



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

October 16, 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 October 2, 2025
- (G) Public Meetings & Committee of Adjustment
- (H) Delegations
- (I) Approval of Business (Consent Agenda)

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

- DS-25-38 - 2025 Malahide Annual Satisfaction Survey
 - DS-25-39 - Land Severance Reporting Revisions
- (J) Unfinished Business
 - (K) New Business
 - F-25-11 – Emergency Services Quarterly Report (July-September)
 - PW-25-34 - Malahide Water Distribution System -2025 MECP Inspection
 - PW-25-33 - Amendment to Existing Petition - Hayhoe
 - (L) By-laws

Committee of the Whole

(M) Business for Consideration

- CAO-25-06 - Procedural By-law – Strong Mayor Powers Update

(N) Unfinished Business

(O) New Business

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

Committee of the Whole Adjourns

(P) Correspondence

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

1. AMOWatchfile – October 2, 2025 and October 9, 2025
2. Long Point Region Conservation Authority – Board of Directors Meeting Minutes – September 3, 2025
3. Elgin OPP Detachment Board – Meeting Minutes – June 25, 2025, and September 16, 2025
4. Elgin OPP Detachment Board – Request for Proposals – Financial Management Services for the Elgin OPP Detachment Board
5. Solicitor General - Regulatory amendments - Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the Community Safety and Policing Act, 2019.
6. Town of Newmarket - Automated Speed Enforcement Resolution
7. Niagara Region - Motion Respecting State of Emergency on Mental Health, Homelessness and Addictions
8. Minister for Seniors and Accessibility - 2025 Ontario Senior Achievement Awards- Nomination Deadline extended.
9. Minister of the Environment, Conservation and Parks - Blue Box Regulation
10. Ministry of the Environment, Conservation and Parks - Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities
11. West Lincoln - Support Consultation on the Future of Community Natural Gas Expansion
12. EECC Board – Draft Meeting Minutes – October 8, 2025
13. EECC Board Correspondence – EECC Handrail Project
14. EECC Board Correspondence - Relocation of the Aylmer Branch of the Elgin County Library to the EECC

(Q) Closed Session

- Closed Meeting Minutes – October 2, 2025
- A personal matter about an identifiable individual and litigation or potential litigation affecting the municipality (Section 239 (2)(b)(e))
- A personal matter about an identifiable individual, including municipal or local board employees (Section 239 (2)(b))

(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 16, 2025, Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on October 2, 2025, be adopted.
3. Whereas, at its October 2, 2025 meeting, the Committee of the Whole recommended to Council:
 - a. THAT Report No. DS-25-38 entitled “2025 Malahide Annual Satisfaction Survey” be received;

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

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

AND 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.

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

THAT Report No. F-25-11 entitled “Emergency Services Quarterly Report (July – September)” be received.

THAT Report No. PW-25-34 entitled “Malahide Water Distribution System – 2025 MECP Inspection” be received.

- 6 THAT Report No. PW- 25-33 entitled “Amendment to Existing Petition for Drainage – Hayhoe” be received;
AND THAT the amendment to the original Hayhoe Petition for Drainage dated June 27, 2024 be approved as outlined in this report.

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

THAT Report CAO-25-06 entitled “Procedural By-law – Strong Mayor Powers Update” be received for information;

AND THAT the Committee recommend to Council the amendment of By-law No. 24-35, being a by-law to govern the proceedings of Council and committee meetings of the Corporation of the Township of Malahide.

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

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

1. AMOWatchfile – October 2, 9, 2025
2. Long Point Region Conservation Authority – Board of Directors Meeting Minutes – September 3, 2025
3. Elgin OPP Detachment Board – Meeting Minutes – June 25, 2025, and September 16, 2025
4. Elgin OPP Detachment Board – Request for Proposals – Financial Management Services for the Elgin OPP Detachment Board
5. Solicitor General - Regulatory amendments - Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the Community Safety and Policing Act, 2019.
6. Town of Newmarket - Automated Speed Enforcement Resolution
7. Niagara Region - Motion Respecting State of Emergency on Mental Health, Homelessness and Addictions
8. Minister for Seniors and Accessibility - 2025 Ontario Senior Achievement Awards- Nomination Deadline extended.
9. Minister of the Environment, Conservation and Parks - Blue Box Regulation
10. Ministry of the Environment, Conservation and Parks - Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities
11. West Lincoln - Support Consultation on the Future of Community Natural Gas Expansion
12. EECC Board – Draft Meeting Minutes – October 8, 2025
13. EECC Board Correspondence – EECC Handrail Project
14. EECC Board Correspondence - Relocation of the Aylmer Branch of the Elgin County Library to the EECC

11. 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 – October 2, 2025
- A personal matter about an identifiable individual, including Municipal and Local Board Employees (Section 239 (2)(b)(e)).
- A personal matter about an identifiable individual, including municipal or local board employees (Section 239 (2)(b))

12. THAT By-law No.25-55, being a Confirmatory By-law, be given first, second and third readings and be properly signed and sealed.

13. RESOLVED THAT we do now adjourn at _____ p.m. to meet again on November 6, 2025 at 7:00p.m.

The Corporation of the Township of Malahide
October 2, 2025 – 7:00p.m.
Virtual Meeting - <https://youtu.be/usfOjXqPNjs>

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 Public Works J. Godby, Director of Fire & Emergency Services J. Spoor, Drainage Superintendent B. Lopez and Community Relations & Economic Development Manager S. Tripp.

CALL TO ORDER:

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

APPROVAL OF AGENDA:

No. 25-341

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT the October 2, 2025, Regular Council Meeting Agenda be approved as presented, with the following amendments:

- Imperial Road update
- Port Bruce Washroom update
- Grant notification
- Addendum – Closed Session item - A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Aylmer Settlement Area Boundary Adjustment. (Section 239 (2)(k))

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature therefore:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Section G – Meeting to Consider Brooks Drain Branch A, Section K – Petition Hotke, Petition K-2 Custom Homes and Section L Brooks Drain Branch A 1st & 2nd Reading. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

ANNOUNCEMENTS:

- Port Bruce washroom update

Director Godby provided an update that the Wonnacott washrooms in Port Bruce will be closed and winterized for the season on October 15th. An accessible portable toilet will be available at Wonnacott Park throughout the winter. The Provincial Park washrooms are now closed for the season, and two portable units will remain on site until the end of October.

- Grant notification

Director Spoor reported that the department, acting on behalf of the County Departments, has successfully secured \$100,000 in grant funding to support mental health training for emergency personnel. This funding will directly benefit the Township. A full Council report will be presented at an upcoming meeting.

- Imperial Road update

Deputy Mayor Widner noted that the 'Do Not Pass' markings have been applied to the Do Not Turn lanes in front of Clovermead on Highway 73. He further highlighted that speeding remains a concern, not only in this area but also in Bayham, emphasizing that this is a County-level issue.

ADOPTION OF MINUTES:

No. 25-342

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT the minutes of the regular council meeting held on September 18, 2025 be adopted.

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

- Meeting to Consider – Brooks Drain – Branch A - parts of Lots 11 and 12, Concessions 10 and 11

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

No. 25-343

Moved By: John H. Wilson

Seconded By: Chester Glinski

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

Carried

No. 25-344

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT the tenders for the construction of the Brooks Drain – Branch A be requested for October 27, 2025.

Carried

No. 25-345

Moved By: Sarah Leitch

Seconded By: Rick Cerna

THAT the Court of Revision for the Brooks Drain – Branch A be scheduled to be held on November 6, 2025 at 7:00p.m.

Carried

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

- Public Hearing – Minor Variance Application – D13-MV-07-25– Beth Foster – 48245 Rush Creek Line

No. 25-346

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:11p.m. and that Mayor Dominique Giguère be appointed Chairperson for the “Committee of Adjustment”.

Carried

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

Chair Giguère asked if any person in attendance wished to make any comments and there were none.

Chair Giguère asked if any Committee members wished to make any comments regarding the application and there were none.

No. 25-347

Moved By: Scott Lewis

Seconded By: Rick Cerna

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.

Carried

No. 25-348

Moved By: John H. Wilson

Seconded By: Mark Widner

THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:15p.m.

Carried

DELEGATIONS:

None.

APPROVAL OF BUSINESS (CONSENT AGENDA):

No. 25-349

Moved By: Scott Lewis

Seconded By: Sarah Leitch

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.

Carried

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- DS-25-36 - Application for Consent to Sever No. E51-25 of Mark and Nicole McCallum

No. 25-350

Moved By: John H. Wilson

Seconded By: Sarah Leitch

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.

Carried

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

- PW-25-30 – Petition for Drainage – Hotke

No. 25-351**Moved By: Chester Glinski****Seconded By: Rick Cerna**

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.

Carried

- PW-25-31 – Petition for Drainage – K2 Custom Homes Inc.

No. 25-352**Moved By: Rick Cerna****Seconded By: Sarah Leitch**

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.

Carried

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

- F-25-10 – Capital Purchase of UTV Accessories

No. 25-353**Moved By: Mark Widner****Seconded By: Rick Cerna**

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.

Carried**BY-LAWS:**

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

No. 25-354

Moved By: Scott Lewis

Seconded By: Chester Glinski

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

- 25-52 - Brooks Drain - Branch A

Carried

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

COMMITTEE OF THE WHOLE:

No. 25-355

Moved By: Scott Lewis

Seconded By: Sarah Leitch

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

Carried

- DS-25-38 - 2025 Malahide Annual Satisfaction Survey

No. 25-356

Moved By: Sarah Leitch

Seconded By: John H. Wilson

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.

Carried

- DS-25-39 - Land Severance Reporting Revisions

No. 25-356

Moved By: Sarah Leitch

Seconded By: Chester Glinski

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.

Carried

No. 25-357

Moved By: Mark Widner

Seconded By: Sarah Leitch

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

Carried

CORRESPONDENCE ITEMS:

No. 25-358

Moved By: John H. Wilson

Seconded By: Chester Glinski

BE IT RESOLVED THAT the 10 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

Carried

- **Municipality of Bayham – LPRCA Board Appointment**

No. 25-359

Moved By: Mark Widner

Seconded By: Sarah Leitch

THAT the Council of the Township of Malahide approve Bayham's appointment of their Mayor, Ed Ketchabaw, as the joint representative to the Long Point Region Conservation Authority Board for the remainder of the term

Carried

CLOSED SESSION:

No. 25-360

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council move into Closed Session at 8:04p.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))
- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Aylmer Settlement Area Boundary Adjustment. (Section 239 (2)(k))

Carried

No. 25-361

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT Council move out of Closed Session and reconvene at 9:00p.m.

AND THAT the September 18, 2025 Closed Meeting Minutes be adopted.

AND THAT staff were given direction and there is nothing further to report

Carried

CONFIRMATORY BY-LAW:

No. 25-362

Moved By: John H. Wilson

Seconded By: Sarah Leitch

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

Carried

ADJOURNMENT:

No. 25-363

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 9:01p.m.to meet again on October 16, 2025 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. F-25-11

TO: Mayor & Members of Council
DEPARTMENT: Fire & Emergency Services
MEETING DATE: October 16, 2025
SUBJECT: Emergency Services Quarterly Report (July-September)

RECOMMENDATION:

THAT Report No. F-25-11 entitled “Emergency Services Quarterly Report (July – September)” be received.

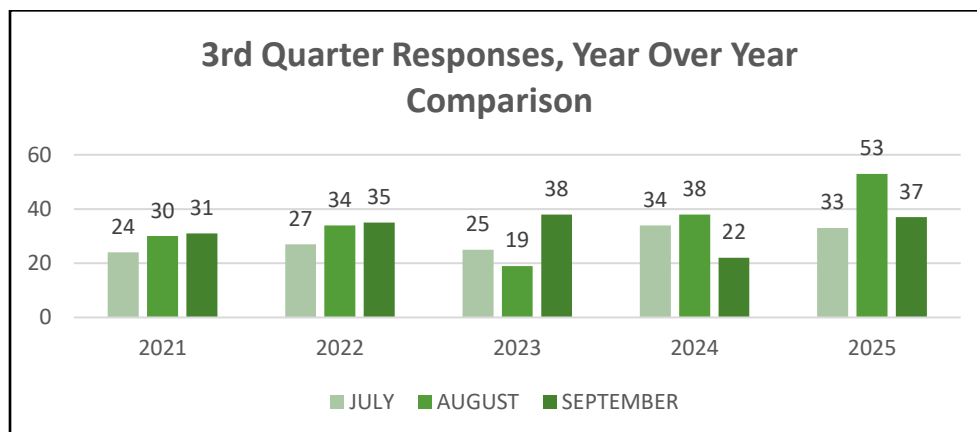
PURPOSE & BACKGROUND:

This report provides information for the third quarter of 2025, including dates from July 1st to September 30th, 2025.

COMMENTS & ANALYSIS:

Department Responses

The Malahide Fire Services responded to one hundred twenty-three (123) incidents this quarter as compared to ninety-four (94) in 2024, eighty-two (82) in 2023, ninety-six (96) in 2022, and eighty-five (85) in 2021. A comparison of these incidents to the same quarter of previous years is shown in the graph below.



Listed below is a breakdown of the types of incidents. Medical incidents accounted for fifty-four (54%) of all incidents in this quarter. The average age of persons requiring medical response was sixty-three (63), with 56% being male and 44% being female.

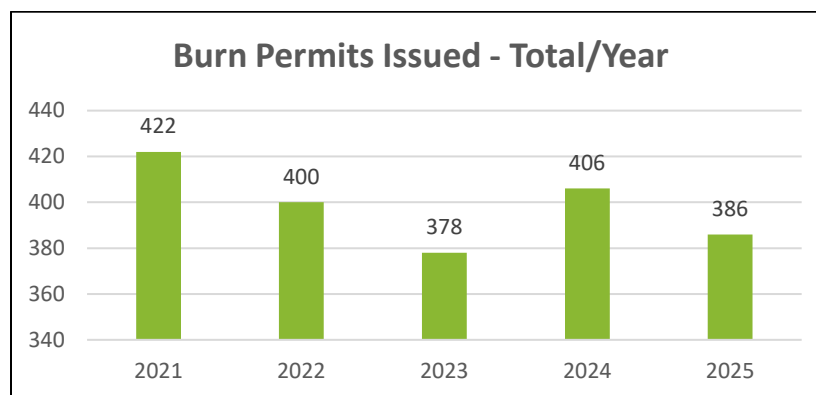
Quarterly Incidents by Type	#
Fire	7
Burn Complaint	22
Alarm Malfunction	7
Smoke Alarm (NO FIRE)	0
CO Alarm	4
Public Hazard	4
Technical Rescue MVC	12
Technical Rescue Other	0
Medical	66
Assist Other Fire Department	0
Assist Police	0
Other	1
TOTAL:	123

Fire Events Loss/Save

There were seven (7) fires with a combined estimated total dollar loss of \$752,500.00, and a total estimated dollar saved of \$598,000.00.

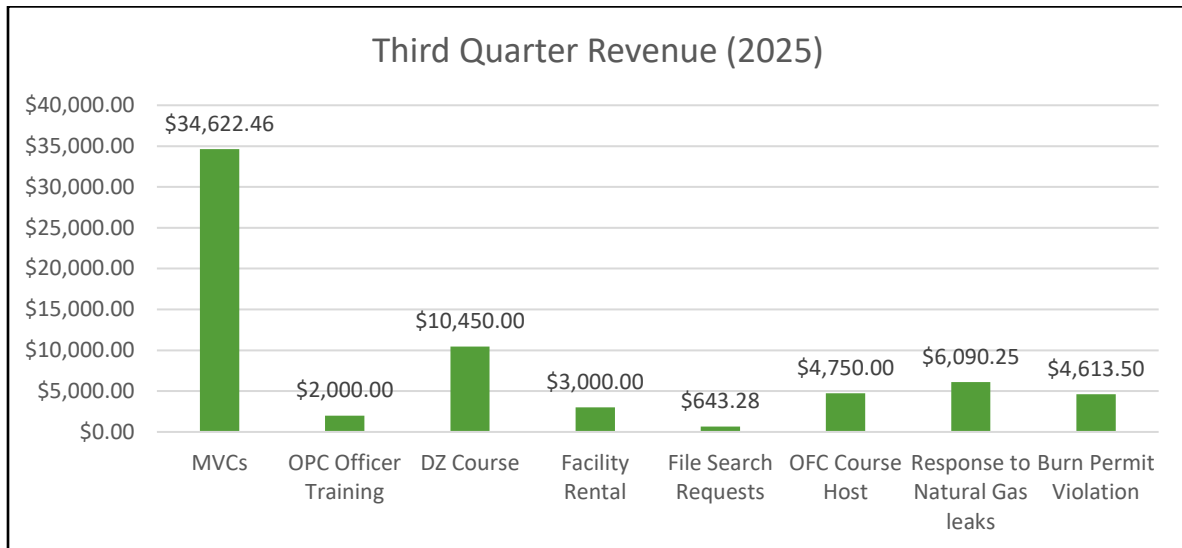
Burn Permits

Thirty-seven (37) burn permits were issued in the third quarter of 2025.



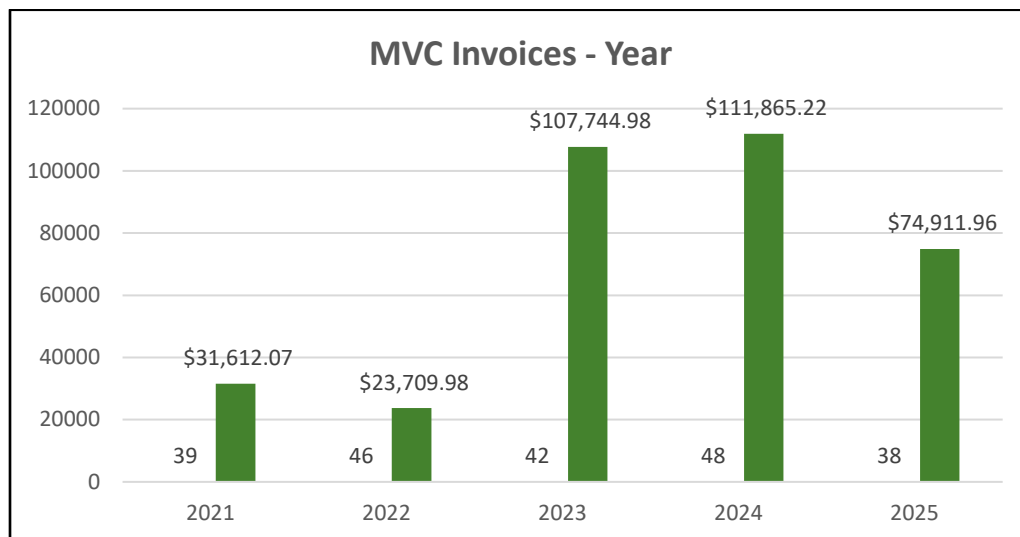
Total Quarterly Revenue

Malahide Fire Services Revenue in the third quarter of 2025 is \$66,169.49 (before applicable HST). This revenue is derived from providing services at MVCs, gas leak incidents and burn permit violations, facilitating a DZ licensing course, OPC officer training, facility rental, fire file search requests, and hosting courses for the Ontario Fire College (OFC), as depicted in the graph below.



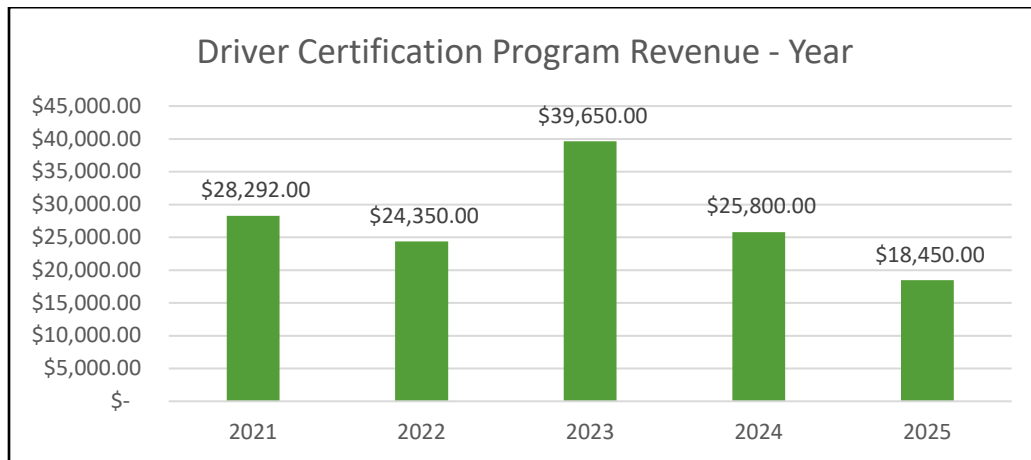
Motor Vehicle Collision Cost Recovery

Malahide Fire Services responded to twelve (12) motor vehicle collisions (“MVC”) in the third quarter for a total of thirty-eight (38) MVCs to date in 2025. Year-to-date invoicing for services rendered, and total for prior years, is provided below:



Driver Certification Program

The Township is an authorized agent to deliver a Driver Certification Program (DCP), which allows the Township to certify and renew drivers for up to Class D and air brake testing and certification. The Elgin County Chiefs Mutual Aid Association has requested that the Township of Malahide continue to provide DZ Certification training to other Elgin County Department recruit firefighters. Year-to-date invoicing for courses, and the total for prior years is provided in the graph below:



Fire Prevention and Public Education

The following fire safety messages have been used this quarter on message boards outside the stations:

July – “A dead smoke/CO alarm battery will not save your family”

August – “Prevent farm fires – maintain farm equipment” and
“Fire ban in effect until further notice” (August 8-18, 2025)

September – “Carbon monoxide kills – get your detectors” and
“Firefighter Recruit Open House – Sep 20th 1-4pm”

Fire Prevention Staff participated in five (5) community events in the second quarter: Tim Horton’s Camp Day, Aylmer Fair Fire Muster & Games, Springfield Library Camp Day, Aylmer & Area Chamber of Commerce Doors Open event, Firefighter Recruit Open house as well as the third annual Saved by the Beep campaign. As part of this campaign, Malahide Fire Services offered free smoke alarm inspections and installations for Township residents.

Camp BUCKO Fundraiser

Following the fire in the community of Springfield in 2024, MFS members were determined to give back to the community in a meaningful way. One of our firefighters began the fundraising efforts for Camp BUCKO (Burn Camp for Kids in Ontario) by selling hats to members of MFS with a goal of raising \$500. Due to the support of the department and the community, MFS was able to collectively sell 385 hats and then culminated the fundraiser with a charity golf tournament. In September, MFS was proud to donate an amazing \$10,360 to Camp BUCKO.



Superior Tanker Shuttle Service (STSS) Accreditation

Malahide Fire Services is proud to announce the successful renewal of its Superior Tanker Shuttle Service (STSS) Certificate of Accreditation in Alternative Water Supply for Public Fire Protection for all three Malahide Fire Stations.

The STSS accreditation demonstrates that Malahide Fire Services can deliver a continuous and reliable water supply for firefighting in areas without hydrants, achieving the same level of fire protection as a fully hydrant-protected community. This accreditation is recognized by most insurance providers across Canada as being equivalent to hydrant protection.

For Malahide residents, this achievement is especially beneficial. Homeowners located within eight (8) kilometers by road of any Malahide Fire Station may qualify for significant reductions in their property fire insurance premiums, thanks to the Township's certified ability to provide efficient and effective water delivery during firefighting operations.

This renewal reflects Malahide Fire Services' ongoing commitment to maintaining high operational standards and ensuring the safety and protection of the community.

EMERGENCY MANAGEMENT PROGRAM

Emergency Response

No emergency activities this quarter.

Emergency Program

The Malahide Emergency Management Program Committee (EMPC) met on August 19, 2025. This meeting included the annual review of the Emergency Management By-Law, the Emergency Response Plan and its appendices, as well as the Critical Infrastructure and Hazard Identification and Risk Assessment (HIRA).

The 2025 exercise will be a functional tabletop exercise focused on a tornado emergency scenario involving all municipalities within Elgin County. This exercise will be hosted at the Keystone Complex in Shedden on November 4, 2025. By conducting a joint tabletop exercise, participants will have the opportunity to operate both independently and collaboratively, enhancing their understanding of available resources across the county and improving overall emergency preparedness.

FOURTH QUARTER EVENTS

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

- October 5-11: Fire Prevention Week
 - Scheduled to visit four (5) elementary schools for Lithium-Ion Battery Safety/Awareness Presentations, colouring contests
- October 14: OPC Officer Training
- November 4: Emergency Management Tabletop Exercise
- November 28-30: Annual Food Drive

Prepared by: M. Badder, Fire Administrative Assistant
Reviewed by: J. Spoor, Director of Fire & Emergency Services
Approved by: N. Dias, Chief Administrative Officer



REPORT NO. PW-25-34

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: October 16, 2025
SUBJECT: **Malahide Water Distribution System – 2025 MECP Inspection**

RECOMMENDATION:

THAT Report No. PW-25-34 entitled “Malahide Water Distribution System – 2025 MECP Inspection” be received.

