



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

October 2, 2025 – 7:00p.m.

Hybrid Council Meeting (Virtual and In-Person)

Springfield & Area Community Services Building – Council Chambers

51221 Ron McNeil Line, Springfield & via Zoom

- (A) Call to Order
- (B) O Canada
- (C) Approval of the Agenda
- (D) Disclosure of Pecuniary Interest
- (E) Announcements
- (F) Adoption of Minutes of Previous Meeting(s)
 - Council Meeting Minutes of September 18, 2025
- (G) Public Meetings & Committee of Adjustment
 - Meeting to Consider – Brooks Drain – Branch A - parts of Lots 11 and 12, Concessions 10 and 11
 - Public Hearing – Minor Variance Application – D13-MV-07-25– Beth Foster – 48245 Rush Creek 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:

- CLERK-25-05 – 2026 Council Meeting Schedule
 - HR-25-06 - Human Resources Policy Revisions
- (J) Unfinished Business
 - (K) New Business
 - DS-25-36 – Application to Consent to Sever No.E51-25 – Mark and Nicole McCallum

- F-25-10 – Capital Purchase of UTV Accessories
- PW-25-30 – Petition for Drainage – Hotke
- PW-25-31 – Petition for Drainage – K2 Custom Homes Inc.

(L) By-laws

- 25-52 – Brooks Drain – Branch A – 1st & 2nd reading

Committee of the Whole

(M) Business for Consideration

- DS-25-38 - 2025 Malahide Annual Satisfaction Survey
- DS-25-39 - Land Severance Reporting Revisions

(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 – September 11,18,25 2025
2. Kettle Creek Conservation Authority – Full Authority Meeting Minutes – June 18, 2025
3. PBASWSS Joint Board of Management Minutes – July 30, 2025
4. PBAWSS & AASWSS Joint Board of Management Minutes – June 18, 2025
5. Elgin Area Primary Water Supply System Agenda – October 2, 2025
6. County of Elgin – 2025 Official Plan
7. LPRCA Public Consultation - Regulation Mapping Update
8. Municipality of Brighton – Support for Electoral Reform
9. City of Dryden – Mandatory Water Safety and Swim-to-Survive Training
10. City of Kitchener - Request the Province of Ontario to amend the Municipal Act
11. Municipality of Bayham – LPRCA Board Appointment

(Q) Closed Session

- Closed Meeting Minutes – September 18, 2025
- Advice that is subject to a proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c))

(R) Confirmatory By-law

(S) Adjournment

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

1. THAT the October 2, 2025, Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on September 18, 2025, be adopted.
3. THAT the Engineer's Report for the Brooks Drain – Branch A be accepted;

AND THAT By-law No. 25-52 being a by-law to provide for the Brooks Drain – Branch A drainage works be read a first and second time and provisionally adopted.
4. THAT the tenders for the construction of the Brooks Drain – Branch A be requested for October 27, 2025.
5. THAT the Court of Revision for the Brooks Drain – Branch A be scheduled to be held on November 6 at 7:00p.m.
6. 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".
7. THAT Report No. DS-25-37 entitled "Minor Variance Application of Beth Foster relating to the property located at Concession 1, Part of Lot 4; Part 1 RP 11R5592 (48245 Rush Creek Line)" be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-07-25 to permit a reduced front yard depth of 3.5 metres;

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.
8. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:___p.m.
 9. Whereas, at its September 18, 2025 meeting, the Committee of the Whole recommended to Council:

- a. THAT Report No. CLERK-25-05 entitled “2026 Council Meeting Schedule” be received;

AND THAT the Committee of the Whole recommend to Council the attached Council Meeting Schedule for the 2026 calendar year.

- b. THAT Report No. HR-25-06 entitled “Human Resources Policy Revisions” be received for information;

AND THAT Committee recommend that the policies attached be brought forward to a subsequent Council meeting for consideration to rescind and replace.

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

10. THAT Report No. DS-25-36 entitled “Application for Consent to Sever No. E51-25 of Mark and Nicole McCallum” be received;

AND THAT the Application for Consent to Sever of Mark and Nicole McCallum (authorized agent: David Roe) relating to the property located at Consession 8, Part of Lot 4, (Geographic Concession North of Talbot Road), and known municipally as 51400 Wilson Line be supported for the reasons set out in this Report;

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

11. THAT Report No. F-25-10 entitled “Capital Purchase of UTV Accessories” be received;

AND THAT Council authorizes the purchase of UTV accessories as a 2025 unbudgeted expense.

12. THAT Report No. PW- 25-30 entitled “Petition for Drainage – Hotke” be received;

AND THAT John M. Spriet, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for the Hotke Petition.

13. THAT Report No. PW- 25-31 entitled “Petition for Drainage – K2 Custom Homes Inc.” be received;

AND THAT John M. Spriet, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for the K2 Custom Homes Inc. Petition.

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

- 25-52 - Brooks Drain - Branch A

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

16. THAT Report No. DS-25-38 entitled “2025 Malahide Annual Satisfaction Survey” be received;

AND THAT the Committee recommend that Council approves the publication of the survey results for distribution through online and electronic channels.

17. THAT Report No. DS-25-39 entitled “Land Severance Reporting Revisions” be received;

AND THAT the Committee recommend that Council endorses replacing the policy planning analysis portion of severance reporting with a simplified report prepared and presented by the Township’s Assistant Planner.

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

19. RESOLVED that the following correspondence items be received and filed:

1. AMOWatchfile – September 11, 18, 25 2025
2. Kettle Creek Conservation Authority – Full Authority Meeting Minutes – June 18, 2025
3. PBASWSS Joint Board of Management Minutes – July 30, 2025
4. PBAWSS & AASWSS Joint Board of Management Minutes – June 18, 2025
5. Elgin Area Primary Water Supply System Agenda – October 2, 2025
6. County of Elgin – 2025 Official Plan
7. LPRCA Public Consultation - Regulation Mapping Update
8. Municipality of Brighton – Support for Electoral Reform
9. City of Dryden – Mandatory Water Safety and Swim-to-Survive Training
10. City of Kitchener - Request the Province of Ontario to amend the Municipal Act
11. Municipality of Bayham – LPRCA Board Appointment

20. 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 – September 18, 2025
- Advice that is subject to a proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c))

21. THAT Council move out of Closed Session and reconvene at ____p.m. in order to continue with its deliberations.

22. THAT By-law No.25-54, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

23. RESOLVED THAT we do now adjourn at _____ p.m. to meet again on October 16 2025 at 7:00p.m.

The Corporation of the Township of Malahide
September 18, 2025 – 7:00p.m.
Virtual Meeting - <https://youtu.be/YPD9fJTsYMI>

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

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

Staff: Chief Administrative Officer N. Dias, Clerk A. Adams, Director of Corporate Services A. Boylan, Director of Public Works J. Godby, Director of Fire & Emergency Services J. Spoor, HR Manager S. Loewen, and By-law Enforcement Officer M. Russell.

CALL TO ORDER:

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

APPROVAL OF AGENDA:

No. 25-324

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT the September 18, 2025, Regular Council Meeting Agenda be approved as presented, with the following amendments:

- Fundraiser announcement
- Upcoming staffing changes

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature therefore:

None.

ANNOUNCEMENTS:

Deputy Mayor Widner highlighted the fire service's successful fundraiser for Camp Bucko, recognizing their dedication not only as firefighters but also as strong community supporters, and thanked them for their efforts. Mayor Giguère echoed these remarks.

Mayor Giguère acknowledged that this was Director Boylan's final meeting with Malahide and wished him success in his new role with the City of St. Thomas. She thanked him for the significant impact he has made during his time with the Township, noting that his efforts to rebuild trust, organize and communicate financial information, and include Malahide in his professional journey have been deeply appreciated and will have a lasting effect. Councillors echoed her remarks, commending his organization and clear, concise communication.

ADOPTION OF MINUTES:

No. 25-325

Moved By: Rick Cerna

Seconded By: John H. Wilson

THAT the minutes of the regular council meeting held on September 4, 2025 be adopted.

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

None.

DELEGATIONS:

- Port Bruce Ratepayers Association - Presentation by April Anderson

Ms. Anderson provided a presentation to Council concerning the Port Bruce Provincial Park washroom facilities, which was circulated as an addendum to the Council agenda. She reviewed the contents of her correspondence and expressed a willingness to engage in discussions with the Township and with the Ministry of the Environment, Conservation and Parks (MECP). The Mayor and Councillor Lewis extended their appreciation for her presentation, emphasizing the value of hearing directly from a resident of the area.

No. 25-326

Moved By: Scott Lewis

Seconded By: Sarah Leitch

That the delegation from the Port Bruce Ratepayers Association, presented by April Anderson, be received for information.

Carried

APPROVAL OF BUSINESS (CONSENT AGENDA):

No. 25-327

Moved By: Scott Lewis

Seconded By: Mark Widner

Whereas, at its September 4, 2025 meeting, the Committee of the Whole recommended to Council:

- a) THAT Report No. PW-25-26 entitled “Corporate Sponsorship Signage of MCP Baseball Diamond Policy” be received;

AND THAT the Committee recommend to Council the approval of the revisions to the Corporate Sponsorship Signage of MCP baseball Diamond Policy as presented.

- b) THAT Report CLERK-25-04 entitled Strong Mayor Governance Protocols be received;

AND THAT the Committee recommend to Council that the Responsible Use of Powers Regarding Provincial Priorities Protocol be endorsed;

AND THAT the Committee recommend to Council that the remaining finalized protocols outlined in this report be received for information and incorporated into the Municipality’s governance framework, to be maintained by the Clerk for public reference.

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

Carried

UNFINISHED BUSINESS:

- PW-25-28 entitled “Port Bruce Provincial Park Maintenance Agreement – 2025 to 2029

No. 25-328

Moved By: Scott Lewis

Seconded By: Sarah Leitch

Whereas, at its September 4, 2025 meeting, the Committee of the Whole recommended to Council:

- a) THAT Report No. PW-25-28 entitled “Port Bruce Provincial Park Maintenance Agreement – 2025 to 2029” be received;

AND THAT the Committee recommend that staff continue discussions to define an appropriate level of service for the duration of washroom availability with the Ministry of the Environment, Conservation and Parks and report back to the committee with an update.

AND THAT the Committee recommend to Council that portable toilets be placed for the remainder of the 2025 season.

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

Carried

NEW BUSINESS:

- DS-25-35 - 2025 Semi-Annual By-law Enforcement Activity Report

No. 25-329

Moved By: Chester Glinski

Seconded By: Scott Lewis

THAT Report No. DS-25-35 entitled "2025 Semi-Annual By-law Enforcement Activity Report" be received.

Carried

- PW-25-29 – MCP Ball Diamond 1 Fencing

No. 25-330

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT Report No. PW-25-29 entitled "MCP Ball Diamond 1 Fencing" be received;

AND THAT Council authorize staff to proceed with the required ball diamond fencing repairs and replacements.

Carried

BY-LAWS:

No. 25-331

Moved By: Rick Cerna

Seconded By: Chester Glinski

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

- 25-53 – Appoint Acting Treasurer
- 25-51 – Internet and Telephone Voting – Intelivote Agreement

Carried

COMMITTEE OF THE WHOLE:

No. 25-332

Moved By: Scott Lewis

Seconded By: Sarah Leitch

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

Carried

- CLERK-25-05 – 2026 Council Meeting Schedule

No. 25-333

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT Report No. CLERK-25-05 entitled “2026 Council Meeting Schedule” be received;

AND THAT the Committee of the Whole recommend to Council the attached Council Meeting Schedule for the 2026 calendar year.

Carried

- HR-25-06 - Human Resources Policy Revisions

No. 25-334

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT Report No. HR-25-06 entitled “Human Resources Policy Revisions” be received for information;

AND THAT Committee recommend that the policies attached be brought forward to a subsequent Council meeting for consideration to rescind and replace.

Carried

No. 25-335**Moved By: Rick Cerna****Seconded By: Scott Lewis**

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

Carried

CORRESPONDENCE ITEMS:**No. 25-336****Moved By: Mark Widner****Seconded By: John H. Wilson**

BE IT RESOLVED THAT the correspondence items be received and filed:

1. AMOWatchfile – September 4, 2025
2. Aylmer-Malahide Museum and Archives – Newsletter & Invitation
3. Long Point Region Conservation Authority – Board of Directors Meeting Minutes – July 2, 2025
4. Minister for Seniors and Accessibility - 2025 Ontario Senior Achievement Awards
5. Municipality of Tweed – Collaborative Action on Sustainable Waste Management in Ontario
6. Municipality of Bluewater - Closure of Before and After School Programs

Carried

CLOSED SESSION:**No. 25-337****Moved By: Scott Lewis****Seconded By: Chester Glinski**

THAT Council move into Closed Session at 7:40p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- Closed Meeting Minutes – September 4, 2025
- Labour Relations or Employee Negotiations Matter relating to the Corporate Services Department staffing (Section 239 (2)(e))
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose – Aylmer Settlement Area Boundary Adjustment. (Section 239 (2)(f))

Carried

No. 25-338

Moved By: Rick Cerna

Seconded By: Chester Glinski

THAT Council move out of Closed Session and reconvene at 8:53p.m.

AND THAT the September 4, 2025 Closed Meeting Minutes be adopted.

AND THAT staff were given direction in relation to the closed session items and there is nothing further to report.

Carried

CONFIRMATORY BY-LAW:

No. 25-339

Moved By: Mark Widner

Seconded By: Scott Lewis

THAT By-law No.25-50, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 25-340

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 8:54p.m.to meet again on October 2, 2025 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. DS-25-37

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: October 2, 2025
SUBJECT: **Minor Variance Application of Beth Foster relating to the property located at Concession 1, Part of Lot 4; Part 1 RP 11R5592 (48245 Rush Creek Line)**

RECOMMENDATION:

THAT Report No. DS-25-37 entitled “Minor Variance Application of Beth Foster relating to the property located at Concession 1, Part of Lot 4; Part 1 RP 11R5592 (48245 Rush Creek Line)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-07-25 to permit a reduced front yard depth of 3.5 metres;

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.

PURPOSE & BACKGROUND:

The subject Application relates to the property located at Concession 1, Part of Lot 4; Part 1 RP 11R5592 and known municipally as 48245 Rush Creek Line. The owner is proposing to replace an existing dwelling on the property and is seeking relief from the Township’s Zoning By-law to permit a reduced front yard setback of 3.5 metres, whereas the By-law requires a minimum front yard setback of 6 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 October 2, 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-07-25.

COMMENTS & ANALYSIS:

The subject lands are approximately 1,265 square metres (0.3 acres) in area, have approximately 18 metres (59 feet) of frontage along Rush Creek Line, and contains an existing seasonal cottage and accessory shed. The property is located in the settlement area of Port Bruce and is bounded by Rush Creek Line to the north, residential uses to the east and west, and Catfish Creek to the south.

The owner is proposing to demolish the existing seasonal cottage and construct a more permanent dwelling on the property. The current location of the septic system does not meet minimum requirements for separation between the septic system and Catfish Creek. As a result, the owner is proposing to locate the new dwelling further north, closer to Rush Creek Line, to comply with these requirements.

County of Elgin Official Plan

The subject property is designated “Agriculture Area” on Schedule ‘A’, Land Use Plan, and “N/A” on Appendix 1, “Environmental Resource Areas”. The subject property has no noted areas on Schedule ‘C’ of the County Official Plan (Aggregate and Petroleum Resources)

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”, “Hazard Lands”, “Floodway”, and “Area of Natural & Scientific Interest (ANSI)” 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 lands are zoned “Village Residential 2 (VR2)” 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

Zoning Provision	Required	Proposed	Complies?
Min Lot Area	1,850 m ²	1265 m ²	No*
Min Lot Frontage	25 m	18 m	No*

Min Front Yard	6 m	3.5 m	No
Min Interior Side Yard	2 m	2 m	Yes
Min Exterior Side Yard	6 m	N/A	Yes
Min Rear Yard	7.5 m	>35 m	Yes
Max Lot Coverage	30%	15%	Yes
Max Height	10.5 m	1.5 storey	Yes

*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 would permit a reduced front yard setback of **3.5 metres**, where the By-law requires a minimum of **6 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 tests, along with the Planner's comments concerning same as they relate to the requested variance, are as follows:

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

The Official Plan 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 Township Official Plan directs development to be located outside of the floodplain; however, it does recognize that existing buildings and structures within the Floodway designation may be rebuilt and floodproofing measures shall be considered for any new buildings or structures (s. 5.2). The applicant is proposing to replace an existing dwelling with a new building that would be situated further away from Catfish Creek, which would be an improvement in the existing conditions of the property. It is noted that Catfish Creek Conservation Authority (CCCA) has confirmed that the applicant has been in consultation with the CCCA, and the site plan provided appears to address CCCA comments relating to appropriate creek setbacks and minimum floodproofing elevations. Permit approval will be required for the proposed development.

Additionally, Official Plans do not permit development within an ANSI unless it has been demonstrated that there will be no negative impacts on the ANSI. It Considering that the application would permit the replacement of an existing dwelling in a location similar to its current location, staff are satisfied that there will be no negative impacts on the ANSI.

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 front yard setback is to ensure adequate separation between buildings and the roadway, maintain a uniform street front, and provide sufficient area to accommodate private parking spaces outside of the Rush Creek right-of-way. No concerns were raised by Township staff that the proposed reduced front yard setback would have any negative impact on the function of Rush Creek Line. While the proposed dwelling would be located closer to the front lot line than neighbouring dwellings, the reduced front yard depth would increase the separation between a dwelling and a natural hazard feature (Catfish Creek). Additionally, it is noted that the design of the proposed dwelling includes a double car garage that would be able to accommodate private parking within the attached garage.

The variance maintains the general intent and purpose of the Zoning By-law.

3. The application is "minor" in nature.

Whether an application is minor is evaluated based on the size/scale and potential impact of the proposed variance. Township staff do not have concerns that the proposed front yard reduction would impact the operation of Rush Creek Line. The reduced front yard depth would increase the separation between a dwelling and Catfish Creek. The submitted site plan illustrates that the siting of the proposed dwelling would allow for the retention of several mature trees along the western property boundary, and the proposed development would not impact natural heritage features. The proposed decrease in setback of 2.5 metres represents a minor numerical deviation from the Zoning By-law requirements.

The proposed variance would not impact the use of adjacent properties.

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

As previously noted in this report, the application would facilitate the replacement of an existing dwelling and septic system that would be located a greater distance away from Catfish Creek, resulting in a more desirable outcome for the property than its existing conditions. The Conservation Authority's permit approval process would also require the implementation of any floodproofing or other required mitigation measures to address concerns related to natural hazards.

