

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

April 17, 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

- (A) Call to Order
- (B) O Canada
- (C) Approval of the Agenda
- (D) Disclosure of Pecuniary Interest
- (E) Announcements
- (F) Adoption of Minutes of Previous Meeting(s)
 - Council Meeting Minutes of April 3, 2025
- (G) Public Meetings & Committee of Adjustment
 - Meeting to Consider Leonard Jones Drain, Branch C Extension relating to parts of Lot 10, Concession 6
 - Public Meeting Zoning By-law Application D14-Z03-25-Sharp-47254 Mapleton Line
 - Public Hearing Minor Variance Application D-25-10-MV-02-25-Baertsoen-47325 Talbot
- (H) Delegations
- (I) Approval of Business (Consent Agenda)
- (J) Unfinished Business
- (K) New Business
 - DS-25-14- Consent Application-Baertsoen
 - FIN-25-08- 2024 Investment Reporting
 - CLERK-25-02- Civic Addressing and Road Naming Policy
- (L) By-laws
 - 25-26 McCue, Sharp, Harris Rezoning

- 25-24 Civic Addressing and Road Naming Policy
- 25-25 Leonard Jones Branch C. Drain Extension

Committee of the Whole

- (M) Business for Consideration
 - FIN-25-07-Facility Rental Fees Update
 - CLERK-25-03-2026 Municipal Election-Method of Voting
- (N) Unfinished Business
- (O) New Business

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

Committee of the Whole Adjourns

(P) Correspondence

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

- 1. AMOWatchfile April 3, 2025 and April 10, 2025
- 2. Elgin County From the Council Chambers April 8, 2025
- 3. Ministry of Municipal Affairs and Housing Notice of Strong Mayors Powers
- 4. Aylmer Evangelical Church 125th Anniversary Information & Invitation
- 5. Long Point Region Conservation Authority Minutes of March 7, 2025
- 6. Port Bruce Ratepayers' Association Letter of Thanks
- 7. McDonalds Aylmer– McHappy Day Invitation
- 8. TVDSB Accommodation Plan 2024-2025
- 9. North Border Search & Recovery Emergency Services & Information Day May 3rd
- 10. Elgin County Studio Tour September 27 and 28th 2025
- 11. 2025 Ontario Senior of the Year Nomination
- 12. Prince Edward-Lennox & Addington Social Services Ontario Works Financial Assistance Rates
- 13. Malahide Volunteer Firefighter Association Request for portion of pier in Port Bruce for fireworks display
- 14. Ministry of the Solicitor General Fire Protection Grant-Letter of Intent
- (Q) Closed Session
- (R) Confirmatory By-law
- (S) Adjournment

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.

- 1. THAT the April 17, 2025 Regular Council Meeting Agenda be approved as presented.
- 2. THAT the minutes of the regular council meeting of Council held on April 3, 2025 be adopted.
- 3. THAT the Engineer's Report for the Leonard Jones Drain, Branch C Extension be accepted;

AND THAT By-law No. 25-25 being a by-law to provide for the Leonard Jones, Branch C Extension drainage works be read a first and second time and provisionally adopted.

- 4. THAT the Court of Revision for the Leonard Jones Drain, Branch C Extension be scheduled to be held on May 15, 2025 at 7:00p.m.
- 5. THAT the tenders for the construction of the Leonard Jones Drain, Branch C Extension be requested for May 9, 2025 at 11:00a.m.
- 6. THAT Council adjourns its Regular Meeting at _____ p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act.*
- 7. THAT the Planning Public Meeting adjourn at _____ p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.
- 8. THAT Report No.DS-25-13 entitled "Zoning By-Law Amendment Application of Galen McCue, Melissa Sharp and Walter Harris, relating to the property located at 47254 Mapleton Line be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z03-25 of Galen McCue, Melissa Sharp and Walter Harris, relating to the property located at CON 11 PT LOT 21 RP 11R4045 PART 1 & RP 11R3776 PART 3, Township of Malahide, and known municipally as 47254 Mapleton Line, BE APPROVED for the reasons set out in this Report.

- THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:____p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".
- 10. THAT Report No. DS-25-14 entitled "Minor Variance and Consent to Sever Applications of Arnold & Joanna Baertsoen", relating to two properties located at PLAN 15 PT LOTS 1,2,3 PLAN;15 LOT 3 S/S TALBOT and PLAN 15 LOT 4 N/S MAIN PT;MILL ST CLOSED RP 11R7283; PART 5 , (47325 Talbot Line and 47340 Weldon Street, Malahide) be received;

AND THAT the Township of Malahide Committee of Adjustment <u>approve</u> Application No. D13-MV-02-25;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed residential dwelling as illustrated within the application.
- 11. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:__p.m.
- 12. THAT Report No. DS-25-14 entitled "Minor Variance and Consent to Sever Applications of Arnold & Joanna Baertsoen", relating to two properties located at PLAN 15 PT LOTS 1,2,3 PLAN;15 LOT 3 S/S TALBOT and PLAN 15 LOT 4 N/S MAIN PT;MILL ST CLOSED RP 11R7283; PART 5, (47325 Talbot Line and 47340 Weldon Street, Malahide) be received;

AND THAT Applications for Consent to Sever No. E22-25 and E23-25, <u>be supported</u> by the Township of Malahide Council for the reasons set out in this Report;

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

13. THAT Report No. FIN-25-08 entitled "2024 Investment Reporting" be received for information.

14.THAT Report No. CLERK-25-02 entitled "Civic Addressing and Road Naming Policy" be received;

AND THAT Council approve the Civic Addressing and Road Naming Policy, as amended.

- 15. THAT the following by-laws be now read a first, second and third time and finally passed:
 - 25-26 McCue, Sharp, Harris Rezoning
 - 25-24 Civic Addressing and Road Naming Policy

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

- 25-25 Leonard Jones Branch C. Drain Extension
- 16. RESOLVED THAT we do now move into Committee of the Whole.
- 17. THAT Report No. FIN-25-07 entitled "Facility Rental Fees Update" be received for information;

THAT the Committee recommend to Council the approval of the revised Facility Rental Fee Schedule, attached as Appendix A to the report titled Facility Rental Fees Update;

AND THAT the revised Facility Rental Fee Schedule be adopted effective immediately;

AND THAT staff be directed to take all necessary steps to implement the revised fee schedule, including communicating changes to facility users and updating all relevant administrative materials and booking systems.

18. THAT the Committee receive Report No. CLERK-25-03 entitled "2026 Municipal Election-Method of Voting";

AND THAT the Committee recommend to Council approving the use of Internet and Telephone Voting as the voting method for the 2026 Municipal Election;

AND THAT the Committee recommend to Council that staff be authorized to execute any agreements necessary to implement internet/telephone voting, and direct staff to prepare the necessary by-law for consideration by Council at a future meeting.

- 19. RESOLVED THAT we do now move out of Committee of the Whole and reconvene the regular council meeting.
- 20. RESOLVED that the following correspondence items be received and filed:
 - 1. AMOWatchfile April 3, 2025 and April 10, 2025
 - 2. Elgin County From the Council Chambers April 8, 2025
 - 3. Ministry of Municipal Affairs and Housing Notice of Strong Mayors Powers
 - 4. Aylmer Evangelical Church 125th Anniversary Information & Invitation
 - 5. Long Point Region Conservation Authority Minutes of March 7, 2025
 - 6. Port Bruce Ratepayers' Association Letter of Thanks
 - 7. McDonalds Aylmer– McHappy Day Invitation
 - 8. TVDSB Accommodation Plan 2024-2025
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 - 10. Elgin County Studio Tour September 27 and 28th 2025
 - 11.2025 Ontario Senior of the Year Nomination
 - 12. Prince Edward-Lennox & Addington Social Services Ontario Works Financial Assistance Rates
 - 13. Malahide Volunteer Firefighter Association Request for portion of pier in Port Bruce for fireworks display
 - 14. Ministry of the Solicitor General Fire Protection Grant-Letter of Intent
- 21. THAT By-law No.25-27, 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 May 1, 2025 at 7:00p.m.

The Corporation of the Township of Malahide April 3, 2025 – 7:00p.m.

Virtual Meeting - <u>https://youtu.be/fK99FcwHSag?si=t5j5tl9ebUgzIofA</u>

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 R. Cerna, Councillor S. Lewis, 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 Drainage Superintendent B. Lopez.

CALL TO ORDER:

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

APPROVAL OF AGENDA:

No. 25-108 Moved By: Rick Cerna Seconded By: Sarah Leitch

THAT the April 3, 2025 Regular Council Meeting Agenda be approved as modified with the following addition made subsequent to its publication:

• Closed Session Item - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Aylmer Settlement Area Boundary Adjustment. (Section 239 (2)(f))

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Section G – Meeting to Consider – Eicher Drain. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

ANNOUNCEMENTS:

No items.

ADOPTION OF MINUTES:

No. 25-109 Moved By: Scott Lewis Seconded By: Sarah Leitch

THAT the minutes of the regular council meeting held on March 20, 2025 be adopted.

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

 Meeting to Consider – Eicher Drain relating to parts of Lot 29 to 32, Concession 7 and 8 (N.T.R.)

Deputy Mayor Widner disclosed a pecuniary interest with respect to Meeting to Consider – Eicher Drain. He retired from the meeting and abstained from all discussions and voting on the matter.

No. 25-110 Moved By: Chester Glinski Seconded By: John H. Wilson

THAT the Engineer's Report for the Eicher Drain be accepted;

AND THAT By-law No. 25-21 being a by-law to provide for the Eicher drainage works be read a first and second time and provisionally adopted.

Carried

No. 25-111 Moved By: Sarah Leitch Seconded By: Scott Lewis

THAT the Court of Revision for the Eicher Drain be scheduled to be held on May 1, 2025 at 7:00p.m.

Carried

No. 25-112 Moved By: Chester Glinski Seconded By: Sarah Leitch

THAT the tenders for the construction of the Eicher Drain be requested for April 25, 2025 at 11:00a.m.

Carried

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

 Public Hearing – Minor Variance Application – D-25-10-MV-01-25-Heynen-50275 Talbot Line

No. 25-113 Moved By: Rick Cerna Seconded By: Scott Lewis

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:08p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".

Carried

No. 25-114 Moved By: John H. Wilson Seconded By: Mark Widner

THAT Report No. DS-25-10 entitled "Minor Variance Application of Kevin Heynen", relating to the property located at Concession STR North Part Lot 90 (50255 Talbot Line)" be received;

AND THAT the Township of Malahide Committee of Adjustment <u>approve</u> Application No. D13-MV-01-25;

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

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

Carried

No. 25-115 Moved By: Rick Cerna Seconded By: Chester Glinski

THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:12p.m.

Carried

DELEGATIONS:

None.

APPROVAL OF BUSINESS (CONSENT AGENDA):

No. 25-116 Moved By: Sarah Leitch Seconded By: John H. Wilson

Whereas, at its March 20, 2025 meeting, the Committee of the Whole recommended to Council:

- a. THAT Report No. FIN-25-03 entitled "Procurement By-law Update" be received.
- b. THAT Report FIN-25-04 entitled "Vehicle Expenses Policy" be received for information;

AND THAT the Committee recommend to Council that the Township's Vehicle Expenses Policy with amended recommendations be approved.

c. THAT Report No. PW- 25-10 entitled "MCP Concession Contract – 2025 Summer Season" be received;

AND THAT the Committee recommend to Council that staff be authorized to enter into an agreement with The Ice Box for the provision of concession services at Malahide Community Place for the 2025 summer season.

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

Carried

UNFINISHED BUSINESS:

No items.

NEW BUSINESS:

• PW-25-13 - Tender Results: Supply and Placement of Road Granulars

No. 25-117 Moved By: Rick Cerna Seconded By: Sarah Leitch

THAT Report No. PW-25-13, entitled "Tender Results: Supply and Placement of Road Granulars" be received;

AND THAT, the tender for the Supply and Placement of Road Granulars Contract be awarded to McKenzie & Henderson Ltd. of Forest, Ontario in the amount of \$489,994.00 (plus HST);

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

Carried

• PW-25-12 - Tender Award: Pickup Truck Replacements

No. 25-118 Moved By: Mark Widner Seconded By: Scott Lewis

THAT Report No. PW-25-12 entitled "Tender Award: Pickup Truck Replacements" be received;

AND THAT the decision to proceed with the agreement be deferred.

Carried

• F-25-06 - Alternate Elgin County Fire Coordinator Appointment

No. 25-119 Moved By: Sarah Leitch Seconded By: Chester Glinski

THAT Report No. F-25-06, entitled Alternate Elgin County Fire Coordinator Appointment be received;

AND THAT Council endorse the request for the Malahide Fire Chief to be appointed as the Alternate Elgin County Fire Coordinator.

Carried

• FIN-25-06 - Provincial Financial Indicators

No. 25-120 Moved By: Mark Widner Seconded By: John H. Wilson

THAT Report No. FIN-25-06 entitled "Provincial Financial Indicators" be received for information.

Carried

• FIN-25-05 - US Trade War Policy Provisions

No. 25-121 Moved By: Mark Widner Seconded By: Rick Cerna

THAT Report FIN-25-05 entitled "US Trade War Policy Provisions" be received for information;

AND THAT staff be directed to undertake a legal review of the proposed trade war response provisions and report back to Council with findings and recommended next steps, including any proposed amendments to the Procurement By-law.

Carried

• CAO-25-01 - Water and Wastewater Master Servicing Plan

No. 25-122 Moved By: Rick Cerna Seconded By: Scott Lewis

THAT Report CAO-25-01 entitled "Water and Wastewater Master Servicing Plan" be received for information;

AND THAT Council authorize staff to initiate the procurement of a qualified engineering consultant to undertake a comprehensive Water and Wastewater Master Servicing Plan to assess the Township's long-term servicing needs and identify solutions that support strategic, fiscally responsible growth;

AND THAT Council authorize a transfer of up to \$50,000 from the Capital Reserve to fund the completion of the Water and Wastewater Master Servicing Plan.

Carried

BY-LAWS:

No. 25-123 Moved By: Sarah Leitch Seconded By: John H. Wilson

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

- 25-16 Council Remuneration
- 25-15 Procurement
- 25-22 Appoint CBO & Inspectors

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

• 25-21 – Eicher Drain

Carried

COMMITTEE OF THE WHOLE:

No items.

CORRESPONDENCE ITEMS:

No. 25-124 Moved By: Rick Cerna Seconded By: Sarah Leitch

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

- 1. AMOWatchfile March 20, 2025 and March 27, 2025
- 2. Elgin County From the Council Chambers March 25, 2025
- 3. Long Point Region Conservation Authority 2024 Annual Report Minutes
- 4. Kettle Creek Conservation Authority Minutes February 5, 2025
- 5. Kettle Creek Conservation Authority Annual General Meeting Minutes February 26, 2025
- 6. Joint Board of Management Minutes Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System December 4, 2024
- 7. Municipality of Central Elgin Elbows Up, Roots Down: A Transition to Edible Plantings & Community Garden Program Development

Carried

CLOSED SESSION:

No. 25-125 Moved By: Scott Lewis Seconded By: Mark Widner

THAT Council move into Closed Session at 7:42p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

• Advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Aylmer Settlement Area Boundary Adjustment. (Section 239 (2)(f))

Carried

No. 25-126 Moved By: Rick Cerna Seconded By: Chester Glinski

THAT Council move out of Closed Session and reconvene at 8:43p.m. in order to continue with its deliberations and there is nothing further to report.

Carried

CONFIRMATORY BY-LAW:

No. 25-127 Moved By: Rick Cerna Seconded By: Scott Lewis

THAT By-law No.25-23, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 25-128 Moved By: Mark Widner Seconded By: Rick Cerna

THAT Council adjourn its meeting at 8:44p.m. meet again on April 17, 2025 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. DS-25-13

TO:Mayor & Members of CouncilDEPARTMENT:Development ServicesMEETING DATE:April 17, 2025SUBJECT:Zoning By-Law Amendment Application of Galen McCue,
Melissa Sharp & Walter Harris, relating to the property located
at 47254 Mapleton Line

RECOMMENDATION:

THAT Report No. DS-25-13 entitled "Zoning By-Law Amendment Application of Galen McCue, Melissa Sharp and Walter Harris, relating to the property located at 47254 Mapleton Line be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z03-25 of Galen McCue, Melissa Sharp and Walter Harris, relating to the property located at CON 11 PT LOT 21 RP 11R4045 PART 1 & RP 11R3776 PART 3, Township of Malahide, and known municipally as 47254 Mapleton 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 the owners to implement the necessary zoning provisions required for a severance permitting a lot boundary adjustment. Specifically, the subject lands would be rezoned from "General Agriculture (A1)" to "Small Lot Agriculture (A4-33)" and "Large Lot Agriculture (A3)".

The Application relates to the property located CON 11 W PT LOT 21 RP;11R4045 PART 1 & RP11R3776; PART 3, Township of Malahide, and known municipally as 47254 Mapleton 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 property is approximately 3.5 ha (8.6 acres) in area and has approximately 26 metres of frontage along Mapleton Line. The lands are irregular in shape, with the northeastern portion extending behind the neighbouring residential properties to the east,

and contain an existing house, shop and two sheds at the southern end of the property near Mapleton Line. The northeastern portion of the property has been historically used for agricultural purposes including the growing of hay and crops.

A consent application (Application E68-24) has been provisionally approved by the County's Land Division Committee to sever the northeastern portion of the property and convey it to the owner of the adjacent farm parcel located at 47200 Mapleton Line. The subject Zoning By-law Amendment has been submitted in response to satisfying a condition of the consent approval to rezone the retained parcel to the A4 zone to reflect its primary use as a rural residential parcel, and rezone the lands proposed to be conveyed to the A3 zone to align with the zoning of the farm parcel the severed lands are to be merged with.

Provincial Policy Statement (PPS)

The PPS directs that prime agricultural areas shall be protected for long-term use for agricultural purposes (s. 2.3.1). Lot adjustments in prime agricultural areas may be permitted only for legal or technical reasons (s. 2.3.4.2), which include minor boundary adjustments which do not result in the creation of a new lot.

The proposed zoning by-law amendment is required to fulfill a condition of a severance which serves to adjust the zone boundaries of the lands proposed to be retained and conveyed to enlarge an existing agricultural parcel. No new lots are being created, and the agricultural viability of the area is further protected for long term use.

County of Elgin Official Plan

The subject lands are designated "Agriculture Area" on Schedule 'A', Land Use Plan, is identified as having frontage along a "Local Road" on Schedule 'B', "Transportation Plan".

The Elgin County Official Plan ("County OP") identifies several objectives for agricultural areas including recognizing agriculture as the primary activity and land use, protecting prime agricultural areas from fragmentation, and preserving and promoting the agricultural character of the County (s. C2.1). The County OP permits boundary adjustments where the approval authority shall be satisfied that the boundary adjustment will not affect the viability of the use of the properties affected or the viability of agricultural parcels affected.

The Zoning By-law Amendment application will facilitate the lot boundary adjustment to enlarge an existing agricultural parcel by ensuring that the proposed retained and enlarged parcel complies with the requirements of the Zoning By-law and are appropriately zoned for their intended uses.

Malahide Official Plan

The subject property is designated "Agriculture" on Schedule 'A1' (Land Use Plan) of the Township of Malahide Official Plan.

The Malahide Official Plan states that the subdividing of large farms into smaller holdings is discouraged and encourages continued farm use (s. 2.1.6) and directs that farm parcels be of a size that will contribute to agricultural viability through farm consolidation. Consents are permitted for minor boundary adjustments provided they comply with the other requirements of the Official Plan and Zoning By-law.

As previously noted in this report, the Zoning By-law Amendment would facilitate the rezoning of the severed and retained lands to an appropriate zone that reflects their intended use and ensure they comply with the requirements of the Zoning By-law.

Malahide Zoning By-law No. 18-22

The subject property is zoned as "General Agriculture (A1)" on Key Map 18 of Schedule "A" to the Township's Zoning By-law No. 18-22.

Given that the previous consent allowed for the conveyance of land being used for agricultural purposes to an adjacent farm parcel, a Zoning By-law Amendment was required as a condition of consent approval to rezone the retained lands to the "Small Lot Agricultural (A4)" zone, which is generally applied to lots within the agricultural area that are primarily residential in nature. The lands proposed to be rezoned complies with all requirements of the applicable zones, aside from one interior side yard setback of an accessory building. An accessory shed is located 2 metres from an interior side lot line, whereas the A4 zone requires a minimum setback of 5.0 metres. As such, a site-specific A4 zone is proposed to recognize the existing location of this building.

Additionally, the lands to be severed will be rezoned from A1 to the "Large Lot Agricultural (A3)" zone to align with the current zoning of the lands they are proposed to be conveyed to and merged on title with.

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:

Priorities:	Unlock Responsible Growth
Tangible Results:	Policy Driven Decision Making

CONSULTATION:

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

ATTACHMENTS:

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

Prepared by:	E. Steele, MBPC, Consulting Planner for the Township
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- **Reviewed by:** J. McGuffin, MBPC, President & Principal Planner
- Approved by: N. Dias, Chief Administrative Officer

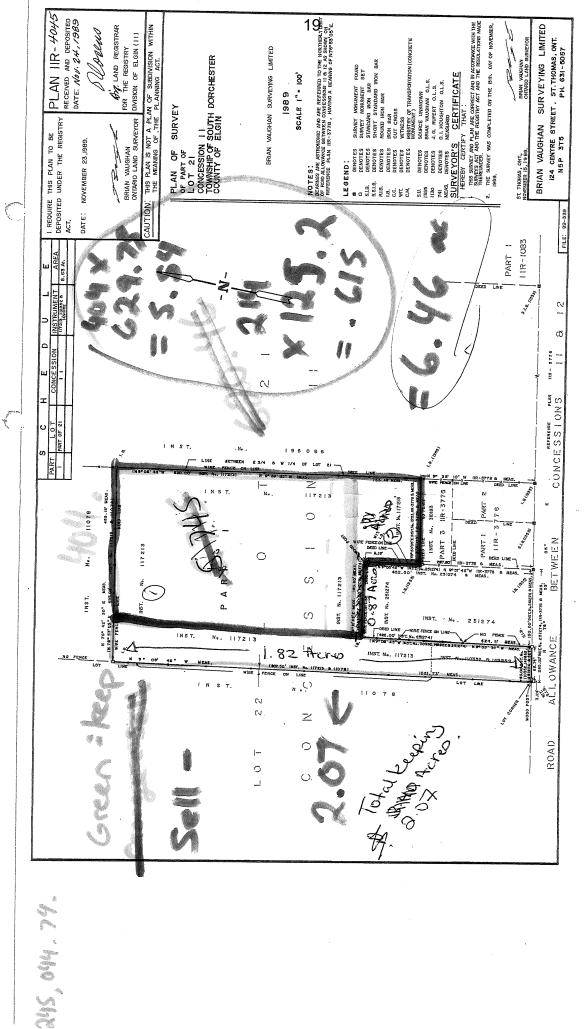
APPLICATION FOR CONSENT TO SEVER Owners: Galen McCue, Melissa Sharp, Walter Harris

47254 Mapleton Line CON 11 W PT LOT 21 RP;11R4045 PART 1 & RP 11R3776; PART 3 Township of Malahide Township of Malahide Figure 1





OFFICIAL PLAN DESIGNATION Agriculture	Area to be rezoned to Small Lot Agriculture (A4-33)
ZONING General Agriculture (A1)	Area to be rezoned to Large Lot Agriculture (A3)



THE CORPORATION OF THE TOWNSHIP OF MALAHIDE BY-LAW NO. 25-26

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

Galen McCue, Melissa Sharp and Walter Harris 47254 Mapleton 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 <u>Planning Act</u>, 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**:

- THAT the area shown in diagonal hatching on the attached map, Schedule "A", and described as CON 11 PT LOT 21, RP 11R4045 PART 1 & RP 11R3776 PART 3, Township of Malahide, shall be removed from the "General Agricultural (A1) Zone" of By-law No. 18-22 and placed within the "Large Lot Agricultural (A3) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A3" on Key Map 18 of Schedule "A" to By-law No. 18-22, as amended.
- 2. THAT the area shown in cross hatching on the attached map, Schedule "A", and described as CON 11 PT LOT 21, RP 11R4045 PART 1, Township of Malahide, shall be removed from the "General Agricultural (A1) Zone" of By-law No. 18-22 and placed within the "Small Lot Agricultural (A4) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A4-33" on Key Map 18 of Schedule "A" to By-law No. 18-22, as amended.
- 3. **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.

