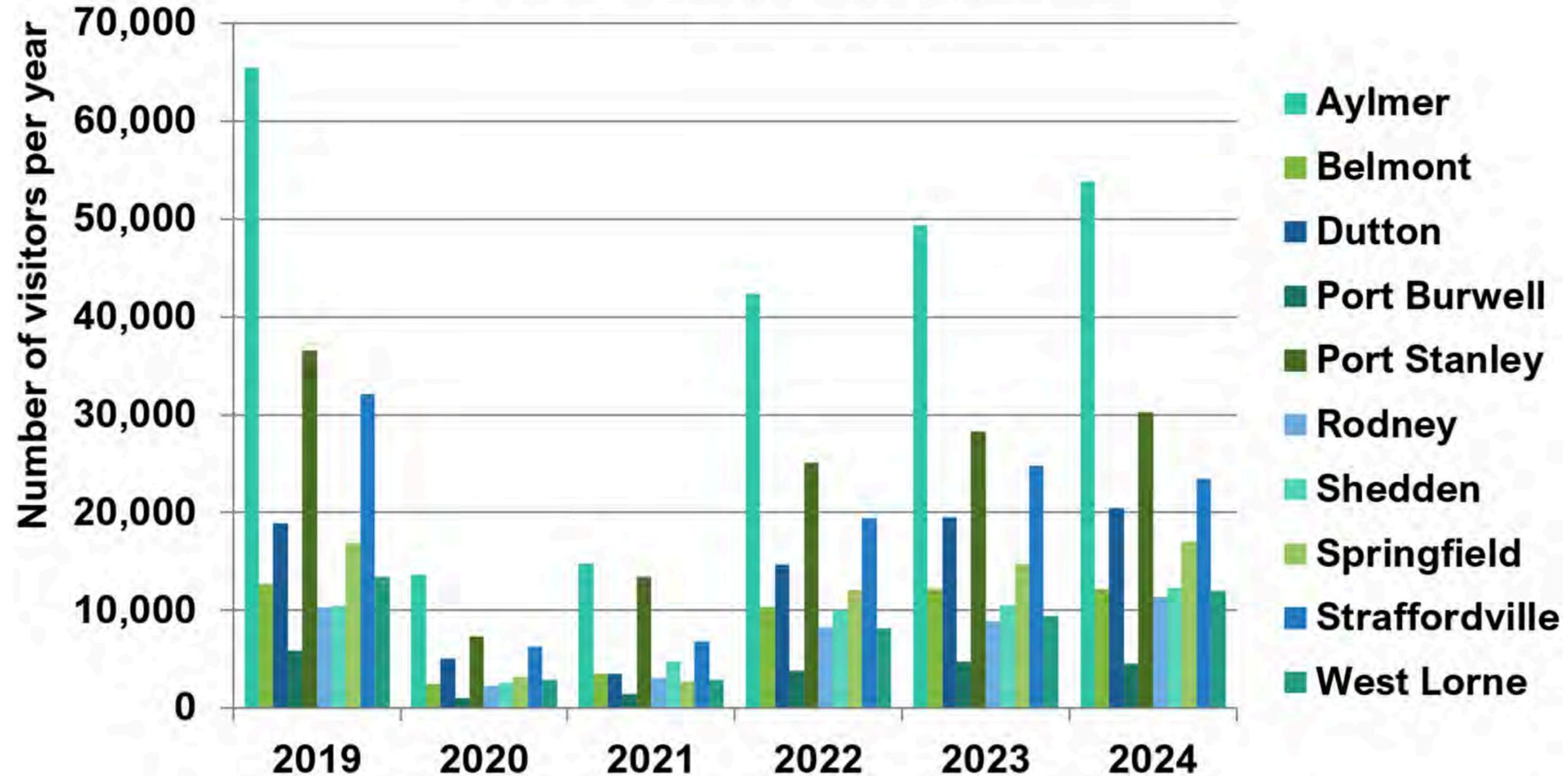
# BRANCH VISITS

2024

Springfield: 17 082

Year	Springfield
2019	16,931
2020	3,200
2021	2,687
2022	12,099
2023	14,822
2024	17,082