The variance is desirable for the appropriate development or use of the subject lands.

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:

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

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:

- Catfish Creek Conservation Authority (CCCA): CCCA staff have noted that the owner/contractor have consulted with the CCCA on the proposed development and the current plans have incorporated comments in regards to setbacks from Catfish Creek and regulatory flood elevations. No objections to the application were raised.
 - Public Works staff have commented that the owner will require a Water Connection Permit.
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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: Beth Foster**

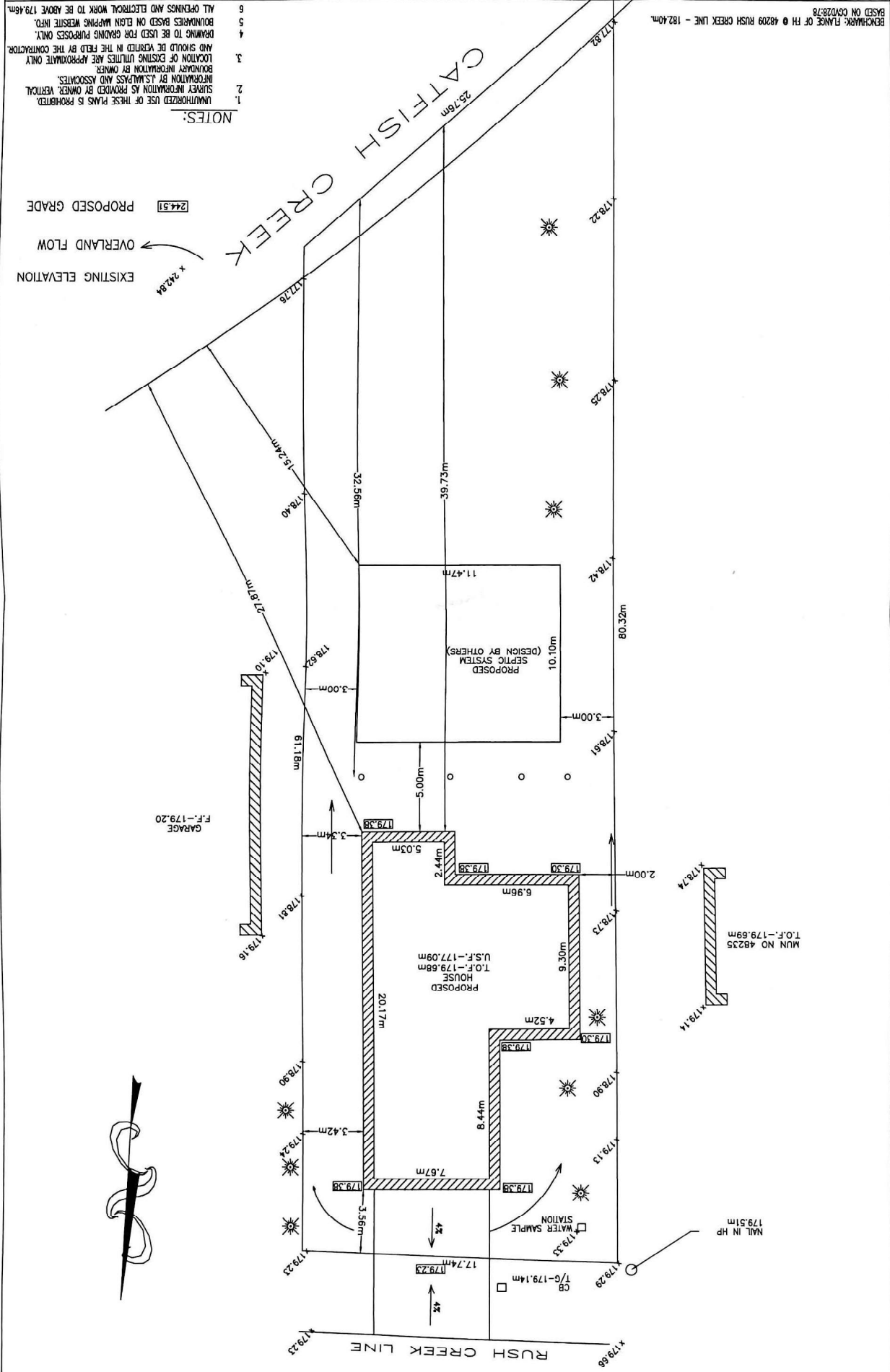
48245 Rush Creek Line

Concession 1, Lot 4, Part 1 RP 11R5592

**Township
of Malahide
Figure 1****OFFICIAL PLAN DESIGNATION**
Recreational Residential, Hazard Lands Subject Property**ZONING**
Village Residential 2 (VR2) Proposed Dwelling



No.	REVISION	DATE	BY	PROJECT No.: 16010	FIELD BOOK No.:	DATE: JULY 2025	DRAWING No.
1	REVISED GRADES	21/07/25	JSM	DESIGN BY: J.S.M.	DRAWN BY: J.S.M.	CHECKED BY:	1
2	REVISED FRONT SETBACK AND T.O.F.	29/07/25	JSM	J.S. MALPASS AND ASSOCIATES ENGINEERS AND PLANNERS ST. THOMAS, ONTARIO			
3	REVISED FRONT SETBACK AND ADDED SEPTIC	07/08/25	JSM	PROPOSED DWELLING 48245 RUSH CREEK LINE PORT BRUCE, ONTARIO			





REPORT NO. DS-25-36

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: October 2, 2025
SUBJECT: **Application for Consent to Sever No. E51-25 of Mark and Nicole McCallum (authorized agent: Civic Planning Solutions) relating to the property located at Consession 8, Part of Lot 4 (51400 Wilson Line)**

RECOMMENDATION:

THAT Report No. DS-25-36 entitled “Application for Consent to Sever No. E51-25 of Mark and Nicole McCallum” be received;

AND THAT the Application for Consent to Sever of Mark and Nicole McCallum (authorized agent: David Roe) relating to the property located at Consession 8, Part of Lot 4, (Geographic Concession North of Talbot Road), and known municipally as 51400 Wilson Line be supported for the reasons set out in this Report;

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

PURPOSE & BACKGROUND:

The subject application for Consent to Sever (the “Application”) has been submitted by Mark and Nicole McCallum (authorized agent: David Roe) in order to sever an existing dwelling that has become surplus to the needs of an agricultural operation as a result of a farm consolidation.

The Application relates to the property located at CON 8 W PT LOT 4 and known municipally as 51400 Wilson Line.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on October 2, 2025.

COMMENTS & ANALYSIS:

The subject lands consist of an agricultural farm parcel that is approximately 39.4 hectares (97.3 acres) in area, has approximately 256 metres (839.9 feet) of frontage along Wilson Line, and contains an existing dwelling, detached garage and two accessory storage buildings.

The owner owns other farm holdings within the Township and the existing dwelling on the subject lands has become surplus to the needs of the farm operation. The proposed severed parcel is approximately 0.7 ha (1.7 ac) in area, has approximately 80.6 metres of frontage along Wilson Line, and will contain the existing dwelling and accessory buildings. The proposed retained parcel will have an area of approximately 38.7 ha (95.6 ac), approximately 176 metres of frontage along Wilson Line, and will continue to be used for agricultural production.

Provincial Planning Statement (PPS)

In prime agricultural areas, the PPS permits lot creation for the purposes of severing an existing dwelling that has been rendered surplus as a result of farm consolidation, provided the new lot will be limited to a minimum size needed to accommodate the use and appropriate private services, as well as it is ensured that residential dwellings are prohibited on any remnant parcel of farmland (Section 2.3.4.1c).

The proposed severed parcel is of a minimum size (0.7 ha) to accommodate the existing buildings and private septic system, and no land would be removed from agricultural production. A Zoning By-law Amendment will be required as a condition of any consent approval to rezone the proposed retained parcel to prohibit future residential uses on the farm parcel.

Development is not permitted within 120 metres of a Significant Woodland or Provincially Significant Wetland unless an Environmental Impact Study ("EIS") is completed to demonstrate that there will be no negative impacts on natural heritage features. The proposed development (lot creation) is located over 500 metres from the designated Woodland and would not impact the natural heritage features. As such, an EIS is not required, consistent with the PPS.

County of Elgin Official Plan

The subject property is designated "Agriculture Area" on Schedule 'A', Land Use Plan, and the western portion of the property is designated as "Significant Woodland" on Appendix 1, "Environmental Resource Areas".

Lot creation is permitted for lands within the "Agricultural Area" designation for the purposes of severing a residence surplus to a farming operation provided that development of a new residence is prohibited on any retained farmland (Section 5.9). A To address this a Zoning By-law Amendment will be required as a condition of approval to rezone the proposed retained farmland to 'Special Agriculture Zone (A2)' that would prohibit the construction of a dwelling along with rezoning the severed parcel to 'Small Lot Agriculture Special' to reflect the surplus farm dwelling.

Development is not permitted within 120 metres of a Significant Woodland or Provincially Significant Wetland unless an Environmental Impact Study ("EIS") is completed to demonstrate that there will be no negative impacts on natural heritage features (s. 7.8).

The proposed development (lot creation) is located over 500 metres from the designated Woodland and would not impact the natural heritage features. As such, an EIS is not required.

Malahide Official Plan

The subject property is designated “Agriculture” and “Natural Heritage” on Schedule ‘A1’ (Land Use Plan) and the western portion of the property is designated as “Provincially Significant Woodland” on Schedule ‘A2’ (Constraints).

The Malahide Official Plan permits secondary uses including surplus farm dwellings on separate lots (Section 2.1.2.2). Section 2.1.7 of the Official Plan permits lot creation for the severance of a surplus farm dwelling provided certain criteria are met, including that the existing dwelling be occupied for a minimum of ten years and a land use conflict is not created with agricultural operations in the surrounding areas (Section 2.1.7.1). The existing dwelling has been in existence for more than 10 years and is not anticipated to create a land use conflict with surrounding agricultural operations. Surplus farm dwelling severances are exempt from Minimum Distance Separation under Section 2.1.3 of the Official Plan.

The Official Plan requires that the severed parcel is able to be serviced by a private sanitary waste disposal system and a potable water supply that is situated within the severed lot; is located within 100 metres of an opened travelled road; and the severed parcel be rezoned to a Special Agricultural zone that permits surplus farm dwellings (Section 2.1.7.2). The existing septic system is located within the proposed lot boundaries. A letter supporting the good working condition of the septic system has been provided in support of the application. Further, the proposed lot and existing dwelling are located within 100 metres of an open public road.

The Official Plan also requires that the proposed retained farm parcel be of a suitable size to support agricultural uses and be rezoned to prohibit the establishment of a dwelling (Section 2.1.7.4). The retained farm parcel is of a suitable size to support agriculture and will be rezoned to prohibit a residential dwelling.

Development is not permitted within 120 metres of a Significant Woodland or Provincially Significant Wetland unless an Environmental Impact Study is completed to demonstrate that there will be no negative impacts on natural heritage features. The proposed development is located over 120 metres from the designated woodland and would not have an impact on the natural heritage features. The proposed severance conforms with the Township of Malahide Official Plan.

Malahide Zoning By-law No. 18-22

The subject property is within the “General Agricultural (A1) Zone, on Key Map 7 of Schedule “A” to the Township’s Zoning By-law No. 22-18, and a portion of the subject property is identified as “Conservation Authority Regulated Lands Overlay”.

As previously noted in this report, the PPS and both Official Plans require that the proposed severed and retained parcel be rezoned. The proposed retained parcel would be rezoned to the “Special Agriculture (A2)” zone to prohibit new residential uses. The proposed severed and retained parcel will comply with all other requirements of the Zoning By-law.

FINANCIAL IMPLICATIONS:

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

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

N/A

ATTACHMENTS:

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

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

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

Approved by: N. Dias, Chief Administrative Officer

APPLICATION FOR CONSENT
Owners: Mark & Nicole McCallum

51400 Wilson Line
 Concession 8, Part Lot 4

Township
 of Malahide
 Figure 1



OFFICIAL PLAN DESIGNATION
 Agriculture

ZONING
 General Agricultural (A1)



Proposed Severed Parcel



Proposed Retained Parcel

SKETCH

PREPARED ILLUSTRATING PROPOSED SEVERANCE
FOR: MARK AND NICOLE McCALLUM
NOT TO SCALE

PARCEL "A"
(TO BE SEVERED)
AREA = 0.705 HECTARES
(1.74 ACRES)

PARCEL "B"
(TO BE RETAINED)
AREA = +/- 38.795 HECTARES
(+/- 95.86 ACRES)

PARCEL "B"
TO BE RETAINED

AGRICULTURAL

PARCEL "B"
TO BE RETAINED

BUILDING HEIGHTS:
 DWELLING: 7.6m
 GARAGE: 3.0m
 DRIVE SHED #1: 6.0m
 DRIVE SHED #2: 6.7m

BUILDING AREAS:
 DWELLING: 114.1 SQ. METRES
 GARAGE: 22.1 SQ. METRES
 DRIVE SHED #1: 296.1 SQ. METRES
 DRIVE SHED #2: 243.0 SQ. METRES

AGRICULTURAL

PARCEL "B"
TO BE RETAINED

GEOGRAPHIC 34.51
34.75

TO BE SEVERED

PARCEL "B"
TO BE RETAINED

AGRICULTURAL

1980
1
1981
1982

ROAD ALLOWANCE BETWEEN CONCESSIONS 8 AND 9
WILSON LINE
(20.117 WIDE)

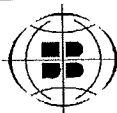
PROPERTY DESCRIPTION:
PART OF LOT 4
CONCESSION 8
GEOGRAPHIC TOWNSHIP OF
SOUTH DORCHESTER
TOWNSHIP OF MALAHIDE
COUNTY OF ELGIN

CAUTION

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

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WLP DRAWN

CHECKED

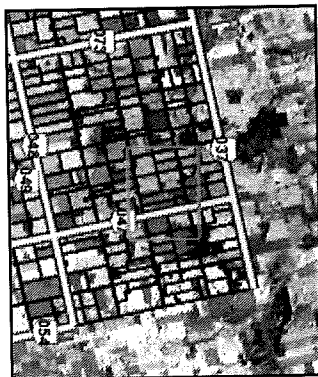
DATED: 06/12/25

Ref. No.
24-53-428-00



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Legend

Elgin_Road_Network

County Roads

Abstract

Local Road Network

Landbase

Parcel Civic Number

7

Parcels

7

World_Imagery

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

Notes

Consent Application E51-25 – 51400 Wilson Line – Recommended Conditions

1. That the applicant initiates and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the Township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
2. In order to facilitate the approval process for the severance, the applicant is required to furnish a grading plan for both the severed and retained parcels. This plan should be prepared by a qualified professional, such as an engineer or surveyor, who will assess and confirm that sufficient lot drainage is adequate for both properties. This confirmation will ensure that the separation of one property does not lead to drainage issues on the other. If, due to existing site conditions, the certification cannot be provided, the applicant is obligated to engage a qualified professional to create a grading plan. Subsequently, the necessary site alterations and grading works must be completed before final approval of the severance is granted. This requirement aims to guarantee responsible land development practices and prevent potential future drainage complications between the severed and retained parcels.
3. That all entrance permits are acquired from the appropriate road authority as per the Township's entrance control policy.
4. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
5. Confirmation that private sewage system be confined entirely within the boundaries of the newly created parcel. That system be in conformance with all required setbacks from lot lines prior to the condition being deemed fulfilled.
6. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted prior to certification all of which are to be fully executed.
7. That all applicable property taxes, municipal fees and charges be paid to the Township prior to the stamping of the deeds.
8. That the applicant initiates and assume all planning costs associated with the processing of the required Zoning Amendment application or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township, and that the application be approved prior to the condition being deemed fulfilled.
9. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.



REPORT NO. F-25-10

TO: Mayor & Members of Council
DEPARTMENT: Fire & Emergency Services
MEETING DATE: October 2, 2025
SUBJECT: Capital Purchase of UTV Accessories

RECOMMENDATION:

THAT Report No. F-25-10 entitled “Capital Purchase of UTV Accessories” be received;

AND THAT Council authorizes the purchase of UTV accessories as a 2025 unbudgeted expense.

PURPOSE & BACKGROUND:

In 2025, the Fire Department secured a grant from the Firehouse Subs Public Safety Foundation, which fully funded the purchase of the UTV at a cost of \$29,437. The UTV has since been delivered and is operational. However, without the supporting trailer and firefighting skid unit, the UTV cannot be effectively deployed as a frontline firefighting resource.

The 2026 Township of Malahide Capital Budget included a request for a Utility Terrain Vehicle (UTV), an enclosed trailer, and a firefighting skid unit to expand the Fire Department’s capability for off-road fire suppression.

This report requests that the purchase of UTV accessories be expedited in 2025.

COMMENTS & ANALYSIS:

This request aligns with the Township’s budget principles of prioritizing needs over wants by addressing legislated obligations, operational readiness, and Council’s strategic priorities. The required trailer and skid unit represent essential components to make the UTV a functional emergency response asset.

Business Case

1. Objective (Strategic Plan Link):

- Supports the strategic priority of maintaining a good quality of life through reliable core emergency services.
- Addresses the identified need for improved rural and off-road fire suppression capability.

2. Type of Need:

- **Legislative/Regulatory:** Meets minimum standards for firefighter safety under the Occupational Health & Safety Act by reducing fatigue and ensuring safer deployment in challenging environments.
- **Operational:** Ensures the UTV can be transported and utilized as designed for emergency response.
- **Strategic:** Advances Council's goal of cost-effective investments in public safety infrastructure.

3. Options Considered:

- **Option 1 – Status Quo:** Deploy UTV without trailer/skid unit.
 - *Pros:* No immediate capital cost.
 - *Cons:* UTV remains underutilized and cannot perform intended functions. No method of transporting UTV to emergency scene. Increased risk to firefighters and community.
- (Contract/Mutual Aid Reliance) Depend on external resources for off-road response.
 - *Pros:* Possibly avoids upfront costs, although likely billed service from other municipalities.
 - *Cons:* Slower response times; reduced community protection; not a sustainable long-term solution. Non-efficient use of the grant-purchased UTV.
- **Option 2 – Purchase Accessories (Recommended):** Acquire trailer and skid unit.
 - *Pros:* Fully operational firefighting unit; enhances safety, mobility, and response. Maximizes grant-funded UTV investment.
 - *Cons:* Requires capital expenditure of \$38,367 plus taxes.

