



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

**August 14, 2025 – 7:00p.m.**

**Hybrid Council Meeting (Virtual and In-Person)**

**Springfield & Area Community Services Building – Council Chambers**

**51221 Ron McNeil Line, Springfield & via Zoom**

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- (A) Call to Order
- (B) 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 July 10, 2025
- (G) Public Meetings & Committee of Adjustment
  - Court of Revision – Chalet Drain
  - Court of Revision – Bobbett Drain 2025 - Dyck Branch
  - Public Hearing – Minor Variance Application – D13-MV-05-25 – Jacob Zacharias and Eva Wall – 51102 Nova Scotia Line
  - Public Hearing – Minor Variance Application – D13-MV-06-25 – Brian and Michelle Biemann – 3408 Lakeview Drive
  - Public Meeting – Zoning By-law Application – D14-Z09-25 – Abe & Bertha Friesen-52543 John Wise Line
  - Public Meeting – Zoning By-law Application – D14-Z10-25 – Wes Beharrell and Amber Mealing-Beharrell- 53358 & 53408 John Wise Line
- (H) Delegations
- (I) Approval of Business (Consent Agenda)

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

- DS-25-31 – Harvest Bowl Memorandum of Understanding

(J) Unfinished Business

(K) New Business

- DS-25-34 - Community Grant Committee Revisions
- F-25-09 - Emergency Services Quarterly Activity Report (April – June)
- FIN-25-11 - Q2 Financial Update
- FIN-25-16 - Water and Wastewater Master Servicing Plan Contract Award
- FIN-25-17 - Budget Process and Timeline
- PW-25-25 - HVAC Upgrade – Administrative Office

(L) By-laws

- 25-41 - Friesen Rezoning
- 25-47 – Beharrell Rezoning

Committee of the Whole

(M) Business for Consideration

- CAO-25-05 - Commemorative Asset Dedication Program
- PW- 25-24 - Avon Sidewalk

(MI) Unfinished Business

(MII) New Business

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

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 – July 3,10,17,24,31, 2025
2. Township of Zorra – TVDSB Governance Resolution
3. Southwestern Public Health - Reducing alcohol harms: A primer for municipalities
4. Municipality of Bayham – Public Sector Employee Harassment Resolution
5. Corporation of the Municipality of South Huron - Exemption to 0. Reg. 343/22 - Firefighter Certification Requirements
6. Aylmer-Malahide Museum – July/August 2025 Newsletter
7. Municipality of the Village of Burk's Falls – Battery Energy Storage System Facilities
8. County of Middlesex – Draft Official Plan Amendment
9. Joint Board of Management Minutes - Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System - Draft Minutes - July 30, 2025
10. Long Point Conservation Authority Board of Director Minutes – June 4, 2025
11. Long Point Conservation Authority Hearing Board Minutes – June 4, 2025

12. Grey Bruce OPP Detachment Board - Appeal to the Ministry of the Solicitor General for Reinstatement of Provincial Funding
13. Norfolk County Council – Letter of support for the Township of Otonabee South Monaghan – Bill C-2
14. City of St. Catharines - Elect Respect Pledge
15. Elgin County OPP – Malahide Occurrences for June & July

(Q) Closed Session

- Closed Meeting Minutes – June 19, 2025
- Labour Relations or Employee Negotiations Matters – Compensation Market Review Results and Employment Contracts (Section 239 (2)(d)).

(R) Confirmatory By-law

(S) Adjournment

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

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1. THAT the August 14, 2025, Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on July 10, 2025, be adopted.
3. THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the Chalet Drain:

Mayor Dominique Giguère  
Councillor Rick Cerna  
Councillor Chester Glinski

THAT the Court of Revision for the Chalet Drain be called to order at 7: p.m.  
AND THAT Dominique Giguère be appointed Chair.

4. THAT the Court of Revision members for the Chalet Drain do hereby accept the recommendations of Drainage Engineer; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated June 18, 2025.
5. THAT the Court of Revision relating to the Chalet Drain be adjourned and the Council Meeting reconvene at 7:\_\_\_p.m.
6. THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the Dyck Branch of the Bobbett Drain:

Mayor Dominique Giguère  
Councillor Rick Cerna  
Councillor Chester Glinski

THAT the Court of Revision for the Dyck Branch of the Bobbett Drain be called to order at 7: p.m.

AND THAT Dominique Giguère be appointed Chair.

7. THAT the Court of Revision members for the Dyck Branch of the Bobbett Drain do hereby accept the recommendations of Drainage Engineer; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated June 2, 2025.
8. THAT the Court of Revision relating to the Dyck Branch of the Bobbett Drain be adjourned and the Council Meeting reconvene at 7:\_\_\_p.m



9. 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-25-32 entitled “Minor Variance Application of Jacob Zacharias and Eva Wall, (Authorized Agent: Michele Hammond) relating to the property located at Concession 2, Part Lot 21 (51102 Nova Scotia Line)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-05-25 to permit an interior side yard of 1 metre; 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; 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.

11. THAT Report No. DS-25-33 entitled “Minor Variance Application of Brian and Michelle Biemann relating to the property located at Plan 253 Part of Lot 13 (3408 Lakeview Drive)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. MV-06-25 to permit a reduced side yard setback of 0.9 metres for an accessory structure;

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 accessory structure as illustrated with the application; and,
- 2) That the structure be constructed as per the details shown in the drawings as provided with the application to the satisfaction of the Chief Building Official.

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

13. 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*.

14. THAT the Planning Public Meeting adjourn at \_\_\_\_\_ p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.

15. THAT Report No. DS-25-27 entitled “Zoning By-Law Amendment Application of Abe and Bertha Friesen relating to the property located at Concession 4, Part of Lot 30 (52543 John Wise Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z09-25, BE APPROVED for the reasons set out in this Report.

16. 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*.
17. THAT the Planning Public Meeting adjourn at \_\_\_\_\_ p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.
18. THAT Report No. DS-25-31 entitled “Zoning By-Law Amendment Application of Wes Beharrell and Amber Mealing-Beharrell, relating to the property located at Concession 5 South Part Lot 35 (53358 and 53408 John Wise Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z10-25 of Wes Beharrell and Amber Mealing-Beharrell, BE APPROVED for the reasons set out in this Report.

19. Whereas, at its July 10, 2025 meeting, the Committee of the Whole recommended to Council:

THAT Report No. DS-25-31 entitled “The Harvest Bowl Memorandum of Understanding (MOU)” be received;

AND THAT the Committee recommends that Council approves the Memorandum of Understanding (MOU) between the Township and Mennonite Community Services of Southern Ontario, (a not-for-profit corporation under Ontario law, operating through its Harvest Bowl initiative), to outline the roles, responsibilities, and terms related to the use of municipal facilities and ongoing support for community development.

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

20. THAT Report No. DS-25-34 entitled “Community Grant Committee Revisions” be received;

AND THAT Council endorses the implementation of the recommended amendments to the Community Grants Policy and the Community Grant application form prior to the 2025 intake period.

21. THAT Report No. F-25-09 entitled “Emergency Services Quarterly Activity Report (April – June)” be received.

22. THAT Report No. FIN-25-11 entitled “Q2 Financial Update” be received for information.

23. THAT Report No. FIN-25-16 entitled “Water and Wastewater Master Servicing Plan Contract Award” be received;

AND THAT Council award the contract for the development of a Water and Wastewater Master Servicing Plan to J.L. Richards & Associates Limited in the amount of \$80,027 (excluding HST).

24. THAT Report FIN-25-17 titled “Budget Process and Timeline” be received for information;  
AND THAT Council approve the 2026 Budget Timeline as set out in Appendix B to Report FIN-25-17, and direct staff to proceed with the preparation and publication of all notices, documentation, and scheduling required to implement the 2026 budget process.
25. THAT Report No. PW- 25-25 entitled “HVAC Upgrade – Administrative Office” be received;  
AND THAT Council authorize staff to proceed with necessary procurement for the upgrade of HVAC systems in the Administrative Office.
26. THAT the following by-laws be now read a first, second time and third time and finally passed:
- 25-41 – Friesen Rezoning
  - 25-47 – Beharrell Rezoning
27. RESOLVED THAT we do now move into Committee of the Whole.
28. THAT Report CAO-25-05 entitled “Commemorative Asset Dedication Program” be received;  
AND THAT the Committee of the Whole provide a recommendation to Council to approve Policy A09-CORP-06 Commemorative Asset Dedication Program.  
AND THAT By-law 07-29 being a By-law to designate an “In Memoriam” Policy be repealed.
29. THAT Report No. PW- 25-24 entitled “Avon Sidewalk” be received.
30. RESOLVED THAT we do now move out of Committee of the Whole and reconvene the regular council meeting.
31. RESOLVED that the following correspondence items be received and filed:
1. AMOWatchfile – July 3,10,17,24,31, 2025
  2. Township of Zorra – TVDSB Governance Resolution
  3. Southwestern Public Health - Reducing alcohol harms: A primer for municipalities
  4. Municipality of Bayham – Public Sector Employee Harassment Resolution
  5. Corporation of the Municipality of South Huron - Exemption to O. Reg. 343/22 - Firefighter Certification Requirements
  6. Aylmer-Malahide Museum – July/August 2025 Newsletter
  7. Municipality of the Village of Burk’s Falls – Battery Energy Storage System Facilities
  8. County of Middlesex – Draft Official Plan Amendment

9. Joint Board of Management Minutes - Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System - Draft Minutes - July 30, 2025
10. Long Point Conservation Authority Board of Director Minutes – June 4, 2025
11. Long Point Conservation Authority Hearing Board Minutes – June 4, 2025
12. Grey Bruce OPP Detachment Board - Appeal to the Ministry of the Solicitor General for Reinstatement of Provincial Funding
13. Norfolk County Council – Letter of support for the Township of Otonabee South Monaghan – Bill C-2
14. City of St. Catharines - Elect Respect Pledge
15. Elgin County OPP – Malahide Occurrences for June & July

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

- Closed Meeting Minutes – June 19, 2025
- Labour Relations or Employee Negotiations Matters – Compensation Market Review Results and Employment Contracts (Section 239 (2)(d)).

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

34. THAT By-law No.25-45, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

35. RESOLVED THAT we do now adjourn at \_\_\_\_\_ p.m. to meet again on September 4, 2025 at 7:00p.m.

**The Corporation of the Township of Malahide**  
**July 10, 2025 – 7:00p.m.**  
 Virtual Meeting - <https://youtu.be/V44ZxTWCwwg>

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, and Community Relations & Economic Development Manager S. Tripp.

**CALL TO ORDER:**

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

**APPROVAL OF AGENDA:**

**No. 25-242**

**Moved By: Rick Cerna**

**Seconded By: Mark Widner**

THAT the July 10, 2025, Regular Council Meeting Agenda be approved with the following amendment:

1. The removal of the Public Meeting for the Friesen Zoning By-law Amendment from the agenda and scheduled to a future date.
2. Road updates at John Wise Line and Imperial Road
3. Fibre installation update

**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 Chalet Drain and Meeting to Consider Bobbett Drain 2025 - Dyck Branch, Section K - PW-25-22 Baxter Drain, and Section M - DS-25-31 Harvest Bowl MOU. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his and he is a member of the Harvest Bowl Board.

**ANNOUNCEMENTS:**

Deputy Mayor Widner announced that, pending budget approval, the County's engineering department has indicated a flashing light will be installed at the intersection of John Wise Line and Imperial Road.

Deputy Mayor Widner shared a piece of fibre being installed along his road and highlighted some interesting facts about it.

**ADOPTION OF MINUTES:**

**No. 25-243**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

THAT the minutes of the regular council meeting held on June 19, 2025 be adopted.

**Carried**

**PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:**

Deputy Mayor Widner disclosed a pecuniary interest with respect to this agenda item. He retired from the meeting and abstained from all discussions and voting on the matter.

- Meeting to Consider – Chalet Drain

**No. 25-244**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

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

AND THAT By-law No. 25-42 being a by-law to provide for the Chalet drainage works be read a first and second time and provisionally adopted.

**Carried**

**No. 25-245**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

THAT the Court of Revision for the Chalet Drain be scheduled to be held on August 14, 2025 at 7:00p.m.

**Carried**

- Meeting to Consider – Bobbett Drain 2025 - Dyck Branch

**No. 25-246****Moved By: Scott Lewis****Seconded By: Sarah Leitch**

THAT the Engineer's Report for the Bobbett Drain - Dyck Branch be accepted;

AND THAT By-law No. 25-43 as amended being a by-law to provide for the Bobbett Drain - Dyck Branch drainage works be read a first and second time and provisionally adopted.

**Carried****No. 25-247****Moved By:****Seconded By:**

THAT the Court of Revision for the Bobbett Drain - Dyck Branch be scheduled to be held on August 14, 2025 at 7:00p.m.

**Carried**

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

- Presentation – Robert Foster, Auditor, Graham Scott Enns LLP – 2024 Financial Statements

**No. 25-248****Moved By: Chester Glinski****Seconded By: Rick Cerna**

THAT the 2024 Audited Financial Statements, as prepared by Graham Scott Enns, and presented by auditor Rob Foster, be approved as submitted;

AND THAT the Mayor be authorized to sign, on behalf of Council, all required audit-related documentation and correspondence in connection with the 2024 audit.

**Carried**

- Public Hearing – Minor Variance Application – D13-MV-09-24 – Jeff & Tammie Vannoord – 9790 Springwater Road

**No. 25-249****Moved By: Sarah Leitch****Seconded By: John H. Wilson**

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:33p.m. and that Mayor Dominique Giguère be appointed Chairperson for the “Committee of Adjustment”.

**Carried**

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

Chair Giguère asked if any person in attendance wished to make any comments. The applicant, Matt Campbell, echoed Mr. Steele’s comments and outlined the rationale behind the application. He also asked whether Condition 2 of the recommended conditions could be modified to provide the owner with greater flexibility in the design. Mr. Steele responded that, from a staff perspective, revising the condition to reference the site plan would still be effective while allowing for that flexibility. Chair Giguère asked whether the committee members were in support of the change, and they confirmed their agreement.

Chair Giguère asked if any Committee members wished to make any comments regarding the application. Councillor Glinski questioned how the proposal could be considered minor given its substantial size. Mr. Steele explained that while the numerical difference is taken into account, what matters more is the overall impact of the variance. Councillor Wilson raised a similar concern.

**No. 25-250****Moved By: Mark Widner****Seconded By: John H. Wilson**

THAT Report No. DS-25-28 entitled “Minor Variance Application of Jeff and Tammie Vannoord (Authorized Agent: Zelinka Priamo) relating to the property located at Concession North of Talbot Road, Part of Lot 74, Part 1 of RP 11R7281 (9790 Springwater Road)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-09-24 to permit the construction of an accessory building;

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; and,
2. That the structure be constructed as per the details shown in the site plan as provided with the application to the satisfaction of the Chief Building Official.

**Carried**



**No. 25-251**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

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

**Carried**

**DELEGATIONS:**

None.

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

None.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

- DS-25-30 – Application for Consent to Sever No. E41-25 & E42-25 – Carl Thomson

**No. 25-255**

**Moved By: Sarah Leitch**

**Seconded By: Rick Cerna**

THAT Report No. DS-25-30 entitled “Application for Consent to Sever No. E41-25 & E42-25 of Carl Thomson” be received;

AND THAT the Application for Consent to Sever of Carl Thomson, relating to the property located at Concession 10, Part Lot 24, Part Lot 23 & Concession 10 S PT Lots 23 & 24, Part 1 of RP 11R3008, and known municipally as 46365 & 46695 Crossley-Hunter Line and 46496 Lyons Line, be supported for the reasons set out in this Report;

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

AND THAT the Mayor and Clerk be authorized to sign any documents related to the required land conveyance.

**Carried**

- DS-25-29 – Application for Consent to Sever No. E40-25 – Carl Thomson

**No. 25-256**

**Moved By: Rick Cerna**

**Seconded By: John H. Wilson**

THAT Report No. DS-25-29 entitled “Application for Consent to Sever No. E40-25 of Carl Donald Thomson” be received;

AND THAT the Application for Consent to Sever of Carl Donald Thomson, relating to the property located at Concession 11, Part of Lot 13 and 14, and known municipally as 12985 Imperial Road, be supported for the reasons set out in this Report;

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

**Carried**

- FIN-25-12 - 2024 Financial Audit and Budget Performance

**No. 25-257**

**Moved By: Sarah Leitch**

**Seconded By: Mark Widner**

THAT Report No. FIN-25-12 entitled “2024 Financial Audit and Budget Performance” be received;

AND THAT the Township’s 2024 budget surpluses be allocated to reserves as outlined in the Reserve Continuity Schedule attached as Schedule B.

**Carried**

- FIN-25-13 - Development Charges Annual Update

**No. 25-258**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

THAT Report No. FIN-25-13 entitled “Development Charges Annual Update” be received.

**Carried**

- FIN-25-14 - Cash in Lieu of Parkland

**No. 25-259**

**Moved By: Scott Lewis**

**Seconded By: John H. Wilson**

THAT Report No. FIN-25-14 entitled "Cash in Lieu of Parkland" be received.

**Carried**

- FIN-25-15 - Building Stabilization Reserve Fund Annual Report

**No. 25-260**

**Moved By: Sarah Leitch**

**Seconded By: Rick Cerna**

THAT Report No. FIN-25-15 entitled "Building Stabilization Reserve Fund Annual Report" be received.

**Carried**

- PW-25-23 – Drain Update Report

**No. 25-261**

**Moved By: Chester Glinski**

**Seconded By: Sarah Leitch**

THAT Report No. PW- 25-23 entitled "Drain Update Report" be received.

**Carried**

- PW-25-21 – Road Safety Audit – Sparta Line

**No. 25-262**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

THAT Report No. PW-25-21 entitled "Road Safety Audit – Sparta Line be received;

AND THAT the Municipal Staff prepare the necessary by-law to reduce the posted speed limit on Sparta Line as listed in this report;

AND THAT the Municipal Staff install all necessary safety signage required as listed in this report.

**Carried**

- PW-25-22 - Request for Improvement – Baxter Drain

Deputy Mayor Widner disclosed a pecuniary interest with respect to this agenda item. He retired from the meeting and abstained from all discussions and voting on the matter.

**No. 25-263**

**Moved By: Sarah Leitch**

**Seconded By: Rick Cerna**

THAT Report No. PW- 25-22 entitled “Request for Improvement – Baxter Drain” be received;

AND THAT John M. Spriet, P. Eng., of Spriet Associates be appointed to prepare an Engineer’s Report pursuant to *Section 78* of the *Drainage Act R.S.O. 1990*.

**Carried**

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

**BY-LAWS:****No. 25-264**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

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

- 25-42 – Chalet Line Drain
- 25-43 – Bobbett Drain Dyck Branch as amended

**Carried****COMMITTEE OF THE WHOLE:****No. 25-265**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

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

**Carried**

- DS-25-31 – Harvest Bowl Memorandum of Understanding

Deputy Mayor Widner disclosed a pecuniary interest with respect to this agenda item. He retired from the meeting and abstained from all discussions and voting on the matter.

**No. 25-266**

**Moved By: Rick Cerna**

**Seconded By: John H. Wilson**

THAT Report No. DS-25-31 entitled “The Harvest Bowl Memorandum of Understanding (MOU)” be received;

AND THAT the Committee recommends that Council approves the Memorandum of Understanding (MOU) between the Township and Mennonite Community Services of Southern Ontario, (a not-for-profit corporation under Ontario law, operating through its Harvest Bowl initiative), to outline the roles, responsibilities, and terms related to the use of municipal facilities and ongoing support for community development.

**Carried**

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

**No. 25-267**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

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

**Carried**

**CORRESPONDENCE ITEMS:**

**No. 25-268**

**Moved By: Sarah Leitch**

**Seconded By: Mark Widner**

BE IT RESOLVED THAT items 9 and 11 be supported;

AND THAT correspondence be sent to seek clarification on item 12;

AND THAT item 2 be separated for consideration under its own motion;

AND THAT the remaining items be received and filed.

1. AMOWatchfile – June 19, 2025 and June 26, 2025

2. Town of Aylmer Correspondence – Motion regarding funding partnership for the Aylmer Pool
3. Elgin OPP Detachment 2024 Annual Report
4. Elgin County – Joint Annual Accessibility Status Report 2023/2024
5. Joint Board of Management Minutes - Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System
  - i. Approved Minutes- March 19, 2025
  - ii. Draft Minutes - June 18, 2025
6. EECC Board of Management Minutes
  - i. Approved Minutes - May 14, 2025
  - ii. Draft Minutes – June 11, 2025
7. Community Grant Committee Meeting Draft Minutes – June 4, 2025
8. Kettle Creek Conservation Authority Minutes – May 21, 2025
9. Kettle Creek Conservation Authority – Bill 5 and Bill 17
10. Ministry of Municipal Affairs and Housing – Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17)
11. Municipality of Tweed – Amend Ontario Regulation 391/21 Blue Box
12. Correspondence from the Honourable Robert Black – Soil at Risk Initiative
13. Ministry of Rural Affairs – Rural Ontario Development program
14. Town of Bradford West Gwillimbury – Advocacy for Increased Income Support Thresholds for Canadian Veterans
15. Northumberland County – Procurement and Advocacy for Trade Agreement Exemptions

**Carried**

- Town of Aylmer Correspondence – Motion regarding funding partnership for the Aylmer Pool

**No. 25-269**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

THAT Council receive the correspondence from the Town of Aylmer regarding a potential funding partnership for the Aylmer Pool for information;

AND THAT further clarification be requested on the content of the letter;

AND THAT any potential financial request emerging from that discussion be considered during the 2026 budget development process.

**Carried**

**CLOSED SESSION:**

None.

**CONFIRMATORY BY-LAW:**

**No. 25-270**

**Moved By: Rick Cerna**

**Seconded By: Sarah Leitch**

THAT By-law No.25-44, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

**Carried**

**ADJOURNMENT:**

**No. 25-271**

**Moved By: Mark Widner**

**Seconded By: Rick Cerna**

THAT Council adjourn its meeting at 8:51p.m.to meet again on August 14, 2025 at 7:00p.m.

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams



**REPORT NO. DS-25-32**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** **Minor Variance Application of Jacob Zacharias & Eva Wall (Authorized Agent: Michele Hammond) relating to the property located at Concession 2, Part Lot 21 (51102 Nova Scotia Line)**

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**RECOMMENDATION:**

THAT Report No. DS-25-32 entitled “Minor Variance Application of Jacob Zacharias and Eva Wall, (Authorized Agent: Michele Hammond) relating to the property located at Concession 2, Part Lot 21 (51102 Nova Scotia Line)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-05-25 to permit an interior side yard of 1 metre;

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; 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.

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**PURPOSE & BACKGROUND:**

The subject Application relates to the property located at Concession 2, Part Lot 21 and known municipally as 51102 Nova Scotia Line. The applicant seeks to expand the current contractor’s yard business on the property and is seeking relief from the Zoning By-law to permit a reduced interior side yard of 1 metre, whereas the By-law requires a minimum setback of 5 metres.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the August 14, 2025 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-05-25.

---

**COMMENTS & ANALYSIS:**



The subject property is approximately 4.4 hectares (10.9 acres) in area, has approximately 56 metres (183.7 feet) of frontage along Nova Scotia Line, and currently contains a contractor's yard use, accessory buildings, and a single detached dwelling. The owners are seeking to expand the existing contractor's yard business with a second building that is approximately 495.6 m<sup>2</sup> in size. It is noted that the building requiring relief from the Zoning By-law already exists on the property and relief from the interior side yard requirement is being requested after the fact. It is noted that in these cases, staff review the application as if the structure does not currently exist. It is also noted that the property is also subject to an ongoing Site Plan Control Application to regulate the proposed development.

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

The subject property is designated "Agriculture Area" on Schedule 'A', Land Use Plan and has frontage along a "County" Road on Schedule 'B', "Transportation Plan". For lands designated as "Agricultural Area" the County Official Plan permits agricultural uses, single detached dwellings, as well as existing non-agricultural uses.

### **Malahide Official Plan**

The subject property is designated "Agriculture" on Schedule 'A1' (Land Use Plan) and has no noted designations on Schedule 'A2' (Constraints Plan). The Official Plan permits a range of agricultural uses, single detached dwellings, and legally existing non-agricultural uses (s. 2.1.2). Within the "Agriculture" designation, agricultural uses are to be protected from conflicting land uses (s. 2.1.1).

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

The subject property is within the "Rural Commercial (RC) Zone", on Key Map 92 of Schedule "A" to the Township's Zoning By-law No. 18-22. The table below identifies the development standards within the Zoning By-law for lands zoned Rural Commercial (RC) Zone as they relate to the proposed development:

**Table 1. Rural Commercial (RC) Zone Requirements**

<b>Zoning Provision</b>	<b>Required</b>	<b>Proposed</b>	<b>Complies?</b>
Min Lot Area	4,000 m <sup>2</sup>	43,930 m <sup>2</sup>	Yes
Min Lot Frontage	240 m	m	Yes
Min Front Yard	10 m	94.5 m	Yes
Min Interior Side Yard	5 m	1 m	<b>No</b>
Min Exterior Side Yard	10 m	N/A	Yes
Min Rear Yard	7.5 m	100 m	Yes
Max Lot Coverage	40%	2.8%	Yes
Max Height	12 m	8.3 m	Yes

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 four tests are as follows: maintains the general intent and purpose of the Official Plan; maintains the general intent and purpose of the By-law; the application is "minor" in nature; and the proposed development is desirable for the appropriate development or use of the subject property.

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

The Official Plans permit existing non-agricultural uses within the prime agricultural areas of the Township. Generally, the policies of the Official Plan seek to guide orderly and logical growth and development, as well as protection of agricultural resources, and are not specific as to address requirements such as setbacks between buildings and property lines. The application meets the general intent and purpose of the Official Plans.

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

The intent of the interior side yard setback requirement is to provide adequate separation between buildings and adjacent properties. The proposed structure would be in line with another existing building containing the current contractor's yard use and the applicant will be required to meet all applicable fire separation building requirements as part of the Site Plan Control and building permit processes. The application maintains the general intent and purpose of the Official Plan.

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

Whether an application is minor in nature is evaluated based on the scale and potential impact of the proposed variance. The proposed building would not be located closer to the western property line than other existing structures on the property. There are no buildings on adjacent properties that are in close proximity to the building, and the use would not inhibit adjacent properties from continuing to be used for agricultural purposes or remove land from agricultural production. The variance is minor in nature.

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

The proposed variance would allow for the expansion of an existing business within the rural area of the Township. The development would be subject to Site Plan Control approval that would further regulate on-site matters such as lot grading. The variance is desirable for the appropriate development of the subject property.

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**FINANCIAL IMPLICATIONS:**

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

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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

---

**CONSULTATION:**

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

- No comments were received from agencies or members of the public.
- 



**ATTACHMENTS:**

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

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

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

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

**APPLICATION FOR MINOR VARIANCE****Owners: Jacob Zacharias & Eva Wall**51102 Nova Scotia Line  
Concession 2 South Part Lot 21Township  
of Malahide  
Figure 1OFFICIAL PLAN DESIGNATION  
AgricultureZONING  
Rural Commercial (RC) Subject Lands Proposed Building

# ZACHARIAS BUILDING

51102 NOVA SCOTIA LINE  
AYLMER, ONTARIO  
N5H 2R2

**CONTACT:** JAKE ZACHARIAS AND EVA WALL  
**PHONE:** 519-773-2505  
**EMAIL:** ZACHJAKEJZ@GMAIL.COM

60'W x 87'-6"L x 16'H (4/12 PITCH)  
1-STOREY DETACHED STEEL CONTRACTOR'S SHOP



NO.	SHEET NAME
A0.01	GENERAL NOTES (STRUCT)
A0.02	SITE PLAN
A0.03	ISOMETRIC MODELS
A1.01	FLOOR PLAN
A2.01	ELEVATION
A2.02	ELEVATION
A4.01	SECTION 'A'
F1.01	SLAB EDGE PLAN
S1.01	POST PLAN
S1.02	TRUSS & BRACING LAYOUT
S2.01	STRUCTURAL ELEVATIONS
S2.02	STRUCTURAL ELEVATIONS
S3.01	DETAILS
S3.02	DETAILS

 20 ST ELIZABETH CRES  
COURTLAND, ON  
N0J 1E0  
P: 226 931 1865  
E: MHDESIGN.TALK@GMAIL.COM  
W: M-H.DESIGN

**GENERAL NOTES**  
THE BUILDING IS DESIGNED IN ACCORDANCE WITH THE 2012  
ONTARIO BUILDING CODE AND ALL UP TO DATE AMENDMENTS.

LOADS:  
a) SNOW Ss = 1.4 kPa (DEAD LOAD = 0.4 kPa)  
Sr = 0.4 kPa  
Cd = 0.8  
Cs = 0.92  
Is = 0.9  
S = 1.45 kPa / 30.28 psf  
q50 = 0.47 kPa  
b) WIND P = AS PER 2020 NBCC FIGURE 4.1.7.6-A

3	ISSUED FOR MINOR VARIANCE	2024/09/23
2	PRELIMINARY	2024/09/20
1	PRELIMINARY	2024/09/19
REV	DESCRIPTION	DATE

REVISION TABLE	

ZACHARIAS  
BUILDING

51102 NOVA SCOTIA LINE  
AYLMER, ONTARIO  
N5H 2R2

COVER SHEET

PROJECT NUMBER24-029

DATE2025/06/19

DRAWN BYMH

CHECKED BYLDO

SCALE

A0.00

**COLORS**  
EXT. WALLS: CHARCOAL  
INT. WALLS: N/A  
ROOF: BLACK  
TRIM: BLACK  
DOORS: STEEL (DEFAULT)  
WINDOWS: STEEL (DEFAULT)  
EAVESTROUGH COLOUR: BLACK



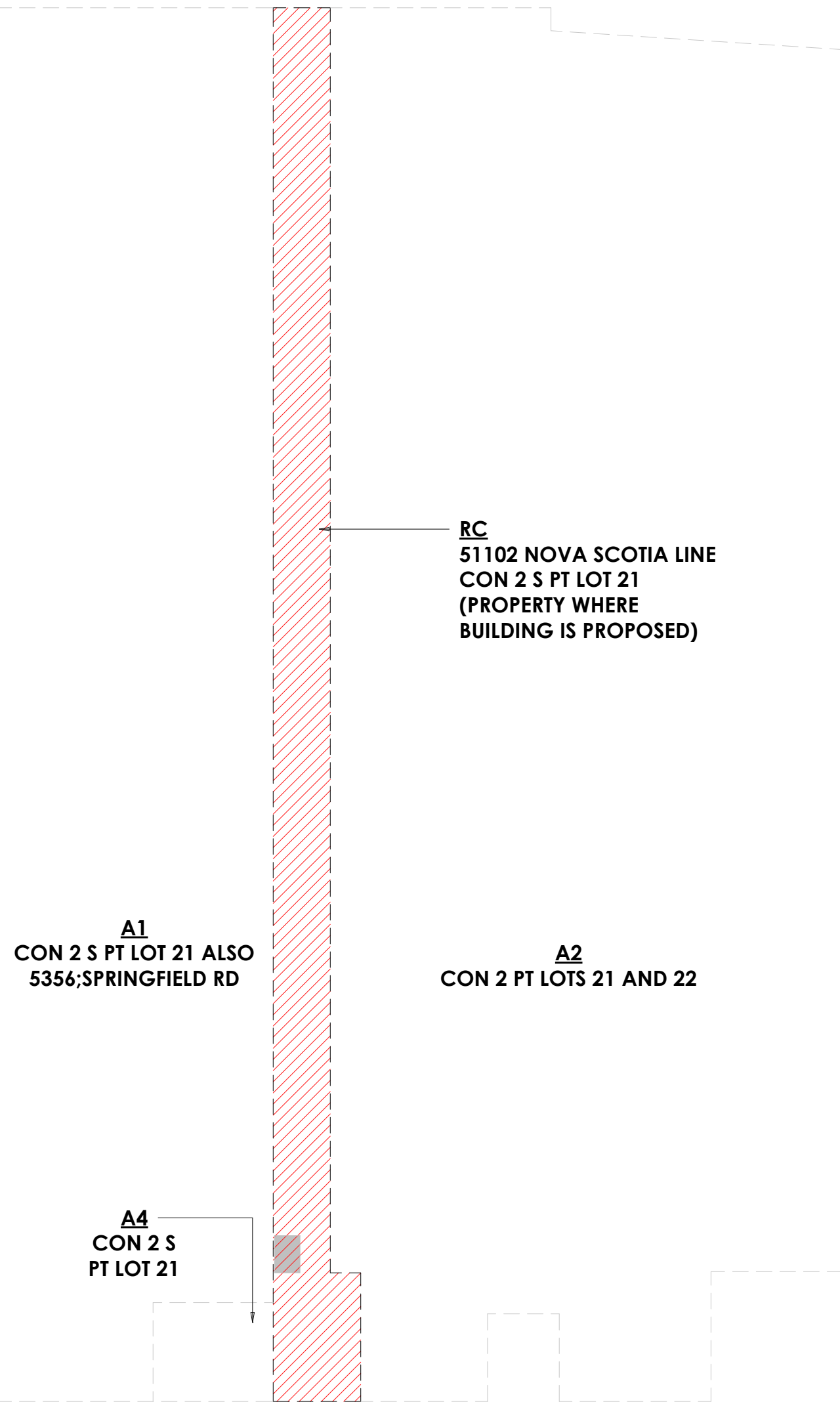
LOT INFO

LEGAL DESCRIPTION: CON 2 S PT LOT 21  
TOWNSHIP/CITY: TOWNSHIP OF MALAHIDE  
ZONING: RURAL COMMERCIAL (RC)  
ROLL #: 34080001109900  
BUILDING USE: CONTRACTOR'S YARD

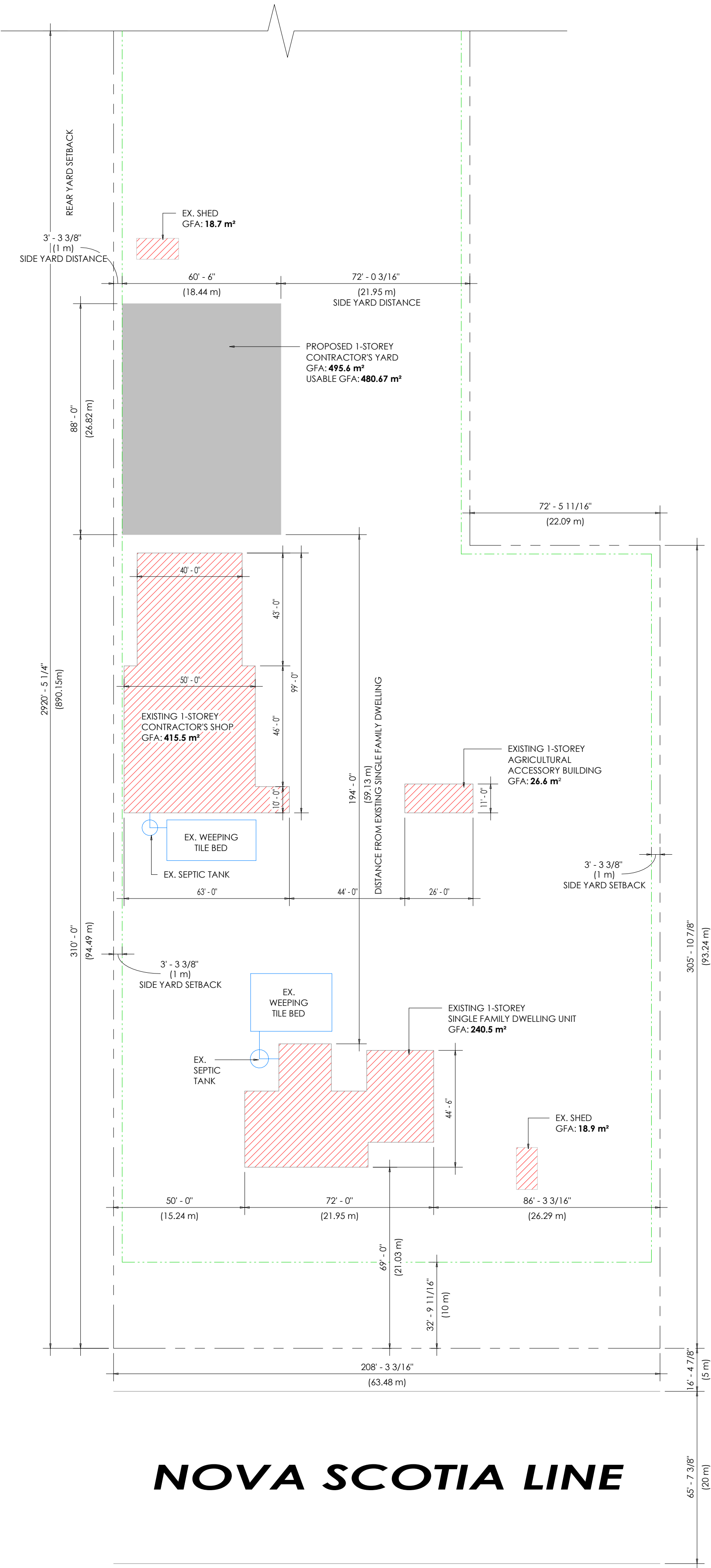
MALAHIDE ZONING BY-LAW NO. 18-22- PART 7.2.1. GENERAL USE REGULATIONS -STANDARDS

DESCRIPTION	PROVISIONS (m)	PROPOSED (m)
MIN. LOT AREA	4000 m²	43,930 m²
EXISTING BUILDINGS (SINGLE FAMILY DWELLING UNIT)	-	240.5 m²
EXISTING BUILDINGS (ACCESSORY STRUCTURES)	-	64.2 m²
EXISTING BUILDINGS (CONTRACTOR'S YARD)	-	415.5 m²
PROPOSED BUILDING(S)	-	480.67 m²
FRONT YARD SETBACK	10	94.5
REAR YARD SETBACK	10	94.5
MINIMUM INTERIOR SIDE YARD SETBACK	5	17.21.95
MINIMUM EXTERIOR SIDE YARD SETBACK	10	10
MAXIMUM HEIGHT	12	8.31
MAXIMUM COVERAGE	40%	2.8%

MINOR VARIANCE APPLICATION REQUIRED



1 PROPERTY KEY PLAN  
A0.02 1" = 300'-0"



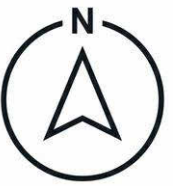
2 BUILDING LOCATION  
A0.02 1" = 30'-0"

20 ST ELIZABETH CRES  
COURTLAND, ON  
N0J 1E0  
P: 226 931 1865  
E: MHDESIGN.TALK@GMAIL.COM  
W: M-H.DESIGN

LEGEND	
	PROPERTY LINES
	PROPERTY SETBACKS
	SEPTIC/WELL
	DRIVEWAY
	PROPOSED BUILDING
	EXISTING STRUCTURE
	EXISTING STRUCTURE TO BE REMOVED
	GRASS
	GRAVEL DRIVEWAY
	CONCRETE
	SIAMESE CONNECTION

4	ISSUED FOR MINOR VARIANCE	2025/06/19
3	ISSUED FOR MINOR VARIANCE	2024/09/23
2	PRELIMINARY	2024/09/20
1	PRELIMINARY	2024/09/19
NO.	DESCRIPTION	DATE