PURPOSE & BACKGROUND:

On August 28, 2025, Provincial Officer Angela Stroyberg of the Ministry of the Environment, Conservation and Parks (MECP) conducted an announced physical inspection of the Malahide Water Distribution System. The primary focus of this inspection is to confirm compliance with applicable legislation, as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period.

The ministry uses a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices. The Malahide Water System is considered to be a “stand alone connected distribution system”. This type of system receives water from a separately owned “donor” system. The inspection contained critical elements required to assess key compliance and conformance issues associated with a “receiver” system. The inspection process conducted by the Provincial Officer, Angela Stroyberg, consisted of a variety of elements, including but not limited to:

- Physical inspection of the Malahide Water Distribution System on August 28, 2025
- Document and records review of the Drinking Water Works Permit (DWWP) and Municipal Drinking Water License (MDWL)
- Review of operational documents maintained by the owner/operating authority for the period of August 1, 2024, to July 31, 2025, for the Malahide Water Distribution System
- Operational documents/ logbooks and Microbiological and chemical sample test results
- Online Continuous Monitoring Data
- Compliance and operating practices in relation to O. Reg. 170/03, Water Quality Standard O. Reg. 169/03, Safe Drinking Water Act 2002, Ontario Water

Resources Act 1990, O. Reg. 128/04 regarding certification of System Operators and Water Quality Analysts

COMMENTS & ANALYSIS:

The MECP has a rigorous scoring system for municipal water systems in Ontario. The scoring is based on a risk rating methodology. The primary goal of the scoring system is to encourage municipalities across Ontario to improve their systems and to establish a way to measure their improvements based on previous inspection scoring. An average inspection rating would not necessarily indicate the municipality is operating an unsafe drinking water system. However, it identifies that a municipality has room for improvement of the system.

For this inspection period, the Malahide Distribution System received a mark of 92.36%. There was one Non-Compliance (NC) with regulatory requirements identified during this inspection period. This NC is described on pg. 6 of the attached MECP inspection report. It is further described on page 9 and 10 of the attached MECP report which outlines the description of the NC and the corrective actions required to address this matter. The corrective action issued requires the Owner/Operating Authority to provide training to Operators on the most current issue of the Drinking Water Works Permit (DWWP) #051-201. Additionally, the Owner/ Operating Authority are required to submit documentation including an Operator sign off sheet to Angela Stroyberg by no later than November 30, 2025.

Township Staff and OCWA have taken this NC very seriously to ensure the corrective actions required to prevent a future occurrence are addressed as required by the MECP. Township Staff requested the below summary from the Operating Authority to summarize the details of the event that occurred which resulted in a NC with Schedule B Section 2.3 of the DWWP #051-201.

The following statement was provided by Stephanie Simpson of OCWA by email to the Malahide WWOM on October 3, 2025:

On May 8th, 2025, pump #1 was replaced at the Copenhagen BPS. The Operator on site ensured that the repair was isolated and the pump was disinfected with 12% Sodium Hypochlorite solution. Once the repair was completed it was thoroughly flushed and a chlorine residual of 0.87mg/L was collected. There was no observation of contamination. During this repair a microbiological sample was not collected as per the AWWA C653 Disinfection of Water Treatment Plants, and the incorrect form was used to document this repair.

As part of the corrective action as directed by the MECP, training has been provided to staff to review the disinfection procedure requirements as identified within the AWWA C653. OCWA has revised SOP#32 Distribution System Repairs to clearly identify documentation requirements for repairs and replacements of components within the

Malahide DWS. In addition, Tailgate meetings will be conducted and documented for any work outside the normal scope of work, where; H&S procedures, relevant SOP's and required documentation will be discussed with all operational staff.

The MECP is in the process of revising the requirements for pump replacements and the new procedure will require less stringent disinfection requirements. This document is currently being circulated for comment.

Overall, this inspection report was positive. The corrective actions that are being taken by the Owner and Operating Authority in response to the NC identified during this inspection period by the MECP present an opportunity for continuous improvement on how the water system is operated and maintained.

The Owner and Operating Authority are committed to ensuring the Malahide Water Distribution continues to provide a safe, reliable water supply to the residents which receive municipal water from the system. A complete copy of the inspection report is attached.

FINANCIAL IMPLICATIONS:

N/A

LINK TO STRATEGIC & OPERATIONAL PLANS:

This information is in line with Malahide's mission to provide essential services that are timely, cost-effective, easy to access and aligned with policies and the priority to establish, document and implement service levels.

ATTACHMENTS:

1. 2025 Malahide Water Distribution System MECP Inspection

Prepared by: S. Gustavson, Water/Waste Water Operations Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

**Ministry of the Environment,
Conservation and Parks**Drinking Water and Environmental
Compliance Division733 Exeter Rd
London ON N6E 1L3Tel (519) 873-5000
Fax (519) 873-5020**Ministère de l'Environnement, de la
Protection de la nature et des Parcs**Division de la conformité en matière d'eau
potable et d'environnement733, rue Exeter
London ON N6E 1L3Tel (519) 873-5000
Fax (519) 873-5020

October 2, 2025

The Corporation of the Township of Malahide87 John Street
Aylmer, Ontario
N5H 2C3

Attention: **Sam Gustavson**, Water Wastewater Operations Manager
 Regarding: **Malahide Distribution System (WW# 260004774)** Final Inspection Report
 Physical Inspection conducted on August 28, 2025

The enclosed Drinking Water Inspection Report outlines non-compliances, if any, with Ministry legislation, and policies for the above noted water system. Violations noted in this report, if any, have been evaluated based on community risk. These violations will be monitored for compliance with the minimum standards for drinking water in Ontario as set forth under the *Safe Drinking Water Act* and the associated regulations. Where risk is deemed to be high and/or compliance is an ongoing concern, violations will be forwarded to this Ministry's Environmental Investigations and Enforcement Branch.

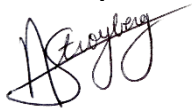
In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation and Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection summary Rating Record (IRR) provides the Ministry, the system owner, and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance.

Section 19 of the *Safe Drinking Water Act* (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "*Taking Care of Your Drinking*

Water: A guide for members of municipal council” found under “Drinking Water” on the Drinking Water Ontario website at www.ontario.ca/page/taking-care-your-drinking-water-guide-members-municipal-councils.

Attached to the report is the IRR methodology guidance describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry’s Chief Drinking Water Inspector’s Annual Report. Should you have any questions regarding the report, please feel free to contact me at (519) 317-8084.

Sincerely,



Angela Stroyberg
Provincial Officer
Water Compliance Officer
London District Office
Angela.Stroyberg@Ontario.ca

cc. Southwestern Public Health Unit
Catfish Creek Conservation Authority
London District File



MALAHIDE DISTRIBUTION SYSTEM

Physical Address: 87 JOHN ST S, , AYLMER, ON
N5H 2C3

INSPECTION REPORT

System Number: 260004774

Entity: THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
ONTARIO CLEAN WATER
AGENCY

Inspection Start Date: August 20, 2025

Site Inspection Date: August 28, 2025

Inspection End Date: September 18, 2025

Inspected By: Angela Stroyberg

Badge #: 1695



(signature)

INTRODUCTION

Purpose

This announced, detailed inspection of the Malahide Distribution System (WW#220000629) was conducted on August 28, 2025, by Provincial Officer Angela Stroyberg to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

Scope

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Facility Contacts and Dates

The drinking water system is owned by the Township of Malahide and operated by the Ontario Clean Water Agency (Southwest Hub). The system serves an estimated population of approximately 1131 and is categorized as a Large Municipal Residential System. Documentation reviewed for this inspection covered the time period of August 1, 2024 to July 31, 2025.

Systems/Components

Primary disinfection is undertaken by the Elgin Area Primary Water Supply System (EAPWSS) which provides treated water to a number of drinking water systems. The EAPWSS (DWS# 210000871) drinking water system is inspected separately from this drinking water system.

Treated water for the Malahide Distribution System (DWS#260004774) is received from the Aylmer Area Secondary Water Supply System (DWS #2600004722), the Aylmer Distribution System (DWS#260002136) and the Port Burwell Area Secondary Water Supply System (DWS#260004735). Each system is inspected separately from this drinking water system. The Malahide Distribution System provides pressure boosting for the drinking water system.

The following sites were visited as part of the inspection of the drinking water system:

Copenhagen Booster Station

- Two (2) booster pumps, duty and standby each rated at 8.0 L/s

Permissions/Approvals

An inspection of the Malahide Distribution System was conducted on August 28, 2025, by Provincial Officer Angela Stroyberg. As part of the inspection, several documents were reviewed in association with this report. Generally, these include but are not restricted to the following:

- 1) Drinking Water Works Permit # 051-201- Issue Number 4, dated May 12, 2020.
- 2) Drinking Water Works Permit # 051-201- Issue Number 5, dated March 25, 2025.
- 3) Municipal Drinking Water Licence # 051-101- Issue Number 4, May 12, 2020.
- 4) Municipal Drinking Water Licence # 051-101- Issue Number 5, March 25, 2025.
- 5) Malahide Distribution Water System Operations and Maintenance Manual dated April 1, 2025.
- 6) Online Continuous Monitoring Data for the inspection review period.
- 7) Other operational documents maintained by the Owner/Operating Authority for the inspection period.

NON-COMPLIANCE

The following item(s) have been identified as non-compliance, based on a "No" response captured for a legislative question(s). For additional information on each question see the Inspection Details section of the report.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Item	Question	Compliance Response/Corrective Action(s)
NC-1	Question ID: DWMR1025001 Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?	All parts of the drinking water system were not disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit. See Page 7 for more details.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1018001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner ensured that equipment was installed as required.			
Observations made at the time of the inspection indicated that the equipment and components that are described under Schedule A and Schedule C of the Drinking Water Works Permit #051-201 – Issue #5 were installed for the Malahide Distribution System.			

Question ID	DWMR1021001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 2 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 2 documents were prepared as required.			
The Owner/Operating Authority provided one (1) Form 2 Document pertaining to the replacement of a booster pump #1 located within the Copenhagen Booster Pumping Station.			

Question ID	DWMR1028001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were up-to-date plans for the drinking water system made available in such a manner that			

they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system, in accordance with the Drinking Water Works Permit and Municipal Drinking Water Licence?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Plans for the drinking water system were kept up-to-date and made available as required.

Question ID	DWMR1025001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All parts of the drinking water system were not disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit. See Page 7 for more details. Drinking Water Works Permit #051-201– Issue # 5, Section 2.3 of Schedule B stipulates that all parts of the drinking water system in contact with the drinking water system which are added, modified, replaced, extended shall be disinfected accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents: 1. The ministry's Watermain Disinfection Procedure, dated August 1, 2020; 2. Subject to the condition 2.3.2, any updated version of the ministry's Watermain Disinfection Procedure; 3. Subject to condition 2.3.3 i) AWWA C652 – Standard for Disinfection of Water-Storage Facilities; ii) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and iii) AWWA C654 – Standard for Disinfection of Wells. For greater clarity, where an activity has occurred that could introduce contamination, including but not limited to repair, maintenance, or physical/video inspection, all equipment that may come into contact with the drinking water system shall be disinfected in accordance with the requirements 2.3 above. On May 5, 2025, the Owner/Operating Authority replaced pump #1 with a spare pump, for the Copenhagen Booster Pumping Station. Operators/maintenance personal documented the information on an internal form entitled "Appurtenance Repair Form". A review of the			

documentation submitted, indicated that Owner/Operating Authority failed to ensure that AWWA Standard C653 – Disinfection of Water Treatment Plants was followed and accurately documented in order to satisfy the conditions imposed by the Director in the Drinking Water Works Permit.

In addition to the aforementioned, the forms lacked appropriate details such as but not limited to the following: which approved disinfection method was followed, accurate times of activities performed, the length of contact time and the level of free chlorine. The Owner/Operating Authority also failed to ensure that bacteriological samples were collected, and acceptable results received prior to putting the pump into service.

CORRECTIVE ACTIONS:

From herein, the Owner/Operating Authority shall ensure that that the procedures listed in the most current issue of the Drinking Water Works Permit #051-201, Section 2.3 of Schedule B is accurately followed, and activities are properly documented in order to satisfy the conditions imposed by the Director. The Owner/Operating Authority shall provide training to the operators on the requirements of the most current issue of the Drinking Water Works Permit #051-201 and shall submit documentation to ensure compliance with the aforementioned including an operator sign off sheet to the undersigned inspector no later than November 30, 2025.

Question ID	DWMR1027001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner have evidence indicating that chemicals and materials that came in contact with water within the drinking water system met all applicable AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had evidence indicating that chemicals and materials that came in contact with water within the drinking water system met the applicable standards.			

Question ID	DWMR1033001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required.			

Free Chlorine residuals are required to be sampled from the distribution system twice per week and must be taken at least 48 hours after and during the same week as one of the other samples that was collected and tested for free chlorine or at least one sample is taken on each day of the week. According to documentation, the Owner/Operating Authority collects four (4) grab samples at the beginning of the week and three (3) additional samples at least 48 hours after the initial set, in accordance with the requirements outlined in Schedule 7-2(5) of O. Reg. 170/03. Based on the aforementioned, the Owner/Operating Authority has complied with the legislative requirement.

Question ID	DWMR1049001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did records confirm that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system.			

Question ID	DWMR1036001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-7 (1);			
Question: Where continuous monitoring equipment was not used for chlorine residual analysis, were samples tested using an acceptable portable device?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Samples for chlorine residual analysis were tested using an acceptable portable device.			

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records showed that all water sample results met the Ontario Drinking Water Quality Standards.

Question ID	DWMR1081001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);			
Question: Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Distribution microbiological sampling requirements were met.			
Ontario Regulation 170/03, Schedule 10-2 stipulates that distribution water samples are required to be collected and tested for E.coli, Total Coliforms and that at least 25 percent of the samples are tested for general bacterial population expressed as colony counts on a heterotrophic plate count with the prescribed frequency stipulated in Schedule 6-1.1(1) of O. Reg 170/03. During the inspection period, the Owner/Operating Authority consistently collected weekly microbiological samples from the distribution system. In accordance with regulatory requirements, a minimum of 9 samples per month must be collected based on the population served. A review of sampling records indicated that between 9 and 14 samples were collected each month. Based on the aforementioned, the Owner/Operating Authority is in compliance with the applicable legislative requirements.			

Question ID	DWMR1096001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);			
Question: Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that chlorine residual tests were conducted as required.			

Question ID	DWMR1086001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);			
Question: Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Haloacetic acid sampling requirements were met. Haloacetic Acid (HAA) samples are required to be collected and tested from the distribution system each calendar quarter, in accordance with Schedule 13-6.1 of Ontario Regulation 170/03, and at the prescribed frequency outlined in Schedule 6-1.1(4). Based on the documentation reviewed, the following samples were collected: Malahide Distribution System 1) July 7, 2025 = 12.1 ug/L 2) April 8, 2025 = 28.4 ug/L 3) January 6, 2025 = 19.0 ug/L 4) October 1, 2024 = 22.4 ug/L RAA = 20.475 mg/L Based on the aforementioned the Owner/Operating Authority is in compliance with the requirements for collecting Haloacetic Acid (HAA) samples in accordance with Schedule 13-6.1 of Ontario Regulation 170/03.			

Question ID	DWMR1087001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);			
Question: Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Trihalomethane sampling requirements were met. Trihalomethane (THM) samples are required to be collected and tested from the distribution			

system every calendar quarter, in accordance with Schedule 13-6 of Ontario Regulation 170/03, and at the prescribed frequency outlined in Schedule 6-1.1(4). Based on the documentation reviewed, the following samples were collected

Malahide Distribution System

- 1) July 7, 2025 = 37 ug/L
- 2) April 8, 2025 = 34 ug/L
- 3) January 6, 2025 = 41 ug/L
- 4) October 1, 2024 = 52 ug/L

RAA = 41.0 mg/L

Based on the aforementioned, the Owner/Operating Authority is in compliance with the requirements for collecting trihalomethane (THM) samples in accordance with Schedule 13-6 of Ontario Regulation 170/03.

Question ID	DWMR1092001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-2;			
Question: Were water samples taken at the prescribed location?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Water samples were taken at the prescribed location.			

Question ID	DWMR1095001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 15.1-10; SDWA O. Reg. 170/03 15.1-4 (1); SDWA O. Reg. 170/03 15.1-5 (1); SDWA O. Reg. 170/03 15.1-5 (10); SDWA O. Reg. 170/03 15.1-5 (11); SDWA O. Reg. 170/03 15.1-5 (2); SDWA O. Reg. 170/03 15.1-5 (3); SDWA O. Reg. 170/03 15.1-5 (4); SDWA O. Reg. 170/03 15.1-5 (5); SDWA O. Reg. 170/03 15.1-5 (6); SDWA O. Reg. 170/03 15.1-5 (7); SDWA O. Reg. 170/03 15.1-5 (8); SDWA O. Reg. 170/03 15.1-5 (9); SDWA O. Reg. 170/03 15.1-7 (1); SDWA O. Reg. 170/03 15.1-7 (2); SDWA O. Reg. 170/03 15.1-7 (3); SDWA O. Reg. 170/03 15.1-7 (4); SDWA O. Reg. 170/03 15.1-9 (1); SDWA O. Reg. 170/03 15.1-9 (2); SDWA O. Reg. 170/03 15.1-9 (3); SDWA O. Reg. 170/03 15.1-9 (4); SDWA O. Reg. 170/03 15.1-9 (5); SDWA O. Reg. 170/03 15.1-9 (6); SDWA O. Reg. 170/03 15.1-9 (7); SDWA O. Reg. 170/03 15.1-9 (8); SDWA O. Reg. 170/03 15.1-9 (9);			
Question: Were lead sampling requirements prescribed by Schedule 15.1 of O. Reg. 170/03 met?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Lead sampling requirements were met.

The Malahide Distribution System is currently operating under an exemption for lead sampling. Under this exemption, sampling from plumbing is not required. However, in accordance with O. Reg. 170/03 – Schedule 15.1-5, sampling for lead, alkalinity, and pH must still be conducted within the distribution system. According to documentation the following samples were collected:

Summer Sample Period (June 15 – October 15)

July 7, 2025 = pH and Alkalinity

July 9, 2024 = Lead, pH and Alkalinity

July 11, 2023 = Lead, pH and Alkalinity

Winter Sample Period (December 15 – April 15)

February 3, 2025 = Lead, pH and Alkalinity

February 9, 2024 = pH and Alkalinity

February 21, 2023 = Lead, pH and Alkalinity

The Owner/Operating Authority is also required to collect a minimum of 2 distribution system samples based on the population served for reduced sampling as per the Table "Reduced Sampling – Number of Sampling Points in O. Reg 170/03 Schedule 15.1-5. According to documentation, 2 samples were collected for each of the winter and summer sampling periods. Based on the aforementioned, the Owner/Operating Authority is in compliance with the legislative requirement.

Question ID	DWMR1110001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 11 (6);			
Question: Was the annual report prepared by February 28th of the following year and did it contain the required information?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The annual report requirements were met. A review of the Annual Report for the Malahide Distribution System included all required information as prescribed in Ontario Regulation 170/03. The report was presented to the Council for the Township of Malahide on February 21, 2025, according to documentation submitted.			

Question ID	DWMR1057001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 11 (2.1);			
Question: Did the owner of this system provide an annual report to the owner(s) of all standalone distribution systems connected to this system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided an annual report to the standalone distribution system(s) connected to this system.			

Question ID	DWMR1056001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Did the donor provide an annual report to the owner of this receiver drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The donor provided an annual report to the owner of the receiver drinking water system.			

Question ID	DWMR1111001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 22-2 (1); SDWA O. Reg. 170/03 22-2 (2); SDWA O. Reg. 170/03 22-2 (3); SDWA O. Reg. 170/03 22-2 (4);			
Question: Did the summary report contain the required information and was it completed and distributed as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The summary report requirements were met.			

Question ID	DWMR1113001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10.1 (3);			
Question: Were changes to the system registration information provided to the ministry within ten (10) days of the change?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Changes to the system registration information were provided as required.

Question ID	DWMR1114001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner have evidence that, when required, all legal owners associated with the drinking water system were notified of the requirements of the Municipal Drinking Water Licence and Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had evidence that the required notifications were made.			

Question ID	DWMR1098001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13 (1); SDWA O. Reg. 170/03 13 (2); SDWA O. Reg. 170/03 13 (3);			
Question: Were the required records kept for the periods prescribed by section 13 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The required records were kept for the prescribed periods.			

Question ID	DWMR1045001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner update the document describing the distribution components within 12 months of completion of alterations to the system in accordance with the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had up-to-date documents describing the distribution components.			

Question ID	DWMR1046001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was there a backflow prevention program, policy and/or bylaw in place that addressed cross connections and connections to high hazard facilities?			
Compliance Response(s)/Corrective Action(s)/Observation(s): There was a backflow prevention program, policy and/or bylaw in place.			

Question ID	DWMR1053001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was the owner able to maintain proper pressures in the distribution system and was pressure monitored to alert the operator of conditions of loss of pressure below the value under which the system was designed to operate?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.			

Question ID	DWMR1048001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Had the owner implemented a program for the flushing of watermain as per industry standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had implemented a program for the flushing of watermain.			

Question ID	DWMR1050001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was there a program in place for inspecting and exercising valves?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

There was a program in place for inspecting and exercising valves.

Question ID	DWMR1051001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was there a program in place for inspecting and operating hydrants?			
Compliance Response(s)/Corrective Action(s)/Observation(s): There was a program in place for inspecting and operating hydrants.			

Question ID	DWMR1052001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was there a bylaw or policy in place limiting access to hydrants?			
Compliance Response(s)/Corrective Action(s)/Observation(s): There was a bylaw or policy in place limiting access to hydrants.			
The Corporation of the Township of Malahide Water By-Law 15-71 prescribes the limits for hydrant usage.			

Question ID	DWMR1058001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 28;			
Question: Did operators and maintenance personnel have ready access to operations and maintenance manuals?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators and maintenance personnel had ready access to operations and maintenance manuals.			

Question ID	DWMR1059001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 28;			
Question: Did the operations and maintenance manuals contain plans, drawings, and process descriptions sufficient for the safe and efficient operation of the system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manuals contained plans, drawings, and process descriptions sufficient for the safe and efficient operation of the system. The current regulatory requirements under O. Reg 128/04 s.28 stipulates that the Owner/Operating Authority of a subsystem shall ensure that operators and maintenance personnel in the subsystem have ready access to the comprehensive operations and maintenance manuals that contain plans, drawings, and process descriptions sufficient for the safe efficient operation of the subsystem. A review of the Town of Malahide Distribution System's Operations and Maintenance Manual dated April 1, 2025, indicated that the manual did contain the aforementioned requirements.			

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence. Municipal Drinking Water Licence #051-101 – Issue # 5, Section 16 of Schedule B outline the requirements for the Operations and Maintenance Manuals. The Malahide Distribution System's Operations and Maintenance Manual contain the aforementioned requirements as stated in the MDWL including but not limited to; contingency plans, procedures to deal with emergencies, procedures for dealing with complaints associated with the drinking water system and copies of the current permit and licence.			

Question ID	DWMR1064001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 26 (2);			

Question:

Did an operator-in-charge ensure that records were maintained of all adjustments to the processes within their responsibility?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The operator-in-charge ensured that records were maintained of all adjustments to the processes within their responsibility.

Question ID	DWMR1062001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			
Question: Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.			

Question ID	DWMR1063001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-10 (1);			
Question: For every required operational test and sample, was a record made of the date, time, location, results, and name of the person conducting the test?			
Compliance Response(s)/Corrective Action(s)/Observation(s): For every required operational test and sample, a record was made as required.			

Question ID	DWMR1061001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 27 (1); SDWA O. Reg. 128/04 27 (2); SDWA O. Reg. 128/04 27 (3); SDWA O. Reg. 128/04 27 (4); SDWA O. Reg. 128/04 27 (5); SDWA O. Reg. 128/04 27 (6); SDWA O. Reg. 128/04 27 (7);			
Question: Were logbooks properly maintained and did they contain the required information?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Logbooks were properly maintained and contained the required information.

Question ID	DWMR1065001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 27 (6);			
Question: Were logs and other record keeping mechanisms available for at least five (5) years?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Logs or other record keeping mechanisms were available for at least five (5) years.			

Question ID	DWMR1067001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Were equipment and materials in place for the clean up of spills?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Equipment and materials were in place for the clean up of spills.			