4. Analysis (Pros, Cons, Risks of Inaction):

- **Pros of Purchase:** Improves firefighter safety, enhances emergency response in rural areas, and leverages external funding already received. Value for the money. UTV fully funded through grant dollars. The Township's investment is limited to the requested accessories, significantly reducing overall capital costs for the project.
- **Cons of Purchase:** Requires upfront capital investment.
- **Risks of Inaction:** UTV remains a non-functional asset; reduced ability to protect rural/remote residents; missed opportunity to optimize grant dollars already spent.

5. Financial Impact:

- Quotations obtained per procurement policy:
 - Enclosed trailer: \$18,995
 - Firefighting skid unit: \$19,372
 - **Total: \$38,367 (plus applicable taxes)**

- Funded from Capital Reserve.

6. Funding Approach:

- No additional external funding sources are currently available.
- Investment is minimized due to UTV's grant-funded purchase.
- This approach reflects a "needs first" decision by ensuring an already-funded asset is made fully operational before exploring new initiatives.

FINANCIAL IMPLICATIONS:

The total cost of this project is estimated at \$38,366.46 plus applicable taxes to be funded by the Capital Reserve.

LINK TO STRATEGIC & OPERATIONAL PLANS:

N/A

CONSULTATION:

N/A

ATTACHMENTS:

N/A

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

Approved by: N. Dias, Chief Administrative Officer



REPORT NO. PW- 25-30

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: October 2, 2025
SUBJECT: Petition for Drainage – Hotke

RECOMMENDATION:

THAT Report No. PW- 25-30 entitled “Petition for Drainage – Hotke” be received;

AND THAT John M. Spriet, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for the Hotke Petition.

PURPOSE & BACKGROUND:

The Township of Malahide has received a petition for drainage. The petition is to construct a new drain as a condition of severance that was previously approved by Malahide Council and the Elgin County Land Division Committee. This is a typical severance requirement which provides development with a legal and adequate outlet for surface/subsurface water.

The landowner, Jim Hotke, has petitioned the Township to have a new drain constructed at 49757 Talbot Line, to accommodate two new residential building lots. The estimated length of the project is 5 meters for each new lot to outlet into the existing Candy Drain. An overview drawing is provided at the end of this report showing the location of the proposed severances and the existing Candy Drain.

COMMENTS & ANALYSIS:

Once a landowner submits a petition, the Township is required under the *Drainage Act R.S.O. 1990*, to appoint a Drainage Engineer to prepare a Drainage Report for the Council to address the request.

Section 4(1) of the Drainage Act states:

A petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the clerk of the local municipality in which the area is situated by,

- (a) the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;

- (b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 percent of the hectarage in the area;
- (c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);
- (d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director.

The *Drainage Act* provides that Council must give consideration to the petition and, within thirty days (*Section 5.1a*) of the filing, decide whether or not to proceed. If Council decides not to proceed, then a written notice of its decision must be sent to each petitioner. A petitioner may appeal to the Ontario Drainage Tribunal if Council decides not to proceed, or if Council does not act on the petition within 30 days.

It may be difficult for Council to decide on the validity of the petition as it is based on the definition of the “area requiring drainage”. Initially, the petitioner(s) define the area on the petition they submit, however, the area must be defined by an engineer at the “on-site meeting” to determine the validity of the petition.

If the Council decides to proceed then written notice of its decision must be given to (*Section 5.1b*):

- (a) to each petitioner;
- (b) the clerk of each local municipality that may be affected;
- (c) the conservation authority that has jurisdiction over any lands in the area;
- (d) the Minister of Natural Resources.

The Council must appoint an engineer within sixty days (*Section 8.3*) of giving notice to proceed. The engineer appointed is to file a said report within six (6) months (*Section 39.1*) of the appointment.

Following the appointment, the engineer shall (*Section 9.1*) cause the Clerk of the municipality to send out written notice, specifying the time and place of an “on-site meeting”. The notice must be served seven days prior to the proposed site meeting.

Therefore, Staff is recommending that John M. Spriet, P. Eng., of Spriet Associates Ltd., be appointed by the Council to prepare an engineer’s report.

FINANCIAL IMPLICATIONS:

N/A

CONSULTATION:

- Petitioner

ATTACHMENTS:

1. Drain location map

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

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



Legend

- Elgin County Parcels
- E911
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

1: 2,204



0.1 0 0.06 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



REPORT NO. PW- 25-31

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: October 2, 2025
SUBJECT: Petition for Drainage – K2 Custom Homes Inc.

RECOMMENDATION:

THAT Report No. PW- 25-31 entitled “Petition for Drainage – K2 Custom Homes Inc.” be received;

AND THAT John M. Spriet, P. Eng., of Spriet Associates, be appointed to prepare an Engineer’s Report for the K2 Custom Homes Inc. Petition.

PURPOSE & BACKGROUND:

The Township of Malahide has received a drainage petition from K2 Custom Homes Inc. to incorporate an existing road drain along Beach Street as a municipal drain to service the proposed redevelopment at 51177, 51179, and 51183 Ron McNeil Line in the Village of Springfield. As Council is aware, some of the original buildings at this location were destroyed by fire in 2024. This petition is a standard requirement to ensure the redeveloped properties have a legal and adequate outlet for both surface and subsurface water.

The existing road drain along Beach Street is believed to have been installed around the year 2000. It provides drainage not only for the roadway itself but also for the rear portions of several properties along Ron McNeil Line. As redevelopment in the area moves forward, incorporating this drain as a municipal drain will ensure continued and reliable drainage service for both the road and adjacent properties.

In support of the proposed improvements, the Township of Malahide has also signed on to the drainage petition. By doing so, the Township acknowledges its interest in formalizing the drain as a municipal drain under the Drainage Act and ensuring long-term functionality and maintenance. This collaborative approach helps streamline the process and supports responsible growth and infrastructure development in the Village of Springfield.

COMMENTS & ANALYSIS:

Once a landowner submits a petition, the Township is required under the *Drainage Act R.S.O. 1990*, to appoint a Drainage Engineer to prepare a Drainage Report for the Council to address the request.

Section 4(1) of the *Drainage Act* states:

A petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the clerk of the local municipality in which the area is situated by,

- (a) the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;
- (b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 percent of the hectareage in the area;
- (c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);
- (d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director.

The *Drainage Act* provides that Council must give consideration to the petition and, within thirty days (*Section 5.1a*) of the filing, decide whether or not to proceed. If Council decides not to proceed then written notice of its decision must be sent to each petitioner. A petitioner may appeal to the Ontario Drainage Tribunal if Council decides not to proceed, or if Council does not act on the petition within 30 days.

It may be difficult for Council to decide on the validity of the petition as it is based on the definition of the “area requiring drainage”. Initially, the petitioner(s) define the area on the petition they submit; however, the area must be defined by an engineer at the “on-site meeting” to determine the validity of the petition.

If the Council decides to proceed then written notice of its decision must be given to (*Section 5.1b*):

- (a) to each petitioner;
- (b) the clerk of each local municipality that may be affected;
- (c) the conservation authority that has jurisdiction over any lands in the area;
- (d) the Minister of Natural Resources.

The Council must appoint an engineer within sixty days (*Section 8.3*) of giving notice to proceed. The engineer appointed is to file a said report within six (6) months (*Section 39.1*) of the appointment.

Following the appointment, the engineer shall (*Section 9.1*) cause the Clerk of the municipality to send out written notice, specifying the time and place of an “on-site meeting”. The notice must be served seven days prior to the proposed site meeting.

Therefore, Staff recommends that the Council appoint John M. Spriet, P. Eng., of Spriet Associates Ltd. to prepare an engineer’s report.

FINANCIAL IMPLICATIONS:

The Township has lands which contribute to the drainage area, and thus, will likely be a party to the Report.

The costs to landowners in the watershed will be determined once the scope of the drainage work required is identified through an Engineer's Report(s), as prescribed under the *Drainage Act*.

CONSULTATION:

- Petitioner

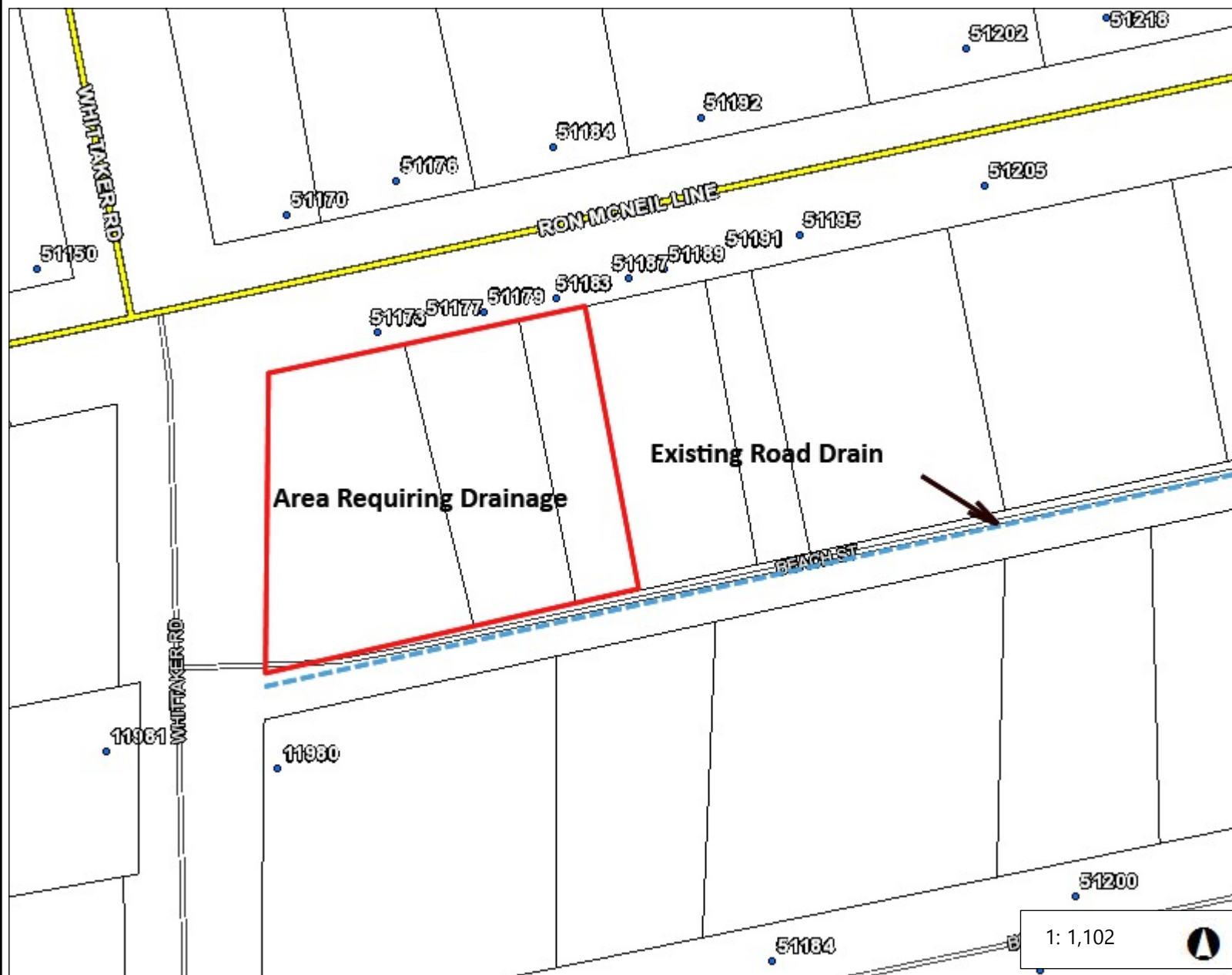
ATTACHMENTS:

1. Drain location map

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

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



Legend

- Elgin County Parcels
- E911
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

Notes



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 25-52

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

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

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

Parts of Lots 11 & 12
Concession 10
In the Township of Malahide
(Formerly South Dorchester)

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

AND WHEREAS the estimated total cost of constructing the drainage works is \$34,000.00.

AND WHEREAS \$34,000.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$34,000.00 is being assessed in the Township of Malahide in the County of Elgin.

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

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

1. The report dated September 4, 2025, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2.
 - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$34,000.00 being the amount necessary for construction of the drainage works.
 - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
 - i. Grants received under section 85 of the Act;
 - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
 - iii. Moneys paid under subsection 61(3) of the Act; and
 - iv. Moneys assessed in and payable by another municipality,
 - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Brooks Drain, Branch A".

READ a FIRST and SECOND time this 2nd day of October, 2025.

Mayor

Clerk

READ a THIRD time and **FINALLY +PASSED** this 20th day of November, 2025.

Mayor

Clerk



REPORT NO. DS-25-38

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: October 2, 2025
SUBJECT: 2025 Malahide Annual Satisfaction Survey

RECOMMENDATION:

THAT Report No. DS-25-38 entitled “2025 Malahide Annual Satisfaction Survey” be received;

AND THAT the Committee recommend that Council approves the publication of the survey results for distribution through online and electronic channels.

PURPOSE & BACKGROUND:

Between July and September, over the course of 12 weeks, 32 Malahide residents completed the 15-question Annual Satisfaction Survey. The survey was advertised on the Township’s social media channels, mailed out with tax bills, and made available in person at various municipal buildings. Residents were asked to provide feedback on the services provided by Township departments, offering a broad view of community experiences.

This summary of results outlines key findings, areas of strength, and opportunities for improvement. Council and staff will use this information to ensure that municipal services continue to meet the needs of our residents while maintaining fiscal responsibility.

COMMENTS & ANALYSIS:

Between July and September, over the course of 12 weeks, 32 Malahide residents completed the 15-question Annual Satisfaction Survey. The survey was advertised on the Township’s social media channels, mailed out with our tax bills, and made available in person at various municipal buildings. Residents were asked to provide feedback on the services provided by each Township department, offering a broad view of community experiences. The survey yielded 32 responses. While not statistically significant relative to the Township’s population of 10,000, the findings provide directional insights into residents’ views, priorities, perceptions and satisfaction levels.

The results of the 2025 Annual Satisfaction Survey show that most respondents are satisfied with the services provided by the Township, with satisfaction indexes generally ranging from 60% to 76%. Strengths included winter maintenance, waste

and recycling, financial services, and maintenance of outdoor spaces, all of which had more than 80% of responses rated as neutral or better. Roads and sidewalks received a majority positive response, though residents noted specific repairs are needed, while planning, building, and by-law enforcement services drew more mixed feedback, highlighting opportunities for improvement. Residents also suggested new or expanded services such as seniors' programming, recreation opportunities, online engagement, and enhanced waste pickup.

Department (division)	Satisfaction Index Survey Score	Frequency (out of 32, includes only people who did not choose "not applicable")	Rated "Neutral or Better" (%)	Index Rating Meaning (Very dissatisfied, dissatisfied, neutral, satisfied or very satisfied)
Financial Services	76%	30	93%	Satisfied
Public Works (parks & outdoor spaces)	71%	30	87%	Satisfied
Public Works (winter maintenance - roads)	71%	32	88%	Satisfied
Public Works (waste/recycling)	70%	32	81%	Satisfied
Public Works (water)	70%	10	80%	Satisfied
Public Works (facilities)	67%	19	89%	Satisfied
Public Works (wastewater)	65%	10	90%	Satisfied
Public Works (drainage)	63%	26	84%	Satisfied
Development Services (planning)	60%	22	82%	Neutral
Public Works (maintenance roads/sidewalks)	60%	32	75%	Neutral
Development Services (economic & community development)	53%	22	86%	Neutral
Development Services (building)	47%	17	64%	Neutral
Development Services (by-law enforcement)	47%	24	63%	Neutral

The open-ended question at the end of the survey, “Are there any services that Malahide currently does not provide that you would like to see?” resonated on a few key topics and recommendations, including:

Seniors and Recreation

- Establish a seniors’ centre
- More seniors’ programs at Malahide Community Place and South Dorchester Community Hall
- Expanded recreation options (courses, fitness classes, pickleball, badminton, etc.)
- Better recreational uses of the East Elgin Community Complex (beyond hockey)

Waste and Environmental Services

- Annual bulk garbage pickup
- Weekly recycling for both paper and plastic
- Property line tree planting

Transportation and Infrastructure

- Connect Whittaker and Superior Road
- More trimming at intersections and narrow roads for visibility
- Earlier snowplowing on secondary roads (before 3 pm)
- Reduce speed limits in hamlets to 40 km/h
- Create a truck detour around town
- Extend water services to Springfield

Community Engagement and Governance

- Online town halls for inquiries and suggestions
- Appreciation of Township staff efforts to continually improve operations

Community Safety

- Increase police patrols in Port Bruce at night and on weekends (fires, illegal parking/camping)

Facilities and Complexes

- Maintain Malahide’s involvement in the East Elgin Community Complex as a valued community asset
- Consider financial support to offset extra fees for swim lessons and water safety programs if not subsidizing the Aylmer pool

The Township of Malahide would like to thank all residents who participated in the 2025 Annual Satisfaction Survey.

FINANCIAL IMPLICATIONS:

N/A

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:

- Building Department
- Public Works Department
- Finance Department
- CRED Department

ATTACHMENTS:

- Malahide Annual Satisfaction Survey 2025 Report

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

Approved by: N. Dias, Chief Administrative Officer



TOWNSHIP OF
Malahide

2025 Annual Satisfaction Survey

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1. Introduction

Background

The Township of Malahide would like to thank all residents who participated in the 2025 Annual Satisfaction Survey. Your feedback provides valuable insight into how well the Township is delivering services and where improvements can be made.

The survey results reflect community priorities and will be used to guide Council in making informed decisions during the annual budget process. By highlighting what residents value most — whether it be roads, recreation, community safety, customer service, or other areas — the Township can better align resources with community expectations.

Methodology

Between July and September, over the course of 12 weeks, 32 Malahide residents completed the 15-question Annual Satisfaction Survey. The survey was advertised on the Township's social media channels, mailed out with our tax bills, and made available in person at various municipal buildings. Residents were asked to provide feedback on the services provided by each Township department, offering a broad view of community experiences. The survey yielded 32 responses. While not statistically significant relative to the Township's population of 10,000, the findings provide directional insights into residents' views, priorities, perceptions and satisfaction levels.

Summary

The results of the 2025 Annual Satisfaction Survey shows that most respondents are satisfied with the services provided by the Township, with satisfaction indexes generally ranging from 60% to 76%. Strengths included winter maintenance, waste and recycling, financial services, and maintenance of outdoor spaces, all of which had more than 80% of responses rated as neutral or better. Roads and sidewalks received a majority positive response, though residents noted specific repairs are needed, while planning, building, and by-law enforcement services drew more mixed feedback, highlighting opportunities for improvement. Residents also suggested new or expanded services such as seniors' programming, recreation opportunities, online engagement, and enhanced waste pickup.