REVISION TABLE



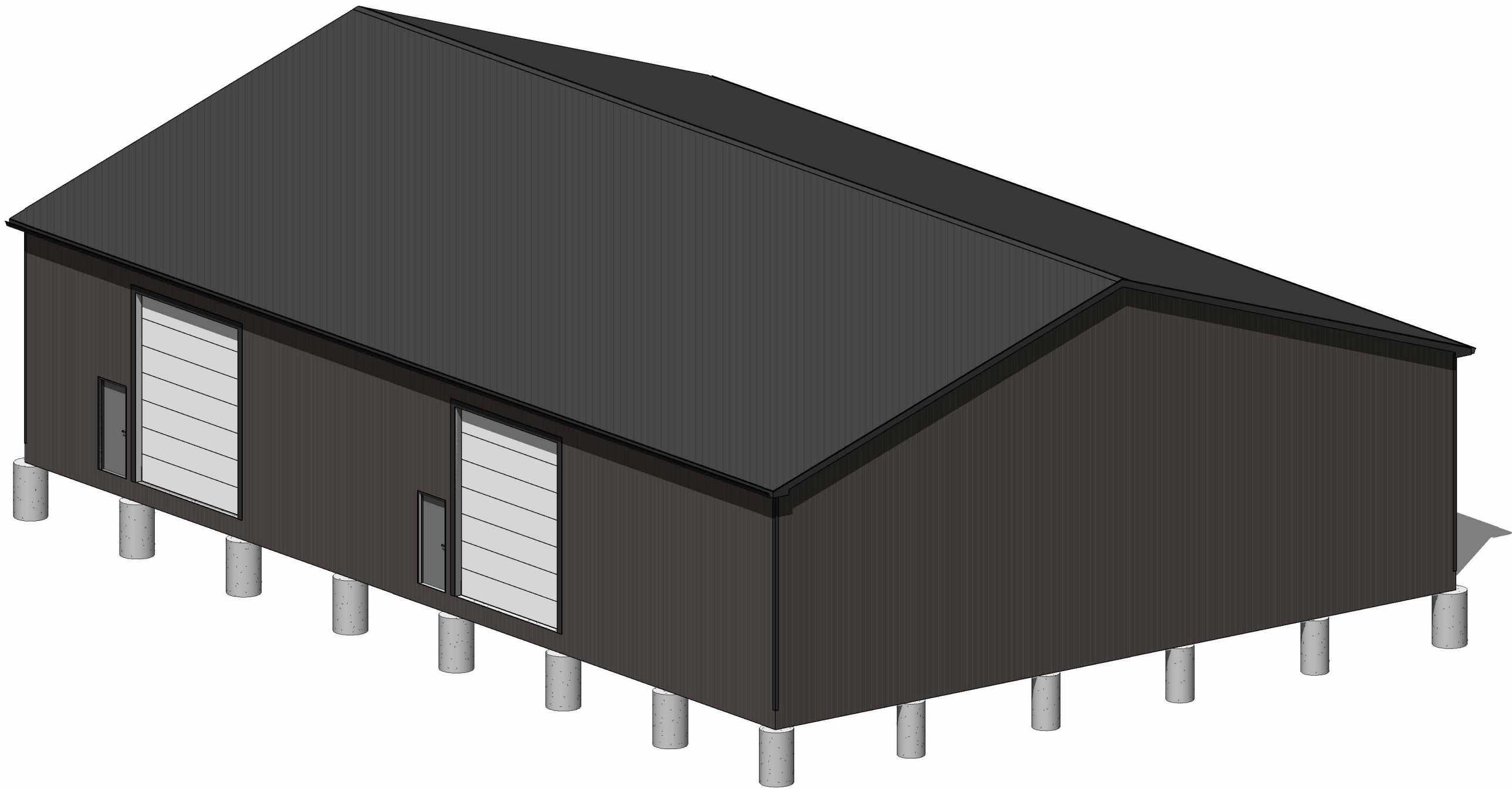
ZACHARIAS  
BUILDING

51 102 NOVA SCOTIA LINE  
AYLMER, ONTARIO  
N5H 2R2

SITE PLAN

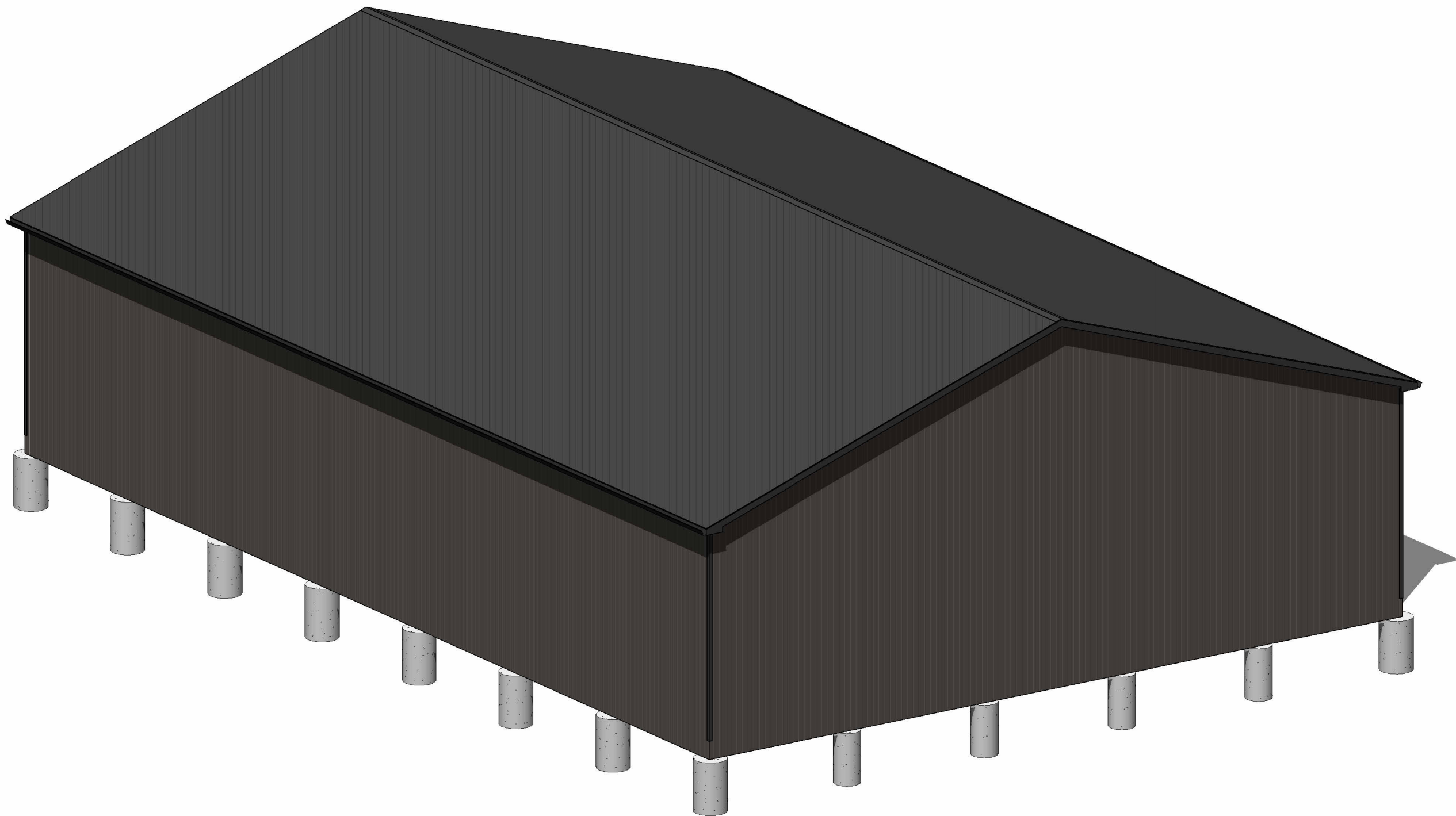
PROJECT NUMBER	24-029
DATE	2025/06/19
DRAWN BY	MH
CHECKED BY	LDO
SCALE	As indicated

A0.02



1  
A0.03

FRONT VIEW

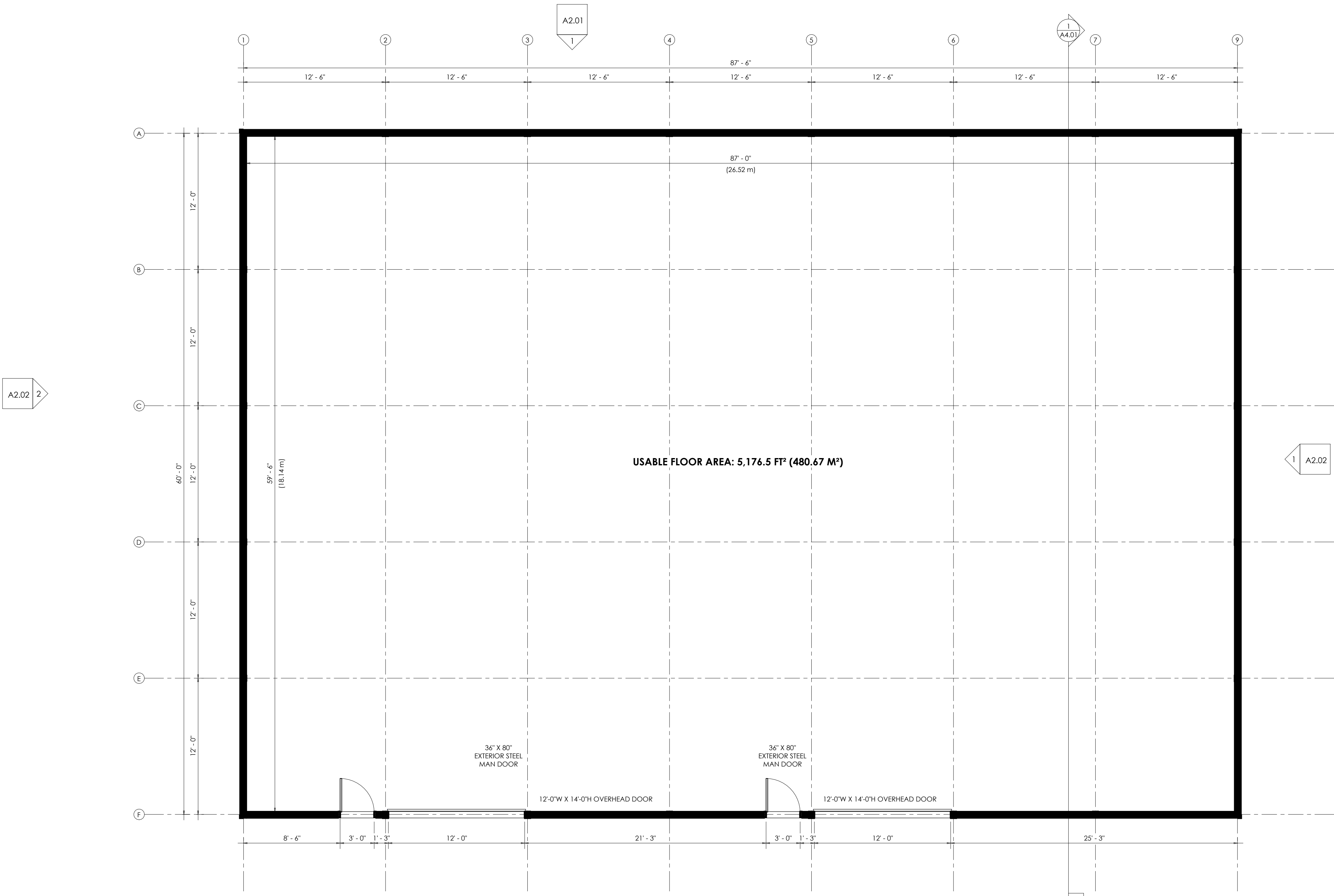


2  
A0.03

REAR VIEW

4	ISSUED FOR MINOR VARIANCE	2025/06/19
3	ISSUED FOR MINOR VARIANCE	2024/09/23
2	PRELIMINARY	2024/09/20
1	PRELIMINARY	2024/09/19
NO.	DESCRIPTION	DATE
REVISION TABLE		

ZACHARIAS BUILDING	
51102 NOVA SCOTIA LINE AYLMER, ONTARIO N5H 2R2	
ISOMETRIC MODELS	
PROJECT NUMBER	24-029
DATE	2025/06/19
DRAWN BY	MH
CHECKED BY	LDO
SCALE	
A0.03	



1  
A1.01

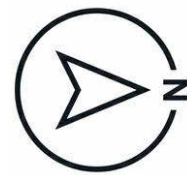
GROUND FLOOR PLAN  
3/16" = 1'-0"

2  
A2.01

4	ISSUED FOR MINOR VARIANCE	2025/06/19
3	ISSUED FOR MINOR VARIANCE	2024/09/23
2	PRELIMINARY	2024/09/20
1	PRELIMINARY	2024/09/19

NO.	DESCRIPTION	DATE
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REVISION TABLE



## ZACHARIAS BUILDING

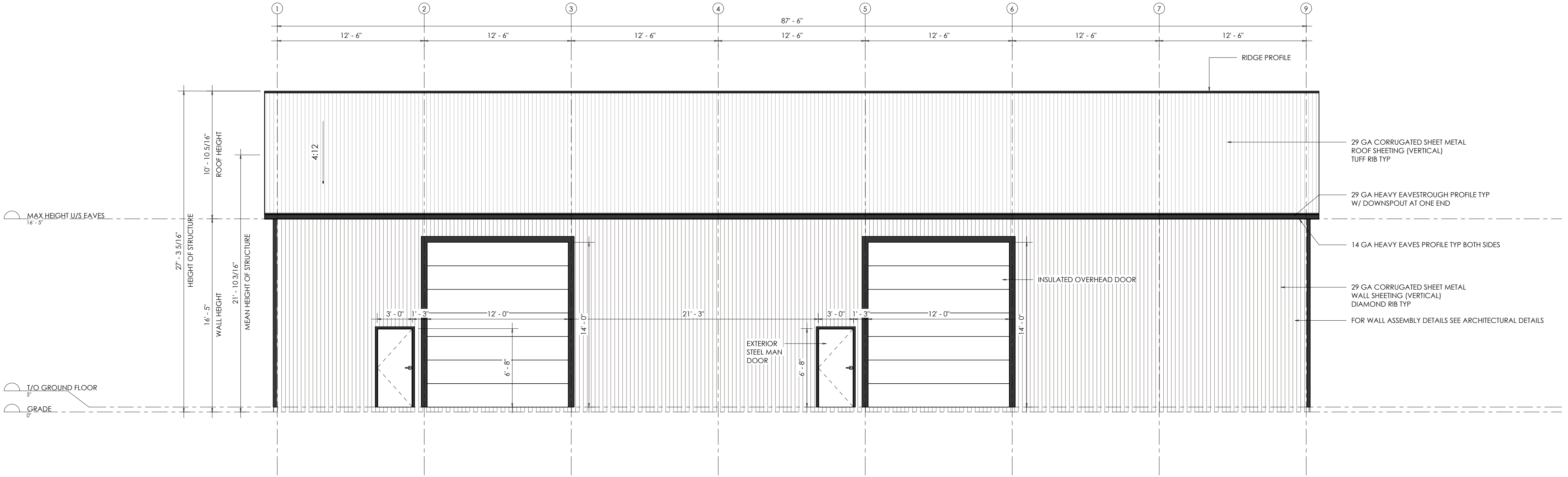
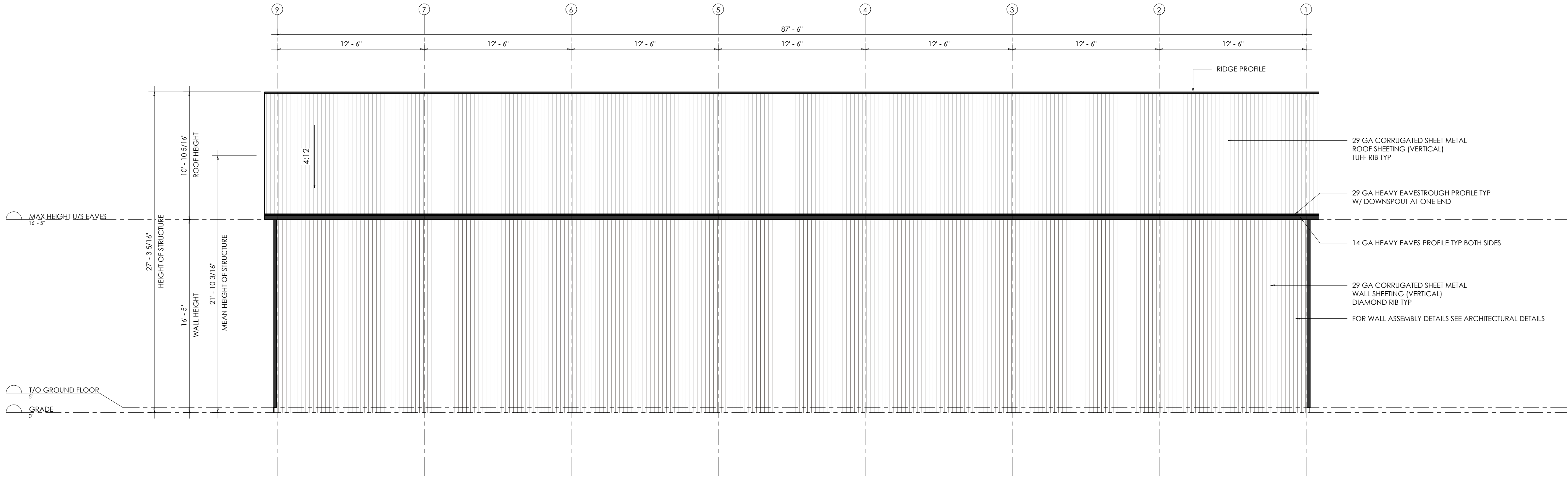
51 102 NOVA SCOTIA LINE  
AYLMER, ONTARIO  
N5H 2R2

FLOOR PLAN



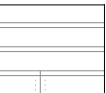
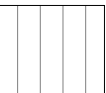





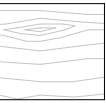
PROJECT NUMBER	24-029
DATE	2025/06/19
DRAWN BY	MH
CHECKED BY	LDO
SCALE	3/16" = 1'-0"

A1.01





ELEVATION LEGEND

	BRICK
	ASPHALT
	VINYL SIDING
	PREFINISHED METAL PANELS
	POLY CARBONATE
	GLASS/GLAZING
	STEEL
	CONCRETE
	GRAVEL
	WOOD

4	ISSUED FOR MINOR VARIANCE	2025/06/19
3	ISSUED FOR MINOR VARIANCE	2024/09/23
2	PRELIMINARY	2024/09/20
1	PRELIMINARY	2024/09/19
NO.	DESCRIPTION	DATE

REVISION TABLE

PROJECT NORTH	
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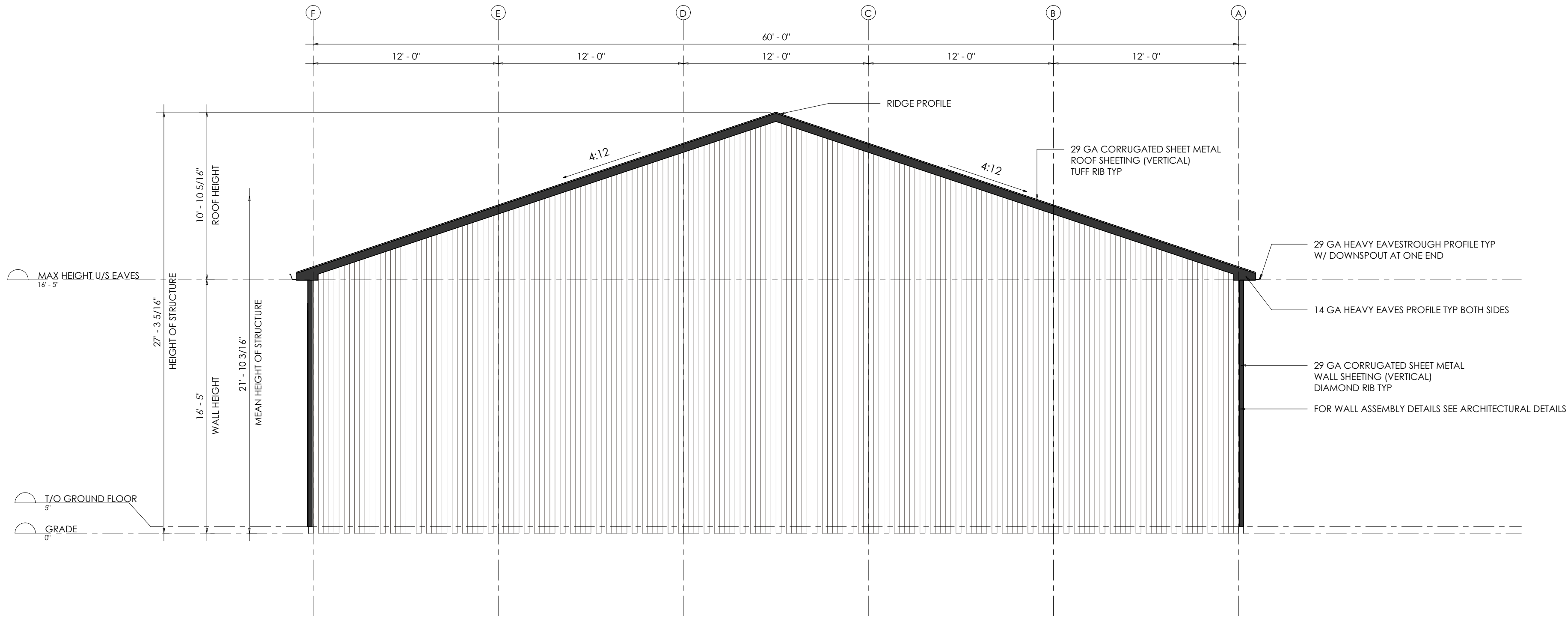
ZACHARIAS  
BUILDING

51 102 NOVA SCOTIA LINE  
AYLMER, ONTARIO  
N5H 2R2

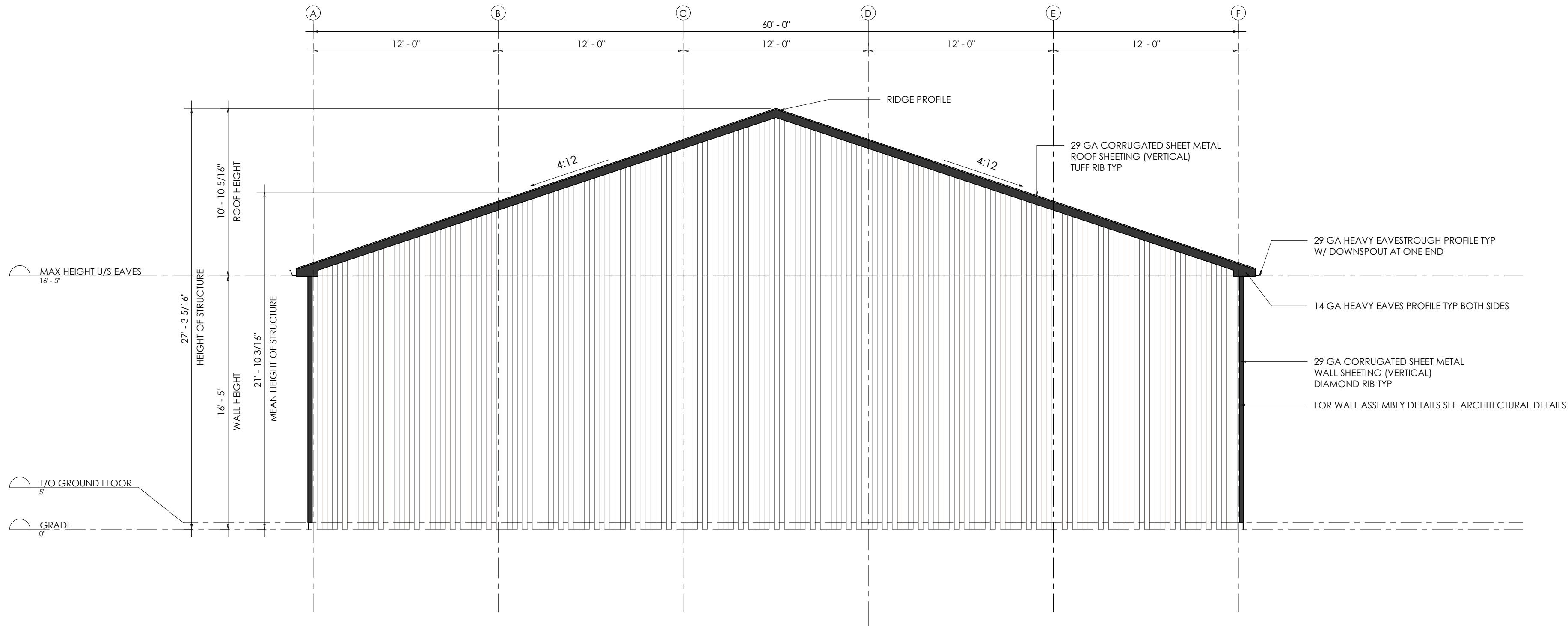
ELEVATION

PROJECT NUMBER	24-029
DATE	2025/06/19
DRAWN BY	MH
CHECKED BY	LDO
SCALE	As indicated

A2.01










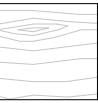


1 EAST ELEVATION - COVERINGS  
3/16" = 1'-0"



2 WEST ELEVATION - COVERINGS  
3/16" = 1'-0"

ELEVATION LEGEND

-  BRICK
-  ASPHALT
-  VINYL SIDING
-  PREFINISHED METAL PANELS
-  POLY CARBONATE
-  GLASS/GLAZING
-  STEEL
-  CONCRETE
-  GRAVEL
-  WOOD

4	ISSUED FOR MINOR VARIANCE	2025/06/19
3	ISSUED FOR MINOR VARIANCE	2024/09/23
2	PRELIMINARY	2024/09/20
1	PRELIMINARY	2024/09/19
NO.	DESCRIPTION	DATE

REVISION TABLE

PROJECT NORTH

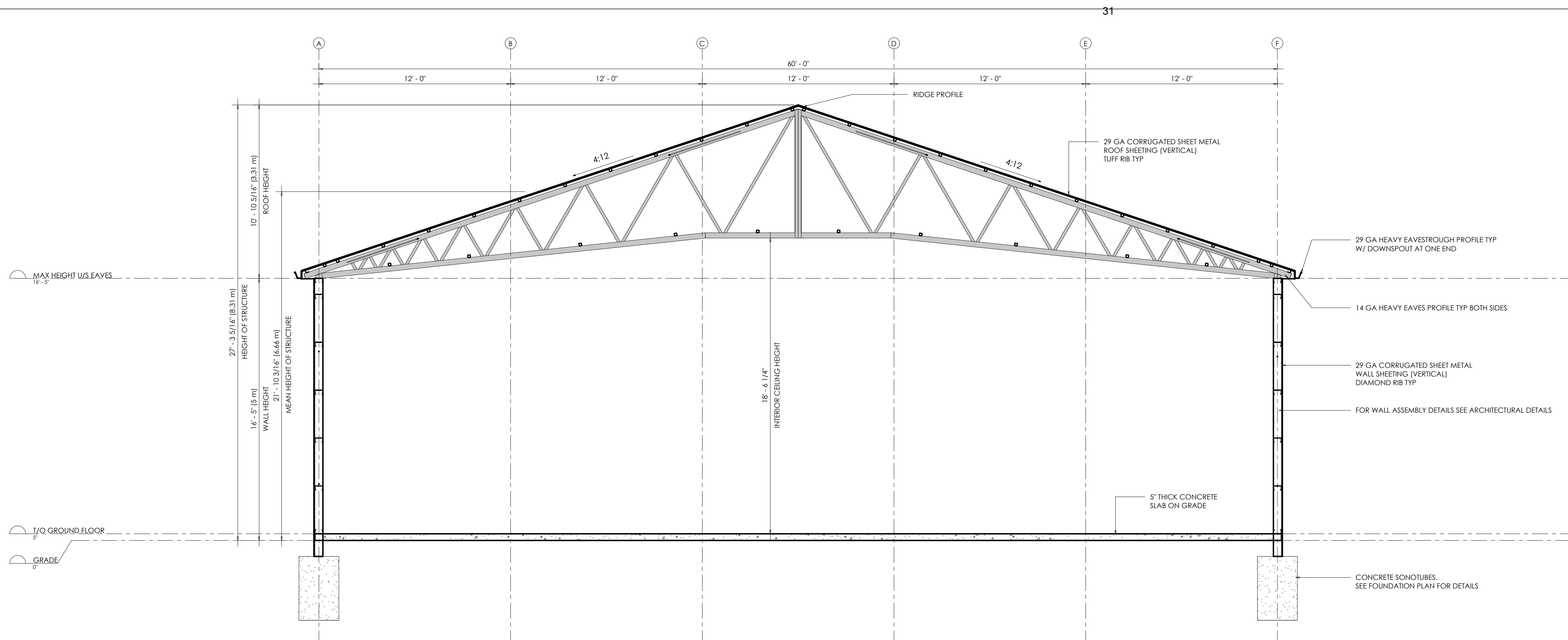
ZACHARIAS  
BUILDING

51 102 NOVA SCOTIA LINE  
AYLMER, ONTARIO  
N5H 2R2

ELEVATION

PROJECT NUMBER	24-029
DATE	2025/06/19
DRAWN BY	MH
CHECKED BY	LDO
SCALE	As indicated

A2.02

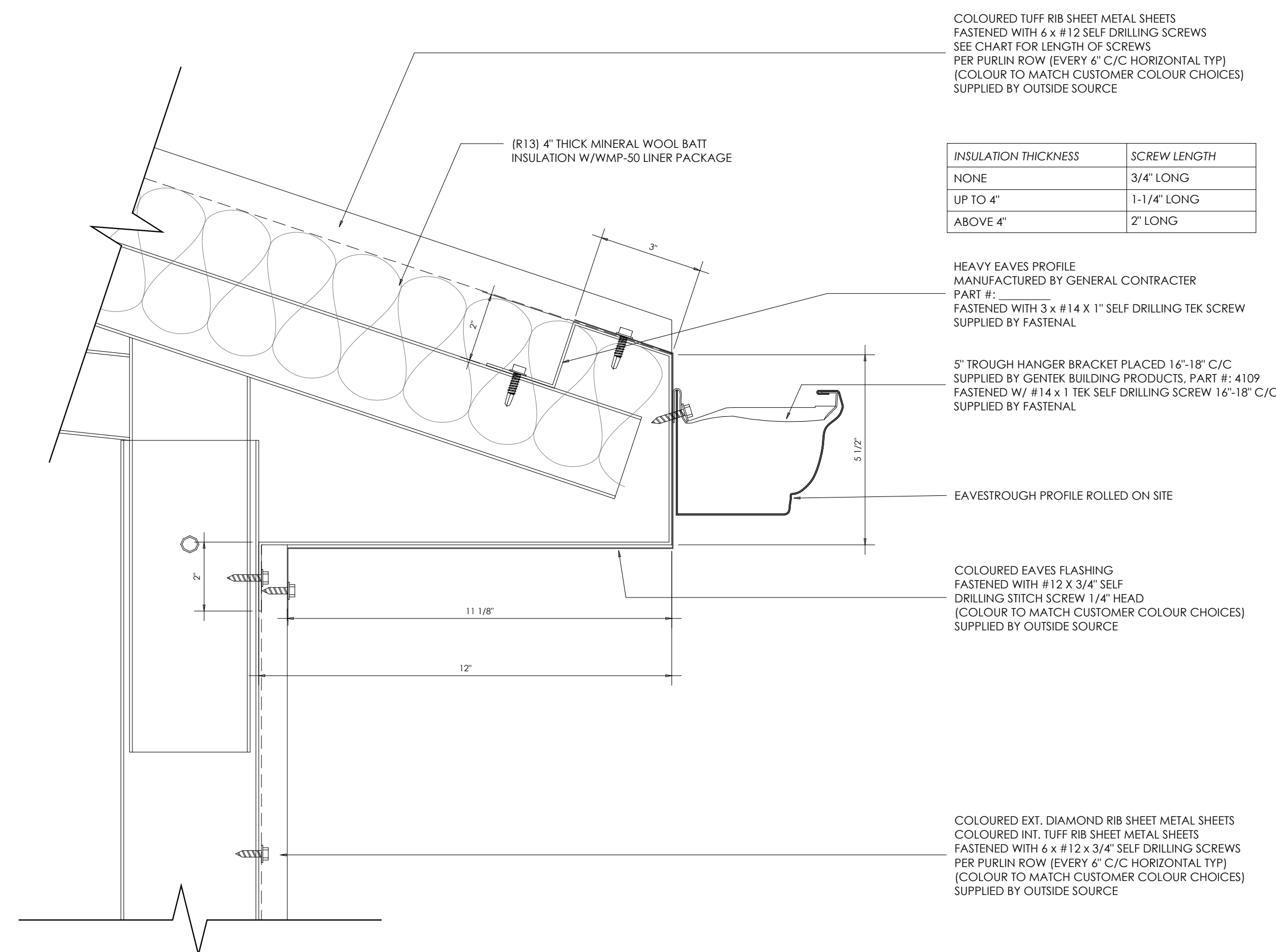


1 BUILDING SECTION 'A'  
A4.01 1/4" = 1'-0"



3 DOUBLE SIDED WALL  
A4.01 N.T.S.

2 DOUBLE WALL @ CORNER  
A4.01 1 1/2" = 1'-0"



4 DTL - EAVES PROFILE - SEC - HOR. WALL SHEETING  
A4.01 1:3

4	ISSUED FOR MINOR VARIANCE	2025/06/19
3	ISSUED FOR MINOR VARIANCE	2024/09/23
2	PRELIMINARY	2024/09/20
1	PRELIMINARY	2024/09/19
NO.	DESCRIPTION	DATE

REVISION TABLE	

ZACHARIAS  
BUILDING

51102 NOVA SCOTIA LINE  
AYLMER, ONTARIO  
N5H 2R2

SECTION 'A'

<b>PROJECT NUMBER</b>	24-029
<b>DATE</b>	2025/06/19
<b>DRAWN BY</b>	MH
<b>CHECKED BY</b>	LDO
<b>SCALE</b>	As indicated

A4.01



**REPORT NO. DS-25-33**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** **Minor Variance Application of Brian and Michelle Biemann relating to the property located at Plan 253 Part of Lot 13 (3408 Lakeview Drive)**

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**RECOMMENDATION:**

THAT Report No. DS-25-33 entitled “Minor Variance Application of Brian and Michelle Biemann relating to the property located at Plan 253 Part of Lot 13 (3408 Lakeview Drive)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. MV-06-25 to permit a reduced side yard setback of 0.9 metres for an accessory structure;

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 accessory structure as illustrated with the application; and,
- 2) That the structure be constructed as per the details shown in the drawings as provided with the application to the satisfaction of the Chief Building Official.

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**PURPOSE & BACKGROUND:**

The Minor Variance Application (“the application”) relates to the property located at PLAN 253 PT LOT 13 and known municipally as 3408 Lakeview Drive. The purpose of the application is to allow for the construction of a 10-foot by 30-foot detached garage on the subject property. The applicant is seeking relief from the Zoning By-law to permit a reduced interior side yard setback of 0.9 metres, whereas the By-law requires a setback of 1.2 metres.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the August 14, 2025 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-06-25.

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## **COMMENTS & ANALYSIS:**

The subject property is approximately 1540 square metres (0.3 acres) in area, has approximately 28 metres (91.8 feet) of frontage along Lakeview Drive, and contains an existing dwelling. The property is surrounded by low density residential uses in all directions.

The owner of the subject lands is proposing to construct an accessory detached garage on the property. Due to constraints of the location of the existing dwelling and boundaries of adjacent properties, there are limited areas to accommodate the proposed structure. As a result, the owner is seeking a variance from the interior side yard setback requirements for an accessory building.

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

The subject property is designated “Tier 2 Settlement Area” on Schedule ‘A’, Land Use Plan. A range of residential uses are permitted in the Tier 2 Settlement Area, (Section B1) which are areas on partial servicing, where development is permitted to allow for infilling and rounding out existing development (Section B2.5). The character of residential areas is to be maintained, and it is to be ensured that land uses are compatible (Section C1.1.1).

### **Malahide Official Plan**

The subject property is designated “Recreational Residential” and “Hazard Lands” on Schedule ‘C’ (Land Use and Constraints Plan for Port Bruce). The Recreational Residential designation permits seasonal and permanent residential uses. Development is not permitted within ‘Hazard Lands’ unless permit approval has been obtained from the Conservation Authority.

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

The subject property is within the “Village Residential Two (VR2) Zone”, on Key Map O4 of Schedule “A” to the Township’s Zoning By-law No. 18-22. The table below identifies the development standards within the Zoning By-law for lands zoned Village Residential 2 (VR2) as they relate to the proposed development.



**Table 1. Village Residential 2 (VR2) Zone Requirements**

<b>Zoning Provision</b>	<b>Required</b>	<b>Proposed</b>	<b>Complies?</b>
Min Lot Area	1,850 m <sup>2</sup>	1494 m <sup>2</sup>	No*
Min Lot Frontage	25 m	27 m	Yes
Min Front Yard	6 m	6.1 m	Yes
Min Interior Side Yard	2 m	6 m	Yes
Min Exterior Side Yard	6 m	N/A	Yes
Min Rear Yard	7.5 m	>27 m	Yes
Max Lot Coverage	30%	< 30%	Yes
Max Height	10.5 m	7.31 m	Yes
Min. Setback for Accessory Structure	1.2 m	0.9 m	<b>No.</b>

\*Existing lots with less than the minimum lot area/frontage are permitted to be used for buildings and structures, as per Section 4.10 of the Zoning By-law.

The minor variance application is requesting a reduced minimum interior side yard setback of **0.9 metres**, where the By-law requires a minimum **1.2 metres**.

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 four tests are as follows: maintains the general intent and purpose of the Official Plan; maintains the general intent and purpose of the Zoning By-law; the application is "minor" in nature; and, the proposed development is desirable for the appropriate development or use of the subject property.

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

The Official Plan permits residential and accessory uses. Generally, the policies of the Official Plan seek to guide orderly and logical growth and development and are not specific as to address requirements such as floor area or height of accessory structures. The application meets the general intent and purpose of the Official Plans. It is noted that a permit may be required from the Conservation Authority to permit the proposed development.

The variance maintains the general intent and purpose of the Official Plans.

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

The purpose of the interior side yard setback is to provide adequate separation between buildings and adjacent properties. It is noted that due to the limited space between the existing dwelling and the side lot lines, there are few alternative locations to install a driveway and construct an accessory building on the property. The proposed setback would continue to provide adequate separation between the proposed structure and the southern property line.

The variance meets 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 scale and potential impact of the proposed variance. The proposed structure would be located over the location of the existing driveway. The proposed setback of 0.9 metres would continue to provide adequate separation between the building and the property line properties and would comply with all other requirements of the Zoning By-law. It is noted that the proposed setback of reduction of 0.3 metres would also be considered to be numerically minor in scale.

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

The subject lands contain a steep slope towards the rear of the property, and the placement of an accessory garage is further limited due to the proximity between the existing dwelling and the side lot boundaries. The proposed variance would allow for the construction of an accessory structure on a property that is currently constrained.

The variance is desirable for the appropriate development of the subject property.

---

**FINANCIAL IMPLICATIONS:**

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

---

**LINK TO STRATEGIC & OPERATIONAL PLANS:**

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

---

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

---

**ATTACHMENTS:**

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

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

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

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



**APPLICATION FOR MINOR VARIANCE****Owners: Brian & Michelle Biemann**3408 Lakeview Drive,  
Part Lot 6, S/S Hornby St, Plan 120Township  
of Malahide  
Figure 1OFFICIAL PLAN DESIGNATION  
Recreational Residential

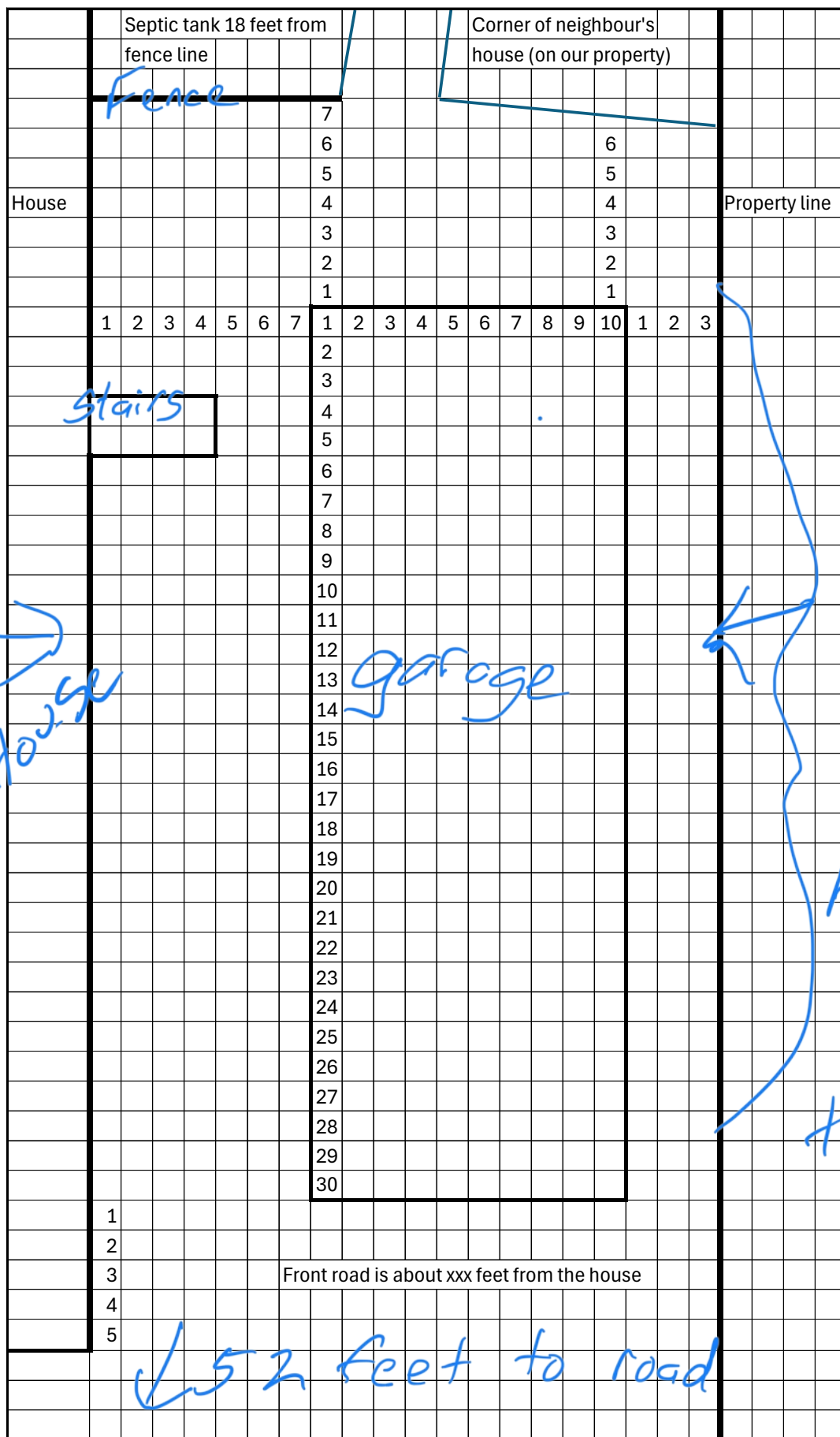
Subject Lands

ZONING  
Village Residential 1 (VR2)

Proposed Accessory Building

↑ Septic back yard

38



← North

→ House

property line

All weeds + trees

**SKETCH**

PREPARED FOR BUILDING PERMIT  
FOR:

PART OF LOT 13  
REGISTERED PLAN 253  
VILLAGE OF PORT BRUCE  
COUNTY OF ELGIN

SCALE - 1: 250



**METRIC** DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

KIM HUSTED SURVEYING LTD.