Question ID	DWMR1071001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did the owner provide security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided security measures to protect components of the drinking water system.			
The Copenhagen Booster Station is located within an underground chamber, accessed via a man that is covered with a heavy-duty manhole cover. The associated control panel is situated above ground, remains locked at all times to prevent unauthorized access. In addition to the aforementioned, the facility is subject to routine inspections conducted regularly by authorized staff to ensure proper operation and compliance.			

Question ID	DWMR1072001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Had the owner and/or operating authority undertaken efforts to promote water conservation and reduce water losses in the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.			

Question ID	DWMR1073001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): An overall responsible operator was designated for all subsystem.			
Ontario Regulation 128/04 S.23(1) states that the owner or operating authority of a municipal residential subsystem shall designate as overall responsible operator of the subsystem an operator who holds a certificate for that type of subsystem and that is of the same class as or higher than the class of that subsystem. (For example, the overall responsible operator of a Class III water treatment subsystem must be an operator who holds a Class III or Class IV water treatment subsystem operator's certificate.) The Owner/Operating Authority currently employ several certified operators qualified to act as the Overall Responsible Operator (ORO) for the drinking water system to ensure sufficient coverage in the event of an absence.			

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water			

system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Operators-in-charge were designated for all subsystems.

Ontario Regulation 128/04 S. 25(1) states that the Owner or Operating Authority of a subsystem or a person authorized by the Owner or Operating Authority shall designate one or more operators as operators-in-charge of the subsystem. The Owner/Operating Authority currently employ several certified operators who are designated as Operator-In-Charges for the system.

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators were certified as required.			

Stakeholder Appendix

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or

waterforms@ontario.ca.

For more information on Ontario's drinking water visit

www.ontario.ca/page/drinking-water



Click on the publication below to access it

- [Drinking Water System Profile Information Form - 012-2149E](#)
- [Laboratory Services Notification Form – 012-2148E](#)
- [Adverse Test Result Notification Form – 012-4444E](#)
- [Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils](#)
- [Procedure for Disinfection of Drinking Water in Ontario](#)
- [Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids](#)
- [Filtration Processes Technical Bulletin](#)
- [Ultraviolet Disinfection Technical Bulletin](#)
- [Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments](#)
- [Certification Guide for Operators and Water Quality Analysts](#)
- [Training Requirements for Drinking Water Operator](#)
- [Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption](#)
- [Drinking Water System Contact List – 7128E01](#)
- [Ontario's Drinking Water Quality Management Standard - Pocket Guide](#)
- [2020 Watermain Disinfection Procedure](#)
- [List of Licensed Laboratories](#)

Inspection Risk Rating and Inspection Risk Methodology

APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

ontario.ca/drinkingwater

Determining Potential to Compromise the Delivery of Safe Water

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system's operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry's annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

The risk management approach used for MRDWS is aligned with the Government of Ontario's Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:

Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:

Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

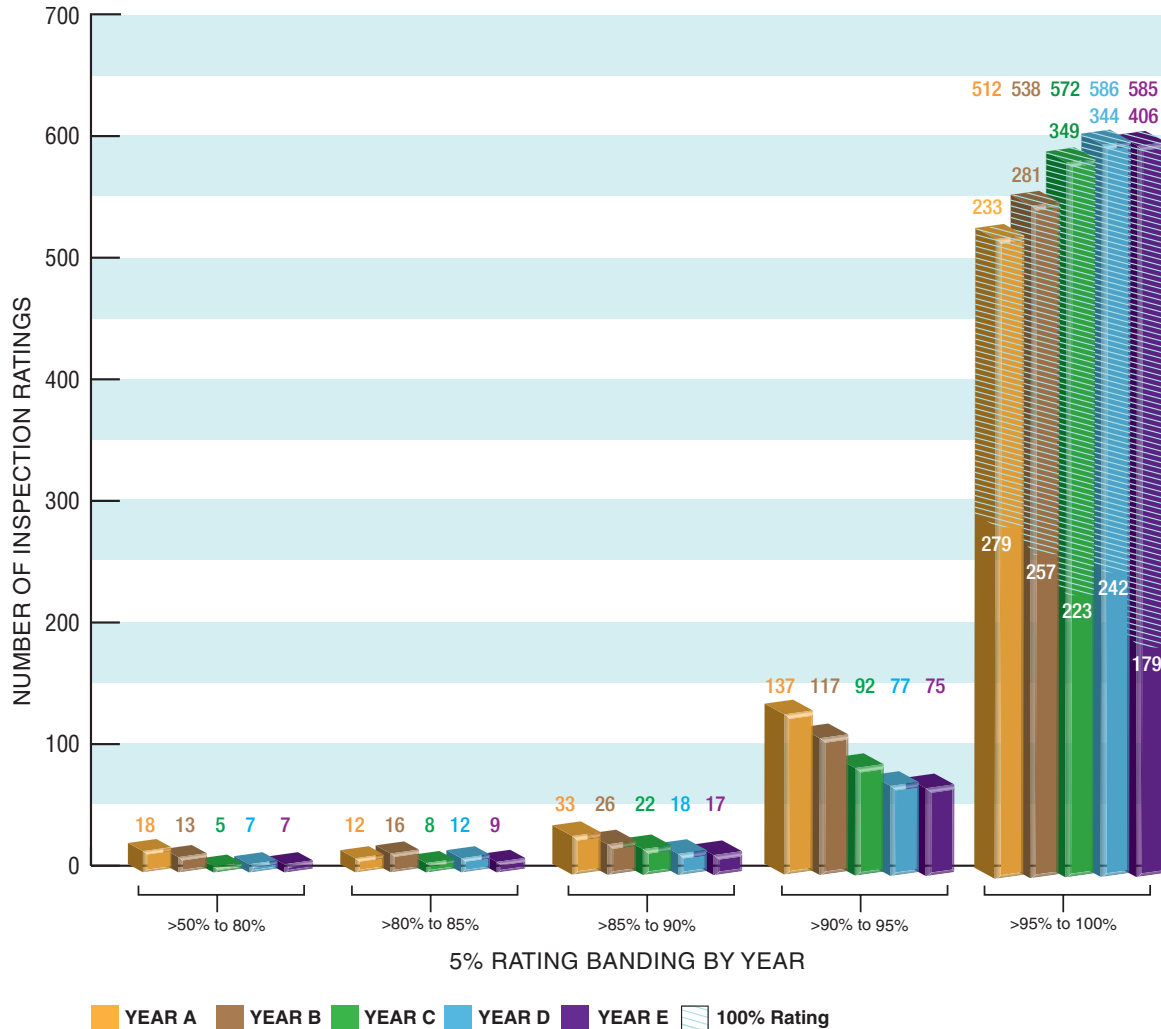
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

- | | | | |
|-------------------------|---------------------------------|--|--|
| 1. Source | 5. Treatment Process Monitoring | 9. Logbooks | 13. Water Quality Monitoring |
| 2. Permit to Take Water | 6. Process Wastewater | 10. Contingency and Emergency Planning | 14. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment | 7. Distribution System | 11. Consumer Relations | 15. Other Inspection Findings |
| 4. Treatment Processes | 8. Operations Manuals | 12. Certification and Training | |

For further information, please visit www.ontario.ca/drinkingwater

DWS Name: MALAHIDE DISTRIBUTION SYSTEM
DWS Number: 260004774
DWS Owner: THE CORPORATION OF THE TOWNSHIP OF MALAHIDE
Municipal Location: AYLMER

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Detailed
Compliance Assessment Start Date: Aug-20-2025
Ministry Office: London District Office

Maximum Risk Rating: 275

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/28
Distribution System	0/8
Logbooks	0/30
Operations Manuals	0/42
Reporting & Corrective Actions	0/16
Treatment Processes	21/80
Water Quality Monitoring	0/71
Overall - Calculated	21/275

Inspection Risk Rating: 7.64%

Final Inspection Rating: 92.36%

DWS Name: MALAHIDE DISTRIBUTION SYSTEM
DWS Number: 260004774
DWS Owner Name: THE CORPORATION OF THE TOWNSHIP OF MALAHIDE
Municipal Location: AYLMER

Regulation: O.REG. 170/03

DWS Category: DW Municipal Residential

Type of Inspection: Detailed

Compliance Assessment Start Date: Aug-20-2025

Ministry Office: London District Office

Non-Compliance Question(s)	Non Compliance Risk
Treatment Processes	
Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?	21
Overall - Total	21

Maximum Question Rating: 275

Inspection Risk Rating: 7.64%

FINAL INSPECTION RATING: 92.36%



REPORT NO. PW- 25-33

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: October 16, 2025
SUBJECT: Amendment to Existing Petition for Drainage – Hayhoe

RECOMMENDATION:

THAT Report No. PW- 25-33 entitled “Amendment to Existing Petition for Drainage – Hayhoe” be received;

AND THAT the amendment to the original Hayhoe Petition for Drainage dated June 27, 2024 be approved as outlined in this report.

PURPOSE & BACKGROUND:

As Council may recall, the Township received a petition for drainage from Todd Hayhoe at 52696 Calton Line to have a new branch of the Pritchard drain constructed to service a portion of his lands assessed into the drain.

An amendment to the existing petition for drainage is required to include surface water management in the proposed works. This change is considered minor in nature but ensures that the petition accurately reflects the scope of the project and the conditions within the watershed. While the adjustment itself is straightforward, it does carry some procedural implications, as there have been concerns raised by adjacent landowners regarding the treatment of surface water and an existing overflow ditch being contemplated as a branch drain. Amending the petition at this stage provides clarity for all parties and ensures that the engineer’s report and subsequent project steps are completed in accordance with the Drainage Act.

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.

Council must appoint an engineer within sixty days (*Section 8.3*) of giving notice to proceed. The engineer appointed is to file the 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.

Staff is recommending that the amendment to the existing Hayhoe petition be approved and that Council direct the Engineer to update the scope of work accordingly, so the inclusion of surface water in the petition can be properly addressed under the Drainage Act process.

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
- Consulting Engineer

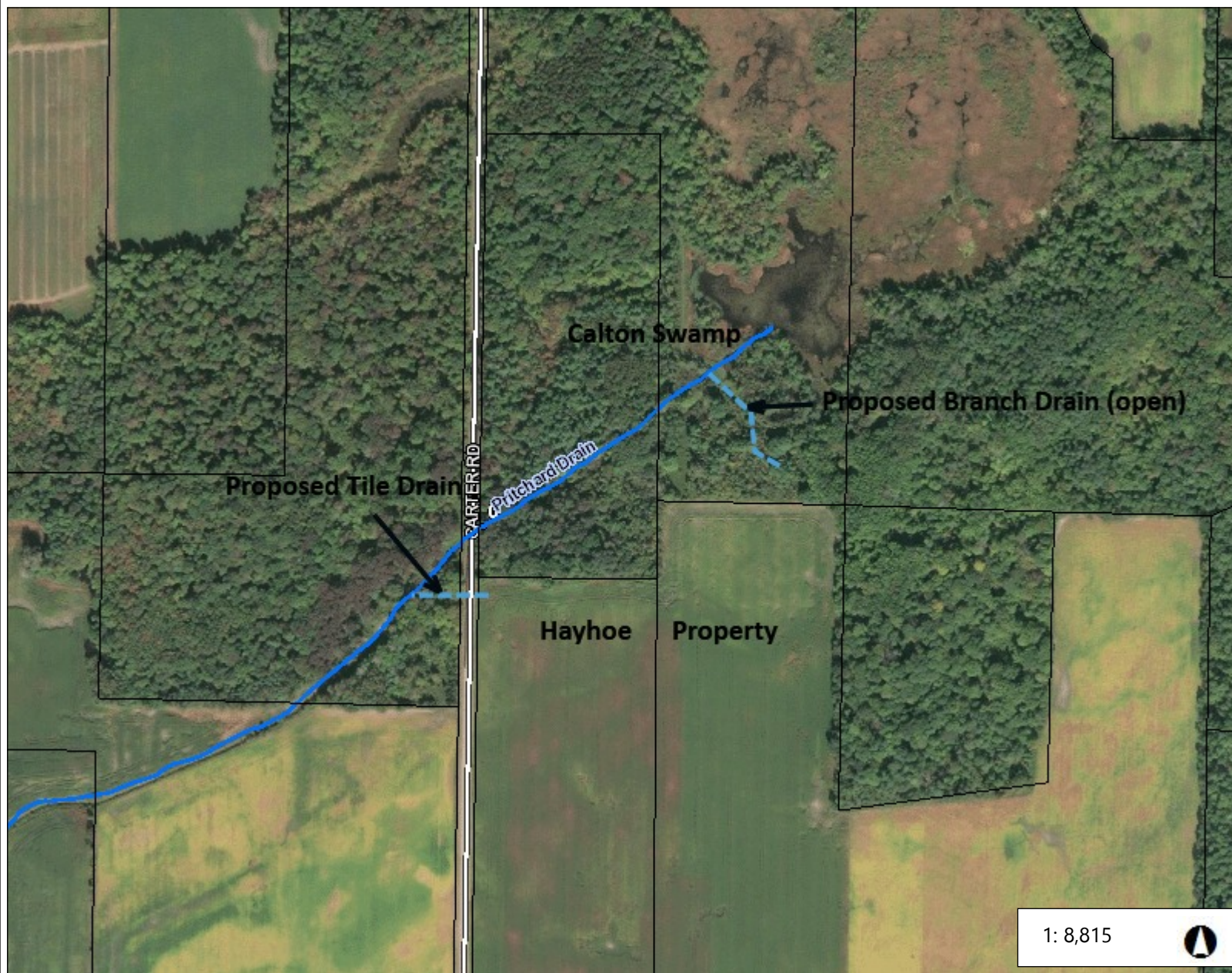
ATTACHMENTS:

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
- OMAFRA Constructed Drains
 - Unclassified
 - Closed/Tiled
 - Open
- E911
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

1: 8,815



0.4 0 0.22 0.4 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



REPORT NO. CAO-25-06

TO: Mayor & Members of Council
DEPARTMENT: Chief Administrative Officer
MEETING DATE: October 16, 2025
SUBJECT: **Procedural By-law - Strong Mayor Powers Update**

RECOMMENDATION:

THAT Report CAO-25-06 entitled “Procedural By-law – Strong Mayor Powers Update” be received for information;

AND THAT the Committee recommend to Council the amendment of By-law No. 24-35, being a by-law to govern the proceedings of Council and committee meetings of the Corporation of the Township of Malahide.

PURPOSE & BACKGROUND:

Section 238 of the Municipal Act, 2001 requires every municipality to pass a procedural by-law that governs the calling, place, and proceedings of meetings.

Effective May 1, 2025, the Government of Ontario expanded strong mayor powers to an additional 169 municipalities, including the Corporation of the Township of Malahide, through the “Strong Mayors, Building Homes Act” (Bill 3), which amended the Municipal Act, 2001.

Part VI.1 of the Municipal Act, 2001, provides the following powers and duties to the strong mayor:

- Propose the annual operating and capital budget
- Veto certain by-laws that could potentially interfere with provincial priorities
- Force consideration of provincial priorities
- Appoint and dismiss designated staff positions
- Reorganize the municipal organizational structure and committees
- Issue directions to municipal staff to prepare advice, reports and implement decisions within the strong mayor framework

The expansion of strong mayor powers has triggered the Township to review and amend its Procedural By-law to ensure compliance with Part VI.1 of the Municipal Act, 2001, and the associated O. Reg. 530/22. The Procedural By-law can no longer assume that Council acts as a single governing body in all matters. The Procedural By-law must now (1) reflect

the statutory reality that the mayor now holds unique decision-making and administrative powers, and (2) clarify which procedures still apply to Council collectively and which are now governed by mayoral decision.

This report explains, in practical terms, how the revised Procedural By-law modernizes our meeting rules, integrates strong mayor powers in a clear and workable manner, and improves usability for Members, staff, and the public. The focus is on how the changes will be experienced at the Council table and behind the scenes, rather than simply listing amendments.

The update was prepared using the existing by-law as the foundation, preserving familiar numbering and structure where possible. The new text consolidates related rules into fewer, better signposted sections, and it adds short in-text explainers so that readers can understand the purpose and flow without flipping between sections.

COMMENTS & ANALYSIS:

Summary of Key Changes Under Each Major Section of the Procedural By-law

1. Section 2 – Definitions

1.1 Organization of the Definitions Section

The Definitions section has been reorganized into functional categories rather than a purely alphabetical list. This approach places related concepts together so readers can understand themes at a glance and move quickly from a general idea to its specific tools and applications. The categories are:

- General Terms and Legislation
- Council Positions and Titles
- Staff Positions and Titles
- Meeting Positions and Titles
- Meetings, Committees and Local Boards
- Recommendations and Decision-Making Mechanisms
- Voting Terms
- Rules of Order and Procedural Tools
- Public Engagement, Participation and Access
- Strong Mayor Powers

Grouping related concepts together lets readers build a mental model quickly. When terms for roles, meeting types, debate tools, records, and public participation sit together, Council and staff can see how each term relates to the others, which reduces interpretation time during meetings.

1.2 Strong Mayor Definitions Relating to Council Positions and Titles

Mayor & Head of Council: The Mayor and Head of Council are now clarified as distinct ideas. The Mayor is defined as the elected Head of Council, with the role now tied explicitly to statutory duties that include strong mayor authorities. A separate Head of Council definition spells out that certain authorities are personal to the office holder.

Deputy Mayor, limits and pathway to authority: The Deputy Mayor's role is defined to assume day-to-day duties when the Mayor is absent, but it clearly excludes authorities that are exclusive to the Head of Council under the strong mayor framework. Any transfer of specific strong mayor authorities must occur by written delegation from the Mayor. That delegation must be filed with the Clerk.

Acting Head of Council, separated from strong mayor authorities: The Acting Head of Council can perform meeting leadership and ceremonial functions when the Mayor is absent or the office is vacant, but the text makes clear that strong mayor powers do not automatically follow. As with the Deputy Mayor, access to any of those authorities requires a written, filed delegation.

Councillor and Member, cleaned up to avoid accidental overreach: "Councillor" is defined to exclude the Mayor and Deputy Mayor, which avoids any suggestion that Head of Council authorities apply to all Members. "Member" remains a generic term, but the definitions make it easy to see when a rule applies only to the Mayor or Head of Council.

1.3 Strong Mayor Definitions Relating to Meeting Positions and Titles

Chair versus Head of Council, roles decoupled: "Chair" is defined as the person presiding over a meeting for procedural purposes. The definition now states that chairing a meeting does not confer the Mayor's personal authorities under the strong mayor framework. This prevents accidental use of powers by a temporary chair.

1.4 Strong Mayor Definitions Relating to Recommendations and Decision-Making Mechanisms

Mayoral Direction to Staff: This instrument is a written instruction from the Mayor to the CAO that applies when the subject matter falls within the Mayor's authorities. It is distinct from a Council resolution or a by-law, is issued in writing, and is filed with the Clerk upon issuance. The effect is a clear and lawful trigger for administration to implement a mayoral decision within scope, while preserving Council decision-making where Council retains authority.

Mayoral Decisions and Vetos: Introduced as new decision-making mechanisms, these terms clarify that certain instruments issued by the Mayor are binding on administration when within scope, and that they are distinct from Council resolutions and committee recommendations.

1.5 Strong Mayor Definitions Relating to Voting Terms

Override Votes: Adding an explicit definition for an override vote clarifies how Council responses to mayoral vetoes are handled, and it aligns voting terminology with the practical steps the Clerk and Chair must follow during meetings. By naming the override vote as a distinct voting term, the by-law separates three ideas that often get conflated in debate, the original Council decision, the mayoral veto as a personal instrument of the Head of Council, and Council's override as a subsequent decision that has its own threshold and timing. This separation helps Members and the public understand that an override is not a routine reconsideration. It is a specific, time-bound vote with a supermajority requirement that is triggered only after a formal veto has been issued.

1.6 Generalized Strong Mayor Concepts

Definitions for “strong mayor powers”, “provincial priority” and “mayoral delegation” have been added into the definition section to provide additional clarity pertaining to these terms.

2. Section 4 – Duties of Council & Committees

2.1 Separate Sections for the Duties of Council and the Duties of Committees

The updated procedural by-law separates sections for the duties of council and the duties of committees. This helps provide better readability, clarity, and communication for the reader in looking for their specific role.

2.2 Strong Mayor Powers are Clearly Itemized

Strong mayor powers are referenced and included under the duties of the Mayor, specifically under Section 4.1 (4) “Special Powers and Duties of the Head of Council”. Herein mayoral powers are both summarized, where applicable references to timing considerations, vote thresholds, override thresholds, delegation of powers, and associated protocols have been cross-referenced.

2.3 Mayor as an Ex-Officio Committee Member

Section 4.1 (2) outlines that the Mayor may attend any meeting of a committee of council as an ex officio member. It is clarified that when this happens, the Mayor will be non-voting and not count towards quorum, and shall not move or second motions.

3. Section 5 – Meeting Procedures

3.1 Separate Sections for the Meeting Procedures of Council and those of Committees

The updated procedural by-law separates sections for the meeting procedures of council and those of committees. This helps provide better readability, clarity, and communication for the reader in looking for their respective meeting procedure.

3.2 Clarification for Electronic Participation in Meetings

A member who is unable to attend a meeting in person may participate by video conferencing, provided their connection enables them to be continuously seen and heard by all other members throughout the meeting (Section 5.13 and 5.22).

4. Section 6 – Agendas and Minutes

4.1 Separate Sections for the Agenda and Minute Preparation of Council and those of Committees

The updated procedural by-law separates sections for the agenda preparation of council and those of committees. This helps provide better readability, clarity, and communication for the reader in looking for their respective agenda preparation procedure.

4.2 Roles in the Preparation of Agendas

Clarification provided that Council agendas are to be prepared in consultation with the Clerk, CAO and Mayor. Similarly, committee agendas are to be prepared in consultation with the Committee Clerk and Committee Chair.

4.3 Updated Delegation Flexibility & Strong Mayor Priorities

Flexibility has been provided in the procedural by-law to place delegations related to the business of a specific agenda item immediately before that item is considered. This will improve the overall flow of delegations at meetings.

For Council meetings Section 6.1 (3) has been added to provide for the ability for the Mayor to add items for consideration of a matter advancing a prescribed provincial authority.

5. Section 7 – Order of Proceedings – Council & Committees

5.1 Clarification of Items to be Listed Under New Business (Council Portion)

New Business (Council Portion) had been clarified under Section 7.8 (3) to include Planning Reports, Procurement Reports, and Reports for Information.

CONSULTATION:

- A. Adams, Manager of Legislative Services/Clerk

ATTACHMENTS:

- Draft Procedural By-Law

Prepared by: N. Dias, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 25-XX

Being a By-law to Govern the Proceedings of Council and Committee Meetings of the Corporation of the Township of Malahide.

WHEREAS Section 238 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, requires that every municipality pass a procedure by-law to govern:

- The calling, place, and proceedings of meetings;
- The provision of public notice of meetings; and
- Electronic participation in meetings.

AND WHEREAS The Township of Malahide wishes to repeal and replace its existing procedure by-laws to ensure alignment with legislative requirements, enhanced transparency, and effective governance, including provisions related to Part VI.1 of the Municipal Act, 2001 (Strong Mayor Powers).

NOW THEREFORE, be it resolved Council of The Corporation of the Township of Malahide HEREBY ENACTS AS FOLLOWS:

1. By-laws 24-35 and all previous by-laws related to meeting procedures of Council and Committee, including amending by-laws, are hereby repealed.
2. That this By-law shall come into effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this XXth day of XX 2025.

READ a **THIRD** time and **FINALLY PASSED** this XXth day of XX 2025.

Mayor, D. Giguère

Clerk, A. Adams

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1. SHORT TITLE

- 1.1. This By-law shall be known as "The Procedural By-law" for The Corporation of the Township of Malahide.

2. DEFINITIONS IN THIS BY-LAW

- 2.1. Interpretation Clause: Unless the context otherwise requires, words importing the feminine gender include the masculine and vice versa; words in the singular include the plural and vice versa.

General Terms and Legislation

- 2.2. "Municipality" means The Corporation of the Township of Malahide.
- 2.3. "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
- 2.4. "MCIA" means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.
- 2.5. "MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.
- 2.6. "Planning Act" means the Planning Act, R.S.O. 1990, c. P.13, as amended.