2. Definitions

Satisfaction Index: The index is calculated to summarize the proportional representation of answers in the categories ranging from “Very Satisfied,” “Satisfied,” “Neutral,” “Dissatisfied,” and “Very Dissatisfied.” The satisfaction index covers a range from 0% to 100%. A 100% satisfaction index result is only possible if 100% of responses are in the “Very Satisfied” category. The satisfaction index summarizes responses from the entire range of positive and negative responses and allows the comparison of customer satisfaction scores between each survey question.

Responses	Count
Very satisfied	100%
Satisfied	0%
Neutral	0%
Dissatisfied	0%
Very dissatisfied	0%

Satisfaction Index
100%
“Very satisfied”
(81% to 100%)

Responses	Count
Very satisfied	0%
Satisfied	100%
Neutral	0%
Dissatisfied	0%
Very dissatisfied	0%

Satisfaction Index
75%
“Satisfied”
(61% to 80%)

Responses	Count
Very satisfied	0%
Satisfied	0%
Neutral	100%
Dissatisfied	0%
Very dissatisfied	0%

Satisfaction Index
50%
“Neutral”
(41% to 60%)

Responses	Count
Very satisfied	0%
Satisfied	0%
Neutral	0%
Dissatisfied	100%
Very dissatisfied	0%

Satisfaction Index
25%
"Dissatisfied"
(21% to 40%)

Responses	Count
Very satisfied	0%
Satisfied	0%
Neutral	0%
Dissatisfied	0%
Very dissatisfied	100%

Satisfaction Index
0%
"Very dissatisfied"
(0% to 20%)

Responses	Count
Very satisfied	20%
Satisfied	20%
Neutral	20%
Dissatisfied	20%
Very dissatisfied	20%

Satisfaction Index
50%
"Neutral"
(41% to 60%)
50%

% Neutral or Better: The appeasement portion is calculated as the sum of the total representation of responses falling within the "Very Satisfied," "Satisfied", and "Neutral" answer categories.

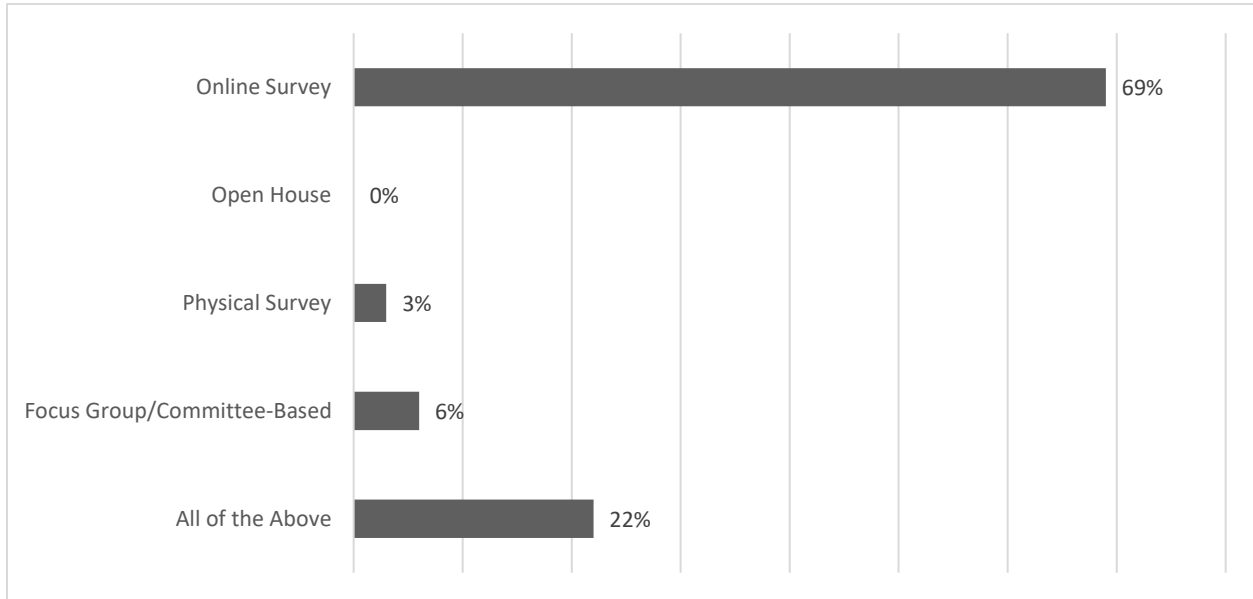
E.g.

Responses	Count
Very satisfied	20%
Satisfied	20%
Neutral	20%
Dissatisfied	20%
Very dissatisfied	20%

Satisfaction Index
50%
% Neutral or Better
60%

3. Results

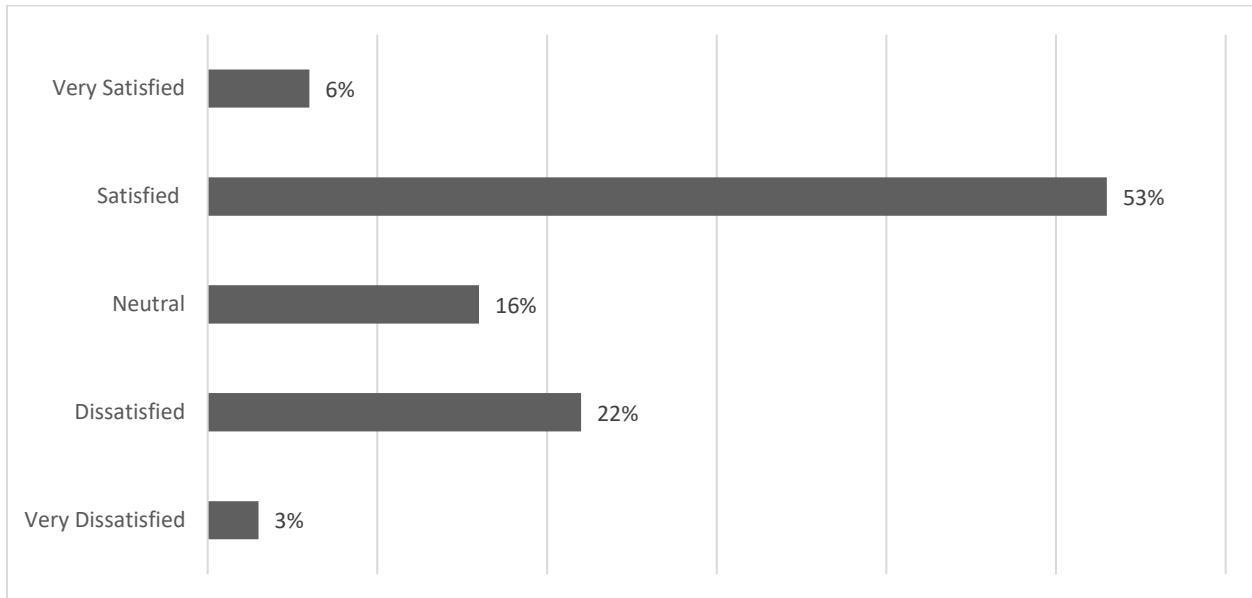
1. In regard to developing the 2026 budget, what would be your preferred method for participating and/or providing feedback to the Township?



Responses	Count	Percentage
Online Survey	22	69%
Open House	0	0%
Physical Survey	1	3%
Focus Group/Committee-Based	2	6%
All of the Above	7	22%
Total	32	100%

The preferred method of feedback to the Township was an online survey, followed by All of the Above (online survey, physical survey, focus group/committee-based). 0% of 7 respondents preferred participating or providing budget feedback through an open house.

2. How satisfied are you with the condition and maintenance of Township roads and sidewalks?



	Count	Percentage
Very Satisfied	2	6%
Satisfied	17	53%
Neutral	5	16%
Dissatisfied	7	22%
Very Dissatisfied	1	3%
Total	32	100%
Satisfaction Index	% Neutral or Better	Not Applicable (N/A)
60%	75%	0%

With a satisfaction index of 60% respondents have a neutral outlook towards the Township's roads and sidewalks (e.g. general repair, sweeping, etc.). Overall, this amounted to the majority, 75%, of responses being Neutral or Better.

What is the Township doing right?

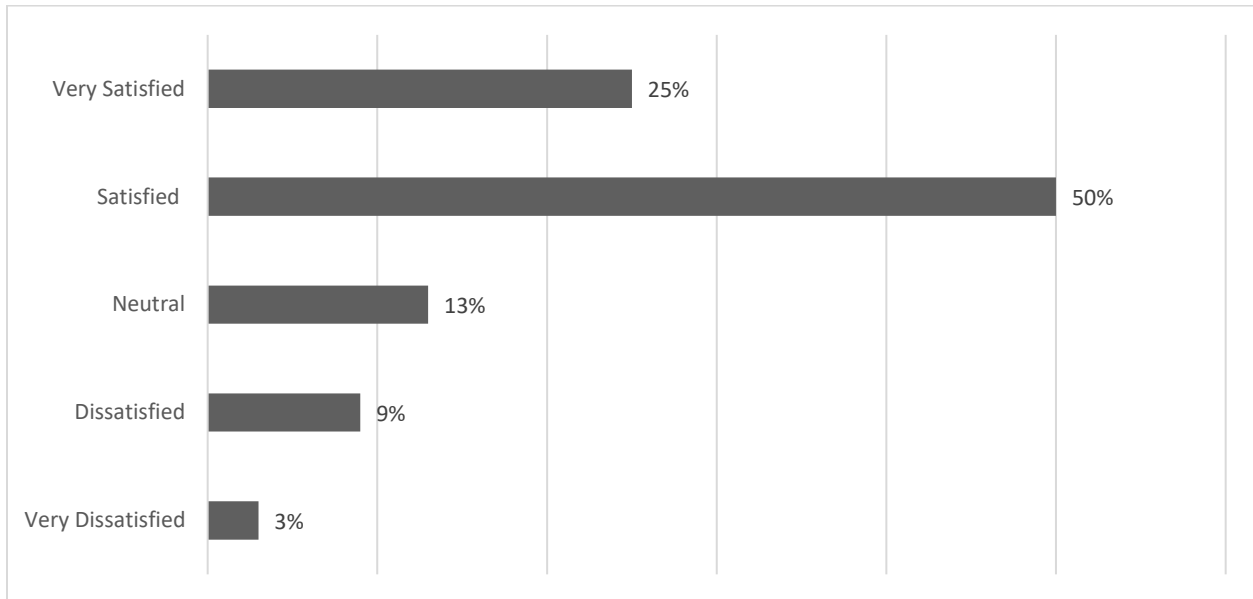
- General maintenance
- Listening to concerns
- Responding to public concerns in a timely manner
- Road work is being done in a timely fashion

What are areas for improvement?

- Specific roads need improvements

- Sidewalk repair at Post Office
- Not enough sidewalks
- No bike lanes

3. How satisfied are you with the Township's winter maintenance services?



	Count	Percentage
Very Satisfied	8	25%
Satisfied	16	50%
Neutral	4	13%
Dissatisfied	3	9%
Very Dissatisfied	1	3%
Total	32	100%
Satisfaction Index	% Neutral or Better	Not Applicable (N/A)
71%	88%	0%

With a satisfaction index of 71% respondents have a satisfied outlook towards the Township's winter maintenance services. Overall, this amounted to the majority, 88%, of responses being Neutral or Better.

What is the Township doing right?

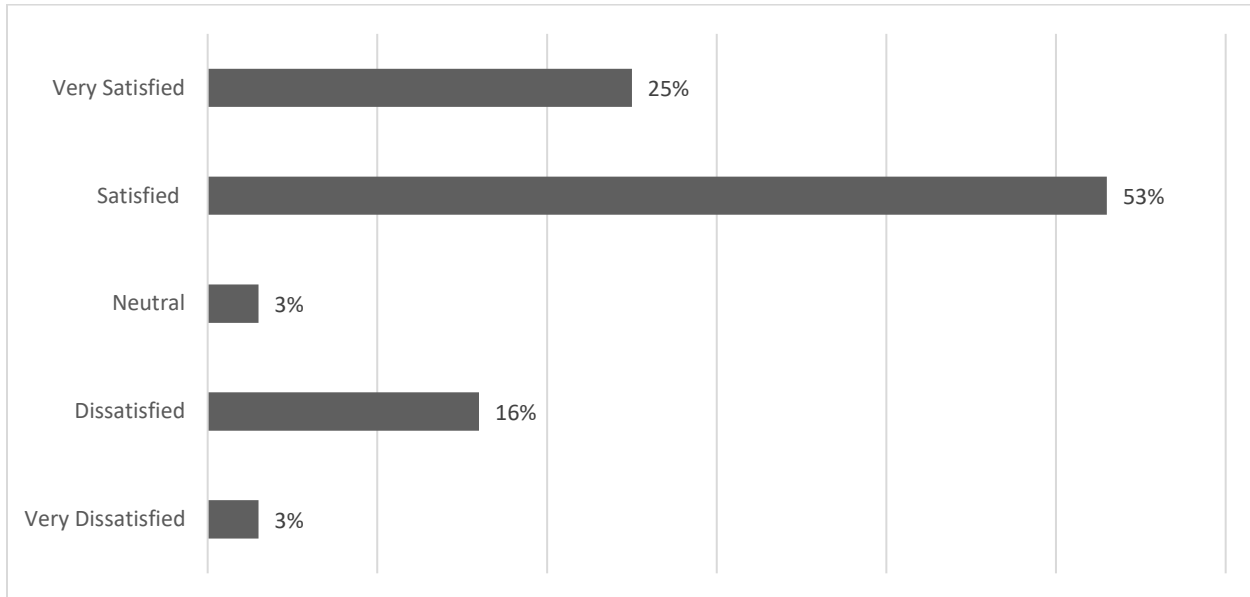
- Quick responses to clear roads when snowing
- Roads are attended to early in the morning for snow removal
- Highway 3 cleared early and often for winter commuting¹

¹Please note the maintenance of Highway 3 is the responsibility of the Province of Ontario and not the Township.

What are areas for improvement?

- More plows for the area
- Plows drive too fast
- Transportation alternative options in the winter

4. How satisfied are you with the Township's waste and recycling services?



	Count	Percentage
Very Satisfied	8	25%
Satisfied	17	53%
Neutral	1	3%
Dissatisfied	5	16%
Very Dissatisfied	1	3%
Total	32	100%
Satisfaction Index	% Neutral or Better	Not Applicable (N/A)
70%	81%	0%

With a satisfaction index of 70% respondents have a satisfied outlook towards the Township's waste and recycling services. Overall, this amounted to the majority, 81%, of responses being Neutral or Better.

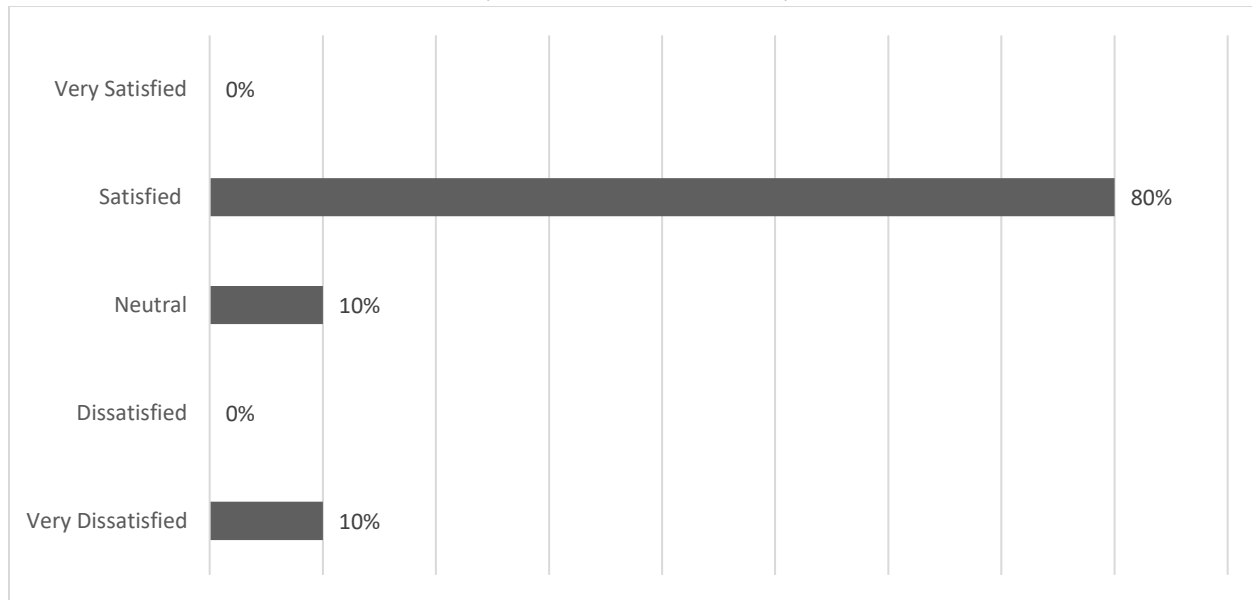
What is the Township doing right?

- Waste collectors are doing an excellent job
- Collection frequency is good
- Respectful and friendly collectors

What are areas for improvement?

- Get rid of stickers and allow 2 bags a week
- Seasonal large waste removal would be helpful
- No fee for St. Thomas Recycling Centre and no charge for garbage tags
- Recycling both paper and plastic to be every week

5. How satisfied are you with the Township's wastewater services?



	Count	Percentage
Very Satisfied	0	0%
Satisfied	8	80%
Neutral	1	10%
Dissatisfied	0	0%
Very Dissatisfied	1	10%
Total	10	100%
Satisfaction Index	% Neutral or Better	Not Applicable (%)
65%	90%	67%

With a satisfaction index of 65% respondents have a satisfied outlook towards the Township's wastewater services. More than two-thirds of respondents indicated that this service was not applicable to their needs.