### CAUTION

THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT  
BE USED FOR TRANSACTION OR FINANCING PURPOSES

THE PROPOSED BUILDING AND ITS LOCATION SHOWN HEREON MAY BE  
SUBJECT TO CHANGES PRIOR TO CONSTRUCTION

DO NOT CONVEY FROM THIS PLAN

## NOTES

- (1) - BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE EASTERN LIMIT OF LAKEVIEW ROAD HAVING A BEARING OF N 06° 04' 00" W AS SHOWN ON REGISTERED PLAN 253
- (2) - PROPOSED BUILDING POSITIONED BY CALCULATIONS, NOT BY ACTUAL SURVEY
- (3) - AREA OF SUBJECT PROPERTY = 1427.6 SQUARE METRES
- (4) - AREA OF PROPOSED DWELLING AND PORCHES = 260.5 SQUARE METRES
- (5) - PROPOSED LOT COVERAGE = 18.3%

"THIS IS NOT  
AN ORIGINAL COPY  
UNLESS  
EMBOSSED WITH  
SEAL"

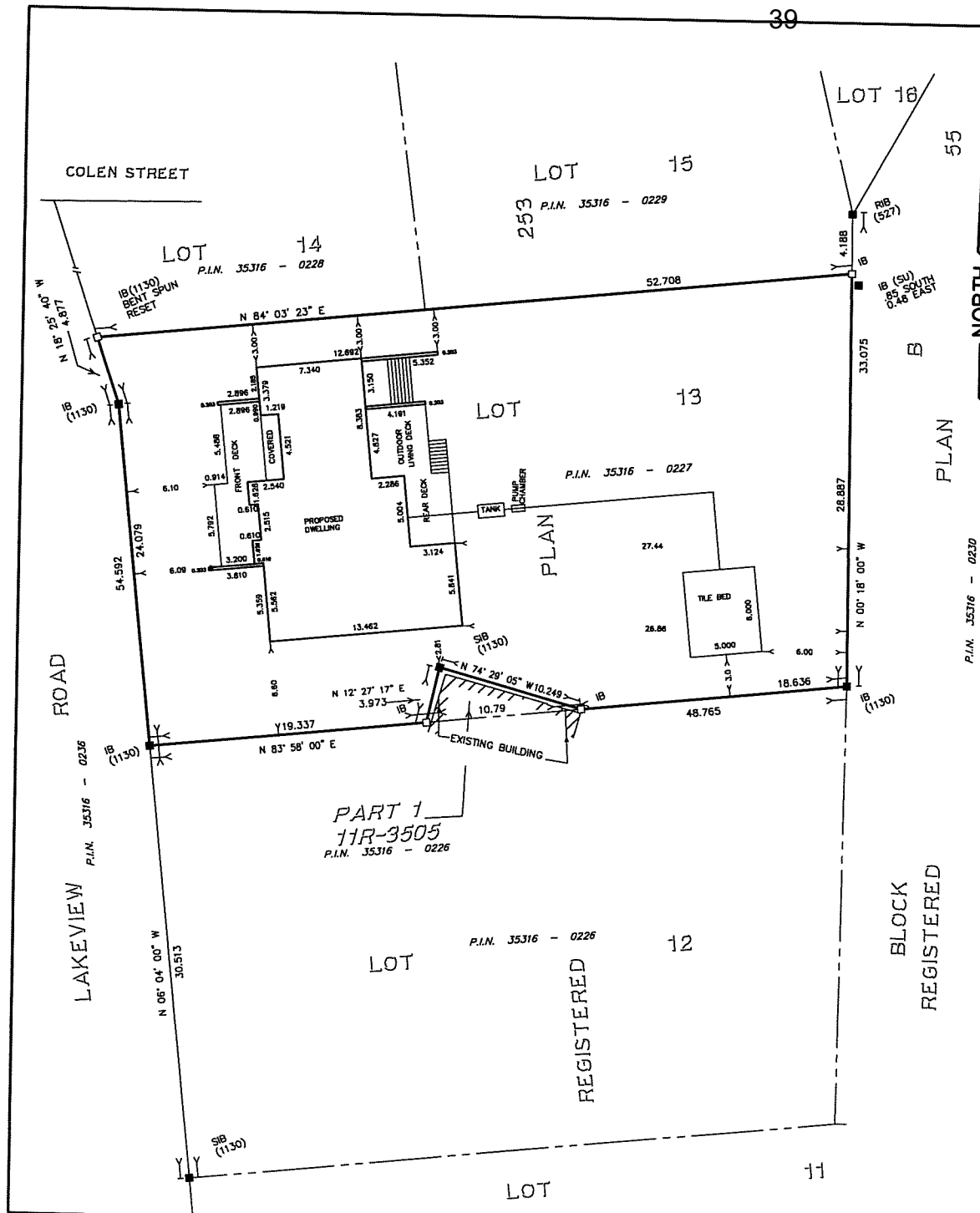
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**KIM HUSTED SURVEYING LTD.**  
**ONTARIO LAND SURVEYOR**  
 30 HARVEY STREET, TILLSONBURG, ONTARIO. N4G 3J4  
 PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 16-11987	REFERENCE: FILE
-------------------	-----------------

DISK No.  
644





**REPORT NO. DS-25-27**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** **Zoning By-Law Amendment Application of Abe and Bertha Friesen relating to the property located at Concession 4, Part of Lot 30 (52543 John Wise Line).**

---

**RECOMMENDATION:**

THAT Report No. DS-25-27 entitled “Zoning By-Law Amendment Application of Abe and Bertha Friesen relating to the property located at Concession 4, Part of Lot 30 (52543 John Wise Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z09-25, 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 Abe and Bertha Friesen to implement the necessary zoning provisions required to facilitate a trucking business as a home occupation. The subject lands are proposed to be rezoned from “General Agriculture (A1)” to “General Agriculture – Site Specific (A1-25)”.

The Application relates to the property located at Concession 4, Part of Lot 30 and known municipally as 52543 John Wise 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 1.7 hectares (4.2 acres) in area, has approximately 180 metres (590.5 feet) of frontage along John Wise Line and contains an existing dwelling and a 473 m<sup>2</sup> accessory building. The property is bounded by John Wise Line to the north, and agricultural farm land to the west, south, and east.

Based on the information provided, the owners of the property have been operating a small-scale trucking business on the subject lands for approximately five years. The

current use of the property is not permitted in the A1 zone, and so the owners have filed a Zoning By-law Amendment to allow for the use to continue on the property.

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

The PPS directs that agricultural lands shall be protected for long-term use for agriculture and permits a range of agricultural, agriculture-related, and on-farm diversified uses within prime agricultural areas (s. 2.3.1, 2.3.3.1). Home occupations are permitted within prime agricultural areas as accessory uses to the primary use of a property. The proposed amendment would not remove land from agricultural production and would not result in negative impacts on the surrounding farm operations.

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

The subject property is designated “Agriculture Area” on Schedule ‘A’, Land Use Plan. In addition to the above, the subject property is identified as having frontage along a “Local” on Schedule ‘B’, “Transportation Plan”. The County Official Plan permits home occupations/home industries in the ‘Agriculture Area’ designation, subject to certain criteria including that the home occupation is located within the building cluster; the home occupation and the primary use rely on the same servicing infrastructure; the scale of the home occupation is appropriate; there will not be adverse impacts from noise, dust, or odour; and the traffic generated will be compatible with surrounding uses (s. C2.7.2).

The proposed use would be located within the cluster of existing buildings and would rely upon the same servicing infrastructure. Empty trailers would be stored within the existing building, with trucks parked outdoors. No other equipment or storage of goods on-site is proposed. The scale of the business is limited to its three employees, and there would be limited additional traffic, considering that trailers are driven to the business’s clients’ locations for transport. The nearest adjacent dwellings would be located approximately 150 metres away. The owners of the business would reside on the property, and would employ one other off-site employee.

### **Malahide Official Plan**

The subject property is designated “Agriculture” on Schedule ‘A1’ (Land Use Plan) and “Hazard Lands” on Schedule ‘A2’ (Constraints Plan). In addition to agricultural uses, the Official Plan permits secondary uses provided these uses are compatible with agricultural uses and do not contribute to land use conflicts (s. 2.1.2.2).

Empty trailers and the associated office space for the business would be enclosed within the existing building on the property, which reduces any impact of the proposed use on adjacent areas. The only outdoor storage would be for the parking of trucks. Additionally, should the application be approved, the Township will require Site Plan Control approval for the proposed development to regulate the scale of the use and provide the Township with the ability to require measures, such as fencing or screening, to ensure there are no

impacts on the adjacent properties. With the implementation of Site Plan control, the proposed home occupation use would not result in negative impacts on the surrounding agricultural lands.

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

The subject property is within the “General Agricultural (A1) Zone on Key Map 76 of Schedule “A” to the Township’s Zoning By-law No. 18-22.

The Zoning By-law Amendment would rezone the subject lands to “General Agricultural – Site Specific (A1-25)”. The proposed amendment would include site-specific provisions to permit the following:

- A trucking business as a home occupation.
- Limit the maximum floor area of the home occupation to 473 m<sup>2</sup>, which is the size of the existing building on the property.

The intent of the maximum floor area and maximum lot coverage provisions is to ensure that accessory uses remain secondary to the principal use on a property. An increased floor area is proposed to allow for trailers to be parked indoors, as opposed to in a visible parking area. Additionally, staff are proposing site-specific provisions to limit the number of trucks and trailers on-site at one time (three trucks and three trailers) – the maximum parking area permitted (1,450 m<sup>2</sup>). These additional provisions would ensure that the scale of the proposed home occupation use remains appropriate and accessory to the principal use. Additionally, it is noted that the current A1 zoning that applies to the subject lands does not have a maximum floor area restriction for accessory structures and would permit a greater lot coverage than the proposed A1 site-specific zone. As a result, while the Zoning Amendment proposes an increased floor area, it would have less of an impact compared to the size of buildings that would be permitted as-of-right.

---

### **FINANCIAL IMPLICATIONS:**

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

---

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

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

---

### **CONSULTATION:**

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

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

---

**ATTACHMENTS:**

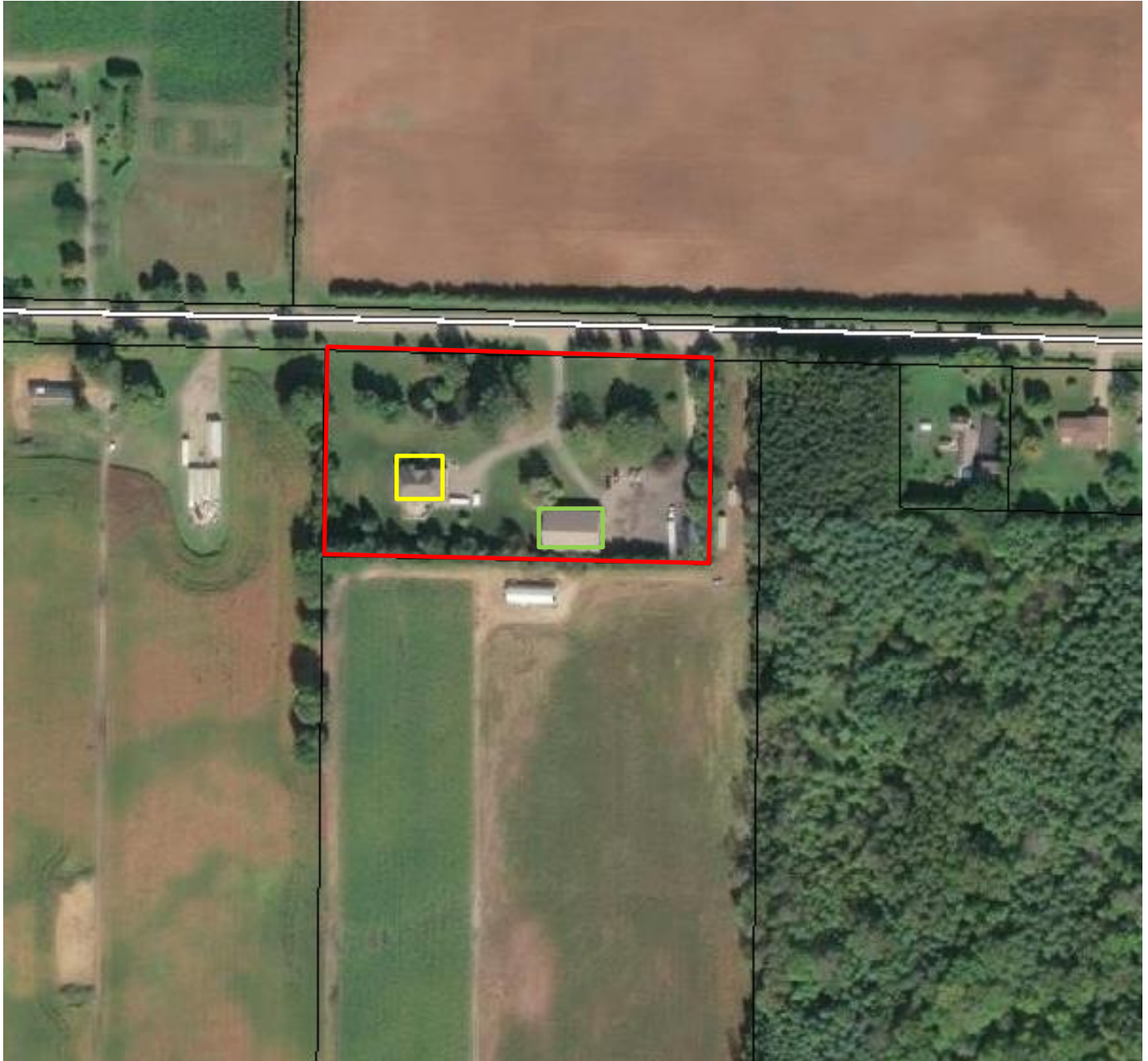
1. Report Photo;
2. Application Sketch; and
3. By-law.

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

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

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



**APPLICATION FOR ZONING AMENDMENT****Owners: Abe & Bertha Friesen**52543 John Wise Line  
Concession 4, Part of Lot 30Township  
of Malahide  
Figure 1OFFICIAL PLAN DESIGNATION  
AgricultureZONING  
General Agricultural (A1)

Subject Lands



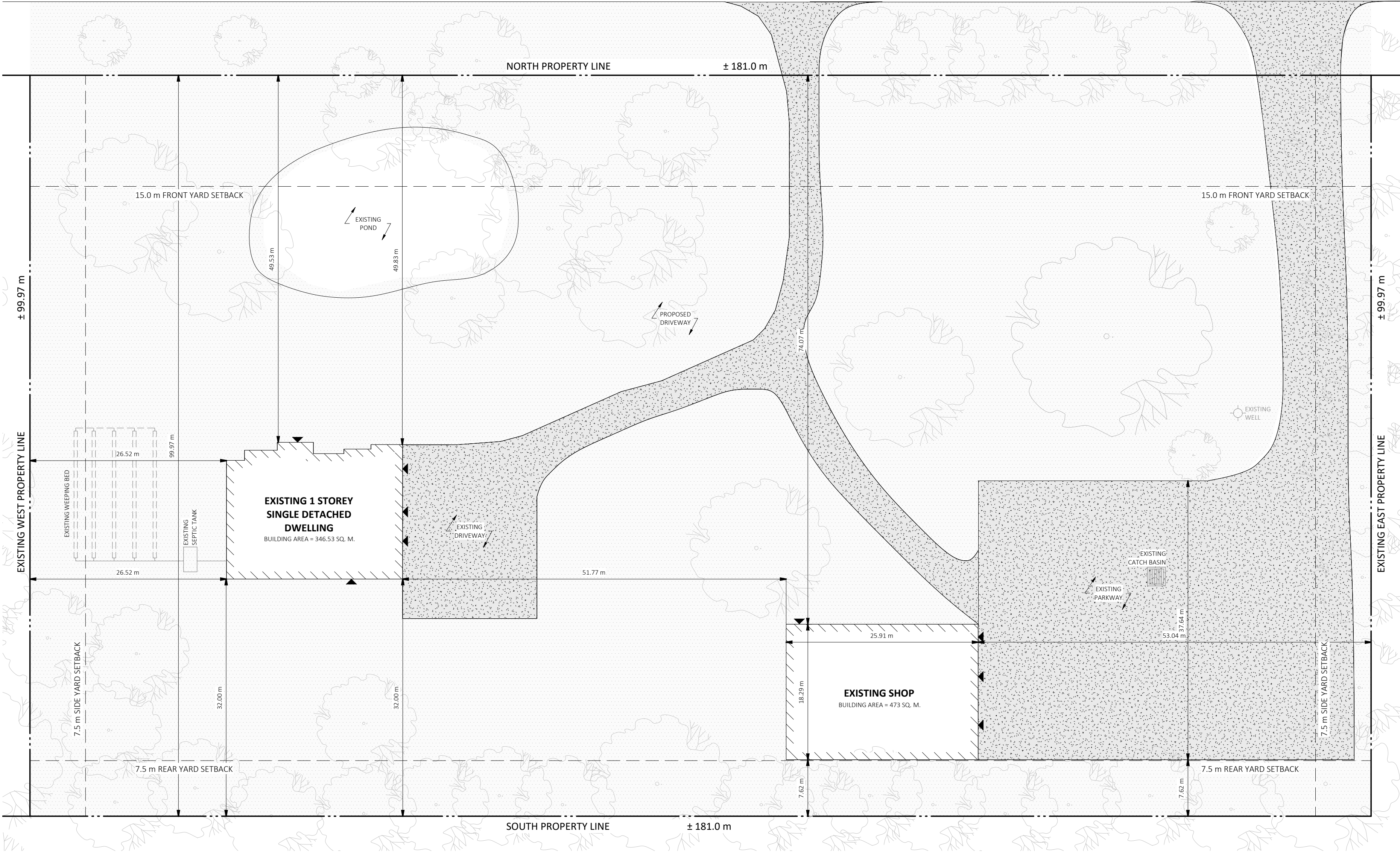
Existing Dwelling



Existing Accessory Building



JOHN WISE LINE



SITE PLAN LEGEND

PROPOSED GRAVEL DRIVEWAY

EXISTING GRAVEL DRIVEWAY

LANDSCAPE AREA

PROPOSED TREE

EXISTING TREE

EXISTING TREE TO BE REMOVED

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THE CONTRACTOR MUST VERIFY ALL DIMENSIONS ON SITE AND REPORT AND DISCREPANCIES TO THE DRAFTSPERSON, BEFORE PROCEEDING WITH THE WORK.

DRAWINGS ARE NOT TO BE SCALED.

No. CHRONOLOGY DATE

1 PRELIM DRAWING SET TO CLIENT 2024.10.01

PROJECT NORTH

TRUE NORTH

No. REVISIONS DATE

FINE LINE DRAFTING & DESIGN INC.

FINE LINE DRAFTING AND DESIGN INC.

519-871-4299

rodneym@finelinedraftingdesign.ca

finelinedraftingdesign.ca

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

Rodney Friesen

Personal BCIN: 114065

Firm BCIN: 126303

CLIENT

ABE AND BERTHA FRIESEN

PROJECT NAME

FRIESEN RESIDENCE

52543 JOHN WISE LINE, AYLMEER,

ONTARIO N5H 2R5

DRAWING TITLE

SITE PLAN

DATE 2024.10.01

SCALE As indicated

PROJECT NO. 2024-092

SHEET NO.

SP1.1

2025-05-14 4:56:59 PM

**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
BY-LAW NO. 25-41**

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

**Abe and Bertha Friesen/Rodney Friesen  
52543 John Wise Line**

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

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

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

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

1. **THAT** the area shown in hatching on the attached map, Schedule "A", and described as Concession 4, Part of Lot 30 (Concession South of Talbot Road), in the Township of Malahide, shall remain in the "General Agricultural (A1) Zone" of By-law No. 18-22 and shall be subject to the added provisions of Section 5.4 of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A1-25" on Key Map 76 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.4 GENERAL AGRICULTURAL (A1) ZONE – 'SITE-SPECIFIC' ZONES, by adding the following new subsection.

- "5.4.25 a) Defined Area**  
***A1-25 as shown on Schedule 'A', Map No. 76.***
- b) Permitted Uses**  
***Trucking business as a home occupation***  
***All other uses in the A1 zone.***
- c) Maximum Floor Area**  
***Home Occupation*** **473 m2**
- d) Maximum Number of Trucks** **3**
- e) Maximum Number of Trailers** **3**

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

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

**READ** a **FIRST** and **SECOND** time this 14th day of August, 2025

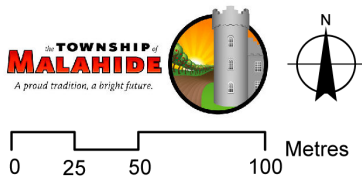
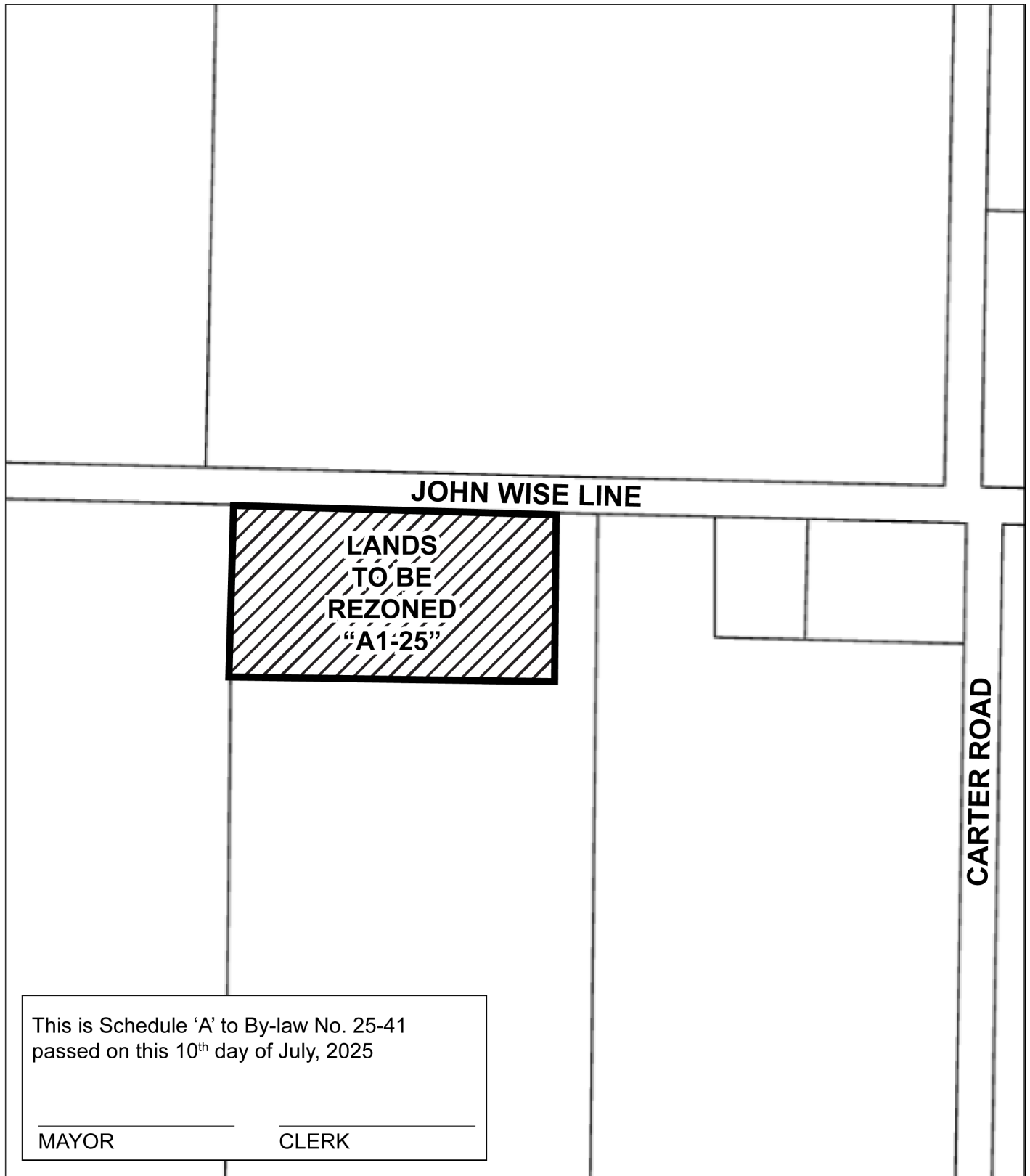
**READ** a **THIRD** time and **FINALLY PASSED** this 14th day of August, 2025.

---

Mayor – D. Giguère

---

Clerk – A. Adams



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

**SCHEDULE 'A'**  
Map No. 76



**REPORT NO. DS-25-31**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** **Zoning By-Law Amendment Application of Wes Beharrell and Amber Mealing-Beharrell relating to the property located at Concession 5 South Part Lot 35, Concession 5 Part Lot 5, Part 1 of RP 11R3317 (53358 and 53408 John Wise Line)**

---

**RECOMMENDATION:**

THAT Report No. DS-25-31 entitled “Zoning By-Law Amendment Application of Wes Beharrell and Amber Mealing-Beharrell, relating to the property located at Concession 5 South Part Lot 35 (53358 and 53408 John Wise Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z10-25 of Wes Beharrell and Amber Mealing-Beharrell, 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 Wes Beharrell on behalf of the owners of 53358 John Wise Line (Wes Beharrell & Amber Mealing-Beharrell) and 53408 John Wise Line (Maitland Williams). The Owners are proposing to rezone the subject lands to modify the zoning of the adjusted parcels. The properties would be from “General Agricultural (A1)” to “General Agricultural – Site Specific (A1-26)” and “General Agricultural – Site Specific (A1-27) to permit reduced lot areas of 10.2 hectares and 6.5 hectares.

The Application relates to the property located at PT LOT 35 RP 11R;3317 PART 1, CON 5, and known municipally as 53358 and 53408 John Wise Line.

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



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## COMMENTS & ANALYSIS:

The subject lands consist of two existing undersized parcels in the agricultural area and are irregular in shape. The lands were subject to two previous consent applications, E42-24 and E43-24, to facilitate a land swap between the two properties that would provide road frontage for 53408 John Wise Line, as well as resolve mutual encroachments. The consent applications were both approved and, as a condition of approval, a Zoning By-law Amendment was required to permit the reduced lot areas and reduced lot frontage of the new parcels.

### Provincial Planning Statement (PPS)

Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons (s. 4.3.3.2), where legal and technical reasons are defined as *“severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot”*. Additionally, all types and sizes of agricultural uses shall be promoted (s. 4.3.2.2). While the new parcels do not meet the minimum requirements of the Zoning By-law, the Zoning By-law Amendment would permit lot areas that achieve greater compliance.

A natural heritage feature covers the majority of both parcels. The PPS does not permit development and site alteration within or adjacent to natural heritage features unless it has been demonstrated that there will be no negative impacts. The PPS defines development as the creation of a new lot, change in land use or construction of buildings and structures requiring approval under the planning act (s. 4.1). As a result, no development is being proposed by the applications.

### County of Elgin Official Plan

The subject properties are designated “Agriculture Area” on Schedule ‘A’, Land Use Plan, are identified as having frontage along a “Local” Road on Schedule ‘B’, “Transportation Plan”, and are designated as “Significant Woodlands” on Appendix 1.

The County Official Plan permits lot boundary adjustments provided that the viability of parcels is not impacted and there is no new lot created (s. E1.2.3.2). The proposed lots are currently undersized, and the application would permit reduced lot areas that are in greater compliance with the Zoning By-law. The subject lands are heavily forested and have not been previously used for agricultural cultivation.

### Malahide Official Plan

The subject properties are designated “Natural Heritage” with a small portion as “Agriculture” on Schedule ‘A1’ (Land Use Plan). The properties are identified as being in a “Provincially Significant Woodland”, “Significant A.N.S.I.’s” and “Hazard Lands” on Schedule ‘A2’ (Constraints Plan).

The Official Plan provides guidance on consents, stating that consents for minor boundary adjustments are permitted in any designation provided the severed and retained parcels comply with the applicable requirements of the Official Plan and Zoning By-law (s. 8.7.1.7). The proposed boundary adjustment would be considered minor and would bring both parcels into greater conformity with the Zoning By-law. The Natural Heritage and Hazard features are not being altered, and no development, as defined by the PPS, is occurring as a result of the applications, the proposed lot boundary adjustment meets the applicable requirements of the Official Plan

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

Currently, both properties are zoned as “General Agricultural (A1)” on Key Map 68 of Schedule “A” to the Township’s Zoning By-law No. 18-22 and are legally existing undersized lots.

53408 John Wise Line is proposed to be rezoned from ‘A1’ to ‘A1-26’ to permit a reduced lot area of 10.2 hectares, whereas the By-law requires a minimum of 20 hectares. 53358 John Wise Line is proposed to be rezoned from ‘A1’ to ‘A1-27’ to permit a reduced lot area of 6.5 hectares and a reduced lot frontage of 80 metres, whereas the By-law requires a minimum of 150 metres. It is noted that 53358 John Wise Line currently has no lot frontage along John Wise Line. The applications bring the undersized lots closer to conformity to the zoning by-law than prior to the severance and would provide legal road frontage to 53358 John Wise Line, as required under Section 4.8 of the Zoning By-law.

---

### **FINANCIAL IMPLICATIONS:**

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

---

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

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

---

### **CONSULTATION:**

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

- No comments have been received from agencies or members of the public.

---

**ATTACHMENTS:**

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

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

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

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



**APPLICATION FOR ZONING BY-LAW AMENDMENT**  
**Owners: Wes Beharrell, Amber Mealing-Beharrell, &**  
**Maitland Williams**

53358 & 53408 John Wise Line  
 Concession 5 South Part Lot 35  
 Township of Malahide

Township  
 of Malahide  
 Figure 1



OFFICIAL PLAN DESIGNATION  
 AGRICULTURAL

ZONING  
 Large Lot Agricultural (A1)



Lands to be rezoned A1-27



Lands to be rezoned A1-26

**NOTES**

BOUNDARY DIMENSION INFORMATION TAKEN BY FIELD SURVEY PREPARED BY CALLON DIETZ O.L.S.'s COMPLETED ON THE 24th DAY OF APRIL, 2024.  
ALL AREAS ARE APPROXIMATE FOR DISCUSSION PURPOSES ONLY.

**METRIC**

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

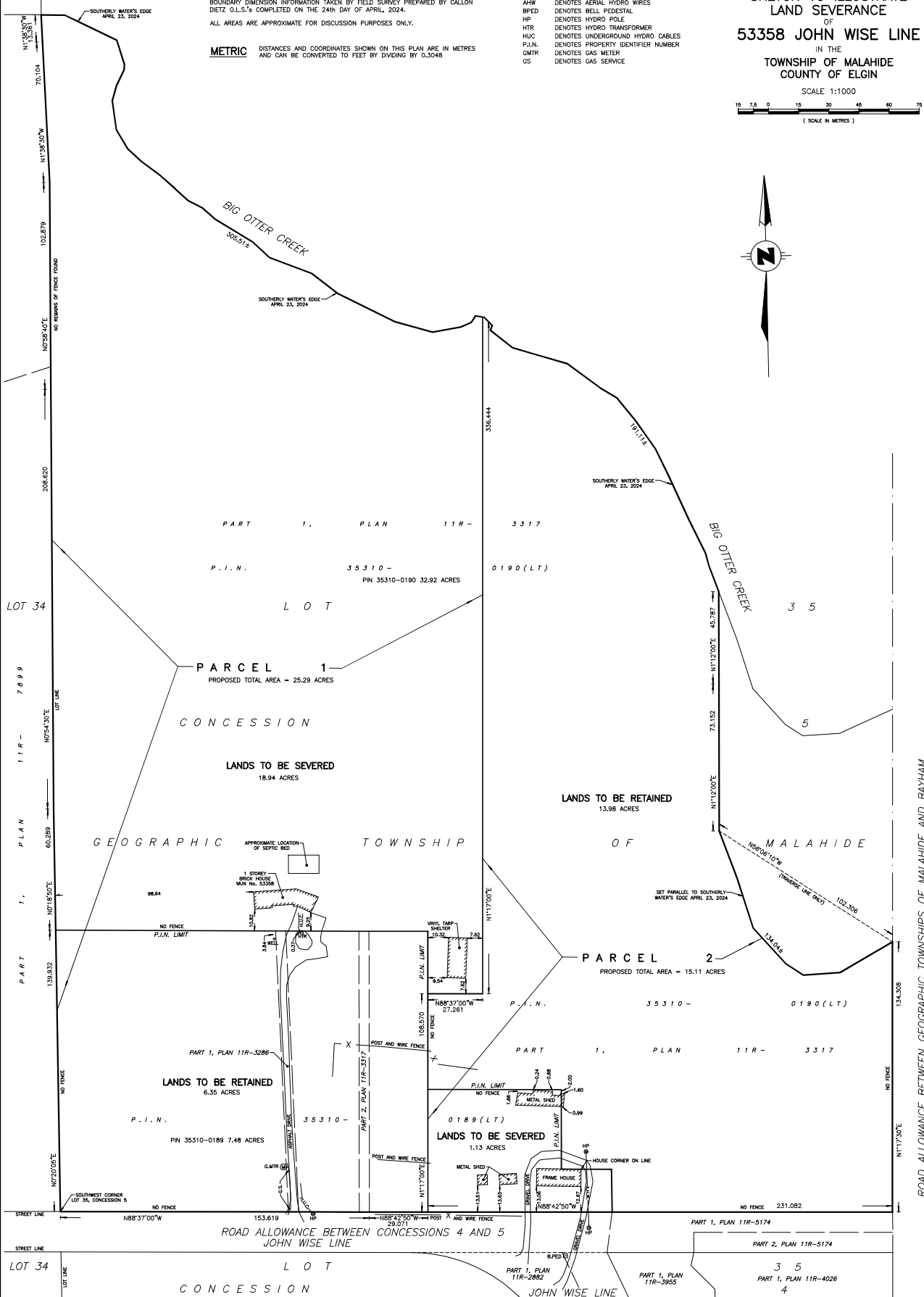
**LEGEND**

APHW DENOTES AERIAL HYDRO WIRES  
BPDF DENOTES BELL PEDESTAL  
HP DENOTES HYDRO POLE  
HTR DENOTES HYDRO TRANSFORMER  
HUC DENOTES UNDERGROUND HYDRO CABLES  
PJAL DENOTES PROPERTY IDENTIFIER NUMBER  
GMTR DENOTES GAS METER  
GS DENOTES GAS SERVICE

**SKETCH TO ILLUSTRATE  
LAND SEVERANCE  
OF  
53358 JOHN WISE LINE  
IN THE  
TOWNSHIP OF MALAHIDE  
COUNTY OF ELGIN**

SCALE 1:1000

15 7.5 0 15 30 45 60 75  
(SCALE IN METRES)



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

**Callon Dietz** INCORPORATED

ONTARIO LAND SURVEYORS  
CARLETON PLACE LONDON NORTH BAY  
info@callondietz.com callondietz.com

SURVEY BY: CJ DRAWN BY: MM FILE No: 24-26126 PLAN No: C-2828



**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
BY-LAW NO 25-47**

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

**Wes Beharrell and Amber Mealing-Beharrell/  
53358 and 53408 John Wise Line**

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

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

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

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

1. **THAT** the area shown in cross hatching on the attached map, Schedule "A", and described as Part of Lot 35, Consession 5 (Concession South of Talbot Road), in the Township of Malahide, shall remain in the "General Agricultural (A1) Zone" of By-law No. 18-22 and shall be subject to the added provisions of Section 5.4 of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A1-26" on Key Map 68 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** the area shown in diagonal hatching on the attached map, Schedule "A", and described as Part of Lot 35, Consession 5 (Concession South of Talbot Road), in the Township of Malahide, shall remain in the "General Agricultural (A1) Zone" of By-law No. 18-22 and shall be subject to the added provisions of Section 5.4 of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A1-27" on Key Map 68 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 5.4 GENERAL AGRICULTURAL (A1) ZONE – 'SITE-SPECIFIC' ZONES, by adding the following new subsection.

**"5.4.26 a) Defined Area**

***A1-26 as shown on Schedule 'A', Map No. 68.***

**b) Minimum Lot Area                      10.2 hectares**

**5.4.27 a) Defined Area**

***A1-27 as shown on Schedule 'A', Map No. 68.***

**b) Minimum Lot Area** 6.5 hectares

**c) Minimum Lot Frontage** 80 metres

**READ a FIRST and SECOND** time this 14<sup>th</sup> day of August, 2025.

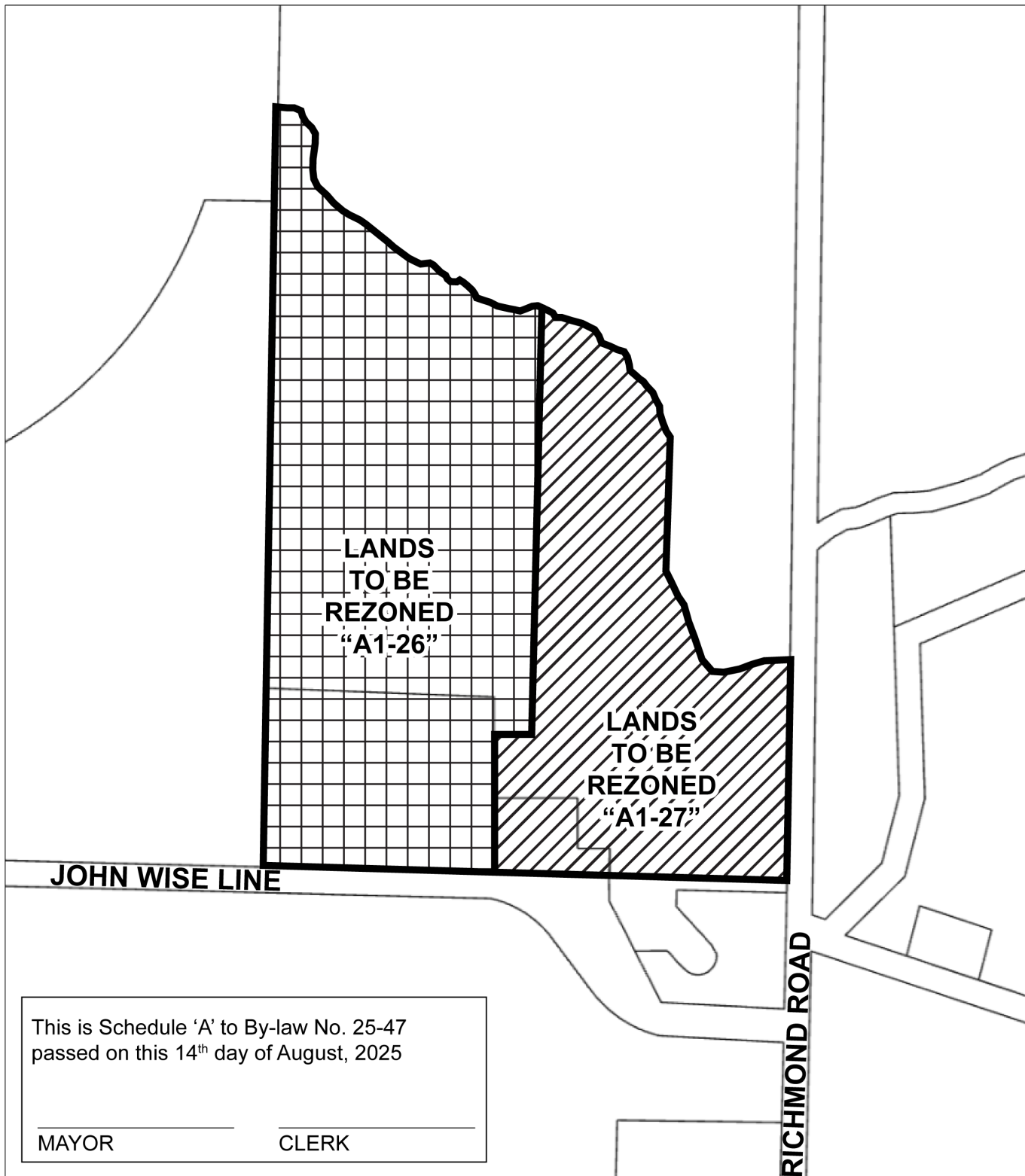
**READ a THIRD** time and **FINALLY PASSED** this 14<sup>th</sup> day of August, 2025.

---

Mayor – D. Giguère

---

Clerk – A. Adams



0 25 50 100 Metres

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

**SCHEDULE 'A'**  
Map No. 68



**REPORT NO. DS-25-34**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Development Services  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** Community Grants Committee Revisions

---

**RECOMMENDATION:**

THAT Report No. DS-25-34 entitled “Community Grant Committee Revisions” be received;

AND THAT Council endorses the implementation of the recommended amendments to the Community Grants Policy and the Community Grant application form prior to the 2025 intake period.

---

**PURPOSE & BACKGROUND:**

On June 4<sup>th</sup>, the Malahide Township Community Grant Committee met at the Malahide Council Chambers at 51221 Ron McNeil Line, Springfield.

The Committee met to review and debrief the existing Community Grant Policy as well as to review the funding criteria that is established under the Policy. Drawing on feedback from the 2024 rollout – which featured significant revisions to both the Policy and application – the Committee examined the existing grant policy, its funding criteria, and the application form to determine whether they effectively serve the intended demographic and align with Township priorities. Upon review, the following changes were recommended:

- Streamline the application form to improve usability, enhance clarity, and simplify completion
- Amend key sections of the Policy to align explicitly with Malahide Township’s strategic priorities and to clarify the underlying principles guiding grant evaluations
- Consolidate the Founding Organizations provisions by integrating them into the Community Grants Policy and consolidating the separate Founding Organizations policy

The Committee directed staff to implement the recommended changes and bring forward a report to Council for consideration at an upcoming meeting. The changes have been applied to both the policy and the application and are attached.

---



## COMMENTS & ANALYSIS:

### Application Changes:

- Added introductory paragraph in preamble regarding the Policy and link to the Community Grant Policy
- Reformatted Sections 2 & 3 (Eligibility & Funding Uses) into one section and scaled down to one acknowledgement box that confirms the applicant has reviewed the policy and confirms their eligibility
- Scaled down Section 4 (now Section 3 - Funding Request Details) to include two boxes, one to explain the overview and purpose of the funding request and another that specifies the amount requested
- Scaled down Section 5 (now Section 4 – Terms and Conditions) to be replaced by an acknowledgement box that the user has read the terms and conditions and agrees to comply with them
- Newly revised Section 5 – Checklist for Budget and Financial Statement introduced for organizations to submit a copy of their budget and financial documentation
- Section 6 renamed Next Steps with pertinent information as a reminder to the applicant

### Changes to Policy:

- Updated Sections 2.1d. & 4.2g. – updated to align with the Ontario Human Rights Code, ensuring a legally compliant commitment to inclusion and non-discrimination across all protected grounds.
- Added Section 3 – EXEMPTION FOR FOUNDING ORGANIZATIONS to replace and integrate the existing policy for financial assistance for founding organizations
- Section 5.2 – introduced wording that late submissions will be considered only if unallocated funds remain in the program's current year budget
- Section 6.3 – introduced wording that illustrates sensitive information related to the financial health of organizations will be carefully worded
- Added Schedule A, which lists the current known founding organizations which are exempt from applying for the 40% assistance for the rental of Township facilities through the Community Grant process, although it is noted that any assistance requested beyond this amount for other purposes, the organization may apply through the Community Grants Application

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## FINANCIAL IMPLICATIONS:

N/A

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## LINK TO STRATEGIC & OPERATIONAL PLANS:

- Engage the Community
- Establish, document and implement service levels

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

**CONSULTATION:**

- A. Boylan, Director of Corporate Services/Treasurer
- 

**ATTACHMENTS:**

1. Community Grant Committee – June 4<sup>th</sup> Draft Minutes
2. Community Grants Policy Revised
3. Community Grant Application Form

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

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



**The Corporation of the Township of Malahide  
Community Grant Committee Meeting  
June 4, 2025 – 2:00p.m.**

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Malahide Township Community Grant Committee met at the Malahide Council Chambers, at 51221 Ron McNeil Line, Springfield, at 9:00a.m. The following were present:

**Council:** Mayor D. Giguère, Councillor S. Lewis, and Councillor R. Cerna.

**Staff:** Director of Corporate Services A. Boylan, Community Relations and Economic Development Manager S. Tripp, and Clerk A. Adams.

**CALL TO ORDER:**

Councillor Lewis took the Chair and called the meeting to order at 2:04p.m.

**APPROVAL OF AGENDA:**

**Moved By: Rick Cerna**

**Seconded By: Dominique Giguère**

THAT the agenda be approved as presented

**Carried**

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

No items.

**ANNOUNCEMENTS:**

No items.

**ADOPTION OF MINUTES:**

**Moved By: Rick Cerna**

**Seconded By: Dominique Giguère**

THAT the minutes of the Community Grant Committee Meeting held on January 29, 2025 be approved.

**Carried**

**DELEGATIONS:**

No items.

**UNFINISHED BUSINESS:**

No items.

**NEW BUSINESS:**

- Review and debrief existing Policy
  - Evaluate feedback from 2024 and review possible suggestions for improvement.
- Review funding criteria established under the Policy
  - Evaluate current criteria and demonstrate if is effectively capturing the intended demographic effectively.