Council Positions and Titles

- 2.7. "Council" means the Council of The Corporation of the Township of Malahide.
- 2.8. "Mayor" means the elected official who holds the office of Mayor for The Corporation of the Township of Malahide. The Mayor is the Head of Council for the purposes of the Municipal Act, 2001, and exercises the duties and responsibilities outlined in this By-law and any applicable legislation.
- 2.9. "Head of Council" means the Mayor of The Corporation of the Township of Malahide when exercising statutory powers and duties conferred under the Municipal Act, 2001, including, where applicable, powers assigned under Part VI.1 (Strong Mayor Powers).
 - (1) For clarity, such powers do not transfer to the Deputy Mayor or any Acting Head of Council unless explicitly delegated in writing by the Mayor or as otherwise permitted by applicable law.
- 2.10. "Deputy Mayor" means the Member of Council elected or appointed to serve in that role, who shall assume the duties and responsibilities of the Mayor during their absence, except for any powers that are exclusively assigned to the Head of Council under the Municipal Act, 2001.

- (1) For clarity, the Deputy Mayor does not assume strong mayor powers under Part VI.1, unless expressly delegated by the Mayor in writing.
- 2.11. “Acting Head of Council” means the Deputy Mayor when the Mayor is absent or the Office of the Mayor is vacant; or where both the Mayor and Deputy Mayor are absent or their offices are vacant, the Member of Council appointed by resolution to act in the place and stead of the Mayor.
- (1) While so acting, the Acting Head of Council may exercise the rights, powers, and duties of the Mayor except those powers that are exclusively assigned to the Head of Council under Part VI.1 of the Municipal Act, 2001
- 2.12. “Councillor” means a person elected or appointed as a Member of Council, excluding the Mayor and Deputy Mayor.
- 2.13. “Member” means: A Member of Council, or a Member of a Committee, as the context requires.

Staff Positions and Titles

- 2.14. “Staff” all persons employed by The Corporation of the Township of Malahide, whether full-time, part-time, permanent, or temporary, and includes those appointed under the authority of the Municipal Act, 2001, or by municipal by-law.

“CAO” the Chief Administrative Officer of The Corporation of the Township of Malahide, a position established under Section 229 of the Municipal Act, 2001, and appointed by the Head of Council under Section 284.5 or appointed through delegated authority of Council under Section 284.13. This includes any individual formally appointed to act in that capacity during the absence or vacancy of the position.
- (1) Where powers have been delegated by the Mayor under Part VI.1 of the Municipal Act, 2001, the CAO may exercise such powers subject to the terms of the written delegation.
- 2.15. “Clerk” means the Clerk of The Corporation of the Township of Malahide, as appointed under Section 228 of the Municipal Act, 2001.
- (1) This includes the Deputy Clerk or any person formally appointed to exercise the statutory powers and duties of the Clerk during their absence, including those relating to meeting procedures, recordkeeping, and public notice.
- (2) Where the terms “Committee Clerk” or “Staff Liaison” are used, they refer to any staff person designated by the Clerk or CAO to carry out procedural and clerical duties during a Committee meeting.

Meeting Positions and Titles

2.16. "Chair" means:

- (1) In the case of a Council meeting, the Mayor, or in their absence, the Deputy Mayor, or a Member of Council appointed to act as Chair. While acting as Chair, the Member shall exercise all the procedural powers and responsibilities of the Mayor under this By-law, except where those powers are exclusively assigned to the Mayor under the Municipal Act, 2001, including Part VI.1 (Strong Mayor Powers).
- (2) In the case of a Statutory Public Meeting, Public Meeting, or Court of Revision Hearing, the Mayor, Deputy Mayor, or a Member of Council who presides over that portion of the meeting, as designated under this By-law.
- (3) In the case of a Committee, the Member appointed as Chair by Council, or by the Mayor where the appointment authority is exercised under Section 284.8 of the Municipal Act, 2001, as applicable.

2.17. "Vice Chair" means, in the case of a Committee, the Member appointed to act in the place and stead of the Committee Chair when the Chair is absent. The Vice Chair shall exercise all the rights, powers, and authorities of the Committee Chair while so acting, subject to any statutory limitations under the Municipal Act, 2001.

Meetings, Committees and Local Boards

2.18. "Meeting" means any regular, special, or emergency meeting of Council or a Committee, including a Statutory Public Meeting, Public Meeting, or Court of Revision Hearing, where:
 A quorum of Members is present, and
 Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Committee, or Local Board.
 This definition shall be interpreted in accordance with Section 238(1) of the Municipal Act, 2001 and any applicable case law or closed meeting investigation findings.

- (1) "Quorum" means the minimum number of Members required to be present at a meeting in order to conduct business, as prescribed by the Municipal Act, 2001 and as further defined in Section 5.9 of this By-law.

2.19. "Committee" means any ad hoc, advisory, joint, standing, statutory, or other committee, subcommittee or similar entity established by the Municipality, of which at least 50% of its Members are also Members of Council or of a Local Board.

- (1) "Ad Hoc Committee" means a committee established by Council for a specific purpose and of limited duration, which shall be dissolved automatically upon delivery of its final report, unless otherwise extended by Council.

- (2) “Advisory Committee” means a committee appointed by Council to provide non-binding advice or recommendations on strategic or operational matters within its mandate, throughout the term of Council or as otherwise directed.
 - (3) “Joint Committee” means a committee composed of Members from the Township and one or more other municipalities, or other entities, established to address regional, intergovernmental, or shared service matters.
 - (4) “Standing Committee” means a committee appointed by Council with a continuing mandate over a specific portfolio of municipal operations or governance matters.
 - (5) “Statutory Committee” means a committee required or enabled by legislation, with responsibilities defined in law, including but not limited to a Committee of Adjustment, Court of Revision, or Property Standards Committee.
- 2.20. “Committee of the Whole” means a meeting format rather than a standalone committee under s. 238(1) of the Municipal Act, 2001, in which all Members of Council sit as a committee to consider matters in a less formal setting than a regular Council meeting.
- (1) The Committee of the Whole is used to facilitate in-depth discussion, receive presentations or staff reports, and develop non-binding recommendations to Council. While the Committee of the Whole may deliberate and vote on matters for recommendation, it shall not pass by-laws or make final decisions unless otherwise authorized by resolution of Council.
- 2.21. “Local Board” means a municipal service board, transportation commission, board of health, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities.
- (1) This definition excludes a school board, conservation authority, police services board, and public library, as set out in section 1(1) of the Municipal Act, 2001. Local Boards are legally distinct from Committees and are governed by their own enabling legislation or terms of reference.

Recommendations and Decision-Making Mechanisms

- 2.22. “Recommendation” means a proposal submitted by a Member, staff person, or external party for consideration by Council or a Committee. Recommendations may be incorporated into a motion or report and do not carry any binding authority until formally adopted by resolution.
- 2.23. “Motion” means a formal proposal moved by a Member and seconded by another Member for debate and decision at a meeting of Council or a Committee. If adopted by a majority vote, a motion becomes a resolution.
- 2.24. “Direction” means non-binding guidance issued by Council to staff or Committees indicating a preferred course of action or desired outcome. Directions may be recorded in the meeting

minutes, but do not require a vote or create a binding decision unless formally adopted by resolution.

- (1) “Mayoral Direction to Staff” means a written instruction issued by the Mayor to municipal employees under Part VI.1 requiring research, advice, or implementation actions within the scope of strong-mayor powers.
- 2.25. “Resolution” means a binding decision or expression of will of Council or a Committee, adopted by majority vote through a properly moved and seconded motion.
- 2.26. “By-law” means a formal enactment of Council that has the force of law within the jurisdiction of the Municipality. By-laws may regulate, prohibit, or authorize matters under municipal authority and are enforceable under the Municipal Act, 2001 and other applicable legislation.
- (1) “Confirmatory By-law” means a by-law passed at the conclusion of a Council meeting for the purpose of giving formal effect to the decisions and proceedings taken by Council at that meeting. A Confirmatory By-law consolidates all resolutions, approvals, and directions into a single legally binding instrument, unless a separate by-law has already been adopted for a specific matter.
- 2.27. “Mayoral Decision” means a written instrument issued by the Mayor under Part VI.1, including a veto notice, a requirement that Council consider a matter, a committee or organizational decision, a budget instrument, or a delegation or revocation.
- (1) “Register of Mayoral Decisions” means the public register maintained by the Clerk containing copies of all Mayoral Decisions and delegated or revoked powers issued under Part VI.1, subject to MFIPPA.
- (2) “Budget Amendment Veto” means a written Mayoral Decision vetoing a Council amendment to the Proposed Budget under Part VI.1, which Council may override by a two-thirds vote of all Members.
- (3) “By-law Veto” means a written Mayoral Decision vetoing a by-law, in whole or in part, that in the opinion of the Mayor could interfere with a prescribed Provincial Priority, which Council may override by a two-thirds vote of all Members.

Voting Terms

- 2.28. “Abstain” means to refrain from voting. Unless a Member is prohibited from voting due to a declared pecuniary interest under the Municipal Conflict of Interest Act, an abstention shall be deemed to be a vote in the negative.

- 2.29. "Recorded Vote" means a written record of the name and vote (yea, nay, or abstain) of each Member present at the time a vote is taken, as required under this By-law or upon request by any Member.
- 2.30. "Override Vote" means a vote of two-thirds of all Members of Council to override a Mayoral Decision where the Municipal Act, 2001 so provides, including a budget amendment veto or a by-law veto.

Rules of Order and Procedural Tools

- 2.31. "Point of Order" means an interjection by a Member during a Meeting to alert the Chair to a potential breach of this Procedural By-law or improper conduct.
- 2.32. "Point of Privilege" means a question raised by a Member concerning their personal rights, dignity, or integrity, or the collective rights or integrity of Council, Committee, or staff, where the Member believes they have been impugned or misrepresented.
- 2.33. "Rules of Procedure" means the rules and procedures established in this Procedural By-law, as amended from time to time.

Public Engagement, Participation and Access

- 2.34. "Delegation" means a person, group, or organization that appears before Council or a Committee to present information, express views, or make a request related to a matter within the Municipality's jurisdiction.
- 2.35. "Electronic Participation" means attendance and participation by a Member or delegation at a Meeting through electronic means, including audio, video, or telecommunications platforms, as determined and provided by the Clerk under Section 238(3.1) of the Municipal Act, 2001.
- 2.36. "Website" means the official website of The Corporation of the Township of Malahide, located at www.malahide.ca

Strong Mayor Powers

- 2.37. "Strong Mayor Powers" means the special powers and duties assigned to the Head of Council under Part VI.1 of the Municipal Act, 2001.
- 2.38. "Provincial Priority" means a priority prescribed by regulation for the purposes of Part VI.1 of the Municipal Act, 2001, including housing and related infrastructure.

- 2.39. “Mayoral Delegation” means a written instrument by which the Mayor delegates, in whole or in part, a strong mayor power or duty that is permitted to be delegated under Part VI.1 and applicable regulations, and includes any written revocation.

3. GENERAL PROVISIONS

- 3.1. ***Applicability of the Procedural By-law:*** These procedural rules apply to all Meetings of Council and Committees unless otherwise specified in this By-law or required by law.

3.2. ***Principles of Governance and Parliamentary Procedure***

- (1) The principles of openness, transparency, and accountability to the public shall guide all Council and Committee proceedings. These principles are realized by:
 - (a) Ensuring that decision-making processes are accessible and understandable to the public and stakeholders;
 - (b) Providing timely access to information and opportunities for input consistent with this By-law and applicable legislation;
 - (c) Respecting the distinct roles and responsibilities of Members and Staff as set out in this By-law and applicable law; and
 - (d) Protecting the fundamental rights of participants, recognizing the right of the majority to decide, the minority to be heard, and the public to participate.
- (2) The principles of parliamentary law governing Council and Committees include:
 - (a) The majority of Members have the right to decide;
 - (b) The minority of Members have the right to be heard;
 - (c) All Members have the right to access relevant information to support decision-making, unless otherwise prohibited by law;
 - (d) All Members have the right to participate in efficient Meetings;
 - (e) All Members shall be treated with respect and courtesy; and
 - (f) All Members have equal rights, privileges, and obligations under this By-law.

3.3. ***Suspension of Rules and Procedures***

- (1) Authority to Suspend: Council may temporarily suspend any provision of this By-law that is not required by legislation or otherwise legally binding, through a majority vote of the Members present
- (2) Restrictions
The following provisions shall not be suspended:
 - (a) Any requirement mandated by provincial or federal law;
 - (b) Procedural obligations arising from binding contracts or agreements;
 - (c) The process for amending this By-law;
 - (d) Quorum requirements.

3.4. ***Issue not Addressed***

- (1) Chair's Discretion: Where a procedural matter arises that is not specifically addressed in this By-law, the Chair shall rule on the matter, subject to an appeal to the Members..
- (2) Use of Parliamentary Authority: Where this By-law is silent and a procedural ruling is required, the rules of procedure set out in the most recent edition of Robert's Rules of Order shall be used for guidance, provided such rules are not inconsistent with this By-law or applicable legislation.

3.5. ***Electronic Devices, Live Streaming, and Official Record***

- (1) All communication devices shall be set to silent or turned off during any Council or Committee Meeting.
- (2) The Municipality will make every reasonable effort to provide live streaming and video recordings of public Meetings. Meetings shall proceed as scheduled even if technical issues prevent livestreaming or recording, provided the physical Meeting space remains accessible to the public.
- (3) The official record of Council and Committee Meetings shall be the written minutes prepared by the Clerk, as required by Section 239(7) of the Municipal Act, 2001. These minutes shall record all decisions and resolutions without note or comment.
- (4) Video recordings posted on the internet form part of the public record but may be subject to alteration by external parties beyond the Municipality's control. The Municipality assumes no responsibility for unauthorized modifications or misrepresentations.

4. **DUTIES OF COUNCIL & COMMITTEES**

(4.1–4.3: Roles at Council Meetings)

4.1. ***Duties of the Mayor:***

- (1) It shall be the duty of the Mayor to carry out the responsibilities of Head of Council set forth in the Municipal Act, 2001, including, where applicable, powers assigned under Part VI.1 (Strong Mayor Powers), in addition to the following responsibilities:
 - (a) to open the Meeting of Council by taking the Chair and calling the Members to order;
 - (b) to announce the business before the Council in the order in which it is to be acted upon;
 - (c) to receive and submit, in the manner prescribed by this Procedural By-law, all motions presented by Members;
 - (d) to recognize any Member who wishes to speak and to determine the order of speakers;
 - (e) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result, in accordance with this By-law and applicable law;
 - (f) to decline to put to vote motions which contravene the provisions of the Procedural By-law;

- (g) to enforce the provisions of the Procedural By-law;
 - (h) to enforce on all occasions the observance of order and decorum among the Members;
 - (i) to call by name any Member refusing to comply with this Procedural By-law and to order the Member to vacate the Council Chambers or the place of Meeting, as the case may be;
 - (j) to cause to be expelled and excluded any member of the public who creates a disturbance or acts improperly during a Meeting and, if necessary, to direct the Clerk to seek appropriate assistance from the Police Service;
 - (k) to authenticate, by signature, all By-laws and Meeting minutes, unless the matter is delegated to staff or another Member;
 - (l) to rule on any points of order raised by Members;
 - (m) to represent and support the decisions of Council, declaring its will and explicitly and implicitly obeying its decisions in all things;
 - (n) to adjourn the Meeting when the business is concluded or, if considered necessary by the Mayor because of grave disorder, to adjourn the sitting without putting to the vote any question, or suspend the sitting for a time to be named;
 - (o) to nominate Members of Council for appointment to Committees or to request advice or nominations from Council for such appointments, including the appointment of Committee Chairs under Section 284.8 of the Municipal Act, 2001, where applicable;
 - (p) to consult with the Clerk and CAO on the preparation of the agenda pursuant to Section 6.1 of this Procedural By-law and to add items to the agenda when advancing a prescribed Provincial Priority under Section 284.10 of the Municipal Act, 2001.
- (2) The Mayor may attend any meeting of a Committee of Council in an ex officio, non-voting capacity, unless formally appointed by resolution of Council or by the Mayor under section 2(1) of O. Reg. 530/22, in which case the Mayor shall have the same rights and responsibilities as any other appointed Member.
- (a) When attending in a non-voting ex officio capacity, the Mayor:
 - (i) shall not count toward quorum;
 - (ii) may participate in discussion at the discretion of the Chair; and
 - (iii) shall not move or second motions.
 - (b) The Mayor shall receive notice, agendas, and minutes for all Committees of Council, but the absence of the Mayor shall not affect the ability of a Committee to meet or conduct its business.

(3) Participation of the Mayor in Debate

- (a) The Mayor, while presiding as Chair at a Council meeting, may state their position on any matter before Council without leaving the Chair.
- (b) If the Mayor wishes to move a motion or engage in debate beyond clarification or summary, they shall vacate the Chair and request that the Deputy Mayor, or another Member designated by Council, preside temporarily.
- (c) The Mayor shall resume the Chair following the disposition of the matter, unless Council directs otherwise.

(4) Special Powers and Duties of the Head of Council

- (a) The Mayor shall exercise the special powers and duties conferred under Part VI.1 of the Municipal Act, 2001 and O. Reg. 530/22, including:
 - (i) proposing and presenting the annual budget by February 1 of each year;
 - (ii) vetoing Council amendments to the budget;
 - 1. veto must occur within 10 days after Council amendment
 - 2. requires 2/3 (two-thirds) Council vote to override
 - (iii) vetoing by-laws that could interfere with a prescribed provincial priority;
 - 1. veto must occur within 5 days after Council passage
 - 2. requires 2/3 (two-thirds) Council vote to override
 - (iv) requiring Council to consider matters that could advance a prescribed provincial priority;
 - 1. passes with 1/3 (one-third) Council vote
 - 2. requires 2/3 (two-thirds) Council vote to override
 - 3. refer to Protocol ("Responsible Use of Powers Regarding Provincial Priorities" September 18, 2025)
 - (v) appointing or dismissing specified employees, except those whose appointment is otherwise prescribed by statute;
 - 1. power has been delegated (MDE-2025-02 "Delegation of Authority of CAO Appointment and Dismissal" July 8, 2025)
 - 2. power has been delegated (MDE-2025-03 "Delegation of Authority for Re-organization, Hiring, and Dismissal of Division Head Powers to the CAO" July 8, 2025)
 - (vi) reorganizing the administrative structure of the Municipality; and
 - 1. power has been delegated (MDE-2025-01 "Delegation of Authority of CAO Powers to the CAO" July 8, 2025)
 - (vii) establishing, dissolving, or modifying Committees of Council.
 - 1. refer to Protocol ("Responsible Use of Powers Regarding Committees of Council" September 18, 2025)
 - 2. refer to Protocol ("Appointing Chairs and Vice-Chairs of Local Boards" September 18, 2025)

- (b) All decisions, vetoes, and directions under this Part shall be made in writing, filed with the Clerk within the deadline as stipulated under O. Reg. 530/22, and recorded in a Register of Mayoral Decisions available to the public, subject to MFIPPA.
- (c) Where a written delegation of powers is issued by the Mayor under s. 284.12, the delegation and any revocation shall likewise be filed with the Clerk.
- (d) Where conflict arises between this By-law and Part VI.1 or O. Reg. 530/22, the legislation shall prevail.

4.2. *Duties of the Deputy Mayor*

- (1) Where the Mayor gives notice to the Clerk that they will be absent from the Municipality, or of their absence through illness, or their office is vacant, or they vacate the chair, then the Deputy Mayor shall act in their place and stead and, while so acting, has and may exercise all the rights, powers and authority of the Head of Council, except where powers are assigned exclusively to the Mayor under Part VI.1 of the Municipal Act, 2001 unless delegated in writing by the Mayor.

4.3. *Duties of the Members of Council*

- (1) It shall be the duty of the Members to carry out the role of Council as set forth in the Municipal Act, 2001, in addition to the following responsibilities:
 - (a) to deliberate on the business submitted to Council;
 - (b) to vote when a motion is put to a vote, except where otherwise disqualified from doing so by law;
 - (c) to represent and support the decisions of Council, declaring its will and explicitly and implicitly obeying its decisions in all things;
 - (d) to Chair the portion of a Meeting for which the Member is the appointed Chair and assume the duties of the Mayor as detailed in Section 4.1; and
 - (e) to apply and respect the Rules of Procedure.
- (2) Council Members shall adhere to the Council Code of Conduct as adopted by Council and as amended from time to time.
- (3) To act as an alternate lower-tier Member to attend County Council where the Municipality gives notice to the County Clerk of the absence of a County Councillor in accordance with the Elgin County Procedural By-law.
- (4) No Member of Council shall have the power to direct or interfere with the performance of any work for the Corporation of the Township of Malahide, except where the Mayor exercises direct authority under Part VI.1 of the Municipal Act, 2001.

(4.4–4.7: Roles at Committee Meetings)

4.4. Duties of the Committee Chair:

- (1) It shall be the duty of the Chair to:
 - (a) open the Committee Meeting by taking the Chair and calling the Members to order;
 - (b) announce the business before the Committee in the order in which it is to be acted upon;
 - (c) receive and submit, in the manner prescribed by this Procedural By-law, all motions presented by Members;
 - (d) recognize any Member who wishes to speak and determine the order of speakers;
 - (e) put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of the proceedings;
 - (f) decline to put to vote motions which contravene the provisions of the Procedural By-law;
 - (g) enforce the provisions of the Procedural By-law;
 - (h) enforce on all occasions the observance of order and decorum among the Members;
 - (i) call by name any Member refusing to comply with this Procedural By-law and to order the Member to vacate the Meeting;
 - (j) cause to be expelled and excluded any member of the public who creates a disturbance or acts improperly during a Meeting and, if necessary, direct the Committee Clerk to seek appropriate assistance;
 - (k) authenticate, by signature, all Meeting minutes;
 - (l) rule on any points of order raised by Members;
 - (m) represent and support the decisions of the Committee;
 - (n) adjourn the Meeting when the business is concluded, or suspend the Meeting for cause;
 - (o) consult with the Committee Clerk on the preparation of the agenda.
- (2) **Participation of the Committee Chair in Debate**
 - (a) The Chair may state their position on a matter before voting, but shall not move a motion or debate while presiding without first leaving the Chair.
 - (b) If the Chair wishes to move a motion or participate in debate, they shall call on the Vice Chair or another Member to preside temporarily.

4.5. Duties of the Committee Vice Chair

- (1) Where the Chair gives notice that they will be absent, the Vice Chair shall act in their place and, while so acting, has and may exercise all the rights, powers and authority of the Chair.

4.6. Duties of the Committee Members

- (1) It shall be the duty of Members of a Committee to:
 - (a) deliberate on the business submitted to the Committee;
 - (b) vote when a motion is put to a vote, unless disqualified by law;
 - (c) represent and support the decisions of the Committee;
 - (d) Chair a portion of the Meeting when appointed as Chair;

- (e) apply and respect the Rules of Procedure.
- (2) Council Committee Members shall adhere to the Council Code of Conduct.
- (3) Non-Council Committee Members shall adhere to the Employee Code of Conduct.
- (4) No Committee Member shall have power to direct or interfere with the performance of any work for the Corporation of the Township of Malahide.

5. MEETING PROCEDURES

(5.1–5.13: Council Meeting Procedures)

5.1. *Place of Meeting*

- (1) Unless otherwise directed by Council, all Regular and Special Meetings of Council shall be held in the Council Chambers at the Springfield & Area Community Services Building, 51221 Ron McNeil Line, Springfield, Ontario.
- (2) Notwithstanding subsection (1), the Mayor, in consultation with the Clerk, may direct that any Meeting be held in a fully electronic format, where circumstances warrant such action.
- (3) Circumstances that may warrant a fully electronic Meeting include, but are not limited to:
 - (a) severe or inclement weather,
 - (b) public safety concerns,
 - (c) facility-related disruptions,
 - (d) public health considerations, or
 - (e) other operational or security-related concerns that may impede the safe or orderly conduct of the Meeting.
- (4) In such cases, the Clerk shall ensure that:
 - (a) the electronic platform enables all Members to be seen and heard;
 - (b) the public is able to hear, or watch and hear, all open session proceedings; and
 - (c) public notice of the change is posted on the Municipal Website as soon as practicable.
- (5) The physical or electronic location of the Meeting shall be included in the Agenda and Notice of Meeting.

5.2. *Inaugural Meeting*

- (1) The first Meeting of Council following a regular election shall be held at a date and time set by the Clerk, in consultation with the Mayor, in accordance with section 230(1) of the Municipal Act, 2001. The Clerk shall be responsible for the location, format, and

ceremonial arrangements for the Inaugural Meeting, in consultation with the Mayor as Head of Council.

- (2) At the Inaugural Meeting:
 - (a) Each Member present shall take the Declaration of Office in accordance with section 232 of the Municipal Act, 2001.
 - (b) Each Member shall sign the Council Code of Conduct as a condition of assuming office.

5.3. ***Regular Meetings***

- (1) Regular Meetings of Council shall be held on the first and third Thursday of each month at 7:00 p.m., except where the date falls on a statutory holiday or as otherwise amended by Council resolution.
- (2) Notwithstanding subsection (1), in January, July, and August, Council shall meet on only one scheduled Thursday per month, at 7:00 p.m., as determined by Council resolution, unless the scheduled date is a statutory holiday.
- (3) Where a Regular Meeting falls on a statutory holiday, it shall be held on the next business day, unless otherwise determined by Council resolution.