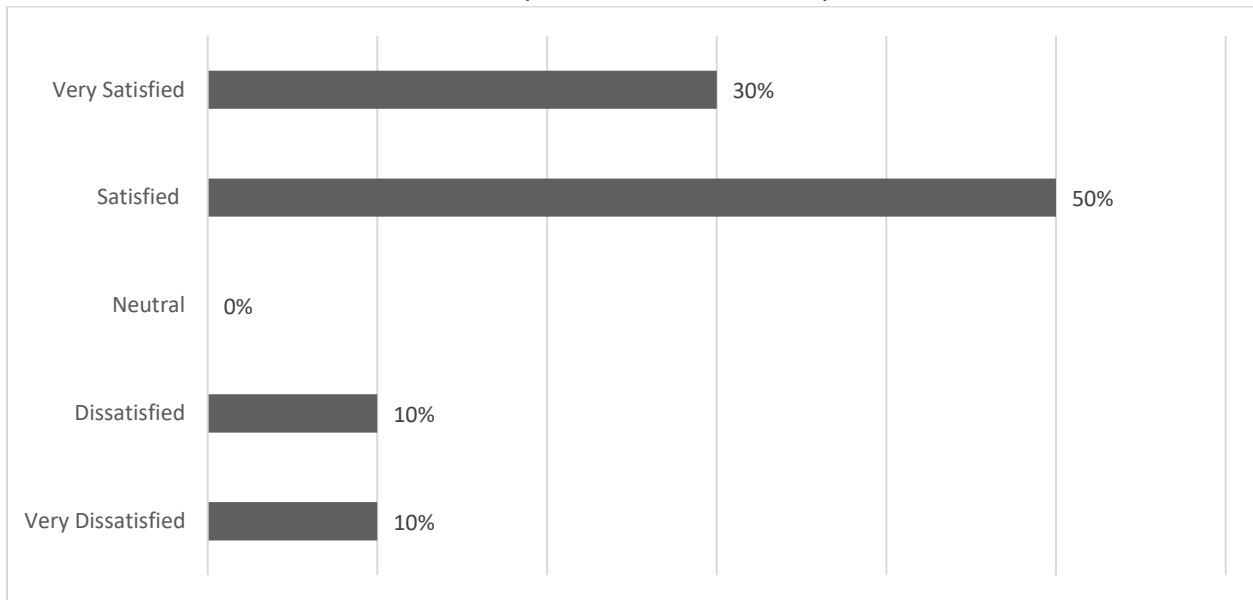
What is the Township doing right?

- System works just fine
- Quick responses to requests
- It appears the service is well maintained

What are areas for improvement?

- Keep the rates down
- Expand sewers into Port Bruce
- Appears to be an expensive service

6. How satisfied are you with the Township's water services?



	Count	Percentage
Very Satisfied	3	30%
Satisfied	5	50%
Neutral	0	0%
Dissatisfied	1	10%
Very Dissatisfied	1	10%
Total	10	100%
Satisfaction Index	% Neutral or Better	Not Applicable (%)
70%	80%	67%

With a satisfaction index of 70% respondents have a satisfied outlook towards the Township's water services. Similarly to wastewater services, two-thirds of respondents indicated that this service was not applicable to their needs.

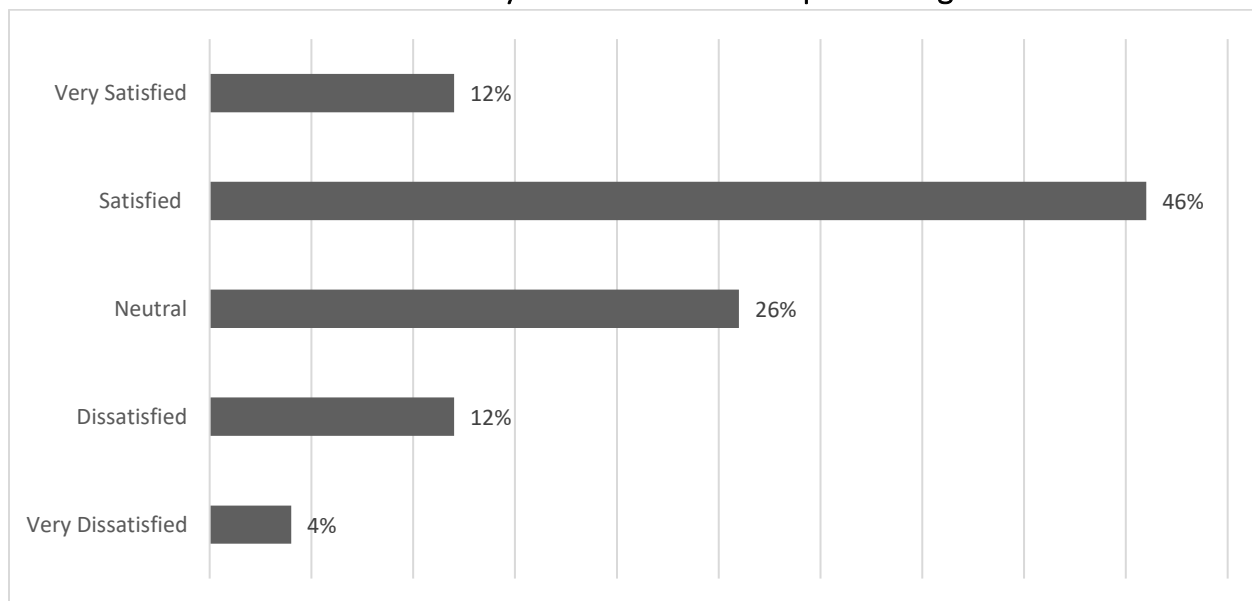
What is the Township doing right?

- Reliable service
- Water health and safety seem to be a top concern
- In general, it appears to function well as a service

What are areas for improvement?

- Bring water to Springfield
- Low water pressure in certain parts of the Township
- Reduce price increases

7. How satisfied are you with the Township's drainage services?



	Count	Percentage
Very Satisfied	3	12%
Satisfied	12	46%
Neutral	7	26%
Dissatisfied	3	12%
Very Dissatisfied	1	4%
Total	26	100%
Satisfaction Index	% Neutral or Better	Not Applicable (%)
63%	84%	19%

With a satisfaction index of 63% respondents have a satisfied outlook towards the Township's drainage services. 19% of respondents indicated this service was not applicable to their needs. Overall, this amounted to the majority, 84%, of responses being Neutral or Better.

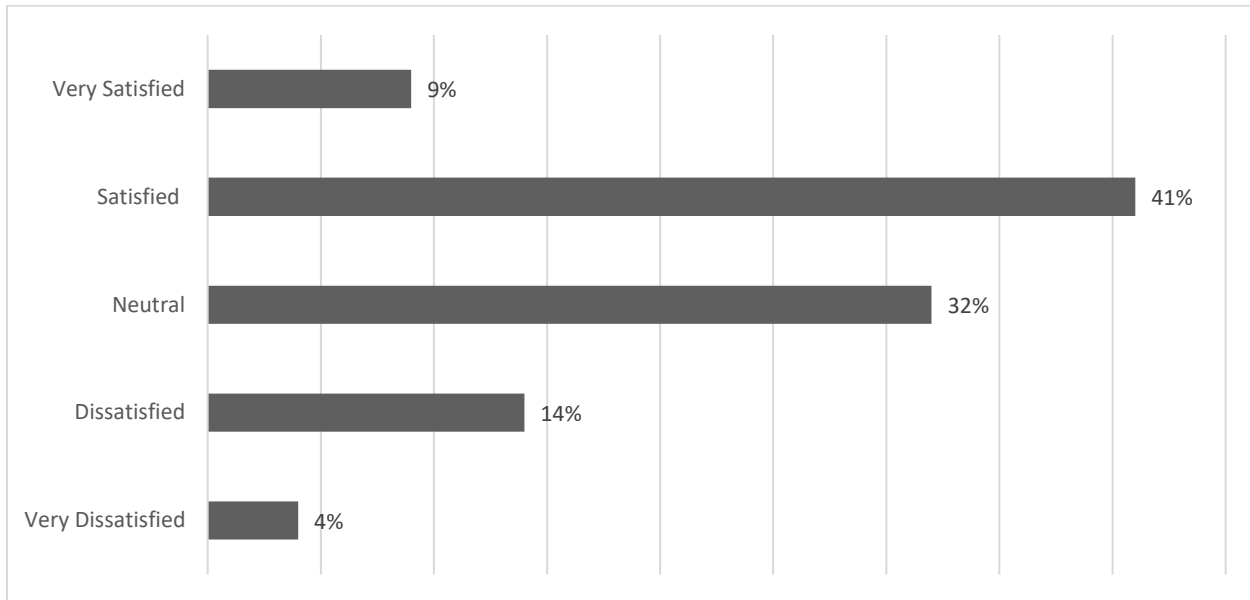
What is the Township doing right?

- The Township notifies residents of any issue expediently and rectified promptly
- Keeping the drains updated
- Regular maintenance of the drain
- Department is great and provides responses quickly

What are areas for improvement?

- Drains in Port Bruce, some appear to be covered over
- Bridge on Mapleton Line
- More drains throughout the Township of Malahide

8. How satisfied are you with the Township's planning services?



	Count	Percentage
Very Satisfied	2	9%
Satisfied	9	41%
Neutral	7	32%
Dissatisfied	3	14%
Very Dissatisfied	1	4%
Total	22	100%
Satisfaction Index	% Neutral or Better	Not Applicable (%)
60%	82%	31%

With a satisfaction index of 60% respondents have a neutral outlook towards the Township's planning services. 29% of respondents indicated this service was not applicable to their needs. Overall, this amounted to the majority, 82%, of responses being Neutral or Better.

What is the Township doing right?

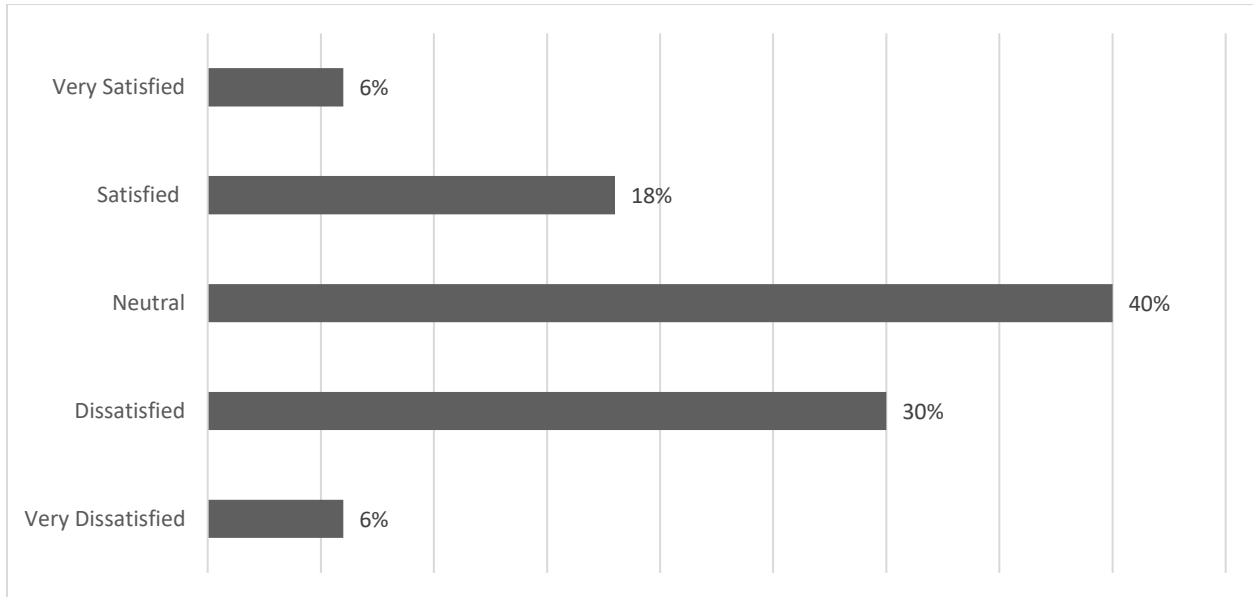
- Keeping the public informed well
- The office staff are very knowledgeable and helpful
- Advocate for more building

What are areas for improvement?

- Too many government bodies to get approval
- Not enough communication

- Planning approvals take too long
- Review animal bylaws

9. How satisfied are you with the Township's building services?



	Count	Percentage
Very Satisfied	1	6%
Satisfied	3	18%
Neutral	7	40%
Dissatisfied	5	30%
Very Dissatisfied	1	6%
Total	17	100%
Satisfaction Index	% Neutral or Better	Not Applicable (%)
47%	64%	44%

With a satisfaction index of 47% respondents have a neutral outlook towards the Township's building services. 44% of respondents indicated this service was not applicable to their needs. Overall, this amounted to the majority, 64%, of responses being Neutral or Better.

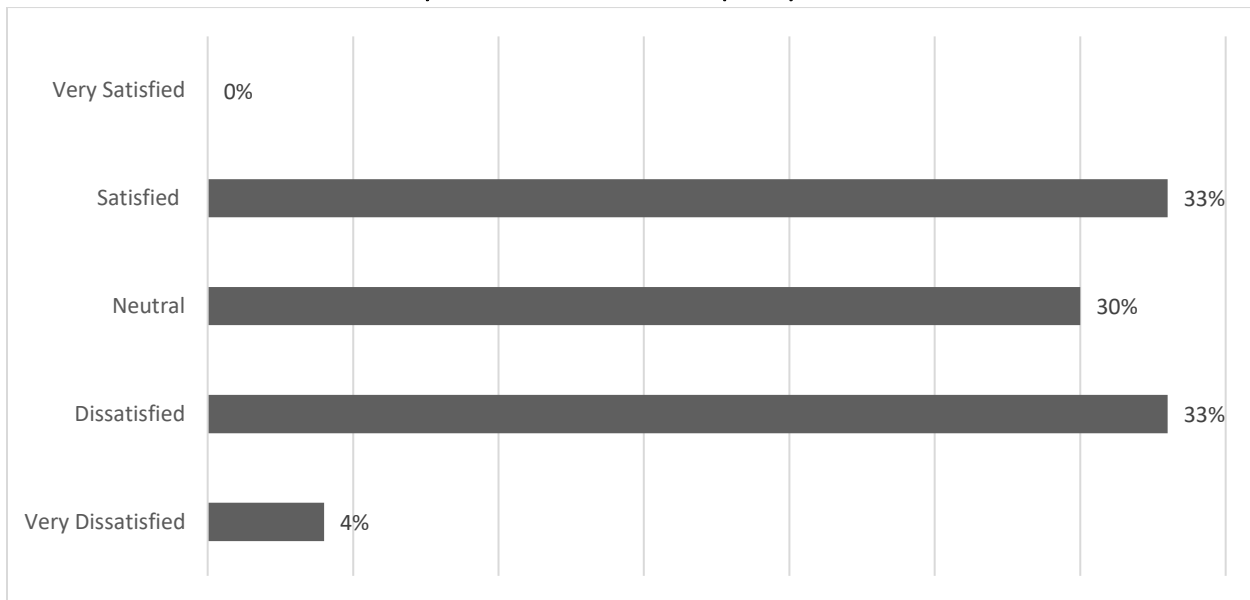
What is the Township doing right?

- Addition of staff in the Building department has made it easier to get answers pertaining to code and technical aspects of the build
- Satisfied with service

What are areas for improvement?

- Permits are very expensive
- More clear explanations for communication with public and non-trades people
- Approvals should be faster
- Too many building requirements lead to higher expenses

10. How satisfied are you with the Township's by-law enforcement services?



	Count	Percentage
Very Satisfied	0	0%
Satisfied	8	33%
Neutral	7	30%
Dissatisfied	8	33%
Very Dissatisfied	1	4%
Total	24	100%
Satisfaction Index	% Neutral or Better	Not Applicable (%)
47%	63%	25%

With a satisfaction index of 47% respondents have a neutral outlook towards the Township's by-law enforcement services. 26% of respondents indicated this service was not applicable to their needs. Overall, this amounted to 63% of responses being Neutral or Better.

What is the Township doing right?

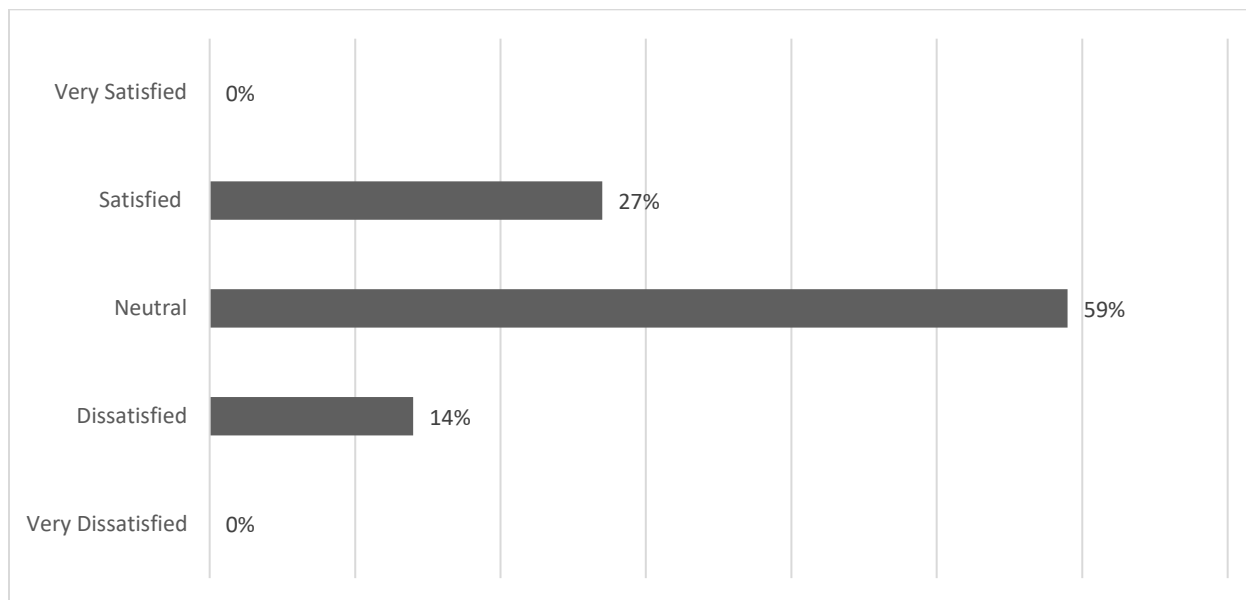
- Concerns are promptly answered
- Complaint was handled well
- No issue

What are areas for improvement?

- More presence: unaware of bylaw officer services
- More enforcement for bikers ²
- More educational opportunities to let residents understand animal control problems

²Please note road traffic control is enforced by the Ontario Provincial Police (O.P.P.) and not the Township.