CRED Manager Tripp provided an overview of feedback from the 2024 process, noting that not all comments were actionable. The Committee agreed that financial statements should remain part of the criteria, as they demonstrate responsibility and support informed decision-making.

Director Boylan suggested refining parts of the application to improve clarity while retaining financial information to ease completion.

There was agreement by the committee to refine the feedback language related to financial information, with any further discussions to take place in person as needed.

The Committee supported continued communication and marketing of application deadlines. As part of the standard practice, a reminder will be sent to past applicants. Clarification was provided that applications are accepted only during the designated intake period, and outside of that window, they may be reviewed only if funding remains available.

Mr. Tripp initiated a discussion on aligning the policy's criteria with its intended goals. Suggestions focused on simplifying the application form and clearly separating the policy and instructions from the application materials. The Committee also supported removing the application requirement for designated community founding organizations and recommended that the specific policy be reviewed.

**Moved By: Dominique Giguère**  
**Seconded By: Rick Cerna**

THAT the Grant Committee has completed its review and developed recommendations regarding the criteria outlined in the current Policy;

AND THAT staff be directed to implement the recommended changes and bring forward a report to Council for consideration at an upcoming meeting.

**Carried**

**ADJOURNMENT:**

**Moved By: Dominique Giguère**

**Seconded By: Rick Cerna**

THAT the Committee adjourn its meeting at 2:47p.m.

**Carried**

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Chair – S. Lewis

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Clerk – A. Adams



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**Section:** Corporate Services  
**Policy Title:** **COMMUNITY GRANTS PROGRAM**  
**Policy No.:** A09-CORP-002  
**Effective Date:** Sept 19, 2024  
**Revised:** **August 14, 2025**

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## **COMMUNITY GRANTS POLICY**

### **1 PURPOSE AND SCOPE**

- 1.1** The purpose of this Community Grants Policy is to establish detailed guidelines and procedures for the allocation of the Township's grants to eligible organizations. This policy ensures transparency, accountability, and the effective use of public funds to support initiatives that benefit the community and align with the Township's strategic priorities.
- 1.2** By providing financial support to local organizations and initiatives, this policy aims to achieve the following objectives:
- a) Enhance community services and programs:** Improve and expand services and programs that directly benefit the community, ensuring residents have access to valuable resources and opportunities.
  - b) Support non-profit community organizations:** Strengthen non-profit organizations that play a vital role in the community, helping them to continue their important work.
  - c) Encourage volunteerism and engagement:** Promotion of volunteerism and active community participation, recognizing the value of engaged citizens in fostering a vibrant and connected community.
  - d) Leverage community assets and partnerships:** Maximize the impact of its resources by encouraging collaborations and partnerships that utilize community assets effectively.
  - e) Advance strategic and service objectives:** Support initiatives that align with and further the Township's broader strategic goals and service priorities, ensuring that funding decisions contribute to the community's long-term development.

**1.3** This policy applies to all grants awarded by the Township to external organizations. Exceptions include:

- a) Founding Organization Fee Subsidies:** Rental fee subsidies equaling 40% of the Township's facility fees for events held by "Founding Organizations" at Malahide Community Place and South Dorchester Community Hall. **See Section 3 for more details.**
- b) Funding Agreements:** At Council's direction, the Township may enter into funding agreements to provide ongoing funding assistance to an organization. Organizations need not apply each year while under the terms of an agreement.

## **2 APPLICANT ELIGIBILITY CRITERIA**

**2.1** In order to be considered **eligible** for the Township's Community Grants Program, an applicant must adhere to all of the following criteria:

- a. Non-profits & community groups:** Applicants must be non-profit organizations or community groups. The Township considers these to be organizations that are volunteer-driven, are focused on addressing the needs and improving the well-being of the community, using any surplus funds to further their mission rather than for profit.
- b. Serves local community:** Applicants must demonstrate that their initiative or organization serves the local community and addresses local needs.
- c. In good financial standing:** Applicants must be in good financial standing, meaning they have no outstanding debts, have complied with previous financial agreements, and have demonstrated financial responsibility and transparency in their dealings with the Township.
- d. Inclusive:** Applicants must demonstrate a commitment to inclusion and non-discrimination. All programs, services, and participation opportunities must be open to all and free from direct or indirect discrimination on any ground protected by the Ontario Human Rights Code, including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity or expression, age, marital or family status, and disability. Programs serving specific populations may be eligible if they qualify as special programs under Section 14 of the Code.

**2.2** Organizations may be considered **ineligible** for the Township's Community Grants Program if any of the following apply:

- a. Government agencies and cemetery boards:** All governmental bodies, departments, agencies, and cemetery boards at various levels (municipal, provincial, and federal). These entities are typically responsible for public administration, regulatory functions, and oversight of public services, including the management and operation of cemeteries within their jurisdiction.

- b. **Individuals:** Private persons or citizens who may seek to interact with the Township for various purposes, such as applying for grants, permits, or other forms of assistance.
- c. **Those who have engaged in legal claims against the Township:** Organizations that have previously been involved in legal disputes with the Township. This could involve threatened or actual litigation related to contractual disputes, regulatory issues, or other conflicts. Applications or interactions with these organizations may be scrutinized with consideration of the historical context and potential legal ramifications.
- d. **Those who have previously failed to comply with program requirements:** Organizations that have previously participated in the Township's community grants program but failed to adhere to its terms and conditions. Non-compliance could include issues such as misrepresenting their financial position, failure to meet project deadlines, or misuse of grant money. Such organizations may face additional requirements or restrictions when applying for future grants, or they may be disqualified from participation.

### 3 EXEMPTION FOR FOUNDING ORGANIZATIONS

The Township of Malahide will provide financial assistance equivalent to 40% of Township facility rental fees levied for each event for organizations listed in Schedule A: List of Current Founding Organizations. Requests beyond this amount can be received through the Community Grants application.

#### 3.1 The following are the general guidelines to be used by the Township of Malahide in evaluating applications for financial assistance.

- a. **Founding Organization:** Must continue to be located within the Township of Malahide, have a clearly stated purpose and function that results in an improvement in community services within the Township of Malahide and the organization must be responsible for the planning and provision of these services.
- b. **Request for Status:** To see a full list of the Township's current "Founding Organizations" please review, *Schedule A: List of Current Founding Organizations*. To be considered a Founding Organization, please submit a letter addressed to the Community Grants Committee to the Township office or through our electronic mailbox: [grants@malahide.ca](mailto:grants@malahide.ca).

### 4 FUNDING USES & RESTRICTIONS

#### 4.1 The Township's grant funding policy is designed to support initiatives that align with the community's priorities and contribute to the overall well-being and development of our residents. To ensure that public funds are used effectively and responsibly, the following guidelines outline the eligible uses of funding under this policy.

- a. **Projects, initiatives or events:** Funding or support for specific projects, initiatives, or events that are time-bound and designed to achieve a particular objective or outcome. Funding in this category is often allocated to activities such as community programs, cultural events, or special projects that benefit the community.

- b. Operating grants:** Financial assistance to organizations or entities to help cover their day-to-day operational expenses. These grants are typically used to support ongoing activities, including staffing, utilities, and other essential functions necessary to maintain operations.
- c. Capital grants:** Capital grants are provided to fund the acquisition, construction, or improvement of long-term assets such as buildings, infrastructure, or equipment. These grants are intended for projects that create or enhance physical assets that will have a lasting impact on the community.
- d. Seed or start-up funding:** Intended for new organizations, businesses, or initiatives that are in the early stages of development. This type of funding provides the necessary capital to launch new ventures, helping to cover initial costs relating to development and early operations.
- e. User fee waivers or reductions:** Waiving or reducing fees typically charged by the Township for services or facilities. It is often provided to organizations or events that serve the public interest or align with the Township's goals, thereby lowering the cost burden on those organizing or participating in community activities.

**4.2** To maintain the integrity and effectiveness of the Township's grant funding program, certain uses of funds are deemed ineligible. These exclusions ensure that public resources are allocated in a manner that aligns with the Township's objectives and legal responsibilities, avoiding activities that could compromise the program's intent or fairness. The following list outlines the types of activities, projects, and expenses that do not qualify for funding under this policy.

- a. Retroactive funding:** Refers to financial assistance requested for expenses that have already been incurred prior to the application being submitted. This type of funding is not allowed, as it involves reimbursing costs that were not pre-approved or budgeted for in advance by the Township.
- b. Disaster recovery:** Funding for disaster recovery is not considered an eligible use of the Township's grant funding. Funding may already be available through specialized emergency relief funds, government programs, or insurance, making it unnecessary or redundant to allocate grant resources for this purpose.
- c. Political advocacy activities:** Includes requests aimed at supporting activities that involve political advocacy, lobbying, or efforts to influence government policies or decisions. The Township excludes funding such activities to maintain neutrality and avoid the use of public funds for political purposes.
- d. Uniforms or travel for sports teams:** Requests specifically for purchasing uniforms or covering travel expenses for sports teams are considered ineligible under this policy. These costs are often not prioritized by the Township's Community Grants Program as they are considered operational or personal expenses rather than community or project-based initiatives that benefit the broader public.

- e. **Flow-through funding:** Flow-through funding occurs when funds are granted to an organization with the intent that they will be passed on or reallocated to another organization or individual. The Township prohibits this use of its funding to ensure that grants are used directly by the recipient organization for the intended purpose, rather than being transferred to another entity.
- f. **Promotion of religious doctrine:** This category refers to funding requests aimed at supporting activities that explicitly promote, endorse, or disseminate religious teachings, beliefs, or doctrines.
- g. **Discriminatory activities:** Funding will not be provided for activities, programs, or initiatives that directly or indirectly discriminate on any ground protected by the Ontario Human Rights Code. This includes, but is not limited to, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity or expression, age, marital or family status, and disability. Programs that serve specific populations may be eligible if they qualify as special programs under Section 14 of the Code.

## 5 APPLICATION PROCESS

- 5.1 **Advertising and awareness:** The Township is responsible for ensuring that the grant application process is accessible and well-publicized. This includes advertising opportunities on social media and maintaining detailed information on the Township's website. At its discretion, the Township may choose to engage in targeted community outreach to specific organizations to encourage their participation in the Community Grants Program.
- 5.2 **Submission process:** Eligible organizations may obtain an electronic copy of the Township's "Grant Application Form" from the Township's website. Applications must be submitted to the Township no later than **October 31<sup>st</sup>** each year, unless otherwise stated by the Township, to be considered for the subsequent year's intake. **Late submissions will only be considered if unallocated funds remain in the program's current year budget.**
- 5.3 **Acknowledgement of receipt:** After submission, applicants will receive confirmation that their application has been received.
- 5.4 **Initial screening:** Shortly after the submission deadline, staff will review applications to determine whether they are complete. When an incomplete or non-compliant application is detected, the applicant will be notified and given one week to address any deficiencies.
- 5.5 **Evaluation by committee:** The Community Grants Committee will evaluate each application in accordance with the Community Grants Policy eligibility and evaluation criteria. The Committee may request additional information from applicants as deemed appropriate. A summary of the Committee's evaluations will be drafted for Township Council's review.



- 5.6 Funding approval:** The Community Grants Committee will present their recommendations to the Council of the Township of Malahide during annual budget deliberations. Council ultimately makes the final decision on grant allocations.
- 5.7 Notification of applicants:** The decisions of Council will be documented, and applicants will be notified in writing as to the results of their applications. All decisions by Council are final and no appeals process will be provided.
- 5.8 Recipient requirements:** Successful applicants are expected to provide an acknowledgement of the Township's financial assistance at their funded event and/or on their website and social media. The Township may request materials or information that will aid the Township in advertising the approved initiative or service. Recipients of grant funding are expected to comply with any conditions attached to the funding as determined by the Council at the time of approval.

## 6 EVALUATION OF REQUESTS

- 6.1** The Community Grants Committee will evaluate each eligible application on the following criteria:

Criteria	Description
<b>Community Impact</b>	The potential positive impact of the project on the community, including the number of residents who will benefit and the long-term benefits to the community.
<b>Financial Need</b>	The financial need of the applicant, including a clear demonstration of why the grant is necessary for the initiative's success and evidence of explored alternative funding sources.
<b>Project Feasibility</b>	The feasibility of the initiative, including the clarity of the project plan, the reasonableness of the timeline, and the likelihood of successful completion.
<b>Alignment with Strategic Priorities</b>	The extent to which the initiative aligns with the Township's strategic priorities and community grants policy objectives.
<b>Organizational Capacity</b>	The applicant's capacity to manage and complete the project, including past experience, qualifications, and the ability to manage funds responsibly.
<b>Budget and Cost-Effectiveness</b>	The completeness and accuracy of the initiative's budget, including whether costs are reasonable, provide good value for money and other funding raising efforts have been demonstrated.

- 6.2** To aid in the evaluation process, the Community Grants Committee may request financial information from applicants such as financial statements, budget documents or redacted bank statements.

- 6.3** The Community Grants Committee holds no responsibility to publicize their individual or group evaluations, though applicants and Council may request clarification regarding the Committee's recommendations. **Sensitive information related to finances will be carefully worded.** The Committee's recommendations to Council are based on a majority vote of the Committee's voting members and may not reflect the opinion of all individual Committee members.

## **7 ACCOUNTABILITY & TRANSPARENCY**

- 7.1 Public disclosure:** Information about grant recipients, funded projects, and the amounts awarded will be made publicly available on the municipality's website and in an annual report to Council.
- 7.2 Conflict of interest:** Members of the Community Grants Committee and Township Council must disclose any potential conflicts of interest and recuse themselves from decisions where a conflict exists.

## **8 POLICY REVIEW**

- 8.1** This policy will be reviewed during the first year of each term of Council, or more frequently as deemed appropriate by Township Council or the Community Grants Committee, to ensure its continued relevance and effectiveness. Any amendments to the policy must be approved by Council.

### **Schedule A: List of Current Founding Organizations**

<b>Organization Name</b>
Springfield Swans

Springfield Family Fun Day Committee
Springfield Christmas Parade Committee
South Dorchester Optimist Club

# Township of Malahide

87 John Street South  
Aylmer ON N5H 2C3  
Phone: 519.773.5344  
Email: [info@malahide.ca](mailto:info@malahide.ca)



## Community Grants Program Application

The Township of Malahide's Community Grants Program provides financial support to eligible community organizations whose initiatives benefit local residents and align with the Township's strategic priorities. All funding is subject to annual Council approval through the Township's operating budget.

Applicants are encouraged to review the [Community Grants Policy](#), with particular attention to eligibility requirements and evaluation criteria, to enhance the likelihood of a successful application.

Questions may be directed to [Grants@malahide.ca](mailto:Grants@malahide.ca) (<mailto:Grants@malahide.ca>).

## Section 1: Applicant Information

Organization  
Name \*

Organization  
Address \*

Contact Person \*

Position \*

Email Address \*

Phone Number \*

## Section 2: Acknowledgement of Policy Review and Guidelines

By submitting this application, you confirm that you have reviewed the Township's Community Grants Policy, meet the eligibility requirements, and understand the evaluation criteria. You agree that all information provided is accurate, that any approved funds will be used for the stated purpose, and that you will comply with all program terms, including any reporting requirements.

**Acknowledgement \*** ☐ I confirm that I have reviewed the policy and agree to the above terms.

## Section 3: Funding Request Details

### Project Funding Request

Please describe the project, program, or initiative for which you are requesting funding. Clearly outline the purpose, community impact, and how the requested funds will be used. Be specific about the activities or costs to be supported by the grant.

#### Overview & Purpose\*

Describe the funding request, including the specific project, operation or initiative for which you are seeking funds. Please clarify what the funds will be used for.

#### Amount Requested\*

## Section 4: Financial Information

Applicants are asked to submit financial information in support of their funding request. Information provided will support the application by informing the Township's understanding of the project's financial context, including the reasonableness of the request, the viability of the initiative, and the organization's capacity to deliver it. Where applicable, it should also reflect efforts to secure other sources of funding or in-kind support.

Examples of acceptable forms of financial information may include:

- A project-specific budget showing anticipated revenues and expenses;
- Recent financial statements (audited if available); or
- A current, redacted bank statement.

**1. Upload Copy of  
Organization's  
Budget\***

**Confirmation of  
Budget\***

The Budget submitted is accurate and reflects the intent of the organization's spending activity related to the Community Grant eligible activities.

☐ Yes

**2. Upload Copy of  
Financial  
Documentation\***

**Confirmation of  
Financial**

The Financial Documentation submitted accurately reflects the organization's most recent operating financial activities.

**Documentation\***

☐ Yes

## Section 5: Application Completion Checklist

**1. Review Your Application:** Before submitting, ensure that all sections of the application have been completed accurately and thoroughly.

**2. Attach Required Documents:** Make sure to attach all necessary documents as outlined in the application. This includes financial statements or a redacted, current bank statement, or any other supporting materials.

**3. Submit Your Application:** Submit the completed application form along with any required attachments by the specified deadline. The Township's website states application deadlines each year.

**4. Confirmation of Receipt:** Once your application is submitted, you will receive a confirmation of receipt. If you do not receive this confirmation within a one week period, please call the Township office at 519-773-5344 to make an inquiry.

**5. Follow-Up:** After submission, your application will be reviewed according to the Township's evaluation criteria as defined in its Community Grants Policy. You may be contacted for additional information or clarification. Please ensure your contact details are accurate.

**6. Response Timing:** All applicants will be notified of the decision regarding their funding requests near the beginning of the funding year. Successful applicants will receive detailed information about the allocation and next steps, while those not selected will be informed and encouraged to apply for future opportunities

Save as draft



**REPORT NO. F-25-09**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Fire & Emergency Services  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** Emergency Services Quarterly Report (April – June)

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**RECOMMENDATION:**

THAT Report No. F-25-09 entitled “Emergency Services Quarterly Activity Report (April – June)” be received.

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**PURPOSE & BACKGROUND:**

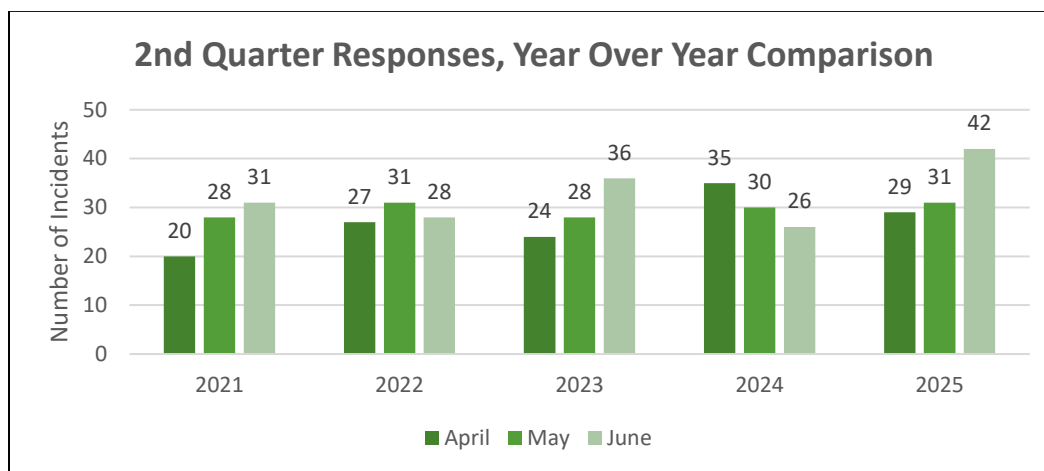
**PURPOSE:**

This report provides information reported for the first quarter of 2025, including dates of April 1<sup>st</sup> to June 30<sup>th</sup>, 2025.

**BACKGROUND:**

**Department Responses**

The Malahide Fire Services responded to one hundred and two (102) incidents this quarter as compared to ninety-one (91) in 2024, eighty-eight (88) in 2023, eighty-six (86) in 2022, and seventy-nine (79) in 2021. A comparison of these incidents to the same quarter of previous years is shown in the bar graph below.



Listed below is a breakdown of the type of incidents this quarter. Medical incidents accounted for fifty-nine per cent (59%) of all incidents in this quarter. The average age

of persons requiring medical response was sixty (60), with sixty-two per cent (62%) being male, thirty-three per cent (33%) being female and five per cent (5%) unknown.

<b>Quarterly Incidents by Type</b>	<b>#</b>
Fire	5
Burn Complaint	10
Alarm Malfunction	7
Smoke Alarm (NO FIRE)	1
CO Alarm	2
Public Hazard	2
Technical Rescue MVC	13
Technical Rescue Other	0
Medical	60
Assist Other Fire Department	2
Assist Police	0
<b>TOTAL:</b>	<b>102</b>

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

There were five (5) fires with a combined estimated total dollar loss of \$5,000, and a total estimated dollar saved of \$4,500,000.

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

The following fire safety messages have been used this quarter:

**April** – “Inspect your home for fire hazards”

**May** – “Clean and inspect your BBQ”

**June** – “Install smoke alarms on all levels and CO alarms outside every sleeping area” and “June 21<sup>st</sup> Events at MCP: Springfield Fun Day 9am-1pm, Spaghetti Dinner 5pm-7pm”

Fire Prevention Staff participated in twelve (12) community events in the second quarter:

#### **1. May 18 – Victoria Fireworks Display in Port Bruce**

- Annual fireworks display in Port Bruce put on by the Malahide South Firefighters' Association.
- Hundreds of visitors of all ages attended the event despite the cool weather.

#### **2. May 21 – Community Engagement Event at Summers' Corners Public School**

- Attended the school with two trucks to allow visitors to tour the apparatus/equipment and ask firefighters questions outside. A table



display was set up inside with various colouring books and fire safety materials for all ages.

- Approximately 450 people were in attendance.
- 3. May 30 – Catfish Creek Conservation Authority PA Day Event**
  - MFS Fire Prevention set up a fire safety display at Springwater Conservation Area.
  - Approximately 200 people of all ages were in attendance.
- 4. June 5 – Discovery Week Event at Mistyglan Creamery**
  - Presentation to University of Western Ontario (UWO) medical students to detail the role that volunteer firefighters perform in emergency medical responses in rural communities.
  - Approximately 35 medical students were in attendance.
- 5. June 10 – South Dorchester Optimist Zone District Meeting at South Dorchester Community Hall (SDCH)**
  - Presentation regarding emergency exits, attendance for accountability during an emergency exit, and public defibrillators.
  - Approximately 50 people were in attendance.
- 6. June 11 - Elgin County Farm Safety Day at Immanuel Christian School in Aylmer**
  - Annual event during the “Keep Kids Safe Day Camp” included presentation on fire safety and tours of the Elgin County Fire Prevention Trailer.
  - Approximately 120 students and 15 Teachers/Administrative Staff were in attendance.
- 7. June 14 - Catfish Creek Conservation Authority 75<sup>th</sup> Anniversary Celebration**
  - MFS Fire Prevention team attended with three (3) fire trucks and an assortment of Public Education materials. A sprinkler was set up and a hose line was available for water fun.
  - Over 300 visitors of all ages attended the event.
- 8. June 20 - Fire Extinguisher Training with Employees of Ministry of Natural Resources and Forestry (MNRF)**
  - Facilitated fire extinguisher training for employees of MNRF southwestern Ontario offices at Malahide South Station.
  - Approximately 35 employees attended to complete the training.
- 9. June 21 – Springfield Fun Day at Malahide Community Place (MCP)**
  - MFS Fire Prevention team attended with the Elgin County Smokehouse Trailer, a tent and educational fire safety materials. The team also conducted a “Boot Drive” in Springfield, raising over \$2,000 for Muscular Dystrophy.
  - Over 300 people attended the event.
- 10. June 21 – Spaghetti Fundraiser Dinner at Malahide Community Place (MCP)**
  - Dinner served to members that bought tickets in advance or at the door and included door prizes donated by local businesses. Proceeds to MFS Fire Prevention Team.

- Over 100 people attended the fundraiser dinner.

#### **11. June 21 – Aylmer Community Festival at Balmoral Park**

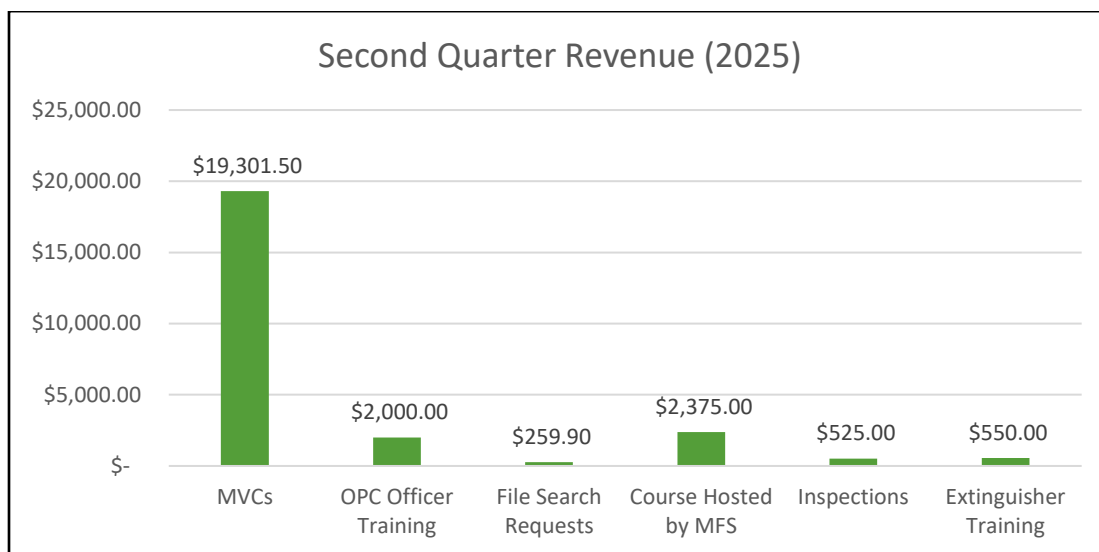
- MFS participated in the Touch-A-Truck event with Rescue 5
- Approximately 500 people were in attendance in the “Kid Zone” of the festival and 1000 people attended the festival overall.

#### **12. June 22 – Big Daddy Dairy Day at Mistyglen Creamery**

- Fire Extrication Demonstration with Belmont Fire Station.
- Over 250 visitors were in attendance.

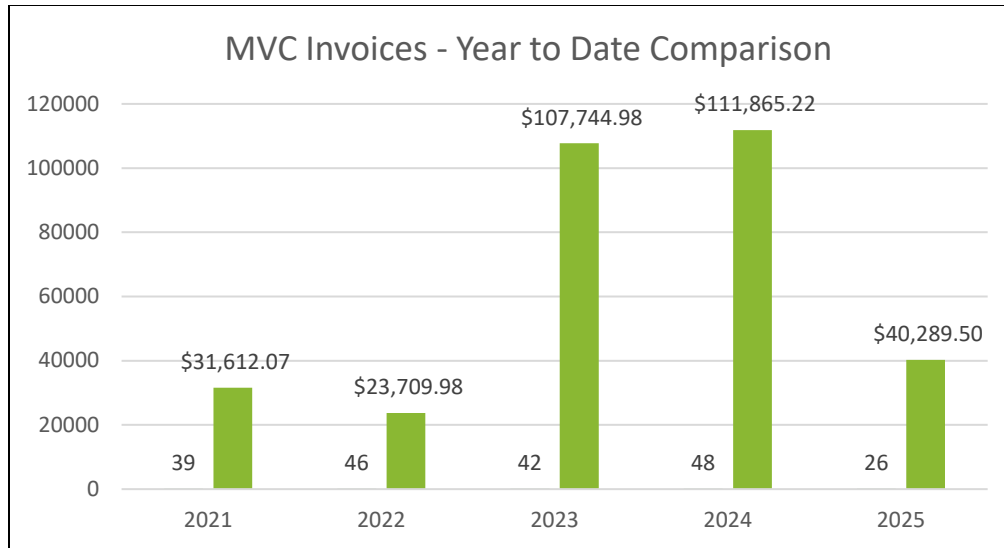
### **Total Quarterly Revenue**

Malahide Fire Services revenue in the second quarter of 2025 is \$25,011.40 (before applicable HST). This revenue is derived from providing services at MVCs, OPC Officer Training, Fire File Search Requests, hosting a Rope Rescue Technician Level Pilot course for the Ontario Fire College, Inspections, and facilitating Fire Extinguisher Training as depicted in the graph below.



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

Malahide Fire Services responded to thirteen (13) motor vehicle collisions (“MVC”) in the second quarter of 2025. Year-to-date invoicing for services rendered, and total for prior years, is provided in the graph below:



### **Course Hosts**

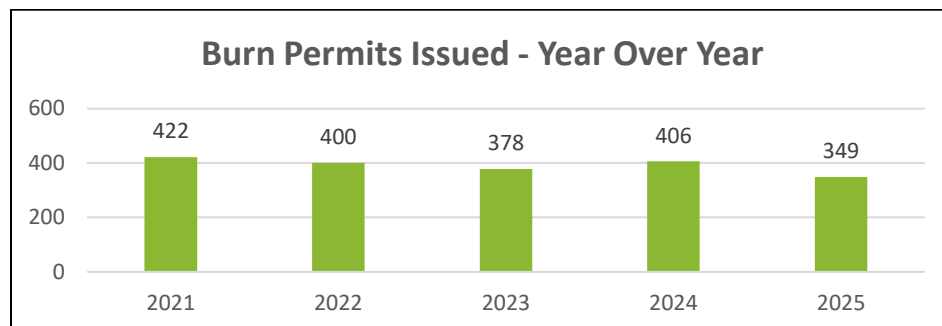
Malahide Fire Services hosted NFPA 1006 Rope Rescue Technician Pilot Course in June 2025 for the Ontario Fire College. By hosting this pilot course, we were able to enroll five (5) of our firefighters at no cost, while also continuing to be involved in the development of leading-edge programming with the Ontario Fire College.

### **Fire Safety Inspections**

For this quarter, staff conducted two (2) commercial inspections. There were four (4) orders for non-compliance issued from these inspections.

### **Burn Permits**

One hundred-forty one (141) burn permits were issued in the second quarter of 2025. To date, three hundred-forty nine (349) burn permits have been issued in 2025.



### **Third Quarter Events**

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

- July 14 – OPC Cadet Training (Fire Prevention Team)
- July 18 – Tim Horton's Camp Day (Fire Prevention Team)
- July 19 – Saved by the Beep, Door-to-Door Campaign in Copenhagen and Mount Salem (Fire Prevention Team)
- August 10 – Aylmer Fair Fire Muster (Fire Prevention Team)
- August 14 – Springfield Library Camp Day at MCP (Fire Prevention Team)
- September 20 – Doors Open, Aylmer & Area Chamber of Commerce (Fire Prevention Team at Malahide South Station)
- September 20 – Malahide North and South Recruitment Open houses at Station #3 and Station #5
- September 27 – Saved by the Beep, Door-to-Door Campaign (Fire Prevention Team)
- September 28 – Annual Test Your Smoke Alarm Day - Saved by the Beep
- Unknown Date – Emergency Management Exercise

### **GRANTS AWARDED**

#### **Firehouse Subs Public Safety Foundation of Canada for Critical Lifesaving Equipment**

Firehouse Subs Public Safety Foundation of Canada awards grants to public safety organizations to purchase lifesaving equipment and prevention education tools needed to positively impact lifesaving capabilities in their communities. The awarded grant of twenty-nine thousand four hundred thirty-seven dollars and seven cents (\$29,437.07) will fully cover the cost of purchasing a Can-Am Defender Max XT Side-by-Side. The Side-by-Side will be based at Malahide South Station and will be deployed for emergency and fire rescue incidents that include challenging terrain or crowded areas.

**Community Emergency Preparedness Grant (CEPG)**

The image below shows members of Malahide Fire Services Technical Rescue Team wearing the Water/Ice Rescue Suits that were purchased with the CEPG program.



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**COMMENTS & ANALYSIS:**

N/A

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**FINANCIAL IMPLICATIONS:**

N/A

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

N/A

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**CONSULTATION:**

N/A

**Prepared by:** M. Badder, Fire Administrative Assistant

**Reviewed by:** J. Spoor, Director of Fire & Emergency Services

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



**REPORT NO. FIN-25-11**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** Q2 Financial Update

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**RECOMMENDATION:**

THAT Report No. FIN-25-11 entitled “Q2 Financial Update” be received for information.

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**PURPOSE & BACKGROUND:**

The purpose of this report is to provide Council with a financial update for the second quarter of the 2025 fiscal year, covering the period ending June 30, 2025. This update is intended to support transparency and financial oversight by summarizing year-to-date actuals against approved budget allocations, highlighting any significant variances, and identifying areas that may require monitoring over the balance of the year.

While the report is prepared as of June 30, 2025, it is important to note that the financial information presented may not fully reflect all expenditures incurred during the reporting period. The Township’s accounting system operates on an accrual basis; however, staff do not certify that all invoices or expenditures relating to Q2 activities have been received, processed, or recorded at the time of reporting. Accordingly, some costs may be understated, particularly in cases where vendors have not yet submitted invoices or where internal reviews are pending. This report should therefore be viewed as a point-in-time snapshot, subject to revision as additional financial information becomes available.

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**COMMENTS & ANALYSIS:**

As of the second quarter of 2025, there are no significant concerns that would suggest a significant year-end operating variance. However, context is provided throughout this report for several areas of interest where spending patterns or revenue timing may warrant continued monitoring. Detailed operating budget results by department are provided in Schedule A.

Members of Council are encouraged to contact the Treasurer in advance of the Council meeting with any questions regarding specific line items. Further analysis can be provided at the meeting to support discussion as needed. If there is interest in more detailed reporting on any particular area, staff can prepare follow-up materials or bring forward a separate report for Council's consideration.

## **Labour**

Wage-related expenditures for the second quarter reflect vacancies in the Facilities Manager and Junior Plans Reviewer positions during part of the year. These vacancies contributed to a modest underspending in personnel costs through Q2. The Township has historically experienced year-end wage surpluses due to similar staffing gaps and turnover. However, as of the writing of this report, all approved positions are filled and the Township is fully staffed. As such, it is anticipated that wage-related savings will diminish over the remainder of the year, and actual costs are expected to align more closely with budgeted allocations in the second half of 2025.

## **Staff & Council Training**

Training budgets remain underutilized as of Q2, consistent with prior years. While uptake is expected to increase in the latter half of the year as most professional conferences occur during that period, full utilization of budgeted resources remains unlikely. Management acknowledges the importance of ongoing development and plans to retool the training program for 2026. In the meantime, several education goals have been included in staff performance plans and will be actively pursued over the remainder of 2025.

## **Legal**

Legal costs are currently over budget, driven by ongoing reviews of the East Elgin Community Complex governance and Aylmer's boundary expansion proposal. The Township budgets legal expenses based on historical averages, with any overages funded through operational surpluses or the contingency reserve. Given the significance of these matters, higher legal costs are expected to continue through 2025.

## **Software**

Software expenditures are currently trending over budget, primarily due to the implementation of several new systems, including payroll, recreation management, and task management software. These projects represent strategic investments in modernization and operational efficiency, but have resulted in one-time implementation costs exceeding the annual allocation.

## **Flood and Ice Management**

A minor overage has been incurred in flood and ice management due to a higher number of equipment operating hours required this year than originally budgeted. In prior years, the Township has experienced surpluses in this area when weather conditions permitted the early removal of equipment. In 2025, extended use was required to manage weather conditions contributing to this year's variance.

## **Road Maintenance Inputs**

Road maintenance inputs are generally on target with respect to pricing and procurement outcomes, and current expenditures align with budget expectations. However, as the Township is amid its peak construction and maintenance season, it remains difficult to reliably forecast year-end results. Actual costs may vary from budgeted amounts due to fluctuations in the volume of materials used. At this time, staff have no significant concerns regarding variances arising from road maintenance inputs.

## **Winter Control**

The 2024–2025 winter season was more severe than average, characterized by frequent snow events and sustained cold temperatures. These conditions placed added pressure on the Township's winter maintenance operations, leading to elevated costs for materials, contracted services, equipment use, and staffing. Over expenditures are also anticipated under the Road Maintenance Agreement (RMA) with the County.

It should be noted that final winter control expenditures are subject to year-end reconciliation of inventory balances, particularly salt and sand. The value of materials on hand at year-end will impact the final expense recognized in 2025 and may moderate the apparent overage once adjusted.

## **Building Permit Revenues**

Building permit revenues are currently trending below budget, similar to the prior year. Additionally, recoveries from the Municipality of Bayham for shared building services reflect only Q1 collections at this time, with further billings to follow. Given the current revenue position, it is likely that a draw from the Building Stabilization Reserve Fund will be required again in 2025 to support ongoing operations. This draw may exceed the amount initially budgeted, depending on permit activity in the second half of the year.

## **Timing of Revenues**

Several key revenue sources are not received until the second half of the year, including Payments in Lieu of Taxes (PILs), the Springfield Special Area Levy, the garbage levy, and drainage recoveries from benefitting landowners. As these revenues are typically collected with the final property tax bills issued in August, mid-year represents a period where the Township may experience temporary cash flow



constraints. This seasonal timing is expected and does not reflect long-term financial risk, but should be considered when interpreting year-to-date revenue performance.

### **Investments**

While market conditions have been somewhat volatile in the first half of 2025, the Township's investment portfolio continues to perform reasonably well. As of mid-year, investment earnings remain on track to exceed the rate of inflation, supporting the Township's broader financial objectives.

It is noted, however, that the Township experiences seasonal cash flow constraints during the summer months, as a number of key revenue sources, including the final property tax levy, payments in lieu of taxes, the Springfield Special Area Levy, and drainage recoveries, are not collected until September. This timing limits the Township's ability to invest surplus cash during the third quarter. Staff will continue to monitor market trends and adjust investment activity as liquidity improves in the fall to preserve capital and optimize returns within the Township's investment policy framework.

### **Capital**

A detailed summary of capital project activity as of June 30, 2025, is provided in Schedule B. This schedule outlines year-to-date expenditures, committed costs, and project status for all approved capital initiatives. Commentary on significant variances or project delays is included where applicable. Staff continue to monitor capital progress closely and will update Council on any material changes through the year-end reporting cycle.