"5.7.33 a) <u>Defined Area</u>

A4-33 as shown on Schedule 'A', Map No. 18.

b) <u>Minimum Side Yard Width</u>

Existing Accessory Building 2 m

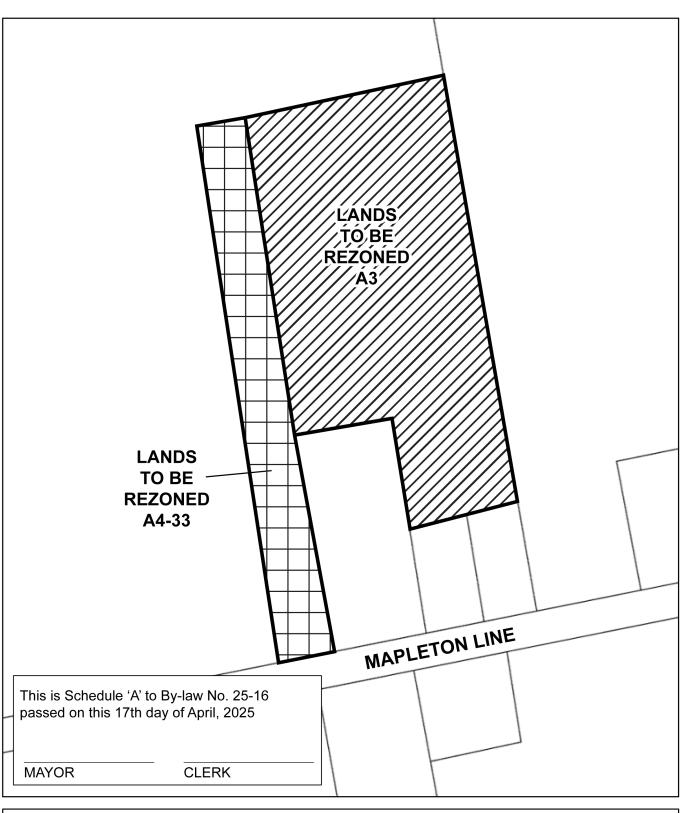
- 4. **THAT** this By-law shall come into force:
 - a) Where no notice of objection has been filed with the Township's Clerk within the time prescribed by the <u>Planning Act</u> and regulations pursuant thereto, upon the expiration of the prescribed time; or,
 - b) Where notice of objection has been filed with the Township's Clerk within the time prescribed by the <u>Planning Act</u> and regulations pursuant thereto, upon the approval of the Ontario Land Tribunal.

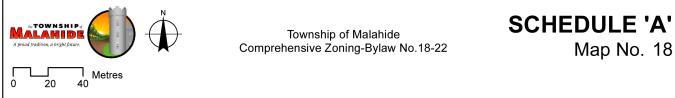
READ a **FIRST** and **SECOND** time this 17th day of April, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 17th day of April, 2025.

Mayor – D. Giguère

Clerk – A. Adams







REPORT NO. DS-25-14

TO:Mayor & Members of CouncilDEPARTMENT:Development ServicesMEETING DATE:April 17, 2025SUBJECT:Minor Variance and Consent Applications of Arnold & Joanna
Baertsoen (Authorized Agent: Civic Planning Solutions Inc.)
relating to two properties located at 47325 Talbot Line and
47340 Weldon Street

RECOMMENDATION:

Minor Variance Recommendation:

THAT Report No. DS-25-14 entitled "Minor Variance and Consent to Sever Applications of Arnold & Joanna Baertsoen", relating to two properties located at PLAN 15 PT LOTS 1,2,3 PLAN;15 LOT 3 S/S TALBOT and PLAN 15 LOT 4 N/S MAIN PT;MILL ST CLOSED RP 11R7283; PART 5 , (47325 Talbot Line and 47340 Weldon Street, Malahide) be received;

AND THAT the Township of Malahide Committee of Adjustment <u>approve</u> Application No. D13-MV-02-25;

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

1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed residential dwelling as illustrated within the application.

Severance Recommendation:

THAT Report No. DS-25-14 entitled "Minor Variance and Consent to Sever Applications of Arnold & Joanna Baertsoen", relating to two properties located at PLAN 15 PT LOTS 1,2,3 PLAN;15 LOT 3 S/S TALBOT and PLAN 15 LOT 4 N/S MAIN PT;MILL ST CLOSED RP 11R7283; PART 5 , (47325 Talbot Line and 47340 Weldon Street, Malahide) be received;

AND THAT Applications for Consent to Sever No. E22-25 and E23-25, <u>be supported</u> by the Township of Malahide Council for the reasons set out in this Report;

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

PURPOSE & BACKGROUND:

Consent applications E22-25 and E23-25 are related to the properties located 47325 Talbot Line and 47340 Weldon Street. The Consent applications have been submitted by the owner to create two new residential infill lots in the Hamlet of Orwell.

The County Land Division Committee has scheduled a Public Hearing for Consent to Sever Applications E22-25 and E23-25 to be considered on April 23rd, 2025.

Additionally, a Minor Variance application has been submitted for the proposed severed residential parcels to permit a reduced lot area of 1,462 m², whereas the Zoning By-law requires a minimum lot area of 1,850 m2.

Notice of the Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the April 17th hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-02-25.

COMMENTS & ANALYSIS:

The subject lands consist of two properties located at 47325 Talbot Street and 47340 Weldon Street with a combined area of approximately 5,471 m² (1.35 acres). The owner is proposing to reconfigure the property boundaries to create two residential lots fronting Weldon Street and retain a lot with an existing dwelling along Talbot Street.

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.

Parcels B & C, as illustrated on the submitted severance sketch, will have lot areas of approximately 1462 m^2 (0.36 acres), approximately 29 metres of frontage on Weldon Street, and are both currently vacant.

The subject lands were previously subject to a zoning by-law amendment (By-law No. 25-08) which rezoned 47325 Talbot Street from "General Industrial (M1)" to "Hamlet Residential (HR)".

County of Elgin Official Plan

The subject property is designated "Tier 2 Settlement Area - Orwell" on Schedule 'A', Land Use Plan. In addition to the above, the subject property is identified as having frontage along a "Provincial Highway" (Hwy # 3, Talbot Line) and "Local Road" (Weldon Street) 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, encouraging 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 minor variance and severance facilitates the development of two residential lots for low-density residential use and contributes 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. A hydrological study, prepared by Wilson Associates, confirmed that the proposed reduced lot sizes would be able to accommodate septic systems without resulting in negative impacts on groundwater.

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 Consent Applications proposed to create two undersized residential lots within an existing settlement area, which can be adequately serviced. Both the severed and retained lots will have frontage on public roadways and the addition of a new residential lot on a Township road (Weldon Street) is not anticipated to create a traffic hazard. While the lots are undersized, they have sufficient area to support a single detached dwelling and are appropriate for the existing neighborhood, as well as be able to accommodate a private septic system on each lot.

Malahide Zoning By-law No. 18-22

The subject properties are zoned "Hamlet Residential (HR)" on Key Map No. F1 – North Part of Schedule "A" to the Township's Zoning By-law No. 18-22. The "Hamlet Residential (HR) Zone" zone requires the following provisions:

HR Zone	Required	Proposed
Min. Lot Area	1,850 m ²	1,462 m ²
Min. Lot Frontage	25 m	29 m

The minor variance requested in this application is to allow one lot creation and one lot boundary adjustment which results in two residential lots with areas of approximately 1,462 m^2 whereas the by-law requires a minimum of 1,850 m^2 in the Hamlet Residential Zone.

Minor Variance Four Tests

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

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

Both the Elgin County and Malahide Official Plans promote residential intensification within settlement areas. The proposed minor variance allows for the creation of a new residential lot within a serviced settlement area. A hydrological study, prepared by Wilson Associates in support of the proposed severances concluded that the reduced areas of the proposed lots would be able to accommodate private septic systems without impacting groundwater supply. The application maintains the general intent and purpose of the Official Plan.

2. The requested variance maintains the general intent and purpose of the Bylaw.

The intent of the minimum lot area requirement is to ensure that there is sufficient area to accommodate any proposed buildings, structures, and adequate servicing (i.e. private septic systems). Additionally, the minimum lot area requirement also serves to maintain a consistent character of development within a community. The proposed lots will be of a sufficient size to appropriately accommodate private septic systems without impacting groundwater resources, as well as accommodate a future dwelling on each lot. The lot size proposed is also consistent with the sizes of existing lots containing single detached dwellings within the Orwell settlement area. The application maintains the general intent and purpose of the zoning by-law.

3. The application is "minor" in nature.

Whether an application is minor is evaluated based on the impact and scale of the proposed variance. The minor variance requested allows for residential lots to be created that are approximately 1462 square metres, whereas the by-law allows lots of 1,850 square metres, resulting in lots approximately 388 square metres smaller than permissible can be quantified as minor and would be in keeping with relative lot sizes of other properties to the east and south of the subject lands. Any future dwelling constructed on the proposed lots would be required to meet all of the setback requirements of the Zoning By-law and would not impact adjacent dwellings. Additionally, a hydrogeological study has confirmed that there would be no negative impacts on groundwater. As the proposed lots will contain provisions on setbacks, the impact on the neighbouring lots can also be seen as minor in effect.

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

The proposed minor variance will allow for infill residential development, creating two equal sized development lots within an existing partially serviced settlement area. The application would result in the utilization of underutilized parcel of land and will be appropriately serviced. The application is desirable and appropriate for the use of the subject property.

FINANCIAL IMPLICATIONS:

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

LINK TO STRATEGIC & OPERATIONAL PLANS:

Priorities:	Unlock Responsible Growth
Tangible Results:	Policy Driven Decision Making

CONSULTATION:

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

• There have been no comments received from agencies or the general public.

ATTACHMENTS:

- 1. Report Photo;
- 2. Application Sketch; and
- 3. Comments Received to Date (if any)
- 4. Recommended Conditions
- **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

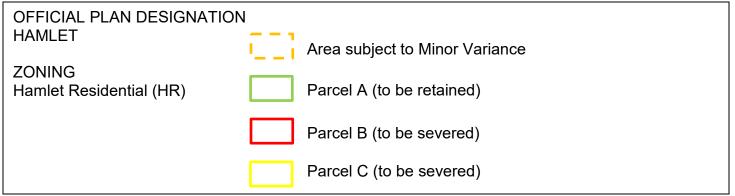
APPLICATION FOR ZONING BY-LAW AMENDMENT Owners: Arnold & Joanna Baertsoen

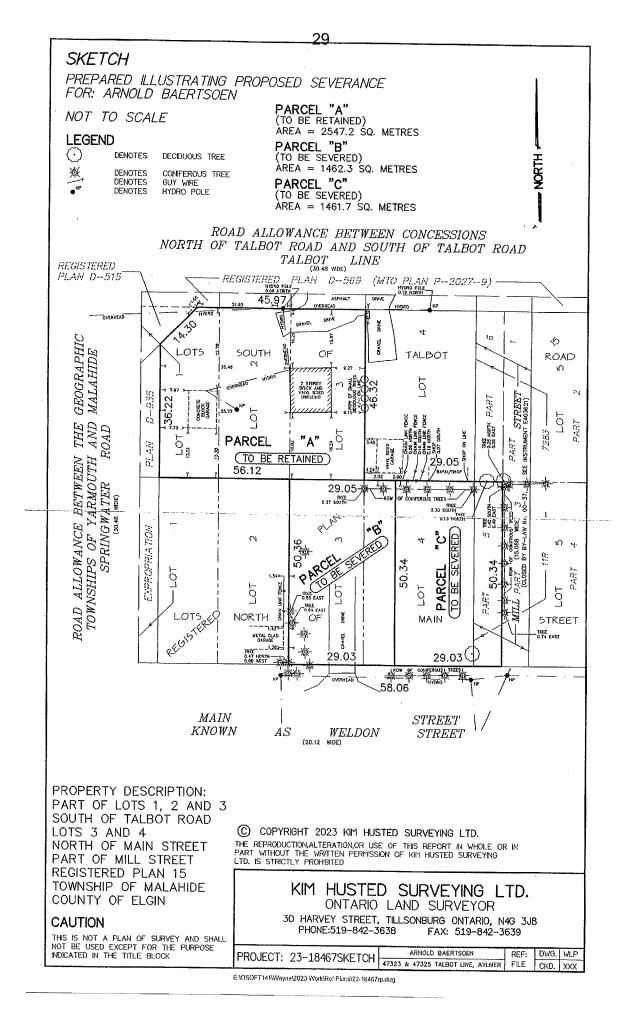
47325 Talbot Line PLAN 15 PT LOTS 1,2,3 PLAN; 15 LOT 3 S/S TALBOT Township of Malahide Figure 1



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







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- 1. That the owner/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. That the owner/applicant initiate and assume, if required, all engineering and construction costs associated with construction of a new Municipal drain, or, the relocation of Municipal drain. To be commenced in accordance with the Drainage Act, RSO 1990. All costs to be paid in full to the township prior to the condition being deemed fulfilled. If a lot grading plan is required as a condition of severance, it should be done in conjunction with the new Municipal drain or relocation of Municipal Drain.
- 3. In order to facilitate the approval process for the severance, the owner/applicant is required to furnish a grading plan for both the severed and retained parcels. This plan should be prepared by a qualified professional, such as an engineer or surveyor, who will assess and confirm that sufficient lot drainage is adequate for both properties. This confirmation will ensure that the separation of one property does not lead to drainage issues on the other. If, due to existing site conditions, the certification cannot be provided, the applicant is obligated to engage a qualified professional to create a grading plan. Subsequently, the necessary site alterations and grading works must be completed before final approval of the severance is granted. This requirement aims to guarantee responsible land development practices and prevent potential future drainage complications between the severed and retained parcels.
- 4. That all entrance permits are acquired from the appropriate road authority as per our entrance control policy
- 5. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
- 6. That the owner applicant initiate and assume all planning costs associated with the required Official Plan Amendment, Zoning Amendment, Minor Variance or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.

- 7. 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.
- 8. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted in triplicate prior to certification all of which are to be fully executed.
- 9. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
- 10. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.
- 11. 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.



REPORT NO. FIN-25-08

TO:Mayor & Members of CouncilDEPARTMENT:Corporate & Financial ServicesMEETING DATE:April 17, 2025SUBJECT:2024 Investment Reporting

RECOMMENDATION:

THAT Report No. FIN-25-08 entitled "2024 Investment Reporting" be received for information.

PURPOSE & BACKGROUND:

As part of the Township's long-term capital financing strategy, a key objective has been the gradual accumulation of reserves to support the future replacement of capital infrastructure. This reserve-based approach enables the Township to plan and execute major capital works without creating sharp fluctuations in tax rates or relying heavily on debt. While these funds are held in reserve, they are actively invested in order to generate returns, thereby reducing the financial burden on taxpayers. The Township's Investment Policy authorizes the Treasurer to invest municipal funds in accordance with the provisions of the Municipal Act and within the parameters established by Council.

COMMENTS & ANALYSIS:

One Investment Portfolio

In 2015, Council passed a by-law to establish a relationship with One Investment, operated through AMO, for the purpose of supporting Township investment activities. For the year, investment earnings totalled \$904,565, representing a return of 10.86%, calculated using the Internal Rate of Return (IRR) method. Staff consider this to be a strong performance. For reference, the Township typically assumes an average annual return of 7% for its Asset Management Plan and long-term reserve forecasting. The following table summarizes the Township's investment activity and performance through One Investment during 2024.

Investment Type	2023 Market Values	Deposits & (Draws)	Earnings & (Losses)	2024 Market Values	2024 Rate of Return
Government Bonds	2,662,162	(1,180,000)	78,695	1,560,857	4.6%
Corporate Bonds	2,652,300	670,000	165,124	3,487,424	4.8%
Equity Fund	3,483,244	(450,000)	660,746	3,693,990	20.5%
Total Investments	8,797,706	(960,000)	904,565	8,742,271	10.86%

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Cash Holdings

In accordance with the Township's Investment Policy, between 20% and 40% of the Township's financial assets may be held in cash-equivalent instruments, such as bank accounts or guaranteed investment certificates (GICs), to ensure sufficient liquidity. As of the end of 2024, 40% of the Township's financial assets were held in cash-like instruments, representing a total of \$5,809,101. Interest earned on these cash holdings throughout the year amounted to \$245,840.

Year-end Investment Positioning

During the latter part of 2024, the Township began shifting away from its typical highequity position, which in prior years was maintained to maximize market gains. In response to emerging economic uncertainty, including concerns surrounding the 2024 U.S. federal election, the potential for new trade tariffs, and signs of market instability, staff adopted a more conservative investment stance. This involved reallocating funds toward higher-interest and fixed-income investment types, including cash-equivalent holdings and bonds, to mitigate risk and preserve capital.

This repositioning proved prudent, as volatility and economic disruption materialized in early 2025. Following receipt of the fourth-quarter 2024 investment report, staff further adjusted the portfolio by reducing balances in lower-yielding interest accounts and increasing bond holdings. These fixed-income investments have shown stronger performance in the current environment of declining interest rates and are expected to provide greater stability while still contributing meaningfully to overall returns.

As a result of this more conservative approach, it is expected that the Township will not achieve the same level of investment returns in 2025 as it has in recent years. Rather than pursuing maximum gains, the Township is currently prioritizing the preservation of its existing reserves, recognizing the importance of maintaining financial stability during a period of heightened economic uncertainty. Financial Implications

Once the 2024 audit is completed later this spring, staff will distribute the investment earnings to the Township's reserves in accordance with the proportionate balance method, as defined in the Township's Reserve and Reserve Fund Policy. This method ensures that earnings are allocated equitably based on the relative size of each reserve's year-end balance.

These investment earnings were factored into the 2025 Budget and the multi-year capital funding strategy employed by the Township. Their inclusion supports long-term financial planning efforts and contributes to the Township's ongoing objective of maintaining sustainable and adequately funded reserve balances.

A full financial report, including the distribution of investment earnings and any noninvestment surplus funds, will be provided to Council as part of the post-audit 2024 year-end financial report.

2024 Investment Performance Review

Each year, the Township conducts a review of its investment strategy to assess how effectively it has met Council's investment objectives as outlined in the Township's Investment Policy. The annual review provides an opportunity to evaluate both the outcomes of the Township's investment strategy and the continued suitability of the policy framework guiding those decisions.

Investment Policy Objective	Analysis
1. Adherence to statutory legislation	Throughout the entirety of 2024, the Township's investment activities were fully compliant with the Legal List standard, Ontario Regulation 438/97, of the Municipal Act.
2. Preservation of capital	The Township's investment portfolio, as it pertains to risk and return, is well-balanced to minimize the risk of incurring a capital loss and ensure the value of the invested principal in preserved. In accordance with the Township's investment policy, equity holdings are limited to 25% of the Township's investment and cash holdings as a means to limit risk.
3. Maintenance of liquidity	All of the Township's investments are fully liquid and can be mobilized as Council's discretion to fund significant capital costs or unexpected events.

 Inflationary B 	enchmarks
investments v	p's 2024 rate of return on its well-exceeded both CPI at 2.65% Residential Building Construction t 3.8%.
) Comparator I	nvestments
of 20.5% in 2 Composite In 18.5% for the serves as a b the largest pu Toronto Stocl	p's equity portfolio achieved a return 024, outperforming the TSX dex, which recorded a return of same period. The TSX Composite enchmark for the performance of ublicly traded companies on the k Exchange and is commonly used relative performance of equity
The Township's fixed-income investments form the lower-risk, lower-return component of the overall investment portfolio. These holdings are not intended to maximize long-term returns but are instead structured to provide stability and reduce exposure to market volatility. For reference, a Government of Canada bond yielded approximately 4.57% in 2024, which is comparable to the Township's bond investments. Staff consider the performance of the Township's fixed-income portfolio to be satisfactory and consistent with its intended risk-mitigation role.	
Dne Investment Cash Holdings	
	 investments v and the Non- Price Index a B) Comparator I The Township of 20.5% in 2 Composite In 18.5% for the serves as a b the largest pu Toronto Stock to assess the investments. The Township the lower-risk overall invest not intended are instead st reduce expose reference, a 0 yielded appro- comparable to Staff conside fixed-income

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

Approved by: N. Dias, Chief Administrative Officer



REPORT NO. CLERK-25-02

TO:Mayor & Members of CouncilDEPARTMENT:Corporate & Financial ServicesMEETING DATE:April 17, 2025SUBJECT:Civic Addressing and Road Naming Policy

RECOMMENDATION:

THAT Report No. CLERK-25-02 entitled "Civic Addressing and Road Naming Policy" be received;

AND THAT Council approve the Civic Addressing and Road Naming Policy, as amended.

PURPOSE & BACKGROUND:

The purpose of this report is to provide information to Council on the proposed update to the Township's civic addressing policy.

The Township's current Civic Addressing Policy was adopted through By-law 97-05, based on a framework proposed by Elgin County and recommended for use by lowertier municipalities. Shifts in economic conditions and policy changes to the provincial planning framework mean that housing forms are changing, with higher-density residential forms happening more often and additional dwelling units (ADUs) becoming more common. Coupled with changes to NG911 emergency notification requirements means that Malahide needed to update its civic addressing system

As higher-density residential development, including additional dwelling units, row housing, and condominiums, become more common. These changes demand a more flexible and comprehensive approach to civic addressing that ensures consistency, supports emergency response, and meets utility and service provider needs.