11. How satisfied are you with the Township's community and economic development services?



	Count	Percentage
Very Satisfied	0	0%
Satisfied	6	27%
Neutral	13	59%
Dissatisfied	3	14%
Very Dissatisfied	0	0%
Total	22	100%
Satisfaction Index	% Neutral or Better	Not Applicable (%)
53%	86%	31%

With a satisfaction index of 53% respondents have a neutral outlook towards the Township's community and economic development services. 32% of respondents indicated this service was not applicable to their needs. Overall, this amounted to 86% of responses being Neutral or Better.

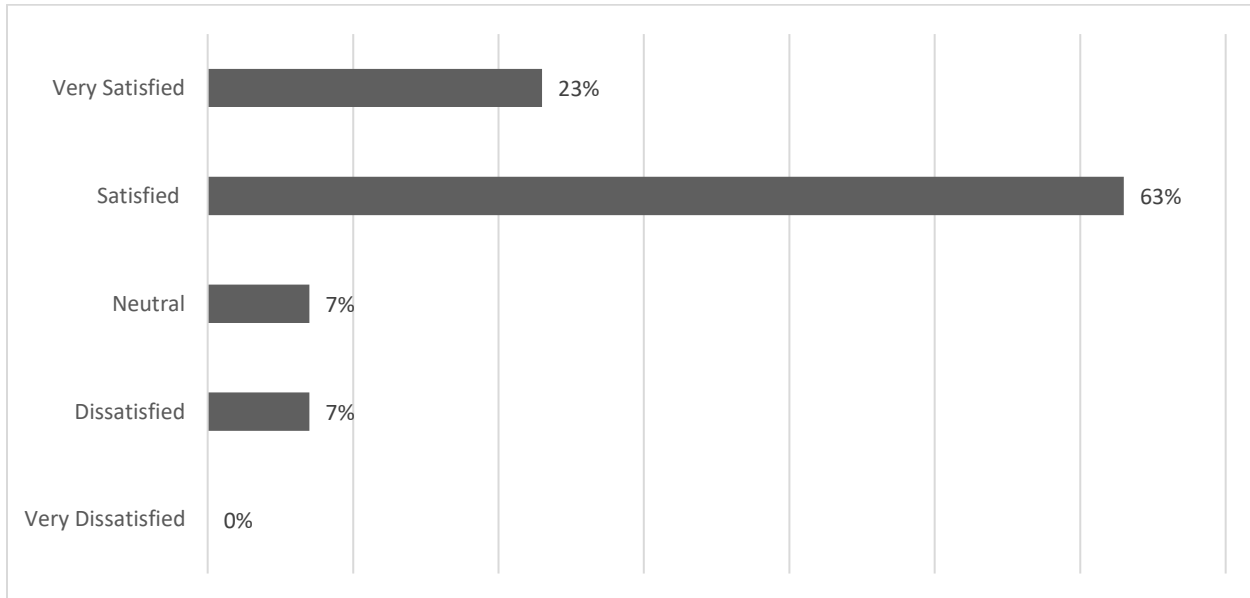
What is the Township doing right?

- Communication and the Community Grants project
- Website is informative
- Great to have staff assist navigating between departments when it comes to projects in the community

What are areas for improvement

- Bring more businesses to Malahide
- Need an increased amount of well managed and focused development to increase the tax base
- Support all community programs
- Need more information on these services

12. How satisfied are you with the Township's financial services?



	Count	Percentage
Very Satisfied	7	23%
Satisfied	19	63%
Neutral	2	7%
Dissatisfied	2	7%
Very Dissatisfied	0	0%
Total	30	100%
Satisfaction Index	% Neutral or Better	Not Applicable (%)
76%	93%	6%

With a satisfaction index of 76% respondents have a satisfied outlook towards the Township's financial services. 6% of respondents indicated this service was not applicable to their needs. Overall, this amounted to 93% of responses being Neutral or Better.

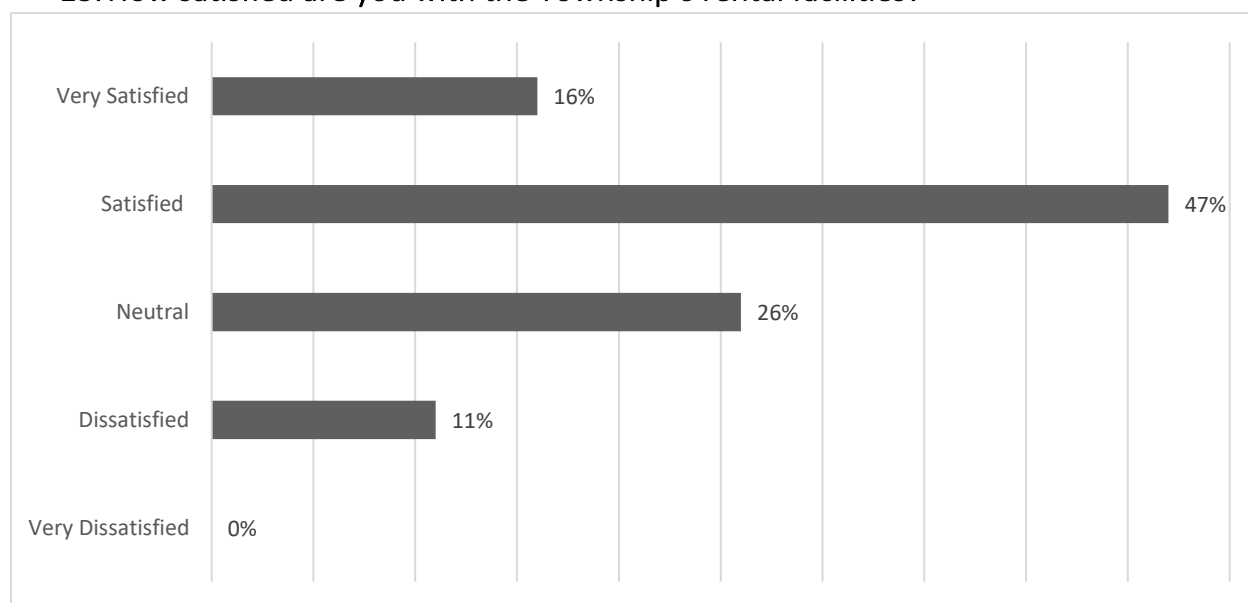
What is the Township doing right?

- Accepting different types of payments is great. Keeping things up to date.³
- I like getting my tax bill via e-mail
- Online billing and communications are all done well
- Very easy to understand bills
- Great customer service

What are areas for improvement?

- Property taxes are too high
- Reduce overall fees payable to the Township

13. How satisfied are you with the Township's rental facilities?



	Count	Percentage
Very Satisfied	3	16%
Satisfied	9	47%
Neutral	5	26%
Dissatisfied	2	11%
Very Dissatisfied	0	0%
Total	19	100%
Satisfaction Index	% Neutral or Better	Not Applicable (%)
67%	89%	40%

³Please note the Township does not accept credit card as a form of payment.

With a satisfaction index of 67% respondents have a satisfied outlook towards the Township's rental services. 40% of respondents indicated this service was not applicable to their needs. Overall, this amounted to 89% of responses being Neutral or Better.

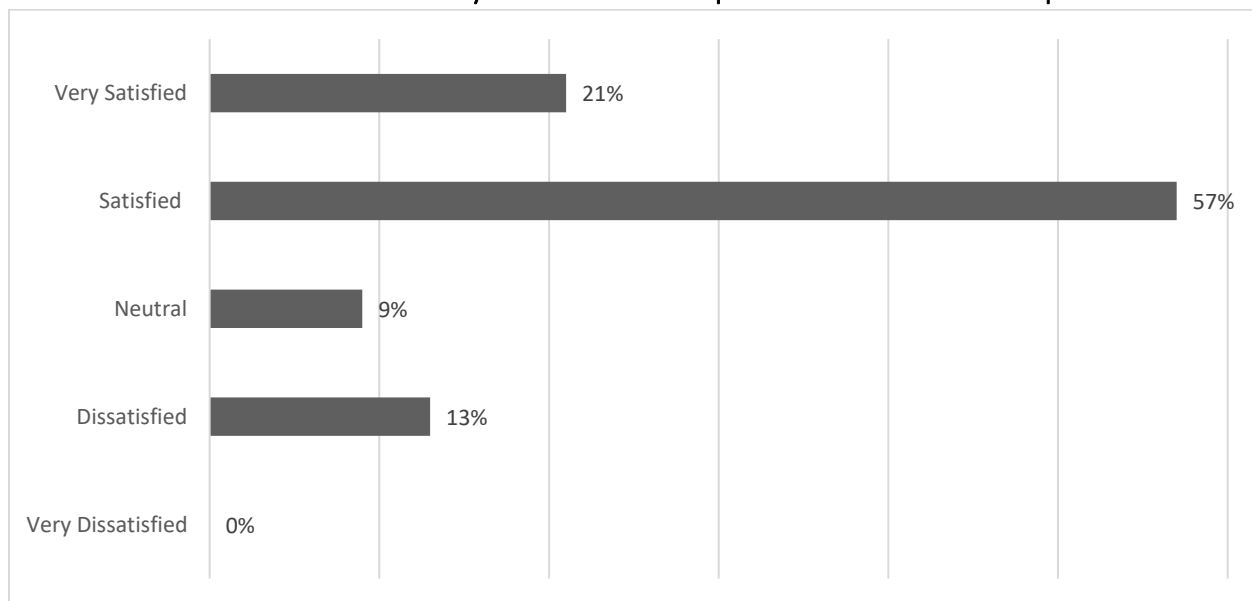
What is the Township doing right?

- Facilities are great for events
- Accessible and clean facilities
- Springfield community centre is great

What are areas for improvement

- Unaware of rental facilities
- Reduce rental charges for community buildings
- Parking at the ball diamonds (availability)

14. How satisfied are you with Township-maintained outdoor spaces?



	Count	Percentage
Very Satisfied	6	21%
Satisfied	17	57%
Neutral	3	9%
Dissatisfied	4	13%
Very Dissatisfied	0	0%
Total	30	100%
Satisfaction Index	% Neutral or Better	Not Applicable (%)
71%	87%	6%

With a satisfaction index of 71% respondents have a satisfied outlook towards the Township's-maintained outdoor spaces. 6% of respondents indicated this service was not applicable to their needs. Overall, this amounted to 86% of responses being Neutral or Better.

What is the Township doing right?

- Parks look clean and nice – ditches are kept trimmed
- The public parks and sidewalks are well maintained in Springfield
- Garbage maintenance at parks is well done
- Safety appears to be a priority

What are areas for improvement

- Need more sidewalks or paved shoulders to increase mobility or activity
- Cemetery care could be increased
- Need more walking trails and green spaces
- Township would benefit from more playgrounds

15. Are there any services that Malahide currently does not provide that you would like to see?

Seniors and Recreation

- Establish a senior's centre
- More seniors' programs at Malahide Community Place and South Dorchester Community Hall
- Expanded recreation options (courses, fitness classes, pickleball, badminton, etc.)
- Better recreational uses of the East Elgin Community Complex (beyond hockey)

Waste and Environmental Services

- Annual bulk garbage pickup
- Weekly recycling for both paper and plastic
- Property line tree planting

Transportation and Infrastructure

- Connect Whittaker and Superior Road
- More trimming at intersections and narrow roads for visibility
- Earlier snowplowing on secondary roads (before 3pm)
- Reduce speed limits in hamlets to 40 km/h
- Create a truck detour around town
- Extend water services to Springfield

Community Engagement and Governance

- Online town halls for inquiries and suggestions
- Appreciation of Township staff efforts to continually improve operations

Community Safety

- Increase police patrols in Port Bruce at night and on weekends (fires, illegal parking/camping)

Facilities and Complexes

- Maintain Malahide's involvement in the East Elgin Community Complex as a valued community asset
- Consider financial support to offset extra fees for swim lessons and water safety programs if not subsidizing the Aylmer pool



REPORT NO. DS-25-39

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: October 2, 2025
SUBJECT: Land Severance Reporting Revisions

RECOMMENDATION:

THAT Report No. DS-25-39 entitled “Land Severance Reporting Revisions” be received;

AND THAT the Committee recommend that Council endorses replacing the policy planning analysis portion of severance reporting with a simplified report prepared and presented by the Township’s Assistant Planner.

PURPOSE & BACKGROUND:

As part of the 2025 Strategic Initiatives staff have implemented process mapping to identify opportunities to optimize operations in key service areas.

The process mapping review of land severances (the Township’s most common planning application type) typically involves 21 steps (from start to finish), engages more than 15 different parties, and generates an average administrative cost of \$800 to the Township.

Currently, the Township’s planning consultant prepares a detailed report with planning policy analysis, which is then presented to Council. However, the County of Elgin is the legislated approval authority for all severances and generates its own report that is delivered to the Land Division Committee (LDC). The County has confirmed that only the submission of conditions proposed by the local municipal partner (LMP) are relevant and significant to their review; the remainder of the Township’s report is non-essential to their needs (such as comments and analysis that review the Policy Planning Statement (PPS), the County of Elgin Official Plan, etc.).

As such, full Township severance reports presented to Council are duplicative of the County’s process and generate unnecessary consultant costs to the Township that are not cost-recovered. To improve efficiency and reduce costs, it is proposed that the Township’s Assistant Planner prepare and present a concise overview of each severance application, including the Township’s recommended conditions, for Council’s review (the report would not include detailed policy planning analysis). Upon review Council could then continue to approve reports, with conditions then forwarded to the Land Division Committee for review.

COMMENTS & ANALYSIS:

The current approach results in the Township incurring additional consultancy fees with limited impact on decision-making, since the County generates its own policy-integrated Planning reports, as the decision-making authority. By transitioning to a simplified reporting process, the Township can continue to keep Council informed while avoiding duplication, redundancy and consultant costs.

This proposed approach:

- Maintains transparency and keeps Council apprised of all severance applications.
- Ensures Township-specific conditions are clearly communicated to the County.
- Reduces redundancy by removing full planning policy analysis from Township reports.
- Aligns with the County's own reporting process, where Township input is mostly limited to local conditions (additional comments from Council are still welcomed by the Elgin County Planning department).

Aspect	Current Process	Proposed Process
Report Preparation	Full planning reports prepared with consulting planner	Concise informational overview prepared internally by Assistant Planner
Presentation to Council	Consultant presents full report for review and discussion	Assistant Planner presents brief overview along with list of Township conditions for review and discussion
Council Role	Council reviews full report and votes to bring package forward to LDC	Council reviews simplified report and votes to bring package forward to LDC
Approval Authority	Land Division Committee (final decision-making)	Land Division Committee (final decision-making, unchanged)
Relevance to County	As per the County: only Township-specific (LMP) conditions are relevant; remainder is non-mandatory	Focused overview highlights Township-specific conditions for LDC's review
Administrative Cost	Higher—consulting planner fees per report & presentation	Lower savings realized by eliminating consultant preparation and presentation costs (consultant still reviews planning conditions)

FINANCIAL IMPLICATIONS:

Based on an average of 17 severance applications per year, and an estimated savings of \$200 in consulting fees per report and presentation, the Planning Department anticipates annual cost savings of approximately \$3,400.00. These savings can be redirected to other departmental priorities without reducing the level of information provided to Council.

LINK TO STRATEGIC & OPERATIONAL PLANS:

- Establish, document and implement service levels
- Maximize the utilization of all assets: people, facilities, and technology

CONSULTATION:

- T. Jones, Asset Management Analyst

ATTACHMENTS:

1. Sample Existing Severance Report Template
2. Sample Proposed Severance Report Template

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

Approved by: N. Dias, Chief Administrative Officer



REPORT NO. Sample Report

TO: Mayor & Members of Council

DEPARTMENT: Development Services

MEETING DATE:

SUBJECT: Application for Consent to Sever No. ## of _____, on behalf of
"Owner/Applicant" relating to the property located at _____.

RECOMMENDATION:

THAT Report No. «Sev_Report_No» entitled "Application for Consent to Sever No. «Sev_ApplicationNo» of «Owner»«Applicant»" be received;

AND THAT the Application for Consent to Sever of «Owner»«Applicant» on behalf of «Owner», relating to the property located at «Informal_Legal_Desc», (Geographic «Concession»), and known municipally as «propertyaddress»

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 conveyance.

PURPOSE & BACKGROUND:

The subject application for Consent to Sever (the "Application") has been submitted by «Owner»«Applicant»«Agent», on behalf of «Owner» in order to create one new residential parcel.

The Application relates to the property located at «LegalDescription», («Concession»), and known municipally as «propertyaddress».

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on «LDC_Public_Hearing_Date».

COMMENTS & ANALYSIS:

The subject property is approximately «Approx_Lot_Area_Ha» hectares («Approx_Lot_Area_acres» acres) in area, and has approximately «Approx_Frontage_M» metres («Approx_Frontage_ft» feet) of frontage along «Road_Name»«Side_Street_Name». (brief description of what buildings, natural features, etc. exist on subject lands).

General Comments

The Development Services Staff has considered the merits of the subject application against applicable Official Plan policies and the Township's Zoning By-law and recommends that the Council support the Application.

The Township Planner has also reviewed and has no concerns with the proposal.
(insert information if applicable)

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.

OR

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

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

N/A

ATTACHMENTS:

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

Prepared by: Choose an item.

Reviewed by: Choose an item.

Approved by: Choose an item.

DRAFT



REPORT NO. Sample Report

TO: Mayor & Members of Council

DEPARTMENT: Development Services

MEETING DATE:

SUBJECT: Application for Consent to Sever No. ## of _____, on behalf of
 “Owner/Applicant” relating to the property located at _____.

RECOMMENDATION:

THAT Report No. «Sev_Report_No» entitled “Application for Consent to Sever No. «Sev_ApplicationNo» of «Owner»«Applicant»” be received;

AND THAT the Application for Consent to Sever of «Owner»«Applicant» on behalf of «Owner», relating to the property located at «Informal_Legal_Desc», (Geographic «Concession»), and known municipally as «propertyaddress», **not** *(delete if supporting)* 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 conveyance.

PURPOSE & BACKGROUND:

The subject application for Consent to Sever (the “Application”) has been submitted by «Owner»«Applicant»«Agent», on behalf of «Owner» in order to create one new residential parcel.

The Application relates to the property located at «LegalDescription», («Concession»), and known municipally as «propertyaddress».

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on «LDC_Public_Hearing_Date».

COMMENTS & ANALYSIS:

The subject property is approximately «Approx_Lot_Area_Ha» hectares («Approx_Lot_Area_acres» acres) in area, and has approximately «Approx_Frontage_M» metres («Approx_Frontage_ft» feet) of frontage along «Road_Name»«Side_Street_Name». (brief description of what buildings, natural features, etc. exist on subject lands).