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### **ATTACHMENTS:**

- Schedule A: Q2 Operating Budget Variances
- Schedule B: Q2 Capital Project Status Update

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

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

## Schedule A: Q2 Operating Budget Variances

Summary	Budget	Actual	Variance
<b>Expenses</b>			
Council	\$185,500	\$97,062	\$88,438
Administration	\$1,394,200	\$751,268	\$642,932
Animal Control	\$20,000	\$7,970	\$12,030
Planning	\$412,450	\$112,429	\$300,021
Building & By-law	\$455,400	\$216,160	\$307,390
Fire	\$1,101,000	\$442,112	\$658,888
Police	\$1,141,222	\$439,872	\$701,350
Road Operations	\$3,985,157	\$1,875,152	\$2,330,005
Streetlights & Sidewalks	\$28,800	\$14,744	\$14,056
Waste Management	\$765,850	\$331,308	\$434,542
Drainage	\$161,750	\$71,385	\$90,365
Parks	\$125,435	\$28,547	\$96,888
Recreation	\$402,900	\$169,382	\$233,518
Cemeteries	\$52,100	\$26,641	\$25,459
Debt & Reserves	\$4,122,656	\$3,144,554	\$978,102
Other Revenues	\$0	\$0	\$0
Conservation	\$204,400	\$193,614	\$10,786
East Elgin Community Complex	\$337,160	\$16,259	\$320,901
<b>Total Expenses</b>	<b>\$14,895,980</b>	<b>\$7,938,459</b>	<b>\$7,245,671</b>
<b>Revenues</b>			
Council	\$0	\$0	\$0
Administration	\$138,300	\$183,447	-\$45,147
Animal Control	\$20,000	\$17,273	\$2,727
Planning	\$150,000	\$33,154	\$116,846
Building & By-law	\$413,400	\$117,171	\$296,229
Fire	\$130,000	\$47,655	\$82,345
Police	\$0	\$0	\$0
Road Operations	\$1,215,750	\$758,258	\$457,492
Streetlights & Sidewalks	\$10,800	\$0	\$10,800
Waste Management	\$506,700	\$114,504	\$392,196
Drainage	\$23,500	\$0	\$23,500
Parks	\$16,500	\$13,067	\$3,433
Recreation	\$90,800	\$3,294	\$10,006
Cemeteries	\$0	\$450	-\$450
Debt & Reserves	\$881,600	\$75,490	\$806,110
Other Revenues	\$1,978,100	\$604,032	\$1,374,068
Conservation	\$0	\$0	\$0
East Elgin Community Complex	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$5,575,450</b>	<b>\$1,967,795</b>	<b>\$3,530,155</b>
<b>Net From Taxes</b>	<b>\$9,320,530</b>	<b>\$5,970,664</b>	<b>\$3,715,516</b>

## Schedule A: Q2 Operating Budget Variances

<b>Council</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
Wages & Benefits	\$126,500	\$62,762	\$63,738
Mileage Allowance	\$6,500	\$0	\$6,500
Training & Conferences	\$10,000	\$1,140	\$8,860
Dues & Memberships	\$3,450	\$3,513	-\$63
Events & Recognitions	\$2,250	\$734	\$1,516
Facility Operations (Chambers)	\$6,300	\$2,803	\$3,497
Community Grants	\$22,500	\$18,110	\$4,390
Municipal Election	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$177,500</b>	<b>\$89,062</b>	<b>\$88,438</b>
<b>Reserve Transfers</b>			
To Election Stabilization Reserve	\$8,000	\$8,000	\$0
<b>Total Transfers</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$0</b>
<b>Net From Taxes</b>	<b>\$185,500</b>	<b>\$97,062</b>	<b>\$88,438</b>

## Schedule A: Q2 Operating Budget Variances

<b>Administration</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
Wages & Benefits	\$1,007,900	\$463,639	\$544,261
Mileage	\$500	\$54	\$446
Training & Conferences	\$18,000	\$5,532	\$12,468
Dues & Memberships	\$11,100	\$9,914	\$1,186
Health & Safety	\$1,000	\$0	\$1,000
Staff Recruitment	\$3,800	\$1,649	\$2,151
	<u>\$1,042,300</u>	<u>\$480,788</u>	<u>\$561,512</u>
<b>Administrative</b>			
Advertising	\$1,600	\$156	\$1,444
Insurance	\$36,100	\$30,267	\$5,833
Bank Charges	\$9,600	\$3,296	\$6,304
Office Supplies	\$11,000	\$4,049	\$6,951
Computer Software	\$63,500	\$75,337	-\$11,837
Postage & Courier	\$14,500	\$15,821	-\$1,321
Equipment Leases	\$11,300	\$3,754	\$7,546
IT Equipment and Supplies	\$3,000	\$4,538	-\$1,538
IT Services	\$70,000	\$30,889	\$39,111
Legal	\$55,500	\$60,666	-\$5,166
Audit	\$25,000	\$11,194	\$13,806
	<u>\$301,100</u>	<u>\$239,967</u>	<u>\$61,133</u>
<b>Facilities</b>			
Utilities	\$10,800	\$4,665	\$6,135
Janitorial Supplies	\$3,000	\$1,391	\$1,609
Phone & Internet	\$16,000	\$6,595	\$9,405
Facility Services & Maintenance	\$21,000	\$9,862	\$11,138
	<u>\$50,800</u>	<u>\$22,513</u>	<u>\$28,287</u>
<b>Total Expenses</b>	<b>\$1,394,200</b>	<b>\$743,268</b>	<b>\$650,932</b>
<b>Revenue</b>			
Student Grants	\$0	\$472	-\$472
Tax & Zoning Certificates	\$22,000	\$5,864	\$16,136
Lottery Licences	\$500	\$102	\$398
Administrative Charges	\$5,000	\$1,188	\$3,812
GIS Services	\$20,000	\$10,786	\$9,214
Miscellaneous	\$2,000	\$76,235	-\$74,235
Overhead Transfer	\$88,800	\$88,800	\$0
<b>Total Revenue</b>	<b>\$138,300</b>	<b>\$183,447</b>	<b>-\$45,147</b>
<b>Transfers</b>			
Transfer From Reserve	\$0	\$8,000	-\$8,000
<b>Total Transfers</b>	<b>\$0</b>	<b>\$8,000</b>	<b>-\$8,000</b>
<b>Net From Taxes</b>	<b>\$1,255,900</b>	<b>\$567,821</b>	<b>\$688,079</b>

## Schedule A: Q2 Operating Budget Variances

<b>Animal Control</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
Materials & Supplies	\$0	\$0	\$0
Overhead - Transfer In	\$3,900	\$3,900	\$0
Animal Control Officer	\$0	\$0	\$0
Animal Control Enforcement	\$0	\$0	\$0
Animal Shelter	\$16,100	\$4,070	\$12,030
Livestock Claims	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$20,000</b>	<b>\$7,970</b>	<b>\$12,030</b>
<b>Revenue</b>			
Livestock Reimbursements	\$0	\$0	\$0
Dog Tag Fees	\$20,000	\$17,273	\$2,727
<b>Total Revenue</b>	<b>\$20,000</b>	<b>\$17,273</b>	<b>\$2,727</b>
<b>Net From Taxes</b>	<b>\$0</b>	<b>-\$9,303</b>	<b>\$9,303</b>

## Schedule A: Q2 Operating Budget Variances

<b>Planning</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
Wages & Benefits	\$229,200	\$63,155	\$166,045
Training & Conferences	\$2,000	\$0	\$2,000
Mileage	\$250	\$0	\$250
Dues & Memberships	\$2,000	\$757	\$1,243
Legal	\$0	\$8,210	-\$8,210
Consulting	\$177,000	\$37,836	\$139,164
Plans & By-Law Updates	\$0	\$0	\$0
Advertising	\$2,000	\$2,471	-\$471
<b>Total Expenses</b>	<b>\$412,450</b>	<b>\$112,429</b>	<b>\$300,021</b>
<b>Revenue</b>			
Planning Fees	\$150,000	\$33,154	\$116,846
<b>Total Revenue</b>	<b>\$150,000</b>	<b>\$33,154</b>	<b>\$116,846</b>
<b>Transfers</b>			
Transfer From Reserves	\$0	\$0	\$0
<b>Total Transfers</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net From Taxes</b>	<b>\$262,450</b>	<b>\$79,275</b>	<b>\$183,175</b>

## Schedule A: Q2 Operating Budget Variances

<b>Building &amp; By-Law</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Building Expenses</b>			
<u>Labour-Related</u>			
Wages & Benefits	\$417,700	\$154,196	\$263,504
Mileage	\$1,000	\$125	\$875
Training & Conferences	\$4,000	\$822	\$3,178
Dues & Memberships	\$1,200	\$1,221	-\$21
Staff Recruitment	\$0	\$528	-\$528
	<u>\$423,900</u>	<u>\$156,892</u>	<u>\$267,008</u>
<u>Administrative</u>			
Computer Software	\$13,000	\$11,848	\$1,152
Phone & Internet	\$800	\$428	\$372
IT Equipment & Supplies	\$350	\$1,917	-\$1,567
Administrative Overhead	\$29,200	\$29,200	\$0
Safety Apparel	\$500	\$250	\$250
Contracted Building Inspectors	\$10,000	\$3,527	\$6,473
	<u>\$53,850</u>	<u>\$47,170</u>	<u>\$6,680</u>
<u>Vehicles &amp; Equipment</u>			
Fuel	\$2,000	\$1,020	\$980
Vehicle Maintenance	\$600	\$819	-\$219
Vehicle Insurance	\$1,200	\$990	\$210
	<u>\$3,800</u>	<u>\$2,829</u>	<u>\$971</u>
<b>Total Expenses</b>	<b>\$481,550</b>	<b>\$206,891</b>	<b>\$274,659</b>
<b>Revenue</b>			
Building Permits	\$250,800	\$80,058	\$170,742
Septic Permits	\$20,000	\$7,642	\$12,358
Recoveries from Bayham	\$142,600	\$28,971	\$113,629
<b>Total Revenue</b>	<b>\$413,400</b>	<b>\$116,671</b>	<b>\$296,729</b>
<b>Building Code Act Transfers</b>			
Building Stabilization Reserve	-\$68,150	-\$90,220	\$22,070
<b>Total Transfers</b>	<b>-\$68,150</b>	<b>-\$90,220</b>	<b>\$22,070</b>
<b>Net From Taxes</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Schedule A: Q2 Operating Budget Variances

<b>Building &amp; By-Law</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Bylaw Enforcemet</b>			
<b>Expenses</b>			
Contracted By-Law Enforcement	\$42,000	\$9,269	\$32,731
<b>Total Expenses</b>	<b>\$42,000</b>	<b>\$9,269</b>	<b>\$32,731</b>
<b>Revenue</b>			
By-law Enforcement Recoveries	\$0	\$500	-\$500
<b>Total Revenue</b>	<b>\$0</b>	<b>\$500</b>	<b>-\$500</b>
<b>Net From Taxes</b>	<b>\$42,000</b>	<b>\$8,769</b>	<b>\$33,231</b>
<b>Summary</b>			
Building Services	\$0	\$0	\$0
Bylaw Enforcement	\$42,000	\$8,769	\$33,231
<b>Net From Taxes</b>	<b>\$42,000</b>	<b>\$8,769</b>	<b>\$33,231</b>



## Schedule A: Q2 Operating Budget Variances

<b>Fire Services</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
<u>Labour-Related</u>			
Wages & Benefits	\$632,700	\$164,856	\$467,844
Training & Conferences	\$51,500	\$25,317	\$26,183
Dues & Memberships	\$1,500	\$673	\$827
Medical Health & Safety	\$4,500	\$868	\$3,632
Uniforms	\$3,700	\$1,611	\$2,089
	<u>\$693,900</u>	<u>\$193,325</u>	<u>\$500,575</u>
<u>Administrative</u>			
Office Supplies	\$1,700	\$111	\$1,589
Printer Leases	\$500	\$176	\$324
Computer Licenses, Support	\$4,900	\$3,096	\$1,804
Postage & Courier	\$500	\$91	\$409
Insurance	\$37,600	\$31,170	\$6,430
Miscellaneous	\$1,750	\$1,217	\$533
	<u>\$46,950</u>	<u>\$35,861</u>	<u>\$11,089</u>
<u>Facilities</u>			
Utilities	\$31,000	\$17,411	\$13,589
Phone & Internet	\$14,000	\$5,473	\$8,527
Janitorial Supplies	\$1,000	\$1,179	-\$179
Building Maintenance	\$33,000	\$12,729	\$20,271
Grounds Maintenance	\$21,500	\$14,108	\$7,392
	<u>\$100,500</u>	<u>\$50,900</u>	<u>\$49,600</u>
<u>Operations</u>			
Public Education	\$7,250	\$3,611	\$3,639
Radio Licenses & Maintenance	\$21,100	\$4,953	\$16,147
Equipment Maintenance & Supplies	\$52,300	\$14,076	\$38,224
Vehicle Maintenance	\$39,800	\$24,203	\$15,597
Vehicle Insurance	\$21,400	\$17,740	\$3,660
Fuel	\$23,000	\$7,404	\$15,596
Dispatch Services	\$38,000	\$20,576	\$17,424
	<u>\$202,850</u>	<u>\$92,563</u>	<u>\$110,287</u>
<u>Emergency Management</u>			
Port Bruce Flood and Ice Manageme	\$56,800	\$69,463	-\$12,663
<b>Total Expenses</b>	<b>\$1,101,000</b>	<b>\$442,112</b>	<b>\$658,888</b>
<b>Revenue</b>			
MTO recoveries	\$80,000	\$22,775	\$57,225
Fees And Recoveries	\$10,000	\$18,230	-\$8,230
Training Revenues	\$40,000	\$6,650	\$33,350
<b>Total Revenues</b>	<b>\$130,000</b>	<b>\$47,655</b>	<b>\$82,345</b>
<b>Net From Taxes</b>	<b>\$971,000</b>	<b>\$394,457</b>	<b>\$576,543</b>

## Schedule A: Q2 Operating Budget Variances

<b>Policing</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
Contracted Police Services	\$1,043,972	\$438,875	\$605,097
Utilities	\$900	\$617	\$283
Building Maintenance	\$200	\$0	\$200
Phone & Internet	\$950	\$380	\$570
Miscellaneous	\$0	\$0	\$0
Contracted 911 Services	\$5,200	\$0	\$5,200
<b>Total Expenses</b>	<b>\$1,051,222</b>	<b>\$439,872</b>	<b>\$611,350</b>
Transfer to Reserves	\$90,000	\$0	\$90,000
<b>Net From Taxes</b>	<b>\$1,141,222</b>	<b>\$439,872</b>	<b>\$701,350</b>

## Schedule A: Q2 Operating Budget Variances

<b>Road Operations</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
<u>Labour-Related</u>			
Wages & Benefits	\$1,621,107	\$713,433	\$907,674
Mileage	\$1,000	\$775	\$225
Training & Conferences	\$25,000	\$5,251	\$19,749
Dues & Memberships	\$3,000	\$4,645	-\$1,645
Driver Medicals & Sick Notes	\$3,000	\$3,271	-\$271
	<u>\$1,653,107</u>	<u>\$727,375</u>	<u>\$925,732</u>
<u>Operations</u>			
Bridges & Culverts	\$75,700	\$31,796	\$43,904
Ditching	\$107,400	\$0	\$107,400
Catch Basins	\$10,700	\$1,380	\$9,320
Shoulders	\$8,600	\$468	\$8,132
Debris & Sweeping	\$6,000	\$0	\$6,000
Grass & Brush	\$65,000	\$770	\$64,230
Tar & Chip Roads	\$155,850	\$2,295	\$153,555
Gravel Roads	\$117,200	\$49,199	\$68,001
Winter Control	\$122,500	\$165,021	-\$42,521
Safety & Signage	\$45,000	\$17,986	\$27,014
Drain Maintenance	\$12,000	\$179	\$11,821
	<u>\$725,950</u>	<u>\$269,094</u>	<u>\$456,856</u>
<u>Administrative</u>			
Staff Recruitment	\$200	\$157	\$43
Computer Licenses, Support	\$35,000	\$19,014	\$15,986
Office Supplies	\$1,000	\$442	\$558
Postage & Courier	\$0	\$5	-\$5
Insurance	\$85,600	\$70,989	\$14,611
Advertising	\$1,000	\$150	\$850
Miscellaneous	\$1,000	\$55	\$945
Portable Washroom Rental	\$0	\$0	\$0
	<u>\$123,800</u>	<u>\$90,812</u>	<u>\$32,988</u>
<u>Facilities</u>			
Utilities	\$25,000	\$17,738	\$7,262
Phone & Internet	\$12,000	\$9,941	\$2,059
Janitorial Supplies	\$5,500	\$356	\$5,144
Building Maintenance	\$30,000	\$15,196	\$14,804
Grounds Maintenance	\$7,000	\$560	\$6,440
	<u>\$79,500</u>	<u>\$43,791</u>	<u>\$35,709</u>
<u>Professional Services</u>			
Surveying	\$5,000	\$0	\$5,000
	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>

## Schedule A: Q2 Operating Budget Variances

<b>Road Operations</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<u>Vehicles &amp; Equipment</u>			
Communications	\$5,000	\$0	\$5,000
Equipment Maintenance	\$12,500	\$827	\$11,673
Small Tools & Supplies	\$20,000	\$22,252	-\$2,252
Clothing & Protective Equipment	\$12,500	\$4,306	\$8,194
Vehicle Repairs	\$265,600	\$159,757	\$105,843
Fuel	\$220,000	\$124,155	\$220,000
	\$535,600	\$311,297	\$444,303
<b>Total Expenses</b>	<b>\$3,122,957</b>	<b>\$1,442,369</b>	<b>\$1,900,588</b>
<b>Revenue</b>			
County Recoveries	\$270,000	\$272,897	-\$2,897
Wind Easement	\$2,950	\$2,945	\$5
Licences & Permits	\$8,000	\$5,698	\$2,302
County Road Maintenance	\$43,100	\$43,100	\$0
Aylmer Road Patrol	\$12,500	\$0	\$12,500
Sales - 911 Signs	\$2,000	\$710	\$1,290
Student Grants	\$0	\$0	\$0
Miscellaneous Recoveries	\$15,000	\$125	\$14,875
<b>Total Revenues</b>	<b>\$353,550</b>	<b>\$325,475</b>	<b>\$28,075</b>
<b>Net From Taxes</b>	<b>\$2,769,407</b>	<b>\$1,116,894</b>	<b>\$1,872,513</b>
<b>County Roads Expenses</b>			
County Road Maintenance	\$819,100	\$632,493	\$186,607
Administrative Recovery	\$43,100	\$43,100	\$0
<b>Total Expenses</b>	<b>\$862,200</b>	<b>\$675,593</b>	<b>\$186,607</b>
<b>Revenue</b>			
County Roads Funding	\$862,200	\$432,783	\$429,417
<b>Total Revenues</b>	<b>\$862,200</b>	<b>\$432,783</b>	<b>\$429,417</b>
<b>Transfers</b>			
County Roads Reserve	\$0	-\$242,810	\$242,810
<b>Total Transfers</b>	<b>\$0</b>	<b>-\$242,810</b>	<b>\$242,810</b>
<b>Net From Taxes</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Summary</b>			
Township Roads	\$2,769,407	\$1,116,894	\$1,872,513
County Roads	\$0	\$0	\$0
<b>Net From Taxes</b>	<b>\$2,769,407</b>	<b>\$1,116,894</b>	<b>\$1,872,513</b>

## Schedule A: Q2 Operating Budget Variances

<b>Streetlights &amp; Sidewalks</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
Utilities	\$6,300	\$2,407	\$3,893
Sidewalk Maintenance	\$5,000	\$0	\$5,000
Streetlight Maintenance	\$2,500	\$343	\$2,157
Sidewalk Winter Maintenance	\$15,000	\$11,994	\$3,006
<b>Total Expenses</b>	<b>\$28,800</b>	<b>\$14,744</b>	<b>\$14,056</b>
<b>Revenue</b>			
Sidewalk & Streetlight Levy	\$10,800	\$0	\$10,800
<b>Total Revenues</b>	<b>\$10,800</b>	<b>\$0</b>	<b>\$10,800</b>
<b>Net From Taxes</b>	<b>\$18,000</b>	<b>\$14,744</b>	<b>\$3,256</b>

## Schedule A: Q2 Operating Budget Variances

<b>Waste Management</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
Wages & Benefits	\$14,500	\$6,654	\$7,846
Postage & Courier	\$5,500	\$0	\$5,500
Advertising	\$550	\$509	\$41
Bag Tag Costs	\$7,500	\$7,912	-\$412
Blue Boxes And Composters	\$2,000	\$0	\$2,000
Miscellaneous	\$0	\$2,290	-\$2,290
Garbage - Collection Costs	\$297,500	\$127,970	\$169,530
Garbage - Disposal Fees	\$127,700	\$50,653	\$77,047
Recycling - Collection Costs	\$243,400	\$104,702	\$138,698
St Thomas Transfer Facility	\$26,000	\$13,644	\$12,356
Leaf & Yard Waste	\$41,200	\$16,974	\$24,226
<b>Total Expenses</b>	<b>\$765,850</b>	<b>\$331,308</b>	<b>\$434,542</b>
<b>Revenue</b>			
Blue Box Grant	\$0	\$2,112	-\$2,112
Recoveries from CMO	\$315,700	\$103,389	\$212,311
Blue Boxes & Composters	\$2,000	\$906	\$1,094
Garbage Bag Tags	\$25,000	\$5,087	\$19,913
Garbage Collection Levy	\$164,000	\$3,010	\$160,990
<b>Total Revenues</b>	<b>\$506,700</b>	<b>\$114,504</b>	<b>\$392,196</b>
<b>Net From Taxes</b>	<b>\$259,150</b>	<b>\$216,804</b>	<b>\$42,346</b>

## Schedule A: Q2 Operating Budget Variances

<b>Drainage</b>	<b>Budget</b>	<b>Actuals</b>	<b>Variance</b>
<b>Expenses</b>			
<u>Labour-Related</u>			
Wages & Benefits	\$150,700	\$66,568	\$84,132
Training & Conferences	\$1,700	\$2,039	-\$339
Dues & Memberships	\$750	\$235	\$515
	<u>\$153,150</u>	<u>\$68,842</u>	<u>\$84,308</u>
<u>Administrative</u>			
Phone & Internet	\$500	\$163	\$337
Computer Licenses, Support	\$0	\$0	\$0
Supplies	\$1,000	\$269	\$731
Uniforms & Clothing	\$500	\$214	\$286
	<u>\$2,000</u>	<u>\$646</u>	<u>\$1,354</u>
<u>Operations</u>			
Fuel	\$2,500	\$537	\$1,963
Vehicle Maintenance	\$1,100	\$0	\$1,100
Vehicle Insurance	\$1,300	\$1,080	\$220
Drainage Locates	\$1,700	\$280	\$1,420
	<u>\$6,600</u>	<u>\$1,897</u>	<u>\$4,703</u>
<b>Total Expenses</b>	<b>\$161,750</b>	<b>\$71,385</b>	<b>\$90,365</b>
<b>Revenue</b>			
Drainage Superintendent Grant	\$23,500	\$0	\$23,500
<b>Total Revenues</b>	<b>\$23,500</b>	<b>\$0</b>	<b>\$23,500</b>
<b>Net From Taxes</b>	<b>\$138,250</b>	<b>\$71,385</b>	<b>\$66,865</b>

## Schedule A: Q2 Operating Budget Variances

<b>Parks</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
<u>Labour-Related</u>			
Wages & Benefits	\$36,700	\$8,476	\$28,224
Dues & Memberships	\$1,300	\$0	\$1,300
	<u>\$38,000</u>	<u>\$8,476</u>	<u>\$29,524</u>
<u>Facilities</u>			
Utilities	\$9,000	\$772	\$8,228
Washroom Cleaning & Supplies	\$13,200	\$2,199	\$11,001
Building Maintenance	\$15,000	\$1,969	\$13,031
Grounds Maintenance	\$20,735	\$10,166	\$10,569
	<u>\$57,935</u>	<u>\$15,106</u>	<u>\$42,829</u>
<u>Operations</u>			
Miscellaneous Supplies	\$1,000	\$0	\$1,000
Beach Maintenance	\$15,000	\$0	\$15,000
	<u>\$16,000</u>	<u>\$0</u>	<u>\$16,000</u>
<u>Administrative</u>			
Phone & Internet	\$0	\$0	\$0
Insurance	\$1,200	\$990	\$210
Studies	\$0	\$0	\$0
	<u>\$1,200</u>	<u>\$990</u>	<u>\$210</u>
<u>Vehicles &amp; Equipment</u>			
Vehicle Maintenance	\$1,500	\$1,222	\$278
Vehicle Insurance	\$1,300	\$1,080	\$220
Equipment Maintenance	\$1,000	\$0	\$1,000
Fuel	\$8,500	\$1,673	\$6,827
	<u>\$12,300</u>	<u>\$3,975</u>	<u>\$8,325</u>
<b>Total Expenses</b>	<b>\$125,435</b>	<b>\$28,547</b>	<b>\$96,888</b>
<b>Revenue</b>			
Student Grants	\$1,500	\$0	\$1,500
Provincial Cost Recovery	\$15,000	\$13,067	\$1,933
Donations	\$0	\$0	\$0
	<u>\$16,500</u>	<u>\$13,067</u>	<u>\$3,433</u>
<b>Total Revenues</b>	<b>\$16,500</b>	<b>\$13,067</b>	<b>\$3,433</b>
<b>Net From Taxes</b>	<b>\$108,935</b>	<b>\$15,480</b>	<b>\$93,455</b>



## Schedule A: Q2 Operating Budget Variances

<b>Recreation</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Malahide Community Place</b>			
<b>Expenses</b>			
<u>Labour-Related</u>			
Wages & Benefits	\$232,500	\$85,518	\$146,982
Mileage	\$750	\$0	\$750
Training & Conferences	\$1,050	\$183	\$867
Membership	\$200	\$326	-\$126
Uniforms	\$550	\$312	\$238
Health & Safety	\$150	\$334	-\$184
	<u>\$235,200</u>	<u>\$86,673</u>	<u>\$148,527</u>
<u>Administrative</u>			
Computer Licenses, Support	\$5,500	\$0	\$5,500
Phone & Internet	\$4,500	\$2,096	\$2,404
Copier Lease	\$400	\$161	\$239
Transaction Fees	\$0	\$196	-\$196
Insurance	\$17,400	\$14,430	\$2,970
Advertising	\$4,100	\$1,423	\$2,677
	<u>\$31,900</u>	<u>\$18,306</u>	<u>\$13,594</u>
<u>Facilities</u>			
Utilities	\$46,600	\$16,311	\$30,289
Janitorial Supplies	\$3,750	\$1,796	\$1,954
Building Maintenance	\$18,250	\$11,987	\$6,263
Grounds Maintenance	\$17,500	\$10,467	\$7,033
	<u>\$86,100</u>	<u>\$40,561</u>	<u>\$45,539</u>
<u>Operations</u>			
Equipment Maintenance	\$7,000	\$6,194	\$806
Supplies	\$5,500	\$2,682	\$2,818
	<u>\$12,500</u>	<u>\$8,876</u>	<u>\$3,624</u>
<b>Total Expenses</b>	<b>\$365,700</b>	<b>\$154,416</b>	<b>\$211,284</b>
<b>Revenue</b>			
MCP Hall Rentals	\$30,000	\$9,442	\$20,558
Concession Booth Rental	\$0	\$2,400	-\$2,400
Lease Revenue - County	\$33,500	\$8,284	\$25,216
Ball Diamond Rental	\$13,500	\$253	\$13,247
Capital Surcharge	\$500	\$485	\$15
<b>Total Revenues</b>	<b>\$77,500</b>	<b>\$20,864</b>	<b>\$56,636</b>
<b>Net From Taxes</b>	<b>\$288,200</b>	<b>\$133,552</b>	<b>\$154,648</b>

## Schedule A: Q2 Operating Budget Variances

<b>Recreation</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>South Dorechester Community Hall</b>			
<b>Expenses</b>			
<u>Labour-Related</u>			
Wages & Benefits	\$16,800	\$2,073	\$14,727
<u>Administrative</u>			
Insurance	\$3,600	\$2,980	\$620
Phone & Internet	\$950	\$356	\$594
	<u>\$4,550</u>	<u>\$3,336</u>	<u>\$1,214</u>
<u>Operations</u>			
Supplies	\$500	\$0	\$500
Equipment Maintenance	\$500	\$1,365	-\$865
	<u>\$1,000</u>	<u>\$1,365</u>	<u>-\$365</u>
<u>Facilities</u>			
Utilities	\$3,100	\$1,784	\$1,316
Janitorial Supplies	\$750	\$31	\$719
Building Maintenance	\$4,000	\$2,576	\$1,424
Grounds Maintenance	\$7,000	\$3,801	\$3,199
	<u>\$14,850</u>	<u>\$8,192</u>	<u>\$6,658</u>
<b>Total Expenses</b>	<b>\$37,200</b>	<b>\$14,966</b>	<b>\$22,234</b>
<b>Revenue</b>			
SDCH Hall Rentals	\$13,000	\$3,202	\$9,798
Capital Surcharge	\$300	\$92	\$208
<b>Total Revenues</b>	<b>\$13,300</b>	<b>\$3,294</b>	<b>\$10,006</b>
<b>Net From Taxes</b>	<b>\$23,900</b>	<b>\$11,672</b>	<b>\$12,228</b>
<b>Summary</b>			
Malahide Community Place	\$288,200	\$133,552	\$154,648
South Dorchester Community Hall	\$23,900	\$11,672	\$12,228
<b>Net From Taxes</b>	<b>\$312,100</b>	<b>\$145,224</b>	<b>\$166,876</b>

## Schedule A: Q2 Operating Budget Variances

<b>Cemeteries</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
Wages & Benefits	\$1,800	\$829	\$971
General Maintenance	\$7,500	\$0	\$7,500
Grounds Maintenance	\$17,300	\$0	\$17,300
Interments	\$0	\$312	-\$312
Operating Grants	\$25,500	\$25,500	\$0
<b>Total Expenses</b>	<b>\$52,100</b>	<b>\$26,641</b>	<b>\$25,459</b>
<b>Revenue</b>			
Sale Of Plots	\$0	\$0	\$0
Interment Fees	\$0	\$450	-\$450
<b>Total Revenues</b>	<b>\$0</b>	<b>\$450</b>	<b>-\$450</b>
<b>Net From Taxes</b>	<b>\$52,100</b>	<b>\$26,191</b>	<b>\$25,909</b>

## Schedule A: Q2 Operating Budget Variances

<b>Debt &amp; Reserves</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Debt</b>			
<b>Annual Debt Servicing Costs</b>			
Imperial Road Firehall	\$119,014	\$22,734	\$96,280
Malahide Community Place	\$98,652	\$15,095	\$83,557
South Dorechester Community Hall	\$9,757	\$0	\$9,757
Port Bruce Pier	\$82,050	\$25,930	\$56,120
<b>Total Expenses</b>	<b>\$309,473</b>	<b>\$63,759</b>	<b>\$245,714</b>
<b>Net From Taxes</b>	<b>\$309,473</b>	<b>\$63,759</b>	<b>\$245,714</b>
<b>Contributions to Reserves</b>			
<b>Reserve Funding</b>			
Transfer to Capital Reserve	\$2,931,583	\$2,931,583	\$0
Transfer to Contingency Reserve	\$0	\$0	\$0
	<u>\$2,931,583</u>	<u>\$2,931,583</u>	<u>\$0</u>
<b>Grant Funding</b>			
Canada Community-Building Fund	\$304,800	\$0	\$304,800
OCIF Funding	\$451,800	\$0	\$451,800
One-Time Grants	\$0	\$73,722	-\$73,722
Less: Transfers to Reserves	<u>-\$756,600</u>	<u>-\$73,722</u>	<u>-\$682,878</u>
	\$0	\$0	\$0
<b>Development Charges</b>			
Development Charges Revenue	\$125,000	\$75,490	\$49,510
Less: Transfer to Reserves	<u>-\$125,000</u>	<u>-\$75,490</u>	<u>-\$49,510</u>
	\$0	\$0	\$0
<b>Net From Taxes</b>	<b>\$2,931,583</b>	<b>\$2,931,583</b>	<b>\$0</b>
<b>Summary</b>			
Debt Servicing	\$309,473	\$63,759	\$245,714
Contributions to Reserves	\$2,931,583	\$2,931,583	\$0
<b>Net From Taxes</b>	<b>\$3,241,056</b>	<b>\$2,995,342</b>	<b>\$245,714</b>

## Schedule A: Q2 Operating Budget Variances

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Other Revenues	Budget	Actual	Variance
<b>Revenues</b>			
Supplemental Property Taxes	\$107,500	\$0	\$107,500
Less: Property Tax Write-Offs	\$0	\$0	\$0
Payments in Lieu of Taxes	\$819,400	\$0	\$819,400
Municipal Partnership Fund	\$960,700	\$480,350	\$480,350
Penalties & Interest	\$188,000	\$132,110	\$55,890
Provincial Offences Act Fines	\$5,000	\$17,132	-\$12,132
<b>Total Revenues</b>	<b>\$1,978,100</b>	<b>\$604,032</b>	<b>\$1,374,068</b>
<b>Net From Taxes</b>	<b>-\$1,978,100</b>	<b>-\$604,032</b>	<b>-\$1,374,068</b>

## Schedule A: Q2 Operating Budget Variances

Conservation	Budget	Actuals	Variance
<b>Expenses</b>			
Catfish Creek Conservation Authority	\$176,500	\$176,464	\$36
Long Point Region Conservation Authority	\$17,400	\$8,517	\$8,883
Kettle Creek Conservation Authority	\$9,000	\$8,633	\$367
Tree Planting	\$1,500	\$0	\$1,500
<b>Total Expenses</b>	<b>\$204,400</b>	<b>\$193,614</b>	<b>\$10,786</b>
<b>Net From Taxes</b>	<b>\$204,400</b>	<b>\$193,614</b>	<b>\$10,786</b>

## Schedule A: Q2 Operating Budget Variances

<b>East Elgin Community Complex</b>	<b>Budget</b>	<b>Actuals</b>	<b>Variance</b>
<b>Expenses</b>			
50% of Net Operating Costs	\$313,160	\$0	\$313,160
50% of Youth Ice Time	\$24,000	\$16,259	\$7,741
<b>Total Expenses</b>	<b>\$337,160</b>	<b>\$16,259</b>	<b>\$320,901</b>
<b>Net From Taxes</b>	<b>\$337,160</b>	<b>\$16,259</b>	<b>\$320,901</b>

## Schedule A: Q2 Operating Budget Variances

<b>Water</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
<u>Administrative</u>			
Wages & Benefits	\$90,600	\$55,843	\$34,758
Training & Conferences	\$2,100	\$0	\$2,100
Dues & Memberships	\$1,000	\$108	\$892
Computer Software	\$3,500	\$2,534	\$966
Vehicle Expenses	\$4,200	\$741	\$3,459
	<u>\$10,800</u>	<u>\$3,383</u>	<u>\$7,417</u>
<u>Facilities</u>			
Utilities	\$12,200	\$4,714	\$7,486
Phone & Internet	\$1,800	\$540	\$1,260
	<u>\$14,000</u>	<u>\$5,254</u>	<u>\$8,746</u>
<u>System Operations</u>			
Repairs & Maintenance	\$50,000	\$10,760	\$39,240
SCADA Network Costs	\$7,600	\$2,165	\$5,435
OCWA Contract	\$98,300	\$73,544	\$24,756
Purchase of Water	\$612,200	\$155,313	\$456,887
	<u>\$718,100</u>	<u>\$231,022</u>	<u>\$487,078</u>
<b>Total Expenses</b>	<b>\$883,500</b>	<b>\$306,262</b>	<b>\$577,239</b>
<b>Revenue</b>			
Water Billing	\$1,122,400	\$268,092	\$854,308
Investment Income	\$22,200	\$0	\$22,200
Connection & Other Fees	\$3,000	\$450	\$2,550
Penalties	\$2,700	\$823	\$1,877
Sales of Meters and Parts	\$1,500	\$35	\$1,465
<b>Total Revenue</b>	<b>\$1,151,800</b>	<b>\$269,400</b>	<b>\$882,400</b>
<b>Transfers</b>			
Transfer to Reserves	\$268,300	\$268,300	\$0
<b>Total Transfers</b>	<b>\$268,300</b>	<b>\$268,300</b>	<b>\$0</b>
<b>Net Total</b>	<b>\$0</b>	<b>\$305,162</b>	<b>-\$305,162</b>



## Schedule A: Q2 Operating Budget Variances

<b>Sewer</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenses</b>			
<u>Administrative</u>			
Wages & Benefits	\$27,500	\$17,252	\$10,248
	<u>\$27,500</u>	<u>\$17,252</u>	<u>\$10,248</u>
<u>Facilities</u>			
Springfield Pumping Station	\$11,550	\$3,127	\$8,423
OPC Pumping Station & Forcemain	\$45,600	\$11,400	\$34,200
	<u>\$57,150</u>	<u>\$14,527</u>	<u>\$42,623</u>
<u>Treatment (Aylmer Lagoons)</u>			
Lagoon Operations	\$25,200	\$6,300	\$18,900
Sand Filter System	\$49,400	\$12,350	\$37,050
	<u>\$74,600</u>	<u>\$18,650</u>	<u>\$55,950</u>
<u>System Operations</u>			
System Repairs & Maintenance	\$28,000	\$3,354	\$24,646
SCADA Maintenance	\$12,000	\$3,965	\$8,035
OCWA Contract	\$51,100	\$17,966	\$33,134
	<u>\$91,100</u>	<u>\$25,285</u>	<u>\$65,815</u>
<b>Total Expenses</b>	<b>\$250,350</b>	<b>\$75,714</b>	<b>\$174,636</b>
<b>Revenue</b>			
Sewer Billings	\$376,500	\$95,625	\$280,875
Investment Income	\$83,900	\$0	\$83,900
Impost Fees	\$0	\$7,306	-\$7,306
Connection Fees	\$0	\$1,050	-\$1,050
Penalties	\$2,000	\$786	\$1,214
Other Recoveries	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$462,400</b>	<b>\$104,767</b>	<b>\$357,633</b>
<b>Transfers</b>			
Transfer to Reserves	\$212,050	\$212,050	\$0
<b>Total Transfers</b>	<b>\$212,050</b>	<b>\$212,050</b>	<b>\$0</b>
<b>Net From Taxes</b>	<b>\$0</b>	<b>\$182,997</b>	<b>-\$182,997</b>

## Q2 Capital Project Status Update

	Budget	Forecast	Variance	Updates
<b>Roads</b>				
Road Safety Audit (Phase 3)	\$10,000	\$0	\$10,000	Final report being drafted by CDJL.
Studies - Road Safety Audit (Phase 4)	\$0	\$0	\$0	Deferred to 2026, Council direction required.
Reconstruction w/ Storm Sewers - Pressey Line	\$552,588	\$552,588	\$0	Municipal drainage works completed. Staff are currently completing sub-ex. Project completion expected in August.
Double Surface Treatment (75mm)	\$740,806	\$594,101	\$146,705	Project scope changed to include College Line from Hacienda Road to Springfield Road. Project scope reduced to only include construction portion of project, with \$146,705 for surface treatment deferred to 2026. Project completion expected in October.
Single Surface Treatment	\$123,028	\$127,476	-\$4,448	Final lift on previously completed rehabilitations on Pressey Line and Springer Hill Road. Scheduled to start July 7, 2025. Public notices to be sent t prior to start.
Single Surface Treatment w/ Edge Padding	\$893,034	\$1,085,248	-\$192,214	Scheduled to start July 7, 2025. Public notices to be sent t prior to start.
Gravel Resurfacing	\$400,679	\$251,357	\$149,322	Program completed in June, 2025.
Guiderails	\$132,838	\$132,838	\$0	Tender under development.
Studies - Road Needs Study Update	\$60,000	\$60,000	\$0	Tender under development.
Pier Condition Assessment	\$50,000	\$0	\$50,000	Deferred to 2026, to allow for staff investigation.
Port Bruce Drainage Assessment	\$50,000	\$0	\$50,000	Tender under development.
Crack Sealing	\$14,375	\$14,375	\$0	Project completion expected in September.
	<b>\$3,027,348</b>	<b>\$2,817,983</b>	<b>\$209,365</b>	
<b>Bridges &amp; Culverts</b>				
No planned projects	\$0	\$0	\$0	No planned Projects
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Fleet &amp; Equipment</b>				
Tandem	\$465,000	\$465,000	\$0	Expected delivery in September.
Single	\$390,000	\$390,000	\$0	Expected delivery in September.
1/2T Pickup	\$65,000	\$65,000	\$0	Pickup truck received and in service.
3/4T Pickup	\$75,000	\$75,000	\$0	Expected delivery in July.
3/4T Pickup with Crew Cab	\$85,000	\$85,000	\$0	Expected delivery in July.
Communications Equipment	\$87,000	\$0	\$87,000	Deferred to 2026, pending notification from Town of Aylmer on Water Tower equipment status.
Transportable Equipment	\$15,800	\$15,800	\$0	Equipment Ordered.
	<b>\$1,182,800</b>	<b>\$1,095,800</b>	<b>\$87,000</b>	

## Q2 Capital Project Status Update

	Budget	Forecast	Variance	Updates
<b>Drains</b>				
General Drainage Allowance	\$100,000	\$100,000	\$0	Ongoing projects, final amounts owing yet to be determined.
	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	
<b>Fire &amp; Emergency Services</b>				
SCBA & Bunker Gear	\$48,500	\$48,500	\$0	Orders are being processed and placed. Starting last year, Malahide partnered with many other fire departments within the County to standardize Bunker Gear resulting in bulk purchasing discounts. It is anticipated spending will be within budget.
Radios & Pagers	\$35,000	\$35,000	\$0	Staff are replacing pagers and portable radios scheduled over the years 2025-27.
Hoses, Nozzles & Adaptors	\$8,600	\$8,600	\$0	Pricing is being sought for these purchases. No budget overages are currently anticipated.
Tech Rescue Equipment	\$5,550	\$5,550	\$0	Pricing is being sought for these purchases. No budget overages are currently anticipated.
Portable Pump	\$7,200	\$7,200	\$0	Pricing is being sought for these purchases. No budget overages are currently anticipated.
Compressor	\$60,000	\$60,000	\$0	Pricing is being sought for these purchases. No budget overages are currently anticipated.
Tanker 3	\$691,200	\$0	\$691,200	Delivery and payment of the vehicle is not expected in 2025.
Equipment for Tanker 3	\$27,500	\$0	\$27,500	Equipment not to be procured until vehicle is received.
	<b>\$883,550</b>	<b>\$164,850</b>	<b>\$718,700</b>	
<b>Facilities</b>				
Route, Seal and paint SDCH Parking Lot	\$10,000	\$10,000	\$0	To be completed with roads crack sealing projects.
SDCH Cardlock System	\$10,000	\$10,000	\$0	Project underway.
Route and Seal South Fire Hall Parking Lot	\$5,000	\$5,000	\$0	To be completed with roads crack sealing projects.
Fire Hall 3 HVAC	\$50,000	\$0	\$50,000	Deferred to 2026, to allow for staff investigation.
Admin Office Basement Renovation	\$40,000	\$40,000	\$0	An alternate floor plan has been drafted which will allow for 3 new office spaces in the basement storage area.
Admin Office Lobby Renovation	\$7,000	\$7,000	\$0	Project underway, includes new chairs for conference areas and tv for lobby.
Admin Office HVAC	\$43,000	\$43,000	\$0	Replacements are expected to be purchased late Fall or early Winter.
MCP Water Treatment & Hot Water Tank	\$65,000	\$0	\$65,000	Deferred to 2026, to allow for staff investigation.
MCP Flat Roof	\$40,000	\$0	\$40,000	Deferred to 2026, to allow for staff investigation.
MCP Rooftop HVAC Units	\$102,000	\$0	\$102,000	Deferred to 2026, to allow for staff investigation.
	<b>\$372,000</b>	<b>\$115,000</b>	<b>\$257,000</b>	

# Q2 Capital Project Status Update

	Budget	Forecast	Variance	Updates
<b>East Elgin Community Complex</b>				
Township Share of EECC Capital	\$1,157,953	\$1,157,953	\$0	Subject to EECC administrator updates. No variances currently expected.
	<b>\$1,157,953</b>	<b>\$1,157,953</b>	<b>\$0</b>	
<b>Parks</b>				
Concrete Bench Pads	\$6,000	\$6,000	\$0	Cenotaph Park & Tracey Street Park. To be completed in Summer.
Baseball Diamond Drainage Rehab	\$50,000	\$50,000	\$0	Project to be completed in the Fall after Baseball Season.
Baseball Diamond Chainlink Fencing Rehab	\$25,000	\$25,000	\$0	Project to be completed in the Fall after Baseball Season.
	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$0</b>	
<b>Administration &amp; Governance</b>				
Strategic Plan	\$0	\$500	-\$500	Materials & Supplies for Pop-Up events per Strategic Plan.
Allowance for Equipment Replacements	\$4,500	\$4,500	\$0	Scheduled IT equipment replacements are on order.
Official Plan	\$30,000	\$30,000	\$0	On hold until Water/Wastewater Master Servicing Plan is complete.
	<b>\$34,500</b>	<b>\$35,000</b>	<b>-\$500</b>	
<b>Water</b>				
Copenhagen Pumps	\$11,500	\$11,500	\$0	Project completed.
Copenhagen Generator	\$70,000	\$0	\$70,000	Deferred to 2026, further staff investigation required.
Water Meter Replacements	\$17,000	\$17,000	\$0	Water meter replacements ongoing as required.
Hydrant Rehabilitation	\$2,000	\$2,000	\$0	Project not started.
PRV Refurbishment	\$20,000	\$10,059	\$9,941	Project completed with significant savings.
Talbot East Watermain	\$0	\$5,000	-\$5,000	Awaiting As-Constructed Final Drawings.
	<b>\$120,500</b>	<b>\$45,559</b>	<b>\$74,941</b>	
<b>Wastewater</b>				
Springfield P.S. Discharge Flow Meter	\$17,000	\$0	\$17,000	Completed in 2024.
Springfield P.S. Discharge Pressure Transmitter	\$4,000	\$0	\$4,000	Completed in 2024.
Springfield P.S. Air Valves	\$11,000	\$0	\$11,000	Completed in 2024.
OPC P.S. Storage Facility	\$10,000	\$0	\$10,000	Deferred to 2026, further staff investigation required.
SCADA PLC Cabinet	\$4,000	\$0	\$4,000	Project not started.
Condition Assessments	\$1,500	\$0	\$1,500	Project Cancelled.
Force Main Air Valves	\$6,000	\$6,000	\$0	Project not started.
	<b>\$53,500</b>	<b>\$6,000</b>	<b>\$47,500</b>	
<b>Total</b>	<b>\$7,013,151</b>	<b>\$5,619,145</b>	<b>\$1,394,006</b>	



**REPORT NO. FIN-25-16**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** **Water and Wastewater Master Servicing Plan Contract Award**

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**RECOMMENDATION:**

THAT Report No. FIN-25-16 entitled “Water and Wastewater Master Servicing Plan Contract Award” be received;

AND THAT Council award the contract for the development of a Water and Wastewater Master Servicing Plan to J.L. Richards & Associates Limited in the amount of \$80,027 (excluding HST).

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**PURPOSE & BACKGROUND:**

The purpose of this report is to seek Council’s authorization to award a contract for the completion of the Water and Wastewater Master Servicing Plan, following the conclusion of a competitive procurement process. Council approved the project in April 2025, recognizing the need to evaluate the Township’s existing water and wastewater systems and to develop a long-term, coordinated strategy for servicing future growth.