COMMENTS & ANALYSIS:

The proposed policy retains relevant elements from the original Elgin County framework while incorporating updated municipal standards. It emphasizes clear procedures for assigning and communicating addresses and includes provisions for both rural and settlement areas.

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The proposed addressing policy introduces several key updates and enhancements to better reflect current needs and practices, with notable differences from the existing policy including:

- **Expanded definitions and scope**, including coverage of accessory dwelling units (ADUs), gated roads, condominiums, and shared driveways.
- **Improved clarity** regarding the placement, and format for address signage.
- A formalized notification process to ensure address changes are communicated to emergency services and utility providers in a timely and consistent manner.
- Alignment with Next Generation 9-1-1 (NG911) standards to support improved emergency response.
- **Support for modern land use planning**, including subdivisions, infill development, and evolving needs.

The Road Naming Policy remains unchanged; however, it has been updated to reflect the repeal of the former by-law it was previously part of.

FINANCIAL IMPLICATIONS:

There are no financial implications.

LINKS TO STRATEGIC & OPERATIONAL PLANS:

By formalizing notification processes, clarifying signage standards, and aligning with NG911, the policy strengthens the consistency and quality of service delivery. It supports clear expectations for residents, developers, and emergency responders— contributing to timely and effective municipal services.

ATTACHMENTS:

- Civic Addressing Policy
- Road Naming Policy

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



CORPORATE POLICY

Section:	Corporate Services
Policy Title:	Civic Addressing Policy
Policy No.:	A09-CORP-007
Effective Date:	2025-

CIVIC ADDRESSING POLICY

1.0 DEFINITIONS & INTERPRETATION

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

- 1.1. **Building** means the principle structure or structures on a property, and includes a dwelling, business premises, school, place of public assembly, place of worship, hospital, arena, retirement or nursing home, or building associated with an agricultural use unless a dwelling or business premises is situated on the same property as such building.
- 1.2. **Civic Address** means the civic number, including the unit number and letter where applicable, and road name assigned to a particular building or lot.
- 1.3. **Civic Address Coordinator** means an individual appointed by Council for the Township to carry out duties for civic addressing within the Township.
- 1.4. **Civic Number** means the number (including the unit number and letter, where applicable) assigned by the Township for the purpose of identifying the building or lot.
- 1.5. **Highway** means a common and public highway or a portion thereof under the jurisdiction of the Township, County, or Province and includes any bridge, trestle, viaduct or other structure forming part of the highway.
- 1.6. **Owner** means a person having any right, title, interest, or equity in land or their agent.
- 1.7. **Number Blade** means a sign that is affixed to a support structure adjacent to the Private Road or Highway for the purpose of displaying the Civic Number of the building or lot to which the sign relates (blue 9-1-1 sign).

- 1.8. **Private Road** means single or multi-lane path accessible to vehicles that is not under the jurisdiction of the Township, County, or the Province.
- 1.9. **Property** means any land divided into lots as defined in the *Land Titles Act, 1990.*
- 1.10. **Road** means a Highway/Public Road or a Private Road.
- 1.11. Settlement Area means a developed area of land on which buildings and/or nonbuilding structures are present, and more specifically defined as the lands identified as existing within the Settlement Area and Hamlet Area of the Township Official Plan.
- 1.12. **Street/Road Name Sign** means a type of traffic sign used to identify named roads and are most often found posted at intersections and are usually in perpendicularly oriented pairs identifying each of the crossing streets/roads.
- 1.13. **Township** means the Corporation of the Township of Malahide.
- 1.14. **Unit** means an independently used space within a building (e.g. a store within a shopping mall or an apartment within a residential complex).

2.0 PURPOSE

- 2.1. The purpose of this policy is to provide a uniform approach with regard to assigning a Civic Address within the Township of Malahide.
- 2.2. The procedures to assign a Civic Address are established to provide an accurate and simple system of property identification to assist with the delivery of emergency and other services and which is capable of accommodating growth.

3.0 GENERAL SCOPE

- 3.1. That the procedures to assign a Civic Address is developed and the address mapping prepared by the Township, as updated from time to time, be hereby implemented to achieve a Township-wide system of property identification to assist with the delivery of emergency and other services and which is adaptable to future needs.
- 3.2. The policies outlined will, in the long term, provide the County of Elgin and local municipalities with a complete and consistent system of property identification.
- 3.3. The system, as outlined in this framework, has seven general objectives:
 - (1) To develop an accurate, universally agreed upon system of property identification.
 - (2) To provide assistance to emergency personnel.

- (3) To be a simple, logical system, understandable by all user groups including the general public.
- (4) Be flexible, in order to allow for future growth and infilling.
- (5) Be easily maintained at minimal cost.
- (6) Be compatible with Next Generation 9-1-1 (NG911).
- (7) Where feasible, to comply with previously adopted, existing Elgin County municipal addressing guidelines.

4.0 GUIDING PRINCIPLES

- 4.1. Eligibility
 - (1) The Owner of the following types of properties shall be required to post an identifying Civic Address:
 - a) Any property containing a residence (permanent, seasonal, or otherwise);
 - b) Any government, commercial, industrial, recreational, religious and educational property which has the facilities on the site from which to report an emergency and/or to which there is a reasonable exception that emergency vehicles could be dispatched; and
 - c) Any property with facilities under construction.
 - d) The Township supports The Emily Project and encourages voluntary addressing and identifying of all vacant agricultural properties through the installation of Number Blades at each road entrance.
- 4.2. Property Identification Standards:
 - (1) Rural Areas
 - a) All rural properties must have a number blade on its own post. Number blades are to be installed on their own post, must be on private property and no more than 3m (10 feet) from the property line and within 3m (10 feet) of the edge of the driveway (unobscured by mail boxes, hedges, vegetation, etc.), perpendicular to the fronting road. The number blade must be a minimum of 1.4m (54 inches) above grade, and a maximum of 2m (6 feet, 6 inches) above grade.
 - b) In all cases, the first priority for a Number Blade and post placement shall be clear visibility from both directions of the travelled portion of the road to allow

reflection by the low beam of vehicle headlights and, secondly, the post should be sufficiently far back to prevent damage by road maintenance activities.

- c) The number blade shall be a minimum of 150mm (6 inches) in height x 360mm (14 inches) in width. The numbers shall be a minimum of 120mm (4.75 inches) high, reflective and on both sides of the plate on which it is attached to.
- d) The numbers shall be of white, engineering grade, reflectorized 3M Scotchlite or approved equivalent over a blue, engineering grade, reflectorized 3M Scotchlite or approved equivalent background.
- e) IMPORTANT: Property owners are reminded to be aware of any underground utilities before installing posts (i.e. gas, telephone, hydro, etc.)

(2) Settlement Areas

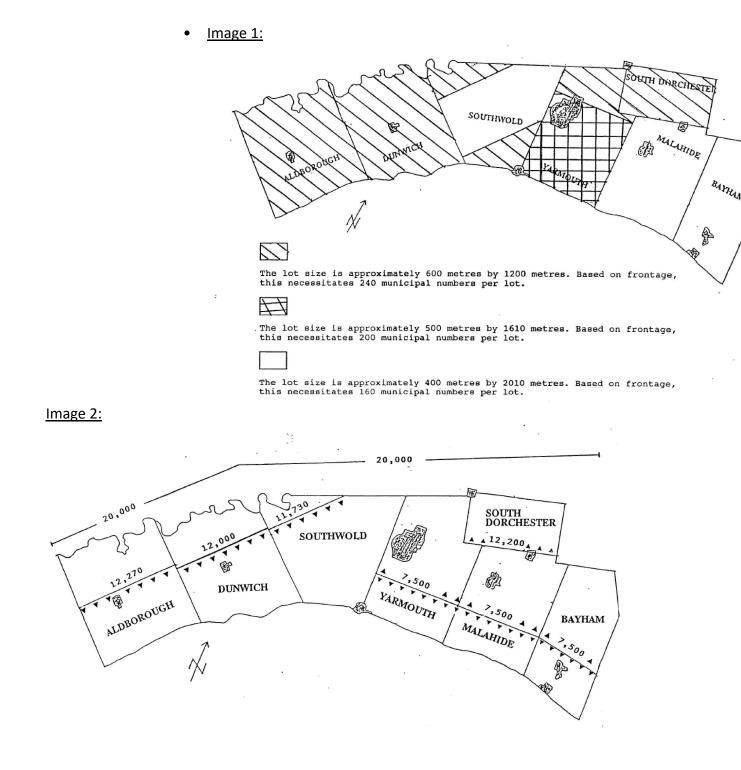
a) New subdivisions, authorized under Section 50 of the Planning Act, which exist within settlement areas as identified in the Township Official Plan, may have numbers affixed to the main building/dwelling, if this is agreed in the subdivision agreement. These numbers must be a minimum of 130 mm (5 inches) in height and clearly visible from the road including at night.

4.3. Time Limit

- (1) Due to the important nature of properly identifying properties (Emergency response) residents will be required to erect or permanently attach to the building the appropriate property identification sign numbers bearing the address assigned by the Township prior to receiving occupancy permits. Properties found to be occupied without appropriate civic addresses may be installed by the Township at the owner's expense.
- (2) It is the responsibility of the owner and/or resident of the property to which the number applies to ensure the upkeep and maintenance of ALL property identification signs.
- (3) Upon receipt of all applicable fees for civic addressing, pursuant to the Township's user fee By-Law, the Township shall supply a Number Blade displaying the property's designated Civic Address.

5.0 GENERAL NUMBERING SYSTEM

5.1. The civic addressing system throughout the County generally follows the "Crown Survey" within the County of Elgin (see below Image 1). A sequence of numbers has historically been assigned to each municipality, pre-amalgamation (see below Image 2).



- 5.2. West-East numbers, in the County of Elgin, begin at a baseline west of the County at 20,000. These numbers increase towards the east.
- 5.3. From a known point of origin (i.e. intersection, property line, or numbered building), a linear measurement should be taken parallel to the front property line, to the centre of the driveway. When there are two or more driveways for a lot, the address will be allocated based on the principle driveway access leading to the main structure and the expected direction from which the emergency personnel are most likely to come.
- 5.4. In assigning new numbers in rural areas two numbers shall be allotted for every 5 meters (16.5 feet) of frontage (one odd number and one even number on each side).
- 5.5. In assigning new numbers in the settlement area, numbers will increase by single intervals for each building.
- 5.6. As much as is practical in both rural and settlement areas, even numbers shall be allotted for the east and north sides of the street.
- 5.7. As much as is practical in both rural and settlement areas, odd numbers shall be allotted for the west and south sides of the street.
- 5.8. The same number shall not be repeated when the prefix to a street name is the same. For example, if there is a 510 Highland Road, there cannot be a 510 Highland Street.

6.0 NEW ROADS

- 6.1. Upon creation of a plan of subdivision, consent, etc., a new road may be created based on the requirements of the Township's Naming Policy.
- 6.2. The creation of Civic Numbers for a new road will be based on *this* policy, establishing a Civic Address for each property along the new road.

7.0 GATED/PRIVATE ROADS (Created via Vacant Land Condo)

- 7.1. Properties located on a gated road will receive a Civic Number in the same manner as properties on any other Roads.
- 7.2. In the event that a gate is locked, the Township has the authority as per Section 436(1) of the *Municipal Act, 2001,* as amended and Section 13(1) of the Fire Protection and Prevention Act, of forcing entry to the property or until such a time as the Owner is available to provide access.

8.0 BOUNDARY AND COMMON ROADS

8.1. Municipal boundary roads may need to be numbered independently from other roads, in order to be consistent with neighbouring municipalities. In circumstances where road access to a property crosses a municipal boundary, the municipality will coordinate with the neighbouring municipality to ensure consistency. Numbers on both sides of the road should be uniform.

9.0 MULTIPLE DWELLINGS

- 9.1. Additional Dwelling Units (ADU), Secondary Suites:
 - (1) Any new dwelling unit (ADU) within a home within the Township of Malahide, shall have a municipal number affixed in a permanent fashion at or near the entrance door to any dwelling unit. Any new detached ADU within the Township of Malahide shall have signage at the main dwelling, indicating that there is a detached ADU at another location on the property (example rear).
 - (2) At the time of the Occupancy inspection, municipal addressing is to be in place and permanently affixed to the dwelling in a manner as prescribed in Section 4 of this policy. In the case of ADUs that numbering shall be as follows:
 - a) ##-1 (main floor units)
 - b) ##-2. (for basement units)
 - c) ##-3 (for second storey units)
 - (3) Multiple separate dwellings on the same level will be identified by unit letters along with the numbering outlined above. (e.g. Two units on the main floor of a residents would be identified as: Unit A, 668-1 Perry Lane, And Unit B, 668-1 Perry Lane, while a third basement unit at the same address would be 668-2 Perry Lane).
 - (4) In the case of dwelling units on an elevation other than the front, there is required to be signage near the front door stating that there are additional units around the side and/or rear of the building.
 - (5) In the case of a detached ADU on the property, there is required to be signage near the front door of the primary dwelling stating that there is an ADU around the side/rear of the building.

- 9.2. Apartment Building or Multiple Attached Dwelling
 - (1) An apartment building or multiple attached dwelling (e.g. building composed of row/townhouse units, units that form part of a vacant land condominium) on one apparent block of land with a common access is given one Civic Number, and each Unit(s) is assigned a unit number.
 - (2) An apartment building that has multiple floors with Units on each floor may be numbered as Basement (B1, B2, etc.); First Floor (101, 102, etc.); Second Floor (201, 202) etc.
 - (3) On-street housing projects (e.g. semi-detached or townhouse dwellings, vacant land condos which front on municipal roads)) which have direct access to the Road (except private roads) for each Unit will be assigned a separate Civic Number.
- 9.3. Single Family Dwellings Part of Vacant Land Condominium Plan
 - (1) Single Family Dwellings that are part of a Vacant Land Condominium will be assigned unit numbers. Private roads within Vacant Land of Condominium may be named in conjunction with the Township's naming policy, however civic addressing will be assigned based on the number assigned at the municipal road with units being allocated within the condominium plan (i.e. private roads may be used for marketing a development but do not relate to civic addresses). Vacant Land Condominium buildings that front on a municipal road will follow the numbering sequence fronting on the municipal roadway.

10.0 MOBILE HOME PARKS

- 10.1. Mobile Homes may receive Civic Numbers based on the internal road they front on in the Mobile Home Park and a separate Civic Number for each Mobile Home (e.g. Mobile Home Site Example Road, #1).
- 10.2. Alternatively, the whole of the Mobile Home Park may be assigned one Civic Number with each Mobile Home given a unit letter provided there are intersection signs on all internal roads to show the ranges of the unit letters (e.g. #1001 Mobile Home Park Example Road, Unit A).

11.0 COTTAGE RESORT, TRAILER/RV PARKS OR CAMPGROUNDS

11.1. A cottage resort, trailer park, or recreational vehicle park or campground shall be assigned one Civic Number and the individual units or sites may be identified by their internal unit or site numbers for a large unit range (e.g. #101 Trailer Park Road, Site 1).

12.0 MULTIPLE COMMERCIAL/INDUSTRIAL

- 12.1. A multiple occupancy commercial/industrial building, such as a shopping plaza, on one apparent block of land with a common access is given one Civic Number and each unit is assigned a unit letter (#1001 Shopping Plaza Road, Unit A).
- 12.2. A multiple occupancy commercial/industrial building with no common access but individual entrances with direct access to the Road shall be assigned a separate Civic Number for each Unit (e.g. #1001 Shopping Plaza Road, #1002 Shopping Plaza Road, etc.).

13.0 SPLIT DRIVEWAYS

- 13.1. A "split driveway" is one common entrance from the road but splits into two separate driveways, still within view of the road.
- 13.2. When travelling on the road approaching the property, the first Number Blade is placed at the first side of the entrance and the second Number Blade is placed on the opposite side of the entrance.
- 13.3. The first Civic Number is derived from the actual measurement point distance calculations, while the second Civic Number is assigned based on the first Civic Number's calculations.
- 13.4. Residents with dwellings serviced by split driveways are required to install an additional number blade on the front of each respective residence, with clear visibility from the driveway.

14.0 SHARED DRIVEWAYS

- 14.1. A "shared driveway" is one common entrance for two or more properties, but the driveway split is not visible from the road.
- 14.2. When travelling on the road approaching the property, one Number Blade is placed on one post where the shared driveway entrance meets the road. A separate Number Blade is assigned and is placed at the intersection of the entrances for each driveway split.
- 14.3. Residents with dwellings serviced by shared driveways are required to install an additional number blade on the front of each respective residence, with clear visibility from the driveway.

15.0 CORNER LOTS

15.1. Corner lots will be allocated a Civic Address on the road which provides the approved entrance to the property.

16.0 CONTINUITY OF NUMBERING

- 16.1. Civic Numbers will continue consecutively along the full length of a road, even if the road crosses a Township boundary (unless otherwise decided upon by the Civic Address Coordinator).
- 16.2. In general, where there is a jog in a road, or two roads meet with a section in common, the Civic Numbers will continue consecutively on the higher (public) order road.

17.0 COORDINATION WITH EXISTING CIVIC ADRESS NUMBERING IN SETTLEMENT AREAS

17.1. An established Civic Number system within a Settlement Area will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the road and they can be worked into the surrounding number sequences.

18.0 CURVILINEAR STREETS

- 18.1. Crescents
 - (1) The general orientation of a crescent is used to determine whether it is on the north-south or east-west axis. Odd and even numbers are assigned accordingly.

18.2. Cul-De-Sacs

- (1) The general orientation of the cul-de-sac is used to determine whether it is on the north-south or east-west axis. Odd and even numbers are assigned accordingly.
- (2) The mid-point in the bulb of the cul-de-sac is used to define the split.
- (3) Where the street name of the dead-end circle is the same as the street name of the main street, the numbers from the main street are carried into the circle.

19.0 ISSUING NEW/REVISED CIVIC NUMBERS & NOTIFICATION

- 19.1. Civic Numbers for existing vacant lots and for new lots created by consent (severance) will be issued when the Owner or contractor submits a request for a civic address number.
- 19.2. In order to determine a Civic Number, the location of the driveway must be shown on a plan and approved by the Township, County, or Ministry of Transportation.
- 19.3. For new Civic Numbers, every attempt will be made to ensure that the new number is consistent and logical with any current numbering system on that section of roadway as

shown on addressing maps. The Civic Address Coordinator will make every attempt to create a new Civic Address that does not directly affect established Civic Addresses on the Road. However, if necessary, other Owners may be affected by said new civic numbers and may be subject to the costs associated with updating their Civic Address should a revised number be issued.

- 19.4. For a Civic Address that is reassigned by the Township, the affected Owner(s) is invoiced for the new Number Blade. All affected Owner(s) are notified in writing of any Civic Address change.
- 19.5. Where a property is addressed with a Civic Number and Unit number or letter, the Civic Address Coordinator will ensure that any new or existing Number Blade at the end of the driveway reflects the unit numbering and lettering.
- 19.6. If a driveway entrance is moved/relocated, the Civic Address may require adjustment (initiated by either the property owner and/or the Township).
- 19.7. No Owner shall determine, erect, modify or replace a Civic Number and/or Number Blade not authorized by the Civic Address Coordinator.
- 19.8. A fee for new Civic Number and/or Number Blade, as per the current Township user fees By-law, per affected property will be charged to the proponent of a road alignment change which is due prior to any changes being carried out by the Township.
- 19.9. The Civic Address Coordinator, in conjunction with the municipal Clerk's department is responsible for notifying emergency services within five (5) days of any new or revised Civic Addresses, by circulating a notice to the contact list below, as amended from time to time:
 - (1) County of Elgin
 - (2) Township Staff
 - (3) Bell Modifications (911 Service Provider)
 - (4) Ministry of Health
 - (5) OPP
 - (6) Central Ambulance Communications (London)
 - (7) Elgin St. Thomas EMS
 - (8) Tillsonburg Fire Dispatch
 - (9) Southwestern Ontario Student Transportation Services (STS)
 - (10) Canada Post St. Thomas
 - (11) Hydro One
 - (12) Bell Canada
 - (13) Enbridge Gas
 - (14) Statistics Canada
 - (15) Garbage Collection Services
 - (16) Recycling Collection Services
 - (17) MPAC

19.10. The Request for Civic Address Form is available at the Township office, from the Township webpage, and included as Appendix "A" of this policy.

20.0 REQUESTING AND INSTALLING CIVIC ADDRESSING NUMBERS

- 20.1. An Owner may request a Civic Address by completing the "Request for Civic Address" form.
- 20.2. Upon assigning a new Civic Number, the Civic Address Coordinator will place an order for a Number Blade.

21.0 FEES

- 21.1. A fee, as per the current Townships User Fees By-law, to cover the cost of the Civic Number, Number Blade and/or post will be paid by the Owner or their representative at the time the request application is submitted.
- 21.2. Fees may be waived at the Civic Address Coordinator's discretion.

22.0 INSTALLATION

- 22.1. Township staff or agent is responsible for the installation of all Number Blades and posts, where applicable.
- 22.2. The Owner or agent will be responsible for the installation in the following instances:
 - (1) Replacement Number Blades (supplied by the municipality);
 - (2) In Settlement Areas where the address is affixed to a building;
 - (3) Multiple unit buildings/properties;
 - (4) Where the sign is attached directly to a structure;
- **23.0** Township staff or agents may inspect the installation to ensure compliance with installation instructions.

24.0 MAINTENANCE

- (1) All owners of properties affected by provisions of this policy shall keep and maintain in good condition their Civic Number, Number Blade, and/or post, as the case may be.
- (2) Every Owner or occupant shall ensure that the Number Blade and civic address is always visible and kept unobstructed by vegetation, structures, snow accumulation or any other screening.

25.0 PROHIBITION

25.1. No Owner or any person shall relocate a Number Blade or a Number Blade and post without prior authorization by the Township or remove a Number Blade or Number Blade and post, once posted, except for immediate repair by the owner or the Township.

26.0 REPLACEMENT OF CIVIC ADDRESS NUMBER BLADES and/or Posts

- 26.1. Where a Number Blade and/or post is missing or illegible due to actions of the Owner or his/her agents, the Owner shall be responsible for the repair or the replacement of the Number Blade and/or post immediately.
- 26.2. If the property does not have a Number Blade posted in accordance with the provisions of this policy, the Civic Address Coordinator may give the owner written notification that the Number Blade (and/or post) is missing, illegible or otherwise not in compliance with this By-law and that the Owner is required to rectify, within 30 days of the mailing of notice.
- 26.3. If after 30 days of the mailing of the notice, the situation is not rectified in compliance with this By-law, the Township may make any installations or repairs that it deems appropriate, at the cost of the Owner and in an amount sufficient to cover labour, administration and material costs.
- 26.4. A Number Blade and/or posts requiring replacement on Public Roads as a result of Township maintenance operations shall be replaced by the Township through the Township levy. A Number Blade and/or posts requiring replacement on Private Roads as a result of the Owner's contractor operation shall be replaced at the Owner's expense.