5.4. ***Special Meetings***

- (1) In addition to Regular Meetings, the Mayor may summon a Special Meeting of Council at any time by directing the Clerk to provide notice stating the date, time, and purpose of the Meeting.
- (2) The Clerk shall also summon a Special Meeting when requested in writing by a majority of Members, to be held at the date and time specified in the request.
- (3) Written notice of a Special Meeting shall be provided to all Members at least twenty-four (24) hours before the meeting and delivered via municipal email.
 - (a) The notice shall include the date, time, place, and specific business to be considered.
- (4) No business shall be considered at a Special Meeting except that which is included in the notice.
- (5) Unless otherwise specified in the notice, the Special Meeting shall be held at the same location as the last Regular Meeting.

5.5. ***Emergency Meeting***

- (1) An Emergency Meeting is a form of Special Meeting convened under urgent or extraordinary circumstances, where the normal notice provisions in Section 5.4 may be waived, in accordance with this section.
- (2) Notwithstanding any other provision of this by-law, in the event of an urgent or extraordinary situation, the Mayor may instruct the Clerk to summon an Emergency Meeting of Council without the standard notice period, for the purpose of dealing with matters that require immediate action to protect public health, safety, security, or the continuity of municipal operations.

- (3) The Mayor shall:
 - (a) Make reasonable efforts to contact all Members of Council; and
 - (b) Obtain the verbal or written consent of a majority of Members to hold the Meeting without the usual notice.
- (4) Notice of the Emergency Meeting shall be provided to the public as soon as practicable, through the Township's website or other available means.
- (5) An Emergency Meeting may be held:
 - (a) Electronically, using communication technology that enables all Members to hear and be heard, and enables public access where required; or
 - (b) At an alternative physical location, including outside the municipal boundaries, if necessary due to the nature of the emergency.
- (6) Council is not required to pass a resolution in advance to authorize an Emergency Meeting or a change in location.
- (7) Only business directly related to the emergency may be considered at an Emergency Meeting.
- (8) For greater clarity, Emergency Meetings of Council are distinct from the legislated emergency response procedures carried out by the Municipality's Emergency Control Group (ECG) under the Emergency Management and Civil Protection Act, 1990. The ECG is the primary body responsible for coordinating operational response and making decisions required under the Township's Municipal Emergency Plan. Council may convene an Emergency Meeting in parallel with ECG operations to provide political direction, approve extraordinary measures, or enact required by-laws.

5.6. *Statutory Public Meetings and Other Legislated Hearings*

- (1) Council may, from time to time, conduct a Statutory Public Meeting, Public Meeting, Court of Revision Hearing, Appeal Hearing, or other Information Session required under the Planning Act, Development Charges Act, Drainage Act, or other applicable legislation.
- (2) Where Council is required by law to hold such a proceeding, notice shall be given in accordance with the applicable statute or the Township's Public Notice By-law, as amended from time to time.
- (3) Unless otherwise required by statute or regulation, the Rules of Procedure set out in this By-law shall apply to the conduct of such meetings or hearings, with necessary modifications.

5.7. ***Meetings Open to Public***

- (1) Except as provided in Section 5.8 (Closed Meetings) of this By-law and subject to section 239 of the Municipal Act, 2001, all Council Meetings shall be open to the public, and no person shall be excluded except for improper conduct or disruption of the Meeting.
- (2) A Meeting is deemed to be open to the public if:
 - (a) members of the public have physical access to the meeting location, or
 - (b) the Meeting is livestreamed using electronic or other communication facilities that enable the public to hear, or both watch and hear, all participating Members.
- (3) If a person or group of persons disrupts a Meeting such that the business of Council cannot be effectively conducted, the Chair may:
 - (a) temporarily suspend the Meeting until order is restored;
 - (b) request that the person(s) vacate the Council Chambers or Meeting platform; and
 - (c) request assistance from the Clerk or law enforcement if necessary to restore decorum.

5.8. ***Closed Meetings***

- (1) Except as provided in this section, all Meetings of Council shall be open to the public in accordance with Section 239 of the Municipal Act, 2001.
- (2) A Meeting or part of a Meeting may be closed to the public if the subject matter being considered relates to one or more of the following:
 - (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory, or a Crown agency of any of them;
 - (i) a trade secret or scientific, technical, commercial or financial information supplied in confidence to the municipality or local board which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group or organization;
 - (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;

- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
 - (l) a request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) if the council is the head of an institution for the purposes of that Act;
 - (m) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman, a municipal Ombudsman, or a closed meeting investigator;
 - (n) an educational or training session, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
- (3) Before holding a Meeting or part of a Meeting that is to be closed to the public, Council shall state by resolution:
 - (a) that the Meeting is to be closed to the public; and
 - (b) the general nature of the matter to be considered.
- (4) Where a Meeting or part of a Meeting is closed to the public:
 - (a) the Chair shall request all persons not entitled to attend the closed session to vacate the Council Chambers or discontinue access to the virtual platform; and
 - (b) any audio or video recording or live stream shall be discontinued for the duration of the closed session.
- (5) A Meeting or part of a Meeting shall not be closed to the public during a vote, unless:
 - (a) the subject matter falls within one of the exceptions listed in subsection 5.8(2); and
 - (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees, or agents of the municipality, or persons retained under contract with the municipality (per section 239(6) of the Act).
- (6) A vote to approve a by-law or a resolution, including a resolution to authorize a land sale or acquisition, must occur in open session, unless otherwise authorized by law.
- (7) The Clerk shall record, without note or comment, all resolutions, decisions, and other proceedings during a closed Meeting, and such records shall be retained in accordance with the Township's Records Retention Policy.
- (8) The motion to rise from "In Camera" shall include the time Council rose and may summarize any directions given or procedural resolutions passed during the closed session in accordance with section 239(6) of the Municipal Act, 2001. Any resolutions requiring final approval must be passed upon return to open session.
- (9) Members shall ensure that all information discussed during a closed Meeting remains confidential. A breach of closed session confidentiality may be subject to penalties as set out in the Council Code of Conduct or applicable legislation.

5.9. ***Quorum***

- (1) A quorum for a Meeting of Council shall consist of a majority of the total number of Members of Council, which shall be four (4) Members for the Township of Malahide.
- (2) If a quorum is not present within fifteen (15) minutes after the time appointed for the Meeting, the Clerk or their designate shall record the names of the Members present and the Meeting shall stand adjourned until the next Regular Meeting or a future Meeting called in accordance with this Procedural By-law.

5.10. ***Public Notice of Meeting***

- (1) Public notice of each Regular Meeting of Council shall be deemed to be given when the Agenda is posted on the Municipal Website no later than 4:30 p.m. on the Tuesday preceding the scheduled Meeting, unless circumstances prevent this, in which case the Clerk shall post the Agenda as soon as practicable.
- (2) Public notice of a Special Meeting of Council shall be given by posting the notice on the Municipal Website not less than twenty-four (24) hours before the time appointed for the Meeting.
- (3) Where an Emergency Meeting of Council is held in accordance with Section 5.5 of this By-law, notice of the Meeting shall be posted on the Municipal Website as soon as practicable, recognizing that advance notice may not be possible due to the urgent nature of the Meeting.
- (4) The failure to provide notice in accordance with this section shall not affect the validity of a Council Meeting or any action taken thereat, provided that a quorum is present and the Meeting is open to the public, except where a statute requires public notice as a condition of Council's authority to act.
 - (a) Such statutory notice requirements include, but are not limited to:
 - (i) Public meetings under the Planning Act, including notices for official plan amendments, zoning by-law amendments, plans of subdivision, consents, and minor variances;
 - (ii) Public meetings under the Development Charges Act for adoption or amendment of development charge by-laws;
 - (iii) Notice under section 290 of the Municipal Act, 2001, regarding budget adoption, where applicable;
 - (iv) Notice under section 270 of the Municipal Act, 2001, for the sale or disposition of municipal land;

- (v) Public meetings under the Municipal Conflict of Interest Act for Code of Conduct and Integrity Commissioner matters;
- (vi) Any other statutory public notice required by law or the Municipality's Public Notice Policy or By-law.

5.11. ***Adjournment – Due Hour***

- (1) Where a Regular or Special Meeting of Council is still in session at 11:00 p.m., the Chair shall declare the Meeting adjourned.
- (2) If Council wishes to continue the Meeting beyond 11:00 p.m., a motion to suspend the rules under Section 3.3 must be passed by a majority of the Members present.
- (3) If no such motion is passed, the unfinished business shall be deemed deferred and shall be placed on the agenda for:
 - (a) the next Regular Meeting of Council; or
 - (b) such other date and time as Council, by resolution, may direct.

5.12. ***Cancellation of a Council Meeting***

- (1) A Council Meeting may be cancelled where, in the opinion of:
 - the Mayor; or
 - the Deputy Mayor, in the absence of the Mayor; or
 - the Clerk, in the absence of both the Mayor and Deputy Mayor;
 there is sufficient cause or an emergency that warrants cancellation. The Clerk shall make reasonable efforts to notify all Members as soon as practicable.
- (2) Sufficient cause under subsection (1) includes, but is not limited to:
 - (a) advanced notice from the Clerk that quorum will not be achieved;
 - (b) a resolution of Council recommending cancellation;
 - (c) an emergency, including severe weather or public safety risks;
 - (d) the absence of any forecasted agenda items, as determined by the Clerk.
- (3) Where a Meeting is cancelled, public notice shall be posted on the Municipal Website as soon as practicable.

5.13. ***Electronic Participation in Council Meetings***

- (1) A Member who is unable to attend a Council Meeting in person may participate by secure video conferencing, provided that their connection enables them to be continuously seen and heard by all other Members throughout the Meeting.

- (2) For any portion of the Meeting that is open to the public, the Member shall ensure their video and audio connection also allows the public to see and/or hear their participation, in accordance with section 238(3.1) of the Municipal Act, 2001.
- (3) For any portion of the Meeting that is closed to the public, the Member shall ensure their participation remains confidential and secure, and that no unauthorized person is able to see, hear, or otherwise access the closed session proceedings.
- (4) It is the responsibility of each participating Member to ensure that their electronic participation meets all applicable requirements for quorum, decorum, confidentiality, and public access, as applicable.
- (5) A Member intending to participate electronically shall notify the Clerk at least twenty-four (24) hours in advance of the Meeting, or as soon as possible if shorter notice is required.
- (6) Members participating electronically shall be counted for quorum and may vote on all matters.
- (7) Members shall notify the Chair and the Clerk when joining or leaving the Meeting.

(5.14–5.23: Committee Meeting Procedures)

5.14. *Place of Meeting – Committees*

- (1) Unless otherwise directed by Council, all Committee Meetings shall be held in the Council Chambers at the Springfield & Area Community Services Building, 51221 Ron McNeil Line, Springfield, Ontario or another such facility accessible to the public.
- (2) Notwithstanding subsection (1), the Committee Chair, in consultation with the Committee Clerk, may direct that a Committee Meeting be held in a fully electronic format where circumstances warrant such action.
- (3) Circumstances that may warrant a fully electronic Committee Meeting include, but are not limited to:
 - (a) severe or inclement weather;
 - (b) public health or safety concerns;
 - (c) unexpected facility closures or disruptions; or
 - (d) other operational or security-related issues that may impede the safe or orderly conduct of the Meeting.
- (4) In such cases, the Clerk or Committee Secretary shall ensure that:
 - (a) the electronic platform enables all Committee Members to be seen and heard;

- (b) members of the public are able to hear, or watch and hear, all open session proceedings; and
 - (c) public notice of the change in meeting format or location is posted on the Municipal Website as soon as practicable.
- (5) The physical or electronic location of the Committee Meeting shall be included in the Agenda and Notice of Meeting.

5.15. *Inaugural Meeting – Committees*

- (1) The first Meeting of a Committee following its establishment or reconstitution shall be held at a date and time determined by the Clerk or designate, in consultation with the Committee Clerk and the Mayor where applicable. The Committee Clerk shall be responsible for issuing notice, preparing the Agenda, and facilitating the inaugural proceedings.
- (2) Where applicable, Committee appointments, including Members of Council and members of the public, shall take effect on the date specified in the Council resolution or by-law establishing the Committee.
- (3) At the inaugural Committee Meeting:
 - (a) Members shall be provided with an orientation to the Committee's mandate, Terms of Reference, and applicable policies and procedures, including the Township's Procedural By-law, Code of Conduct, and Conflict of Interest obligations;
 - (b) Each Member shall confirm their receipt of the Terms of Reference and Code of Conduct;
 - (c) The Committee shall organize its proceedings as follows:
 - (i) Where the Mayor has not exercised their authority to appoint a Chair or Vice Chair under section 284.8 of the Municipal Act, 2001, the Committee shall elect a Chair and Vice Chair from among its Members at the first meeting;
 - (ii) Where the Mayor has made such appointments, the Committee Clerk shall announce the names of the appointed Chair and Vice Chair at the Meeting, and no election shall be required.

5.16. *Regular Meetings – Committees*

- (1) Regular Meetings of a Committee shall be held on a schedule established by Council through resolution, or as set out in the Committee's Terms of Reference. Where no schedule has been predetermined, the Clerk or staff liaison shall coordinate the scheduling of Committee Meetings in consultation with the Chair and Committee Members.
- (2) Where a Regular Committee Meeting is scheduled on a statutory holiday or a day when Municipal Offices are closed, the Meeting shall be rescheduled to the next available business day, or as otherwise determined by the Clerk or staff liaison in consultation with the Chair.

- (3) The frequency and timing of Regular Committee Meetings may be adjusted to reflect the Committee's mandate, workload, or seasonal requirements, subject to any direction from Council or the Mayor.
- (4) Notice of all Regular Committee Meetings shall be posted on the Municipal Website in accordance with the notice provisions of this By-law.

5.17. *Special Meetings – Committees*

- (1) A Special Meeting of a Committee may be convened at the request of the Committee Chair, the Mayor, or the Committee Clerk, where it is deemed necessary to address time-sensitive matters that cannot reasonably be deferred to the next Regular Meeting.
- (2) A Special Meeting shall also be convened if requested in writing by a majority of the Committee Members, specifying the reason for the Meeting and the date and time proposed. The Committee Clerk or staff liaison shall coordinate the scheduling in consultation with the Committee Chair and Mayor, as applicable.
- (3) Written notice of a Special Committee Meeting shall be provided to all Committee Members at least twenty-four (24) hours prior to the Meeting and shall be delivered electronically to Members' registered email accounts.
- (4) The notice shall include the date, time, place, and specific business to be considered at the Meeting.
- (5) No business shall be considered at a Special Committee Meeting other than that stated in the notice.
- (6) Unless otherwise specified in the notice, the Special Meeting shall be held at the same location as the Committee's last Regular Meeting or through electronic means as permitted under this By-law.

5.18. *Closed Meetings – Committees*

- (1) Except as provided in this section, all Committee Meetings shall be open to the public in accordance with section 239 of the Municipal Act, 2001, where the Committee meets the definition of "committee" in section 238(1) of the Act.
- (2) A Committee Meeting or part of a Committee Meeting may be closed to the public if at least 50% of its membership is composed of Members of Council and the subject matter being considered relates to one or more of the following exceptions under the Act:
 - (a) the security of the property of the municipality or local board;

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory, or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
- (l) a request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), if the committee is the head of an institution for the purposes of that Act;
- (m) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman, a municipal Ombudsman, or a closed meeting investigator;
- (n) an educational or training session, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Committee.

- (3) Before holding a Meeting or part of a Meeting that is to be closed to the public, the Committee shall state by resolution:
 - (a) that the Meeting is to be closed to the public; and
 - (b) the general nature of the matter to be considered.
- (4) Where a Committee Meeting or part thereof is closed to the public:
 - (a) the Chair shall request that all persons not entitled to attend vacate the physical or virtual space;
 - (b) any live stream, audio or video recording shall be disabled for the duration of the closed session.
- (5) While in closed session, a Committee may only pass procedural motions, including motions:
 - (a) to recess;
 - (b) to receive information or reports for discussion purposes only;
 - (c) to request that the Committee Clerk or staff prepare a recommendation for consideration in open session or at a future meeting; or
 - (d) to rise from closed session.
- (6) The Committee Clerk shall record, without note or comment, all procedural motions passed during the closed session. Any recommendations to Council must be made and voted on in open session only.
- (7) Committees shall not consider or vote on any recommendation to Council while in closed session.
- (8) The motion to rise from closed session shall include the time the Committee returned to open session and may summarize procedural steps taken.
- (9) All Members are required to maintain the confidentiality of closed session discussions in accordance with the Township's Codes of Conduct and applicable legislation. Any breach of confidentiality may result in sanctions under the Codes or other applicable rules.

5.19. *Quorum – Committee Meetings*

- (1) A quorum for a Committee Meeting shall consist of a majority of the total number of Members formally appointed to the Committee, whether by resolution of Council or by written appointment of the Mayor under Part VI.1 of the Municipal Act, 2001.

- (2) If a quorum is not present within fifteen (15) minutes after the time appointed for the Meeting, the Committee Clerk shall record the names of the Members present, and the Meeting shall be deemed adjourned. The Committee Clerk or Committee Chair may reschedule the Meeting in accordance with this By-law and any applicable notice provisions.
- (3) For greater clarity, no Committee business shall be transacted unless a quorum is present.

5.20. *Public Notice of Committee Meetings*

- (1) Public notice of each Regular Committee Meeting shall be deemed to be given when the Agenda is posted on the Municipal Website no later than forty-eight (48) hours prior to the scheduled start time of the Meeting, unless circumstances prevent this, in which case the Committee Clerk shall post the Agenda as soon as practicable.
- (2) Public notice of a Special Committee Meeting shall be posted on the Municipal Website not less than twenty-four (24) hours prior to the scheduled start time of the Meeting.
- (3) Where a Committee Meeting is cancelled or rescheduled, notice of such cancellation or rescheduling shall be posted on the Municipal Website as soon as practicable.
- (4) The failure to provide notice in accordance with this section shall not affect the validity of a Committee Meeting or any action taken thereat, provided that:
 - (a) a quorum is present;
 - (b) the Meeting is open to the public (except where lawfully closed under section 239 of the Municipal Act, 2001); and
 - (c) no statutory notice provisions apply.
- (5) For clarity, Committees do not conduct statutory public meetings under the Planning Act, Development Charges Act, or other legislation, unless such responsibility has been explicitly delegated by Council or permitted by law. Any such delegated responsibilities shall follow the applicable notice provisions set out in the relevant statute and the Township's Public Notice By-law.

5.21. *Cancellation of a Committee Meeting*

- (1) A Committee Meeting may be cancelled where, in the opinion of:
 - the Committee Chair, or
 - the Vice-Chair, in the absence of the Chair, or
 - the Clerk, in the absence of both the Chair and Vice-Chair,

there is sufficient cause or an emergency that warrants cancellation. The Clerk shall make reasonable efforts to notify all Committee Members as soon as practicable.

- (2) Sufficient cause under subsection (1) includes, but is not limited to:
 - (a) advance notice from the Committee Clerk that quorum will not be achieved;
 - (b) an emergency, including severe weather or public safety risks;
 - (c) the absence of any forecasted agenda items, as determined by the Committee Clerk.
- (3) Where a Committee Meeting is cancelled, public notice shall be posted on the Municipal Website as soon as practicable.

5.22. *Electronic Participation in Committee Meetings*

- (1) A Member who is unable to attend a Committee Meeting in person may participate by secure video conferencing, provided that their connection enables them to be continuously seen and heard by all other Members throughout the Meeting.
- (2) For any portion of the Meeting that is open to the public, the participating Member shall ensure their video and audio connection also allows the public to see and/or hear their participation, in accordance with section 238(3.1) of the Municipal Act, 2001.
- (3) For any portion of the Meeting that is closed to the public, the Member shall ensure their participation remains confidential and secure, and that no unauthorized person is able to see, hear, or otherwise access the closed session proceedings.
- (4) Each participating Member shall be responsible for maintaining their electronic connection in a manner that satisfies all applicable requirements for quorum, decorum, confidentiality, and public access.
- (5) A Member intending to participate electronically shall notify the Committee Clerk at least twenty-four (24) hours in advance of the Meeting, or as soon as practicable if shorter notice is necessary.
- (6) Members participating electronically shall be counted for quorum and may vote on all matters.
- (7) Members shall notify the Chair and the Committee Clerk when joining or leaving the Meeting.

6. AGENDAS AND MINUTES

(6.1–6.3: Council Meeting Agendas and Minutes)

6.1. Council Meeting Agenda

- (1) The Clerk, in consultation with the CAO and the Mayor, shall cause to be prepared an Agenda for each Meeting of Council, in accordance with this By-law and any applicable policies or resolutions of Council.
- (2) The Agenda shall generally follow the order of business outlined below, subject to change by the Clerk for administrative purposes, or by Council resolution:

Council Portion:

- (a) Call to Order
- (b) Approval of the Agenda
- (c) Disclosures of Pecuniary Interest
- (d) Announcements
- (e) Adoption of Minutes of Previous Meeting(s)
- (f) Public Meetings and Committee of Adjustment
- (g) *Delegations
- (h) Business for Approval (Consent Agenda)
- (i) Unfinished Business
- (j) New Business
- (k) By-laws

Committee of the Whole Portion:

- (l) Business for Consideration
- (m) Unfinished Business
- (n) New Business

Council Reconvenes:

- (o) Correspondence (Consent Agenda)
- (p) Closed Session
- (q) Confirmatory By-law
- (r) Adjournment

- (3) Where the Mayor exercises authority under s. 284.10 of the Municipal Act, 2001, to require Council consideration of a matter advancing a prescribed provincial priority, the Clerk shall place the item on the next appropriate agenda. The agenda shall identify such matters as “Provincial Priority Items (Part VI.1)” placed pursuant to Section 284.10, including a link to O.Reg. 580/22 for the relevant provincial priority, for public awareness.

- (4) *Delegation Placement: In preparing the Agenda, the Clerk shall place delegations directly related to a specific agenda item immediately before that item is considered. Delegations that are for information purposes only and not related to a business item shall be placed under the “(g) Delegations” section of the agenda.
- (5) Any proposed additions or alterations to the Agenda after it has been published shall require the approval of Council at the Approval of the Agenda portion of the Meeting.

6.2. ***Council Meeting Minutes***

- (1) The Clerk shall cause minutes to be taken of each Meeting of Council, whether open to the public or closed, in accordance with section 239(7) of the Municipal Act, 2001. The minutes shall include:
 - (a) the place, date, and time of the Meeting;
 - (b) the names of Members in attendance and a record of attendance;
 - (c) where a Member enters after commencement or leaves before adjournment, the time shall be recorded;
 - (d) any declarations of pecuniary interest; and
 - (e) all resolutions of the Meeting, without note or comment.
- (2) Following approval, the Minutes shall be signed by the Mayor and the Clerk.
- (3) The Clerk shall ensure that the approved Minutes of open Meetings of Council are posted on the Municipal Website.
- (4) The Minutes of each Meeting shall be presented to Council for confirmation at the next Regular Meeting.

6.3. ***Council Pre-Meeting Inquiries***

- (1) This section provides a process for Members of Council to seek clarification from staff prior to a Council Meeting. It does not limit a Member’s right to ask questions during the Meeting in accordance with the Rules of Procedure.
- (2) Members may submit written inquiries to the CAO regarding any recommendation, by-law, motion, report, or other matter appearing on the published Council Agenda.
- (3) Pre-meeting inquiries should be submitted at least twenty-four (24) hours before the Meeting at which the matter is to be considered.
- (4) Staff will endeavour to provide responses to all pre-meeting inquiries prior to the Meeting, with the responses circulated to all Members of Council in a consolidated format.

- (a) Where an inquiry requires substantial research, cross-departmental coordination, or legal review, the CAO may defer the response as needed.
- (5) During pre-meeting discussions, Members may ask questions for clarification but shall not engage in debate with staff or other Members. Debate on any matter is reserved for the Meeting.