At that time, Council authorized staff to retain a qualified engineering consultant and approved a transfer of up to \$50,000 from the Capital Reserve to fund the study. The Plan is intended to address current infrastructure limitations, identify cost-effective solutions to support development, and inform future capital planning and policy decisions.

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**COMMENTS & ANALYSIS:**

A Request for Proposals (RFP) was issued on June 3, 2025, and closed on July 8, 2025. The RFP was advertised publicly and conducted in accordance with the Township’s Procurement of Goods and Services Policy, utilizing a two-envelope evaluation process to assess technical submissions and pricing independently.

Four (4) proposals were received in response to the Request for Proposals. The submissions reflected a strong field of proponents, with each demonstrating relevant experience and technical capability in the area of municipal water and wastewater servicing.

Proposals were reviewed by an internal evaluation committee comprised of the Chief Administrative Officer, the Director of Corporate Services/Treasurer, and the Director of Public Works. Each submission was evaluated against the criteria set out in the RFP, including:

- Understanding of the project and proposed methodology
- Qualifications and experience of the project team
- Proposed work plan and schedule
- Overall quality and completeness of the submission
- Cost

All proposals met the minimum technical requirements outlined in the RFP. Following a comprehensive evaluation, the submission from **J.L. Richards & Associates Limited** received the highest score for both the technical and cost components of the evaluation. The proponent best demonstrated an understanding of the Township's intent in undertaking the project, presenting a structured and technically sound approach supported by a highly qualified team with relevant municipal experience. Their work plan aligns well with the Township's objectives and is expected to deliver strong overall value. If awarded, the project is anticipated to commence in August 2025 and be completed by May 2026, in accordance with the proponent's proposed schedule.

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#### **FINANCIAL IMPLICATIONS:**

The proposed project cost is \$80,027 and is recommended to be fully funded from the Capital Reserve. This amount exceeds staff's earlier estimate of \$50,000 previously presented to Council.

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#### **CONSULTATION:**

- Director of Public Works, Township of Malahide

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#### **ATTACHMENTS:**

Appendix C – Deliverables from RFP Document

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

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

## **Appendix C – Deliverables**

### **A. Scope of Work**

#### **1. Vision**

To provide sustainable, growth-supportive, and cost-efficient water and wastewater services for the Township of Malahide.

#### **2. Objectives**

The Township of Malahide is seeking proposals from qualified consulting firms to undertake the development of a comprehensive Water and Wastewater Master Servicing Plan. This initiative is a critical component of the Township's long-term infrastructure planning framework and is intended to guide future servicing strategies that support sustainable growth and development across the community.

The primary objective of this Master Servicing Plan is to assess the current state of the Township's water and wastewater infrastructure and to evaluate its capacity to accommodate projected growth. Through this process, the Township seeks to identify key opportunities for optimization and expansion, as well as any existing or emerging challenges that may hinder efficient and cost-effective servicing.

This Plan will serve as a foundational document to inform future capital investment decisions, development approvals, and inter-municipal coordination efforts. It is anticipated that the final deliverable will provide a clear, evidence-based roadmap for ensuring that the Township's servicing capacity and distribution systems remain aligned with population growth, economic development goals, and environmental stewardship priorities.

To assist proponents in preparing their submissions, a system overview has been included within the RFP, outlining the core elements of the Township's water and wastewater infrastructure. This includes supporting infrastructure maps identifying mainline routes and key assets.

#### **3. Overview of Study Scope and Methodology**

Proponents are advised that the elements outlined in the Scope of Work, including the study objectives, assessment requirements, technical analysis, and stakeholder engagement expectations, are required components of the final deliverable. These elements reflect the Township's baseline expectations for the study and must be addressed in all proposals. However, proponents are also encouraged to recommend additional or alternative strategies, methodologies, or areas of analysis that may enhance the value or comprehensiveness of the final Master Plan. Any such recommendations should be clearly identified in the submission and are subject to confirmation and approval by the Township as part of the final negotiated scope of work.

### **3.1 Background and Project Understanding**

#### **a. Introduction & Purpose**

- i. Articulate the purpose of the Water/Wastewater Master Plan, including alignment with broader municipal strategic objectives.
- ii. Demonstrate an understanding of current water and wastewater systems, historical planning efforts, and future challenges (e.g., regulatory changes, demographic shifts).

#### **b. Project Objectives**

- i. Determine a logical and sustainable direction for future growth by assessing the availability, practicality, and long-term viability of municipal servicing capacity and infrastructure delivery.
- ii. Define short, medium, and long-term objectives for capital investment, operational planning, and financial strategies related to municipal servicing to effectively support and manage growth.

### **3.2 Project Management & Coordination**

#### **a. Project Management Plan**

- i. Designate a Project Manager from the consultant's team to liaise with municipal staff.
- ii. Propose a governance structure for steering committees, working groups, or advisory panels.

#### **b. Regular Meetings and Reporting**

- i. Hold a project kickoff meeting and schedule regular project status meetings.
- ii. Produce progress reports at key milestones to ensure clarity on deliverables, timelines, and budget.
- iii. Meetings may be held in person or conducted online, including any presentations or reporting to Council

### **3.3 Current System Assessment**

#### **a. Data Collection and Review**

- i. Gather existing data (e.g., GIS layers, system drawings, demand logs, water



quality reports, permits, hydraulic models).

- ii. Review all relevant background documents, including asset management plans, existing master plans, and regulatory documentation.

b. Infrastructure Evaluation

- i. Conduct a gap analysis of existing water/wastewater treatment and distribution/collection infrastructure.
- ii. Identify current system constraints and impediments to growth, including limitations in servicing capacity and infrastructure start-up feasibility.
- iii. Assess asset condition, capacity, risk of failure, and reliability.
- iv. Evaluate operations and maintenance practices.

### **3.4 Needs Forecasting & Demand Analysis**

a. Demographic & Population Projections

- i. Use current census data and growth projections to predict future water demand and wastewater flows.
- ii. Factor in anticipated new development areas or changes in land use planning.

b. Regulatory & Environmental Considerations

- i. Review federal and provincial legislation (e.g., Ontario Water Resources Act), permits, standards, and new environmental guidelines.
- ii. Assess how changes in regulations will impact future water and wastewater infrastructure needs.

c. Climate Resilience

- i. Evaluate the potential impacts of climate change on system capacity (e.g., droughts, floods, severe weather events).
- ii. Recommend adaptation strategies for resilience and emergency preparedness.

### **3.5 Technical and Financial Analysis**

a. Technical Modeling

- i. Update or develop hydraulic models for water distribution and wastewater collection systems.
  - ii. Model various scenarios (e.g., peak demand, system failures, growth, climate events) to identify system deficiencies.
- b. Cost-Benefit Analysis
  - i. Prepare cost estimates for recommended upgrades or expansions.
  - ii. Assess life-cycle costs, net present value, and return on investment for potential projects.
- c. Funding and Financing Options
  - i. Identify potential funding sources (provincial, federal grants, development charges, etc.).
  - ii. Provide recommendations on financing mechanisms and rate structures.

### **3.6 Draft Master Plan Development**

- a. Recommendations and Prioritization
  - i. Summarize key findings and recommend solutions for system expansion, rehabilitation, and operational improvements.
  - ii. Develop a priority ranking methodology (e.g., risk, cost, urgency, regulatory compliance).
- b. Implementation Strategy & Phasing
  - i. Propose timelines for each recommended project or initiative.
  - ii. Develop a phased plan integrating capital forecast, operational changes, and regulatory deadlines.
- c. Monitoring and Performance Measures
  - i. Establish key performance indicators (KPIs) to track progress.
  - ii. Provide guidelines for regular monitoring and Master Plan updates.

### **3.7 Final Master Plan and Presentation**

- a. Draft Deliverable Review

- i. Present a draft Master Plan to municipal staff and steering committees for feedback.
  - ii. Incorporate revisions and address stakeholder comments.
- b. Final Master Plan Delivery
  - i. Provide an executive summary and a full report with supporting appendices (e.g., technical modeling, engagement summary, cost-benefit analysis).
  - ii. Deliver the Master Plan in both electronic and hard-copy formats.
- c. Council and Public Presentation
  - i. Present the final plan to municipal Council.
  - ii. Deliver public-facing materials summarizing findings, recommendations, and next steps.

### **3.8 Deliverables & Schedule**

- a. Deliverables
  - i. Project Management Plan and Schedule
  - ii. Draft Master Plan
  - iii. Final Master Plan
  - iv. Council Presentation
  - v. Technical Appendices (models, financial analysis, etc.)
- b. Milestones & Timeline
  - i. Provide a clear project timeline with milestones tied to each deliverable.
  - ii. Include review periods for municipal staff and Council.

## **4. Schedule**

This assignment is intended to be completed by the end of 2025; however, proponents are encouraged to propose timelines they believe are reasonable and appropriate for the scope and complexity of the project. Proposed completion dates will be considered as part of the Township's evaluation of submissions. The successful proponent will be required to enter into

the agreement set out in Attachment 'A', which will establish a specified completion date for the delivery of all project deliverables.

## **5. Project Management**

The successful Proponent shall provide written confirmation of the detailed work plan submitted as part of their proposal prior to the commencement of the project. At the project kickoff meeting, the Proponent will meet with the Township's project team to confirm the expected project outcomes and review the approved work plan. Regular progress meetings will be required throughout the project, with meetings anticipated following the completion of each major project stage to ensure alignment on deliverables, timelines, and any necessary adjustments.



**REPORT NO.            FIN-25-17**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Corporate & Financial Services  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** **2026 Budget Process & Timeline**

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**RECOMMENDATION:**

THAT Report FIN-25-17 titled “Budget Process and Timeline” be received for information;

AND THAT Council approve the 2026 Budget Timeline as set out in Appendix B to Report FIN-25-17, and direct staff to proceed with the preparation and publication of all notices, documentation, and scheduling required to implement the 2026 budget process.

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**PURPOSE & BACKGROUND:**

Ontario Regulation 530/22 under the Municipal Act, 2001, establishes a mandatory budget process for municipalities designated under the Strong Mayors, Building Homes Act, 2022. The regulation assigns the responsibility for preparing and proposing the municipal budget to the Mayor and prescribes a sequenced procedure, including:

- Public release of the Mayor’s proposed budget;
- A period during which Council may propose amendments;
- A period during which the Mayor may veto any Council-adopted amendments; and
- A final period during which Council may override a Mayoral veto with a two-thirds vote of all members

As a designated municipality under this regulation, the Township is required to follow these procedures. Council does not have the authority to substitute an alternative budget process. However, the regulation does permit the Mayor or Council, as applicable, to shorten the length of the prescribed amendment/veto periods, provided such decisions are made in accordance with the regulation.

In accordance with this framework, the Mayor has issued Mayoral Direction MDI-2025-01 (Appendix B) to staff. The Direction instructs the Chief Administrative Officer and the Director of Corporate Services/Treasurer to lead the technical development of the 2026 budget and to provide Council a 2026 budget timetable by September 18, 2025.

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**COMMENTS & ANALYSIS:**

The steps below provide a detailed summary of each proposed stage of the 2026 budget, from the technical development of the draft budget through to final adoption, including timelines, responsibilities, and opportunities for public engagement and deliberations.

**Step 1: Draft Budget Preparation**

Township staff, under the direction of the CAO and Treasurer, will continue to be responsible for preparing the technical components of the draft budget, including departmental submissions, capital forecasts, and alignment with strategic objectives and accounting standards.

In parallel with this work, the Mayor will actively consult with members of Council to gather input on service expectations and fiscal priorities. Council members are encouraged to participate fully in this process, including through consultation with their constituents, to ensure that community needs and concerns are brought forward.

The Mayor will provide ongoing direction to staff based on these consultations, which will be synthesized through the development of the draft budget. Throughout the process, the staff will meet regularly with the Mayor to provide progress updates and solicit direction as required. The final draft budget document will be submitted to the Mayor no later than December 2, 2025.

**Step 2: Mayoral Review and Amendment Period** (December 2, 2025, to December 15, 2025)

Upon receipt of the draft budget from staff, the Mayor undertakes a review to ensure that the document reflects both legislative obligations and the priorities identified through prior consultation with Council and the public. This period is intended to allow for refinement of the draft budget's overall tone, emphasis, and presentation, and to permit the Mayor to request additional information or clarification from staff to support particular sections. The intent is not to revisit foundational content but to ensure that the final proposed budget is coherent, complete, and aligned with the Mayor's direction before it is publicly released.

**Step 3: Public Release of Proposed Budget** (December 16, 2025)

Following the completion of the Mayoral review, the proposed budget is finalized and released to the public in accordance with Ontario Regulation 530/22. This version of the budget represents the Mayor's official proposal and becomes the basis for Council's formal deliberations.

The public release marks a critical point in the process: it initiates the statutory timeline under which the budget will be deemed adopted if no amendments are made by Council. From this point forward, the procedural clock begins, including the defined periods for Council amendments, Mayoral veto, and potential override. It also provides the public with an opportunity to review the proposed financial plan and engage with Council members regarding local priorities.

#### **Step 4: Council Amendment Period** (December 16, 2025 to January 15, 2026)

Following the public release of the Mayor's proposed budget, Council enters a defined amendment period as prescribed under Ontario Regulation 530/22. During this time, members of Council may propose amendments to the budget, provided such amendments are adopted by resolution within the permitted window. The Township has allocated this time for members to review the proposed budget in detail, consult with staff and prepare any desired changes.

To aid in Council's review, staff will present the document at the December 18, 2025 regular Council meeting. This initial presentation is not intended for formal deliberation or decision but is designed to provide Council with an overview of the proposed budget's contents. While the intent is to provide upfront information to support Council's review process, members of Council are entitled to begin proposing amendments at this stage.

The proposed budget schedule provides an additional two opportunities for Council to vote on proposed amendments. The first will occur at a Special Council Meeting on January 8, 2026, specifically scheduled for budget deliberations. A second opportunity will be available at Council's regular meeting on January 15, 2026, for any remaining or additional amendments. If no amendment is adopted by the conclusion of the January 15 meeting, the budget will be deemed to have been adopted by operation of law on January 16, 2026 (meaning no active resolution is required for passage).

#### **Step 5: Special Budget Deliberations Meeting** (January 8, 2026)

Council's formal consideration of the proposed budget and any submitted amendments occurs during two scheduled meetings within the amendment period. The first is a Special Council Meeting on January 8, 2026, which is a Council-directed meeting and will be advertised as an opportunity for members of the public to provide comments on the proposed budget. Council members may bring forward proposed amendments and may request additional information or clarification from staff to support further deliberations. While there is no requirement to pre-submit topics, advance notice of proposed amendments or areas of discussion is encouraged where possible to help facilitate the structure and flow of the meeting.

#### **Step 6: Last Chance for Budget Amendments** (January 15, 2026)

The final opportunity for Council to adopt amendments to the Mayor's proposed budget takes place at the regular Council meeting on January 15, 2026. This meeting serves as the concluding stage of the Council amendment period.

Council may consider and approve additional amendments by resolution at this meeting. If no amendments are adopted, the budget will be deemed to have been adopted by operation of law on January 16, 2026, without the need for a formal resolution.

If an amendment is approved, regardless of whether the Mayor supports or opposes it, a Mayoral veto period will commence on January 16.

#### **Step 6: Mayoral Veto Period** (January 16, 2026 to January 25, 2026)

If Council adopts one or more amendments to the Mayor's proposed budget, a Mayoral veto period begins on January 16, 2026. During this period, the Mayor may veto (nullify) any amendment adopted by Council during the "Council Amendment Period". The veto must be communicated in writing to Council and Clerk and include the Mayor's reasons for the decision. The veto period ends on January 25, 2026. Any amendments not explicitly vetoed by the end of this period will remain part of the final budget. If the Mayor does not exercise the veto authority within the prescribed timeline, the budget, incorporating any Council-approved amendments, will be deemed adopted on January 26, 2026, without the need for a further resolution.

#### **Step 7: Council Override of Mayoral Veto** (January 26, 2026 to February 9, 2026)

If the Mayor exercises the veto authority during the designated period, Council may respond by initiating a veto override process. The Council override period begins on January 26, 2026, and ends on February 9, 2026, providing Council with 15 days to consider its response. During this time, Council may override any specific veto issued by the Mayor by passing a resolution supported by at least two-thirds of all members of Council (inclusive of the Mayor).

Council has a regular meeting scheduled for February 5, 2026, which may be used to consider and vote on any proposed veto overrides. Alternatively, Council may call a special meeting before the close of the override period if additional time is required. If the required two-thirds majority is achieved, the amendment is restored to the budget and becomes part of the final adopted financial plan. Under all scenarios, the budget is deemed to be approved by February 10, 2026.

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#### **ATTACHMENTS:**

- Appendix A: 2026 Budget Timeline
- Appendix B: Mayor Direction MDI-2025-01



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

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



## Township of Malahide Mayoral Direction MDI-2025-01

To direct the Chief Administrative Officer and Director of Corporate Services/Treasurer to prepare a draft proposed annual budget for 2026

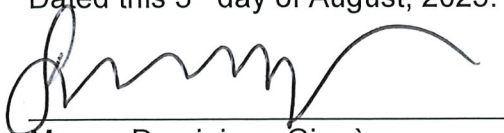
In accordance with section 284.16 of the Municipal Act, 2001 (the "Act") and section 7 of O. Regulation 530/22, the Mayor shall, on or before February 1 of each year, prepare a proposed budget for the Township.

In accordance with section 284.3 of the Act, the Mayor hereby directs the Chief Administrative Officer and Director of Corporate Services/Treasurer to:

1. Prepare a 2026 budget development timeline for Council's consideration, to be presented no later than September 18, 2025;
2. Lead the technical preparation of the 2026 budget by developing the technical components of the draft budget, in accordance with applicable legislation, regulations, and accounting standards;
3. Align budget priorities with the 2033 Strategic Plan and with 2026 Operational Goals
4. Consider public and staff input in the development of the budget using a variety of sources, e.g. survey results, inquiries, suggestions, complaints, compliments, requests and issues raised in the previous year(s);
5. Include the Mayor's summary of consultations with the CAO and members of Council regarding their suggestions and ideas, e.g. expectations of service levels, fiscal concerns, constituent inquiries;
6. Keep the public informed on all major milestones in the budget process, including opportunities to provide input;
7. Provide regular updates to the Mayor on the development of the draft budget to allow for further direction, if necessary.

This Direction comes into effect on August 5, 2025, and remains in effect until modified or revoked.

Dated this 5<sup>th</sup> day of August, 2025.

  
\_\_\_\_\_  
Mayor, Dominique Giguère

# DECEMBER 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
1	2 Staff Prepared Draft Budget to Mayor	3	4 Regular Council Meeting	5	6/7
Mayoral Review and Amendment Period					
8	9	10	11	12	13/14
Mayoral Review and Amendment Period					
15	16 Public Release of Mayor's Proposed Budget	17	18 Regular Council Meeting: Budget Presentation & Information Session	19	20/21
Council Amendment Period					
22	23	24	25	26	27/28
Council Amendment Period					
29	30	31			
Council Amendment Period					

# JANUARY 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
			1	2	3/4
			Council Amendment Period		
5	6	7	8 Special Council Meeting: 2026 Budget Deliberations	9	10/11
Council Amendment Period					
12	13	14	15 Regular Council Meeting	16	17/18
Council Amendment Period				Mayoral Veto Period	
19	20	21	22	23	24/25
Mayor Veto Period					
26	27	28	29	30	31/1
Council Veto Override Period					

# FEBRUARY2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
2	3	4	5 Regular Council Meeting	6	7/8
Council Veto Override Period					
9	10 Deemed Budget Adoption	11	12	13	14/15
16	17	18	19	20	21/22
23	24	25	26	27	28



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

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Public Works  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** HVAC Upgrade – Administrative Office

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**RECOMMENDATION:**

THAT Report No. PW- 25-25 entitled “HVAC Upgrade – Administrative Office” be received;

AND THAT Council authorize staff to proceed with necessary procurement for the upgrade of HVAC systems in the Administrative Office.

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**PURPOSE & BACKGROUND:**

The Township of Malahide 2025 budget, as approved by Council, included a renovation project for the conversion of the basement storage room into additional office space to maximize the usage of the existing Township of Malahide Administration Building. This project provides a 20% increase in the usable office space within the building to accommodate additional workstations for staff.

Additionally, the 2024 budget included a like-for-like replacement of the building’s existing HVAC system that has exceeded its useful life. Due to staffing changes, time constraints, and the additional basement renovation project, this was deferred to 2025 in order to better coordinate the work required for these two projects.

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**COMMENTS & ANALYSIS:**

To proceed with these projects, an assessment of the building’s overall HVAC needs was completed by *Integrated Engineering* of London, Ontario. This assessment identified required equipment upgrades based on current and proposed occupancy of the Administrative Office, as well as the need to meet current code requirements.

Below is a summary of the required upgrades and the estimated costs:

- \$20,000 Energy Recovery Ventilator: The purchase and installation of an air exchanger that transfers both heat and moisture between the incoming and outgoing air streams in a facility. This process helps to maintain indoor air quality, energy efficiency, and comfort levels by preventing excessive heat loss or gain and managing humidity. This was identified as an item that was previously

considered optional, however, is now a Code requirement for new installations or renovations.

- \$43,000 Upsized Main Ductwork: Ductwork supplying heating and cooling air throughout the basement is required to be upsized to meet airflow requirements as well as to accommodate new branches. This includes duct installation, disposal of existing materials, and cleanup for the whole project, as well as electrical subcontracting, insulation and firestopping.

While this additional work was not originally anticipated, the work will ensure that the Administration Building has a properly functioning HVAC system that maintains the health and safety of all staff, and is appropriately sized to meet current and future needs as we maximize the usable space in this facility.

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### **FINANCIAL IMPLICATIONS:**

2025 Administrative Office Basement Renovation (approved project)

Budget: \$40,000

Forecast: \$28,000

2025 Administrative Office HVAC Replacement (approved project)

Budget: \$43,000

Forecast: \$43,000

2025 Administrative Office HVAC Upgrades (new project)

Budget: \$0

Forecast: \$63,000

Additional funding required: \$51,000

The total estimated cost of the required HVAC upgrades is \$63,000. With the cost savings forecasted for the basement renovation capital project totaling \$12,000, the additional funds required total \$51,000. The entirety of these projects is recommended to be funded through the Capital Reserve.

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### **ATTACHMENTS:**

None.

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

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



**REPORT NO.            CAO-25-05**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Chief Administrative Officer  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** **Commemorative Asset Dedication Program**

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**RECOMMENDATION:**

THAT Report CAO-25-05 entitled “Commemorative Asset Dedication Program” be received;

AND THAT the Committee of the Whole provide a recommendation to Council to approve Policy A09-CORP-06 Commemorative Asset Dedication Program.

AND THAT By-law 07-29 being a By-law to designate an “In Memoriam” Policy be repealed.

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**PURPOSE & BACKGROUND:**

The Township of Malahide occasionally receives requests from residents, families, and community groups wishing to dedicate municipal assets (such as benches) in honour of individuals, groups, or events of personal or public significance. In the absence of a formal policy, such requests have historically been reviewed on a case-by-case basis, resulting in inconsistent processes and expectations.

This policy establishes the Commemorative Asset Dedication Program, which sets out the terms, conditions, and administrative procedures for how commemorative dedications will be reviewed, approved, implemented, and maintained on Township-owned land. The policy ensures fairness, transparency, and alignment with municipal priorities, while also respecting the intent of applicants and preserving the integrity of public spaces.

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**COMMENTS & ANALYSIS:**

**Application and Submission Process**

Applicants must complete a formal Commemorative Asset Dedication Application Form, indicating:

- The type of asset to be procured or repurposed
- The preferred location
- The proposed inscription



Applications are subject to a review by Township staff to ensure completeness and preliminary feasibility. Staff evaluate the suitability of the location, compatibility with existing infrastructure, accessibility compliance (e.g., AODA), and the appropriateness of the commemorative content.

### **Location Considerations**

Applicants may suggest a preferred location for the commemorative asset in exclusion of municipally owned cemetery lands. However, the final placement decision lies with the Township.

### **Public Consultation and Discretionary Review**

If an application is determined to have a significant community impact, the Township may initiate a public consultation period of fifteen (15) calendar days. This consultation provides transparency and allows for public input before a final decision is made.

All final decisions regarding applications, inscriptions, and locations remain at the sole discretion of the Township. Council consideration may be required for sensitive or high-profile dedications.

### **Cost Recovery and Asset Ownership**

The program operates on a full cost-recovery basis, which ensures the program is financially sustainable without impacting municipal budgets. Applicants are responsible for all costs related to the procurement, installation, plaque production, and administrative coordination of the dedication.

Once installed:

- The asset itself remains Township property.
- The plaque becomes the property of the applicant.

Fees are set based on current material and labour costs at the time of application.

### **Dedication Term and End-of-Life**

Dedications are intended to last for the useful life of the asset, as determined by the Township based on its physical condition. At the end of the asset's lifecycle, the Township will make reasonable efforts to notify the applicant and return the plaque where feasible.

Applicants are responsible for keeping their contact information up to date to facilitate communication about term completion or asset condition.

### **Maintenance and Vandalism**

Standard maintenance will be provided by the Township. However, any additional maintenance, repairs, or replacements requested by the applicant will be carried out by the Township at the applicant's expense.

If a commemorative asset is damaged, vandalized, or deteriorates, the Township will notify the applicant. If the applicant does not proceed with replacement within 90 days, the Township may remove the asset without refund.

In cases involving offensive or discriminatory vandalism, or where the condition of the asset becomes unsightly, unsafe, or poses a hazard, the Township may act immediately to remove or alter the asset in the interest of public safety and the dignity of the space.

### **Program Benefits**

- A respectful, structured way to honour individuals or events
- Clarity and fairness in the application and approval process
- Legal and operational safeguards for the Township
- A consistent standard of care and oversight for commemorative installations on municipal land

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### **FINANCIAL IMPLICATIONS:**

The Commemorative Asset Dedication Program is structured as a cost-recovery model, with applicants responsible for all expenses related to asset procurement, installation, plaque production, and any maintenance or replacement services requested. As such, the program is expected to have no net financial impact on the Township's operating budget.

Potential risks include unanticipated maintenance due to vandalism or deterioration, administrative time for processing applications, and public concerns over asset removal or relocation. These risks are mitigated through:

- Clear policy authority for asset removal, relocation, or denial;
- Cost recovery for any non-standard maintenance or replacement;
- Disclaimers of liability for damage or theft;
- Provisions allowing the Township to act immediately in cases of vandalism, safety hazards, or inappropriate content.

With these safeguards in place, the program presents minimal financial or operational risk to the Township while enabling respectful and well-managed public commemorations.

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

The following are relevant sections from the 2023-2033 Strategic Plan to this topic:

- Vision: A Township defined by its rural character, close-knit community, and good quality of life.
- Values: Being flexible and solution-oriented; Partnering wherever it makes sense to get things done better; and Taking a long-term view

- Priorities: Engage the community; and Establish, document and implement service levels

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**CONSULTATION:**

- A. Boylan, Director of Corporate Services/Treasurer
- J. Godby, Director of Public Works
- A. Adams, Manager of Legislative Services/Clerk
- D. Pennings, Manager of Facilities & Contract Administration
- S. Tripp, Manager of Community Relations & Economic Development

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**ATTACHMENTS:**

- Policy A09-CORP-06 Commemorative Asset Dedication Program
- By-law 07-49 “In Memoriam” Policy

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



## CORPORATE POLICY

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**Section:** Administration  
**Policy Title:** Commemorative Asset Dedication Program  
**Policy No.:** A09-CORP-006  
**Approved By:** Council  
**Effective Date:** 2025-  
**Revised Date:**

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### COMMEMORATIVE ASSET DEDICATION PROGRAM

#### 1. POLICY STATEMENT

- 1.1. The Corporation of the Township of Malahide ("Township") recognizes that individuals and community organizations may wish to commemorate persons, groups, or events of significance that reflect the values and objectives of the Township through the dedication of certain commemorative assets on municipal land.
- 1.2. This Policy provides a clear and efficient process for participation in the Commemorative Asset Dedication Program ("Program"), ensuring that dedications are managed and maintained in a manner that respects public spaces and aligns with community values.
- 1.3. The Clerk, or designate, shall be responsible for the administration and interpretation of this Policy, including its procedures and discretionary decisions.
- 1.4. Where a conflict arises between this Policy and any other Township policy regarding dedications or asset installations, this Policy shall prevail unless Council has approved an exception by resolution.
- 1.5. This Policy shall be reviewed every five (5) years or sooner at the discretion of the Clerk or Council.

#### 2. PURPOSE

- 2.1. The purpose of this Policy is to outline the terms, conditions, and procedures for the dedication of Commemorative Assets. It aims to ensure consistency, fairness, and transparency while preserving the integrity, safety, and accessibility of municipal land.

#### 3. DEFINITIONS

For the purposes of this Policy, the following definitions apply:

- 3.1. **Applicant:** An individual or organization that submits a Commemorative Asset Application Form to the Township.
- 3.2. **Asset:** A municipally-owned physical item, such as a park bench, or similar item, available for dedication under this Program.

- 3.3. **Commemorative Asset:** A municipally-owned Asset that has been designated, purchased, or installed under this Program for the purpose of recognizing or honouring a particular person, group, event, or theme of significance. A Commemorative Asset includes both the physical Asset (e.g., bench, tree, or similar item) and the associated plaque or inscription approved by the Township. While the Asset remains the property of the Township, the plaque becomes the property of the Applicant upon full payment and installation.
- 3.4. **Council:** The elected Council of the Corporation of the Township of Malahide.
- 3.5. **Inscription:** The approved wording or message placed on a plaque or Asset, intended to commemorate a person, group, event, or theme in a respectful, concise, and meaningful manner.
- 3.6. **Municipal Land:** Property owned by the Township, excluding cemeteries, unless otherwise indicated.
- 3.7. **Plaque:** A flat plate or tablet of metal, stone, or other durable material affixed to an Asset and bearing an inscription approved by the Township.
- 3.8. **Public Consultation:** A process by which the public is invited to provide input on a proposed commemorative asset or location, typically by way of notices posted on the Township's official website and other communication channels for a specified period. Public Consultation is non-binding and intended to inform Council decision-making, ensuring transparency and public awareness.
- 3.9. **Township:** The Corporation of the Township of Malahide, including its Council, officers, employees, volunteers, and agents.

#### 4. APPLICATION & REVIEW PROCESS

##### **Application Submission:**

- 4.1. Applicants must submit a complete Commemorative Asset Application Form, specifying the preferred Asset to be procured or an existing Asset to be repurposed, proposed inscription, and requested location.
- 4.2. Cemeteries are excluded from the Program.
- 4.3. Submission and payment of any applicable fees indicate the Applicant's agreement to the terms and conditions of this Policy.

##### **Initial Review:**

- 4.4. Township staff will review the application for completeness and preliminary feasibility. A written response regarding the suitability and availability of the requested location will be provided within thirty (30) calendar days, unless further information or Council consideration is required at the discretion of the Township.

**Evaluation Criteria:**

4.5. The Township will consider the following factors:

- a) Use and Design Considerations: Cultural/historical context, space availability, pedestrian flow, accessibility compliance (e.g., AODA), and visual integration with surroundings.
- b) Environmental & Infrastructure Considerations: Avoidance of sensitive areas, suitability of materials, and alignment with future municipal plans.
- c) Legal & Policy Compliance: Adherence to municipal by-laws, provincial legislation, and confirmation that the placement is on Township-owned land free of encumbrances.

**Council Approval & Public Consultation:**

- 4.6. Applications deemed to have a significant community impact at the discretion of the Township may require a fifteen (15) calendar-day Public Consultation period.
- 4.7. The Township reserves the right to approve, modify, or reject any application at its sole discretion. All inscriptions are subject to Township approval. Inappropriate language or imagery will not be permitted (e.g., no profanity, hate speech, or discriminatory content).
- 4.8. Appeals: If an application is denied, the Applicant may submit a written appeal within fifteen (15) calendar days. Council will review and provide a final decision at an upcoming regular Council Meeting. Council's decision on any appeal shall be final and is not subject to further reconsideration.

**5. OWNERSHIP & INSTALLATION**

- 5.1. Ownership: All Assets and Commemorative Assets installed under this Program shall be the property of the Township.
- 5.2. Plaques: The Applicant owns the plaque once fully paid for and installed. This applies only to removable plaques affixed to the Asset. Where an inscription is permanently engraved into the Asset itself, ownership does not apply, and the inscription is considered part of the Township-owned Asset.
- 5.3. Installation Timeline: The Township will provide a time estimate to the Applicant for when the installation shall be scheduled. Delays may occur due to seasonal conditions or logistical constraints.

**6. MAINTENANCE & ALTERATIONS**

- 6.1. The Applicant may make a request to the Township for the maintenance and upkeep of the Commemorative Asset. The Township may approve or deny this request at its sole discretion. For approved requests, maintenance and upkeep shall be undertaken by the Township upon submission and payment of any applicable fees by the Applicant to the Township. Only the Township or its authorized agents shall undertake the maintenance and upkeep of the Commemorative Asset to a standard at its sole discretion.
- 6.2. The placement of personal items or decorations around the Commemorative Asset is prohibited.

6.3. Should the Commemorative Asset or a part of it be damaged, vandalized, or stolen, replacement is at the Applicant's discretion and expense. If the Applicant does not request a replacement within ninety (90) calendar days of notice from the Township, the remaining elements of the Commemorative Asset may be removed without further notice and without obligation for refund.

- a) In cases where the Commemorative Asset contains offensive or discriminatory content due to vandalism, or where its condition has deteriorated to the point of being unsightly, unsafe, or otherwise poses a hazard to the public or the integrity of the site, the Township may remove or alter the Commemorative Asset at its sole discretion without waiting for the full ninety (90) day period. Any such decision shall be made to uphold public safety, accessibility, and the respectful use of municipal spaces. The Township will make reasonable efforts to notify the Applicant of such action.

## **7. DEDICATION TERM**

- 7.1. A dedication term shall be for the useful life of the Commemorative Asset, plaque or inscription based on its condition, as assessed by the sole discretion of the Township.
- 7.2. At the end of the term, the Township will make reasonable efforts to inform the Applicant and may remove or repurpose the plaque, attempting to return it to the Applicant.
- 7.3. Applicants are responsible for providing and updating their current contact information to facilitate communication regarding the term's end and any related matters.

## **8. RELOCATION OR REMOVAL**

- 8.1. While the Township strives to uphold the dedication term of the Commemorative Asset, the Township reserves the right to relocate or remove a Commemorative Asset at its sole discretion at any time.
- 8.2. Reasonable efforts will be made to inform the Applicant of relocation or removal when current contact information is available.
- 8.3. In the event the Township initiates the removal of the Commemorative Asset prior to the end of its term; in exception to the reduction of the useful life of the asset due to any damage, vandalism, or theft; the Township may consider a partial refund of applicable fees to the Applicant in pro rata consideration of the remaining useful life of the asset based on its condition, as assessed by the sole discretion of the Township.

## **9. FEES & COST RECOVERY**

- 9.1. Applicants are responsible for the full cost recovery of the Commemorative Asset, including procurement, installation, associated materials (such as plaques), and any other expenses incurred by the Township in the course of implementing the dedication.
- 9.2. The fee for the Commemorative Asset shall be determined by the Township based on the current costs of materials, labour, administration, and any other relevant factors at the time of the application.
- 9.3. Following installation, any requested maintenance, repairs, or replacements beyond the standard level of upkeep provided by the Township shall be performed by the Township.

or its authorized agents at the Applicant's expense. The cost for such additional services will be calculated on a cost-recovery basis and must be paid by the Applicant prior to the commencement of the requested work.

- 9.4. All fees must be submitted in full at the time specified by the Township. Failure to remit payment by the due date may result in delays or termination of the application or maintenance request.

## **10. LIMITATION OF LIABILITY & FORCE MAJEURE**

- 10.1. The Township is not liable for any damage, vandalism, or theft of Commemorative Assets or Plaques.
- 10.2. The Township bears no responsibility for delays or failures caused by events beyond its control, including force majeure circumstances.

## **11. INDEMNIFICATION**

- 11.1. The Applicant indemnifies and holds the Township harmless against any claims arising from participation in the Program.

## **12. EXEMPTIONS**

- 12.1. The Springfield Swans Paver Program, as outlined in the organization's Memorandum of Understanding with the Township, shall be exempt from this policy and program.

## **13. CONTACT INFORMATION**

- 13.1. For inquiries regarding the Policy or the Program, contact: [info@malahide.ca](mailto:info@malahide.ca)

## **14. PRIVACY STATEMENT**

- 14.1. Personal information collected through the application process is collected under the authority of the Municipal Act, 2001, and will be used to administer the Commemorative Asset Dedication Program. Questions about this collection may be directed to the Township Clerk.



<b>Applicant Information</b>
<b>Name of Applicant</b> (Individual or Organization)
<b>Authorized Representative</b> (Optional)
<b>Mailing Address</b>
<b>Phone Number</b>
<b>Email Address</b>

<b>Proposed Commemorative Asset Details</b>
<b>Type of Asset Requested</b> (e.g., Park Bench, Other)
<b>Proposed Location</b> (provide as much detail as possible e.g., east side of Malahide Park near trail entrance)
<b>Proposed Inscription</b> (Inscriptions are subject to Township approval. Inappropriate language or imagery, including profanity, hate speech, or discriminatory content, is not permitted.)
<b>Reason for Dedication</b> (Please provide a brief explanation of the significance of the person, group, event, or theme you wish to commemorate.)

## APPENDIX B - Fees & Agreement

- I acknowledge that submission of this application and payment of any applicable fees indicates my acceptance of the terms and conditions of the Commemorative Asset Dedication Program as outlined in the Township of Malahide's Policy.
- I agree to provide and maintain current contact information so that the Township may inform me of any changes to the Commemorative Asset (e.g., relocation, removal, end of term).
- I understand that the Township owns the Commemorative Asset and has sole discretion over its installation, maintenance, condition assessment, relocation, or removal, in accordance with the Policy.
- I understand that once the plaque is installed and paid for, I own the plaque. In the event the Commemorative Asset is removed or at the end of the asset's useful life, the Township will make reasonable efforts to return the plaque to me.
- I acknowledge that the Township is not liable for damage, vandalism, or theft of the Commemorative Asset or plaque and that I am responsible for any replacement costs.
- I confirm that I have read and understood the Policy, including limitation of liability, force majeure, and indemnification clauses.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### \*\*\* Office Use Only \*\*\*

Date Application Received: \_\_\_\_\_

Fee(s) Received (Y/N): \_\_\_\_\_ Amount: \$\_\_\_\_\_

Initial Review Completed by (Staff Name): \_\_\_\_\_

Date: \_\_\_\_\_

Application Status: ☐ Approved ☐ Denied ☐ Requires Council Consideration

Comments/Conditions:

## Corporation of the Township of Malahide

### By-law No. 07-49

#### Being a By-law to designate An "In Memoriam" Policy

**WHEREAS** Malahide Township Council are desirous of setting an "In Memoriam" Policy for the placement of various memorial tributes such as trees, benches, etc.

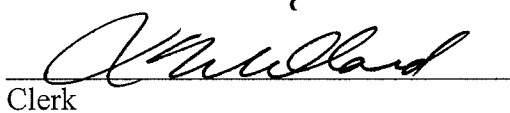
**NOW THEREFORE** Council assembled, enacts as follows:

1. The policy set out in Schedule "A" shall be followed.

Read a first and second time this 19<sup>th</sup> day of July, 2007.

Read a third time and finally passed this 19<sup>th</sup> day of July, 2007.

  
Mayor

  
Clerk

**TOWNSHIP OF MALAHIDE**  
**MALAHIDE TOWNSHIP PROPERTY COMMITTEE**  
**IN MEMORIAM REQUEST POLICY**

**WHEREAS** the Property Committee receives from time to time requests to buy benches, plant trees and other such memorials, and have these placed in the parks system of the Township of Malahide.

**AND WHEREAS** the Committee felt it necessary to establish a policy to regulate the kinds of memorials allowed, the locations for such memorials and the method in which the memorial shall be placed.

**NOW THEREFORE** the Property Committee direct that all such requests shall be reviewed in the context of this policy and such review shall be by the Department Manager.

**AND FURTHER** that any requests which do not fall within the scope of this policy shall be brought before the Property Committee and shall be evaluated on its own merits.

**TYPES OF MEMORIALS**

1. The following shall be types of memorials acceptable for inclusion in the Parks of the Township of Malahide.

- a) Park benches, as prescribed by the Property Committee;
- b) Trees, of the following species,
  - i) maple, soft and hard
  - ii) white ash
  - iii) oak
  - iv) other indigenous species as approved by the Committee.
- c) landscape materials
  - i) large boulders
  - ii) shrubs
  - iii) small ornamental trees

**LOCATION FOR MEMORIALS**

- 1) The requested location(s) for individual memorials, will be accommodated as much as possible, however the final decision shall be at the discretion of the Department Manager and the donor.
- 2) The following park areas will be considered for the planting of trees. Any other area must be approved by the Property Committee.
  - Wonnacott Park/Millennium, Port Bruce
  - Cenotaph Park, Springfield

- 3) Benches will be considered for all park areas, and will be at the discretion of the Department Manager and the donor. Only benches which meet the design criteria of the Township, as established from time to time, will be considered.
- 4) Landscape materials will be considered on a case by case basis. However, all such considerations should, when and where practical, be considered in the context of any project to be undertaken by the Township, and at no time will any large scale project be considered without first having come before the Township Property Committee for review and approval.

### **SIGNAGE/PLAQUES**

1. Due to problems with vandalism, ongoing maintenance, and various standards, signage and plaques are generally to be discouraged. Should an individual or group or organization wish to pursue this matter, they must forward their request in writing along with a description of the sign or plaque, including the type of material, the wording to be used, to the Property Committee for approval.

### **INSTALLATION PROCEDURES**

1. The Township through its Property Committee shall be responsible for all memorial plantings, installations or erections.
2. Memorials involving the planting of a tree, shrub etc. shall only occur in the season(s) recommended for the particular species, and shall be subject to the availability of such plant.
3. If the donor wishes to hold a brief memorial service, arrangements can be made with the Department Manager.
4. Normal planting procedures will be followed ie: hole preparation, watering and fertilizing and staking where necessary.

### **GENERAL CONDITIONS**

1. The Township will not be held responsible for the replacement of any memorial tree, shrub etc. should they fail.
2. The Township shall be responsible for any decision to locate, relocate, repair, replace or dispose of any item or thing which has been placed in connection with this policy.
3. The donor will be responsible to deliver to the designated area any such tree, plant or thing as may be approved and the donor shall co-ordinate such delivery and placement with the Department Manager.
4. A receipt of the Item or Items donated must be provided for the Township to consider any requested tax receipts. It also will be required for the Township's Asset Management Program.