27.0 LIABILITY

27.1. That the Township shall not be liable for any loss, cost, or expense which the Owner(s) of land may incur as a result of a Street/Road Name Sign (for private roads) or Number Blade and/or post being damaged, missing, obstructed or illegible.

28.0 COSTS AND SUPPLIER

- 28.1. The Township shall maintain a supply of replacement Number Blades and posts.
- 28.2. The Owner/agent of the sign shall be charged, as per the current Township User fee Bylaw, by the Township for:
 - (1) A new Civic Number, Number Blade, or post;
 - (2) The replacement of a Number Blade, or post.
- 28.3. The Treasurer/Tax Collector of the Township is authorized to apply to the property owner of the sign to have any uncollected costs associated with the provision of a new Civic Address, Civic Number, Number Blade, post, and/or the installation or replacement

of the Civic Address, Civic Number, Number Blade, post, to the corresponding property listing in the current tax roll for collection in the same manner as municipal taxes.

29.0 RECORDS OF CIVIC ADDRESS

29.1. That, for the purposes of civic addressing and public safety, the Civic Address Coordinator, in conjunction with the Planning Department and Clerk's Department, shall keep a record of Civic Numbers assigned. Once the Civic Addressing By-law is passed, only the approved 9-1-1 Street/Road Names and Civic Numbers shall be displayed.



Section:	Corporate Services
Policy Title:	Road Naming Policy
Policy No.:	A09-CORP-008
Effective Date:	2025-

ROAD NAMING POLICY

1.0 PURPOSE

1.1. This policy establishes the processes and criteria for naming, renaming or dedicating Municipal highways, including the methods by which the public may provide suggestions and comments.

2.0 ROAD NAME PROCEDURES

- 2.1. The naming, renaming and dedication of Highways shall be the responsibility of the Council of the Township of Malahide. Council may, at any time, direct that a specific name be used for a specific Highway. The intent of naming is for permanent recognition. The renaming of Highways is strongly discouraged as it significantly impacts numerous individuals, Township departments and the community.
- 2.2. Along with the legal requirements of notice, the registration of the street naming or renaming By -law, surrounding municipalities both inside and outside of the County of Elgin should be notified of the proposed road names.
- 2.3. Every attempt should be made to avoid duplication of road names (particularly within a municipality and the neighbouring municipalities) unless they are continuous in nature. To this end the County of Elgin will maintain a registry of all road names and will assist in the co-ordination of inter -municipal road names.

3.0 GUIDING PRINCIPLES

- 3.1. There are several general guidelines which should be followed:
 - (1) Roads with sequential numbering should have one name.
 - (2) Roads without sequential numbering should not have one name.
 - (3) Municipal boundary roads should have one name.

- (4) If a road is separated by a river, a controlled access highway (401) or other barriers, two separate names should be assigned.
- (5) If a road is stopped by an unopened road allowance, not likely to be opened, then separate names should be assigned. If the road is likely to be completed, one name may be sufficient but special directional signs may be required.
- (6) Concession and sideroad names should be avoided.
- (7) Roads with common names and different suffixes should be avoided. For example, if there is a Vantage Street there should not be a Vantage Court. However, to address existing legal street names, a maximum of two derivatives of the same street name but having different suffixes may be used where alternatives are not acceptable.
- (8) The prefixes "north, south, west and east" should be avoided.
- (9) Phonetic similarities or minor distinctions in names should be avoided. For example, if there is a Lynwood there should not be a Linwood.
- (10) When there is a significant jog in a road, a separate name for each road segment may be needed.
- (11) The use of a common indicator shall be required. For example, North -South roads should be "Road" and West -East roads should be "Line".
- (12) Consideration should be given to names in current use.
- (13) Consideration should be given to local landmark names such as schools, churches, hamlets etc.
- (14) Difficult to spell and difficult to pronounce names should be avoided.
- (15) Street name changes should only occur at intersections.
- (16) Street names should not exceed a maximum of 26 characters in total. Total number of characters includes any spaces between each element of the street name. The elements of the street name are:
 - Street Name maximum 15 characters (including any spaces), one space,
 - Street Suffix maximum 7 characters (when abbreviated), one space; and

• Street Directional Suffix - maximum 2 characters (when abbreviated).

4.0 PROVINCIAL HIGHWAYS

4.1 Provincial Highways are named as any other road and the highway identifier is maintained.

5.0 PRIVATE ROADS

- 5.1 Where approval is given for the usage of a private road name, the name shall:
 - (1) Not contain a prefix or suffix.
 - (2) Have the designation of "/PRIV." after its name, and
 - (3) Not be the same as any municipal roadway name.
- 5.2 Where a private roadway is in existence or is proposed to be constructed, the owner may apply for the numbering or renumbering of the buildings and lots or units along the roadway and for the naming or renaming the private roadway by filing an application with the Road Superintendent together with:
 - (1) A copy of the deed and description of the land,
 - (2) The plans of the land in duplicate indicating:
 - the location of the buildings on the site
 - the location of the main entrances to the buildings or the units and the number of units served by each entrance
 - the location of all private roadways, walks, parking areas, aisles and driveways
 - the location of private roadway signs
 - a key plan to indicate how the private roadways tie into the network of public streets, and
 - the proposed name of the roadway
 - (3) A processing fee in the amount of \$150.00

6.0 ROAD NAMING DISPUTE ARBITRATION

In the event of a road naming dispute between municipalities the County Warden will appoint three representatives of County Council, excluding members from municipalities affected by the dispute, to mediate and arbitrate a final name selection.

7.0 ROADWAY IDENTIFICATION SIGNS

The County of Elgin will assist in the co-ordination of the purchase/production of Roadway Identification Signs.

7.1 Provincial Highways

Signs on or at Provincial Highways are subject to Ministry of Transportation standards.

7.2 County of Elgin Roads

Signs on or at County of Elgin Roads are subject to County standards.

7.3 Local Municipal Roads

(1) Road name signs are to be located on the southwest corner of all intersections unless the Road Superintendent otherwise specifies.

(2) Whenever possible roadway name signs should be mounted on separate poles from regulatory signs. At "Tee" intersections, where it is not possible to locate a roadway identification sign on the southwest corner, the roadway sign poles shall generally be located across the intersection opposite the centre line of the intersecting roadway.

(3) Roadway name plates shall be extruded aluminum blades with heat activated application of "engineering grade" reflective vinyl to the blank. Lettering shall be reflective white on a reflective green background. Lettering should be on both sides of the sign where applicable.

7.4 Private Roads

(1) Municipal approval of the private street name is required prior to usage, any municipal number assignment other than a unit number and any sign being erected. Filing in the County registry will be required and will always indicate the street name with _____/Private".

(2) Letter colouring will be black lettering on a reflective white background.

- (3) Lettering on the sign shall be "Street Name /PRIV".
- (4) Be located at all intersections in a manner approved by the Road Superintendent.
- (5) Be maintained by the property owner.

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 25-24

Being a By-law to set out a civic addressing system and a naming of roads system for the Corporation of the Township of Malahide.

WHEREAS Section 8 of the Municipal Act, R.S.O. 2001, as amended, hereinafter referred to as the Act, provides that a municipality may govern its affairs as it considers appropriate to enhance the municipality's ability to respond to municipal issues; and

WHEREAS municipal roads as set out in Section 26 of the Act are under the jurisdiction of a municipality; and

WHEREAS Section 27 of the Act provides the authority for a municipality to pass bylaws in respect of the highways within its jurisdiction; and

WHEREAS Section 48 of the Act authorizes a local municipality to name or change the name of a private road after giving public notice of its intention to pass the by-law; and

WHEREAS Section 61(1) of the Act authorizes a municipality to enter upon land lying along a highway to install name signs setting out the names of highways; and

WHEREAS Section 61(2) of the Act provides that where a local municipality has passed a by-law under Section 48 of the Act, a municipality may enter upon land lying along the private road to install name signs setting out the name of highways; and

WHEREAS Section 116(1) of the Act permits a municipality to establish, maintain and operate a centralized communication response system for emergency response purposes; and

WHEREAS Section 116(2) of the Act authorizes a municipality to enter upon land to affix numbers to buildings or signs setting out numbers on land; and

WHEREAS Section 425 of the Act provides that any person who fails to comply with any section, clause, or provision in this By-law is guilty of an offense and on conviction, is liable to a fine not exceeding two thousand dollars (\$2,000.00), exclusive of costs, under the authority of the Provincial Offenses Act; and

WHEREAS the orderly assignment and the proper maintenance of municipal address numbers is required for the effective and efficient delivery of municipal services, including emergency services, required to protect the health, safety, and well-being of persons and for the protection of property and persons; and **WHEREAS** the Act permits municipalities to establish civic addresses, to name municipal highways and private roads, and to enter land to install signs and affix numbers to buildings; and

WHEREAS the Council of the Corporation of the Township of Malahide wishes to establish a simplified system of identifying properties that will ensure accurate and efficient routing of emergency vehicles, mail, and other services, and will be capable of accommodating future growth; and

WHEREAS the Council of the Corporation of the Township of Malahide previously enacted By-Law 97-05, which provided a municipal addressing system for the numbering of building along highways which aimed to achieve a standardized system of addressing for all of Elgin County;

WHEREAS the Council of the Corporation of the Township of Malahide acknowledges that changes to residential and commercial built forms warrants an update to the previously adopted municipal addressing policy, but should still endeavour to maintain Elgin County consistency, where possible;

WHEREAS this By-law may be cited as the "Civic Address and Naming of Roads By-law" of the Township of Malahide; and

WHEREAS the Council of the Corporation of the Township of Malahide deems it necessary and expedient to establish policies and procedures for the maintenance of its civic address system and road naming system.

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF MALAHIDE ENACTS AS FOLLOWS:

- 1. That Council hereby adopts the Civic Address Policy as presented in Schedule "A".
- 2. That Council hereby adopts the Highway Naming Policy as presented in Schedule "B".
- 2. That Schedule "A" and Schedule "B" shall form part of this by-law.
- 3. That the policies and procedures set out within the said Civic Address Policy shall be maintained and administered by the Civic Address Coordinator.
- 4. That Council hereby appoints the Development Services Technician/Assistant Planner as the Civic Address Coordinator.
- 5. That By-law 97-05 is hereby repealed in its entirety effective the dates that this by-law comes into force and effect.
- 6. That this By-law shall come into force and take effect upon its third and final reading thereof.

READ a **FIRST** and **SECOND** time this 17th day of April, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 17th day of April, 2025.

Mayor, D. Giguère

Clerk, A. Adams



CORPORATE POLICY-SCHEDULE "A"

Section:	Corporate Services
Policy Title:	Civic Addressing Policy
-	- -
Policy No.:	A09-CORP-007
Effective Date:	2025-

CIVIC ADDRESSING POLICY

1.0 DEFINITIONS & INTERPRETATION

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

- 1.1. **Building** means the principle structure or structures on a property, and includes a dwelling, business premises, school, place of public assembly, place of worship, hospital, arena, retirement or nursing home, or building associated with an agricultural use unless a dwelling or business premises is situated on the same property as such building.
- 1.2. **Civic Address** means the civic number, including the unit number and letter where applicable, and road name assigned to a particular building or lot.
- 1.3. **Civic Address Coordinator** means an individual appointed by Council for the Township to carry out duties for civic addressing within the Township.
- 1.4. **Civic Number** means the number (including the unit number and letter, where applicable) assigned by the Township for the purpose of identifying the building or lot.
- 1.5. **Highway** means a common and public highway or a portion thereof under the jurisdiction of the Township, County, or Province and includes any bridge, trestle, viaduct or other structure forming part of the highway.
- 1.6. **Owner** means a person having any right, title, interest, or equity in land or their agent.
- 1.7. **Number Blade** means a sign that is affixed to a support structure adjacent to the Private Road or Highway for the purpose of displaying the Civic Number of the building or lot to which the sign relates (blue 9-1-1 sign).

- 1.8. **Private Road** means single or multi-lane path accessible to vehicles that is not under the jurisdiction of the Township, County, or the Province.
- 1.9. **Property** means any land divided into lots as defined in the *Land Titles Act, 1990.*
- 1.10. **Road** means a Highway/Public Road or a Private Road.
- 1.11. Settlement Area means a developed area of land on which buildings and/or nonbuilding structures are present, and more specifically defined as the lands identified as existing within the Settlement Area and Hamlet Area of the Township Official Plan.
- 1.12. **Street/Road Name Sign** means a type of traffic sign used to identify named roads and are most often found posted at intersections and are usually in perpendicularly oriented pairs identifying each of the crossing streets/roads.
- 1.13. **Township** means the Corporation of the Township of Malahide.
- 1.14. **Unit** means an independently used space within a building (e.g. a store within a shopping mall or an apartment within a residential complex).

2.0 PURPOSE

- 2.1. The purpose of this policy is to provide a uniform approach with regard to assigning a Civic Address within the Township of Malahide.
- 2.2. The procedures to assign a Civic Address are established to provide an accurate and simple system of property identification to assist with the delivery of emergency and other services and which is capable of accommodating growth.

3.0 GENERAL SCOPE

- 3.1. That the procedures to assign a Civic Address is developed and the address mapping prepared by the Township, as updated from time to time, be hereby implemented to achieve a Township-wide system of property identification to assist with the delivery of emergency and other services and which is adaptable to future needs.
- 3.2. The policies outlined will, in the long term, provide the County of Elgin and local municipalities with a complete and consistent system of property identification.
- 3.3. The system, as outlined in this framework, has seven general objectives:
 - (1) To develop an accurate, universally agreed upon system of property identification.
 - (2) To provide assistance to emergency personnel.

- (3) To be a simple, logical system, understandable by all user groups including the general public.
- (4) Be flexible, in order to allow for future growth and infilling.
- (5) Be easily maintained at minimal cost.
- (6) Be compatible with Next Generation 9-1-1 (NG911).
- (7) Where feasible, to comply with previously adopted, existing Elgin County municipal addressing guidelines.

4.0 GUIDING PRINCIPLES

- 4.1. Eligibility
 - (1) The Owner of the following types of properties shall be required to post an identifying Civic Address:
 - a) Any property containing a residence (permanent, seasonal, or otherwise);
 - b) Any government, commercial, industrial, recreational, religious and educational property which has the facilities on the site from which to report an emergency and/or to which there is a reasonable exception that emergency vehicles could be dispatched; and
 - c) Any property with facilities under construction.
 - d) The Township supports The Emily Project and encourages voluntary addressing and identifying of all vacant agricultural properties through the installation of Number Blades at each road entrance.
- 4.2. Property Identification Standards:
 - (1) Rural Areas
 - a) All rural properties must have a number blade on its own post. Number blades are to be installed on their own post, must be on private property and no more than 3m (10 feet) from the property line and within 3m (10 feet) of the edge of the driveway (unobscured by mail boxes, hedges, vegetation, etc.), perpendicular to the fronting road. The number blade must be a minimum of 1.4m (54 inches) above grade, and a maximum of 2m (6 feet, 6 inches) above grade.
 - b) In all cases, the first priority for a Number Blade and post placement shall be clear visibility from both directions of the travelled portion of the road to allow

reflection by the low beam of vehicle headlights and, secondly, the post should be sufficiently far back to prevent damage by road maintenance activities.

- c) The number blade shall be a minimum of 150mm (6 inches) in height x 360mm (14 inches) in width. The numbers shall be a minimum of 120mm (4.75 inches) high, reflective and on both sides of the plate on which it is attached to.
- d) The numbers shall be of white, engineering grade, reflectorized 3M Scotchlite or approved equivalent over a blue, engineering grade, reflectorized 3M Scotchlite or approved equivalent background.
- e) IMPORTANT: Property owners are reminded to be aware of any underground utilities before installing posts (i.e. gas, telephone, hydro, etc.)

(2) Settlement Areas

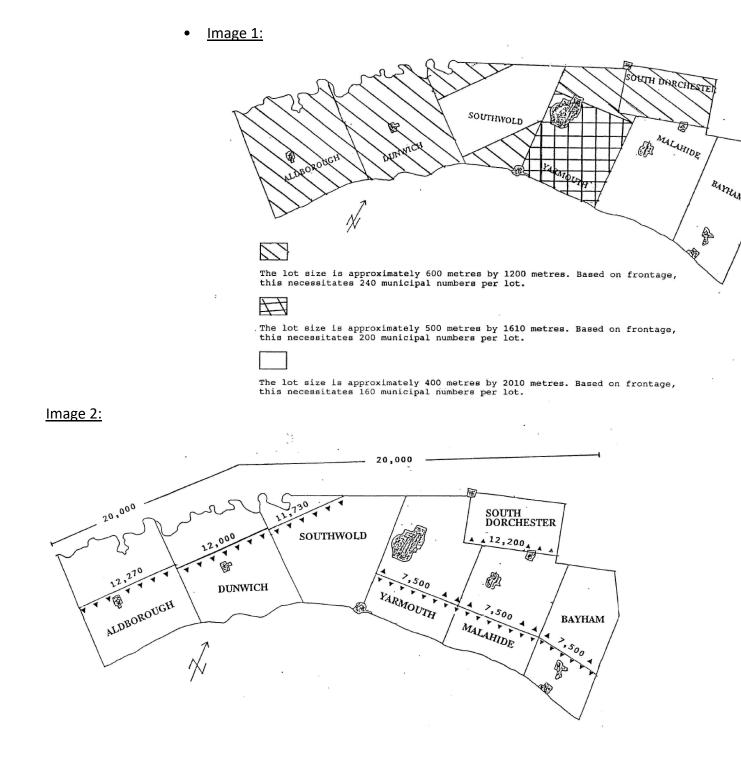
a) New subdivisions, authorized under Section 50 of the Planning Act, which exist within settlement areas as identified in the Township Official Plan, may have numbers affixed to the main building/dwelling, if this is agreed in the subdivision agreement. These numbers must be a minimum of 130 mm (5 inches) in height and clearly visible from the road including at night.

4.3. Time Limit

- (1) Due to the important nature of properly identifying properties (Emergency response) residents will be required to erect or permanently attach to the building the appropriate property identification sign numbers bearing the address assigned by the Township prior to receiving occupancy permits. Properties found to be occupied without appropriate civic addresses may be installed by the Township at the owner's expense.
- (2) It is the responsibility of the owner and/or resident of the property to which the number applies to ensure the upkeep and maintenance of ALL property identification signs.
- (3) Upon receipt of all applicable fees for civic addressing, pursuant to the Township's user fee By-Law, the Township shall supply a Number Blade displaying the property's designated Civic Address.

5.0 GENERAL NUMBERING SYSTEM

5.1. The civic addressing system throughout the County generally follows the "Crown Survey" within the County of Elgin (see below Image 1). A sequence of numbers has historically been assigned to each municipality, pre-amalgamation (see below Image 2).



- 5.2. West-East numbers, in the County of Elgin, begin at a baseline west of the County at 20,000. These numbers increase towards the east.
- 5.3. From a known point of origin (i.e. intersection, property line, or numbered building), a linear measurement should be taken parallel to the front property line, to the centre of the driveway. When there are two or more driveways for a lot, the address will be allocated based on the principle driveway access leading to the main structure and the expected direction from which the emergency personnel are most likely to come.
- 5.4. In assigning new numbers in rural areas two numbers shall be allotted for every 5 meters (16.5 feet) of frontage (one odd number and one even number on each side).
- 5.5. In assigning new numbers in the settlement area, numbers will increase by single intervals for each building.
- 5.6. As much as is practical in both rural and settlement areas, even numbers shall be allotted for the east and north sides of the street.
- 5.7. As much as is practical in both rural and settlement areas, odd numbers shall be allotted for the west and south sides of the street.
- 5.8. The same number shall not be repeated when the prefix to a street name is the same. For example, if there is a 510 Highland Road, there cannot be a 510 Highland Street.

6.0 NEW ROADS

- 6.1. Upon creation of a plan of subdivision, consent, etc., a new road may be created based on the requirements of the Township's Naming Policy.
- 6.2. The creation of Civic Numbers for a new road will be based on *this* policy, establishing a Civic Address for each property along the new road.

7.0 GATED/PRIVATE ROADS (Created via Vacant Land Condo)

- 7.1. Properties located on a gated road will receive a Civic Number in the same manner as properties on any other Roads.
- 7.2. In the event that a gate is locked, the Township has the authority as per Section 436(1) of the *Municipal Act, 2001,* as amended and Section 13(1) of the Fire Protection and Prevention Act, of forcing entry to the property or until such a time as the Owner is available to provide access.

8.0 BOUNDARY AND COMMON ROADS

8.1. Municipal boundary roads may need to be numbered independently from other roads, in order to be consistent with neighbouring municipalities. In circumstances where road access to a property crosses a municipal boundary, the municipality will coordinate with the neighbouring municipality to ensure consistency. Numbers on both sides of the road should be uniform.

9.0 MULTIPLE DWELLINGS

- 9.1. Additional Dwelling Units (ADU), Secondary Suites:
 - (1) Any new dwelling unit (ADU) within a home within the Township of Malahide, shall have a municipal number affixed in a permanent fashion at or near the entrance door to any dwelling unit. Any new detached ADU within the Township of Malahide shall have signage at the main dwelling, indicating that there is a detached ADU at another location on the property (example rear).
 - (2) At the time of the Occupancy inspection, municipal addressing is to be in place and permanently affixed to the dwelling in a manner as prescribed in Section 4 of this policy. In the case of ADUs that numbering shall be as follows:
 - a) ##-1 (main floor units)
 - b) ##-2. (for basement units)
 - c) ##-3 (for second storey units)
 - (3) Multiple separate dwellings on the same level will be identified by unit letters along with the numbering outlined above. (e.g. Two units on the main floor of a residents would be identified as: Unit A, 668-1 Perry Lane, And Unit B, 668-1 Perry Lane, while a third basement unit at the same address would be 668-2 Perry Lane).
 - (4) In the case of dwelling units on an elevation other than the front, there is required to be signage near the front door stating that there are additional units around the side and/or rear of the building.
 - (5) In the case of a detached ADU on the property, there is required to be signage near the front door of the primary dwelling stating that there is an ADU around the side/rear of the building.

- 9.2. Apartment Building or Multiple Attached Dwelling
 - (1) An apartment building or multiple attached dwelling (e.g. building composed of row/townhouse units, units that form part of a vacant land condominium) on one apparent block of land with a common access is given one Civic Number, and each Unit(s) is assigned a unit number.
 - (2) An apartment building that has multiple floors with Units on each floor may be numbered as Basement (B1, B2, etc.); First Floor (101, 102, etc.); Second Floor (201, 202) etc.
 - (3) On-street housing projects (e.g. semi-detached or townhouse dwellings, vacant land condos which front on municipal roads)) which have direct access to the Road (except private roads) for each Unit will be assigned a separate Civic Number.
- 9.3. Single Family Dwellings Part of Vacant Land Condominium Plan
 - (1) Single Family Dwellings that are part of a Vacant Land Condominium will be assigned unit numbers. Private roads within Vacant Land of Condominium may be named in conjunction with the Township's naming policy, however civic addressing will be assigned based on the number assigned at the municipal road with units being allocated within the condominium plan (i.e. private roads may be used for marketing a development but do not relate to civic addresses). Vacant Land Condominium buildings that front on a municipal road will follow the numbering sequence fronting on the municipal roadway.