(6.4–6.6: Committee Meeting Agendas and Minutes)

6.4. *Committee Meeting Agenda*

- (1) The Committee Clerk, in consultation with the Committee Chair, shall cause to be prepared an Agenda for each Meeting of the Committee, in accordance with this By-law and any applicable policies or resolutions of Council.
- (2) The Agenda shall generally follow the order of business outlined below, subject to change by the Committee Clerk for administrative purposes, or by resolution of the Committee:
 - (a) Call to Order
 - (b) Approval of the Agenda
 - (c) Disclosures of Pecuniary Interest
 - (d) Announcements
 - (e) Adoption of Minutes of Previous Meeting(s)
 - (f) *Delegations
 - (g) Unfinished Business
 - (h) New Business
 - (i) Correspondence
 - (j) Closed Session
 - (k) Adjournment
- (3) *Delegation Placement: In preparing the Agenda, the Committee Clerk shall place delegations directly related to a specific agenda item immediately before that item is considered. Delegations that are for information purposes only and not related to a business item shall be placed under the “(f) Delegations” section of the agenda.
- (4) The Mayor, in consultation with the Committee Clerk and Committee Chair, may request the inclusion or prioritization of matters on the agenda to support the strategic priorities of the Municipality.
- (5) Any proposed additions or alterations to the Agenda after it has been published shall require the approval of the Committee at the “Approval of the Agenda” portion of the Meeting.

6.5. ***Committee Meeting Minutes***

- (1) The Committee Clerk shall cause minutes to be taken of each Meeting of a Committee, whether open to the public or closed, in accordance with section 239(7) of the *Municipal Act, 2001*. The minutes shall include:
 - (a) the place, date, and time of the Meeting;
 - (b) the names of Members in attendance and a record of attendance;
 - (c) where a Member enters after commencement or leaves before adjournment, the time shall be recorded;
 - (d) any declarations of pecuniary interest; and
 - (e) all procedural motions or recommendations to Council passed during the Meeting, without note or comment.
- (2) The draft Minutes of each Committee Meeting shall be presented to Council for information at the next Regular Meeting.
- (3) Any recommendations from a Committee requiring Council approval shall be brought forward by report from the Committee for consideration at a Council Meeting.
- (4) The Minutes of each Committee Meeting shall be presented to the Committee for confirmation at its next Meeting.
- (5) Following confirmation, the Minutes shall be signed by the Committee Chair and the Committee Clerk.
- (6) The Committee Clerk shall ensure that the approved Minutes are posted on the Municipal Website.

6.6. ***Committee Pre-Meeting Inquiries***

- (1) This section provides a process for Committee Members to seek clarification from staff prior to a Committee Meeting. It does not limit a Member's right to ask questions during the Meeting in accordance with the Rules of Procedure.
- (2) Members may submit written inquiries to the Committee Clerk regarding any recommendation, report, or other matter appearing on the published Committee Agenda.
- (3) Pre-meeting inquiries should be submitted at least twenty-four (24) hours before the Meeting at which the matter is to be considered.
- (4) Staff will endeavour to provide responses to all pre-meeting inquiries prior to the Meeting, with the responses circulated to all Committee Members in a consolidated format.
 - (a) Where an inquiry requires substantial research, cross-departmental coordination, or legal review, the Committee Clerk may defer the response as needed.
- (5) During pre-meeting discussions, Members may ask questions for clarification but shall not engage in debate with staff or other Members. Debate on any matter is reserved for the Committee Meeting.

7. ORDER OF PROCEEDINGS – COUNCIL & COMMITTEES

7.1. ***Call to Order***

- (1) As soon as a quorum is present after the scheduled start time of the Meeting, the Mayor or Chair shall assume the chair and call the Meeting to order.
- (2) If the Mayor/Chair is not present within fifteen (15) minutes after the scheduled start time and a quorum is present, the Deputy Mayor or Vice Chair shall preside and exercise all duties of the Mayor/Chair for the duration of the Meeting, or until the Mayor/Chair arrives and is able to assume the chair.
- (3) If neither the Mayor/Chair nor the Deputy Mayor/Vice Chair is present within fifteen (15) minutes after the scheduled start time and a quorum is present, the Clerk (or Committee Clerk) shall call the Meeting to order, and the Members present shall elect a Presiding Member to chair the Meeting until the arrival of the Mayor/Chair or Deputy Mayor/Vice Chair, whichever occurs first.
- (4) For Committees, if neither the appointed Chair nor Vice Chair is present within fifteen (15) minutes after the scheduled start time and a quorum is present, the Committee Clerk shall call the Meeting to order and the Members present shall elect an Acting Chair for that Meeting.

7.2. ***Approval of the Agenda***

- (1) At the commencement of each Regular Meeting of Council or Committee, Members may propose amendments to the published Agenda, including the addition, removal, or re-ordering of items, subject to the rules in this By-law.
- (2) No additions may be made to the Agenda of a Special Meeting of Council or Committee, and only the business stated in the Notice of Meeting shall be considered.
- (3) Any amendment to a Regular Meeting Agenda after publication shall require approval by a majority vote of the Members present.

7.3. ***Disclosures of Pecuniary Interest***

- (1) Where a Member, either on their own behalf or while acting for, by, with, or through another, has any direct or indirect pecuniary interest in a matter being considered at a Meeting, the Member shall:
 - (a) Prior to consideration of the matter, disclose the interest and the general nature thereof;
 - (b) Refrain from taking part in the discussion or vote on any question related to the matter; and

- (c) Not attempt in any way, before, during, or after the Meeting, to influence the voting on the matter.
- (2) Where the Meeting or portion thereof is closed to the public, in addition to the requirements in subsection (1), the Member shall immediately leave the Meeting for the duration of the discussion on the matter.
- (3) Where a Member is absent from a Meeting at which they have a pecuniary interest in a matter, the Member shall disclose the interest and otherwise comply with subsection (1) at the first Meeting attended thereafter.
- (4) In accordance with the MCIA, a Member shall file with the Clerk a written statement of the interest and its general nature following the declaration. The Clerk shall:
 - (a) Make the written statement available to the public as soon as practicable; and
 - (b) Maintain a publicly accessible registry of written statements of disclosure.

7.4. ***Announcements***

- (1) Members may, without debate, make brief announcements at the appropriate point on the Agenda, including:
 - (a) Upcoming community events;
 - (b) Recognition of notable achievements or contributions by individuals or groups in the community;
 - (c) Expressions of gratitude or condolences;
 - (d) General information regarding conferences, seminars, or training attended; and
 - (e) Presentation of awards or certificates.
 Announcements shall not be used to introduce new business items or engage in debate, and shall not materially advance the business of Council outside of the approved Agenda.

7.5. ***Adoption of Minutes***

- (1) The Minutes of previous Meetings shall be listed under this section of the Agenda for consideration.
- (2) Unless a Member requests that a set of Minutes be separated for individual consideration, all listed Minutes may be adopted through a single resolution.
- (3) Adoption of Minutes confirms their accuracy as a record of the proceedings and does not constitute approval of any decisions contained therein that require separate Council or Committee action.

7.6. ***Delegations***

- (1) Delegations shall be conducted in accordance with Section 8 of this by-law.

7.7. Business for Approval (Consent Agenda) – Council Meetings Only

- (1) Items listed under the Consent Agenda shall generally consist of recommendations referred from a previous Committee of the Whole session that do not require further debate.
- (2) The Consent Agenda shall be approved in a single motion, without debate, unless a Member requests that one or more items be removed for separate consideration.
- (3) Any item removed from the Consent Agenda shall be placed on the appropriate section of the Agenda for discussion and a separate vote.

7.8. Unfinished Business

- (1) This section shall include matters from previous Meetings that remain outstanding, were deferred, or were not fully resolved, and are being brought forward for further consideration or final disposition.
- (2) For Council Meetings only, this section shall also include any items removed from the Consent Agenda under section 7.7 for separate discussion and vote.

7.9. New Business

- (1) This section shall provide an opportunity for Members to consider new matters requiring an immediate final decision of Council, or to receive and act on a recommendation from a Committee where time constraints prevent deferral to a future meeting.
- (2) Items for this section must be introduced and approved at the “Approval of the Agenda” stage of the Meeting.
- (3) Council Meetings only – New Business items must:
 - (a) Be time-sensitive in nature;
 - (b) Have a clear connection to the interests of the Municipality; and
 - (c) Require immediate action or decision within the jurisdiction of the Municipality, with limited time for extended discussion or deferral.

Council Meetings only – Despite subsections (1) to (3), Planning Reports, Procurement Reports, and Reports for Information shall be introduced as New Business during the Council portion of the Meeting.

- (4) Matters requiring additional debate or staff follow-up before a final decision shall be added to the Committee of the Whole New Business section instead.

7.10. By-laws – Council Meetings Only

- (1) Every By-law introduced shall be in written form, free of blanks except those necessary to conform to accepted procedure or comply with statutory requirements, and complete with its number and date to be affixed.

- (2) Upon being reported to Council, a By-law shall, unless otherwise directed by Council, receive first, second, and third readings in a single motion at the same Meeting, and shall be passed on the affirmative vote of the majority of the Members present and voting.
- (3) Every By-law enacted by Council shall be numbered and dated, signed by the Mayor (or their designate) and the Clerk, sealed with the seal of the Municipality, and retained under the control of the Clerk in accordance with the Records Retention By-law.

7.11. *Committee of the Whole – Council Meetings Only*

- (1) The Committee of the Whole is a procedural format in which all Members of Council meet as one committee to allow for more informal discussion and detailed consideration of matters prior to final Council decisions.
- (2) The rules of procedure governing Council Meetings and the conduct of Members shall apply in Committee of the Whole, except that:
 - (a) Recorded votes are not permitted; and
 - (b) The Chair may allow greater latitude in debate and discussion to facilitate the exchange of information.
- (3) The results of votes taken during the Committee of the Whole are not final decisions of Council, rather they are recommendations which will be given further consideration and finally voted on under regular rules of Council.
- (4) Business for Consideration – Committee of the Whole:
 - (a) Includes matters such as staff and committee reports, draft by-laws, draft policies, or other items referred by Council for detailed review and discussion.
- (5) Unfinished Business:
 - (a) Includes matters under “Business for Consideration” that were previously discussed or initiated but not concluded. These items are carried forward for continuation or conclusion.
- (6) New Business – Committee of the Whole:
 - (a) Provides an opportunity for Members to propose new items for discussion or preliminary consideration, where the outcome is typically a recommendation to Council rather than a final decision.
 - (b) Items must be introduced at the “Approval of the Agenda” stage.
 - (c) To be eligible for inclusion, items must:
 - (i) Have a clear connection to the interests of the Municipality; and
 - (ii) Require consideration or a recommended course of action for Council.
 - (d) Matters requiring an immediate final decision by Council shall be introduced as New Business in the Council portion instead.

7.12. **Correspondence**

- (1) Form and Content
 - (a) All correspondence, including petitions, intended to be presented to Council or a Committee shall:
 - (i) Be legibly written or printed;
 - (ii) Not contain defamatory, impertinent, or improper matter or language;
 - (iii) Clearly identify the author(s) by full name and municipal address; and
 - (iv) Be signed (digital or handwritten) or otherwise verifiably submitted by the author(s).
- (2) Correspondence shall not be placed on an agenda if the identity of the author(s) cannot be confirmed.
- (3) Distribution at Meetings
 - (a) No person, except a Member of Council or an authorized municipal employee, shall before or during a meeting of Council or a Committee, place on the desks of Members or otherwise distribute any material whatsoever without prior consent of the Clerk.
- (4) Confidential Correspondence
 - (a) Correspondence, including emails, intended for Council or a Committee is generally received as public information subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
 - (b) Where a submission contains confidential material, the author shall indicate the request for confidentiality and the general nature of the confidentiality.
 - (c) The Clerk shall review the request and determine whether the item meets the criteria for confidential correspondence, and whether it will be:
 - (i) Included in the open agenda;
 - (ii) Circulated under separate confidential cover; or
 - (iii) Placed on a closed meeting agenda in accordance with the Municipal Act, 2001.
- (5) Submission Deadlines and Agenda Placement
 - (a) Every item of correspondence shall be delivered to the Clerk no later than 12:00 p.m. on the Friday prior to the week of the meeting.
 - (b) The Clerk is delegated the authority to determine the most appropriate agenda for the item, whether Council, Committee of the Whole, or another Committee, and may prepare a brief summary of the content for inclusion in the agenda.
 - (c) Late submissions may be added to an agenda at the Clerk's discretion if they are time-sensitive and meet all other requirements.
- (6) Electronic Submission
 - (a) Correspondence may be submitted electronically in PDF or other standard formats acceptable to the Clerk.

- (b) The Clerk may require verification of identity for electronically submitted correspondence before placement on an agenda.

7.13. Closed Session

- (1) See section 5.8.

7.14. By-law to Confirm the Proceedings of Council – Council Meetings Only

- (1) At the conclusion of all Regular and Special Meetings of Council, and prior to Adjournment, a Confirming By-law shall be presented to confirm the proceedings of the Meeting, including every motion, resolution, and other action taken by Council.
- (2) A Confirming By-law, when introduced, shall be deemed to have been read and shall be voted on without debate.
- (3) The Confirming By-law shall not be interpreted as confirming or altering any action taken by the Mayor under Part VI.1 of the Municipal Act, 2001, which actions are effective in accordance with that Part.

7.15. Adjournment

- (1) See Sections 10.15.

8. DELEGATIONS

- 8.1. Persons desiring to verbally present information on matters of fact or to make a request to Council or a Committee shall provide written notice, including specific details regarding the subject of their address, to the satisfaction of the Clerk no later than 12:00 p.m. on the Friday of the week prior to the Meeting.

- 8.2. **The following types of subject matter are not eligible for presentation by a delegation and shall not be placed on an agenda:**

- (1) **Matters outside municipal authority**
 - (a) Items that are outside the jurisdiction of Council or the Committee.
- (2) **Matters already decided by Council**
 - (a) Items that have been decided upon by Council during the current term, including requests for reconsideration, unless new and material information is presented that, in the opinion of the Clerk, warrants Council's reconsideration.
- (3) **Matters under active staff or legal process**
 - (a) Matters referred to staff for a report, until the report is formally before Council or Committee.
 - (b) Matters related to an ongoing municipal investigation, enforcement action, or by-law compliance file, until such matter is concluded.
 - (c) Matters involving litigation or potential litigation in which the Municipality is involved.

(4) Personnel and labour matters

- (a) Matters relating to labour relations or negotiations.
- (b) Matters relating to employee relations.
- (c) Matters about an identifiable individual, except where the matter is the subject of a scheduled statutory public meeting.

(5) Election or procurement processes

- (a) Matters involving election campaigning.
- (b) Matters from a bidder or potential bidder in an active procurement process, until the procurement is concluded.

(6) Commercial or funding requests outside process

- (a) Matters that constitute an advertisement for products or services.
- (b) Requests for financial assistance or fee waivers outside of established municipal processes.

(7) Matters not relevant to the approved delegation topic

- (a) Items that are not directly related to the subject for which the delegation received approval to address Council or Committee.

- 8.3. Despite section 8.1, a person is not required to give written notice or be listed on the agenda with respect to a matter for which the public has been given notice of a public meeting under the Planning Act, any other Act, or applicable municipal policy.
- 8.4. Delegations shall provide their name and municipality of residence for the record. All remarks shall be addressed to Council/Committee as a whole and not to any individual Member or staff.
- 8.5. Delegations shall be permitted up to fifteen (15) minutes for their presentation, unless otherwise extended by the Chair during the meeting with the consent of the majority of Members present. The Chair may also, with the consent of the majority, reduce the speaking time for delegations when multiple presentations are scheduled or where time constraints exist.
- 8.6. Written communications or petitions may be provided to the Clerk for distribution at the Clerk's discretion.
- 8.7. No delegation shall:
- (1) Speak disrespectfully of any person;
 - (2) Use improper or unparliamentary language;
 - (3) Address or comment on any matter that is ineligible for presentation under Section 8.2;
 - (4) Violate the rules of procedure or a decision of the Chair;

- (5) Engage in cross debate with other delegations, staff, Members of Council/Committee, or the Chair.
- 8.8. Municipal audio-visual equipment may be used with the Clerk's approval, provided the material is submitted by 12:00 p.m. on the Friday before the Meeting.
- 8.9. Members may only ask questions of delegations to clarify or obtain additional relevant information related to the delegation's presentation.
- 8.10. The Clerk, in consultation with the Chair, may refuse a delegation request when the subject is beyond municipal jurisdiction, is repetitive, or is deemed frivolous or vexatious.
- 8.11. Delegations may participate electronically if:
 - (1) Electronic means are available for the meeting;
 - (2) Audio and video quality allows for two-way communication;
 - (3) All rules of decorum and procedure are followed; and
 - (4) If technical issues cause unreasonable delay or interference, the Chair may terminate the connection.

9. RULES OF DEBATE AND CONDUCT

9.1. ***General Standards of Conduct***

- (1) No Member shall:
 - (a) Speak disrespectfully of:
 - (i) The Reigning Sovereign or any Member of the Royal Family;
 - (ii) The Governor General;
 - (iii) The Lieutenant Governor of any Province;
 - (iv) Any Member of the Senate, the House of Commons, or the Legislative Assembly of Ontario.
 - (b) Use offensive or unparliamentary language, or speak disrespectfully against Council, any Member, or any officer or employee of the Municipality.
 - (c) Speak in a discriminatory manner based on race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, or disability.
 - (d) Speak on any subject other than the matter currently under debate.
 - (e) Disobey the Rules of Procedure or a ruling of the Chair, unless overruled under this By-law.
 - (f) Disclose confidential information from a Closed Meeting where the matter remains confidential.
 - (g) Persist in disobedience after being called to order, in which case the Chair shall order the Member to vacate the Meeting location. If the Member apologizes, the Chair may permit the Member to resume their seat.

- (2) Members shall refrain from discussion on matters that are ineligible for presentation by a delegation under Section 8.2, unless such matters are legitimately before Council or Committee in accordance with this By-law.

9.2. ***Speaking Protocol***

- (1) A Member shall be recognized by the Chair before speaking and shall address all remarks to the Chair.
- (2) When two or more Members wish to speak, the Chair shall recognize Members in the order in which they indicated their intent to speak.
- (3) When a Member is speaking, no other Member shall interrupt except to raise a Point of Order.
- (4) A Member shall not speak more than once to the same question without the permission of the Chair, except that the Member who moved the main motion may reply at the close of debate, but not if they also moved an amendment or procedural motion.
- (5) A Member shall not speak for more than five (5) minutes to the same question or in reply without the permission of the Chair.
- (6) A Member may require the Clerk to read the motion under discussion at any time, provided it does not interrupt the Member who has the floor.

9.3. ***Question***

- (1) A Member may, through the Chair, ask questions only for the purpose of obtaining information relevant to the matter under discussion.
- (2) A Member who has been recognized to speak may, before beginning their remarks, ask such a question through the Chair, and then proceed with their remarks.

9.4. ***Point of Privilege***

- (1) A Member may rise on a Point of Privilege, with the consent of the Chair, if they believe:
 - (a) Their integrity;
 - (b) The integrity of the Council/Committee; or
 - (c) The integrity of staff
 has been impugned.
- (2) A Point of Privilege shall take precedence over all other matters and shall be considered immediately. No motions or debate are permitted while raising the Point.
- (3) Where the integrity of staff is questioned, the Chair may permit staff to respond.
- (4) The Chair shall rule on the Point without delay. The ruling is final unless immediately appealed in accordance with Section 9.6.

9.5. ***Point of Order***

- (1) A Member may rise on a Point of Order to draw attention to a breach of the Rules of Procedure.
- (2) Upon being recognized by the Chair, the Member shall state the Point succinctly.

- (3) The Chair shall rule on the Point without delay. The ruling is final unless immediately appealed in accordance with Section 9.6.

9.6. *Appeal of Rulings for Points of Privilege/Order*

- (1) A ruling of the Chair on a Point of Privilege or Point of Order is final unless immediately appealed to Council/Committee.
- (2) Upon appeal, the Chair shall briefly state the reasons for the ruling and shall immediately put the following question to a vote, without debate: "Will the ruling of the Chair be sustained?"
- (3) The Chair may vote on the question. In the event of a tie, the ruling of the Chair shall be sustained.

10. MOTIONS

10.1. *General Rules*

- (1) All motions must be moved and seconded before the Chair may put the question on the floor for consideration. If no seconder is provided, the motion shall not be considered and shall not appear in the minutes.
- (2) If a motion appears in the agenda as a separate item or within a report, it shall be deemed read unless a Member requests it be read in full.
- (3) Where a matter falls under the Mayor's special powers and duties pursuant to Part VI.1 of the Municipal Act, 2001, a motion that is inconsistent with those powers shall be ruled out of order unless:
 - (a) The Mayor has delegated the authority in writing; or
 - (b) The motion is otherwise consistent with law.

10.2. *Withdrawal of Motion*

- (1) After being moved and seconded, a motion is in possession of Council/Committee and may only be withdrawn:
 - (a) By the mover with the consent of the seconder; or
 - (b) With leave of Council/Committee, granted by majority vote without debate.

10.3. *Motions Out of Order*

- (1) The Chair shall rule out of order any motion that:
 - (a) Is contrary to law or these Rules of Procedure;
 - (b) Is not within the jurisdiction of Council/Committee;
 - (c) Conflicts with a decision of Council/Committee during the current term, unless reconsidered in accordance with Section 10.13.

10.4. *Priority of Disposition*

- (1) A motion properly before Council/Committee must be disposed of before any other motion can be received, except for a procedural motion under Section 10.5.

10.5. ***Procedural Motions Without Notice***

- (1) Not Debatable: May be introduced orally and decided without debate or amendment:
 - (a) Point of Order or Point of Privilege;
 - (b) Adjourn;
 - (c) Table without instructions;
 - (d) Suspend the Rules of Procedure;
 - (e) Lift from the table;
 - (f) Divide the question;
 - (g) Refer without instructions;
 - (h) “That the question be now put”;
 - (i) Recess.
- (2) Debatable: May be introduced orally and debated only on the stated purpose:
 - (a) Refer with instructions (debate on instructions only);
 - (b) Table with instructions (debate on instructions only);
 - (c) Amend;
 - (d) Rescind.

10.6. ***Motion to Amend***

- (1) An amendment must:
 - (a) Relate to the subject of the main motion;
 - (b) Not propose a direct negative to the main motion;
 - (c) Be voted on in reverse order of introduction (last moved, first voted).

10.7. ***Motion to Put the Question***

- (1) The motion “That the question be now put”:
 - (a) Is not debatable and cannot be amended;
 - (b) Cannot be moved while an amendment is under consideration, except to close debate on the amendment;
 - (c) Requires a two-thirds (2/3) vote of Members present;
 - (d) If carried, debate ceases immediately and the pending question is put to a vote.

10.8. ***Motion to Refer, Defer, or Postpone***

- (1) May include instructions, in which case only the instructions are debatable or amendable.
- (2) Without instructions, such a motion is not debatable or amendable.

10.9. ***Motion to Table***

- (1) Without instructions: not debatable, not amendable.
- (2) With instructions: treated as a motion to defer under Section 10.8.
- (3) A tabled matter may only be taken up by a motion to lift from the table, which is not debatable or amendable.

10.10. Motion to Divide

- (1) A motion containing distinct proposals may be divided for separate votes if approved by majority vote.

10.11. Motion to Rescind

- (1) Requires two-thirds (2/3) vote of Members present, unless notice was given at the previous Meeting or in the agenda, in which case a majority suffices.
- (2) Cannot be used where action has been taken that cannot be reversed.

10.12. Reconsideration

- (1) Only a Member who voted on the prevailing side may move reconsideration.
- (2) Requires two-thirds (2/3) vote to reopen debate.
- (3) Debate is limited to the merits of reconsidering the matter.
- (4) If carried, the matter is immediately taken up as if never decided, unless the motion specifies a future date.
- (5) A matter shall not be reconsidered more than once in the same term.

10.13. Motion to Recess

- (1) Not debatable, but amendable as to length of recess.
- (2) Not in order when another motion is on the floor.

10.14. Motion to Adjourn

- (1) Not debatable or amendable and always in order except when:
 - (a) Another Member has the floor;
 - (b) A vote has been called;
 - (c) Members are voting; or
 - (d) A Member has indicated intent to speak on the pending matter.
- (2) If passed without specifying a reconvening time, the adjournment shall end the meeting.
- (3) A motion to proceed beyond the scheduled adjournment time:
 - (a) Shall not be amended or debated;
 - (b) Requires majority support of Members present.

11. NOTICE OF MOTIONS

- 11.1. A Member of Council may file a Motion or Notice of Motion with the Clerk to be placed on the Council Agenda, provided it is received no later than 4:00 p.m. on the Friday of the week preceding the Council Meeting at which it is to be considered.
- 11.2. A motion may be introduced without notice if Council, without debate, passes a majority vote to dispense with notice.

12. VOTING ON MOTIONS

- 12.1. Immediately before taking a vote on a motion, the Chair may state the question in the form in which it was introduced and shall do so if requested by a Member.
- 12.2. Once the Chair has put the question, no Member shall speak to the question and no other motion shall be made until the vote has been taken and the result declared.
- 12.3. Every Member present at the Meeting when the question is put shall vote unless disqualified from voting under the Municipal Conflict of Interest Act.
- 12.4. Except where a Member is disqualified under the Municipal Conflict of Interest Act, if a Member abstains from voting when the question is put, that Member shall be deemed to have voted in the negative.
- 12.5. Each Member is entitled to one vote.
- 12.6. **Failure to Vote/and or Respond**
 - (1) When a vote is called, any Member present, whether in person or participating electronically, who abstains or fails to vote or respond after two (2) consecutive prompts from the Chair shall be deemed to have voted in the negative.