Branch Visits: All 10 ECL Branches



# 1 BRANCH CIRCULATION

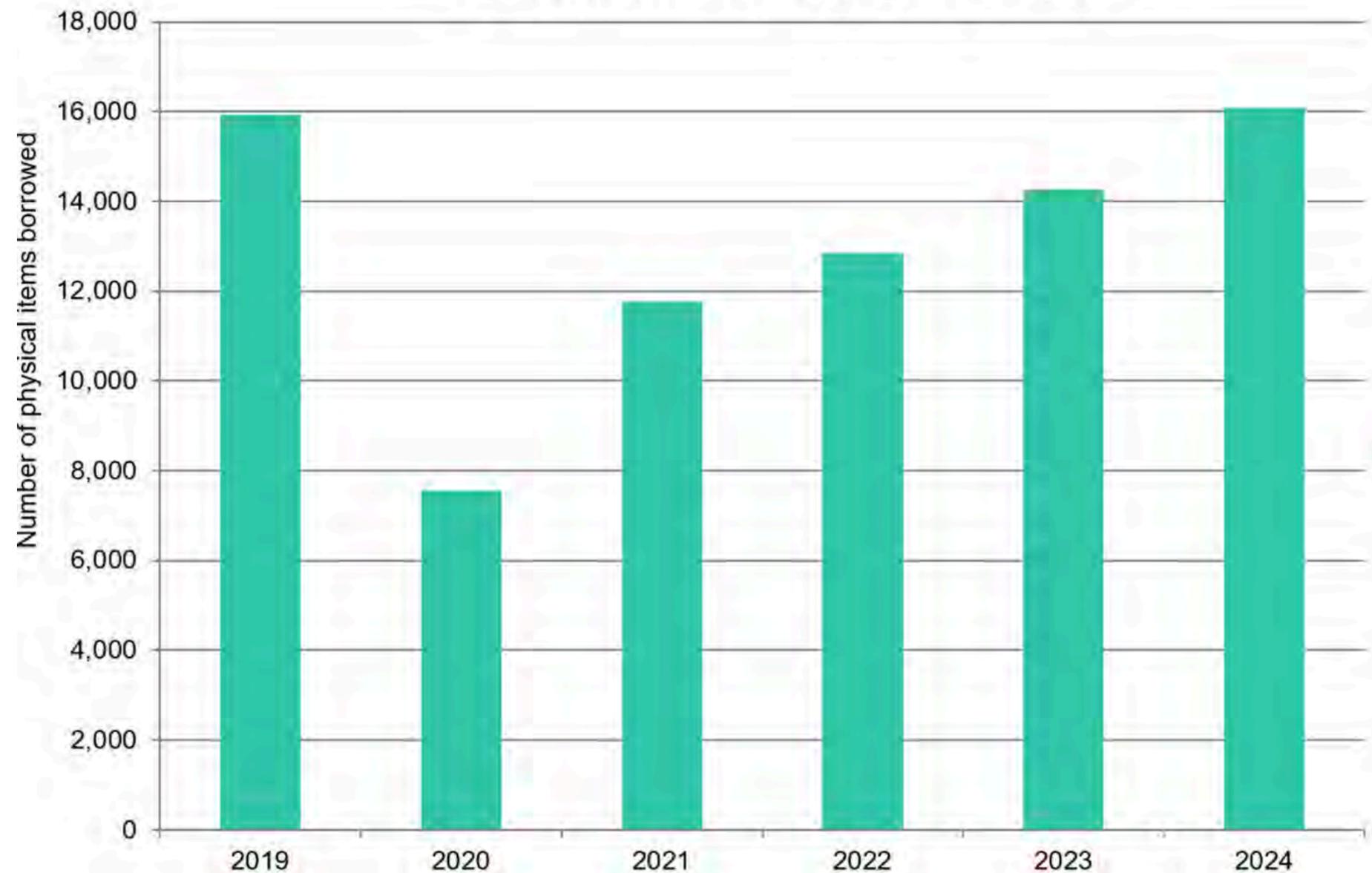
## 2024

### Springfield

Items Borrowed: 16,079  
(7.26% of system)

Year	Springfield
2019	15,930
2020	7,557
2021	11,768
2022	12,842
2023	14,275
2024	16,079

Branch Circulation: Springfield Branch



1

# BRANCH PROGRAMS

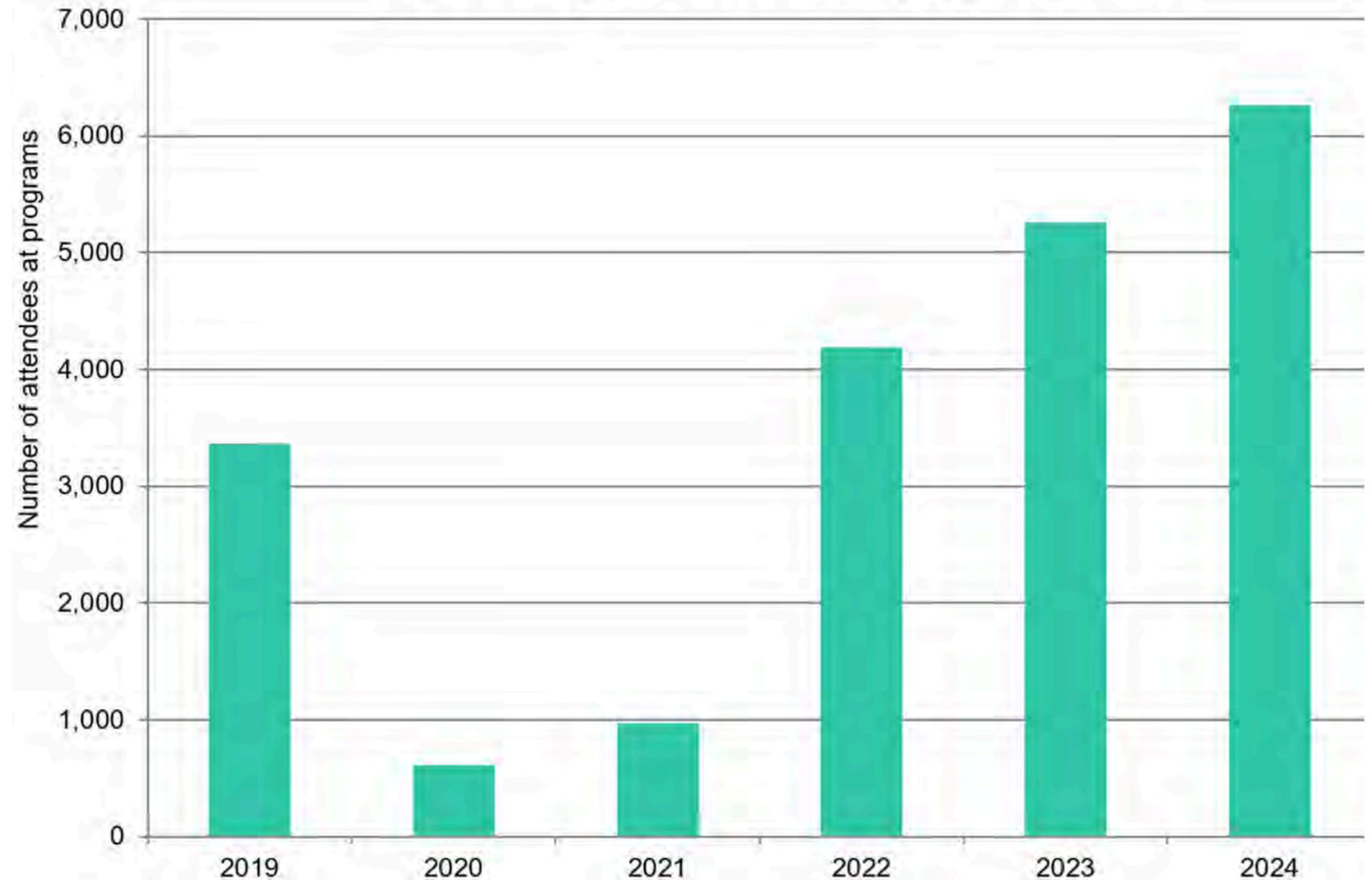
## 2024

Programs Offered: 200

Program Attendance: 6260

Year	Springfield (Number of Programs)	Springfield (Attendance)
2019	141	3,361
2020	35	608
2021	42	974
2022	130	4,190
2023	190	5,259
2024	200	6,260

Branch Program Attendance: Springfield Branch



## • Programming

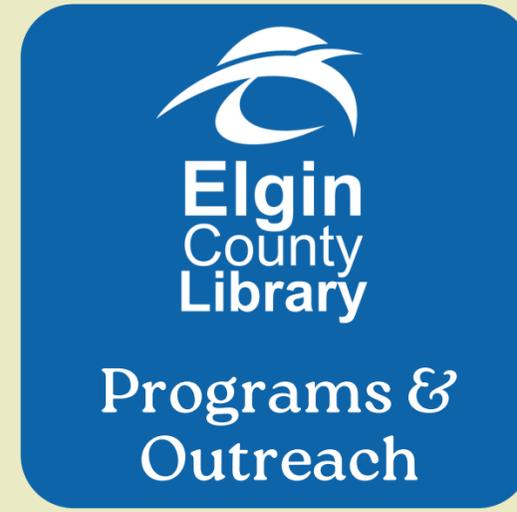
- Art/Baking/Craft/Decor programs (All ages)
- Homeschooling Community Groups
- Monthly Adult Book Club
- Murder Mystery Night (Adults)
- Older Adult programs
  - VON Blood Pressure Clinic & Social Tea
  - Chair Yoga
  - Genealogy
  - Lunch and Learn
- Seasonal programming & Free Little Library
- Seed Library
- Storytimes
- TD Summer Reading Club/ Elgin County Library Winter Reading Clubs

## • Partnerships

- Alzheimer Society
- EarlyON
- Elgin Genealogy Society
- Elgin OPP
- Malahide Community Place
- Malahide Fire Department
- Royal Astronomy Society of Canada
- Support from Community Service Clubs and Local Businesses
- STELIP (St.Thomas-Elgin Local Immigration Partnership)
- VON
- YWCA

## • Outreach

- Springfield Public School



## 3

# LOOKING AHEAD

1

Explore additional opportunities for outreach and partnerships that meet the needs of our diverse community and varying demographics.