10.0 MOBILE HOME PARKS

- 10.1. Mobile Homes may receive Civic Numbers based on the internal road they front on in the Mobile Home Park and a separate Civic Number for each Mobile Home (e.g. Mobile Home Site Example Road, #1).
- 10.2. Alternatively, the whole of the Mobile Home Park may be assigned one Civic Number with each Mobile Home given a unit letter provided there are intersection signs on all internal roads to show the ranges of the unit letters (e.g. #1001 Mobile Home Park Example Road, Unit A).

11.0 COTTAGE RESORT, TRAILER/RV PARKS OR CAMPGROUNDS

11.1. A cottage resort, trailer park, or recreational vehicle park or campground shall be assigned one Civic Number and the individual units or sites may be identified by their internal unit or site numbers for a large unit range (e.g. #101 Trailer Park Road, Site 1).

12.0 MULTIPLE COMMERCIAL/INDUSTRIAL

- 12.1. A multiple occupancy commercial/industrial building, such as a shopping plaza, on one apparent block of land with a common access is given one Civic Number and each unit is assigned a unit letter (#1001 Shopping Plaza Road, Unit A).
- 12.2. A multiple occupancy commercial/industrial building with no common access but individual entrances with direct access to the Road shall be assigned a separate Civic Number for each Unit (e.g. #1001 Shopping Plaza Road, #1002 Shopping Plaza Road, etc.).

13.0 SPLIT DRIVEWAYS

- 13.1. A "split driveway" is one common entrance from the road but splits into two separate driveways, still within view of the road.
- 13.2. When travelling on the road approaching the property, the first Number Blade is placed at the first side of the entrance and the second Number Blade is placed on the opposite side of the entrance.
- 13.3. The first Civic Number is derived from the actual measurement point distance calculations, while the second Civic Number is assigned based on the first Civic Number's calculations.
- 13.4. Residents with dwellings serviced by split driveways are required to install an additional number blade on the front of each respective residence, with clear visibility from the driveway.

14.0 SHARED DRIVEWAYS

- 14.1. A "shared driveway" is one common entrance for two or more properties, but the driveway split is not visible from the road.
- 14.2. When travelling on the road approaching the property, one Number Blade is placed on one post where the shared driveway entrance meets the road. A separate Number Blade is assigned and is placed at the intersection of the entrances for each driveway split.
- 14.3. Residents with dwellings serviced by shared driveways are required to install an additional number blade on the front of each respective residence, with clear visibility from the driveway.

15.0 CORNER LOTS

15.1. Corner lots will be allocated a Civic Address on the road which provides the approved entrance to the property.

16.0 CONTINUITY OF NUMBERING

- 16.1. Civic Numbers will continue consecutively along the full length of a road, even if the road crosses a Township boundary (unless otherwise decided upon by the Civic Address Coordinator).
- 16.2. In general, where there is a jog in a road, or two roads meet with a section in common, the Civic Numbers will continue consecutively on the higher (public) order road.

17.0 COORDINATION WITH EXISTING CIVIC ADRESS NUMBERING IN SETTLEMENT AREAS

17.1. An established Civic Number system within a Settlement Area will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the road and they can be worked into the surrounding number sequences.

18.0 CURVILINEAR STREETS

- 18.1. Crescents
 - (1) The general orientation of a crescent is used to determine whether it is on the north-south or east-west axis. Odd and even numbers are assigned accordingly.

18.2. Cul-De-Sacs

- (1) The general orientation of the cul-de-sac is used to determine whether it is on the north-south or east-west axis. Odd and even numbers are assigned accordingly.
- (2) The mid-point in the bulb of the cul-de-sac is used to define the split.
- (3) Where the street name of the dead-end circle is the same as the street name of the main street, the numbers from the main street are carried into the circle.

19.0 ISSUING NEW/REVISED CIVIC NUMBERS & NOTIFICATION

- 19.1. Civic Numbers for existing vacant lots and for new lots created by consent (severance) will be issued when the Owner or contractor submits a request for a civic address number.
- 19.2. In order to determine a Civic Number, the location of the driveway must be shown on a plan and approved by the Township, County, or Ministry of Transportation.
- 19.3. For new Civic Numbers, every attempt will be made to ensure that the new number is consistent and logical with any current numbering system on that section of roadway as

shown on addressing maps. The Civic Address Coordinator will make every attempt to create a new Civic Address that does not directly affect established Civic Addresses on the Road. However, if necessary, other Owners may be affected by said new civic numbers and may be subject to the costs associated with updating their Civic Address should a revised number be issued.

- 19.4. For a Civic Address that is reassigned by the Township, the affected Owner(s) is invoiced for the new Number Blade. All affected Owner(s) are notified in writing of any Civic Address change.
- 19.5. Where a property is addressed with a Civic Number and Unit number or letter, the Civic Address Coordinator will ensure that any new or existing Number Blade at the end of the driveway reflects the unit numbering and lettering.
- 19.6. If a driveway entrance is moved/relocated, the Civic Address may require adjustment (initiated by either the property owner and/or the Township).
- 19.7. No Owner shall determine, erect, modify or replace a Civic Number and/or Number Blade not authorized by the Civic Address Coordinator.
- 19.8. A fee for new Civic Number and/or Number Blade, as per the current Township user fees By-law, per affected property will be charged to the proponent of a road alignment change which is due prior to any changes being carried out by the Township.
- 19.9. The Civic Address Coordinator, in conjunction with the municipal Clerk's department is responsible for notifying emergency services within five (5) days of any new or revised Civic Addresses, by circulating a notice to the contact list below, as amended from time to time:
 - (1) County of Elgin
 - (2) Township Staff
 - (3) Bell Modifications (911 Service Provider)
 - (4) Ministry of Health
 - (5) OPP
 - (6) Central Ambulance Communications (London)
 - (7) Elgin St. Thomas EMS
 - (8) Tillsonburg Fire Dispatch
 - (9) Southwestern Ontario Student Transportation Services (STS)
 - (10) Canada Post St. Thomas
 - (11) Hydro One
 - (12) Bell Canada
 - (13) Enbridge Gas
 - (14) Statistics Canada
 - (15) Garbage Collection Services
 - (16) Recycling Collection Services
 - (17) MPAC

19.10. The Request for Civic Address Form is available at the Township office, from the Township webpage, and included as Appendix "A" of this policy.

20.0 REQUESTING AND INSTALLING CIVIC ADDRESSING NUMBERS

- 20.1. An Owner may request a Civic Address by completing the "Request for Civic Address" form.
- 20.2. Upon assigning a new Civic Number, the Civic Address Coordinator will place an order for a Number Blade.

21.0 FEES

- 21.1. A fee, as per the current Townships User Fees By-law, to cover the cost of the Civic Number, Number Blade and/or post will be paid by the Owner or their representative at the time the request application is submitted.
- 21.2. Fees may be waived at the Civic Address Coordinator's discretion.

22.0 INSTALLATION

- 22.1. Township staff or agent is responsible for the installation of all Number Blades and posts, where applicable.
- 22.2. The Owner or agent will be responsible for the installation in the following instances:
 - (1) Replacement Number Blades (supplied by the municipality);
 - (2) In Settlement Areas where the address is affixed to a building;
 - (3) Multiple unit buildings/properties;
 - (4) Where the sign is attached directly to a structure;
- **23.0** Township staff or agents may inspect the installation to ensure compliance with installation instructions.

24.0 MAINTENANCE

- (1) All owners of properties affected by provisions of this policy shall keep and maintain in good condition their Civic Number, Number Blade, and/or post, as the case may be.
- (2) Every Owner or occupant shall ensure that the Number Blade and civic address is always visible and kept unobstructed by vegetation, structures, snow accumulation or any other screening.

25.0 PROHIBITION

25.1. No Owner or any person shall relocate a Number Blade or a Number Blade and post without prior authorization by the Township or remove a Number Blade or Number Blade and post, once posted, except for immediate repair by the owner or the Township.

26.0 REPLACEMENT OF CIVIC ADDRESS NUMBER BLADES and/or Posts

- 26.1. Where a Number Blade and/or post is missing or illegible due to actions of the Owner or his/her agents, the Owner shall be responsible for the repair or the replacement of the Number Blade and/or post immediately.
- 26.2. If the property does not have a Number Blade posted in accordance with the provisions of this policy, the Civic Address Coordinator may give the owner written notification that the Number Blade (and/or post) is missing, illegible or otherwise not in compliance with this By-law and that the Owner is required to rectify, within 30 days of the mailing of notice.
- 26.3. If after 30 days of the mailing of the notice, the situation is not rectified in compliance with this By-law, the Township may make any installations or repairs that it deems appropriate, at the cost of the Owner and in an amount sufficient to cover labour, administration and material costs.
- 26.4. A Number Blade and/or posts requiring replacement on Public Roads as a result of Township maintenance operations shall be replaced by the Township through the Township levy. A Number Blade and/or posts requiring replacement on Private Roads as a result of the Owner's contractor operation shall be replaced at the Owner's expense.

27.0 LIABILITY

27.1. That the Township shall not be liable for any loss, cost, or expense which the Owner(s) of land may incur as a result of a Street/Road Name Sign (for private roads) or Number Blade and/or post being damaged, missing, obstructed or illegible.

28.0 COSTS AND SUPPLIER

- 28.1. The Township shall maintain a supply of replacement Number Blades and posts.
- 28.2. The Owner/agent of the sign shall be charged, as per the current Township User fee Bylaw, by the Township for:
 - (1) A new Civic Number, Number Blade, or post;
 - (2) The replacement of a Number Blade, or post.
- 28.3. The Treasurer/Tax Collector of the Township is authorized to apply to the property owner of the sign to have any uncollected costs associated with the provision of a new Civic Address, Civic Number, Number Blade, post, and/or the installation or replacement

of the Civic Address, Civic Number, Number Blade, post, to the corresponding property listing in the current tax roll for collection in the same manner as municipal taxes.

29.0 RECORDS OF CIVIC ADDRESS

29.1. That, for the purposes of civic addressing and public safety, the Civic Address Coordinator, in conjunction with the Planning Department and Clerk's Department, shall keep a record of Civic Numbers assigned. Once the Civic Addressing By-law is passed, only the approved 9-1-1 Street/Road Names and Civic Numbers shall be displayed.



CORPORATE POLICY-SCHEDULE "B"

Section:	Corporate Services
Policy Title:	Road Naming Policy
Policy No.:	A09-CORP-008
Effective Date:	2025-

ROAD NAMING POLICY

1.0 PURPOSE

1.1. This policy establishes the processes and criteria for naming, renaming or dedicating Municipal highways, including the methods by which the public may provide suggestions and comments.

2.0 ROAD NAME PROCEDURES

- 2.1. The naming, renaming and dedication of Highways shall be the responsibility of the Council of the Township of Malahide. Council may, at any time, direct that a specific name be used for a specific Highway. The intent of naming is for permanent recognition. The renaming of Highways is strongly discouraged as it significantly impacts numerous individuals, Township departments and the community.
- 2.2. Along with the legal requirements of notice, the registration of the street naming or renaming By -law, surrounding municipalities both inside and outside of the County of Elgin should be notified of the proposed road names.
- 2.3. Every attempt should be made to avoid duplication of road names (particularly within a municipality and the neighbouring municipalities) unless they are continuous in nature. To this end the County of Elgin will maintain a registry of all road names and will assist in the co-ordination of inter -municipal road names.

3.0 GUIDING PRINCIPLES

- 3.1. There are several general guidelines which should be followed:
 - (1) Roads with sequential numbering should have one name.
 - (2) Roads without sequential numbering should not have one name.
 - (3) Municipal boundary roads should have one name.

- (4) If a road is separated by a river, a controlled access highway (401) or other barriers, two separate names should be assigned.
- (5) If a road is stopped by an unopened road allowance, not likely to be opened, then separate names should be assigned. If the road is likely to be completed, one name may be sufficient but special directional signs may be required.
- (6) Concession and sideroad names should be avoided.
- (7) Roads with common names and different suffixes should be avoided. For example, if there is a Vantage Street there should not be a Vantage Court. However, to address existing legal street names, a maximum of two derivatives of the same street name but having different suffixes may be used where alternatives are not acceptable.
- (8) The prefixes "north, south, west and east" should be avoided.
- (9) Phonetic similarities or minor distinctions in names should be avoided. For example, if there is a Lynwood there should not be a Linwood.
- (10) When there is a significant jog in a road, a separate name for each road segment may be needed.
- (11) The use of a common indicator shall be required. For example, North -South roads should be "Road" and West -East roads should be "Line".
- (12) Consideration should be given to names in current use.
- (13) Consideration should be given to local landmark names such as schools, churches, hamlets etc.
- (14) Difficult to spell and difficult to pronounce names should be avoided.
- (15) Street name changes should only occur at intersections.
- (16) Street names should not exceed a maximum of 26 characters in total. Total number of characters includes any spaces between each element of the street name. The elements of the street name are:
 - Street Name maximum 15 characters (including any spaces), one space,
 - Street Suffix maximum 7 characters (when abbreviated), one space; and

• Street Directional Suffix - maximum 2 characters (when abbreviated).

4.0 PROVINCIAL HIGHWAYS

4.1 Provincial Highways are named as any other road and the highway identifier is maintained.

5.0 PRIVATE ROADS

- 5.1 Where approval is given for the usage of a private road name, the name shall:
 - (1) Not contain a prefix or suffix.
 - (2) Have the designation of "/PRIV." after its name, and
 - (3) Not be the same as any municipal roadway name.
- 5.2 Where a private roadway is in existence or is proposed to be constructed, the owner may apply for the numbering or renumbering of the buildings and lots or units along the roadway and for the naming or renaming the private roadway by filing an application with the Road Superintendent together with:
 - (1) A copy of the deed and description of the land,
 - (2) The plans of the land in duplicate indicating:
 - the location of the buildings on the site
 - the location of the main entrances to the buildings or the units and the number of units served by each entrance
 - the location of all private roadways, walks, parking areas, aisles and driveways
 - the location of private roadway signs
 - a key plan to indicate how the private roadways tie into the network of public streets, and
 - the proposed name of the roadway
 - (3) A processing fee in the amount of \$150.00

6.0 ROAD NAMING DISPUTE ARBITRATION

In the event of a road naming dispute between municipalities the County Warden will appoint three representatives of County Council, excluding members from municipalities affected by the dispute, to mediate and arbitrate a final name selection.

7.0 ROADWAY IDENTIFICATION SIGNS

The County of Elgin will assist in the co-ordination of the purchase/production of Roadway Identification Signs.

7.1 Provincial Highways

Signs on or at Provincial Highways are subject to Ministry of Transportation standards.

7.2 County of Elgin Roads

Signs on or at County of Elgin Roads are subject to County standards.

7.3 Local Municipal Roads

(1) Road name signs are to be located on the southwest corner of all intersections unless the Road Superintendent otherwise specifies.

(2) Whenever possible roadway name signs should be mounted on separate poles from regulatory signs. At "Tee" intersections, where it is not possible to locate a roadway identification sign on the southwest corner, the roadway sign poles shall generally be located across the intersection opposite the centre line of the intersecting roadway.

(3) Roadway name plates shall be extruded aluminum blades with heat activated application of "engineering grade" reflective vinyl to the blank. Lettering shall be reflective white on a reflective green background. Lettering should be on both sides of the sign where applicable.

7.4 Private Roads

(1) Municipal approval of the private street name is required prior to usage, any municipal number assignment other than a unit number and any sign being erected. Filing in the County registry will be required and will always indicate the street name with _____/Private".

(2) Letter colouring will be black lettering on a reflective white background.

- (3) Lettering on the sign shall be "Street Name /PRIV".
- (4) Be located at all intersections in a manner approved by the Road Superintendent.
- (5) Be maintained by the property owner.



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 25-25

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 Leonard Jones Drain, Branch C Extension in the Township of Malahide, in the County of Elgin

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.

Parts of Lot 10 Concession 6 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 \$24,400.00.

AND WHEREAS \$24,400.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$24,400.00 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 14, 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 \$24,400.00 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 "Leonard Jones Drain, Branch C Extension".

READ a **FIRST** and **SECOND** time this 17th day of April, 2025.

Mayor

Clerk

READ a **THIRD** time and **FINALLY PASSED** this 5th day of June, 2025.

Mayor

Clerk



REPORT NO. FIN-25-07

TO:Mayor & Members of CouncilDEPARTMENT:Corporate & Financial ServicesMEETING DATE:April 17, 2025SUBJECT:Facility Rental Fees Update

RECOMMENDATION:

THAT Report No. FIN-25-07 entitled "Facility Rental Fees Update" be received for information;

THAT the Committee recommend to Council the approval of the revised Facility Rental Fee Schedule, attached as Appendix A to the report titled Facility Rental Fees Update;

AND THAT the revised Facility Rental Fee Schedule be adopted effective immediately;

AND THAT staff be directed to take all necessary steps to implement the revised fee schedule, including communicating changes to facility users and updating all relevant administrative materials and booking systems.

PURPOSE & BACKGROUND:

Staff have undertaken a comprehensive review of the Township's facility rental processes and policies in conjunction with the ongoing implementation of new facility scheduling software. This review has provided an opportunity to modernize how facility rentals are administered and to identify areas where the Township's user fee structure could be improved to better align with operational objectives. As part of this review, staff aimed to achieve the following objectives:

- Simplify Rate Structure: To make the facility rental fee schedule more transparent and easier to understand for residents, community groups, and staff by eliminating unnecessary add-ons and reducing the reliance on overly complex or conditional pricing structures.
- Support Community Utilization of Facilities: To encourage greater use of Township facilities by distinguishing between community-oriented programming that is open to the public and private or closed-group rentals, and by aligning preferential rates with publicly accessible programming.

Maintain Affordability and Market Alignment: To maintain the general cost of facility rentals for users while progressing toward a more cost-aware structure that considers whether fees are sufficient to cover the direct costs of facilitating rentals, particularly staffing, without pricing the Township out of alignment with comparable municipalities.

COMMENTS & ANALYSIS:

Fee Setting Approach for Facility Rentals

Historically, the Township's strategy for setting facility rental fees has relied primarily on market analysis, ensuring that rates remain competitive with neighbouring municipalities. This approach differs from other municipal services such as water, wastewater, and building services, where fees are generally expected to reflect full cost recovery. Staff intend to continue using market comparators as a key reference point for facility rental rates, while incorporating improved cost data into future reviews as it becomes available.

As part of the Township's broader modernization efforts, the implementation of new facility scheduling software will improve the Township's ability to track rental activity, monitor usage patterns, and assess associated staffing and operational costs. While current limitations in available data have prevented detailed cost recovery analysis at this stage, the improved reporting capabilities of the new system will enable staff to undertake more detailed reviews in future years. This will support ongoing efforts to refine the fee structure, evaluate the Township's cost recovery position, and ensure that rates remain fair, transparent, and financially sustainable over time.

Staff have, however, prepared some preliminary cost analysis as part of this review, focusing primarily on the direct costs associated with staffing while users are present at Township facilities. Although maintaining a competitive market position remains the primary basis for fee setting, consideration was also given to the ability of each rate to cover its associated labour costs, particularly those related to building attendants. This helps ensure that the Township does not incur increasing financial losses as facility usage increases and that service delivery remains fiscally responsible.

Overview of Structural Changes to User Fee Schedule

As part of this review, staff have identified a number of changes that apply broadly across all Township facility rentals. The following section outlines the rationale for these changes and provides a high-level summary of the adjustments proposed to the facility rental fee schedule.

A. Removal of fees for licenced events

The existing fee schedule includes higher rental fees for events involving alcohol service (licensed events) compared to those without. Staff are recommending the

removal of this distinction, as the presence of alcohol does not materially impact the administrative effort or direct costs to the Township in facilitating the rental.

For future events, all facility rentals are subject to the Township's standard damage deposit requirements. In cases where facilities are not left in acceptable condition following an event, staff will recover any associated cleaning costs by drawing from the user's deposit. This approach ensures that users who leave facilities in good condition are not unfairly penalized, while costs are recovered directly from those who do not meet the Township's expectations for post-event cleanup.

B. Harmonization of prime and non-prime rates

The current fee schedule differentiates between prime and non-prime rental periods, with higher rates applied to more desirable time slots such as weekends. This pricing structure was originally intended to reflect market demand and encourage greater use of facilities during less popular times.

However, staff have found that there is not sufficient variation in demand to justify this distinction. Reduced rates during non-prime hours have not proven effective in increasing facility usage during those periods, and the dual-rate structure has created confusion for prospective renters.

C. Removal of capital surcharges

The existing rental fee structure includes a 5 percent capital surcharge intended to contribute toward the future capital replacement of Township facilities. In practice, however, this surcharge has not resulted in a meaningful contribution due to the small amount collected and the absence of a dedicated administrative process to track and allocate the funds separately.

As the surcharge does not support a distinct or effective capital funding strategy, staff are recommending that it be eliminated and its value incorporated into the base rental rates.

D. Conversion of "recurring" rates to "programming" rates

Under the current fee structure, discounted rates are offered to users who rent Township facilities on a recurring basis. These "Recurring Rates" have been difficult to administer due to a lack of clear guidelines around the frequency required to qualify as "recurring." This has led to inconsistent application and, in some cases, misuse of the preferential rate. Staff are recommending the removal of its Recurring Rates and the introduction of "Community Programming Rates" in its place.

These new rates would be available to users who offer programming that is open to the public through a registration process, rather than those hosting private or closed-group activities. This change reflects the principle that preferential rental rates, and the higher

associated tax subsidy, should be reserved for programming that provides broad benefit to the community.

E. Removal of green space and parking lot rentals

The previous fee schedule included rental rates for use of green spaces and parking lots adjacent to Township facilities. Staff are recommending the removal of these rates due to the operational challenges they present.

In practice, renting out green space or parking lots often results in the unavailability of essential parking for facility users. Since access to parking is critical for most facility rentals, allowing separate bookings of these areas compromises the usability of the facility itself. Furthermore, these spaces were being rented at extremely low rates, which in effect allowed users to reserve key portions of the property in a way that limited or obstructed other community uses.

F. Standardization of Charging Units

The former fee structure used a variety of charging units, including per hour, per day, and per event rates, depending on the facility and type of use. This inconsistency created administrative challenges and increased the risk of errors or unintended fee applications. It also left room for potential loopholes, where renters could interpret or apply rates in ways that did not align with the Township's intent.

To address these issues, staff are recommending that all facility rentals be charged on a standardized per-hour basis. This approach simplifies administration, improves consistency across all facilities, and ensures a fairer application of fees. While this change may result in higher costs for some users who previously benefited from less precise charging models, it is necessary to ensure fairness in how rental fees are applied.