**REPORT NO. PW- 25-24**

**TO:** Mayor & Members of Council  
**DEPARTMENT:** Public Works  
**MEETING DATE:** August 14, 2025  
**SUBJECT:** Avon Sidewalk

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**RECOMMENDATION:**

THAT Report No. PW- 25-24 entitled "Avon Sidewalk" be received.

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**PURPOSE & BACKGROUND:**

The purpose of this report is to advise Council and residents of upcoming construction work occurring in the Community of Avon, and to seek direction regarding the potential for installation of a new sidewalk during said construction.

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**COMMENTS & ANALYSIS:**

The County of Elgin is preparing to reconstruct a portion of Putnam Road in the Community of Avon. This work will include full road reconstruction, including replacing the existing stormwater drainage system, utilizing the Drainage Act.

The Township of Malahide has received inquiries from residents in Avon requesting the installation of sidewalk on this portion of road. For reference, sidewalk currently exists on Putnam Road north of Avon Road in the Municipality of Thames Centre, as well as along Avon Road in both Malahide and Thames Centre. (See overview map attached.)

In 2005, the Township replaced approximately 180 metres of sidewalk on the south side of Avon Drive, east of Putnam Road, utilizing the annual Roads Operations budget.

In 2015, staff report PS-15-01 entitled "Sidewalk Policy: Capital Replacement" was presented and adopted by Council. To summarize, that policy states that all existing sidewalks (other than those in Springfield) will be replaced at the expense of the Township through its annual budget process, and that requests for new sidewalks be addressed utilizing Ontario Regulation 586/06, Local Improvement Charges – Priority Lien Status. This process requires the community to petition for a new sidewalk, with the initial construction costs being assessed to the local area requesting the service.

Staff have noted that there is currently no sidewalk on Putnam Road within the Township of Malahide; however, there is a Canada Post community mailbox approximately 200 metres south of the existing sidewalks at the intersection of Avon Drive and Putnam Road.

If the residents in this area wish to see a sidewalk installed in this location, the most cost-effective and logical time would be to have it completed in coordination with the road reconstruction work. County staff have indicated that sidewalk installation could be added to the scope of their work and installed at the Township's cost as part of their project.

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**FINANCIAL IMPLICATIONS:**

Staff estimate that a new sidewalk can be constructed on the west side of Putnam Road, from the intersection of Avon Drive and Putnam Road, to the existing community mailbox for approximately \$75,000.

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**LINK TO STRATEGIC & OPERATIONAL PLANS:**

N/A

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**CONSULTATION:**

County of Elgin Engineering

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**ATTACHMENTS:**

- Map

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

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

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









July 03, 2025

### **In This Issue:**

- Rural Ontario Development Program opens for applications.
- Provincial consultations on Electricity Transmission Planning.
- Ontario's premier municipal event - AMO 2025 Conference - Register today.
- Check out AMO's pre-conference workshop line up!
- AMO Guide to Delegation Meetings: Be prepared for your ministerial delegations.
- AMO Trade and Tariff Forum - October 24.
- Upgrades needed: Federal deadline for PCB light ballasts.
- Roundtable on Municipal Support Confirmations for Energy Projects.
- OurCare survey open until July 9.
- Feedback Requested – Survey on Gender-Based Violence prevention resource.
- Long Term Care Community Engagement Day Event.
- Careers.

### **Provincial Matters**

The Ministry of Rural Affairs is accepting applications to the modernized Rural Ontario Development (ROD) Program. [Applications are being accepted](#) through four intakes with the first open from June 24 - September 24, 2025.

The provincial government is soliciting feedback on electricity transmission projects including the [Greenstone Line](#), [Windsor to Lakeshore Line](#), [Bowmanville to GTA Line](#), [Orangeville to Barrie Line](#), and [Barrie to Sudbury Lines](#).

### **Education Opportunities**

AMO's 2025 Annual Conference is back in Ottawa. In this unprecedented time, coming together with municipal, provincial and key sector partners is more important than ever. [Register for AMO 2025](#) and [book your accommodations today](#).

AMO strives to provide a full spectrum of learning and engagement at our annual event. This year's [pre-conference sessions](#) include discussion and insights on infrastructure planning, understanding the threat landscape to municipal leaders and the importance of collaboration across orders of government, emergency preparedness, and municipal revenue generation through sponsorship programs.

AMO's [Guide to Delegation Meetings](#) outlines best practices to help AMO members get the most out of your delegation meetings. You will find advice on the full delegation process, from submitting your request for a delegation, preparing, participating and following-up after your successful meeting.

AMO is holding a forum for its members, key stakeholders and partners to provide a reliable assessment of tariff and trade disruptions and their impact on Ontario municipalities and business sector. Forum discussion and content will include identifying measures to address and mitigate these impacts. This future facing event is an opportunity to build new alliances and relationships across impacted sectors in support of strong and effective economic advocacy. [Register here.](#)

## **LAS**

The [Canadian Environmental Protection Act](#) prohibiting the continued use of PCB-containing lighting ballasts comes into effect December 31, 2025. Take advantage of [LAS' Facility Lighting Service](#) for an LED upgrade solution to keep your municipality compliant. Don't wait - [contact Christian](#) to get started.

## **Municipal Wire\***

Join the Pembina Institute's virtual roundtable on July 7 from 12-1 pm to discuss best practices for assessing energy development proposals and granting Municipal Support Confirmations. [To participate, please register online.](#)

OurCare is undertaking [a survey](#) to understand people's experiences of primary care. The survey is open until July 9 and elected officials are encouraged to share with their residents.

Municipalities are invited to provide feedback on a research report for [An Equity-Focused Population Health Approach to Gender-based Violence Prevention](#). Their survey closes Friday, July 4. Contact [lia.depauw@kflaph.ca](mailto:lia.depauw@kflaph.ca) with questions.

The [Ontario Long Term Care Association's LTC Community Engagement Day](#) is on September 12, 2025. This annual event invites elected officials to visit long-term care homes in their communities. Contact [info@oltca.com](mailto:info@oltca.com) to learn more.

### **Careers**

[Database Applications Specialist I, BI & Data Analytics - County of Simcoe](#). Closing Date: July 17, 2025.

[Database Applications Specialist and BI Analytics Specialist III - County of Simcoe](#). Closing Date: July 17, 2025.

[Business Systems Analyst, SAP Finance - County of Simcoe](#). Closing Date: July 17, 2025.

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### **About AMO**

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



July 10, 2025

### **In This Issue:**

AMO/Oxford Economics webinar on Navigating Economic Headwinds - July 30.  
 Webinar on Municipal Tariff Cost Estimation Tool - July 16.  
 Provincial consultations on Electricity Transmission Planning.  
 Rural Ontario Development Program opens for applications.  
 Understanding Ontario's excess soil regulation webinar - July 24.  
 Ontario's premier municipal event - AMO 2025 Conference - Register today.  
 AMO pre-conference workshop line up - Check it out!  
 AMO's *Guide to Delegation Meetings*: Be prepared for your ministerial delegations.  
 AMO's Trade and Tariff Forum - October 24.  
 AMO's second annual Healthy Democracy Forum - October 18-19.  
 Upgrades needed: Federal deadline for PCB light ballasts.  
 AMCTO-Mitacs Municipal Innovation Internship Program.  
 Careers.

### **AMO Matters**

The Navigating Economic Headwinds webinar will present Oxford Economics' economic outlook, focusing on how global and Canadian macro-economic trends impact Ontario municipalities. Aimed at municipal elected officials. [Register over Zoom](#).

At this OPBA webinar, AMO staff will present a new tariff impact modelling tool developed by Oxford Economics to support public sector organizations in capital planning and procurement activities. [Register over Zoom](#).

### **Provincial Matters**

The provincial government is soliciting feedback on electricity transmission projects including the [Greenstone](#) Line, [Windsor to Lakeshore](#) Line, [Bowmanville to GTA](#) Line, [Orangeville to Barrie](#) Line, and [Barrie to Sudbury](#) Lines.

The Ministry of Rural Affairs is accepting applications to the modernized [Rural Ontario Development \(ROD\) Program](#). Applications are being accepted through four intakes with the first open until September 24, 2025.

The webinar: Understanding Ontario's Excess Soil Regulation's Notice Filing Requirements as a Municipality, July 24, developed for municipalities, is co-hosted by the Resource Productivity and Recovery Authority and the Ministry of the Environment, Conservation and Parks. [Register here](#).

### **Education Opportunities**

AMO's 2025 Annual Conference is back in Ottawa. In this unprecedented time, coming together with municipal, provincial and key sector partners is more important than ever. [Register for AMO 2025](#) and book your accommodations today.

AMO strives to provide a full spectrum of learning and engagement at our annual event. The [pre-conference sessions](#) include discussion and insights on infrastructure planning, understanding the threat landscape to municipal leaders and the importance of collaboration across orders of government, emergency preparedness, and municipal revenue generation through sponsorship programs.

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### **LAS**

The [Canadian Environmental Protection Act](#) prohibiting the continued use of PCB-containing lighting ballasts comes into effect December 31, 2025. Take advantage of [LAS' Facility Lighting Service](#) for an LED upgrade solution to keep your municipality compliant. Don't wait - [contact](#)

[Christian](#) to get started.

### **Municipal Wire\***

AMO's Municipal Workforce Development Project is proud to support the AMCTO-Mitacs Municipal Innovation Internship Program (MIIP). If you are or know a full-time student looking to build a career in local government, [apply here](#).

### **Careers**

[Director, Human Resources](#) - Town of Oakville. Closing Date: August 8, 2025.

[Director of Strategic Initiatives & Communications](#) - City of Greater Sudbury. Closing Date: July 23, 2025.

[Senior Project Manager - Ministry of Municipal Affairs and Housing](#). Closing Date: July 28, 2025.

[Administrator, Government Relations and Advisor](#) - Town of Aurora. Closing Date: July 21, 2025.

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July 17, 2025

### **In This Issue:**

- AMO/Oxford Economics webinar on Navigating Economic Headwinds.
- Provincial consultations on Electricity Transmission Planning.
- Rural Ontario Development Program opens for applications.
- Nominations for 2025 Excellence in Agriculture Award.
- New EASE grant: Apply by August 14!
- Understanding Ontario's Excess Soil Regulation.
- AMO pre-conference workshop: AMO's Civility and Anti-Harassment Strategy.
- AMO pre-conference workshop: Responsibility and Liability for Health & Safety on Construction Projects.
- AMO fall education workshops.
- AMO Guide to Delegation Meetings 2025: Be prepared for your ministerial delegations.
- AMO Trade and Tariff Forum - October 24: Building Ontario's Economic Resilience.
- AMO's Second Annual Healthy Democracy Forum: Registration open.
- Blog: Developing a Successful Bill 194 Compliance Business Case.
- The LAS 2024 Annual Report has been published.
- Identify energy savings in your facilities.
- Upgrades needed: Keeping Your Lighting Compliant.
- Climate Ready Infrastructure Service call for projects.
- Circular Economy Month is coming!
- Careers.

### **AMO Matters**

The Navigating Economic Headwinds webinar will present Oxford Economics' economic outlook, focusing on how global and Canadian macro-economic trends impact Ontario municipalities. Aimed at municipal elected officials. [Register over Zoom.](#)

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The provincial government is soliciting feedback on electricity transmission projects including the [Greenstone](#) Line, [Windsor to Lakeshore](#) Line, [Bowmanville to GTA](#) Line, [Orangeville to Barrie](#) Line, and [Barrie to Sudbury](#) Lines.

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The [EASE Grant](#) offers up to \$60,000 in funding for small capital projects that improve Ontario communities' accessibility and enhance quality of life for people with disabilities and older adults.

Learn at this July 24 webinar - Understanding Ontario's Excess Soil Regulation - developed for municipalities, co-hosted by the Resource Productivity and Recovery Authority and the Ministry of the Environment, Conservation and Parks. [Register here](#).

## Education Opportunities

Help inform AMO's strategy to combat the incivility and harassment experienced by elected officials and municipal staff in Ontario. Join us for a solutions workshop concerning the mistreatment of elected officials and municipal staff. [Register for AMO 2025 today](#). Check out the [conference program](#).

The Who's Safe: Understanding Responsibility and Liability for Health and Safety on Construction Projects workshop will review recent health and safety legal developments when and how owners can be liable for health and safety, breaches of responsibility and so much more. [Register for AMO 2025 today](#). Check out the [conference program](#).

Subject matter experts will guide you through risks, opportunities and your responsibilities in a number of primary areas - planning matters, indigenous community competency, managing communications in crisis and planning for cybersecurity - elected municipal officials are answerable to. [Check out the line up](#) and register today.



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## **LAS**

Ontario's Bill 194 mandates public sector compliance in privacy, cybersecurity, and AI. Municipalities must build funding cases to meet new requirements. [Read more in our latest blog](#) written by our CIMOM program partner.

LAS continues to provide programs and services, with 90% of Ontario's 444 municipalities leveraging one or more LAS offering in 2024! For more information, please [read our 2024 Annual Report](#).

Proper training is essential to identify energy savings opportunities and reduce cost in your municipal facilities. Take advantage of [LAS's Energy Workshops & Treasure Hunt](#) to build your team and meet your energy conservation goals. [Contact Christian Tham](#) for a free proposal.

Regulations around PCB-containing lighting ballasts come into effect December 31, 2025. The [LAS Facility Lighting Service](#) will help your municipality stay in compliance with this new mandate. Contact [Christian Tham](#) for more information.

## **Municipal Wire\***

The [Climate Ready Infrastructure Service \(CRIS\)](#) is launching a specialized call for projects to support wildfire resilient public buildings across Canada. Local governments and First Nations

with populations under or around 30,000 people are [invited to submit public buildings design or retrofit projects](#) to receive up to \$20,000 of free expert consulting service through the CRIS, funded by the Government of Canada. Deadline: August 31, 2025.

Prepare for Circular Economy Month 2025! Join your peers across Canada in Circular Innovation Council's municipalities-only meeting. [Register](#) to get inspired, share ideas, and network at the July 23 webinar.

### Careers

[Director/Chief of Paramedic Services](#) - County of Brant. Closing date: July 30, 2025.

[Superintendent Systems Programming \(Systems Integration\)](#) - City of Toronto. Closing date: August 01, 2025.

[General Manager of Community Services](#) - City of Greater Sudbury. Closing date: August 6, 2025.

[Project Manager, Policy Planning](#) - Township of King. Closing Date: July 30, 2025.

[Manager, Homelessness Services](#) - City of Kingston. Closing Date: August 4, 2025.

[Deputy Chief Administrative Officer](#) - City of Guelph. Closing Date: August 5, 2025.

[Chief Administrative Officer](#) - Township of South Stormont. Closing Date: August 25, 2025.

[Finance Coordinator](#) - City of Kawartha Lakes. Closing Date: August 6, 2025.

[Finance Clerk, Tax/Water](#) - King Township. Closing Date: July 31, 2025.

[Strategic Policy Coordinator](#) - King Township. Closing Date: August 6, 2025.

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July 24, 2025

### **In This Issue:**

- Next week: Webinar on Navigating Economic Headwinds.
- Applications now open for \$2.2 million in community accessibility grants.
- Provincial Consultations on Electricity Transmission Planning.
- Rural Ontario Development Program opens for applications.
- Understanding Ontario's Excess Soil Regulation.
- Nominations for 2025 Excellence in Agriculture Award.
- AMO 2025 August 16 Preconference Workshops.
- AMO Guide to Delegation Meetings 2025: Be prepared for your ministerial delegations.
- Building Ontario's Economic Resilience - AMO Trade and Tariff Forum.
- AMO's Second Annual Healthy Democracy Forum: Registration open.
- AMO fall education workshops.
- Blog: What are Group Benefits – really?
- ONE Investment's Annual Report – Building a Brighter Tomorrow.
- Careers.

### **AMO Matters**

The Navigating Economic Headwinds webinar will present Oxford Economics' economic outlook, focusing on how global and Canadian macro-economic trends impact Ontario municipalities. Aimed at municipal elected officials. [Register over Zoom](#).

### **Provincial Matters**

The [Enhancing Access to Spaces for Everyone \(EASE\) Grant](#) awards up to \$60,000 for projects that improve accessibility for people with disabilities and older adults. EASE Grants will provide municipalities, non-profit organizations and Indigenous governing bodies funding for capital projects and retrofits that help older adults and people with disabilities participate in community life. Application closing date: August 14, 2025.

The provincial government is soliciting feedback on electricity transmission projects including the [Greenstone](#) Line, [Windsor to Lakeshore](#) Line, [Bowmanville to GTA](#) Line, [Orangeville to Barrie](#) Line, and [Barrie to Sudbury](#) Lines.

The Ministry of Rural Affairs is accepting applications to the modernized [Rural Ontario Development](#) (ROD) Program. Applications are being accepted through four intakes with the first open from June 24 – September 24, 2025.

Learn at this July 24 webinar - Understanding Ontario's Excess Soil Regulation - developed for municipalities, co-hosted by the Resource Productivity and Recovery Authority and the Ministry of the Environment, Conservation and Parks. [Register here](#).

The Ministry of Agriculture, Food and Agribusiness is [accepting nominations](#) for the 2025 Excellence in Agriculture Award recognizing individuals, businesses and organizations driving excellence in Ontario's agri-food sector.

### **Education Opportunities**

Registration for Who's Safe: Understanding Responsibility and Liability for Health and Safety on Construction Projects and Countering Hate, Social Polarization and Extremism in Ontario Municipalities is required. We want to know if there is interest in participating in these important conversations. [Register today if so!](#)

AMO's [Guide to Delegation Meetings](#) outlines best practices to help AMO members get the most out of your delegation meetings. You will find advice on the full delegation process, from submitting your request for a delegation, preparing, participating and following-up after your successful meeting.

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Subject matter experts will guide you through risks, opportunities and your responsibilities in a number of fall education workshops - planning matters, indigenous community competency,

managing communications in crisis and planning for cybersecurity - elected municipal officials are answerable to. [Check out the line up](#) and register today.

## LAS

If a municipality were shopping for a new group benefits provider or wanted to compare rates, the process isn't a simple 24-hour turnaround. [Read more to understand the process and the value.](#)

2024 was a strong year for ONE Investment, with over \$4.3 billion in assets managed for ~190 municipalities and local boards. Learn more about what we offer in our [2024 annual report](#).

## Careers

[Director of Financial Services/City Treasurer](#) - City of St. Thomas. Closing Date: August 6, 2025.

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July 31, 2025

### **In This Issue:**

- Get access to MIDAS!
- Provincial consultations on electricity transmission planning.
- Rural Ontario Development Program opens for applications.
- Nominations for 2025 Excellence in Agriculture award.
- Applications now open for EASE Grant - apply by August 14th.
- Homelessness Reduction Innovation Fund: Apply by August 15.
- Don't miss this year's pre-conference workshops at AMO 2025.
- AMO Guide to Delegation Meetings 2025: Be prepared for your ministerial delegations.
- Registration for AMO's Second Annual Healthy Democracy Forum is open.
- AMO fall education workshops.
- Training - Foundations for a Municipal Investment Strategy.
- Help to protect your residents.
- All Risk Municipal Grant announcement.
- Municipal website usability checklist.
- Blog: What are Group Benefits – really?
- New guidance for Battery Energy Storage System (BESS) safety.
- Careers.

### **AMO Matters**

MIDAS - the [Municipal Information & Data Analysis System](#) - provides access to the Financial Information Returns (FIRs) data to all Ontario municipalities. MIDAS converts FIR data into meaningful reports and identifies multiple year trends. For access, municipal elected officials and municipal staff can email [MIDASAdmin@amo.on.ca](mailto:MIDASAdmin@amo.on.ca).

### **Provincial Matters**

The provincial government is soliciting feedback on electricity transmission projects including the [Greenstone](#) Line, [Windsor to Lakeshore](#) Line, [Bowmanville to GTA](#) Line, [Orangeville to Barrie](#) Line, and [Barrie to Sudbury](#) Lines.

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The [EASE Grant](#) offers up to \$60,000 in funding for small capital projects that improve Ontario communities' accessibility and enhance quality of life for people with disabilities and older adults.

### **Federal Matters**

The Homelessness Reduction Innovation Fund provides grants for projects aimed at reducing homelessness. Find out about the process to apply and learn about the latest solutions. [Sign up here](#).

### **Education Opportunities**

This year's AMO Conference includes an impressive slate of preconference workshops. These workshops will support your decision making from asset management, procurement practices and insights as well as maintaining your wellbeing as you lead your local communities. [See more here](#).

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## LAS

Now's the time to enhance your understanding of municipal investments. This [new on-demand training](#), 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.

Most residential property owners don't know they are responsible for the maintenance of the buried water and sewer lines that run from the municipal connection to the exterior of their home. You can help them save money and time. [Visit our program partner SLWC](#) at the AMO Conference, booth #205 to learn how.

Our three All Risk Municipal Grant winners will be announced on August 18 at the AMO Conference. Each will receive \$10,000 to support their innovative risk management solution. [Stay tuned for more details](#).

What does a usable website look like? Our Barrier-free Website Builder partner is offering a valuable [Usability Checklist](#). It has a tiered level of opportunities for municipal staff – from making quick wins to completing larger tasks that can completely transform residents' and staff website experience.

If a municipality were shopping for a new group benefits insurance company or wanted to compare rates, the process isn't a simple 24-hour turnaround. [Read our blog](#) to learn more, and if you have any questions, you could also visit our program partner at the AMO Conference, booth #201.

## Municipal Wire\*

Energy Storage Canada and the Energy Safety Response Group have [published new guidance](#) answering common questions and myths about BESS systems. This resource can help municipalities considering hosting projects under the LT2 energy procurement.

## Careers

[Director of Community Development](#) - City of Temiskaming Shores. Closing Date: August 18th, 2025.

[Economic Development Officer](#) - County of Simcoe. Closing Date: August 8, 2025.

[Planning Program Supervisor, Growth Policy & Analysis](#) - County of Simcoe. Closing Date: August 8, 2025.

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August 1, 2025

All Municipalities within the Thames Valley District School Board  
City of London, County of Elgin, County of Oxford, County of Middlesex  
via email

To whom it may concern:

At a regular meeting of Council of the Township of Zorra held on July 16, 2025, a resolution was passed regarding the governance of the Thames Valley District School Board.

Please find a copy of the resolution attached for your consideration.

Yours truly,

A handwritten signature in black ink, appearing to read 'Lisa Teeple', with a stylized flourish at the end.

Lisa Teeple  
Records Management Coordinator/Executive Assistant

Encl.

**25-031**



# **CORPORATION OF THE TOWNSHIP OF ZORRA**

163 Brock Street, PO Box 189 Thamesford, ON, N0M 2M0  
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520

**Item 14(a)**

<sup>22</sup>  
~~21~~-07-2025

**Date: July 16, 2025**

Moved by Mayor Marcus Ryan

Seconded by Paul Mitchell

WHEREAS the Minister of Education introduced the Supporting Children and Students Act, 2025 that will in part review the governance of Ontario school boards; and,

WHEREAS the Ministry of Education has appointed a supervisor for the Thames Valley District School Board (TVDSB) to supervise all financial and operational decisions, review the board's finances and executive pay practices, assess the board's financial operations and the reasons for its deteriorating financial position, identify capital assets for disposition, and recommend if control of the school board should be vested in the Ministry of Education; and,

WHEREAS area municipalities collect property taxes on behalf of the Province of Ontario Ministry of Education that is then re-allocated in part to the TVDSB to be spent in our communities; and

WHEREAS Zorra Township communities are served by the education services provided by the TVDSB; and

WHEREAS the schools in our communities also provide a broader impact than education alone; and

WHEREAS Zorra Township communities have historically struggled to have a constructive relationship with the TVDSB;

THEREFORE BE IT RESOLVED THAT the Council of the Township of Zorra supports the work of the appointed supervisor and the Minister of Education in reviewing the governance of the TVDSB; and

THAT alternate structures be considered to more effectively and efficiently serve the students and communities of Zorra Township; and,

THAT this resolution be forwarded to all TVDSB municipalities requesting support.

☒ Carried

☐ Defeated

☐ Recorded Vote

☐ Deferred

**Recorded Vote:**

	Yea	Nay
Mayor Ryan		
Councillor Stewart		
Councillor Grigg		
Councillor Mitchell		
Councillor Finch		

  
Deputy **Mayor**

Local governments are uniquely positioned to foster healthy environments and behaviours when building healthy communities. This document provides insight into the health implications of alcohol use, to encourage and support communities to continue having informed conversations about reducing harms.



## Risks to Community Safety and Well-being<sup>(1) (2)</sup>

**Alcohol is the most used harmful drug in Southwestern Public Health regions.** Its use is under-reported across Canada, therefore rates of alcohol use are higher than the data available.

**39%**

of adult Southwestern Public Health respondents are drinking above what is considered a low-risk level according to Canada's Guidance on Alcohol and Health (had 3 or more standard drinks in the past 7 days).

## Alcohol Causes Injuries, Violence, and Health Harms<sup>(3) (4)</sup>

Alcohol is linked to more than 200 health and injury conditions, including cancers, physical injuries, liver disease, and fetal alcohol spectrum disorder, putting strain on our already overburdened healthcare system. Those who don't drink can experience secondary harms through impaired driving, intimate partner violence, and public disturbances.

## Alcohol Exposure Impacts Youth<sup>(5) (6)</sup>

Having alcohol in areas frequented by youth normalizes and encourages use. Early alcohol initiation has clear harms for youth. Regulating alcohol access is a tool to address these risks and harms effectively.

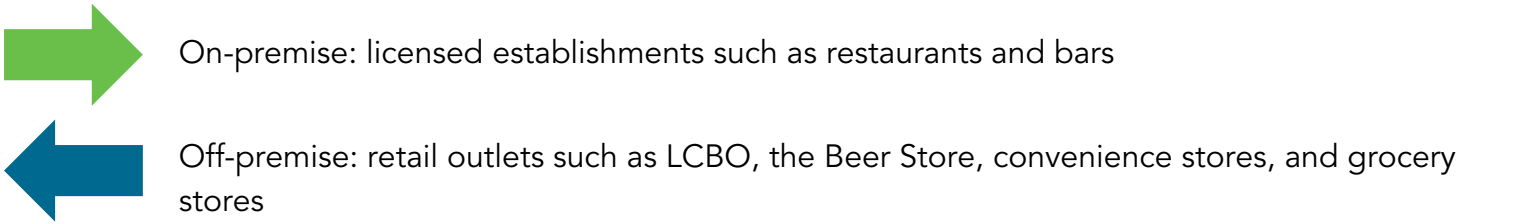
- In 2019, more youth in the Southwestern Public Health Region reported that they thought alcohol was easy to get compared to youth in Ontario.
- 32% of youth (Gr. 9-12) in the Southwestern Public Health region who had ever drank alcohol reported drinking for the first time in grade 9



Deaths, Hospitalizations, and Emergency Department Visits Attributable to Alcohol: <sup>171</sup>(7)



Retail Density Impacts Consumption <sup>(8) (9)</sup>



Research shows the density of on-premise establishments and off-premise outlets and alcohol harms. More alcohol outlets result in more alcohol consumption and associated harms including injuries, illness, assaults, suicide, public disorder, and violent crime at the population level.

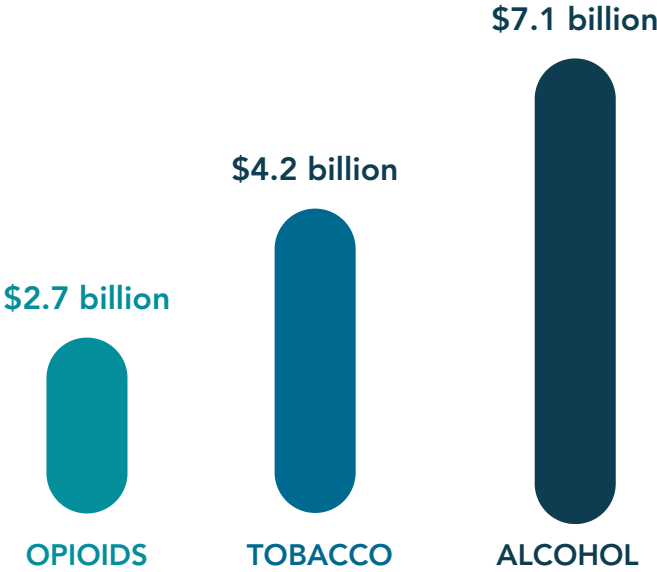


Costs <sup>(10) (11)</sup>

In 2020/21, alcohol cost Ontario taxpayers over \$7 billion in direct (e.g., healthcare and enforcement) and indirect (e.g., lost productivity) costs.

Despite perceptions that alcohol is a large revenue generator, in 2020/21 alcohol generated just over \$5 billion in returns for Ontario, creating a nearly **\$2 billion deficit** for the province.

Substance Use Attributable Costs 2020/2021



2015	2019	2020	2024
Expansion of alcohol sales to grocery stores, with approx. 450 participating stores	Expansion of LCBO convenience outlet stores	Expansion of alcohol delivery	Expansion of alcohol sales to grocery, convenience and big box stores (with no cap on number of outlets)

## Reducing Harms Related to Physical Availability of Alcohol

Currently there are no plans for provincial restrictions on retail outlet density, regulations to limit clustering of alcohol outlets, or proximity restrictions (i.e. distance between alcohol outlets and schools or healthcare facilities).

## What can Local Governments do?

Local governments are uniquely situated to create healthy environments and foster healthy behaviours. Through healthy public policies and partnerships, they can support the local economic and social benefits of alcohol, while reducing negative impacts.

## Modify Land Use Planning (12) (10) (13) (14)

A greater density of alcohol outlets (on and off-premise) can increase community-level harms such as injury, poor mental health, and acute and chronic diseases.

### Possible Actions:



Explore zoning options related to alcohol retail locations and density

- Consider minimum separation distances between alcohol outlets (on and off-premise) and sensitive land use areas, such as schools, treatment centers, and parks.

Less alcohol available → Decreased consumption → Decreased alcohol-related harms

## Work With Other Levels of Government (14) (15)

Municipalities know their communities best and see community-level impact from policies at all levels. Municipalities can advocate to the provincial and federal governments for evidence-based policies that work to reduce alcohol harms.

### Possible Actions:



- Advocate to keep municipal control over alcohol policy that impacts the wellbeing and safety of the local community, such as keeping the public notice requirement for liquor license applications and allowing municipalities to have more input on alcohol retail outlet density and location decisions.



- Advocate for a provincial alcohol strategy that implements a public health approach to access, pricing, marketing, and labelling across the province.
- Advocate for other measures to reduce potential harm, such as increased fines and license fees and progressive enforcement of regulations.



## Regulate Alcohol at Public Spaces & Events <sup>(12) (10) (14)</sup>

Permitting alcohol use on public property can create a sense of normalization and increase consumption, resulting in public safety risks and increased risk of health and social harms. Event organizers can reduce alcohol-related harms by managing the availability of alcohol and strategically designing environments where alcohol is served.

### Possible Actions:



- Restrict alcohol consumption in public areas (e.g., parks), particularly given the rapid increase of alcohol outlets in Ontario.
- Regulate, manage, and evaluate alcohol consumption on municipally owned and managed properties during public and private events, through up-to-date municipal alcohol policies. Contact SWPH to discuss the Quality Measurement Tool for Municipal Alcohol Policies (MAPs) and accompanying gold standard template. These tools help to measure how effective a MAP is compared to best practice.
- Restrict or prohibit alcohol imagery, marketing, and sponsorship locally (e.g., on public transit, in arenas, at outdoor special events, etc.).
- Promote health by providing alcohol-free spaces, restrict or prohibit alcohol imagery and incentives or alcohol-free events (e.g., lower booking fees, priority dates, etc.).

## Monitor for Alcohol Harms <sup>(15)</sup>

Understanding the local impacts of alcohol use is crucial to supporting healthy public policy decisions.

### Possible Actions:



- Collaborate with public health to monitor local alcohol availability and alcohol-related harms. This can include measuring alcohol-related emergency calls and monitoring changes in outlet density.



Contact [CDIPGeneral@swpublichealth.ca](mailto:CDIPGeneral@swpublichealth.ca) for:

- Support with local policy development, including bylaws and Municipal Alcohol Policy review
- Opportunities to collaborate on strategies to reduce alcohol harms in our community
- Information on the health impacts of alcohol use

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1-800-922-0096



**From:** [Meagan Elliott](#)  
**To:** [Allison Adams](#); [jmclarty@southwold.ca](mailto:jmclarty@southwold.ca); [Terri Towstiu](#); [Tara Kretschmer](#); [Aylmer](#); [Central Elgin](#); [Katherine Thompson](#)  
**Subject:** Bayham Council re Harassment  
**Date:** July 28, 2025 10:52:42 AM

---

Hello all,

Please see the below motion that was passed at the July 17, 2025 Regular Meeting of Council:

Moved by: Councillor Emerson  
 Seconded by: Councillor Chilcott

**WHEREAS** public sector employees and representatives serve the community with professionalism, dedication and accountability, performing essential duties in accordance with established laws, policies and standards;

**AND WHEREAS** the nature of public sector duties places employees and representatives in regular interaction with members of the public, often involving sensitive matters;

**AND WHEREAS** all member of the public have a right to freedom of expression, including the right to express opinions and concerns about public services, decisions and individual experiences;

**AND WHEREAS** this right is fundamental in a democratic society but it must be exercised in a manner that respects the rights, safety and dignity of others;

**AND WHEREAS** harassment, intimidation or targeted personal attacks against public employees or representatives whether in person, in writing or through social media constitutes unacceptable behaviour that goes beyond the bounds of free expression;

**NOW THEREFORE BE IT RESOLVED:**

1. **THAT** the Municipality of Bayham Council affirms the right of every individual to share feedback, opinions and concerns regarding government services in a constructive and respectful manner;
2. **THAT** Council acknowledges that public sector employees and representatives are entitled to a safe, respectful and harassment-free work environment and condemns all forms of harassment and/or abuse;
3. **THAT** staff be directed to engage legal counsel to investigate options for how to enhance harassment and/or abuse protections and provisions in municipal policy;
4. **AND THAT** this resolution be circulated to the other Elgin County municipalities.

Thank you,

**Meagan Elliott, BA**  
 Municipal Clerk  
 Municipality of Bayham  
 56169 Heritage Line, PO Box 160  
 Stratfordville, ON N0J 1Y0  
 Office: [\(519\)-866-5521](tel:519-866-5521)  
[melliott@bayham.on.ca](mailto:melliott@bayham.on.ca)



176  
**CORPORATION OF THE MUNICIPALITY OF SOUTH HURON**  
322 Main Street South P.O. Box 759  
Exeter Ontario  
N0M 1S6  
Phone: 519-235-0310 Fax: 519-235-3304  
Toll Free: 1-877-204-0747

June 17, 2025

Via email: [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

Premier's Office  
Room 281  
Legislative Building, Queen's Park  
Toronto ON M7A 1A1

Dear Premier Ford,

**Re: Exemption to O. Reg. 343/22 - Firefighter Certification Requirements**

Please be advised that South Huron Council passed the following resolution at their June 16, 2025 Regular Council Meeting:

**Motion:** 265-2025

**Moved:** A. Neeb

**Seconded:** T. Oke

**That South Huron Council supports the Township of Black-River Matheson's June 10, 2025 correspondence and resolution regarding Exemption to O. Reg. 343/22 - Firefighter Certification Requirements; and**  
**That this supporting resolution and originating documentation be circulated to the Premier of Ontario, Solicitor General, MPP Thompson, Fire Marshal, AMO, FONOM, Township of Black River-Matheson and all Ontario municipalities.**

**Result:** Carried

The originating correspondence is also attached for your reference.

Sincerely,

Sue Johnson  
Administrative Assistant  
Municipality of South Huron  
[sjohnson@southhuron.ca](mailto:sjohnson@southhuron.ca)  
519-235-0310 x225

## Encls

cc: The Honourable Michael Kerzner, Solicitor General – [michael.kerzner@ontario.ca](mailto:michael.kerzner@ontario.ca)  
MPP Lisa Thompson - [lisa.thompson@pc.ola.org](mailto:lisa.thompson@pc.ola.org);  
Jon Pegg, Fire Marshal of Ontario – [Jon.Pegg@Ontario.ca](mailto:Jon.Pegg@Ontario.ca)  
Association of Municipalities of Ontario; [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)  
Federation of Northern Ontario Municipalities – [admin@fonom.org](mailto:admin@fonom.org)  
Township of Black River-Matheson - Hong Ji Lei [hlei@twpbrm.ca](mailto:hlei@twpbrm.ca)  
All Ontario municipalities

**Jon Pegg  
Fire Marshal of Ontario  
Office of the Fire Marshal  
25 Morton Shulman Avenue  
Toronto, ON M3M 0B1**

**June 10, 2025**

**Via Email: [Jon.Pegg@ontario.ca](mailto:Jon.Pegg@ontario.ca)**

Dear Fire Marshal Pegg:

**Subject: Request for Exemption to Proposed Mandatory Firefighter Certification Requirements (O. Reg. 343/22)**

On behalf of the Council of the Township of Black River-Matheson, I am writing to express our concerns regarding the mandatory firefighter certification requirements under Ontario Regulation 343/22.

At its meeting held on June 10<sup>th</sup>, Council passed the attached resolution formally opposing the implementation of these requirements. While we recognize and support the importance of firefighter training and safety, the regulation as it stands does not adequately reflect the operational realities of small, rural, and northern municipalities.

Communities such as ours rely heavily on volunteer and composite fire departments that already face critical challenges in recruitment, training accessibility, and financial capacity.

Specifically, we are burdened by:

- Geographic barriers and long travel distances to accredited training centres,
- Inconsistent access to instructors and scheduling options,
- Limited budgets and competing capital demands,
- Difficulty in retaining and replacing volunteers due to increased regulatory pressures.

Without additional support, flexibility, or exemption mechanisms, the implementation of O. Reg. 343/22 will severely compromise our ability to provide consistent, timely, and effective fire protection to our residents.

Accordingly, the Council of the Township of Black River-Matheson respectfully requests that the Office of the Fire Marshal and the Ministry of the Solicitor General:

1. Defer full implementation of the certification regulation for rural and northern municipalities,
2. Provide exemptions or alternative compliance pathways tailored to the needs and limitations of small, remote fire services,
3. Increase funding and training supports for municipalities outside major urban centres.

We believe that a one-size-fits-all regulatory model will disproportionately and unfairly affect communities like ours. A more flexible, consultative approach is urgently needed. Thank you for your consideration of this request. We would welcome further discussion and are open to participating in any future consultations or working groups aimed at resolving these challenges collaboratively.

**Sincerely,**

**Dave Dymont, Mayor**

/hjl

On behalf of the Council of Black River-Matheson

**Encl.:** Resolution No.2025-214 – Council Opposition to O. Reg. 343/22

**CC:**

The Honourable Michael Kerzner, Solicitor General – michael.kerzner@ontario.ca

The Honourable Doug Ford, Premier of Ontario – premier@ontario.ca

John Vanthof, MPP, Timiskaming—Cochrane – jvanthof-co@ndp.on.ca

Association of Municipalities of Ontario (AMO) – amo@amo.on.ca

Federation of Northern Ontario Municipalities (FONOM) – admin@fonom.org

All Ontario Municipalities


**Corporation of the Township of Black River - Matheson**

367 Fourth Avenue  
P.O. Box 601  
Matheson, Ontario  
P0K 1N0

**ITEM # 2025-10.b)  
RESOLUTION**

DATE: June 10, 2025

2025-214

Moved by Councillor Steve Campsall  
Seconded by Councillor Alain Bouchard

WHEREAS the Ontario government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

AND WHEREAS Council for the Township of Black River-Matheson acknowledges the importance of standardized firefighter training and safety;

AND WHEREAS these mandatory certification requirements pose significant challenges for small, rural, and northern municipalities due to limited financial and training resources, geographic barriers, and reliance on volunteer fire departments;

AND WHEREAS the implementation of these requirements without additional flexibility or support may negatively impact the Township's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Township of Black River-Matheson formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg. 343/22;

AND FURTHER THAT this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP John Vanthof, the Fire Marshal, AMO, FONOM, and all Ontario municipalities

☒ CARRIED      ☐ DEFEATED

**CHAIR SIGNATURE**

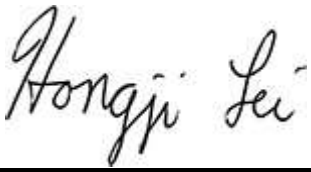
☐ Original    ☐ Amendment    ☐ Refer    ☐ Defer    ☐ Reconsider    ☐ Withdrawn

**Recorded Vote-TO BE COMPLETED BY CLERK ONLY**

	YEAS	NAYS
Mayor Dave Dymont		
Councillor Allen		
Councillor Charbonneau		
Councillor Campsall		



Councillor McCutcheon		
Councillor Gadoury		
Councillor Bouchard		



---

Hong Ji Lei  
Town Manager/Clerk

# News from the AMMA

July - August 2025



## A Warm Welcome to Our Summer Students

We're very excited and fortunate to be able to hire two summer students to help us throughout the summer thanks to grants provided by Young Canada Works and Canada Summer Jobs.

Moira Haldenby (*left*) is going into third year at Western University for Family Studies and Human Development. She is excited to list and accession the museum's recent acquisitions! Special thank you to Young Canada Works for the funding to allow us to hire Moira for the summer!

Rae Slattery (*right*) is entering her fifth year studying Psychology and Sociology at Laurentian University. She is very excited to begin learning about the history of Aylmer and Malahide, and how to preserve these artifacts diligently and carefully. Special thank you to Canada Summer Jobs for the funding to allow us to hire Rae for the summer!

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# Oh! Oh! The Works of Ron Allen

Open June - August

Thank you to everyone who came out on June 12<sup>th</sup> to the opening reception of *Oh! Oh! The Works of Ron Allen*. We had a great turn out and such a fun night celebrating Ron (and Yvonne)!

The exhibition features over forty years of artwork created by local cartoonist and caricaturist, Ron Allen. Since 1982, Ron has been the featured editorial cartoonist published in the weekly Aylmer Express newspaper, documenting local events through his signature wit and mastery of his medium.

The exhibit features 80 of Ron's cartoons, including the cartoon that caught the eye of the Aylmer Express, his first cartoon published in the Aylmer Express, and highlights from his four decades of work as the cartoonist for the weekly newspaper!

The exhibit will be open Wednesdays, Fridays, and Saturdays from 1 to 4 pm until August 30<sup>th</sup> at our 75 Talbot St. E. location! Stop by and enjoy a laugh, and if you're lucky, a visit with Ron himself! Copies of Ron's book *Oh! Oh! A Humorous Look at Life in Aylmer Volume 3* are available in our gift shop!



## Dates:

Wednesdays, Fridays, and Saturdays  
Now until August 30  
1 to 4 pm



## Location:

75 Talbot St. E.,  
Aylmer



Above: Photographs from the opening reception of *Oh! Oh!* on June 12, 2025.

# From Farm to Factory

Now until October 30, 2025

Our newest exhibit, *From Farm to Factory*, is now open! This exhibit explores the history of industry in Aylmer and Malahide, considering the role that Carnation Milk, the Aylmer Canning Company, and Imperial Tobacco played in our local economy and community.