2

Continue to improve engagement with our Springfield Homeschool Community by partnering with private groups that book MCP to provide programming, resources and services that support their goals.

3

Continue to work with Township of Malahide to increase our visibility within the community (digital signage, TV display in MCP hallway, program posters on website). Increase in our visibility results in higher branch attendance and new visitors to Malahide Community Place.

**“We know what to do and we know how to do it. But the bigger question is why do we do what we do and why does it matter?”**

**-Simon Sinek**

# THANK YOU!



# QUESTIONS?





**REPORT NO. FIN-25-02**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** March 6, 2025  
**SUBJECT:** **2024 Council Remuneration and Expenses**

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**RECOMMENDATION:**

THAT Report No. FIN-25-02 entitled “2024 Council Remuneration and Expenses” be received.

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**PURPOSE & BACKGROUND:**

Section 283 of the Municipal Act, 2001 states that:

(1) A municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board. 2001, c. 25, s. 283 (1).

Limitation

(2) Despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- a) the expenses are actually incurred; or
- b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred. 2001, c. 25, s. 283 (2).

Section 284 of the Municipal Act, 2001 states that:

(1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;

- b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

Mandatory item

(2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. 2001, c. 25, s. 284 (2).

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### **COMMENTS & ANALYSIS:**

By-law No. 20-74 outlines the remuneration established for all members of Council for regular Council and Committee of the Whole meetings, annual mileage allowance for such meetings, per diems for participation in work-related conferences and workshops, along with mileage for such conferences and workshops.

In the 2024 budget discussions, the mileage allowance was increased to align with the Canada Revenue Agency's posted reasonable allowance rate per kilometre for that year. Consequently, the mileage allowance for Council in 2024 reflected that increase.

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### **FINANCIAL IMPLICATIONS:**

The financial implications related to Council remuneration and expenses are detailed annually in the operating budget.

Policy A09-HRM-D-1.1, titled "Salary Philosophy & Administration," specifies the salary increases for all non-union employees, including Council remuneration. For the year 2025, an increase of 1.6% has been applied to the annual salary for Council members.

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

N/A

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### **CONSULTATION:**

N/A

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### **ATTACHMENTS:**

1. 2024 Statement of Council Remuneration

**Prepared by:** S. Loewen, Human Resources Manager

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

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

**TOWNSHIP OF MALAHIDE  
STATEMENT OF COUNCIL REMUNERATION  
Year Ended December 31, 2024**

Name	Title	# of Regular Meetings Attended New Term	# of Committee and Special Meetings Attended	Total # of Meetings Attended	Annual Salary for Regular & Committee Meetings	Annual Mileage Allowance	Township related conferences & workshops	Conference & Workshops related Mileage	Township Total Payments	Remuneration from outside Boards & Committees	Expenses reimbursed by outside Boards & Committees	Outside Boards & Committees Total Payments	Total Payments
Total Meetings held		21	3	24									
Dominique Giguère	Mayor	21	3	24	\$26,630.64	\$1,200.00			\$27,830.64			\$0.00	\$27,830.64
Mark Widner	Deputy Mayor	21	3	24	\$19,987.57	\$1,200.00			\$21,187.57			\$0.00	\$21,187.57
Rick Cerna	Councillor	20	3	23	\$14,000.52	\$800.00			\$14,800.52			\$0.00	\$14,800.52
Chester Glinski	Councillor	20	3	23	\$14,000.52	\$800.00			\$14,800.52			\$0.00	\$14,800.52
Scott Lewis	Councillor	20	2	22	\$14,000.52	\$800.00			\$14,800.52	\$390.00	\$151.20	\$541.20	\$15,341.72
Sarah Leitch	Councillor	20	3	23	\$14,000.52	\$800.00	\$1,976.18		\$16,776.70			\$0.00	\$16,776.70
John H Wilson	Councillor	20	3	23	\$14,000.52	\$800.00			\$14,800.52	\$1,119.17	\$188.00	\$1,307.17	\$16,107.69
<b>Total</b>					<b>\$116,620.81</b>	<b>\$6,400.00</b>	<b>\$1,976.18</b>	<b>\$0.00</b>	<b>\$124,996.99</b>	<b>\$1,509.17</b>	<b>\$339.20</b>	<b>\$1,848.37</b>	<b>\$126,845.36</b>

**Notes**

Outside Boards & Committees: EECC, KCCA, CCCA.  
 Authorizing By-Law: 20-74 Council Remuneration  
 Amended By-Law: 22-16 Council Remuneration  
 Authorizing By-law: 13-02 EECC Board Terms of Reference  
 There were 24 Regular Meetings of Malahide Council (in person or virtual) where minutes are available.

Section 284 of the Municipal Act, 2001 requires the Treasurer to provide Council an itemized statement of remuneration and expenses paid in the previous year  
**Due March 31st**

**2024 Meetings**

Regular Council Meetings	Total: 21
Giguère	21
Widner	21
Leitch	20
Wilson	20
Cerna	20
Lewis	20
Glinski	20

Special Meetings	Total: 3
Giguère	3
Widner	3
Leitch	3
Wilson	3
Cerna	3
Lewis	2
Glinski	3

EECC Meetings	Total: 6
Giguère	6
Widner	5
Leitch	6
Wilson	6
Cerna	6
Lewis	4
Glinski	3

**Committee Meetings**                      Equipment Committee -  
0 meetings

	Community Grant	Water Board - 5
	Committee - 3 meetings	meetings (1 special)
Giguère	3	
Widner		
Leitch		
Wilson		
Cerna	1	
Lewis	3	
Glinski		

**KETTLE CREEK CONSERVATION AUTHORITY**  
**Meetings - Mileage**  
**2024 Summary of Remuneration**  
**Township of Malahide Representative**

	<b>NUMBER OF MEETINGS</b>	<b>MILEAGE IN KILOMETERS</b>	<b>VALUE OF MEETINGS (\$86.09/MEETING)</b>	<b>VALUE OF MILEAGE (@.47/KM)</b>
John Wilson	13	400	1,119.17	188.00
<b>TOTAL</b>	<b>13.00</b>	<b>400.00</b>	<b>1,119.17</b>	<b>188.00</b>