G. Introduction of 4-hour minimum rental blocks

Staff are recommending the introduction of a 4-hour minimum rental period for all facility bookings. Unlike facilities that operate with regular open hours, Township facilities are only opened for rentals upon request. As a result, each booking requires the scheduling of a building attendant specifically for that event.

Scheduling staff for very short rentals, such as one or two hours, is inefficient and creates operational challenges. The proposed 4-hour minimum is intended to address these issues by establishing a more practical staffing model. After the initial 4-hour block, additional time would be charged on an hourly basis.

H. Removal of add-on charges

The current fee structure includes several optional add-on charges, such as fees for place settings, event setup, baseball diamond relining, and baseball lighting. Staff are

recommending the elimination of these separate charges and the incorporation of their associated costs into the base facility rental rates.

This change is intended to provide greater clarity and predictability for renters by removing the potential for hidden fees. A simplified, all-inclusive rate structure improves the transparency of the rental process, reduces the likelihood of billing disputes, and makes the overall experience more straightforward for users while streamlining administration for staff.

I. Removal of advertising fees from the user fee schedule

Staff are recommending the removal of advertising-related fees from the facility rental user fee schedule. These fees, which pertain to promotional signage or advertising displays at Township facilities, are not directly tied to the use of space for programs or events and are, therefore, better addressed outside the scope of facility rentals.

Instead, staff intend to review advertising practices and associated fees through a separate policy framework to ensure they are governed consistently across all Township operations.

Market Analysis of Proposed Fees

The revised facility rental fee schedule, included as Appendix A to this report, has been updated in accordance with the recommendations outlined in the previous section. It has been assessed against two primary criteria: alignment with market rates and the ability to recover direct staffing costs. While the structure of the fees has been reconfigured to improve clarity and consistency, the overall intent remains to maintain affordability for users and avoid significant changes in their costs.

The following section summarizes how the proposed fees perform against these criteria across key rental categories.

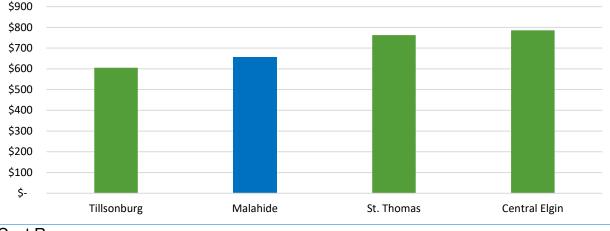
Malahide Community Place

Malahide Community Place includes three rentable community rooms, Room A, Room B, and Room C, as well as a professional kitchen. The combined capacity of Rooms A, B, and C ranges from 200 to 250 people, depending on configuration, and includes access to the kitchen. This full-facility setup served as the basis for market comparisons.

Alignment with Market

Based on an 8-hour rental block, Malahide's rates for the combined space fall near the middle of the comparator group. St. Thomas and Central Elgin were found to charge higher rates for similar facilities, while Tillsonburg was lower. Staff are satisfied with

Malahide's current market placement, viewing it as a balanced position relative to neighbouring municipalities.



8 Hour Rental Block - 200-250 Capacity

Cost Recovery

From a cost recovery standpoint, staff note that large rentals involving the full A, B, and C room configuration narrowly cover the direct costs associated with the rental, including setup, staffing during the event, and cleanup.

Rentals charged at the new programming rate (formerly "recurring rate", intended for activities open to the public, narrowly fall short of recovering direct staffing costs. Despite this, staff recommend that the Township accept a greater degree of subsidization for community programming rentals, in recognition of the broad public benefit these services provide.

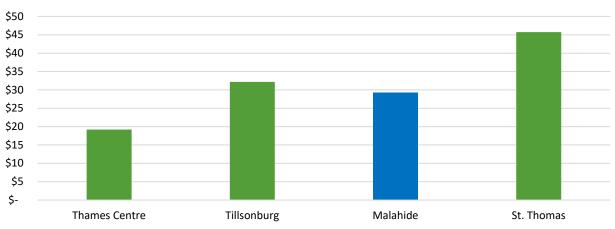
It is also clear that rental fees are only able to recover direct costs. Broader indirect and capital costs associated with operating and maintaining the facility are not reflected in the user fees. Attempts to incorporate these additional costs into the rental rates would likely place the Township's fees well outside of market alignment. As such, it is appropriate to accept that these community services will continue to require substantial support from the general tax base in order to remain accessible and competitively priced.

South Dorchester Community Hall

South Dorchester Community Hall offers a multi-purpose room with a capacity of approximately 60 to 80 people, along with an attached kitchen. For the purposes of comparison, a 4-hour rental block was used to assess the Township's market position.

Alignment with Market

Staff found that the rental rates for this facility fall near the middle of the comparator group, indicating a reasonable market placement as indicated in the graph below.



4 Hour Rental Block - 60-80 Capacity + Kitchen

Cost Recovery

While the direct costs associated with facilitating these rentals, primarily related to staffing the facility during events, are not fully recovered through the current fee structure, staff do not recommend increasing the fees at this time. Doing so would place the Township's rates above those of neighbouring municipalities, potentially discouraging use.

Staff note that the planned installation of a card-lock entry system is expected to reduce the need for on-site personnel during rentals. This operational improvement will help lower the Township's direct costs and support the justification of the existing fee levels.

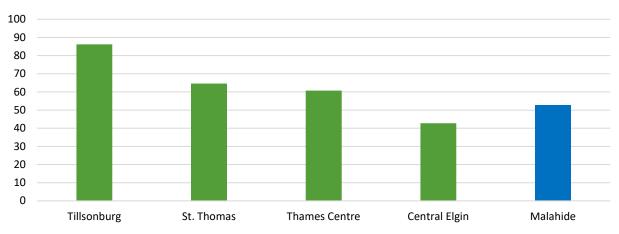
Baseball Diamonds

Malahide Community Place includes three maintained ball diamonds. Two of the diamonds are full-size, fully illuminated fields suitable for players of all ages and abilities. The third diamond is designed for younger players and is intended primarily for youth Fastball. All diamonds are equipped with designated player benches and bleacher seating for spectators.

Alignment with Market

For the purposes of market comparison, an adult baseball game was used as the standard rental scenario to provide a consistent basis for evaluating fees across municipalities. The Township's revised rates fall within the market range and tend toward the more affordable end of the spectrum. The new fee structure also

incorporates lighting and other common add-ons directly into the base rate to simplify billing and improve transparency for users.



Adult Baseball Game

Cost Recovery

From a cost recovery standpoint, the Township's standard two-hour game rental rates are sufficient to recover direct staffing costs. However, tournaments, which involve significantly longer hours and extended staffing needs, generate higher operational costs that are not fully recovered under the current rates. As a result, the Township incurs a financial loss for each additional tournament hosted.

In the interest of maintaining affordability for users and supporting recreational access, staff are not recommending alternative pricing for tournaments at this time. However, staff suggest that this issue be revisited in the future, with consideration given to potential phased-in rate adjustments in upcoming budget cycles.

Overall Expected Effects on Facility Users

While staff do not believe that the recommended structural changes to the Township's facility rental fee schedule represent a significant cost increase for most users, it is important to acknowledge that the previous fee structure was inconsistently applied and, in some cases, informally administered. For example, it was common practice to allow users to remain at a facility beyond their booked time if no subsequent rentals were scheduled, without applying additional charges. Under the revised approach, this practice will be discontinued, as the Township incurs direct staffing costs for the full duration that users are present in the facility.

The former fee schedule also contained structural inconsistencies and administrative gaps that led to confusion, billing discrepancies, and under-recovery of costs. The new structure is intended to address these issues by closing loopholes, standardizing rental terms, and supporting consistent application of fees across all facilities and user groups.

As a result of these improvements, some users may experience higher charges than in the past for similar rentals. However, these increases are not due to a change in the fee structure itself, but rather a result of aligning facility use with a more transparent and consistently enforced policy framework.

Additionally, some users may experience increased or decreased total costs based on how they previously used optional add-on services, such as setup, lighting, or equipment fees, which have now been rolled into a simplified base rate. Users who have historically relied on short-duration bookings, particularly those below the proposed four-hour minimum, may also see higher rental charges due to the standardization of rental blocks.

Staff will continue to work with facility users to communicate these changes, provide clarity where needed, and support a smooth transition to the new fee structure.

ATTACHMENTS:

- Appendix A: Proposed user fee schedule
- Appendix B: Current user fee schedule

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

USER FEE SCHEDULE

FACILITY SERVICES DEPARTMENT

SECTION 1: Community Building Fees

All items in this section, with the exception of the Damage Deposit, are subject to HST.

MALAHIDE COMMUNITY PLACE	CURRENT FEE
Community Room A,	\$81.94 Minimum
4 Hour Rental Minimum	+ \$20.49/Additional Hour
Community Room B or C,	\$140.38 Minimum
4 Hour Rental Minimum	+ \$35.10/Additional Hour
Community Room B or C, 1 Hour Programming Rental	\$35.70/Hour
Community Rooms C & Kitchen,	\$226.70 Minimum
4 Hour Rental Minimum	+ \$56.68/Additional Hour
Community Rooms A,B,C, & Kitchen,	\$329.07 Minimum
4 Hour Rental Minimum	+ \$82.27/Additional Hour
Kitchen Only,	\$63.25 Minimum
4 Hour Rental Minimum	+ \$15.81/Additional Hour
Meeting Room,	\$45.43 Minimum
4 Hour Rental Minimum	+ \$11.36/Additional Hour
Damage Deposit	\$500.00

BASEBALL DIAMONDS	CURRENT FEE
Diamond #3 Rental – Youth, 2 Hour Game Rate	\$20.98
Diamond #1 or #2 Rental – Youth, 2 Hour Game Rate	\$40.75
Diamond #1 or #2 Rental – Adult, 2 Hour Game Rate	\$52.65
Diamond #1 & #2 – Youth, Tournament	\$93.31/Day
Diamond #1 & #2 – Adult, Tournament	\$163.26/Day
Gary Barat Pavilion, Licenced Event	\$124.95

SOUTH DORCHESTER COMMUNITY HALL	CURRENT FEE
Community Room & Kitchen,	\$116.81 Minimum
4 Hour Rental Minimum	+ \$29.20/Additional Hours
Kitchen Only Rental,	\$46.20 Minimum
4 Hour Rental Minimum	+ \$11.55/Additional Hours
Damage Deposit	\$500.00

FACILITY SERVICES DEPARTMENT

SECTION 1: Community Building Fees

Unless otherwise noted, Community Building Fees are subject to a 5% Capital Replacement Surcharge.

All items in this section, with the exception of the Damage Deposit, are subject to HST.

MALAHIDE COMMUNITY PLACE	2021 FEE BEFORE 5% SURCHARGE	2022 FEE BEFORE 5% SURCHARGE	2023 FEE BEFORE 5% SURCHARGE	CURRENT FEE BEFORE 5% SURCHARGE
Licensed Event – Community Room A, any day of the week	\$63.34/day	\$64.92/day	\$64.92/day	\$64.92/day
Licensed Event – Community Room B or C, Friday or Saturday	\$316.77/day	\$324.68/day	\$324.68/day	\$324.68/day
Licensed Event – Community Room B or C, Sunday to Thursday	\$260.87/day	\$267.39/day	\$267.39/day	\$267.39/day
Licensed Event – Community Rooms B & C, Friday or Saturday	\$443.70/day	\$454.79/day	\$454.79/day	\$454.79/day
Licensed Event – Community Rooms B & C, Sunday to Thursday	\$380.38/day	\$389.88/day	\$389.88/day	\$389.88/day
Licensed Event – Community Rooms A,B & C, Friday or Saturday	\$507.00/day	\$519.67/day	\$519.67/day	\$519.67/day
Licensed Event – Community Rooms A,B & C, Sunday to Thursday	\$443.70/day	\$454.79/day	\$454.79/day	\$454.79/day
Licensed Hourly – Community Room B or C	\$57.04/hour	\$58.46/hour	\$58.46/hour	\$58.46/hour
Licensed Hourly – Community Rooms A & B	\$69.09/hour	\$70.81/hour	\$70.81/hour	\$70.81/hour

MALAHIDE COMMUNITY PLACE	2021 FEE BEFORE 5% SURCHARGE	2022 FEE BEFORE 5% SURCHARGE	2023 FEE BEFORE 5% SURCHARGE	CURRENT FEE BEFORE 5% SURCHARGE
Licensed Hourly – Community Rooms B & C	\$75.97/hour	\$75.97/hour	\$77.87/hour	\$77.87/hour
Licensed Hourly – Community Rooms A, B & C	\$90.79/hour	\$90.79/hour	\$93.06/hour	\$93.06/hour
Recurring Program – Community Room A	\$19.03/hour	\$19.03/hour	\$19.51/hour	\$19.51/hour
Recurring Program – Community Room B or C	\$31.66/hour	\$31.66/hour	\$32.45/hour	\$32.45/hour
Meetings - Meeting Room	\$31.66/three hour meeting	\$31.66/three hour meeting	\$32.39/three hour meeting	\$32.39/three hour meeting
Meetings – Community Room A	\$47.72/three hour meeting	\$47.72/three hour meeting	\$48.91/three hour meeting	\$48.91/three hour meeting
Unlicensed Hourly – Community Room A	\$31.66/hour	\$31.66/hour	\$32.45/hour	\$32.45/hour
Unlicensed Hourly – Community Room B or C	\$50.71/hour	\$50.71/hour	\$51.98/hour	\$51.98/hour
Unlicensed Hourly – Community Rooms A & B	\$57.04/hour	\$57.04/hour	\$58.47/hour	\$58.47/hour
Unlicensed Hourly – Community Rooms B & C	\$69.09/hour	\$69.09/hour	\$70.82/hour	\$70.82/hour
Unlicensed Hourly – Community Rooms A,B & C	\$80.91/hour	\$80.91/hour	\$82.93/hour	\$82.93/hour
Kitchen Rental – with full-day hall rental	\$104.52/event	\$104.52/event	\$107.13/event	\$107.13/event
Kitchen Rental – stand alone event	\$14.70/hour	\$14.70/hour	\$15.06/hour	\$15.06/hour
Portable Bar, Fridge and Ice Caddy	\$28.99 per event	\$28.99 per event	\$29.71 per event	\$29.71 per event
Bagged Ice	\$2.80/bag (surcharge exempt)	\$2.80/bag (surcharge exempt)	\$2.80/bag (surcharge exempt)	\$2.80/bag (surcharge exempt)
Storage Room Rental	\$55.18/day	\$55.18/day	\$55.18/day	\$55.18/day

MALAHIDE COMMUNITY PLACE	2021 FEE BEFORE 5% SURCHARGE	2022 FEE BEFORE 5% SURCHARGE	2023 FEE BEFORE 5% SURCHARGE	CURRENT FEE BEFORE 5% SURCHARGE
Ball Diamond Rental – Youth	\$19.50/two hour	\$19.50/two hour	\$19.98/two hour	\$19.98/two hour
Game Rate	game	game	game	game
Non-Competitive (Rec)				
League				
Ball Diamond Rental – Youth	\$24.70/two hour	\$24.70/two hour	\$25.31/two hour	\$25.31/two hour
Game Rate	game	game	game	game
Competitive League				
Ball Diamond Rental – Adult	\$35.75/two hour	\$35.75/two hour	\$36.64/two hour	\$36.64/two hour
Game Rate	game	game	game	game
Youth Ball Tournament with access to both diamonds	\$73.53/day	\$73.53/day	\$75.37/day	\$75.37/day
Adult Ball Tournament with access to both diamonds	\$138.53/day	\$138.53/day	\$141.99/day	\$141.99/day
Relining Diamonds for Adults	\$17.00	\$17.00	\$19.00	\$19.00
Relining Diamonds for Youth	\$12.00	\$12.00	\$14.00	\$14.00
Ball Diamond Lights	\$13.00/game	\$13.00/game	\$13.50/game	\$13.50/game
Gary Barat Pavilion	\$28.99/event	\$28.99/event	\$29.75/event	\$29.75/event
Ball Diamond Advertising	\$425.00 per year for			
Signage - full fence section (surcharge exempt)	each of year 1, 2 & 3	each of year 1, 2 & 3	each of year 1, 2 &3	each of year 1, 2 &3
Ball Diamond Advertising	\$260.00 per year for			
Signage - partial fence section (surcharge exempt)	each of year 1, 2 & 3			



REPORT NO. CLERK-25-03

TO:Mayor & Members of CouncilDEPARTMENT:Corporate & Financial ServicesMEETING DATE:April 17, 2025SUBJECT:2026 Municipal Election-Method of Voting

RECOMMENDATION:

THAT the Committee receive Report No. CLERK-25-03 entitled "2026 Municipal Election–Method of Voting";

AND THAT the Committee recommend to Council approving the use of Internet and Telephone Voting as the voting method for the 2026 Municipal Election;

AND THAT the Committee recommend to Council that staff be authorized to execute any agreements necessary to implement internet/telephone voting, and direct staff to prepare the necessary by-law for consideration by Council at a future meeting.

PURPOSE & BACKGROUND:

The purpose of this report is to seek Council's authorization to utilize the internet/telephone alternative voting method again for the 2026 Election.

According to AMCTO's 2022 Post-Election Survey, internet voting continues to gain traction across Ontario, increasingly being seen by municipalities as a reliable, accessible, and modern voting method. While it cannot address all of the broader factors contributing to declining voter turnout, it presents a valuable opportunity to engage — or re-engage — underrepresented voters. In doing so, it complements existing municipal modernization efforts, establishing a foundation to encourage innovation, enhance transparency and accountability, and leverage technology to better support civic participation. Municipal and School Board elections are held Every four (4) years, and the Clerk in each local municipality is responsible for preparing and conducting all municipal and school board elections, as prescribed by the Municipal Elections Ac, 1996 (MEA).

The next regular Municipal and School Board Election will take place on Monday, October 26, 2026. Under MEA Section 42(1)(b), a local municipality Council can pass a by-law by May 1st of the election year to authorize electors to use alternative methods, such as internet and telephone voting, which do not require electors to attend a voting place. The Township Clerk, along with Clerks from Elgin County and Middlesex County, has already begun planning for the 2026 election. Staff recommend that Council decide on a voting method now to secure the appropriate election vendor. Municipal election vendors often limit the number of municipalities they will contract with, so an early decision ensures that the Township secures a preferred vendor and avoids potential capacity issues.

An early decision will allow Elgin's lower-tier municipalities to collaborate again with Middlesex County, benefiting from competitive pricing, incentive opportunities, and the ability to secure a preferred vendor before capacity limits are reached.

Starting in 2024, the Chief Electoral Officer (Elections Ontario) has assumed responsibility for the management of the voters list, from the Municipal Property Assessment Corporation (MPAC). Elections Ontario will manage a single register of electors for both provincial and municipal elections. The voters list for the 2026 municipal election will be prepared using the Provincial Register of Electors. Staff will be working with Elections Ontario to review and update the voters list as needed in preparation for the 2026 election.

COMMENTS & ANALYSIS:

This report provides information regarding the alternative voting methods previously used in the Township of Malahide.

1.Vote by Mail, with Tabulators - Process Summary

Electors are required to confirm they are on the Voters List before Voter Kits are mailed. The kit includes instructions, a ballot, a secrecy envelope, a voter declaration form, and a return envelope. Voters complete the declaration, mark their ballot, and return it by mail or drop it off at the Township office.

After a set mail return deadline, ballots must be dropped off in person by election day. On election day, return envelopes are opened, declarations scanned to update the Voters List, and ballots are tabulated. Once all ballots are processed, the results are finalized.

Voters not on the list during the initial mailout must visit the Township office with an ID to be added and receive a Voter Kit. This method is highly dependent on the postal system for two mail-outs and offers a limited timeframe for mail-in ballot returns.

<u>Advantages</u>

• Flexibility for residents and non-residents ie. Property owners who reside elsewhere/seasonal populations

• Accessibility – persons with disabilities, illness, on vacation, or other groups who may find it difficult to visit a polling station on voting day can cast their ballot up to a week before the election.

Disadvantages

- Significant printing and mailing costs
- Substantial increased staff costs throughout the election process
- Increased staff time and costs to tabulate ballots on election day
- Results delayed during counting of ballots

• Generally, requires voters to select their candidate a week in advance of the election date to allow delivery time of cast ballot

- Heavy reliance on Canada Post
- 2. Internet and Telephone Voting (recommended) Process Summary

Internet voting has been received positively by administrators, candidates and electors and is continuing to grow as indicated in the 2022 Election survey by the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) showing that e-vote had a positive effect on satisfaction with local democracy and a strong support by voters for use municipally, provincially and federally.

Electors on the Voters list receive a personal voter identification letter by regular mail containing information on how to access the voting system, including a unique identification number and PIN, the URL and telephone number for the voting system, a list of the candidates running for office, legal requirements to vote and the contact information and location of the Help Centre. Electors access the voting system by telephone or internet, confirm they are entitled to vote, enter their access credentials, follow the prompts to vote, and confirm their selections. The voter is allowed to review and reconsider their vote before confirming and moving on to the next race. A voter can log in and choose to vote for one race and do the rest later. The PIN is valid to sign in until all the eligible races are selected. Controls are in place to warn the voter of any over-votes or blank offices. Voting data is encrypted and stored in a secure database and tabulated at the end of the voting period. Voter information is severed from an internet/phone ballot after it has been cast. Therefore, there is no way to link a voter to their ballot. This option is a highly secure and reliable solution that ensures voter anonymity and secrecy of the vote.

The seven to ten-day advance voting period allows electors to vote 24 hours a day, from anywhere in the world. The Help Centre is available in the Township office, upstairs meeting room, that allows electors to vote using the internet or telephone, and

to receive assistance, on request. This essentially provides a third choice with the feeling of a polling station. Electors are also able to be added to the voters list and to vote up until the close of voting, on election day.

<u>Advantages</u>

- Voting commences 7-10 days before the election, and is open until 8:00 p.m. on election day, providing flexibility to electors on when to cast their ballot.
- Flexibility for residents and non-residents ie. Property owners who reside elsewhere/seasonal populations
- Accessibility persons with disabilities, illness, on vacation, or other groups who may find it difficult to visit a polling station on voting day can cast their ballot from anywhere with internet or telephone access
- Allows electors to use their own devices or assistive technology to cast their ballot, as needed.
- Auditor module system is regularly audited to ensure functionality and to validate critical components during the entire election process
- Cost effective as it reduces printing, postage, staff time, facilities, and equipment compared to other voting methods.

Disadvantages

Each voting method presents potential risks. For internet/telephone voting, concerns include power outages or internet loss, but these risks are manageable. Voting is accessible via personal devices with internet or phone service throughout the 7-10 day period. In case of disruptions, alternatives include mobile data, public Wi-Fi, or kiosk locations equipped with backup generators.