13. METHODS OF VOTING

- 13.1. Unrecorded Vote
 - (1) The method of determining the decision of Council or a Committee on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing, or another method.
- 13.2. Recorded Vote
 - (1) Immediately before or after the taking of a vote on a motion, a Recorded Vote may be requested by a Member. When a Recorded Vote is requested, each Member present, except those disqualified from voting by any Act, shall announce their vote openly, and the Clerk shall record each Member's name and vote on the question.
 - (2) The order in which Members present and voting shall announce their vote during a Recorded Vote is:
 - (a) Ward Councillors (in ascending numerical order),
 - (b) Deputy Mayor, and
 - (c) Mayor

14. CONDUCT OF THE AUDIENCE

- 14.1. Members of the public in attendance at a Meeting of Council or a Committee, whether in the Council Chambers or another location in accordance with Section 5 of this Procedural By-law, shall respect the decorum of the proceedings, maintain order and quiet, and shall not:
- (1) Address Council or a Committee without the permission of the Mayor or Chair;
 - (2) Interrupt any speaker or action of Members or any person addressing Council or a Committee;
 - (3) Speak out without recognition from the Chair;
 - (4) Behave in a disorderly manner; or
 - (5) Make noise or sound that disrupts the conduct of the Meeting.
- 14.2. Placards, signs, posters, advertising devices, or similar items are not permitted in the Council Chambers or any other location where Council or a Committee is conducting business.
- 14.3. The Mayor or Chair may direct any member of the public to vacate the Council Chambers or other meeting location if, in their opinion, the individual's behaviour is disruptive to the business at hand.

15. ADMINISTRATION

- 15.1. This By-law shall be administered by the Clerk.
- 15.2. The Clerk is delegated the authority to make minor clerical, typographical, or grammatical corrections to any Council record or documentation, including, but not limited to, by-laws, motions, resolutions, agendas, and minutes. Such corrections may be made to ensure the accurate and complete implementation of the decisions and actions of Council and its Committees.
- 15.3. The Clerk is authorized to update numbering, cross-references, and formatting within this By-law when amendments are made, for the purpose of maintaining consistency and accuracy, without altering the intent or effect of the provisions.



October 02, 2025

In This Issue:

- AMO's Work-Learn Institute Municipal Talent Project.
- MECP best practices for Source Water Protection Program.
- Household Food Waste Prevention webinar.
- 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.
- Addressing growth through asset management.
- Blog - Solutions for Failing Water and Wastewater Infrastructure.
- Show me the money webinar.
- Fluorescent lamps phase-out - Is your municipality ready?
- MADD Canada releases recommendations for municipalities.
- Pembina Institute Guide on Granting Municipal Support Confirmations.
- OPPI's Fall 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 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.

Federal Matters

[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.

Education Opportunities

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 workshop to develop, master and deliver your own messages with confidence. View full *Managing Communications through Crisis* 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](#).

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](#).

Join us next week on October 7th at 1 PM for a panel on [growth and asset management](#) and capital planning. Pose questions to municipal staff from Muskoka, Thunder Bay, Centre Wellington, and Minto. [Register here](#).

LAS

Much of the essential Ontario municipal water and wastewater infrastructure is in need of repair, and the costs are substantial, especially for the portions of the system that are the responsibility of private homeowners. [Read about an available solution](#) in our latest blog.

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.

Starting 1 January 2026, federal regulations will begin phasing out mercury-containing lamps, including fluorescent and HID lighting. How ready is your municipality? Join us for a free webinar on October 29 to learn more. [Register here to attend](#).

Municipal Wire*

MADD Canada has released their [Top 10 Report](#) outlining what municipalities can do to minimize impaired driving and support those impacted.

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.

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

[Specialist, Labour Relations - City of London](#). Closing date: September 30, 2025

[Chief Administrative Officer - Toronto Police Service Board](#). Closing Date: October 29, 2025.

[Physician Recruitment and Engagement Specialist - City of Quinte West](#). Closing Date: October 17, 2025

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and

promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

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

[ONE Investment](#)

[Media Inquiries](#)

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



October 09, 2025

In This Issue:

- Applications open for AMO's 2026 Youth Fellowship Program!
- AMO's Work-Learn Institute Municipal Talent Project.
- Consultation: Development Charge deferral to occupancy permits.
- MECP best practices for Source Water Protection Program.
- Seeking re-election or first-time candidate? AMO's new, free workshop series is for you.
- 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.
- 10% discount for AMO members - Catalyst Municipal Cyber Range Program.
- Upcoming Webinar: Cyber Safe Elections.
- Blog: Solutions for Failing Water Infrastructure.
- Unlock incentives & funding for your energy projects.
- Fluorescent lamps phase-out - Is your municipality ready?
- Western University Local Government Awards of Excellence .
- Frameworks for Success - Employer Readiness Course (FOR EMPLOYERS).
- AdvantAge municipal councillors webinar: The Current LTC Environment.
- Careers.

AMO Matters

AMO is seeking applicants for its 2026 Youth Fellowship Program. Share this opportunity with students and youth interested in local government, governance, and the health of our democracy. Through this Fellowship, participants learn about municipal governance and policy while gaining exposure to real-time issues facing Ontario's municipalities. [Applications are due October 30.](#)

AMO is partnering with the University of Waterloo's Work-Learn Institute to explore how work-integrated learning can better support long-term municipal workforce development. If you

have experience overseeing a student placement in a municipal setting, [please share your experience working with student co-ops and interns.](#)

Provincial Matters

The Ministry of Municipal Affairs and Housing is seeking comments on amendments to the Development Charges Act that would allow payment of DCs to be deterred to building permit issuance or first occupancy of the building. [Comments are open](#) until October 17.

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.

Education Opportunities

Stronger Leaders, Stronger Communities is designed to equip you with the tools, resilience, and confidence to meet the challenges of the political landscape head-on. This workshop series is being offered at no charge in two streams: those considering re-election in 2026 and a second for first-time candidates who want to explore whether elected office is right for them. [Full details and registration information here.](#)

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](#). Click [here to register](#).

Get a reliable assessment of tariff and trade disruptions and identify economic opportunities. Economic and diplomatic consequences will continue for many years, so AMO is assembling members and subject matter experts to plan today for a stronger and more stable Ontario. Join us in discussion on building Ontario's economic future October 24 at Toronto's Sheraton Centre. [Program information](#) is now available. [Click here to register](#).

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](#).

LAS

The TMU Catalyst Municipal Cyber Range Program is specifically designed to prepare municipal IT staff for real-world cyberattacks. The immersive simulations are led by an experienced cybersecurity trainer, giving participants practical skills they can immediately apply. [AMO members receive 10% off](#) with code "AMO10" at registration.

LAS' Sewer and Water Line Warranty Service partner, SLWC, explains how [aging drinking water and wastewater systems present significant challenges](#) for municipalities. The blog paints an opportunity for municipalities to offer optional support for homeowners.

Join us on November 4th, 2025 for a live panel discussion on how municipalities can protect residents and election infrastructure from digital threats. Experts will share practical strategies for citizen education, cybersecurity best practices, and navigating cyber insurance. [Register Now](#).

Has your energy efficient project ever been delayed or deferred due to lack of funding? [Check out this free webinar](#) on October 24 to discover how to access thousands of dollars in energy incentives and rebates. [Registration is now open](#).

Starting 1 January 2026, federal regulations will begin phasing out mercury-containing lamps, including fluorescent and HID lighting. How ready is your municipality? Join us for a free webinar on October 29 to learn more. [Register here to attend](#).

Municipal Wire*

Western University's Local Government Program is [seeking nominations](#) for its annual Award of Excellence and Emerging Leaders Award open to anyone who has shown a commitment to delivering outstanding service to their communities.

Looking for tools to support and invest in new hires? Register for OPPI's [Employer Readiness course](#) at no cost to attendees. 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

[Project Manager, Policy Planning - Township of King](#). Closing Date: October 15, 2025.

[GIS and Asset Management Coordinator - Township of Southwold](#). Closing Date: October 15th, 2025

About AMO

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



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LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of September 3, 2025
Approved October 1, 2025

Members in attendance:

Dave Beres, Chair	Town of Tillsonburg
Doug Brunton, Vice-Chair	Norfolk County
Robert Chambers	County of Brant
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Debera McKeen	Haldimand County
Jim Palmer	Township of Norwich
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide
Peter Ypma	Township of South-West Oxford

Regrets:

Shelley Ann Bentley	Haldimand County
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Staff in attendance:

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

1. Welcome and Call to Order

The Chair called the meeting to order at 6:30p.m., Wednesday, September 3, 2025.

2. Additional Agenda Items

None.

3. Approval of the Agenda

A-97/25

Moved by R. Weisler

Seconded by T. Masschaele

THAT the LPRCA Board of Directors approves the agenda as circulated.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

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4. Declaration of Conflicts of Interest

None.

5. Minutes of the Previous Meeting

a) Board of Directors Meeting July 2, 2025

A-98/25

Moved by J. Palmer

Seconded by R. Weisler

THAT the minutes of the LPRCA Board of Directors meeting held July 2, 2025 be adopted as circulated.

Carried

6. Business Arising

There was no business arising from the previous minutes.

7. Review of Committee Minutes

a) Audit and Finance Committee Meeting – August 8, 2025

A-99/25

Moved by C. Van Paassen

Seconded by D. McKeen

THAT the minutes of the Audit and Finance Committee meeting held August 8, 2025 be adopted as circulated

Carried

b) Lee Brown Marsh Management Committee – May 15, 2025

A-100/25

Moved by P. Ypma

Seconded by J. Palmer

THAT the minutes of the Lee Brown Marsh Management Committee meeting held May 15, 2025 be received as information

Carried

8. Correspondence

None

9. Development Applications

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

a) Section 28 Regulations Approved Permits (L. Mauthe)

Leigh-Anne Mauthe presented the approved permits report.

Peter Ypma mentioned that application 118/25 is fully located in the Township of South-West Oxford not Tillsonburg. Leigh-Anne Mauthe noted the change.

Doug Brunton asked about the development on Hunt street in Simcoe. Leigh-Anne Mauthe let the Board know that a development of 44 townhouses was going in and the company would be drilling and digging for the services needed for the development.

Jim Palmer asked about Application 11/25 and the meaning of “frac-out”. Staff let the Board know that “frac-out” is a digging methodology. Staff also informed the Board that it is a contingency plan put in place in case drill fluid is released while the developer was digging.

Dave Beres asked staff of there being any danger to the watershed with the drilling. Staff let the Board know that the contingency plan is there to mitigate against this type of danger.

M. Columbus arrived at 6:37pm

A - 101/25

Moved by P. Ypma

Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated September 3, 2025 as information.

Carried

10. New Business

a) General Manager's Report (J. Maxwell)

Judy Maxwell provided a report summarizing operations in July and August and provided a few recent updates on the invasive species spraying, the success of the Deer Creek Derby and the upcoming events at Backus, as well as the issuing of a Level 1 Low Water Advisory.

Jim Palmer inquired about having more adequate directional signage at Backus for the upcoming War of 1812 event. Judy Maxwell informed the Board that staff have been working on ample signage for the event and will look into more updated permanent signage.

A-102/25

Moved by R. Chambers

Seconded by D. McKeen

THAT the LPRCA Board of Directors receives the General Manager's Report for July and August 2025 as information.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

b) Q2 Financial Report – June 30, 2025¹²⁶ (A. LeDuc)

Aaron LeDuc delivered the report.

Mike Columbus asked why there was a reduction of seasonal camping this year over the past year. Aaron LeDuc believes there were two reasons, the majority of the drop comes from Haldimand CA and that could be due to less seasonal work contracts in the Haldimand area as well as the general economy decrease.

A-103/25

Moved by T. Masschaele

Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the Q2 Financial Report – June 30, 2025 for the period up to and including June 30, 2025 as information.

Carried

c) Regulation Mapping Consultation (L. Mauthe)

Leigh-Anne Mauthe presented the report.

Doug Brunton asked staff about the change from 120 meter to 30 meters for the wetlands boundary. Staff noted that last April there was a change to the area of regulation around provincially significant wetlands which reduced it to 30 meters of regulation for the conservation authorities.

A-104/25

Moved by T. Masschaele

Seconded by P. Ypma

THAT the LPRCA Board of Directors receives this report as information;

AND

THAT staff be directed to complete public consultation for the draft regulation mapping in accordance with Ontario Regulation 41/24;

AND

THAT staff be directed to bring the final draft regulation mapping for approval by the Board of Directors after the public consultation is complete.

Carried

d) Timber Tender Anderson-Lee Becker & Ringland Tract (J. Maxwell)

Judy Maxwell presented the timber tenders for the Ringland & Anderson Lee Becker tracts.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

Mike Columbus asked about the Little Otter Tree Farm company, as they were only ever known to him as a tree farm, not a harvester. Judy Maxwell informed the Board that Little Otter Tree Farm have worked with LPRCA in that capacity in the past.

A-105/25

Moved by C. Van Paassen

Seconded by J. Palmer

THAT the LPRCA Board of Directors accepts the tender bid submitted by Bamberg Sawmill Ltd. for marked standing conifer timber at the Anderson-Lee-Becker Tract – LP-364-25 for a total tendered price of \$43,600.00;

AND,

THAT the LPRCA Board of Directors accepts the tender bid submitted by Little Otter Tree Farm for marked standing conifer timber at the Ringland Tract – LP-365-25 for a total tendered price of \$35,626.50.

Carried

Dave Beres brought up the recently announced Government of Ontario \$9.6 million in wetland funding and asked staff if this could be of any benefit to LPRCA. Judy Maxwell informed the Board that staff is aware of it, and the funding is focused on wetland improvement and invasive species control, which could be beneficial funding for the Lee Brown Marsh complex.

Robert Chambers asked staff for more detailed information on the Memorial Forest service happening at Backus Heritage CA in September. Staff informed the Board that the details for memorial forest will be sent to the Board via email.

11. Closed Meeting

None

Next meeting: October 1, 2025, Board of Directors at 6:30 p.m.

Adjournment

The Chair adjourned the meeting at 7:04 p.m.

Dave Beres
Chair
/ns

Judy Maxwell
General Manager/Secretary-Treasurer

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Rainey Weisler, Peter Ypma

**Elgin OPP Detachment Board
Meeting
Minutes**

**June 25, 2025, 1:00 p.m.
Virtual Meeting**

Members Present: Dave Jenkins, Chair
 Dominique Giguère, Vice Chair
 Andrew Sloan, Board Member
 Ida McCallum, Board Member
 Trudy Kanellis, Board Member

Staff Present: Tyler Holmes, Interim Elgin County OPP Detachment
 Commander
 Jennifer Ford, Director of Financial Services/Treasurer
 Katherine Thompson, Manager of Administrative
 Services/Deputy Clerk

1. Call to Order

The meeting was called to order at 1:00 p.m. with Dave Jenkins in the Chair.

2. Approval of Agenda

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

RESOLVED THAT the agenda for the June 25, 2025 Elgin OPP Detachment Board meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Moved by: Ida McCallum
Seconded by: Trudy Kanellis

RESOLVED THAT the minutes of the meeting held on May 5, 2025 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Delegations

6. Reports

6.1 Elgin O.P.P Detachment Board Quarterly Report - Detachment Commander, Tyler Holmes

Elgin OPP Detachment Commander Tyler Holmes presented the Quarterly Report for the period of March to May 2025. The report covered a range of key updates and statistics, including:

Collision data and traffic-related charges under the Highway Traffic Act

Criminal Code charges, including violent crimes such as sexual offenses, assault charges, and robberies

Property crime, including break and enters

Mental health-related occurrences

Commander Holmes also announced the appointment of a new Community Engagement Officer, who will be assuming responsibility for the detachment's media portfolio. Additionally, the detachment is currently awaiting news on a grant application to fund a second mental health professional to better support ongoing demands in this area.

Moved by: Andrew Sloan

Seconded by: Dominique Giguère

RESOLVED THAT the Quarterly Report (March-May 2025) from the Elgin OPP Detachment Commander be received and filed.

Motion Carried.

6.2 Chair's Report - Elgin OPP Detachment Board Chair, Dave Jenkins (Verbal)

The Chair provided a verbal update, highlighting his recent involvement in the recruitment process for the new Elgin OPP Detachment Commander. He attended an onboarding session held one day prior to the interviews and had the opportunity to ask one question to each of the two candidates. On behalf of the Board, the Chair extended congratulations to Tyler Holmes on his successful appointment as Detachment Commander.

The Chair also noted that, in fulfillment of the Board's obligations to join the OAPSB Group Insurance Plan, a draft Abuse Prevention Policy was reviewed by independent legal counsel.

Additionally, both Vice Chair Giguere and the Chair submitted comments regarding the recruitment process, emphasizing the Board's position that it should play a more active role in future recruitments. A response to their concerns has been received and will be circulated to the Board by the Chair.

Moved by: Trudy Kanellis
 Seconded by: Ida McCallum

RESOLVED THAT the verbal report from OPP Detachment Board Chairperson Dave Jenkins be received for information.

Motion Carried.

6.3 OAPSB Conference and AGM Update - Elgin OPP Detachment Board Vice Chair, Dominique Giguere (Verbal)

Vice Chair Dominique Giguère attended parts of the OAPSB Conference and AGM from June 3-5, 2025. She provide an update about her learnings including her main takeaway that there are many boards across the province that are still adjusting to the transition under the new Community Safety and Policing Act. Messaging from the conference emphasized that roles have changed under the new legislation and Detachment Boards are fundamentally different than the Police Services Boards that came before them. The Vice Chair found that the conference content is more pertinent to municipal boards as opposed to detachment boards; however, it was a good opportunity to have discussions with peers and provincial advisors. Vice Chair Giguère requested that staff develop a work plan for the Board that will provide guidance as to which policies the Board would like developed as it continues its transition.

Moved by: Dominique Giguère
 Seconded by: Andrew Sloan

RESOLVED THAT the verbal update regarding the OAPSB Conference and AGM from the Board Vice Chair, Dominique Giguère, be received for information; and

THAT Staff be directed to develop a workplan for the Board to be presented at a future meeting.

Motion Carried.

6.4 Draft Abuse Prevention Policy - Manager of Administrative Services, Katherine Thompson

The Manager of Administrative Services/Deputy Clerk provided a draft Abuse Prevention Policy for review by the Board. This policy is required to enter into the OAPSB Group Insurance Plan.

Moved by: Trudy Kanellis
 Seconded by: Dominique Giguère

THAT the Elgin OPP Detachment Board approve and adopt the Abuse Prevention Policy and direct the County of Elgin to submit it as part of the

application to the Ontario Association of Police Services Boards Group Plan Insurance.

Motion Carried.

6.5 Financial Set Up Update - Director of Financial Services/Treasurer, Jennifer Ford

The Director of Financial Services/Treasurer provided the Board with an update outlining the steps taken to establish a bank account and obtain a business number for the Board. This is a necessary requirement for the Board to independently administer its payroll and manage invoice payments, separate from the County of Elgin.

During this process, it was discovered that the Province has not yet defined the appropriate CRA classification for OPP Detachment Boards. The Inspectorate of Policing confirmed that no formal definition will be provided at this time, as no other Board in the province has pursued a separate business number. In most regions, one of the member municipalities performs administrative and financial functions on behalf of the Board and recovers associated costs from the other participating municipalities. In such cases, the municipality's existing business number is used for Board operations.

The Inspectorate recommended that the Elgin OPP Detachment Board consider establishing a similar arrangement and advised that the County of Elgin, which is not a member municipality of the Board, should cease providing financial services.

In response, Member Andrew Sloan, Mayor of the Municipality of Central Elgin, offered to explore the possibility of his municipality providing financial administration support and committed to presenting a proposal for consideration at the meeting in September. It was also recommended that the Board investigate the option of hiring an independent administrator to support its administrative operations.

Moved by: Andrew Sloan

Seconded by: Trudy Kanellis

THAT the report titled "Financial Setup Update" from the Director of Financial Services/Treasurer dated June 12th, 2025 be received and filed, and;

THAT cheques be ordered at a cost of \$200 plus HST, and;

THAT discussions regarding financial set up be deferred until September when the Municipality of Central Elgin can provide a proposal for financial management of the Board, and;

THAT a job description/cost model for an Administrator Role be investigated.

Motion Carried.

6.6 Draft Elgin OPP Detachment Board Budget - Director of Financial Services/Treasurer, Jennifer Ford

The Board decided to defer discussion about the proposed 2025 Budget until discussions related to financial support and administration could be considered. The Board voted to continue to split Board costs by municipality based on number of households served as per the OPP Budget and as per historical practices under the former Police Services Board.

Moved by: Dominique Giguère

Seconded by: Ida McCallum

THAT the report titled “2025 Budget Discussion” from the Director of Financial Services/Treasurer dated June 12th, 2025 be received and filed, and;

THAT consideration of the the proposed 2025 Budget be deferred; and,

THAT the split of costs between Municipalities be calculated as per Option A.

Motion Carried.

7. Closed Session Items – None.

8. Rise and Report – None.

9. Correspondence

9.1 Spotlight Report - Policing of Protests and Major Events: Public Order Maintenance in Ontario and Inspection of Ontario Police Services Boards for Years 2023-2024 - Ryan Teschner, Inspector General of Policing of Ontario May 2025

Moved by: Dominique Giguère

Seconded by: Trudy Kanellis

RESOLVED THAT Correspondence Item 9.1 be received and filed.

Motion Carried.

10. New Business

Mayor Sloan expressed his support for officers in schools and suggested a letter be sent to the Minister of Education to indicate the Board's support.

Representation for the OPP indicated that information to be released in the coming weeks will support this development and negate the need for correspondence.

Vice Chair Giguère requested that a discussion on the Local Action Plan be placed on the agenda for the next meeting.

Detachment Commander Holmes indicated that he had just received the finalized Elgin OPP Detachment Board Annual Report for 2024. In order to meet its requirements under the Community Safety and Policing Act, the Board is required to circulate this report to participating municipalities by June 30th annually.

Moved by: Dominique Giguère

Seconded by: Andrew Sloan

THAT the Elgin OPP Detachment Board Annual Report for 2024 be circulated first to the the Board, and then to participating Local Municipal Partners.

Motion Carried.

11. Adjournment

Member Andrew Sloan offered to host the Board in the Central Elgin Boardroom for the next meeting.

Moved by: Andrew Sloan

Seconded by: Trudy Kanellis

RESOLVED THAT we do now adjourn at 2:59 p.m. to meet again on September 30, 2025, at 1:00p.m.

Motion Carried.

Katherine Thompson,
Acting Secretary-Treasurer.

Dave Jenkins,
Chair.

**Elgin OPP Detachment Board
Meeting
Minutes**

**September 16, 2025, 9:00 a.m.
Virtual Meeting**

Members Present: Dave Jenkins, Board Chair
 Dominique Giguère, Vice Chair
 Andrew Sloan, Board Member
 Ida McCallum, Board Member
 Trudy Kanellis, Board Member

Staff Present: Katherine Thompson, Manager of Administrative
 Services/Deputy Clerk

1. Call to Order

The meeting was called to order at 9:02 a.m. with Dave Jenkins in the Chair.

2. Approval of Agenda

Moved by: Trudy Kanellis
Seconded by: Andrew Sloan

RESOLVED THAT the agenda for the September 16, 2025, Elgin OPP Detachment Board meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

None.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Delegations

6. Reports

6.1 Renewal of OAPSB Group Insurance Plan

The Board considered the renewal of the OAPSB Group Insurance Plan for the period of September 27, 2025 - September 27, 2026.

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

RESOLVED THAT the Elgin OPP Detachment Board approve the renewal of the OAPSB Group Insurance Plan for the term September 27, 2025-September 27, 2026, at a cost of \$3,600 + 8% tax, and

THAT staff be directed to proceed with the renewal in the online portal.

Motion Carried.

7. **Closed Session Items** – None.

8. **Rise and Report** – None.

9. **Correspondence** – None.

10. **New Business** – None.

11. **Adjournment**

Moved by: Andrew Sloan
Seconded by: Dominique Giguère

RESOLVED THAT we do now adjourn at 9:28 a.m. to meet again on September 30 at 1:00p.m.

Motion Carried.

Katherine Thompson,
Acting Secretary-Treasurer

Dave Jenkins,
Chair.