**CATFISH CREEK CONSERVATION AUTHORITY  
MEMBERS ATTENDANCE - 2024**

Meeting	Date	Member	KM	Mileage @		Per Diem	Meeting Location
				\$0.54/km			
PF01/2024	2024-01-25	Lewis, Scott	40	\$ 21.60	\$ 50.00	CCCA Boardroom	
FA01/2024	2024-02-22	Lewis, Scott	40	\$ 21.60	\$ 50.00	East Elgin Community Centre	
FA05/2024	2024-06-13	Lewis, Scott	40	\$ 21.60	\$ 50.00	CCCA Boardroom	
IC 01/2024	2024-09-19	Lewis, Scott	40	\$ 21.60	\$ 50.00	CCCA Boardroom	
FA09/2024	2024-11-28	Lewis, Scott	40	\$ 21.60	\$ 50.00	CCCA Boardroom	
LMC02/2024	2024-11-28	Lewis, Scott	40	\$ 21.60	\$ 50.00	CCCA Boardroom	
PF02/2024	2024-11-28	Lewis, Scott	40		\$ 20.00	CCCA Boardroom	
SPA02/2024	2024-11-28	Lewis, Scott	40		\$ 20.00	CCCA Boardroom	
FA10/2024	2024-12-12	Lewis, Scott	40	\$ 21.60	\$ 50.00	CCCA Boardroom	
				<u>\$ 151.20</u>	<u>\$ 390.00</u>		



**REPORT NO. DS-25-07**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** March 6, 2025  
**SUBJECT:** **Municipal By-law Enforcement Fees Update**

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**RECOMMENDATIONS:**

THAT Report No. DS-25-07 entitled “Municipal By-law Enforcement Fees Update” be received;

AND THAT the Committee recommend to Council that staff be directed to amend the user fee schedule to include the changes proposed.

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**PURPOSE & BACKGROUND:**

On the Council Meeting held January 30<sup>th</sup>, 2025, Shayne Turner of Municipal Compliance Solutions provided a training workshop to Council on By-law Enforcement. As a part of this training, the topic of the Administrative Monetary Penalties System (AMPS) was introduced.

Our current By-law Enforcement Officer is very familiar with the AMPS process and has received several training sessions through the Municipal Law Enforcement Officer Association and other organizations over the past 5 years. After reviewing the service need for Malahide, it is noted that the AMPS program would be laborious and cost-prohibitive to set up for Malahide due to the small number of fines currently issued by this municipality. If there is a desire for AMPS implementation, this could be explored by Elgin County where the total number of fines issued across Elgin County may provide a critical mass for feasibility.

Alternatively, a model for cost-efficiency can be readily implemented by introducing user fees for Township By-law Enforcement Services in an effort to encourage voluntary compliance, recover some of the costs associated with enforcement, minimize the number of files going to court, and reduce legal expenses.

This report introduces a user-pay model for by-law enforcement in the Township through the establishment of cost-recovery fees. The scope of the proposed cost-recovery fees shall cover the costs for multi-step compliance re-inspections, remedial action, use of staff resources, additional enforcement-related actions, property standards appeals, and noise exemption requests. These cost-recovery fees shall apply to undertake enforcement-related work for Property Standards, Land Maintenance, Zoning, and Noise Bylaws primarily. These changes work within the Township’s existing

**Municipal Law Enforcement Policy** (*the Policy*), which emphasizes a complaint-driven, and progressive enforcement approach.

Key goals of the proposed changes:

1. **Cost Recovery** – By-law enforcement often involves considerable staff time, vehicle usage, and administrative resources. Under a user-pay model, the costs associated with non-compliance are borne by the individuals who violate by-laws rather than being subsidized by all taxpayers. This principle of cost recovery is consistent with the Municipal Act, 2001, Section 391 which enables municipalities to charge fees for services. Shifting by-law enforcement costs to non-compliant property owners reduces the financial burden on the broader tax base and reinforces personal responsibility.
2. **Education-First Approach** – Instead of imposing compliance through fines, the user-pay model builds on the Policy’s goal of educating property owners about the by-law violation, why it needs to be addressed, and the potential costs if compliance is not achieved. By helping residents understand the reasoning behind enforcement, the Township promotes voluntary correction of issues. Since the fees mainly cover administrative expenses if multiple notices are needed, this approach is more instructive than punitive. It allows owners to fix problems early without facing harsher penalties or legal proceedings.
3. **Minimize Legal Burdens** – When a fine is issued under Part I or Part III of the Provincial Offences Act, 1990, the property owner can challenge it in court. This often leads to lengthy preparations involving disclosure packages, witness statements, and legal representation—all of which are ultimately funded through the general tax base. By offering multiple compliance opportunities (and associated cost-recovery fees being issued only when additional non-compliance steps are taken), the Township can discourage drawn-out legal battles. This efficient process saves taxpayer dollars and staff time that would otherwise be spent on court proceedings. Any challenges with regard to cost-recovery billing would be addressed more efficiently through management in a similar manner to other user fees and billing disputes.
4. **Public Safety** – Challenged fines may take months to navigate through the province’s legal system, during which hazards could remain unaddressed, impacting neighbours and risking public welfare. The proposed approach, allowing the Township to act quickly through notices, remedial actions and cost recovery fees, ensures safety issues are addressed promptly. This ensures the community remains protected while maintaining procedural fairness for property owners.

Enabling legislation:

The Municipal Act, 2001, Section 391 allows municipalities to impose fees or charges on persons for services and activities done on behalf of the municipality, administration and enforcement costs.

The Building Code Act, 1992 Section 7 allows municipalities to charge for applications, and fees be added to the tax role.

The Building Code Act, 1992 Section 15.6 requires that municipalities establish a Property Standards Committee, and must pay members of the committee.

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## COMMENTS & ANALYSIS:

### 1. Multi-Step Compliance Process

A “multi-step compliance process” is a structured approach used by municipalities to notify and guide property owners who are violating all by-laws except Animal Control. Instead of issuing immediate fines or legal orders, the Township gives several notices, each with escalating consequences and fees if compliance is not achieved. This ensures owners have clear opportunities—and incentives—to fix issues voluntarily.

#### How It Works

##### 1. First Notice of Non-Compliance (Free)

- This notice explains the specific by-law violation and sets out what needs to be done. It aligns with the **Policy** (Section 3(8)), which calls for an initial warning or communication.

##### 2. Second Notice of Non-Compliance (\$150) or Extension (\$50)

- If the violation is not resolved by the compliance deadline or if significant progress is not made, a second notice is issued. If an owner needs more time, they can request an extension at a lower fee.

##### 3. Third and Final Notice of Non-Compliance / Order (\$200)

- If non-compliance persists, a final notice—or formal order—is issued, clearly outlining the next steps if the issue remains unresolved.

### Immediate Safety Concerns

In urgent situations where public health or safety is at risk, the Township can skip these steps and issue an order immediately (consistent with the **Policy**, Section 3(1)(c)).

### 2. Remedial Action

“Remedial action” is the process by which the Township steps in to correct a by-law violation when a property owner fails to comply after multiple notices. Examples might include grass cutting, fixing a collapsing fence or removing dangerous debris.

#### How It Works



### 1. Multiple Warnings

- By the time remedial action is considered, an owner has typically received up to three notices (or had an opportunity to request an extension).

### 2. Township Involvement

- If the owner still does not comply, the Township hires contractors or uses its staff to do the required work.

### 3. Cost Recovery

- The Township charges the property owner a fee to cover actual costs (contractor, materials) plus an administration surcharge, ensuring taxpayers do not bear the financial burden for someone else's non-compliance.