County of Elgin Official Plan

The subject property is designated “«County_OP_Sched_A_Designation»” on Schedule ‘A’, Land Use Plan, “«County_OP_Sched_C_Designation»” on Schedule ‘C’, Aggregate and Petroleum Resource Areas, and “«County_OP_Appendix_1_Resource_Areas»” on Appendix 1, Environmental Resource Areas.

The subject property has no noted areas on Schedule ‘C’ (Aggregate and Petroleum Resources) or Appendix 1 (Environmental Resource Areas) of the County Official Plan. (insert this if applicable: and “«County_OP_Sched_C_Designation»” on Schedule ‘C’, Aggregate and Petroleum Resource Areas.)

In addition to the above, the subject property is identified as having frontage along a “«County_OP_Sched_B_Designation»” on Schedule ‘B’, “Transportation Plan”.

Malahide Official Plan

(outside Port Bruce/Springfield) The subject property is designated “«Mal_OP_Sched_A1_Designation»” on Schedule ‘A1’ (Land Use Plan) and “«Mal_OP_Sched_A2_Designation»” on Schedule ‘A2’ (Constraints Plan).

(Springfield) The subject property is designated “«Mal_OP_Sched_C_Designation__Port_Bruce»” on Schedule ‘B’ (Land Use and Constraints Plan for Springfield).

(Port Bruce) The subject property is designated “«Mal_OP_Sched_C_Designation__Port_Bruce»” on Schedule ‘C’ (Land Use and Constraints Plan for Port Bruce).

The Residential policies of Section 4 of the Official Plan applies to this development. The proposed development is in conformity with these policies.

Malahide Zoning By-law No. 18-22

The subject property is within the “«Zoning_»”, as well as “«Zoning__2»”, “«Zoning__3»”, on Key Map «ZBL_KeyMap» of Schedule “A” to the Township’s Zoning By-law No. 22-18, and a portion of the subject property is identified as “Conservation Authority Regulated Lands Overlay”.

(Insert applicable sections / provisions)

The “«Zoning_»” zone requires the following with regard to minimum lot area and frontage:

“HR” Zone	Required:	Proposed Severed Lot
Min. Lot Area	1,850 m ² (0.46 acre)	1673.9 m ² (0.41 acre)
Min. Lot Frontage	25m (82 feet)	25m (82 feet)

(Adjust/delete below tables as appropriate)

«Zoning_» (or insert proposed zone if ZBA needed)					
	VR1	VR2	HR	RR	MH
Minimum Lot Area (m ²)	800	1850	1850	2000	4 ha
Minimum Lot Frontage (m)	20	25	25	30	50
Minimum Setback (m) from a local road				28	
Front Yard Depth (m)	6.0	6.0	6.0	10	6.0
Side Yard Width - Interior (m)	2.0	2.0	2.0	3.0	6.0
Side Yard Width - Exterior (m)	6.0	6.0	6.0		6.0
Rear Yard Depth (m)	7.5	7.5	7.5	10	7.5
Max. Lot Depth to Lot Frontage Ratio				3:1	20
Maximum/Minimum Density (uph)					20
Maximum Lot Coverage (%)	30	30	30	30	40
Maximum Height (m)	10.5	10.5	10.5	10.5	6.0
Minimum Floor Area (m ²) of a Dwelling	90	75	90	100	56
Maximum Floor Area (m ²) of an Accessory Building	120	120	150	200	20
Minimum Landscaped Open Space (%)	30	30	30	30	
Maximum Number of Dwellings per Lot	1	1	1	1	
Minimum Distance from a Dwelling to a Railway (m)	30	30	30	120	

General Comments

The Development Services Staff has considered the merits of the subject application against applicable Official Plan policies and the Township’s Zoning By-law and recommends that the Council **support** the Application.

The Development Services Staff has also considered comments provided (if any) by other internal departments. Notably:

- The Township's Drainage Superintendent/Engineering Technologist has advised that:
 - a revised assessment schedule in accordance with the Drainage Act, RSO 1990 is required; and,
 - a new or relocation of a municipal drain is required in accordance with the Drainage Act, RSO 1990; and,
 - a lot grading plan is required in conjunction with the new Municipal drain or relocation of Municipal Drain.

The Township Planner has also reviewed and has no concerns with the proposal.
(insert information if applicable)

FINANCIAL IMPLICATIONS:

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OR

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

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Tangible Results:	Policy Driven Decision Making

CONSULTATION:

N/A

ATTACHMENTS:

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

Prepared by: Choose an item.

Reviewed by: Choose an item.

Approved by: Choose an item.

Last Call:**Member Survey is Closing!**

Have your say and help shape the work we do.

[Click Here](#)


September 11, 2025

In This Issue:

- AMO Work-Learn Institute Municipal Talent Project
- Ontario Community Environment Fund: Apply by September 24.
- Trade-Impacted Communities Program.
- Rural Ontario Development Program opens for applications.
- Applications open for 2025 Cyber Security Cooperation program.
- Growing Wisely: Asset Management & Capital Planning.
- Healthy Democracy Forum - Important conversations for October 2026 election.
- AMO Trade and Tariff Forum - Understanding and planning for Ontario's future.
- AMO's fall education workshop lineup supports your local leadership!
- Canoe newsletter - New supplier updates.
- Upgrade your lights before they become obsolete.
- Blog: 10 Ways Mayors and Councils can Support their CAOs & Senior Staff.
- New release: second edition of the CAO Employment Guide.
- Are your sewers safe? Next week is Sewer Safety Week.
- Ontario Professional Planners Institute launches Employer Readiness Course.
- AdvantAge Municipal Councillors webinar: The Current LTC Environment.
- Careers.

AMO Matters

AMO is partnering with the University of Waterloo's Work-Learn Institute to explore how work-integrated learning (WIL) can support long-term municipal workforce development. If you are a municipal CAO or HR manager, [please share your experience working with student co-ops and interns.](#)

Provincial Matters

The Ontario government is providing almost \$3 million through the [Ontario Community Environment Fund](#) to support community-based projects that support and restore the environment.

The Ministry of Economic Development, Job Creation and Trade is [accepting applications for project funding](#) that responds to US trade disruption.

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

Federal Matters

The Government of Canada is offering up to \$10.3 million to support initiatives enhancing cyber resilience including innovation, knowledge sharing, and capacity building. [Applications are open](#) until September 25.

Education Opportunities

Municipal staff members will form an asset management and capital planning panel to discuss how they are addressing growth through asset management and capital planning strategies. [Register for the webinar](#) on October 7th at 1 PM.

Register today for AMO's 2nd Annual Healthy Democracy Forum where you will engage in important matters on local leadership. Join us October 18-19. With a mix of keynotes, panels, and interactive workshops, attendees will engage in thought-provoking conversations and explore ways to strengthen civic participation and governance in your communities. For more information click [here](#) and to register click [here](#).

Join your colleagues and experts in discussion on building Ontario's economic future October 24 at Toronto's Sheraton Centre. Understanding that the economic and diplomatic consequences will continue for many years, AMO is assembling members and subject matter experts to plan today for a stronger and more stable Ontario. [Program information is now available.](#) Register [here](#).

AMO's fall education workshop line up is an opportunity for AMO members to strengthen understanding and leadership skills related to Indigenous community building, cyber security and communication strategies during emergencies. Check out the line up [here](#).

LAS

Keep up with the [Canoe Procurement Group](#) as it expands to meet even more of your needs. [Subscribe to the Trader Newsletter](#) for supplier updates, education opportunities, and special promotions.

Starting January 1, 2026 mercury containing lights will be prohibited. Be sure to include a [Facility Lighting upgrade](#) in your 2026 budget so you can keep your spaces lit. [Contact Christian](#) to learn how LAS can help.

Municipal Wire*

Strong municipalities are built on partnerships between elected officials and administrative staff. The [Top 10 Ways Mayors and Councils can support their CAOs and Senior Staff](#) highlights practical ways mayors and councils can provide support, build trust, and create the conditions for effective leadership and administration.

OMAA and the Ontario Municipal Human Resources Association (OMHRA) are pleased to release the [second edition of the CAO Employment Guide](#). This guidebook provides Mayors, Councillors, Human Resource Directors, and CAOs with practical tools for recruiting, employing, and evaluating a CAO.

Sewer Safety Week will take place September 15-19. A reminder to always call Ontario One Call at 1-800-400-2255 for a free sewer safety inspection. To learn more, visit [Blocked Sewer and Cross Bore Safety | Enbridge Gas](#).

Looking for tools to support and invest in new hires? Register for OPPI's [Employer Readiness course](#). It includes an AMO supported employer handbook exploring HR best practices for retention and long-term success.

This [free AdvantAge webinar](#) on October 14 from 1-2pm will share insights related to long-term care governance and compliance for municipal councillors and their staff.

Careers

[Assistant Clerk - Town of Innisfil](#). Closing Date: September 25, 2025.

[Senior Director, Strategies and Initiatives](#) - The Regional Municipality of York. Closing Date: September 30, 2025.

[Manager, Waste Disposal](#) - County of Essex. Closing Date: September 21, 2025.

About AMO

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



September 18, 2025

In This Issue:

- AMO Work-Learn Institute Municipal Talent Project.
- Funding readiness, protecting communities: Apply for CEPG!
- Rural Ontario Development Program opens for applications.
- Ontario Community Environment Fund: apply by Sept 24.
- Household Food Waste Prevention Webinar.
- Applications open for 2025 Cyber Security Cooperation program.
- Indigenous Community Awareness Training - September 24.
- Mastering Crisis Communications Training - October 8-9.
- Cybersecurity for Municipal Councillors Training - October 21.
- Healthy Democracy Forum - Important conversations for October 2026 election.
- AMO Trade and Tariff Forum - Understanding and planning for Ontario's future.
- Canoe newsletter - new supplier updates.
- Upgrade your lights before they become obsolete.
- Pembina Institute Guide on Granting Municipal Support Confirmations.
- Register Today for OMSSA's 2025 Virtual Forum!
- IESO LT2 RFP Q&A Webinar Session.
- CAO Employment Guide.
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Provincial Matters

Ontario has announced \$5 million through an application-based program to help increase emergency preparedness. Municipalities under 100,000 residents, that have not received the grant in prior years, are eligible to apply. [Applications are due October 28, 2025.](#)

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

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[Register now](#) for Environment and Climate Change Canada's (ECCC) webinar series showcasing Waste Reduction and Management Division's Grant and Contribution funding recipients and their food waste prevention projects.

The Government of Canada is offering up to \$10.3 million to support initiatives enhancing cyber resilience including innovation, knowledge sharing, and capacity building. [Applications are open](#) until September 25.

Education Opportunities

Grow your understanding and capacity in the municipal role of protecting the rights of Indigenous Peoples. This training is recommended for those seeking knowledge and tools to improve and strengthen Indigenous relations and to develop their own local leadership. View full Indigenous Community Awareness training details and register [here](#).

Crises aren't planned – but communication is. As a local leader, knowing how and when to respond is critical for stability in your community during a crisis. Join this training to develop, master and deliver your own messages with confidence. View full Managing Communications through Crisis training details and register [here](#).

Instances and success of cyberattacks on municipalities are increasing – are you prepared? To effectively protect your municipality, elected officials must understand how to best prepare for a cyber incident. This training focuses on understanding potential risk, identify preventative actions, and define your role during an incident. View full Cybersecurity for Municipal Councillors training details and register [here](#).

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Municipal Wire*

The Pembina Institute has released [Power Playbook Part 2](#), a step-by-step infographic guiding Ontario municipalities through the process of granting MSCs to energy development proposals and maximizing community benefits.

Join us virtually on September 23-24 & October 7-8 to learn about the specific needs and interests across the core social services sectors. Hear from national and international experts over four mornings. [Register today](#).

The IESO is [hosting a one-hour webinar on September 25 at 3pm](#) exclusively for municipalities. This Q&A session is aimed at supporting communities by providing a forum to answer any questions you may have about the process.

OMAA and the Ontario Municipal Human Resources Association (OMHRA) are pleased to release the [second edition of the CAO Employment Guide](#). This guidebook provides Mayors, Councillors, Human Resource Directors, and CAOs with practical tools for recruiting, employing, and evaluating a CAO.

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Careers

[Director of Finance/ Treasurer](#) - Town of Petawawa. Closing Date: September 26, 2025.

[Director, Transportation and Fleet Management Services](#) - City of Vaughan. Closing Date: October 17, 2025

[General Manager, Development Services - Town of East Gwillimbury](#). Closing Date: October 13, 2025.

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September 25, 2025

In This Issue:

- Get access to MIDAS!
- MECP best practices for Source Water Protection Program.
- Funding readiness, protecting communities: Apply for CEPG!
- Household Food Waste Prevention webinar.
- Applications open for 2025 Cyber Security Cooperation Program.
- Mastering Crisis Communications for Elected Officials - October 8-9.
- 2nd Annual Healthy Democracy Forum - Program details.
- AMO Trade & Tariff Forum: Understanding and planning for Ontario's economic future.
- Understanding your Cybersecurity Risks and How to Respond - October 21.
- Show me the money webinar.
- Stay up to date with free webinars from LAS.
- IESO LT2 RFP Q&A webinar session.
- Pembina Institute Guide on Granting Municipal Support Confirmations.
- AdvantAge municipal councillors webinar: The Current LTC Environment.
- Careers.

AMO Matters

MIDAS - the [Municipal Information & Data Analysis System](#) - provides access to 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.

Provincial Matters

The Ministry of the Environment, Conservation and Parks is accepting applications to assist municipalities and First Nations communities to develop source water protection action plans. Applications can be submitted until October 31, 2025. Contact SourceProtectionFunding@ontario.ca for more information.

Ontario has announced \$5 million through the Community Emergency Preparedness Grant, an application-based program, to help increase emergency preparedness. Municipalities under 100,000 residents, that have not received the grant in prior years, are eligible to apply.

[Applications are due October 28, 2025.](#)

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The 2026 municipal election is on the horizon. This year's *Healthy Democracy Forum* examines the critical issues leaders (present and future) need to consider regarding local engagement and civility. Program information is available [here](#) and to register click [here](#).

Join your colleagues and experts in discussion on building Ontario's economic future October 24 at Toronto's Sheraton Centre. Understanding that the economic and diplomatic consequences will continue for many years, AMO is assembling members and subject matter experts to plan today for a stronger and more stable Ontario. [Program information is now available](#). Register [here](#).

LAS

Municipal buildings account for a significant portion of energy consumption and greenhouse gas emissions. [Show me the money webinar](#) on October 24 will explain the benefits of an energy focus while exploring and providing links to many sources of funding available to move your municipal projects forward.

LAS offers various free webinars to help keep you up to date with issues and solutions for your municipality. Stay tuned for future webinars by [visiting our website](#).

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Careers

[Occupational Health & Safety Inspector, Construction - Ministry of Labour, Immigration, Training and Skills Development](#). October 15, 2025.

[Licensed Mechanic A - Town of Oakville](#). Closing Date: September 30, 2025

[Chief Congestion Officer & Executive Director, Strategic Capital Coordination - City of Toronto](#). Closing Date: October 18, 2025.

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Kettle Creek
Conservation Authority

Full Authority Minutes

June 18, 2025

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, June 18, 2025 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:01 a.m. As some members attended virtually, all votes were recorded and are included in the Recorded Vote Registry.

Audio/Video Record Notice

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

Land Acknowledgement

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

Members Present:

Lori Baldwin-Sands	St. Thomas	In Person
Frank Berze	Middlesex Centre	In Person
Grant Jones	Southwold	In Person
Sharron McMillan, Vice Chair	Thames Centre	In Person
Todd Noble, Chair	Central Elgin	In Person
Jerry Pribil	London	Virtual
JJ Strybosch	London	In Person
Sam Trosow	London	Virtual

Members Absent with Regret:

Jim Herbert	St. Thomas
John Wilson	Malahide

Staff Present

Jennifer Dow	Water Resources Supervisor	In Person
Maisa Fumagalli	Planning and Regulations Supervisor	Virtual
Jessica Kirschner	Corporate Services Coordinator	Virtual
Betsy McClure	Manager Communications/Stewardship/Outreach	In Person
Jessy Van der Vaart	Communications and Outreach Coordinator	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Delegations/Presentations

There were no delegations or presentations.

Hearing Board

There was no Hearing required.

Minutes of Meeting**FA72/2025**

Moved by: Grant Jones

Seconded: Frank Berze

That the minutes of May 21, 2025 Full Authority Meeting be approved.

Carried

Matters Arising

- a) Media Report
- b) Project Tracking
- c) Watershed Conditions
- d) City of London Budget

FA73/2025

Moved by: Sharron McMillan

Seconded: JJ Strybosch

That the staff reports on Matters Arising (a) through (d) be received.

Carried

Correspondence

- a) Conservation Ontario's comments on the "Special Economic Zones Act" May 17, 2025
- b) Conservation Ontario's Submission to Standing Committee Re: Bill 5 May 26, 2026
- c) Resolution from Parry Sound Re: Bill 5 June 3, 2025
- d) From Municipality of Thames Centre to Premier Doug Ford Re: Responsible Growth and Opposition to Elements of Bill 5 June 5, 2025
- e) Conservation Ontario's Comments on Bill 17, Protect Ontario by Building Faster and Smarter Act, June 11, 2025

Members discussed Bill 5 and Bill 17 noting that many municipalities did not have the opportunity to formulate comments. Members directed staff to forward Conservation Ontario's letters to member municipalities and local Counties for information.

FA74/2025**Moved by:** Sharron McMillan**Seconded:** Lori-Baldwin Sands

That the correspondence be received.

Carried**Statement of Revenue and Expenses**

No Report

New Business

a) Kettle Creek Clean Water Initiative

The Kettle Creek Clean Water Initiative was established in 2012 to provide financial assistance to watershed residents in implementing stewardship projects. Annually, the Authority provides \$12,000 in funding from the Stewardship Reserve.

McClure presented three projects for funding consideration.

Project 25-01 is a wetland creation project in St. Thomas. The total estimated project cost is \$20,000. The grant request is \$3,000.

Project 25-02 is a wetland creation project and 25-03 is a tallgrass prairie project associated with the same site in Southwold Township. The total estimated project cost for the wetland is \$25,000 with a grant request of \$3,000. The total estimated project cost for the prairie is \$8,904 with a grant request of \$3,000.

The Kettle Creek Clean Water Initiative will fund 50% of eligible projects costs up to a maximum grant of \$3,000.