Internet/telephone voting is being recommended given the additional convenience and accessibility that it offers voters. Effectively this method of alternative voting is a service enhancement. Having the bundled option creates a digital (and secure) opportunity for majority of voters. Additional benefits include being significantly less costly, environmentally friendly, provides ease of access to the electors and potential to increase voter turnout. Further, staff are confident that while concerns around the security and auditability of internet voting are understandable, many have been effectively addressed through proven safeguards and, in some cases, may be overstated or no longer reflect current realities.

FINANCIAL IMPLICATIONS:

The estimated cost of running an internet/telephone election is significantly less, as it does not require tabulators, additional staff members and materials. Group purchasing allows for substantial costs savings as cost per elector decreases based on group population.

Method of Election	Cost	Estimated Cost
2022 - Vote by Mail		Cost presented for 2022 Election: \$74,034 (full time temporary staff member, voter kits, tabulators, postage costs, advertising, miscellaneous, and staff time
2022 Internet/Telephone Vote	\$23,605.89 (voting system, advertising, miscellaneous, and staff time costs)	
2026 Internet/Telephone Vote		6694 current eligible voters on list X \$2.85/elector = \$19,077.90 (voting system) + advertising, miscellaneous, and staff time costs

LINK TO STRATEGIC & OPERATIONAL PLANS:

Enhancing Accessibility and Engagement

Online and phone voting provide residents with convenient access to elections from anywhere using a smartphone, landline, computer or tablet. This modern approach helps remove barriers to participation, aligning with the Township's commitment to transparency, inclusion, and community engagement.

Maximizing Resources and Partnering for Cost Efficiency

By embracing digital voting, the Township reduces its reliance on traditional methods like mail-in ballots and in-person voting. This helps lower operational costs, minimizes service delays, and supports the strategic goal of optimizing the use of people, facilities, and technology. Collaborating with other municipalities to secure competitive pricing further reflects a commitment to partnerships that improve service delivery and drive value for residents.

Improving Service Delivery

Digital voting expands online, self-serve options that meet modern expectations for accessible, efficient municipal services. A seamless voting experience supports consistent service standards and reinforces a policy-driven, community-focused approach to elections.

By maintaining internet and phone voting, Malahide Township upholds its communityfocused values while embracing innovation—delivering an election process that is seamless, inclusive, and future-ready for all residents.

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



April 03, 2025

- AMO's Guidance Resources on Electricity Procurements.
- Progress in Asset Management: Growth webinar.
- Nominations open for Medal of Distinction in Public Administration.
- Conversation on voter turnout, community engagement, and incivility at 2025 OSUM.
- Register for AMO's Rural Healthy Democracy Forum June 11, 2025.
- Join your colleagues at the AMO 2025 Conference.
- Opportunity to showcase your products and services at AMO 2025 Conference.
- Human Rights-Based Approach to Municipal Planning: May 8 virtual workshop.
- Advanced Strategies for Elected Officials to Master Conflict Relationships.
- Municipal Codes of Conduct: Essential to Good Governance: Virtual workshop.
- Boost resilience with the All-Risk Municipal Grant.
- Foundations for a Municipal Investment Strategy training.
- Facility assessments available through Canoe.
- Upcoming Net Zero Workshop register today.
- AMCTO-Mitacs Municipal Innovation Internship Program.
- Call for participation: Zoning Changes Solutions Lab.
- Ontario Geothermal Association conference.
- Careers.

AMO Matters

AMO has <u>developed resources</u> to help municipal decision makers considering electricity generation and storage projects protect residents, sensitive lands, and municipal finances while securing local benefits and supporting growth.

A panel of municipal practitioners will discuss how to integrate growth and housing considerations into long-term asset management planning. <u>Register for today's session</u> at 12 PM.

Provincial Matters

Nominations are open for the Lieutenant Governor's Medal of Distinction in Public Administration, Ontario's highest honour for public service. <u>Nominate a colleague</u> from your municipality by June 27,

Education Opportunities

Join small urban leaders at the OSUM Conference in discussion about solutions to reversing current political and cultural trends: drop in voter turnout, contracting of municipal community outreach and civic engagement, and an increase in incivility. <u>Registration is open</u> and you can book your accommodations <u>here</u>.

Registration is open for the AMO Rural Healthy Democracy Forum, in the Municipality of Mississippi Mills. Partnering with the Rural Ontario Municipal Association (ROMA), this full-day event will bring together municipal and sector leaders, academics and experts for insightful discussions on the state of democracy in rural Ontario. <u>Register today</u>!

AMO 2025 is the premier opportunity to connect with your colleagues, provincial government, and suppliers for municipal services - all in support of your work as a locally elected official. <u>Register for AMO 2025</u> and <u>book your accommodations today</u>.

Reach out to learn more about 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 of these opportunities sell out fast. Click <u>here</u> to download the Exhibitor Package and <u>here</u> for the Sponsorship Package.

Learn how municipal planning can be enhanced by understanding impacts on human rights. This workshop provides insight into municipal decision making on policies and services that reflect the needs of the whole community and are legally sound. <u>Register for the May 8 Human Rights Based Approach to Municipal Planning workshop</u>.

AMO's <u>Advanced Strategies for Elected Officials to Master Conflict Relationships</u> (NCR 2.0), building on the Navigating Conflict Relationships, will take you to the next level of in understanding and navigating relationships. This workshop will prepare attendees for difficult conversations that are guaranteed to lead to a positive conclusion and relationship.

AMO Education has developed a course that helps and guides municipal leaders in: developing or revitalizing existing codes of conduct. This work shop will assist in establishing buy-in or ownership at council on expectations on of ethical behaviour and how to ensure adherence, how to address and manage breaches and the role of Integrity Commissioners as a supporting resource. <u>Register for the May 14 Municipal Codes of Conduct workshop</u>.

LAS

Investing in Municipal Risk Resiliency - LAS and IPE are proud to promote the <u>All Risk Municipal Grant</u>. This initiative recognizes and supports innovative risk management practices within Ontario municipalities.

Take some time to enhance your understanding of municipal investments. This <u>new on-demand</u> <u>training</u>, which is perfect for municipal finance staff, will review the *Municipal Act* investment regulation, discuss current municipal finance challenges, and overview investment options available to the municipal sector.

Need a facility assessment to meet your Asset Management Plan requirements? The <u>Canoe</u> <u>Procurement Group's</u> approved supplier, <u>Roth IAMS</u> makes this process simple. <u>Contact Sarah</u> to learn more.

Build a net zero energy facility that will impact the bottom line of your organization. Join us for a <u>1-day in</u> <u>person workshop</u> on May 14 in Middlesex Centre (includes a tour of Canada's <u>Coldstream Net Zero Fire</u> <u>Hall</u>). Space is limited, so <u>register early</u>.

Municipal Wire*

The <u>AMCTO-Mitacs Municipal Innovation Internship Program</u> is a program that matches Ontario municipal governments with post-secondary students studying in Ontario. Municipalities can submit their project proposal(s) for consideration by May 9. The internship program will take place from January-August 2026.

Smart Density has received funding from CMHC Solutions Lab to assist municipal planning teams in <u>updating zoning policies</u> to enable affordable housing development on faith-based properties. Contact

info@smartdensity.com to access Solutions Lab support.

The Ontario Geothermal Association is hosting a <u>conference May 21-22</u> with sessions about municipal geothermal programs. Municipal delegates can receive 20% off registration with discount code AMO.

Careers

Executive Director - Ontario Municipal Social Services Association (OMSSA). Closing Date: April 22, 2025.

Licensed Mechanic - Town of Oakville. Closing Date: April 13, 2025.

Manager, Professional Practice & Client Experience - County of Simcoe. Closing Date: April 9, 2025.

Finance Coordinator, Budget and Final Planning - City of Kawartha Lakes. Closing Date: April 6, 2025.

Director of Legislative Services/Clerk - Township of Tiny. Closing Date: April 18, 2025.

Communications Manager - Bruce County. Closing Date: April 14, 2025.

Government Relations Manager - Bruce County. Closing Date: April 14, 2025.

Director, Strategy Transformation and Organizational Performance - City of Richmond Hill. Closing Date: April 20, 2025.

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 <a>@AMOPolicy on Twitter!

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



April 10, 2025

- AMO's Guidance Resources on Electricity Procurements.
- Nominations open for Medal of Distinction in Public Administration.
- Limited space available for AMO's Rural Healthy Democracy Forum: June 11.
- AMO's Municipal Trade and Tariff Forum: June 6 in Toronto.
- Join your colleagues at the AMO 2025 Conference.
- AMO 2025 Conference trade show selling out fast!!!
- Leveraging Resources for Results in Affordable Housing OSUM Conference 2025.
- Human Rights-Based Approach to Municipal Planning: May 8 virtual workshop.
- Understanding Competing Human Rights: May 13 virtual workshop.
- Strategies for Elected Officials to Master Conflict Relationships virtual workshop.
- Teeny Tiny Summits 2025 line-up.
- Meet Canoe's newest Canadian supplier: Home Hardware.
- On April 15, unlock savings with our new partnership with HealthPRO Canada.
- April 28: Pioneering digital change in small communities: Insights & Experiences.
- BPS energy reporting season is underway.
- Group Benefits webinar recording.
- Boost resilience with the All-Risk Municipal Grant.
- Upcoming Net Zero Workshop register today.
- May 7 webinar: Investing in an uncertain market: The Prudent Investor's Playbook.
- Shaping your community's energy future workshop.
- Careers.

AMO Matters

AMO has <u>developed resources</u> to help municipal decision makers considering electricity generation and storage projects protect residents, sensitive lands, and municipal finances while securing local benefits and supporting growth.

Provincial Matters

Nominations are open for the Lieutenant Governor's Medal of Distinction in Public Administration, Ontario's highest honour for public service. <u>Nominate a colleague</u> from your municipality by June 27,

Education Opportunities

Partnering with the Rural Ontario Municipal Association (ROMA), AMO's Rural Healthy Democracy Forum will bring together municipal and sector leaders, academics and experts for insightful discussions on the state of democracy in rural Ontario. <u>Register today</u> as there is **limited space available**.

In this unprecedented time, AMO is holding a forum on tariff and trade disruptions, their impact on Ontario municipalities and business sector, and how municipalities and business can seize new opportunities to improve economic resiliency and mitigate the impact of tariffs. <u>Register today</u>.

AMO's 2025 Annual Conference is back in Ottawa. In this unprecedented time, coming together with municipal and provincial and key sector partners is more important than ever. <u>Register for AMO 2025</u>

and book your accommodations today.

Connect with over 3,000 of Ontario's municipal leaders representing Ontario's 444 municipalities and a \$68 billion sector at the AMO 2025 Conference in Ottawa this August. Click <u>here</u> to download the Exhibitor Package and <u>here</u> for the Sponsorship Package. Limited space available.

Join your colleagues in hearing how the Town of Collingwood is turning challenges into bold actions to transform housing options in their community. <u>Register for OSUM 2025 Conference today</u>.

Land use planning is a complicated matter. AMO's workshop provides an opportunity to consider planning decisions from a human centred approach and issues you may not be aware of. <u>Register for</u> the May 8 Human Rights Based Approach to Municipal Planning workshop.

AMO and Hicks Morley have developed training to support municipal elected officials and council in understanding their obligations related to human rights and understanding how to manage seemingly competing human rights. <u>Register for this important Competing Rights May 13 workshop</u>.

Advanced Strategies for Elected Officials to Master Conflict Relationships is the next step for elected official to master handling more complex situations. If you completed AMO Education's Navigating Conflict Relationships workshop, <u>register today</u> to explore how to prepare for difficult conversations with tools for positive results.

ROMA in partnership with the Minister of Rural Affairs, are happy to share the 2025 Teeny Tiny Summit line-up. These compelling events are designed with innovation in mind for Ontario's rural communities. Registration and information is available for the Summit in Manitouwadge and Prince Edward County.

LAS

Home Hardware stores are locally owned and genuinely Canadian. They are also <u>Canoe Procurement</u> <u>Group's</u> newest vendor for building supplies. For your hardware and lumber needs, shop local! <u>Contact</u> <u>Carol Crystal</u>, VP Merchandise at Home Hardware to learn more.

You are invited to a free webinar on April 15: <u>Introduction to HealthPRO Canada: Partnering for Better</u> <u>Healthcare & Lower Costs</u>, which will help you gain a deeper understanding on how you can enhance healthcare services in your municipality while driving substantial cost reductions.

Small and rural municipalities face unique challenges in digital transformation, from limited resources to the need for solutions tailored to their communities. Join a fireside chat with our Barrier-Free Website service partner and municipalities that will share their experiences leading their municipalities through the redesign and launch of new websites. Whether you're a municipal leader, IT professional, or policymaker, this discussion will provide actionable takeaways to help guide your own digital journey.

The BPS Reporting season is in full swing. Municipalities must report their 2024 energy consumption by July 1 under <u>O.Reg 25/23</u>. Contact <u>bpssupport@ontario.ca</u> for more information. If you are an <u>EPT</u> <u>subscriber</u>, this information can be easily downloaded from our software and uploaded to the portal. If you also use our <u>natural gas</u> or <u>electricity programs</u>, this data has been automatically imported into EPT - no data entry required.

Check out our recent <u>Group Benefits webinar</u> to learn about the advantages and cost savings opportunity with the LAS Group Benefits service, including updates about what is driving the cost of employee group benefit plans.

Investing in Municipal Risk Resiliency - LAS and IPE are proud to promote the All Risk Municipal Grant.

This initiative recognizes and supports innovative risk management practices within Ontario municipalities.

Build a net zero energy facility that will impact the bottom line of your organization. Join us for a <u>1-day in</u> <u>person workshop</u> on May 14 in Middlesex Centre (includes a tour of Canada's <u>Coldstream Net Zero Fire</u> <u>Hall</u>). Space is limited, so <u>register early</u>.

ONE Investment

In a time of continuing market fluctuation and political change, investors should maintain a thoughtful long-term investment strategy. Join us on May 7 for a timely update on current market challenges/opportunities, both nationally and internationally, with time for discussion with PH&N Institutional, investment manager for ONE's Prudent Investment offering.

Municipal Wire*

Pollution Probe and QUEST Canada are hosting workshops on April 23 and 30 to develop a framework to ensure rural and remote communities can benefit from low-carbon energy innovation. <u>Register</u> <u>online</u>!

Careers

<u>Director, Information Technology Services - The District Municipality of Muskoka.</u> Closing Date: April 23, 2025.

Manager, Financial Planning and Policy - The District Municipality of Muskoka. Closing Date: April 16, 2025.

Executive Director of Pollution Control/ Deputy City Engineer - City of Windsor. Closing Date: May 16, 2025.

General Manager, Community Safety & Wellness - Haldimand County. Closing Date: April 25, 2025.

<u>Planning Program Supervisor, Growth Policy & Analysis - County of Simcoe</u>. Closing Date: April 25, 2025.

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COUNTY COUNCIL METING



APRIL 8, 2025



COUNTY COUNCIL MEETINGS

are held to handle urgent matters, final approvals from past meetings, and reports for information.

The following items were discussed at the April 8th Council Meeting:



Reading on the Road: Mobile Library Service Set to Grow After Successful Pilot



Reading on the Road: Mobile Library Service Set to Grow After Successful Pilot

In 2024, Elgin County Library introduced a pilot Mobile Library Service, delivering books and library support to residents at Terrace Lodge and Elgin Manor (two of Elgin County's Long-Term Care Homes) with monthly visits. Staff provided residents at these homes with book lending, library cards, reading recommendations, and audiobooks.

The service was well-received, enhancing access to reading and building connections. The Elgin County Library plans to expand this program in 2025 to include weekly visits at these Homes, as well as the addition of more locations, like community retirement homes.

Impact on Elgin County Taxpayers:

This initiative uses current resources efficiently, promoting equitable access to services. While a few extra staffing hours may be needed, the cost is minimal. The benefits include improved quality of life for seniors and better community engagement, without significant new funding.

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COMMITTEE OF THE WHOLE MEETING



APRIL 8, 2025

COMMITTEE OF THE WHOLE MEETINGS

are held directly following Council and focus on detailed discussions and reviewing reports. Decisions on the following reports won't be final until the next Council Meeting on April 22, 2025.

The following items were discussed at the April 8th Committee of the Whole Meeting:



Terrace Lodge Redevelopment Nears Finish Line with Final Funding Process



Smoother Roads Ahead: Major Road Repairs Proposed for 2025



Terrace Lodge Redevelopment Nears Finish Line with Final Funding Process

Elgin County has officially reached substantial completion of the Terrace Lodge Redevelopment Project. To finalize funding for the project, County staff are suggesting moving ahead with borrowing \$6 million through Infrastructure Ontario, as approved by Council during the 2025 budget process.

This borrowing must follow a strict process and timeline, with several key steps taking place between April 3 and May 1, 2025. These include document reviews, legal sign-offs, and Council's approval of a new by-law to finalize the loan. Staff have confirmed the timeline can be met and are working closely with legal counsel and Infrastructure Ontario to ensure timelines are met.

Impact on Elgin County Taxpayers:

The \$6 million loan would allow the County to spread out the cost of the Terrace Lodge project over the next 10 years, rather than paying it all upfront. This approach ensures responsible and sustainable financial management while continuing to invest in modern, high-quality care facilities for Long-Term Care Residents. A final decision on this matter will be made at the April 22nd Council Meeting.



Smoother Roads Ahead: Major Road Repairs Proposed for 2025

Eleven roads across Elgin County have been proposed by staff for major improvements, as part of the 2025 Capital Budget process. If approved, they will be resurfaced or rebuilt using Cold In-Place Asphalt Recycling and Hot Mix Asphalt Paving, with construction scheduled from May through to October.

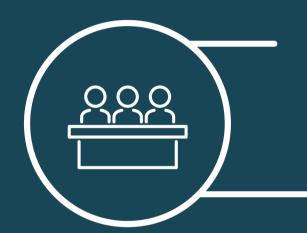
Five roads — including Fingal Line, Clinton Line, Heritage Line, Lyons Line, and Fruitridge Line — would undergo Cold In-Place Asphalt Recycling, a cost-effective and eco-friendly method that reuses existing road materials before applying fresh asphalt. If approved by Council, nine additional roads would be fully repaved, with paved shoulders for future cycling lanes being suggested for two of these roadways.

Impact on Elgin County Taxpayers:

These improvements are part of Elgin County's regular infrastructure investment plan, covered under the 2025 budget. By using competitive bidding and recycling techniques, the County aims to keep costs down while enhancing safety and road lifespan. A final decision on this matter will be made at the April 22nd Council Meeting.

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COMMITTEE OF THE WHOLE MEETING

APRIL 22, 2025



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Ministry of Municipal Affairs and Housing

Office of the Minister

777 Bay Street, 17th Floor Toronto ON M7A 2J3 Tel.: 416 585-7000 Ministère des Affaires municipales et du Logement

Bureau du ministre



777, rue Bay, 17^e étage Toronto (Ontario) M7A 2J3 Tél. : 416 585-7000

234-2025-1568

April 9, 2025

Dear Head of Council:

To further support municipalities in delivering much-needed housing and other provincial priorities, I am pleased to inform you that our government intends to expand strong mayor powers to your municipality.

Following previous expansions, we have seen strong mayors put these transformative powers into action to support growth, from proposing budgets to setting up organizational structures to proposing by-laws to help advance provincial priorities such as building more homes and constructing and maintaining infrastructure to support housing.

Our government's expectation is that you will make use of these powers in a similar way, supporting provincial priorities that will help our province and our communities grow. These priorities include supporting the construction of new homes, economic development and building infrastructure that supports community growth, including housing-enabling infrastructure like water and wastewater infrastructure, as well as roads, highways, transit and more.

Heads of council in strong mayor municipalities can:

- Choose to appoint the municipality's chief administrative officer.
- Hire certain municipal department heads, and establish and re-organize departments.
- Create committees of council, assign their functions and appoint the Chairs and Vice-Chairs of committees of council.
- Propose the municipal budget, which would be subject to council amendments and a separate mayoral veto and council override process.
- Veto certain by-laws if they are of the opinion that all or part of the by-law could potentially interfere with a provincial priority, such as housing, transit and infrastructure.
- Bring forward matters for council consideration if they are of the opinion that considering the matter could potentially advance a provincial priority.
- Propose certain municipal by-laws if they are of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favour.

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at 437-996-2487 or <u>tanner.zelenko@ontario.ca</u>.

Please accept my best wishes.

Sincerely,

Koh Hack_

Hon. Rob Flack Minister of Municipal Affairs and Housing

c: Robert Dodd, Chief of Staff Martha Greenberg, Deputy Minister Caspar Hall, Assistant Deputy Minister, Local Government Division Sean Fraser, Assistant Deputy Minister, Municipal and Housing Operations Division Municipal Clerk and Chief Administrative Officer

-2-

AYLMER EVANGELICAL MISSIONARY CHURCH

2025 04 10

TO THE MAYOR AND COUNCIL TOWNSHIP OF MALADIE

RE: 125th Anniversary Summary Presentation

 Introduction and expression of appreciation: thank you Mayor and Council for the opportunity to bring greetings from the 125th Anniversary Committee and information providing a window into our church. Our present location is within the Township of Malahide; many who worship at AEMC, are residents of the Township.

As Co-Chairs of the 125th Anniversary Committee, we are grateful to acknowledge the Certificate of Recognition from Malahide Township Council.

- Purpose: 125th Anniversary gives us an opportunity to celebrate as we reflect and rejoice; dare we say, brag just a bit about our church. Please know each of you are welcome to see and hear firsthand. All are welcome to our Anniversary celebration April 27th.
- 3. Humble Beginnings: in 1900, April 13 is the recognized date the original church, The Gospel Mission, was established with services in an auditorium over-top of what is now Spicer's Bakery on Talbot Street. Shortly after, the congregation purchased a building on the opposite side of Talbot Street, presently known as Bela Booteek. The congregation remained in that location until 1955 when a new building was erected at the corner of Elm and Oak Streets. With a growing community and congregation, our present building was completed and the congregation moved in 1990 to the corner of Rogers Road and Talbot Street.

... A place to belong

... A place to believe

... A place to become

600 Talbot St W. Aylmer, ON N5H 2T8 Phone: 519-773-8276 aylmeremc@gmail.com www.worshipataemc.com 4. Characteristics of AEMC today: – the primary characteristics which we believe define AEMC – MISSIONS, FAMILY ORIENTATON AND BENEVOLENCE.

MISSIONS - Primarily commitment to community and worldwide support through people and money. As a member of the Evangelical Missionary Church of Canada, we engage in their World Partners program.

What surprises many people is AEMC'S written policy guideline to allocate 20% of general offerings to MISSIONS and mission related service. The 20% guideline is a significant commitment and remains a hallmark of AEMC.

Supported from our Missions allocations is our very own home-made missionary Dorothy Reid, from the Myrtle Street 'Reid family'. Dorothy serves in Romania. Recently, we supported sending Sandra (a teaching RN) and Jim (a Parkside Secondary teacher in St. Thomas) to Africa and prior to their retirements, to serve in Papa New Guinea.