### Recommended Fee Structure

- **Remedial Action Under \$2,000:** Actual cost + \$300
- **Remedial Action Over \$2,000:** Actual cost + 15%
- **Use of Staff Resources:** \$75/hour per person (applied at the Township's discretion)

### Rationale

This fee structure follows the **Policy** guidance that MLEOs and administrators should use available municipal resources (Section 4(1)(c)) and encourages property owners to address issues themselves before incurring extra charges to the general tax base.

### 3. Use of Staff Resources

Beyond standard by-law enforcement, complex violations often require additional staff involvement—such as the Building Department for structural concerns, Planning for zoning issues, or Fire Services for safety hazards.

### Proposed Fee

A **\$75/hour** charge for each staff member involved, with a one-hour minimum, to recover the Township's costs for specialized expertise.

### Policy Alignment

This approach is consistent with the **Policy** (Section 4(1)(c)) regarding “available resources,” ensuring municipal finances are not unduly strained by repeated or complex violations.

#### 4. Additional Enforcement-Related Action Fees

Several enforcement-related actions also incur costs for the Township, which are currently unrecovered:

- **Title Search:** \$50
- **Corporate Search:** Actual cost + \$25
- **Register/Discharge an Order on Title:** \$350 (per registration/discharge)
- **Execute Search Warrant:** \$500
- **Locksmith Service:** Actual cost + 15%

Collecting these fees ensures the Township can reclaim expenses spent on formal processes like registering orders against a property title or gaining lawful entry via a search warrant which are labour intensive.

#### 5. Property Standards Appeals

##### Background

Under the Building Code Act, 1992, municipalities that adopt property standards by-laws must establish a Property Standards Committee, and provide compensation for committee members.

##### Proposed Property Standards Committee Fees

1. **Appeal of a Property Standards Order:** \$500
  - Offsets some of the cost of the committee and convening the committee.
  - Offsets some of the administrative costs and costs of preparing the necessary documentation.
2. **Appeal to the Superior Court of Justice:** \$800
  - Helps absorb the higher costs of legal counsel and extended staff time if the Committee's decision is challenged.

The **Policy** does not specifically address property standards appeals but does emphasize efficient use of resources and thorough documentation—both are supported by implementing these fees.

#### 6. Noise Exemption

Noise By-law 10-65 allows property owners or organizations to request exemptions. Each request involves staff preparing a report for Council, which is time-consuming.

**Proposed Noise Exemption Fee: \$400**

Helps to recover administrative costs, reflecting the additional work needed to research and present an application to Council.

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**Scenario**

Below is a side-by-side scenario comparing the old by-law enforcement process (no cost recovery fees) with the new proposed process (with cost recovery fees). This illustrative example walks through each key element from multi-step compliance, remedial action, use of staff resources, additional enforcement-related action fees, and a property standards appeal to show how the changes affect both the Township and a property owner.

***A property owner's backyard fence has partially collapsed, and a large portion of rotting wood is creating a safety hazard for a neighbouring property. A formal complaint has been received by the Township's Municipal Law Enforcement Officer (MLEO).***

***Key Issue: The fence must be repaired or replaced to meet property standards and ensure public safety.***

**Existing Process (No Cost Recovery Fees)****1. Initial Complaint**

A neighbour files a formal complaint about the fence. The MLEO inspects the property and confirms that the fence is unsafe.

**2. First Warning/Notice**

- **No Fee:** The MLEO issues a written warning stating that the fence is in violation of the property standards by-law. A verbal or written deadline is given (e.g., 14 days) to make repairs. If the property owner partially complies but does not fully fix the fence, the Township may choose to send another reminder or proceed to the next step.

**3. Second Warning/Notice**

- **No Fee:** Another written notice is sent, reiterating the repairs needed. The property owner might still ignore it or make minimal progress. Multiple site visits and follow-up calls add up, but no direct fees are recovered from the property owner.

**4. Final Order / Potential Court Action**

- **No Fee:** If compliance is still not achieved, the MLEO or Administrator may proceed with legal action, potentially issuing a court summons under

the Provincial Offences Act, 1990. Any court challenge requires staff to prepare disclosure packages and potentially attend court, all charged to the general taxpayer.

## 5. Remedial Action (If Taken)

- **Township Does Work:** If the Township does the work and decides to fix or remove the fence (e.g., hire a contractor to remove the hazard), the Township can recover those costs by way of adding the costs to the property's tax roll. However, the Township currently cannot be compensated for managing the project, or taking on the additional liability of the project as the property owner could sue the municipality.
- **Property Maintenance Company/ Projects Manager:** Staff have observed that often, non-compliant property owners will take advantage of a municipality without a surcharge and use them as a default property maintenance company or a project manager. This often occurs because the Municipality is doing the remedial work and just passing on the bill without any surcharges/ admin fees. This problem is very common for long grass complaints leaving neighbouring residents in a state of frustration as the property is not maintained regularly by the owner. In the case of a large project where building repairs are required, it may take substantial staff time and resources to get multiple quotes and speak to contractors and legal.
- **Staff Resources:** Hours spent by by-law officers, Building Department staff, or contractors remain unrecovered.

## 6. No Direct Enforcement-Related Action Fees

- Title searches, registered mail, or locksmith services could be used (in a more complex case), but there is no mechanism to charge them to the property owner. These expenses are covered by general revenue (i.e., taxpayer dollars).

## 7. Property Standards Appeal

- **No Application Fee:** The owner may appeal a property standards order to the Committee at minimal or no direct cost.
- **Outcome:** If appealed, the Township faces additional administrative and possibly legal expenses, with no reimbursement from the property owner.

## New Process (With Cost Recovery Fees)

### 1. Initial Complaint

- A neighbour files a complaint, and the MLEO verifies the fence violation, just as before.

## 2. First Notice of Non-Compliance (Free)

- A free first notice warns the owner of the by-law violation. The owner is given a timeline to comply or request an extension.

## 3. Option for Extension (\$50 Fee) or Second Notice of Non-Compliance (\$150 Fee)

- If the owner needs extra time, they can pay **\$50** for an official extension. If the owner does not request an extension and the MLEO finds the work still incomplete, a **\$150** second notice is issued. This cost recovery stage discourages property owners from ignoring the problem and ensures at least partial compliance to avoid further fees.

## 4. Third and Final Notice of Non-Compliance / Order (\$200 Fee)

- If the fence remains dangerous after the second notice, the Township issues a **\$200** final notice/order. The threat of escalating fees often resolves issues before legal action, saving taxpayer-funded court costs.

## 5. Remedial Action (Cost + Surcharge)

- If the property owner still fails to address the unsafe fence, the Township hires a contractor or uses internal staff to fix or remove the hazard.
- **Fee Structure:**
  - Under \$2,000 in costs → Actual cost + \$300
  - Over \$2,000 in costs → Actual cost + 15%
- The surcharge or admin fee, helps ensure that property owner maintains their property instead of relying on the Township to do the work and acting as their property manager or project manager.
- In addition, the fee collected may help offset the cost of legal fees associated with the file.