FA75/2024**Moved by:** Grant Jones**Seconded:** Lori Baldwin-Sands

THAT project 25-01, 25-02 and 25-03 be supported through the Kettle Creek Clean Water Initiative with grants of \$3,000 each.

b) Regulation Limit Mapping

FA76/2025**Moved by:** JJ Strybosch**Seconded:** Jerry Pribil

That Luna GeoSpatial be contracted to undertake a Regulation Mapping Update with a total project cost of \$36,075 plus taxes.

Carried

- c) June Planning and Regulations Report

FA77/2025

Moved by: Sharron McMillan

Seconded: Grant Jones

That the June 2025 Planning and Regulations Activity Report be received.

Closed Session

The Closed Session meeting began at 10:39 a.m.

FA78/2025

Moved by: Lori Baldwin-Sands

Seconded: JJ Strybosch

That the Full Authority move to Closed Session to discuss legal, personnel or property matters.

Carried

FA79/2025

Moved by: Grant Jones

Seconded: JJ Strybosch

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 11:44 a.m. Sam Trosow left the meeting at 11:30 a.m. during the Closed Session.

- a) May 21, 2025 Closed Session Minutes

FA80/2025

Moved by: Sharron McMillan

Seconded: Frank Berze

That the Closed Session minutes of the May 21, 2025 Full Authority Meeting be approved.

Carried

- b) Property Matter – Security of Property
- c) Legal Matter
- d) Personnel Matter

FA81/2025

Moved by: Frank Berze

Seconded: Jerry Pribil

That staff proceed as directed on property, legal and personnel matters.

Carried

Upcoming Meetings

There is no Full Authority meeting in July. An August meeting will only be called if required. However, members expressed interest in attending a tour of tree planting sites on August 15, 2025. Staff will send out an invitation.

FA82/2025

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That the meeting adjourn at 11:46 a.m.

Carried



Elizabeth VanHooren
General Manager/Secretary Treasurer



Todd Noble
Chair

Recorded Vote Registry FA72/2025 to FA77/2025

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

Board Member	FA72/2025	FA73/2025	FA74/2025	FA75/2025	FA76/2025	FA77/2025
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	A	A	A	A	A	A
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	A	A	A	A	A	A
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA78/2025 to FA82/2025

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

Board Member	FA78/2025	FA79/2025	FA80/2025	FA81/2025	FA82/2025
Baldwin-Sands	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y
Herbert	A	A	A	A	A
Jones	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y
Strybosch	Y	Y	Y	Y	Y
Trosow	Y	A	A	A	A
Wilson	A	A	A	A	A
Result	Carried	Carried	Carried	Carried	Carried

**Joint Board of Management Minutes
Aylmer Area Secondary Water Supply System &
Port Burwell Area Secondary Water Supply System
June 18, 2025 – 1:00p.m.**

**Malahide Council Chambers
51221 Ron McNeil Line, Springfield**

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
Town of Aylmer – Pete Barbour
Township of Malahide – Chester Glinski

Absent:

Municipality of Bayham - Tim Emerson

Staff:

Township of Malahide – Sam Gustavson, Jason Godby, Adam Boylan, and Allison Adams
Municipality of Bayham – Thomas Thayer and Ed Roloson
Municipality of Central Elgin – Alex Piggott

(1) Call to Order

Pete Barbour is appointed chair and the meeting is called to order at 1:03p.m.

(2) Disclosure of Pecuniary Interest

None.

(3) Adoption of Minutes of Previous Meeting(s)

Moved by: Norman Watson

Seconded by: Chester Glinski

THAT the minutes of the Aylmer Area Secondary Water Supply System Joint Board of Management meeting held on March 19, 2025 be approved as presented.

Carried

Moved by: Chester Glinski
Seconded by: Norman Watson

THAT the minutes of the Port Burwell Area Secondary Water Supply System Joint Board of Management meeting held on March 19, 2025 be approved as presented.

Carried

(4) Reports

- AASWSS-25-05- 2025 OCWA First Quarter Operations Report

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. AASWSS-25-05 entitled “2025 OCWA First Quarter Operations Report” be received.

Carried

- PBASWSS-25-05- 2025 OCWA First Quarter Operations Report

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. PBASWSS-25-05 entitled “2025 OCWA First Quarter Operations Report” be received.

Carried

- AASWSS-25-06 – 2024 Draft Financial Statements & Year End Report

Moved by: Chester Glinski
Seconded by: Norman Watson

THAT the 2024 Audited Financial Statements be received;

AND THAT the Chair be authorized to sign all required audit-related correspondence from Graham, Scott, Enns LLP on behalf of the AASWSS Board;

AND THAT the Aylmer Area Secondary Water Supply System 2024 surplus be transferred to the Capital Replacement Reserve.

Carried

- PBASWSS-25-06 - 2024 Draft Financial Statements & Year End Report

Moved by: Norman Watson

Seconded by: Chester Glinski

THAT the 2024 Audited Financial Statements be received;

AND THAT the Chair be authorized to sign all required audit-related correspondence from Graham, Scott, Enns LLP on behalf of the PBASWSS Board;

AND THAT the Port Burwell Area Secondary Water Supply System 2024 surplus be transferred to the Capital Replacement Reserve.

Carried

- AASWSS-25-07 – Board Governance

Moved by: Chester Glinski

Seconded by: Norman Watson

THAT Report No. AASWSS-25-07 entitled “Board Governance” be received for information;

AND THAT the attached draft letter be approved for issuance to the Town of Aylmer on behalf of the Board.

Carried

(5) Correspondence

Member Watson noted that Central Elgin would also be providing a letter of support to be included in the submission package.

Moved by: Norman Watson

Seconded by: Chester Glinski

That the correspondence items be noted and filed.

1. Township of Malahide – Letter of Support for Joint Health and Safety Water Stream (HSWS) Application for Rehabilitation of the Port Burwell Area Secondary System Transmission Main – Recommended for signing at Malahide Township Council Meeting – June 19, 2025
2. Municipality of Bayham – Letter of Support – Bayham’s Participation in a Joint Health and Safety Water Stream (HSWS) Application for Rehabilitation of the Port Burwell Area Secondary System Transmission Main

3. Fire Chiefs – Letter of Support - Municipal Housing Infrastructure Program (MHIP) - Health and Safety Water Stream Infrastructure Fund
4. Rob Flack M.P.P. Elgin-Middlesex-London – Support for joint application under the Municipal Housing Infrastructure Program (MHIP) - Health and Safety Water Stream for the Port Burwell Area Secondary Water Supply System(PBASWSS).
5. Southwestern Public Health – Letter of Support for Health and Safety Water Stream (HSWS)
6. Ministry of the Environment, Conservation and Parks - Letter of Support – Health and Safety Water Infrastructure Fund (HSWS)
7. Andrew Lawton, M.P. Elgin-St.Thomas-London South - Provincial Health and Safety Water Stream—Port Burwell Area Secondary Water Supply System

Carried

(6) New Business

- Review and Approval of PBASWSS Draft Letter of Support for Joint MHIP-HSWS Grant Application

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT the Port Burwell Area Secondary Water Supply System Joint Board of Management supports Malahide's participation in a joint application to the Municipal Housing Infrastructure Program – Health and Safety Water Stream (MHIP-HSWS) for the rehabilitation of the Port Burwell Area Secondary Water Supply System's transmission main on Nova Scotia Line;

AND FURTHER THAT the Board be authorized to sign a Letter of Support for the grant application.

Carried

Director Godby provided an update on the RFP for the preliminary engineering design, noting that the process closes on July 4th. He emphasized the importance of awarding the contract without delay to allow work to begin promptly. A meeting will be scheduled for the end of July at the call of the Chair, with availability dates to be circulated.

(7) Adjournment

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT the Aylmer Area Secondary Water Supply System Joint Board of Management adjourn at 1:47p.m. to meet again on September 17, 2025 at 1:00p.m.

Carried

Moved by: Norman Watson

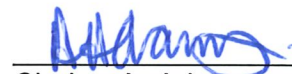
Seconded by: Chester Glinski

THAT the Port Burwell Secondary Water Supply System Joint Board of Management adjourn at 1:47p.m. to meet again on September 17, 2025 at 1:00p.m.

Carried



Board Chair – P. Barbour



Clerk – A. Adams

**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**

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

From: [Elgin Area Primary Water Supply System](#)
To: [Allison Adams](#)
Subject: Posts from Elgin Area Meeting Packages – Lake Huron and Elgin Area Primary Water Supply Systems for 09/24/2025
Date: September 24, 2025 1:04:39 PM

2025-10-02 Elgin Agenda has been posted to the water system's website and is available for download at:

<https://www.huronelginwater.ca/october-2-2025-eapwss-board-meeting/>

This email was sent to aadams@malahide.ca

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

Lake Huron & Elgin Area Primary Water Supply Systems · 235 North Center Rd · Suite 200 · London, On N5X 4E7 ·
Canada

Allison Adams

To: Alicia Csoff
Subject: RE: NEW Elgin County Official Plan (2025)

County of Elgin's **NEW** (2025) Official Plan and Schedules.

<https://www.elgincounty.ca/wp-content/uploads/2025/09/Approved-Elgin-Official-Plan-Sept-25.pdf>



ALLISON ADAMS H.B.A. Political Science,
AOMC, AMP
 MANAGER OF LEGISLATIVE
 SERVICES/CLERK

519-773-5344 EXT. 222

87 JOHN ST S
 AYLMER ON N5H 2C3
 WWW.MALAHIDE.CA



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From: Alicia Csoff <acsoff@ELGIN.ca>

Good Afternoon LMPs,

We are pleased to provide you with the County of Elgin's **NEW** (2025) Official Plan and Schedules.

This document will be shortly available on the County's website as well.

Thank you,

Alicia Csöff

Administrative Assistant, Planning and Development

519-631-1460 ext. 184

www.elgincounty.ca

450 Sunset Drive, St. Thomas, ON N5R 5V1



From: [Roberta Gordon](#) on behalf of [Malahide General](#)
To: [Allison Adams](#)
Cc: [Karsten Brix](#); [Scott Sutherland](#)
Subject: FW: LPRCA Public Consultation - Regulation Mapping Update
Date: September 15, 2025 3:42:35 PM

From: Mapping <mapping@lprca.on.ca>
Sent: Monday, September 15, 2025 3:20 PM
To: Malahide General <info@malahide.ca>
Subject: LPRCA Public Consultation - Regulation Mapping Update

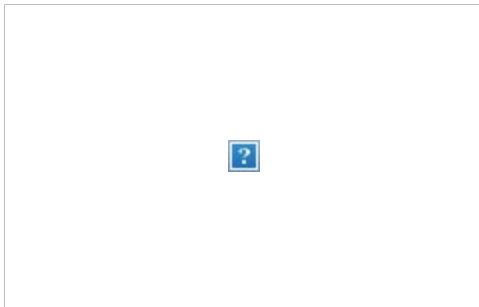
You don't often get email from mapping@lprca.on.ca. [Learn why this is important](#)

Good afternoon,

The Long Point Region Conservation Authority (LPRCA) is currently undertaking public consultation on proposed updates to LPRCA's Regulation Mapping as outlined in the *Conservation Authorities Act; Part VI - Regulation of Areas Under Which Authorities Have Jurisdiction*. LPRCA is seeking feedback on the proposed changes.

The proposed draft mapping has been uploaded to our website and can be viewed in our interactive mapping tool along with additional information regarding the updates at the following link;

<https://www.lprca.on.ca/planning-permits/regulated-area-mapping/>



[Regulated Area Mapping - Long Point Region Conservation Authority](#)

Regulated Area Mapping Access the Long Point Region Conservation Authority Regulated Area Mapping Tool for an interactive view of regulated areas throughout the Long Point Region watershed.

www.lprca.on.ca

This link also includes details about the upcoming public open house to discuss the mapping update, along with instructions on how to submit questions or comments related to the update.

Thank you,

Chloe Krouse

Water Resource Technician

Long Point Region Conservation Authority
4 Elm Street, Tillsonburg, ON N4G 0C4
Office: 519-842-4242 ext.267
Email: mapping@lprca.on.ca



Date: September 15, 2025

Resolution No. COU-2025-30

Moved By: Councillor Wheeldon

Seconded By: Councillor Rowley

Whereas Canadian governments at all levels are structured by and derive their legitimacy from democratic principles, practices, and norms;

And Whereas many countries around the world are experiencing increased political polarization and hostility, shifts toward authoritarianism, and the undermining of democratic norms;

And Whereas incivility and hostility increasingly define the political sphere in Canada at every level of government, but particularly in systems with political parties;

And Whereas this hostile political climate drives lower democratic participation, including low voter turnout and fewer and less diverse political candidates, resulting in a lopsided and unhealthy democracy;

And Whereas poor political health undermines the ability of democratic institutions to exercise effective leadership and overcome the unprecedented challenges of the 21st century;

And Whereas elections are one of the most central and participatory parts of Canadian democratic systems;

And Whereas numerous studies, including those by Parliamentary committees, have identified our First Past the Post electoral system as driving increasing polarization and declines in voter participation, and have recommended some form of proportional representation;

And Whereas electoral reform enjoys broad public support, with a majority of polling respondents who identify with every major party supporting change in the way that they vote;

Therefore Be It Resolved that the Municipality of Brighton call upon the provincial and federal governments to enact electoral reform, adopting proportional systems in which every vote counts and polarization is diminished, in order to safeguard and empower Canadian democracy;

And Be It Further Resolved that this motion be circulated to Prime Minister Mark Carney, Premier Doug Ford, and all Ontario municipalities.

Carried ☒

OR Defeated ☐

Mayor

Recorded Vote		For Clerks Use Only			
Recorded vote called by: _____					
	For	Against	Abstain	Absent	COI
Mayor Brian Ostrander					
Deputy Mayor Ron Anderson					
Councillor Anne Butwell					
Councillor Hannah MacAusland					
Councillor Emily Rowley					
Councillor Jeff Wheeldon					
Councillor Bobbi Wright					
Total					
Carried <input type="checkbox"/> Defeated <input type="checkbox"/>					Clerk's Initials <input type="text"/>

THE CORPORATION OF THE CITY OF DRYDEN

MOVED BY: Price

DATE: 22-Sep-25

SECONDED BY: Klewning

RESOLUTION NO.: 14

Whereas drowning is one of the leading causes of preventable deaths among children in Ontario and research by the Lifesaving Society of Ontario shows that most children who drown never intended to be in the water; and

Whereas evidence demonstrates that even basic swimming and water survival skills significantly reduce the risk of drowning; and

Whereas many children in Ontario do not have equitable access to swimming lessons outside of school due to financial, cultural or geographic barriers; and

Whereas several municipalities across Ontario have expressed strong interest in improving water safety education for children; and

Whereas the Ministry of Education has the authority to incorporate water safety and survival training into the regular elementary school curriculum as a universal, life-saving skill comparable to fire safety and road safety instruction;

Therefore, be it resolved that the Council of The Corporation of The City of Dryden respectfully urges the Government of Ontario, through the Ministry of Education, to incorporate mandatory water safety and Swim-to-Survive training into the elementary school curriculum for all Ontario students; and

Be it further resolved that a copy of this resolution be forwarded to The Honourable Minister of Education of Ontario, local Members of Provincial Parliament, the Association of Municipalities of Ontario and all Ontario municipalities, with a request for their endorsement.

RECORDED VOTE			DECLARATION UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT	
			Councillors who have declared an interest, abstained from discussion and did not vote on this question.	
Council	Yes	No		
Councillor C. Klewning				
Councillor B. Latham				
Councillor M. MacKinnon				
Councillor R. Noel				
Councillor M. Price				
Councillor B. Tardiff				
Mayor J. Harrison				
TOTALS				
			Carried X	Defeated

MAYOR: Harrison



AMANDA FUSCO

Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.904.1402 Fax: 519.741.2705
amanda.fusco@kitchener.ca
TTY: 519-741-2385

SENT VIA EMAIL

September 26, 2025

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on August 25, 2025, passed the following resolution regarding postage:

"WHEREAS Postage costs have seen significant increases, including 25% in 2025 alone;

WHEREAS paper billing has a further environmental cost in both materials (trees) and transportation;

WHEREAS paper billing is increasingly being displaced by environmentally friendly and cost-efficient e-billing;

WHEREAS the Municipal Act indicates the right to a paper bill, and cost-recovery fees for paper billing for tax, and utility bills are unclear;

THEREFORE BE IT RESOLVED that Kitchener City Council request the Province of Ontario to amend the Municipal Act to permit municipalities the ability to grandfather-out paper billing as the default option, and to permit municipalities to establish fees for paper billing for new accounts that opt for this method of delivery;

THEREFORE BE IT FINALLY BE RESOLVED that a copy of this motion be sent to the Association of Municipalities of Ontario, the Premier of Ontario, the Ministry of Municipal Affairs and housing, all other municipalities within Ontario for their consideration and possible endorsement."

Yours truly,

A handwritten signature in cursive script, appearing to read "A. Fusco".

A. Fusco
Director of Legislated Services & City Clerk

Cc: Hon. Rob Flack, Minister of Municipal Affairs and Housing
Association of Municipalities Ontario (AMO)
Sloane Sweazey, Senior Policy Advisor, City of Kitchener
Ontario Municipalities

BAYHAM

A: P.O. Box 160, 56169 Heritage Line
Straffordville, ON N0J 1Y0

T: 519-866-5521

F: 519-866-3884

E: bayham@bayham.on.ca

W: www.bayham.on.ca



September 22, 2025

Via email: aadams@malahide.ca

Re: Long Point Region Conservation Authority Board Appointment

Council passed the following resolution at the September 18, 2025 Regular Meeting of Council:

Moved by: Deputy Mayor Weisler
Seconded by: Councillor Chilcott

THAT the Council of the Municipality of Bayham accepts Rainey Weisler's resignation from the Long Point Region Conservation Authority Board;

AND THAT Mayor Ed Ketchabaw be appointed as Deputy Mayor Weisler's replacement on the Long Point Region Conservation Authority Board for the remainder of the term;

AND THAT this resolution be forwarded to the Township of Malahide for approval and subsequently to Long Point Region Conservation Authority for information.

As the appointed member represents both the Municipality of Bayham and the Township of Malahide, please confirm your support of this appointment.

Regards,

A handwritten signature in blue ink, appearing to read 'Meagan Elliott', is positioned above the printed name.

Meagan Elliott
Clerk
melliott@bayham.on.ca

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 25-54**

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 October 2, 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 2nd day of October, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 2nd day of October, 2025.

Mayor, D. Giguère

Clerk, A. Adams