The exhibit will be open Monday to Friday, 10 am to 5 pm and Saturday 11 am to 4 pm for the summer.



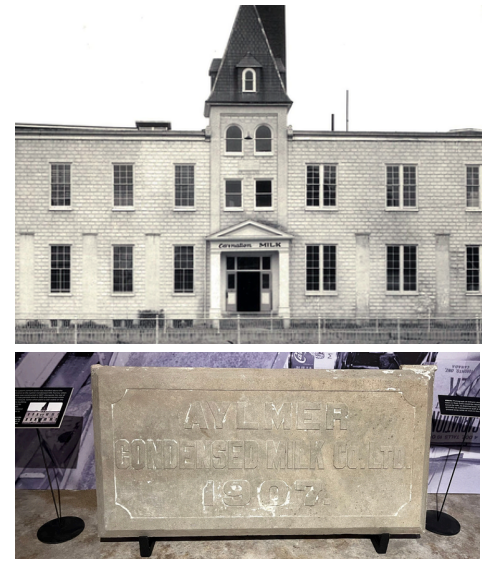
## Summer Hours:

Monday - Friday: 10 am to 5 pm  
Saturday: 11 am to 4 pm



## Location:

14 East Street,  
Aylmer



Above: cement stone that was installed above the entrance to the Aylmer Condensed Milk Factory in 1907. On display in our current exhibit.

## From Farm to Factory Exhibit Preview

The Canadian Condensed Milk Company was officially incorporated on March 20, 1903. As of mid-1907, its board of directors included local politicians and executives of the Aylmer Canning Company, David Marshall and Junius Nairn. Representatives of the company's board held a meeting with Aylmer Council on August 22, 1907, in which the council offered the condensers assistance in establishing a factory in town. Council entered into a contract with the condensers on September 9, 1907, in which the company was granted a free plot of land. In total, the building cost taxpayers over \$75,000 (well over \$2,000,000 in 2025). The construction was to be completed within fifteen weeks.

In 1907 the company changed its name to the Aylmer Condensed Milk Company and officially opened on January 1, 1908. Ownership changed the following year when the Board of Directors of the Canadian Cannery Consolidated Company Ltd. met on the night of December 4, 1909, to formally vote to purchase the Aylmer Condensed Milk Company. On December 1, 1916 Carnation Milk Products Company purchased the Aylmer Condensed Milk Company.

Carnation continued to operate in Aylmer until the 1980s, when the Swiss-based Nestlé company announced its intention to purchase Carnation on September 4, 1984. In 1985 Nestlé acquired the company for approximately three billion dollars (over eight billion today). Employees were informed in October of 1986 that both the condensery and the canning plant were to close. In the following months, 67 employees were laid off in preparation for the closure. Nestlé only required a skeleton crew to tie up loose ends. Production ceased at the condensery on May 1, 1987. The building remained vacant until November when it was used to house a furniture factory outlet. This business venture wouldn't last, and the Kikkerts had the 1907 condensing plant and the 1951 can manufacturing plant demolished. The warehouses remained until August of 1998 when they were destroyed as a result of arson.



Photograph of a milk truck arriving at the Aylmer condensery from Springfield, dated to 1923.



Photograph of the Aylmer Carnation plant, c. 1970-1980



# Springfield Family Fun Day<sup>185</sup>

June 21, 2025

Thank you to everyone who stopped by our booth at Springfield Family Fun Day on June 21st! We had a great day and a ton of fun! We can't wait to see you next year!

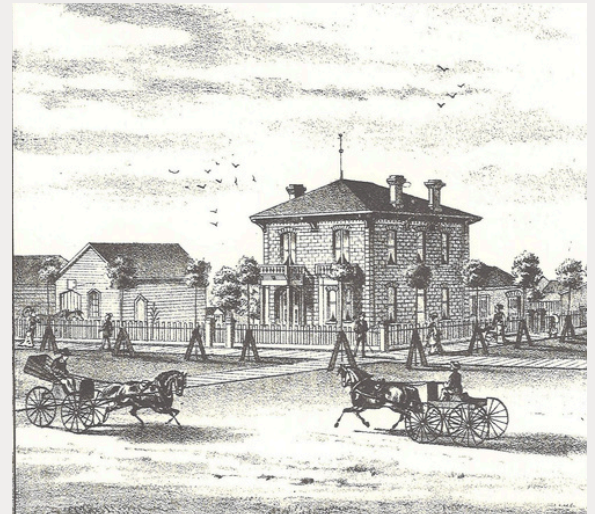


## Then and Now

### Dr. McLay's Office

Below (left) is a photograph of the residence and office of Dr. Peter W. McLay, located on the northeast corner of John St. and Pine St., taken in 1878. Dr. McLay can be seen standing in the gate wearing a long coat and hat. Mrs. McLay is on the upper porch with two girls. On the right is a sketch of the residence that appeared in the Elgin County Atlas of 1877.

These buildings now serve as the Malahide Township Office and the practice of Dr. Vivoda, as seen on the bottom right.





## New Acquisitions

May - June 2025

At our acquisition meetings in May and June we accepted 89 artifacts from 8 donors into our collection. One notable donation included items from the laboratory of the Aylmer plant of Carnation Milk. The donor, pictured on the right working in the lab, began at the Carnation Milk factory in Aylmer at age 21, around 1950. He was employed in the lab testing the butterfat content of milk. To see these items, and more from Carnation Milk, visit our current exhibit *From Field to Factory!*

A special thank you to Acquisition Committee members Pat White, Kelly Pearson, Deb Addley, Jim McCallum, and Allan Cross for their assistance and expertise every month!



## From Our Archives 100 Years Ago

Photograph of Violet Woolley Harris (left), an unknown man, and Gracey Leeson Purdy (right), taken on July 5, 1925.

## New Building Updates

After reviewing our draft Building Condition Assessment, the museum decided to proceed with destructive testing to narrow down the extent of the renovations we can expect to undertake. On April 21<sup>st</sup> and 22<sup>nd</sup> representatives from the engineering firm met with a 3<sup>rd</sup> party contractor and cut a series of 20 holes in the drywall throughout the building to assess its structural integrity. We recently received the report on the destructive testing for the museum's building committee to review and discuss. This should give us a more informed cost estimate and game plan for the next stage of the project.

The Relocation Fund currently contains approximately \$223,374.



## Upcoming<sup>18</sup> Events



### From Farm to Factory

An exhibit that explores the history of industry in Aylmer and Malahide. On display at our 14 East St. location Monday-Friday from 10 am to 5 pm and Saturdays from 11 am to 4 pm (summer hours until August 23).



### Oh! Oh!

An exhibit showcasing the work of Ron Allen! On display at our 75 Talbot St. E. location Wednesdays, Fridays, and Saturdays from 1 pm to 4 pm until August 30.



### Aylmer Fair

Stop by and visit our booth at the Aylmer Fair August 8 to 10 to learn more about the history of the fair!



### Aylmer Heritage Festival

Taking place throughout the weekend of September 19-21. See their website for a full list of events and activities!



### Legion Week

Stop by the Aylmer Legion during Legion Week (September 15 to 21) to view our display *Service and Sacrifice: The History of the Aylmer Legion and the Local Impact of War*.



### Car Show

Save the date for our 4<sup>th</sup> annual car show on Saturday, October 4 at the Saxonia Hall!



### Tour of Homes

Save the date for our 21<sup>st</sup> Annual Christmas Tour of Homes! The tour will take place November 14 to 16.



Like us on Facebook:

[facebook.com/AylmerMalahideMuseumArchives](https://facebook.com/AylmerMalahideMuseumArchives)



Follow us on Instagram:

[instagram.com/aylmermuseum](https://instagram.com/aylmermuseum)

## Volunteer Updates

by Sarah Bentley, Interim Volunteer Coordinator

Thank you to the volunteers who assisted us at the opening reception of *Oh! Oh!* on Thursday, June 12! We were so grateful to have the assistance of Kelly Pearson, Ferne Taggart, Lynda Shelly, Janet McLeod, and Deb Waite!

Director James McCallum is still hard at work on digitizing our archives! He currently has 9,394 database records to his name. Thank you, Jim!

Cathy Kasza and Bozena Boadway have been assisting us with repackaging artifacts to ensure they'll be safe for decades to come. Thank you both!

Director Rebecca Horeth has been assisting us with the creation of a Digital Strategy, a document required for our annual CMOG grant application. Thank you, Rebecca!

The Tour of Homes Committee has been working diligently to secure homes for our 2025 tour. We're currently looking for one more home!

As always, thank you so much to the volunteers who assist us at Jackpot Time Gaming Entertainment! Thank you to Dennis and Bozena Boadway, Jeanette Pesall, Larry and Shereen Telfer, John Bardwell, Ron Sawyer, Cathy Kasza, Sophie Lindert, and Roy and Betty Picard for their assistance with our recent bingo assignments! We received \$4,424 for our April bingo, and \$4,112 for our May bingo! Thank you!!

If you'd like to start volunteering with us, we would love to have you! Call us at (519) 773-9723 or email me at [collections@aylmermuseum.ca](mailto:collections@aylmermuseum.ca) if you're interested!



Photograph of volunteers serving refreshments at the opening reception of *Oh! Oh!*



# Membership, Sponsors, and Supporters



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## Membership, Sponsors, and Supporters



### Springfield Swans

~ are members of Swans Ontario, a service organization that provides help and assistance to the community by volunteering. To assist those in need ~ to support fellow members ~ someone who offers their hand in friendship willingly. Are part of a team that strives to make a difference in the community through fundraising, service work, making donations and having fun! Springfield Swans maintain the Mary H Pearson Memorial Garden (Cenotaph Park, Springfield), host an annual Senior's "Christmas in July" event and a monthly Senior's afternoon on the second Tuesday of each month. Donations primarily are kept to local ventures, and include the school, fire department, parade, Fun Day, and area charities like the Aylmer Museum. Fundraising is varied and includes an annual Community Beef Supper (each year in support of a new charity), Bake Sales, Community Birthday Calendars and assignments at Jackpot Time Entertainment Centre in St Thomas. Anyone who is 18 years of age or older, who is service minded and invited into the club may be a member.

*"Volunteering for a Better Community"*

Check out our Facebook Page: Springfield Swans Club - Ontario ~~~ PO Box 179, Springfield, ON N0L 2J0



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**SALES 519 765-1047 SERVICE 519 773-9607**

# Membership, Sponsors, and Supporters

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Kirk & Bonnie Barons  
Chris Dancey  
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Lynn Johnston  
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Ella Killough  
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Ron & Colleen Sawyer  
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Edie Vindasius  
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## 2025 Supporter

Dennis & Bozena Boadway  
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Shirley Fallowfield  
Robert Habkirk  
Herb & Jeannette Kebbel  
Melanie MacNeil  
Patrick & MaryAnn Hunter  
Donald Kunz  
Mary Jane Lampman  
Carolyn Pasquier  
Kim Sheppard-Veldhuizen  
Kim & DJ Smale  
Bertha Strickland

If you have not paid your 2025 membership and still wish to do so, please contact Kathi at [officemanager@aylmermuseum.ca](mailto:officemanager@aylmermuseum.ca).

## 2025 Founder

Linda & Tom Charlton  
Rebecca Horeth & Reilly Ragot  
Doreen & Jim MacIntyre  
Dave & Judy Mennill  
Kelly Pearson  
Kathleen & Harvey Tribe

## 2025 Benefactor

Deb & Carl Bagshaw  
Goodwill's Used Cars  
Keith & Anne Howe  
Larry & Jacquie Jeffery  
Rosemary Kennedy  
Susan Kyle & John Beekman

## 2025 Associate

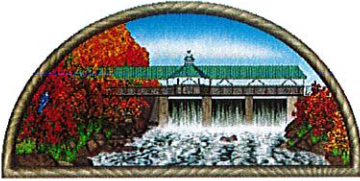
Marvin Ryder  
Knights of Columbus  
Tom Hill  
Rhonda & Wilf McNaughton

## 2025 Sponsors

Aylmer Canadian Tire  
Aylmer & Area Community Foundation  
Aylmer Legion  
Canadian Museum Association  
Canada Summer Jobs  
Community Foundations of Canada  
Eastlink  
Springfield Swans  
Town of Aylmer  
Township of Malahide  
Ministry of Tourism, Culture & Sport  
Young Canada Works

# Thank you all for your continued support!





The Municipality of the  
**VILLAGE OF BURK'S FALLS**

Moved By: Ashley Brandt Date: July 15, 2025

Seconded By: Ryan Baptiste Resolution # 2025- 244

Be it resolved;

**WHEREAS** the Council of the Village of Burk's Falls, together with residents from surrounding municipalities, has expressed strong and united opposition to the proposed installation of a Battery Energy Storage System (BESS) facility, citing significant concerns regarding public safety, environmental risk, land use compatibility, and insufficient local economic benefit; and

**WHEREAS** the perceived risk associated with BESS installations significantly outweighs any demonstrated local advantage, and further, the lack of established, province-wide planning policies has led to avoidable conflict and uncertainty for municipalities and residents alike;

**Now therefore be it resolved that:**

1. The Council of the Village of Burk's Falls respectfully requests that the Province of Ontario immediately suspend the approval and development of all new BESS installations until a comprehensive, science-based study is completed. Such a study should result in the development of robust, province-wide policies and regulations governing the operation, and risk mitigation of BESS facilities.
2. The Province of Ontario be urged to provide clear policy guidance to municipalities and industry stakeholders recommending that BESS installations be permitted only on lands currently zoned for industrial use, recognizing that:
  - a) such lands have been previously evaluated and approved for industrial development; and
  - b) the limited economic return provided by BESS projects does not justify rezoning lands designated for other uses.

3. The Province of Ontario be further requested to disseminate the results of this study and any associated policy or regulatory recommendations to all Ontario municipalities, thereby preventing unnecessary and costly legal challenges, public opposition, and community division related to the siting of future BESS projects.
4. The Council of the Village of Burk's Falls calls upon Solar Bank Corporation to immediately withdraw its application for the proposed BESS facility at Pegg's Mountain, in the interest of fostering constructive community relations and acknowledging that this situation closely parallels the circumstances in Gravenhurst, where similar concerns led to widespread opposition and rejection of a comparable project.
5. That a copy of this resolution be forwarded to members of parliament (MPP's) and all municipalities in the province of Ontario.

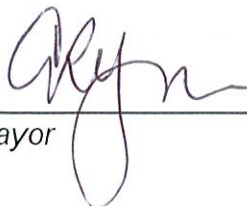
*Recorded Vote requested by:* \_\_\_\_\_

<i>Ryan Baptiste</i>	<i>for / opposed</i>
<i>Ashley Brandt</i>	<i>for / opposed</i>
<i>Sean Cotton</i>	<i>for / opposed</i>
<i>Chris Hope</i>	<i>for / opposed</i>
<i>Nancy Kyte</i>	<i>for / opposed</i>

  y                          
*Carried* *Defeated* *Deferred*

*Pecuniary Interest declared by:*

\_\_\_\_\_  
 \_\_\_\_\_

  
 \_\_\_\_\_  
*Mayor*

---

**From:** Abby Heddle <[aheddle@middlesex.ca](mailto:aheddle@middlesex.ca)>  
**Sent:** Tuesday, July 22, 2025 4:19 PM  
**To:** Planning <[planning@middlesex.ca](mailto:planning@middlesex.ca)>  
**Subject:** County of Middlesex - Official Plan Update

Please be advised that the County of Middlesex has submitted a [Draft Official Plan Amendment](#) to the Ministry of Municipal Affairs and Housing in accordance with Section 17(17.1) of the Planning Act.

While statutory public consultation meetings will be scheduled for Fall 2025, we are providing an opportunity for early review and feedback at this stage. We welcome your input on the draft and encourage you to submit any comments by **August 29, 2025.**

For local municipalities, County staff will also be following up directly to arrange discussions on the draft amendment and to address any questions or feedback you may have prior to the statutory consultation meetings.

Should you have any questions or wish to discuss the draft in more detail, please do not hesitate to contact me directly.

Thank you for your time and participation in this important process.



**Abby Heddle-Jacobs, MSc (PI), MCIP, RPP**  
**Planner II (Policy & Special Projects)**

**Middlesex County**

399 Ridout St. North | London, ON N6A 2P1

Tel. 519-930-1014 | [aheddle@middlesex.ca](mailto:aheddle@middlesex.ca)

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

**Joint Board of Management Minutes  
Aylmer Area Secondary Water Supply System &  
Port Burwell Area Secondary Water Supply System  
July 30, 2025 – 1:00p.m.**

**Malahide Council Chambers  
51221 Ron McNeil Line, Springfield**

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The Joint Board of Management met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 1:00p.m. The following were present:

**Board Members:**

Municipality of Central Elgin – Norman Watson  
Township of Malahide – Chester Glinski  
Municipality of Bayham - Tim Emerson

**Staff:**

Township of Malahide – Sam Gustavson, Jason Godby, and Allison Adams  
Municipality of Bayham – Thomas Thayer and Ed Roloson

(1) Call to Order

Norman Watson is appointed chair and the meeting is called to order at 1:07p.m.

(2) Disclosure of Pecuniary Interest

None.

(3) Adoption of Minutes of Previous Meeting(s)

None.

(4) Reports

- PBASWSS-25-10 - Award of Engineering Services for the PBASWSS Transmission Watermain Replacement

**Moved by: Tim Emerson**  
**Seconded by: Chester Glinski**

THAT Report No. PBASWSS-25-10 entitled "Award of Engineering Services for the PBASWSS Transmission Watermain Replacement" be received;

AND THAT the Board of Management for Port Burwell Area Secondary Water Supply System direct the staff of the Administering Municipality to enter into an agreement with Stantec Consulting Ltd. for engineering services for the Port Burwell Area Secondary Water Supply System Transmission Watermain Replacement, as described in Township of Malahide RFP PW-25-08.

**Carried**

(5) Adjournment

**Moved by: Chester Glinski**  
**Seconded by: Tim Emerson**

THAT the Port Burwell Secondary Water Supply System Joint Board of Management adjourn at 1:12p.m.

**Carried**

---

Board Chair – N. Watson

---

Clerk – A. Adams





**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of June 4, 2025**  
**Approved July 2, 2025**

---

Members in attendance:

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

Regrets:

Shelley Ann Bentley	Haldimand County
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Staff in attendance:

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

**1. Welcome and Call to Order**

The Chair called the meeting to order at 8:02p.m., Wednesday, June 4, 2025.

**2. Additional Agenda Items**

None.

**Approval of the Agenda**

Item 5 a) to be removed from the agenda, as the minutes need to be approved by the Long Point Region Source Protection Authority.

**A-72/25**

Moved by P. Ypma  
 Seconded by R. Weisler

THAT the LPRCA Board of Directors approves the agenda as amended.

**Carried**

### **3. Declaration of Conflicts of Interest**

None.

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

#### **a) Board of Directors Meeting May 7, 2025**

**A-73/25**

Moved by T. Masschaele

Seconded by J. Palmer

THAT the minutes of the LPRCA Board of Directors meeting held May 7, 2025 be adopted as circulated.

**Carried**

### **5. Business Arising**

There was no business arising from the previous minutes.

### **6. Review of Committee Minutes**

#### **a) Lee Brown Marsh Management Committee – January 3, 2025**

**A-74/25**

Moved by M. Columbus

Seconded by R. Weisler

THAT the minutes of Lee Brown Marsh Management Committee held January 3, 2025 be adopted as circulated.

**Carried**

### **7. Correspondence**

None.

### **8. Development Applications**

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

Leigh-Anne Mauthe presented the approved permits report.

Mike Columbus asked about the dredging of the Big Otter Creek in one of the permits and who was leading the dredging. Leigh-Anne Mauthe informed the Board that the private marina operator on the Big Otter Creek was the applicant.

**A-75/25**

Moved by R. Weisler

Seconded by D. McKeen

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated June 4, 2025 as information.

**Carried**

**9. New Business****a) General Manager's Report (J. Maxwell)**

Judy Maxwell provided a report summarizing operations this past month and provided a few recent updates on Hemlock Woolly Adelgid (HWA) on LPRCA properties.

Chris Van Paassen informed the Board that Norfolk County's DeCloet property also was found to have HWA and LPRCA and Norfolk County should work together.

Peter Ypma asked staff how far away this detection of HWA was from the first tract. Judy Maxwell informed the Board it was quite far away; the first property was the Haldimand CA property and Coppens Armstrong tract is in Norfolk County.

Rainey Weisler asked staff what the risk was if nothing was done. Paul Gagnon informed the Board that the hemlock trees will die in 4 to 10 years. Hemlock trees help the cold-water tributaries and the decline of the hemlocks would cause a drastic change to the ecosystem.

Dave Beres asked staff how the HWA was detected. Judy Maxwell explained to the Board that HWA is first detected by the egg sacks which are white. The egg sacks start at the top of the tree canopy and slowly work their way down, which can lead to detection taking a few years.

**A-76/25**

Moved by T. Masschaele

Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the General Manager's Report for May 2025 as information.

**Carried**

**b) 2025 Tree Planting Report (P. Gagnon)**

Paul Gagnon presented the 2025 Tree Planting report.

Doug Brunton asked staff about boxwoods and if there are any invasive species or disease that is affecting those bushes. Paul Gagnon was unaware of anything invasive, but there are native bugs and diseases that do impact bushes and trees in the area.

Dave Beres asked staff about the tree planting numbers for last year versus this year. Paul

Gagnon informed the board that last years number was around 42,000 which is more than the 2025 year.

**A-77/25**

Moved by M. Columbus

Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the Tree Planting Program & Extension Services update as information.

**Carried**

**c) Admin By-law update (A. LeDuc)**

Aaron LeDuc presented the Admin By-law update.

Chris Van Paassen asked for there to be a consistent use of Chief Administrative Officer throughout the Admin by-law and in Section C (11) Delegations a change from the word “shall” to “may”. Staff will make the above changes.

Mike Columbus asked staff if any information from the Ministry has been conveyed regarding the Agricultural Representative. Judy Maxwell informed the Board that the Authority has not heard about a representative since February when the Ministry posted for a representative for the LPRCA Board.

**A-78/25**

Moved by R. Weisler

Seconded by T. Masschaele

THAT the LPRCA Board of Directors repeals the LPRCA Administrative By-Law (Resolution A-58/21) adopted May 5, 2021;

AND

THAT the LPRCA Board of Directors adopts the LPRCA Administrative By-Law as amended.

**Carried**

**d) Marshall Estate Donation (A. LeDuc)**

Aaron LeDuc presented the Marshall Estate Donation Report.

Peter Ypma asked is any additional funds will need to be allocated for the playground. Aaron LeDuc responded in the negative, based on quotes given and the cost of the previous playground the donation will cover the costs.

Peter Ypma asked staff what the ground cover around the structure is. Judy Maxwell informed the Board the ground cover is woodchips and they fill to the appropriate depth.

Mike Columbus asked if there will be any social media posts about the donation. Judy Maxwell responded in the affirmative, once the budget for 2026 is passed and a project is confirmed.

Dave Beres asked when the playground would be installed. Judy Maxwell responded it would be in the Spring of 2026.

Tom Masschaele asked if this donation was in unrestricted funds, and if so, could some of the remaining funds go towards the Backus museum. Judy Maxwell informed the Board that the funds were unrestricted and staff will have better information at budget time once quotes are obtained.

**A-79/25**

Moved by R. Weisler

Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the Marshall Estate Donation Report as information.

**Carried**

The closed session began at 8:33 p.m.

\*S. Rahman, L. Mauthe, and P. Gagnon left the meeting at 8:33 p.m.

**10. Closed Meeting**

**A-80/25**

Moved by R. Weisler

Seconded by J. Palmer

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

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

**Carried**

The Board reconvened in open session at 8:37p.m.

Next meeting: July 2, 2025, Board of Directors at 6:30 p.m.

**Adjournment**

The Chair adjourned the meeting at 8:40 p.m.

---

Dave Beres  
Chair

---

Judy Maxwell  
General Manager/Secretary-Treasurer

/ns



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Hearing Board Meeting Minutes of June 4, 2025**  
**Approved July 2, 2025**

---

Members in attendance:

Doug Brunton, Vice-Chair	Norfolk County
Robert Chambers	County of Brant
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Debera McKeen	Haldimand County
Jim Palmer	Township of Norwich
Chris Van Paassen	Norfolk County
Peter Ypma	Township of South-West Oxford
Rainey Weisler	Municipality of Bayham/Township of Malahide

Regrets:

Shelley Ann Bentley	Haldimand County
Dave Beres, Chair	Town of Tillsonburg

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. Roll Call and Call to Order**

The Vice-chair called the Hearing to order at 6:30 p.m., Wednesday, June 4, 2025.

The Vice-Chair, Doug Bruton, chaired the Hearings.

**A-68/25**

Moved by J. Palmer  
 Seconded by C. Van Paassen

THAT the Vice Chair, Doug Brunton, is appointed Acting Chair for the Hearing Board.

**Carried**

The roll was called to conduct the following Hearing under Section 28 of the *Conservation Authorities Act*.

**A-69/25**

Moved by D. McKeen  
 Seconded by P. Ypma

THAT the LPRCA Board of Directors does now sit as a Hearing Board.

**Carried**

## **2. Declaration of Conflicts of Interest**

None Declared.

## **3. Hearing: LPRCA-89/25 – Isabel and Kyle Cronk.**

## **4. Chair's Opening Remarks for Hearing LPRCA- 89/25**

The Chair's opening remarks for LPRCA-89/25 Isabel and Kyle Cronk were read and the guidelines and process to be followed for the hearing were reviewed.

## **5. Presentation by Long Point Region Conservation Authority Staff**

Leigh-Anne Mauthe introduced the applicants Isabel and Kyle Cronk, and then proceeded to present the staff report and presentation.

Staff recommended refusal to grant a permit for this application for the following reasons:

1. The construction of the proposed structure adjacent to the shoreline is contrary to Long Point Region Conservation Authority policies for development in the Lake Erie Shoreline Erosion hazard. These policies have been implemented to reduce or eliminate preventable risk to life and property damage from erosion and unstable slopes,
2. The construction of the proposed structure is proposed to occur within an area that is actively eroding and is unsafe for development, and
3. The development activities will likely create conditions or circumstance that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

## **6. Presentation by the Applicant**

Kyle Cronk, Applicant, addressed the Board and presented his presentation provided in the Board package requesting approval of the application.

Kyle Cronk highlighted that before the purchase of the property in 2018, a 2012 shoreline protection wall was professionally engineered and installed, it was later inspected by Riggs Engineering when the Old Mill Road. addition to the shoreline protection by Norfolk County was added in 2016. This shoreline protection that runs along the western edge of the Cronk's Lake Erie shoreline has helped to mitigate the erosion from the westerly wave action of the lake. With the protection flanking that continues after the wall the construction of the garage is behind the wall and will be protected from erosion.

Kyle Cronk states that with the shoreline protection already in place and the new shoreline protection they plan on putting in along the shore from the beach on the east of the property to the current flanking will eliminate and stop the erosion.

The accessory building being constructed is a non-habitable building, that is replacing two existing buildings in the similar footprint.

Kyle Cronk also informed the Board that back in 2018 prior to purchasing the property an email

was sent to LPRCA to assess what could be built on the property within the regulations at the time. An email from the Authority acknowledged that an accessory building could be built on the property in 2018.

## **7. Questions**

Leigh-Anne Mauthe made one note of clarification in the Cronk's presentation. A picture on Agenda Page 59 had "2025 pic" in writing, when the aerial photo was actually from 2020.

Staff and the proponent responded to questions from the Board.

Mike Columbus asked Kyle Cronk if they have met to speak with or filed an application with Norfolk County yet. Kyle Cronk responded in the negative, as LPRCA is the first part of the process.

Debera McKeen asked staff if more of the shoreline protection is added would it be possible to decrease the erosion. Leigh-Anne Mauthe let the Board know that following the latest guidance through the Ministry of Natural Resources technical guides, even if a wall is added the wall cannot guarantee a hundred years of protection, a wall has the potential to reduce erosion, but not to completely mitigate it.

Debera McKeen asked staff about the potential of approval if the building is moved further west on the property. Leigh-Anne Mauthe explained that one issue with the proposal is the size of the building, and they try to keep buildings close to the 100m<sup>2</sup> to prevent it being turned into habitable space. Moving the building to the west staff would still need an engineer to explore the wall health and how many years it has on it, but even with all of that the background erosion rates still occur, and the erosion rate at this location is very high.

Peter Ypma asked Kyle Cronk is there was plans for further wall construction across the whole front of the lakeshore. Kyle Cronk let the Board know that the planned addition to the shoreline protection will run from the point in the east where the beach is to the existing flanking on the west. With this addition and maintenance, Kyle Cronk believes the wall will hold for the Cronk's lifetime with the maintenance they will do.

Jim Palmer asked staff if the 2018 letter carried any weight legally and asked Kyle Cronk about going after LPRCA regarding the letter. Judy Maxwell responded that no application was submitted at the time and the Authority staff must work under the current regulations and conditions of when the application was submitted, which in this case was 2025. Kyle Cronk let the Board know that he does not want to sue anyone, that is not beneficial to anyone.

Debera McKeen asked staff if the Cronk's could bring a revised version forward. Leigh-Anne Mauthe explained that there were a few different options. If a decision is refused, a Notice of Decision is sent to the applicant and they can appeal that decision with the Minister of the Environment or the Ontario Land Tribunal. The applicant can also appeal conditions placed on an applicant. The applicant can submit a revised application, but that would count as a separate application and would need to be evaluated and another hearing may be required.

Doug Brunton asked Kyle Cronk about geodetic data with the application and what the elevation difference from the floor of the garage and the top of slope were. Kyle Cronk said that the floor of the garage is 182m, and Leigh-Anne Mauthe indicated that the 100-year flood line is 176.5m.



Leigh-Anne Mauthe let the Board know that a survey with topographic information was submitted with the application, and the tableland is not subject to flooding.

Mike Columbus asked when the erosion mostly happened, during winter months or all year round. Leigh-Anne Mauthe let the Board know that the specific time is hard to pin down, but aerial photos are often taken in the spring prior to tree cover and usually storm events are worse in the winter which is when the most erosion occurs. Kyle Cronk added that the property and Clear Creek mostly has ice coverage in the winter which mitigates the erosion and it was the two years of high water in 2021 and 2022 that caused the most erosion, but beyond that little erosion was seen since 2018 when the property was purchased.

Jim Palmer asked Kyle Cronk where the house was located on the property and if a new house permit was also going to be submitted. Kyle Cronk showed the Board where the house was located on the property and showed where a plan for a new house is.

The members entered the closed session of the Hearing Board at 7:20 p.m.

#### **A-70/25**

Moved by M. Columbus

Seconded by R. Weisler

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

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

**Carried**

### **8. Reconvene in Public Forum**

The LPRCA Hearing Board reconvened in open session at 7:54 p.m.

### **9. Hearing Board Decision for LPRCA 89/25**

The Chair advised Kyle and Isabel Cronk that the permit has been approved with a condition. The conditions of the permit are below:

1. Prior to the issuance of any permit from LPRCA, additional shoreline protection is designed, installed, and stamped by a professional engineer

for the following reasons:

1. Construction of the shoreline protection will mitigate the erosion

The Notice of Decision will be forwarded by staff.

### **10. Adjournment**

#### **A-71/25**

Moved by P. Ypma

Seconded by D. McKeen

That the LPRCA Board of Directors does now adjourn from sitting as a Hearing Board.

**Carried**

The Chair adjourned the Hearing at 7:56 p.m.

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Doug Brunton  
Acting Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

/ns



**GREY BRUCE OPP DETACHMENT BOARD  
CONSEIL DU DÉTACHEMENT DE GREY BRUCE  
DE LA POLICE PROVINCIALE**

GREY BRUCE OPP DETACHMENT  
DÉTACHEMENT DE GREY BRUCE DE LA POLICE PROVINCIALE

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Grey Bruce OPP Detachment Board  
177964 Grey Road 18, Owen Sound, ON N4K 5N5

July 17, 2025

The Honourable Doug Ford, MPP  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1  
Sent via email: [Premier@ontario.ca](mailto:Premier@ontario.ca)

The Honourable Doug Downey  
Attorney General of Ontario  
c/o Ministry of the Attorney General  
McMurtry-Scott Building  
720 Bay Street, 11th floor  
Toronto, Ontario M7A 2S9  
Sent via email: [Doug.Downey@ontario.ca](mailto:Doug.Downey@ontario.ca)

**Re: Appeal to the Ministry of the Solicitor General for Reinstatement of  
Provincial Funding**

Dear Premier and Minister,

Please be advised that at its June 24<sup>th</sup>, 2025, Board Meeting, the Grey Bruce OPP Detachment Board passed the following resolution:

OPP2025-023

Moved By: Member Carol Reaney

Seconded By: Member Monic Singh Soares

Approved

Whereas under the former Police Services Act, 1990, municipalities received provincial grant funding to offset the costs associated with the appointment of provincial representatives to local police services boards;

And whereas the Community Safety and Policing Act, 2019 (CSPA) came into effect on April 1, 2024, consolidating multiple individual police services boards into regional OPP Detachment Boards, thereby streamlining governance across jurisdictions;

And whereas the establishment of Detachment Boards under the CSPA has resulted in a reduction in the number of provincial appointees required in OPP-policed municipalities, yielding cost savings for the Province of Ontario;

And whereas the CSPA was designed to enhance community engagement and local governance in policing, yet the withdrawal of provincial funding undermines this intent by shifting the financial burden entirely onto municipalities and local taxpayers;

And whereas during the development of both the 2024 and 2025 Board budgets, it was understood that provincial funding would be provided in support of Detachment Board operations;

And whereas it has since been confirmed that the Province will not be providing the anticipated contribution of \$6,600, a figure previously expected as part of ongoing provincial support;

Now therefore be it resolved:

1. That a formal request be submitted to the Premier of Ontario and the Ministry of the Solicitor General, respectfully requesting the reinstatement of the annual \$6,600 in funding to support the ongoing operations and governance of the Grey Bruce OPP Detachment Board; and
2. That a copy of the letter be circulated to all participating municipalities within the Detachment Board area, all Municipal Councils and Police Services Boards throughout Ontario, as well as to the Member of Parliament (MP) and Member of Provincial Parliament (MPP) for Grey Bruce—Owen Sound.

Sincerely,

*Jodi Ward*

**Jodi Ward**




Board Administrator

✉ jward@georgianbluffs.ca | ☎ 519-376-2729 ext. 601

CC: All participating municipalities within the Detachment Board area  
All Ontario Municipal Councils  
All Police Services Boards throughout Ontario via OAPSB distribution

Paul Vickers, MPP — Bruce-Grey-Owen Sound  
Alex Ruff, MP — Bruce-Grey-Owen Sound

---

 [www.georgianbluffs.ca](http://www.georgianbluffs.ca) |  519-376-2729 |  [info@georgianbluffs.ca](mailto:info@georgianbluffs.ca)



Norfolk County  
 Legislative Services  
 Office of the Chief Administrative Officer  
 50 Colborne Street, S., Simcoe Ontario N3Y 4H3  
 Telephone: 519-426-5870  
 E-mail: [clerks@norfolkcounty.ca](mailto:clerks@norfolkcounty.ca)  
 Website: [norfolkcounty.ca](http://norfolkcounty.ca)

July 31, 2025

SENT VIA EMAIL

**Re: Norfolk County Council – Letter of support for the Township of Otonabee-South Monaghan**

---

On behalf of the Council of the Corporation of Norfolk County, Council passed the following resolution on July 22, 2025, regular council meeting:

**Resolution No. C-154**

**Moved By:** Councillor Van Paassen

**Seconded By:** Councillor Masschaele

That Council directs staff to send a letter of support for the Township of Otonabee-South Monaghan regarding Bill C-2.

**Carried.**

In addition, Council endorsed the following resolution made by the Township of Otonabee-South Monaghan:

WHEREAS Bill C-2 proposes to amend the Proceeds of Crime (Money Laundering) and Terrorist Financing Act by adding section 77.5 (1), making it a criminal offense for any business, profession, or charitable entity to accept cash payments, donations, or deposits of \$10,000 or more in a single transaction or related transactions, regardless of their lawful nature;

WHEREAS this blanket ban criminalizes legitimate business transactions using legal tender, punishing businesses and law-abiding citizens solely for choosing to use cash, a fundamental right in Canada;

WHEREAS small businesses, charities, and individuals in Otonabee-South Monaghan and across Canada, including farmers, car dealers, and community organizations, rely on cash for lawful high-value transactions, and this restriction will impose unnecessary hardship, stifle economic activity, and deter charitable giving;

WHEREAS the \$10,000 threshold is arbitrarily low, capturing routine legal transactions while creating compliance burdens that disproportionately harm small businesses, rural communities, and those without digital banking access;

WHEREAS municipalities must stand up for the economic freedom and financial inclusion of their residents;

NOW, THEREFORE, BE IT RESOLVED that the Council of Otonabee-South Monaghan:

- Condemns Bill C-2, section 77.5, as an unacceptable overreach that criminalizes lawful cash transactions and undermines the use of Canadians' right to use legal tender;
- Demands the federal government to withdraw this amendment and engage in meaningful consultation with municipalities, businesses, and charities to develop targeted anti-crime policies that do not penalize legitimate cash transactions;
- Instructs the Municipal Clerk to send this resolution to all Canadian municipalities, the Federation of Canadian Municipalities (FCM), the Ontario Municipal Association, the Minister of Finance, Leslyn Lewis, our local MP, the Ontario Chamber of Commerce, and First Nations, calling for unified opposition;
- Urges other municipalities to pass similar resolutions to protect the rights of their residents and businesses

Should you have any questions regarding this matter or should you require additional information, please contact the Office of the County Clerk at 519-426-5870 x. 1261, or email: [Clerks@norfolkcounty.ca](mailto:Clerks@norfolkcounty.ca).

Sincerely,

*T. Rodrigues*

Tracey Rodrigues  
Deputy County Clerk  
[Tracey.Rodrigues@norfolkcounty.ca](mailto:Tracey.Rodrigues@norfolkcounty.ca)

July 30, 2025

Association of Municipalities of Ontario  
155 University Ave | Suite 800  
Toronto, ON M5H 3B7

Sent via email: [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

**Re: Elect Respect Pledge  
Our File 10.12.1**

To Whom it May Concern,

At its meeting of July 14, 2025, St. Catharines City Council approved the following motion:

WHEREAS democracy is healthy when everyone is able to participate fully and safely and contribute to the well-being of their community; and

WHEREAS we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions; and

WHEREAS Ontario's municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats and harassment; and

WHEREAS social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office; and

WHEREAS better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables; and

WHEREAS the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office; and

WHEREAS in 2024, female elected representatives from across Halton formed a group called H.E.R. (Halton Elected Representatives) which pledged to speak out against harassment and negativity in politics and called on elected officials to uphold the highest standards of conduct; and



WHEREAS H.E.R. Halton has launched a campaign called Elect Respect to promote the importance of healthy democracy and safe, inclusive, respectful work environments for all elected officials that encourages individuals to participate in the political process; and

WHEREAS on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a non-partisan “Parliamentary Civility Pledge” to encourage all parliamentarians to commit to end workplace harassment and increase civility on Parliament Hill, modelled after the pledge developed in Halton by representatives of H.E.R.;

NOW THEREFORE BE IT RESOLVED:

THAT City of St. Catharines Council supports the Elect Respect pledge and commits to:

- Treat others with respect in all spaces—public, private, and online,
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct; and

BE IT FURTHER RESOLVED That City of St. Catharines Council calls on elected officials, organizations and community members to support the Elect Respect campaign and sign the online pledge at [www.electrespect.ca](http://www.electrespect.ca); and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Association of Municipalities of Ontario, Ontario’s Big City Mayors, the Federation of Canadian Municipalities, Mayors and Regional Chairs of Ontario, relevant MPs and MPPs, Regional Police, the Ontario Provincial Police and the Royal Canadian Mounted Police.

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Donna Delvecchio, Acting City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:av

cc: Ontario Big City Mayors  
The Federation of Canadian Municipalities

Mayors and Regional Chairs of Ontario  
MPs and MPPs  
Regional Police  
The Ontario Provincial Police  
Royal Canadian Mounted Police



## Elgin OPP

Malahide Occurrences - June

Occurrence Type	Number of Occurrences
Alarm	1
Assault	6
Arson	1
Bail violation – Breach of Probation	1 - 1
Cyber Crime	2
Community Services – Landlord Tenant	7 - 5
Domestic / Family Dispute	6 - 2
Focus Patrol	1
Fraud	1
Fire	1
Harassment	3
Mental Health Act	4
Mischief / Trouble with Youth	2 - 2
Marine	1
Motor Vehicle Collisions	11
Neighbor Dispute	2
Non-Traffic Accident	1
Noise Complaint / Animal Complaint	6 - 2
Phone Calls	2
Police Assistance / Ambulance Assist	4 - 2
Pursuit – Failed to stop	1
Property Check – Prevent Breach of Peace	6 - 4
Property Related / Trespass to Property	6 - 6
RIDE	7
Suspicious Vehicle – Suspicious Person	1 - 2
Theft	5
Tickets	42
Traffic Complaint	16
Traffic Hazard	1
Well Being Check (person)	1
Weapons	1
Other Federal / Warrants	1 - 2
<b>TOTAL OCCURRENCES</b>	<b>180</b>



## Elgin OPP

### Malahide Occurrences - July

Occurrence Type	Number of Occurrences
Alarm / 911 Hang-up	2 - 2
Assault / Intimate Partner Violence	2 - 10
Ambulance Assist / Assist Other Police Agency	1 - 2
Attempt or Threat of Suicide	1
Breach / Bail Violations	1 - 1
Ciber Crime	1
Community Services / Escort	4 - 1
Duplicate Occurrence	2
Family Dispute / Landlord Tenant	6 - 1
Fraud / Fire	3 - 1
Impaired or Over 80	1
Incident Acts	1
Mental Health Act	3
Mischief	4
Motor Vehicle Collision	16
Motor Vehicle Recovered / MV Abandoned	1 - 1
Noise Complaint / Animal Complaint	3 - 1
Person Well Being Check	2
Police Assistance / Information	2 - 2
Prevent Breach of the Peace	5
Property Related / Trespass to Property Act	3 - 3
Registry – Vulnerable Person	1
RIDE	3
Suspicious Vehicle / Suspicious Person	2 - 4
Theft	4
Tickets	40
Traffic Complaint	14
Traffic Enforcement or HTA	3
Traffic Stop	1
Traffic Hazard	2
Unwanted Person	2
Weapons / Dangerous Conditions	1 - 2
<b>TOTAL OCCURRENCES</b>	<b>168</b>



**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 25-45**

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 August 14, 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 14<sup>th</sup> day of August, 2025.

**READ** a **THIRD** time and **FINALLY PASSED** this 14<sup>th</sup> day of August, 2025.

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Mayor, D. Giguère

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Clerk, A. Adams