## 6. Use of Staff Resources (\$75/hour)

- If Building or Fire staff must inspect and assist in complex enforcement, **\$75/hour per person** is billed to the property owner in addition to any remedial action fee. This reflects the principle that those using specialized municipal resources are responsible for paying for them.

## 7. Additional Enforcement-Related Action Fees

- For tasks like **Title Searches** (\$50), or **Locksmith Services** (cost + \$25), the Township charges the property owner directly rather than absorbing these costs.
- **Example:** If staff need to register an order on title, **\$350** covers the legal and administrative expenses.

## 8. Property Standards Appeal

- If the owner chooses to challenge a property standards order, a **\$500** application fee applies to convene the Property Standards Committee.
- Should the owner appeal further to the Superior Court of Justice, an additional **\$800** fee is imposed to offset higher legal costs. This deters frivolous appeals and ensures significant administrative/legal expenses are partially recovered.

### Summary

#### **Existing Process (without cost-recovery fees):**

- Minimal direct financial consequences for non-compliance until court action.
- Court costs borne by the general tax base.
- Fewer incentives for owners to comply quickly.

#### **New Process (with cost-recovery fees):**

- Graduated fees for repeated non-compliance notices.
- Meaningful cost recovery so taxpayers are not subsidizing neglectful owners and the Township is not being used as a property management company or project manager.
- Stronger educational component up front, with warnings and opportunities to comply.
- Potentially faster resolution of hazards, improving public safety.

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### **FINANCIAL IMPLICATIONS:**

Municipalities in Ontario have authorization to set fees and charges to recover both the direct cost of providing a service (the “actual cost”) and an administrative fee to cover

overhead or other indirect costs. This authority comes from the Municipal Act, 2001, specifically under Section 391, dealing with fees and charges for municipal services.

Accordingly, municipalities can recover the reasonable costs associated with providing a service, which often includes not only the hard costs (e.g., materials, contractor fees) but also the administrative expenses involved in delivering or managing that service. However, municipalities must ensure that the fee structure is not arbitrary or punitive; it should reflect the true or approximate cost of service provision.

In testing what is reasonable the cost-recovery fee should reflect the following:

- Bear a reasonable relationship to the cost of providing that service, including direct and indirect (administrative) costs.
- Not be so high that it clearly generates profit beyond cost recovery.
- Be transparent, documented and justifiable by showing how staff time, office overhead, and other indirect expenses are calculated.
- Be in line with how the municipality calculates overhead for other, comparable services.

These additional fees are expected to offset by-law expenses and provide additional tools to by-law while reducing the burden on the ratepayer.

#### Summary of Proposed Fees

Item	Fee
<b>First Notice of Non-Compliance</b>	Free
<b>Extension Fee</b>	\$50
<b>Second Notice of Non-Compliance</b>	\$150
<b>Third &amp; Final Notice of Non-Compliance / Order</b>	\$200
<b>By-law Letter Confirming Compliance</b>	\$75
<b>Use of Staff Resources (Per Member, 1-hour minimum)</b>	\$75/hour
<b>Appeal of Property Standards Order</b>	\$500
<b>Superior Court of Justice Appeal of Property Standards Decision</b>	\$800
<b>Title Search</b>	\$50
<b>Register or Discharge an Order on Title</b>	\$350 (per action)
<b>Corporate Search</b>	Actual cost + \$25
<b>Execute Search Warrant</b>	\$500
<b>Locksmith Service</b>	Actual cost + \$25
<b>Noise Exemption</b>	\$400
<b>Remedial Action Under \$2,000:</b>	Actual cost + \$300
<b>Remedial Action Over \$2,000:</b>	Actual cost + 15%

The payment of the fees all be collected by way of adding to the Tax Roll. The Municipal Act, 2001, Section 398 allows municipalities to place fees and charges against the tax roll.

These additional fees are expected to offset by-law expenses and provide additional tools to by-law while reducing the burden on the ratepayer.

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

- Maximizing the utilization of all assets: people, facilities, and technology.

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**ATTACHMENTS:**

1. Municipal Enforcement Policy (Policy)

**Prepared by:** M. Russell, By-law Enforcement Officer

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

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**BY-LAW NO. 23-90**

Being a by-law to adopt a Municipal Law Enforcement Policy

**WHEREAS** the Council of the Corporation of the Township of Malahide recognizes the need for a clear and concise set of policies concerning Municipal Law Enforcement;

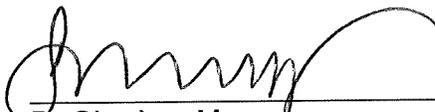
**WHEREAS** the Council of the Corporation of the Township of Malahide deems it advisable that the Policy on Municipal Law Enforcement be confirmed and adopted by By-law;

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

1. THAT effective upon passage the Policy on Municipal Law Enforcement attached hereto as Schedule "A" and forming part of this by-law is hereby adopted as the policies and procedures for the management of Municipal Law Enforcement for the Township of Malahide.
2. THAT this Municipal Law Enforcement Policy By-law may be amended from time as directed and deemed necessary by the Council of the Township of Malahide.
3. THAT any by-law(s) contravening this by-law shall be repealed.
4. AND THAT this by-law shall come into full force and effect upon final passing.

**READ a FIRST and SECOND** time this 21<sup>st</sup> day of December, 2023.

**READ a THIRD** time and **FINALLY PASSED** this 21<sup>st</sup> day of December, 2023.

  
\_\_\_\_\_  
D. Giguère, Mayor

  
\_\_\_\_\_  
A. Adams, Clerk



## MUNICIPAL LAW ENFORCEMENT POLICY

### 1. PURPOSE

- (1) This policy guides how the Township of Malahide handles complaints about municipal by-law violations. It ensures that the process is standardized, thorough, prompt, and courteous. The goal is to achieve compliance through education, mediation, and enforcement when needed.

### 2. DEFINITIONS

- (1) **Administrator:** Chief Administrative Officer of the Township of Malahide or their designate.
- (2) **Formal Complaint:** A written complaint with the complainant's full name, telephone number, address and nature of the complaint in writing.
- (3) **Municipal Law Enforcement Officer:** A person appointed by Township of Malahide by-law for Municipal Law Enforcement including, but not limited to, a Building Inspector, Municipal By-law Enforcement Officer, Police Officer and a person authorized by Council or an assigned individual with the responsibility for enforcing and administering this Policy.
- (4) **Notice of Contravention:** A notice specifying a by-law violation, addressed to a person responsible for the contravention, with a date by which compliance is to be achieved.
- (5) **Frivolous and Vexatious Complaint:** A complaint submitted with ill will or malicious intent, including retaliatory complaints and civil disputes. A Frivolous and Vexatious Complaint may also be identified as a complaint that is part of a pattern of conduct by the complainant that amounts to an abuse of the complaints process. Such a pattern occurs when on three (3) or more occasions a complaint comes forward on a matter a Municipal Law Enforcement Officer has already dealt with. The determination of a complaint being a Frivolous and Vexatious Complaint shall always be at the sole, absolute and unfettered discretion of a Municipal Law Enforcement Officer.
- (6) **Township** shall mean the Corporation of the Township of Malahide.