Locally, the AEMC Missions also supports Barnabas Christian Camp, serving in Bayham Township. A registered charity, Barnabas has a long history of serving a variety of children, special friends and group needs in our region.

FAMILY ORIENTED – families from across Elgin region attend and worship at AEMC. Several families (Thompson, Wiley, Wall, and Elley's) have 3 generation active within AEMC.

Last year, our local congregation played a very significant role helping a Congolese family arrive and settle under a federal government refugee sponsorship arrangement. From a journey that started many years ago in Congo, from life in a tent / refugee camp in Kenya, this group of 7, including a family unit of 6 plus one aunt, are now settling into life in London, Ontario. Karen and Cam Thompson hosted this family at their home on Caverly Road following their arrival. Transition to our food, culture, etc. was a challenging opportunity facilitated by the Thompsons.

BENEVOLENT - supporting humanitarian, relief or charitable needs within our community are noteworthy...Council members will be well aware of just how great local needs are. To highlight – 2023 Talbot Street East fire – our Elders responded immediately with a cheque to assist the displaced with \$10,000. We also give regularly to The Family Central; The East Elgin Community Assistance Program and the Christmas Care Hamper Program and AEMC provided a \$50,000 gift to assist with the building of the new Hospice of Elgin!

5. Key Ministries and Opportunities faced by faith/church community: – the Sunday worship service is well attended and is also provided live as a YouTube stream. We our blessed with extraordinary musical and preaching talents. It is no surprise that no less than 3 individuals from our congregation provide music lessons to folks in the community. We have bench strength in our worship teams and ministry leadership ensures we have regular talent nights, Christmas programs and concerts, etc. It has been our joy to host the public and all community churches to special programs when asked and arranged through the Aylmer and Area Ministerial group.

Presently there are many small group gatherings both at the church or in homes for weekly bible studies. Care groups for Adults, Young Adults, Seniors, Youth and a Children's program called AWANA, are well attended.

Of special mention are our programs to connect with children on Wednesday night, Young Adults on Thursday night and Youth on Friday nights. Our Youth Ministry Leaders deserve a word of praise for the work they do to be engaged in the area Youth Collective. That initiative or as they call it, a 'collective' brings youth together from across the region to share in building character and faith. Returning to AWANA for a minute, presently for the Wednesday evening AWANA gathering – we host 65 children coming in from all over the county to enjoy an evening of games, music and other excitement. From the church, the AWANA program is supported by a team of 35 volunteers.

Mayor and Council – please know this also, we Welcome and Support You. In the recent past, our Pastors have shared in the swearing in/ invocation ceremony of a new council, the dedication of the new fire hall on John Street, and prayers at the Remembrance Day cenotaph ceremony. We, also from time to time, pray for our elected officials. As you have needs, please let your needs be known to Pastor Tim Gibb or in connecting with others in leadership.

- 6. Our day April 27, 2025 @ 10:30 through to celebration lunch: We are delighted to have a confirmation that Councillor Chester Glinski joining us for our celebration. The 125th Anniversary team have toiled to ensure AEMC has a terrific time to reflect and rejoice in our 125th milestone and here in Aylmer/Malahide area. During our 100th Anniversary celebration we hosted approximately 100 guests...we promise we have done everything to ensure the 125th is an equally suitable affair and to God be the Glory!
- 7. Closing and Thank you: I hope these highlights provide a window into life at AEMC. We welcome your continued interest in our well being and share with you in serving the needs of community.

On behalf of the 125th Anniversary Committee

sther Hiley Esther Wiley **Co-Chairs**

and

Charlese Deullos

Charlene Ierullo

FILE: Lexor/E/125 Anniversary Summary Presentation for Malahide Township Council

YOU'RE IN¹9ITED TO Aylmer Evangelical Missionary Church's



SERVICE

THE AEMC FAMILY INVITES YOU TO FELLOWSHIP WITH US. JOIN US FOR MUSIC, HISTORICAL PHOTOS, SPECIAL SPEAKERS FROM THE PAST AND PRESENT AND LIGHT REFRESHMENTS.

SUNDAY APRIL 27, 2025 10:45 AM-12:30 PM

600 Talbot St WThis is the link to RSVP!Aylmer, ON N5H 2T8HTTP://tinyurl.com/mryzvnd6Church Ph: 519-773-8276HTTP://tinyurl.com/mryzvnd6

Email for more info: charleneierullo@gmail.com

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LONG POINT REGION CONSERVATION AUTHORITY Board of Directors Annual General Meeting Minutes of March 7, 2025 Approved, April 2, 2025

Members in attendance: Dave Beres, Chair Doug Brunton, Vice-Chair Shelley Ann Bentley Robert Chambers, Michael Columbus Tom Masschaele Jim Palmer Chris Van Paassen Rainey Weisler Peter Ypma

Town of Tillsonburg Norfolk County Haldimand County County of Brant Norfolk County Norfolk County Township of Norwich Norfolk County Municipality of Bayham/Township of Malahide Township of South-West Oxford

<u>Regrets:</u> None

Staff in attendance:

Judy Maxwell, General Manager Aaron LeDuc, Manager of Corporate Services Leigh-Anne Mauthe, Manager of Watershed Services Saifur Rahman, Manager of Engineering and Infrastructure Jessica King, Social Media and Marketing Associate Nicole Sullivan, HR/Coordinator/Executive Assistant

1. Welcome and Call to Order

Chair, Dave Beres, introduced himself and welcomed everyone to the Long Point Region Conservation Authority's 2024 Annual General Meeting. The meeting was called to order at 1:30 pm, Friday, March 7, 2025 in the Tillsonburg Administration Office Boardroom.

2. Declaration of Conflicts of Interest

None were declared.

3. Additional Agenda Items

There were no additional agenda items.

4. Approval of the Agenda

A-28/25

Moved by T. Masschaele Seconded M. Columbus

That the Board of Directors approves the agenda as circulated.

Carried

5. Minutes of the Previous Meeting

a) Board of Directors Meeting of February 5, 2025

A-29/25 Moved by R. Weisler Seconded by S. Bentley

That the minutes of the Board of Directors Meeting held February 5, 2025 be adopted as circulated.

Carried

6. Introduction of the Board of Directors and Committees

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

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7. Introduction and Greetings from Special Guests

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

8. <u>Remarks from Bobbi Ann Brady, MPP Haldimand-Norfolk</u>

Bobbi Ann Brady acknowledged and thanked the Authority for the invite and how nice it was to be back in the boardroom. Bobbi Ann spoke on the passion that the Authority staff has for their job and the region and acknowledged that the Authority works with the community and always finds a way to work positively with the community. Bobbi Ann is proud of her ridings municipal representation on the Authority Board and supports the work carried out by the LPRCA as environmental stewards.

9. Service Awards Presentation

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

<u>5-Year Service Award</u> Nicole Sullivan, HR Coordinator/Executive Assistant

<u>15-Year Service Award</u> Judy Maxwell, General Manager Darrel Rohrer, Maintenance Operations Labourer

10. Audit and Finance Committee

The Chair called upon Chris Van Paassen, Chair of the Audit and Finance Committee, to present the financial statements.

Chair Van Paassen reported that the Committee met on February 14, 2025 and received and reviewed the financial statements in detail. MNP issued a clean opinion of the Authority's 2024 financial reports and found that the financial statements fairly presented the Authority's position.

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

Ashley Didone, Audit partner MNP, presented the 2024 Audit findings report and communicated to the Board auditor independence.

A-30/25

Moved by S. Bentley Seconded by M. Columbus

THAT the minutes of the LPRCA Audit and Finance Committee's meeting held February 14, 2025 be adopted as circulated.

Carried

A–31/25 Moved by P. Ypma Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the LPRCA 2025 Audit Findings Report from MNP, LLP Chartered Professional Accountants as information.

Carried

A-32/25

Moved by J. Palmer Seconded by R. Weisler

THAT the LPRCA Board of Directors approves the financial statements for the year ended December 31st, 2024 audited by MNP, LLP, Chartered Professional Accountants.

Carried

A-33/25

Moved by P. Ypma Seconded by R. Chambers

THAT the LPRCA Board of Directors approves the appointment of MNP, LLP Chartered Accountants as LPRCA's auditors for the 2025 fiscal period.

Carried

11. Notice of Formal Motions

a) Designate Signing Officers

A-34/25

Moved by M. Columbus Seconded by J. Palmer

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

FULL AUTHORITY COMMITTEE MEMBERS Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Tom Masschaele, Jim Palmer, Rainey Weisler, Chris Van Paassen, Peter Ypma

A-35/25

Moved by T. Masschaele Seconded by R. Weisler

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

c) Designate Conservation Ontario Council Representatives

Carried

Carried

A-36/25 Moved by R

Moved by R. Weisler Seconded by C. Van Paassen

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

AND

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

Carried

12. <u>2024 Annual Report</u>

Judy Maxwell presented the 2024 annual report and provided an overview of the year's activities. Hard copies are available at the head office and the report is available on the LPRCA website, <u>https://www.lprca.on.ca/wp-content/uploads/2025/03/2024-Annual-Report-compressed.pdf</u>

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

13. <u>Chair's Remarks</u>

Chair, Dave Beres, addressed the Board and guests to highlight the successes and accomplishments of Long Point Region Conservation Authority in 2024.

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

14. Stewardship Award Presentation

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

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

Brian, a proud resident of Norfolk County, has dedicated a large portion of his life to conservation advocacy, efforts and commitments. Brian obtained his Bachelor of Science degree in Agriculture with a Crop Science major. Brian, on his own farm, has been working to address field erosion by implementing best management practices for erosion control, such as grassed waterways and cover crops. In 2019, he partnered with LPRCA and ALUS under the 50 Million Tree Program to plant over 4,000 trees. He controls invasive species, like Phragmites, European buckthorn and spongy moth, on his property.

15. Introduction of Keynote Speaker

Chair Beres introduced Pete Zuzek, founder and President of Zuzek Inc., a professional services company dedicated to increasing the health and resilience of the world's coastal communities and ecosystems.

16. <u>Keynote Presentation – Overview & Progress on the North Shore Resilience</u> <u>Project, Pete Zuzek</u>

Pete's presentation detailed and gave a progress update on the Lake Erie North Shore Resilience Project, in which Pete works as a consultant. The Project started in 2023, when a working group of stakeholders and technical advisors came together to discuss the erosion on the North Shoreline from Port Glasgow to Long Point sandspit. The Long Point Biosphere Region was successful in securing \$900,000 of funding over 3 years by the Canada Water Agency.

The focus on the project is to help with the recovery of the North Shore of Lake Erie and to learn about how to better create resilience along the coast with all of its interconnected ecosystems.

The Project has three goals: First goal is to develop scientific knowledge on the movement of the sediment along the shore; Second goal is to complete dune restorations with native plants to increase the resilience of the beaches in the area; and the third goal is to work with stakeholders and organizations along with engaging with communities to develop an action plan along the broad study area.

Pete thanked the Board and the Authority for the opportunity to speak.

14. Adjournment

The Chair adjourned the meeting at 2:31 p.m.

Dave Beres Chair /ns Judy Maxwell General Manager



RECEIVED MAR 3 1 2025

PORT BRUCE RATEPAYERS' ASSOCIATION

3155 Colin Street Port Bruce ON N5H 2R2 | 226.378.2750 | portbrucerpa@gmail.com

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

On Wednesday March 5, everything came together to prevent the potential of another devastating flood in the Village of Port Bruce.

The Port Bruce Ratepayers Association and the community of Port Bruce would like to thank the Malahide Township staff and Council members for all their hard work and dedication in preparing for a 'worst case scenario' on March 5th and for everything accomplished on that day to avert the 'very real' potential of flooding in Port Bruce.

We are very grateful for your commitment in ensuring the safety of our community.

Sincerely

Brian Duffett (PBRA Chairperson)







April 5, 2025

Re: Call for McHappy Day VIPs

Dear Mayor Giguere & Malahide Council;

On Thursday, May 8th, McDonald's Restaurants across Canada will be celebrating McHappy Day, where a portion of proceeds of all products sold will benefit Ronald McDonald House Charities (RMHC).

Team Aylmer is raising funds for RMHC Southwestern Ontario, which operates three programs: a House in London, a Family Room at LHSC Children's Hospital, and a House-Within-Hospital at Windsor Regional Hospital.

In Canada, 2 out of 3 families live outside a city with a children's hospital and must travel for treatment if their child is seriously ill. RMHC Houses provide more than just a comfortable place to sleep and home-cooked meals for these families – donations allow RMHC to host family-oriented activities, support programs for caregivers, and even birthday celebrations.

I am writing to you today as an invitation to attend McHappy Day as one of Team Aylmer's McHappy Day VIPs. This is an opportunity to engage with members of the Aylmer community and help us collect cash donations from our guests. As a significant figure within our community, we would love to have your support and representation on such an important day. We will be hosting VIPs during two timeslots: 12pm-2pm and 4pm-6pm, and welcome you to attend for one or both sections. If you are interested in more information or in committing to be one of our McHappy Day VIPs, please reach out to us by Friday, April 25th.

Your support, large or small, is greatly appreciated!

Thank you!

Jay G. Swing Manager, McDonald's (Aylmer)

Printed on recycled paper

RECEIVED

APR 0 9 2025

Good afternoon,

We hope this message finds you well. Thames Valley's 2024-2025 Accommodation Plan is now available on our website. This plan outlines our strategies and commitments to continue providing exceptional learning environments for all students across the district.

You can view and download the Accommodation Plan using the following link: <u>www.tvdsb.ca/AP</u>

This plan was informed by municipal development data and we are thankful for your continued collaboration with our team. We encourage you to review the plan and share any feedback or questions you may have. Thank you for your continued partnership and support. Please feel free to distribute the Accommodation Plan to others in your organization, as appropriate. Thank you.

Take care,

Sonia Basu (She/Her)

Administrative Assistant, Planning 951 Leathorne Street, London ON N5Z 3M7 (519) 452-2000 ext. 21083 <u>sonia.basu@tvdsb.ca</u>

March 21 is the **International Day for the Elimination of Racial Discrimination.** In Thames Valley, we value the diversity and lived experiences of the families and communities we serve, and strongly oppose racism in all its forms.

CONFIDENTIALITY WARNING

This message and any attachments are intended only for the use of the intended recipient(s) and may contain confidential or personal information that may be subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act section 28 (2). In certain situations it will be the practice of the Board to share personal or confidential information with board employees as a means of addressing any questions or concerns. If you do not consent to the sharing of this information, please notify the intended recipient immediately. If you are not the intended recipient or an authorized representative of the intended recipient, you are notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately and delete the message and any attachments. If you have any questions about the collection of information, please contact privacy@tvdsb.ca.

EMERGENCY SERVICES PRESENTATION AND INFORMATION DAY

Presented by North Border Search & Recovery

Saturday May 3 2025

9am – 3pm

PORT BRUCE TOWN SIGN

Ontario Provincial Police Marine Unit

Malahide Fire Rescue Services

North Border Search & Recovery

Come view the equipment, meet those members, who assist the public in various emergency situations

SEARCH & RECOVERY



2025 SPONSORSHIP OPPORTUNITIES

March 24, 2025

Dear

The Elgin County Studio Tour is a self-directed and free tour of artists' studios, taking place annually on the last weekend of September. This year's tour takes place on September 27th and 28th ,2025.

The tour provides a unique opportunity to meet the artists in their workspaces and will offer a chance to view and purchase artwork, observe artist demonstrations, and engage in conversations about the creative process. We are a volunteer organization, seeking to work with individual and corporate sponsors who are passionate about supporting local artists and fostering a vibrant art community. Sponsorship furthers our ability to share our vision and build connections aimed to raise awareness of the importance of art in the community and foster a deeper appreciation for the cultural and economic impact of the arts in Elgin County.

In our inaugural year 2024, our tour was a resounding success! The artist studios reported high traffic and many sales, with revenue pouring back into our communities in Elgin County.

You can help us achieve our objectives by providing sponsorship. Please find included the levels of a sponsorship and the benefits you will receive. Your sponsorship supports the production of our signage, brochures, (we have included the 2024 brochure for your perusal), marketing materials, and advertising in local magazines and services including Postal drops. This year we are planning for a larger Brochure, moving from a 6 pg to 16 page brochure in a booklet style. This will provide us with better artist features and Sponsorship acknowledgement.

We have included our website data to demonstrate the number of visitors to our site, who would also see your sponsorship, which contains links to your website.

Thank you for taking the time to consider this request, and to learn more about the Elgin County Studio Tour. We hope you'll consider adding your name to those who are helping to elevate our vibrant art community in Elgin County. Please note our deadline for inclusion is April 7, 2025.

If you have any questions, please contact Suzette Terry, 705-539-0778, or contact us at **elgincountystudiotour@gmail.com**

Sincerely,

Elgin County Studio Tour Executive Committee

Ministry for Seniors	Ministere des Services aux
and Accessibility	aines et de l'Accessibilite

Minister

College Park 777 Bay Street 5th Floor Toronto ON M7A 1S5 Ministre

College Park 777, rue Bay 5e etage Toronto (Ontario) M7A 1S5



April 2025

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to <u>nominate</u> an exceptional local senior for the 2025 Ontario Senior of the Year Award.

This award provides each municipality the opportunity to honour one outstanding senior for their contributions to enriching the social, cultural, and civic life of their community.

The deadline for nominations is April 30, 2025.

For more information on how to submit a nomination online, please visit the <u>Ontario</u> <u>Senior of the Year</u> webpage. Once your nomination is submitted, a personalized certificate with your nominee's name will be sent to you. I encourage you to present this certificate to your nominee in June during Seniors Month.

The Ontario government is proud to celebrate Seniors Month with municipalities across the province. Seniors generously give their time, knowledge and expertise making Ontario the best place in this country to live and work. It is important to take the time to celebrate our older population and acknowledge their invaluable contributions.

If you have any questions regarding the 2025 Ontario Senior of the Year Award, please contact Ontario Honours and Awards at <u>OntarioHonoursAndAwards@ontario.ca</u>.

Thank you for supporting the civic engagement of your local seniors.

Sincerely,

Raymond Cho Minister for Seniors and Accessibility



April 10, 2025

Re: Ontario Works Financial Assistance Rates

Please be advised that the Prince Edward-Lennox and Addington Social Services Committee, at its meeting held on April 10, 2025, approved the following resolution:

WHEREAS poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works and Ontario Disability Support Program being disproportionately impacted;

AND WHEREAS the cost of food, housing, medicine, and other essential items have outpaced the highest inflation rates seen in a generation;

AND WHEREAS people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned, and their dignity undermined;

AND WHEREAS Ontario Works (OW) Financial Assistance rates have been frozen since 2018 (\$733 per month);

AND WHEREAS Ontario Disability Support Program (ODSP) benefit rates have been increased by 6.5 percent as of July 2023 and another 4.5% as of July 2024 to keep up with inflation, however even with the increase, ODSP rates still fall significantly below the disability-adjusted poverty line (\$3,091 per month);

AND WHEREAS OW and ODSP rates do not provide sufficient income for a basic standard of living and, as a result, hundreds of thousands of people across Ontario who rely on these programs live in poverty;

AND WHEREAS designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health related supports to people experiencing poverty; and

AND WHEREAS leadership and urgent action is needed from the Provincial Government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works and Ontario Disability Support Programs;

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NOW THEREFORE BE IT RESOLVED THAT Prince Edward-Lennox & Addington Committee requests the Provincial Government to urgently:

- 1. Increase Ontario Works rates to match the ODSP rate increases that have already been made and be indexed to inflation;
- 2. Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;

AND FURTHER THAT a copy of this resolution be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, and all Ontario Municipalities.

Regards,

Sam Branderhorst, Chair Prince Edward-Lennox and Addington Social Services Committee

Cc: Minister of Children, Community, and Social Services Minister of Health Minister of Municipal Affairs and Housing Association of Municipalities of Ontario Ontario Municipal Social Services Association All Ontario Municipalities

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To: Mayor Giguere and Members of Malahide Council

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

Many residences from the village and throughout the township really enjoy the fireworks show and last years crowd was by far the biggest one yet so once again we intend to kick off the summer with a show on the May long weekend. As always safety is our top priority so we use an insured highly skilled fireworks technician. We have many firefighters on hand to monitor the crowd, we notify OPP about the increase in traffic and we control traffic as it clears out of town. We were able to avoid all flooding this spring and I'm sure everyone is ready for a great summer. So on Sunday May 18th (rain date May 19th) we would like permission to use the pier again for the display.

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

Thank you for your time, Station #5 District Chief Randy Loewen

Ministry of the Solicitor General Ministère du Solliciteur général

incendies

Office of the Fire Marshal

25 Morton Shulman Avenue Toronto ON M3M 0B1 Tel: 647-329-1100 Fax: 647-329-1143

25, avenue Morton Shulman Toronto ON M3M 0B1 Tél. : 647-329-1100 Téléc. : 647-329-1143

Bureau du commissaire des



March 31, 2025

Jeff Spoor Fire Chief Township of Malahide 87 John Street S. Aylmer, ON N5H2C3 Sent via email to: jspoor@malahide.ca

Dear Jeff Spoor,

Further to ongoing discussions regarding the Fire Protection Grant (2024-2025), I am writing to confirm that the fire service has agreed (in principle) to utilizing its additional grant allocation to support its intended purpose as outlined below.

The Township of Malahide will be provided an additional amount of **\$361.73** to support the following approved project:

The funding will support the installation of washer extractors in two stations that currently lack this crucial equipment. Each installation will include all necessary plumbing and electrical services to ensure the extractors are fully operational.

This aligns with the intended purpose of the Fire Protection Grant.

As part of this process, formalization of the additional grant allocation and a Transfer Payment Agreement is required and will be tabled by you for your municipal council at its next meeting.

The Office of the Fire Marshal will reach out to finalize and execute the Transfer Payment Agreement once municipal council has had the opportunity to approve your proposal for spending the additional funds provided.

Sincerely,

Nale

Carrie Clark, Deputy Fire Marshal

Ministry of the Solicitor General Ministère du Solliciteur général

Office of the Fire Marshal

25 Morton Shulman Avenue Toronto ON M3M 0B1 Tel: 647-329-1100 Fax: 647-329-1143 Bureau du commissaire des incendies

Ontario 😵

25, avenue Morton Shulman Toronto ON M3M 0B1 Tél. : 647-329-1100 Téléc. : 647-329-1143

March 31, 2025

Jeff Spoor Fire Chief Township of Malahide 87 John Street S. Aylmer, ON N5H2C3

Instructions to the Municipal Representative:

Please complete and submit a copy of this document to our office at <u>ofmgrants@ontario.ca</u> by no later than April 14, 2025.

I hereby accept the grant allocation and proposed strategy for utilization, pending approval by Township of Malahide as outlined above.

Print Name:	Title:	Signature:	Date:

136 THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 25-27

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

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

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

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

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

- 1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on April 17, 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 17th day of April, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 17th day of April, 2025.

Mayor, D. Giguère