### 3. BY-LAW INVESTIGATION AND ENFORCEMENT PROCEDURE

- (1) Except for parking infractions, the Township of Malahide shall generally operate on a complaint-driven process regarding Municipal Law Enforcement unless direction is otherwise given by the CAO or CBO.
  - (a) The Township shall only respond to Formal Complaints received from a complainant who provides their full name, telephone number, address and nature of the complaint in writing. Anonymous and/or incomplete complaints shall not be investigated.
  - (b) Frivolous or Vexatious Complaints, shall not be accepted and/or investigated by a Municipal Law Enforcement Officer.
  - (c) A Municipal Law Enforcement Officer may undertake an investigation on their initiative upon observation of a possible situation of a by-law violation where the matter is of an immediate threat to health or safety.
- (2) Staff shall record the Formal Complaints in a database maintained by the Township.
- (3) The name and any personal information provided by a complainant shall remain in the strictest confidence per the *Municipal Freedom of Information and Protection of Privacy Act* and shall not be divulged unless so ordered by a Court or other tribunal or body of competent jurisdiction.
- (4) A Municipal Law Enforcement Officer may conduct a preliminary review of the complaint to verify the information provided and research any supporting documentation which may be available in Municipal records.
- (5) A Municipal Law Enforcement Officer may call the complainant, when necessary, for further details or to confirm or clarify information provided within the Formal Complaint.
  - (a) If the complainant is uncooperative, the complaint may be abandoned due to insufficient information. It is understood that a complainant could be required to provide evidence for court purposes and could also be required to provide additional information to the Municipal Law Enforcement Officer.
- (6) A Municipal Law Enforcement Officer may attend the site to witness and record the activity to determine if a Municipal By-law contravention exists.
- (7) If a Municipal Law Enforcement Officer is unclear of a possible contravention, they may seek the advice of the Municipal Prosecutor or Municipal Solicitor if required, or the appropriate Township of Malahide staff member.

- (a) A Municipal Law Enforcement Officer may provide the information required to the appropriate party so that an informed determination can be provided and where necessary the appropriate actions initiated.
- (8) Where a violation of a Municipal By-law is determined by a Municipal Law Enforcement Officer, excluding set fine situations or documented, chronic violations or where otherwise warranted, a Municipal Law Enforcement Officer may provide an initial warning to the suspect/violator by two (2) methods: in written and verbal communication. The verbal communication will be either in person or by phone.
- (a) Notwithstanding Section 3(8) of this Policy In situations wherein set fines have been established for violations of a Municipal By-law, a Municipal Law Enforcement Officer may, upon confirmation of the existence of a violation, immediately issue an offence notice/ticket.
  - (b) Notwithstanding Section 3(8) or 3(9) of this Policy, where provided for by Municipal by-law or otherwise, a Municipal Law Enforcement Officer may issue an emergency order to remedy a violation in lieu of an initial warning when such violation poses an immediate threat to health or safety.
  - (c) After the time limit has expired in the warning pursuant to Section 3(8) of this Policy or Order pursuant to Section 3(10) of this Policy a Municipal Law Enforcement Officer may return to the site to determine if compliance has been achieved.
- (9) When compliance with the warning and/or order is confirmed, a Municipal Law Enforcement Officer shall enter the complaint finalized date in the Complaints Database and close the file.
- (10) If the warning and/or order has not been complied with within the specified time period, a Municipal Law Enforcement Officer shall review the non-compliance with the Administrator.
- (a) Following discussions with the Administrator pursuant to Section 3(13) of this Policy, a Municipal Law Enforcement Officer shall determine whether to attempt a Notice of Contravention or proceed with the actions necessary to address the situation in accordance with Municipal By-laws or otherwise.
  - (b) If a Notice of Contravention or formal order is to be issued, a Municipal Law Enforcement Officer shall determine a final time period to achieve compliance. If, in the opinion of the Municipal Law Enforcement Officer, sufficient work has been done but compliance has not been fully achieved by the compliance date, the Municipal Law Enforcement Officer may extend a compliance date at their discretion.

- (c) If legal action is required, a Municipal Law Enforcement Officer shall recommend to the Administrator to proceed with legal action when it appears obvious compliance is not forthcoming.
  - (d) At any stage of the enforcement process, if, in the opinion of the Administrator the matter is of significant consequence, the matter may be brought before Council for direction. Such discussions should occur in camera and would not be considered a breach of this policy.
- (11) A failure to comply with any provision of this policy shall not vitiate any proceeding or any step, document or order in a proceeding otherwise in accordance with any Municipal By-law, Provincial or Federal Legislation.
- (12) Any decision made under this policy including a decision not to respond to a complaint or enforce by-laws, and also including a decision made by the Administrator, may at any time be revisited. A decision not to respond shall be made in good faith.

#### 4. LEVEL OF INVOLVEMENT

- (1) When in receipt of any and all Municipal By-law complaints a Municipal Law Enforcement Officer is delegated the sole absolute and unfettered discretion to determine an appropriate level of response to said complaints. The level of response by a Municipal Law Enforcement Officer may include a decision to act on some or all of the complaints, to not act on some or all of the complaints, or to assign priority to some or all of the complaints. In deciding on the appropriate level of response to said complaints, a Municipal Law Enforcement Officer shall have regard to the following criteria:
- (a) safety factors;
  - (b) history of attempts for compliance made by a Municipal Law Enforcement Officer;
  - (c) available resources, including financial resources;
  - (d) potential impact of not responding;
  - (e) offer for formal mediation;
  - (f) coordinating involvement with other relevant agencies;
  - (g) likelihood of achieving compliance;
  - (h) Municipal jurisdiction and authority;
  - (i) other enforcement avenues including civil processes.
- (2) Complainants are protected under the *Municipal Freedom of Information and Protection of Privacy Act* and every complainant will be kept completely confidential and not be intentionally divulged unless so ordered by a Court or other tribunal or body of competent jurisdiction.
- (3) Persons who are the subject of a complaint are also protected under the *Municipal Freedom of Information and Protection of Privacy Act* and every subject of a

complaint will be kept confidential and not be intentionally divulged to non-essential municipal staff, the public or media unless required for investigation purposes or so ordered by a Court or other tribunal or body of competent jurisdiction.

- (4) Pursuant to Sections 4(2) and 4(3) of this Policy, once a complaint has been filed, other than acknowledgment of receipt of the complaint, no follow-up, involvement, information or correspondence regarding the complaint shall be provided to the complainant as the process is protected by the *Municipal Freedom of Information and Protection of Privacy Act*.
- (5) No delegations to Council shall be permitted by any person concerning, or with the subject matter, of a Municipal By-law complaint.

## **5. REPORTING**

- (1) A Municipal Law Enforcement Officer shall provide a quarterly report to Council regarding general Municipal Law Enforcement statistics.

## **6. COUNCIL INVOLVEMENT**

- (1) Wherever Council involvement is deemed necessary to provide direction related to Municipal Law Enforcement matters, such discussion/direction shall only occur during In-Camera sessions at Council, and the Municipal Law Enforcement Officer shall not otherwise discuss or take direction from Councillors related to Municipal Law Enforcement matters. Nothing in this policy shall preclude a Municipal Law Enforcement Officer from answering questions related to Municipal Law Enforcement Process or providing information that is not case specific to members of Council.

## **7. APPLICATION**

- (1) This Policy shall come into full force and effect on the day it is adopted by the Council of the Corporation of the Township of Malahide.



# FROM THE **COUNCIL CHAMBERS**

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FEBRUARY 25, 2025

COUNCIL MEETING



# Supporting Communities: A Snapshot of Social Services

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The Director of St. Thomas - Elgin Social Services, along with the Managers overseeing Ontario Works, Housing Stability Services, and Children's Services provided County Council with an overview of their services.

Social Services is administered by the City of St. Thomas but is funded by the County of Elgin, City of St. Thomas, and the Province.

Collectively, these organizations provide support to residents of Elgin and St. Thomas, offering financial assistance for essential living costs, job connections, access to social housing, homelessness prevention, and licensed childcare services.



# 2

## Critical Renovations Ahead for the County's Administration Building

Elgin County Council has approved the recommended rehabilitation option for the County Administration Building.

The building, originally constructed in 1939, requires significant repairs due to aging materials, including cracked bricks and outdated windows and doors.

The approved plan involves overcladding the existing brick with Aluminum Composite Panels (ACP), replacing windows with energy-efficient Aluminum Double Glazed Windows, and upgrading doors with durable Hollow Metal Doors. The total estimated cost for this project is \$5.003 million plus HST. This solution ensures long-term durability, energy efficiency, and sustainability.



# 3

## Elgin County Council Approves the 2025 Budget in Principle

Elgin County Council has reviewed the 2025 Proposed Business Plan & Budget, along with the feedback submitted by residents during the most recent public engagement period. Following the presentation of this information, Council approved the 2025 Business Plan & Budget in principle.

At the next Council Meeting, scheduled for March 11th, the Budget By-Law will be presented for approval. If approved, the budget will be officially enacted, resulting in an annual County levy of \$49.8 million and a tax rate increase of 1.49%. A copy of the 2025 Proposed Business Plan & Budget can be found at: [EngageElgin.ca/2025BusinessPlanBudget](https://EngageElgin.ca/2025BusinessPlanBudget).



# Next Council Meeting:



MARCH 11, 2025



9:00 AM



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February 27, 2025

- AMO RFP to provide services creating a Municipal Civility & Anti-Harassment Strategy.
- Join the AMO-OMAA discussion on the importance of the Mayor-CAO relationship.
- AMO 2025 Conference keynote: Andrew Coyne-What a difference a year makes.
- Book your AMO 2025 Conference hotel!
- Opportunity to showcase your products and services at AMO 2025 Conference.
- AMO Education - Educational workshops supporting your leadership.
- Register today for the OSUM 2025 Conference hosted by the Town of Collingwood.
- OSUM Sponsorship and Exhibit Hall opportunities - Take advantage today.
- AMO Regional and Single-Tier caucus virtual meet-up - February 28.
- Survey on displacement and protecting affordable housing.
- Canadian Fallen Heroes Foundation War Memorial grant.
- CCPPP P3 learning series on infrastructure procurement for municipalities.
- Careers.

#### **AMO Matters**

AMO [has issued an RFP](#) to develop a comprehensive strategy that will enable AMO to support municipally elected officials and staff with the tools, resources, and education to foster civility and combat harassment in local communities. Deadline to submit proposals is March 20 at 4:00pm.

#### **Education Opportunities**

On March 19 from 11:00am - 12:00pm, AMO and OMAA are hosting a conversation that is a key ingredient to a successful, effective and high-performing municipality - the relationship between a Mayor and CAO. This virtual event includes a moderated discussion with an expert panel on the elements of a productive Mayor-CAO relationship. [For more information and to register click here.](#)

Political journalist Andrew Coyne will discuss the remarkable changes in the provincial, national and international political landscape over the past 12 months and what that could mean for your communities. [Register for AMO 2025 today.](#)

You can now book your accommodations for the 2025 AMO Conference in Ottawa August 17-20. [Here is where you will want to click](#) for all the information you need and links to conference hotels.

AMO has launched its Exhibitor and Sponsorship opportunities for the 2025 conference in the City of Ottawa August 17-20. Our event provides you exposure to over 3,000 of Ontario's municipal leaders representing Ontario's 444 municipalities and a \$68 billion sector. Both the Exhibit Hall and Sponsorship opportunities sell out fast. Click [here](#) to download the Exhibitor Package and [here](#) for the Sponsorship Package.

AMO has assembled an array of workshops focused on supporting and strengthening your role as a local leader. From asset management planning, land use planning, indigenous-municipal relations, navigating conflict, communications through local crisis, strategic thinking, planning and communication, understanding anti-semitism and islamophobia and so much more. AMO is also offering registration discounts. [Check it all out here.](#)

Join the 2025 OSUM Conference host the Town of Collingwood April 30-May 2 for compelling programming and opportunities to engage, network and address the issues top of mind for small urban leaders. [Registration is open](#) and you can [book your accommodations here](#).

The OSUM Annual Conference is a prime opportunity for locally elected officials to network, discuss critical social, economic and policy matters facing small urban communities. For exhibitors and sponsors, this conference provides access to local decision makers for a \$68b sector and for you to showcase your organization and services. [Both packages are available here](#).

The Regional and Single-Tier Caucus of the AMO Board is hosting a virtual meet-up on February 28 from 9:30am-11:00am. The meet up is an opportunity for members to connect and be brought up to date on AMO activities and advocacy. [Register today](#).

### **Municipal Wire\***

CP Planning, as part of collaborations with the City of Toronto and ULI Toronto, [launched a survey shaping](#) strategies to prevent housing displacement in Ontario communities. Survey closes February 28.

To commemorate World War II's 80th anniversary, the Canadian Fallen Heroes Foundation (CFHF) is offering to help municipalities wishing to honour their fallen soldiers. [Please consider joining this initiative](#).

Eager to learn about the latest advances in infrastructure procurement to help drive growth in your community? Join [P3s for Municipalities](#), a FREE six-part webinar series. Explore hot topics with our experts.

### **Careers**

[Chief Administrative Officer - Township of Hornepayne](#). Closing Date: March 21, 2025.

[Strategic Initiatives and Policy Specialist - City of Cambridge](#). Closing Date: March 7, 2025.

[Capital Works Technologist - Clearview Township](#). Closing Date: March 10, 2025.

[Commissioner of Corporate Services - Niagara Region](#). Closing Date: March 21, 2025.

[Finance Coordinator - City of Kawartha Lakes](#). Closing Date: March 9, 2025.

[Intermediate Planner, Heritage Services - City of Kingston](#). Closing Date: March 26, 2025

[Financial Analyst, Financial Planning - City of Kingston](#). Closing Date: March 19, 2025

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### **About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

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**AMO Contacts**

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 25-14**

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 March 6, 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 6<sup>th</sup> day of March, 2025.

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

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Mayor, D. Giguère

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Clerk, A. Adams