Municipality of West Elgin
Municipality of Dutton-Dunwich
Township of Southwold
Municipality of Central Elgin
Township of Malahide
Municipality of Bayham

October 7, 2025

Re: Request for Proposals – Financial Management Services for the Elgin OPP Detachment Board

Dear Member Municipalities,

I am writing to you in my capacity as Chair of the Elgin OPP Detachment Board to formally request proposals from interested municipalities willing to assume financial management role on behalf of the Board.

OPP Detachment Boards are not recognized as standalone entities by the Canada Revenue Agency (CRA) and therefore cannot obtain a business number to operate independently. As such, the Inspectorate of Policing has advised that one of the partner municipalities must manage the Board's financial operations using that municipality's business number.

Until now, the County of Elgin has provided financial administration support to the Board. However, as the County is not a member of the Detachment Board, it is no longer in a position to continue in this role.

We are therefore seeking proposals from our member municipalities who are interested in assuming the following financial responsibilities:

- Processing payroll and expenses for Board five (5) members
- Managing the Board's bank account
- Developing and presenting an annual operating budget (see a sample, previous budget for a scope of complexity, attached) and an annual financial report (budget and actual).
- Accounts payable and accounts receivable functions (see sample budget for scope, minimal number of transactions per year).

The proposal should include:

- A brief description of your municipality's capacity, interest, and experience in delivering these services for outside organizations.
- An estimate of yearly cost (approximate upper limit amount, based on estimated number of hours needed to perform the tasks listed above and the proposed hourly rate).

Please submit proposals no later than November 10, 2025, to both:

- Dave Jenkins, Chair, Elgin OPP Detachment Board (dmjenkins95@gmail.com)
- Katherine Thompson, Manager of Administrative Services/Deputy Clerk, County of Elgin (kthompson@elgin.ca)

We appreciate your attention to this important matter and thank you in advance for your consideration. Your support is critical to ensuring the continued effective operation of the Elgin OPP Detachment Board.

Sincerely,

Dave Jenkins

Chair, Elgin OPP Detachment Board
dmjenkins95@gmail.com

Elgin Group Policing

Police Services Board Budget

Not Final

	Budget 2023	Budget 2022	YTD Actual 2022	Budget 2021	Actual 2021	Budget 2020	Actual 2020
Recoveries	(36,235)	(35,880)	(33,156)	(36,538)	(36,997)	(35,875)	(34,959)
Total Revenue	(36,235)	(35,880)	(33,156)	(36,538)	(36,997)	(35,875)	(34,959)
Wages	9200	9200	9000	9,200	9,200	9,200	8,450
Benefits			417	0	424	0	370
Total Wages & Benefits	9,200	9,200	9,417	9,200	9,624	9,200	8,820
Mileage	2000	2000		2,000		2,000	
Travel-Other	430	430		430		430	
Development	14000	14000	396	14,000	1,045	14,000	2,141
Purchased Services (RIDE)			11329	0	13,254	0	13,539
Project Costs		0	500	1,000	1,000	1,000	
Miscellaneous	10605	10250	11513.63	9,908	12,074	9,245	10,459
Total Operating Costs	27,035	26,680	23,739	27,338	27,373	26,675	26,139
Net Income Total*	0	0	(0)	0	0	0	0

*Balance of costs billed back to Municipal Partners at year end by % of Households

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
 Toronto ON M7A 1Y6
 Tel: 416 326-5000
 Toll Free: 1 866 517-0571
 Minister.SOLGEN@ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
 Toronto ON M7A 1Y6
 Tél. : 416 326-5000
 Sans frais : 1 866 517-0571
 Minister.SOLGEN@ontario.ca



132-2025-3641
By email

September 26, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

The Ministry of the Solicitor General has undertaken a review of the Ontario Provincial Police (OPP) cost recovery model. I would like to extend my gratitude for your participation and input into this process.

I am writing to inform you that because of the review, regulatory amendments have been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the *Community Safety and Policing Act, 2019*. These amendments are in effect and will inform the 2026 annual billing statement to be issued shortly.

Firstly, an 11 per cent cap is established on the increase in policing costs owed by municipalities for the 2026 calendar year when compared to 2025, excluding the costs related to any service enhancements.

Secondly, a new discounts table will be established in regulation and will apply to the 2026 billing year and going forward. This new discount table introduces a lower eligibility threshold to receive a discount. Municipalities will now receive calls for service and overtime discounts when they are three or more standard deviations from the average calls for service weighted time to property count ratio, rather than the current regulatory threshold of five standard deviations.

The amendments have been approved by Cabinet and have been filed with the Registrar of Regulations. They will be accessed publicly online through the [e-Laws page](#) – and will be available here within the next few business days.

The preparation of 2026 annual billing statements is underway and statements are targeted for release in November 2025.

As we undertook this review, we heard loud and clear that greater clarity, predictability and stability in the OPP cost recovery model, and associated billing statements, is critical to municipalities as annual budget processes are undertaken. These amendments were contemplated, and ultimately decided upon, based on those concerns and the direct feedback that we heard from OPP-policed municipalities.

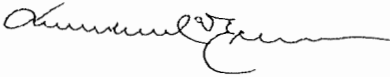
Page 2

Should you have any questions about the regulatory updates, please reach out to solgeninput@ontario.ca.

Please direct any questions about your annual billing statements to the Crime Prevention and Community Support Bureau at opp.municipalpolicing@opp.ca.

Thank you again for your partnership.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael S. Kerzner", with a stylized flourish at the end.

The Honourable Michael S. Kerzner
Solicitor General

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety
Ministry of the Solicitor General

Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police

October 7, 2025

Sent via email

The Honourable Doug Ford, M.P.P., Premier of Ontario, Legislative Building, Queen's Park, Toronto, ON, M7A 1A1, premier@ontario.ca

The Honourable Prabmeet Singh Sarkaria, M.P.P., Minister of Transportation, 5th Flr, 777 Bay St. Toronto, ON, M7A 1Z8, minister.mto@ontario.ca

The Honourable Michael S. Kerzner, Solicitor General, M.P.P., Solicitor General, George Drew Bldg., 25 Grosvenor St. Toronto, ON, M7A 1Y6, Minister.SOLGEN@ontario.ca

Ms. Dawn Gallagher Murphy, M.P.P., Unit 22, 16635 Yonge St., Newmarket, ON, L3X 1V6, dawn.gallaghermurphy@pc.ola.org

The Association of Municipalities of Ontario (AMO), 155 University Ave., Suite 800, Toronto, ON, M5H 3B7, resolutions@amo.on.ca

All Ontario Municipalities

RE: Automated Speed Enforcement Resolution – Town of Newmarket

I am writing to advise you that at the Council meeting held on October 6, 2025, the Town of Newmarket Council adopted the following recommendations regarding the above referenced matter:

Whereas Automated Speed Enforcement (ASE) is by far the most effective speed mitigation and safety tool that municipalities have had access to; and,

Whereas The Ontario Safety League has expressed that ASE is effective and that it supports the use of ASE; and,

Whereas The Ontario Association Chiefs of Police has expressed that ASE is effective and that it supports the use of ASE; and,

Whereas The Hospital for Sick Children and Toronto Metropolitan University have studied ASE and found that speed is the single most important factor in pedestrian injury risk and ASE can be an effective way to reduce that risk, especially in areas where children are most vulnerable; and,

Whereas The Canadian Automobile Association (CAA) found that 73 percent of Ontario drivers slow down when nearing an ASE camera and 52 percent shared that they are unlikely to speed up after they pass through an ASE zone; and,

Whereas ASE frees up more time for police officers to attend to serious crimes, such as home invasions and auto theft; and,

Whereas One of the top complaints that Council has received from residents for decades is speeding on residential streets; and,

Whereas Since implementing ASE, Newmarket has observed between 58 percent and 90 percent reductions in the number of vehicles exceeding the speed limit in the community safety zones with automated speed enforcement; and,

Whereas the Town's ASE program has recorded speeds of 125 km/hr, 113 km/h, and 96 km/h in school zones with speed limits of 40 km/h.

Therefore, be it resolved:

1. That the Council of the Town of Newmarket opposes the Ontario Government's proposal to cancel municipal ASE programs; and,
2. That the Council of the Town of Newmarket requests the Premier of Ontario or Minister of Transportation meet with municipal leaders to develop provincial legislation, regulations and standards to ensure municipal ASE programs are fair, transparent and consistent throughout Ontario as opposed to eliminating the programs; and,
3. That the Council of the Town of Newmarket requests that the Ontario Government consider the following amendments to address Provincial concerns:
 - Only implement ASE in school zones; and,
 - Establish a province-wide minimum threshold over the speed limit at which tickets are issued; and,
 - Require extensive communication campaigns warning drivers that ASE cameras will be implemented, including warning tickets, well ahead of activating the cameras, and install permanent flashing signs at the camera locations; and,
 - Establish a maximum fine amount for ASE, and,
 - Establish a maximum number of cameras per municipality, and,
4. That copies of this motion be distributed to the following:
 - Premier Doug Ford; and,
 - Hon. Prabmeet Singh Sarkaria, Minister of Transportation; and,
 - Hon. Michael S. Kerzner, Solicitor General; and,
 - Dawn Gallagher Murphy, MPP, Newmarket -- Aurora; and,
 - All Ontario Municipalities; and,
 - The Association of Municipalities of Ontario.



Legislative Services
Town of Newmarket
395 Mulock Drive
P.O. Box 328 Station Main
Newmarket, ON L3Y 4X7

clerks@newmarket.ca
tel.: 905-953-5300
fax: 905-953-5100

Yours sincerely,

Simon Granat
Legislative Coordinator

Administration

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-687-4977

www.niagararegion.ca

September 30, 2025

CL 14-2025, September 25, 2025***DISTRIBUTION LIST******SENT ELECTRONICALLY*****Motion Respecting State of Emergency on Mental Health, Homelessness and Addictions**

Regional Council, at its meeting held on September 25, 2025, passed the following motion:

WHEREAS Niagara Region issued three separate declarations of emergency in the areas of homelessness, mental health and opioid addiction on February 23, 2023, recognizing that the scope and scale of the crisis surpasses the Region's capacity to respond effectively; and

WHEREAS following the submission of the three declarations of emergency, the Provincial Emergency Operations Centre (PEOC) has engaged with the Region's Community Emergency Management Coordinator (CEMC); and

WHEREAS these issues have continued to intensify and add further strain to the social support system in Niagara over the past two years; and

WHEREAS municipalities across Ontario are continuing to experience similar challenges; and

WHEREAS a coordinated, province-wide approach and associated funding support is required to address the growing emergency of mental health, homelessness and opioid addiction, the scale of which falls well beyond the scope of what a municipality can address.

NOW THEREFORE BE IT RESOLVED:

1. That Niagara Region **ADVOCATES** that the Province support a coordinated approach between the Ministry of Health, the Ministry of Municipal Affairs and Housing, and the Ministry of Children, Community and Social Services to address ongoing challenges related to mental health, homelessness and opioid addiction;
2. That Niagara Region **FORMALLY ADVOCATES** for Provincial funding to address identified gaps in programs and services contributing to the state of emergency including affordable housing, supportive housing, addictions treatment, and mental health supports for vulnerable populations; and

3. That this motion **BE SENT** to the Provincial and Federal Governments, FCM, AMO and all municipalities in Ontario.

Yours truly,



Ann-Marie Norio
Regional Clerk

:kl

CLK-C 2025-109

Distribution List

Premier of Ontario
Prime Minister of Canada
Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

Dear Friends,

It is my pleasure to invite you to submit a nomination for the 2025 [Ontario Senior Achievement Award](#).

Each year, the program recognizes extraordinary seniors who, **after the age of 65**, have made significant contributions to their community or province.

This is to inform you the deadline to nominate someone will be extended to December 1st.

You can submit a nomination online by [registering through the Ontario Honours and Awards Portal](#).

For more information about the program, please visit the [Ontario Senior Achievement Award webpage](#).

You may also contact Ontario Honours and Awards Secretariat at OntarioHonoursAndAwards@ontario.ca, if you have questions about the Ontario Senior Achievement Award and how to submit a nomination online.

Thank you in advance for taking the time to consider putting forward the name of a special senior in your community.

Sincerely,

**Ministry of the Environment,
Conservation and Parks**

Southwest Region

733 Exeter Road
London ON N6E 1L3
Tel: 519 873-5000
Fax: 519 873-5020**Ministère de l'Environnement, de
la Protection de la nature et des Parcs**

Région du Sud-Ouest

733, rue Exeter
London ON N6E 1L3
Tél: 519 873-5000
Fax: 519 873-5020

(sent by e-mail only)

Date: October 2, 2025**Re: Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities**

On June 4, 2025, the Government of Ontario [announced updates](#) to the Ministry of the Environment, Conservation and Parks' [compliance policy](#). [A notice outlining the decision can be found here](#). These changes will allow the ministry to focus on higher-risk events, such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment, such as construction noise, via referral to more appropriate regulatory authorities, including municipalities. Further details on the new incident referral assessment process can be found in section 4.2 of the updated compliance policy.

The updates to the compliance policy will clarify roles and responsibilities between the ministry and municipalities to avoid duplication and reduce burden on the regulated community by simplifying compliance oversight for low-risk activities. These changes will strengthen collaboration between the ministry and municipalities, while also improving service for members of the public by clarifying which regulator is responsible for responding to an incident.

Listed below are types of complaints that the ministry will typically consider for referral to municipalities:

1. Odours - Reports of odours from restaurants, food preparation, construction/demolition/maintenance activities, vehicles, or residential sources.
2. Noise - Reports of noise from air conditioning and heating, vehicles, residences, pets, construction activities, music festivals and outdoor events.
3. Dust - Reports of general or road dust resulting from development or construction/demolition sites, stone cutting, or complaints of off-site dust generated from a neighbour's construction activities.
4. Waste - Reports of littering, abandoned vehicles, and small quantities of solid non-hazardous waste dumping.
5. Water – Reports of discharges to municipal sewers, oil leaking from vehicles to roadway/sewers, and problems with private ponds.

From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Sent: Wednesday, October 1, 2025 12:09 PM

Subject: Letter from the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks / lettre de l'honourable Todd McCarthy, ministre de l'Environnement, de la Protection de la nature et des Parcs

Good morning,

As you know, Ontario is transitioning the blue box system from municipal control to a producer-run model where Producer Responsibility Organizations (PROs) will be running a province-wide blue box collection system. This will save municipalities over \$171 million annually and the transition will be complete in 2026.

I am writing today to confirm that, under the Blue Box Regulation, PROs are not, and have never been, responsible for collecting blue box waste from industrial, commercial, and institutional (IC&I) sources. In addition, PROs have indicated that, beginning in 2026, they will not voluntarily continue to offer this service to municipalities who are willing to pay for it as they have been doing for some small IC&I locations during the transition.

As PROs have been communicating since 2023, this means that municipalities will need to continue to work with their small IC&I establishments to identify the best path forward for collection in their communities. It is the ministry's understanding that many municipalities have already started this work to be ready for January 1, 2026.

This is not the outcome I had hoped for when I wrote PROs on June 4, 2025, to ask them to prepare an offer of service that would continue small IC&I collection at municipal cost. I had heard from municipalities and PROs that PROs could leverage the province-wide blue box collection system to offer a cost-effective option for municipalities to consider.

Unfortunately, on September 19, 2025, PROs indicated that they would not be able to fulfill my initial direction. They identified operational, infrastructure, and financial challenges to providing small IC&I collection that would make it impractical and unaffordable for most municipalities and potentially disruptive for the residential collection run by PROs.

While I remain disappointed that the design of the proposal does not support broader curbside collection, leaving a gap in service across municipalities, I am pleased that PROs have agreed to work with communities that rely on depots for blue box collection to facilitate small IC&I collection. They are proposing to allow for comingling of residential and small IC&I blue box in shared depot containers. This means that municipalities will not have to plan and pay for separate depot containers for small IC&I blue box waste, which would add cost and burden. Under the PROs' proposed approach, PROs will be responsible for hauling and recycling the estimated share of collected recyclables from residential sources, and municipalities will be responsible for hauling and recycling the estimated share from small IC&I establishments.

I am very disappointed that PROs were not able to deliver an offer for small IC&I collection. However, I also recognize that the vast majority of businesses in Ontario arrange their own recycling collection through private contracts, or through an arrangement with their municipalities. While PROs will not be making municipalities an offer for small IC&I collection, these private sector solutions are still available to municipalities. If municipalities are not going to offer this service to businesses, proactive communication will be needed to inform individual businesses and business associations of the need to organize recycling independently.

My government is committed to the best possible blue box system for both producers and municipalities. To this end, we will be considering improvements to the system over the coming year. As this occurs, we will be looking into how any changes to the Blue Box Regulation could leverage the producer-run system and support our communities, small businesses, and institutions to cost-effectively maintain blue box services.

My ministry will be in touch with further information over the coming months as we move forward on this initiative. In the meantime, if you have questions about the PROs' offer to facilitate small IC&I collection in depot communities, please contact info@circularmaterials.ca.

Thank you for your continued support of the transition to producer responsibility. This transition will improve the amount of material recycled in Ontario and save money for municipalities.

Todd McCarthy

Minister of the Environment, Conservation and Parks

Please note: if a low-risk incident persists long term escalates to a community-level concern, or becomes linked to health impacts, the ministry will re-evaluate the risk and may take further action. Additionally, if a municipality lacks the capacity to carry out compliance and enforcement activities for a referred incident, the ministry may intervene if the risk level is deemed sufficiently high.

Should you have any questions or wish to discuss further, please feel free to contact me via email at pierre.adrien@ontario.ca or by phone at (226) 919-6416.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adrien', written in a cursive style.

Pierre Adrien
Manager
London District
Ministry of the Environment, Conservation and Parks
733 Exeter Rd, London, Ontario, N6E 1L3

September 26, 2025

Ministry of Energy and Mines
77 Grenville Street
Toronto, Ontario
M7A 2C1

Re: Support Consultation on the Future of Community Natural Gas Expansion

This is to confirm that at the September 15, 2025, Corporate Services Committee Meeting the following resolution was adopted with respect to the above noted matter:

Supports the Ministry's consultation on the Future of Community Natural Gas Expansion (NGEP Phase 3) and endorses access to natural gas as an option to other energy solutions to advance the Township of West Lincoln's housing, employment lands, and economic development objectives.

Directs staff to submit comments to ERO 0250923 reflecting Township of West Lincoln's priorities, including: priority application types, alignment with Official Plan/Secondary Plans, sites and corridors where gas access would enable development (housing/employment lands), any Phase 1 and 2 learnings (if applicable) and practical barriers (e.g., timing, permitting, costs, land access).

Forwards this resolution to MPP Sam Oosterhoff, the Minister of Energy and Mines, the Ontario Energy Board, AMO, and neighbouring municipalities.

If any further information is required, please contact the undersigned at 905-957-3346, Ext 5129.

Yours Truly,



Justin J. Paylove
Manager, Legislative Services/Clerk
ipaylove@westlincoln.ca

JJP/jmt

cc. Sam Oosterhoff, MPP
Association of Municipalities of Ontario
Niagara Region Municipalities
Ontario Board of Energy



**East Elgin Community Complex Board of Management
Minutes
October 8, 2025**

The East Elgin Community Complex Board of Management met at 7:00 p.m. with the following present:

Malahide Council: Co-Chair Mayor D. Giguère, Member Deputy Mayor M. Widner, Board Member S. Leitch, Board Member R. Cerna, Board Member J.H. Wilson, Board Member C. Glinski, Board Member S. Lewis

Aylmer Council: Co-Chair Major J. Couckuyt, Member Deputy Mayor P. Barbour, Board Member A. Oslach, Board Member K. Desrosiers, Board Member J. Rauhe

Absent with regrets: Board Member J. Chapman

Staff: Aylmer Manager of Parks and Recreation S. Wray, Aylmer Chief Administrative Officer A. Grozelle, Aylmer Director of Financial Services/Treasurer H. Sachs, Aylmer Director of Legislative Services/Clerk O. Jaggard

1. WELCOME - Chair - Mayor Giguère

2. CONFIRMATION OF AGENDA

(a) Confirmation of Agenda

Resolution No. 32-25

Moved by Member Deputy Mayor Barbour and seconded by Member Barber:

That the Board adopts the agenda for the meeting of October 8, 2025, with the addition of the follow:

4.1 (c) Cynthia Grant delegating regarding the Aylmer Branch of the Elgin County Library

4.2 Correspondence from Stephen Dopp regarding the Aylmer Branch of the Elgin County Library

**6.1 (d) Attachment of Report
EECC 16-25 - Tender Award - East Elgin Community Complex Metal Roof Repairs**

October 08, 2025

The motion is Carried.

3. **DECLARATION OF PECUNIARY INTEREST**

4. **DELEGATIONS**

Public Delegations

- (a) Peter Blain delegating regarding the Aylmer Branch of the Elgin County Library

Resolution No. 33-25

Moved by Member Cerna and seconded by Member Desrosiers:

That the delegation from Peter Blain regarding the Aylmer Branch of the Elgin County Library be received as information.

The motion is Carried.

- (b) Kirk Barons delegating regarding the Aylmer Branch of the Elgin County Library

Resolution No. 34-25

Moved by Member Couckuyt and seconded by Member Glinski:

That the delegation from Kirk Barons regarding the Aylmer Branch of the Elgin County Library be received as information.

The motion is Carried.

- (c) Cynthia Grant delegating regarding the Aylmer Branch of the Elgin County Library

Resolution No. 35-25

Moved by Member Barber and seconded by Member Deputy Mayor Widner:

That the delegation from Cynthia Grant regarding the Aylmer Branch of the Elgin County Library be received as information.

The motion is Carried.

Delegation related Correspondence

- (a) Correspondence from Stephen Dopp regarding the Aylmer Branch of the Elgin County Library

Resolution No. 36-25

Moved by Member Barber and seconded by Member Widner:

October 08, 2025

That the correspondence from Stephen Dopp regarding the Aylmer Branch of the Elgin County Library be received for information.

The motion is Carried.

County Correspondence and Delegation

- (a) Correspondence from Warden Grant Jones titled "Request for Commitment Regarding Potential Relocation of the Aylmer Branch of the Elgin County Library"

Resolution No. 37-25

Moved by Member Desrosiers and seconded by Member Leitch:

That the correspondence from Warden Grant Jones titled "Request for Commitment Regarding Potential Relocation of the Aylmer Branch of the Elgin County Library" be received for information.

The motion is Carried.

Board Member J.H. Wilson entered the meeting.

- (b) Brian Masschaele, Elgin County Director of Community and Cultural Services regarding Correspondence from Warden Grant Jones titled "Request for Commitment Regarding Potential Relocation of the Aylmer Branch of the Elgin County Library"

Brian Masschaele, Elgin County Director of Community and Cultural Services presented a slideshow and responded to the questions of the Board. Council deliberated on the motion suggested by County staff.

During debate, Co-Chair Mayor Couckuyt noted the issue of addressing the Board in dual capacity of Co-Chair of EECC Board and Mayor of the Town of Aylmer. Chair Mayor Giguère suggested Co-Chair Mayor Couckuyt temporarily vacate his seat as a member to address the Board as a delegate. Co-Chair Mayor Couckuyt vacated his seat, approached the podium, and addressed the Board in his capacity as the Mayor of the Town of Aylmer. Following his delegation, he retook his seat as a member of the East Elgin Community Complex Board of Management.

Resolution No. 38-25

Moved by Member Deputy Mayor Widner and seconded by Member Cerna:

WHEREAS Elgin County Council has requested a commitment as soon as feasible from the Board of Management of the East Elgin Community Complex (EECC) to accommodate the Aylmer branch of

October 08, 2025

the Elgin County Library based on County Council's identified space needs to take effect as soon as January 1st, 2028; and,
WHEREAS the EECC Board of Management is supportive of obtaining updated drawings, costs and a financing plan for the potential relocation of the Aylmer Library to EECC that will meet County Council's identified space needs for the Board's further review;

THEREFORE BE IT RESOLVED THAT the EECC Board of Management hereby approves the allocation of up to \$10,000 for the purposes of obtaining a design concept, costing analysis and financing plan in consultation with staff at the County of Elgin as soon as feasible and before the end of 2025 for the Board's further consideration.

AND THAT the Board's approval be forwarded to the Councils of the Town of Aylmer and the Township of Malahide for endorsement pursuant to the EECC Terms of Reference.

Co-Chair Couckuyt requested a Recorded Vote.

Member Oslach – No

Member Desrosiers – Yes

Member Barber – No

Member Rauhe – Yes

Member Leitch – Yes

Member Wilson – Yes

Member Cerna – Yes

Member Lewis – Yes

Member Glinski – No

Member Deputy Mayor Barbour – No

Member Deputy Mayor Widner – Yes

Co-Chair Mayor Couckuyt – No

Co-Chair Mayor Giguère – Yes

By a vote of 8-5 the motion is Carried.

5. APPROVAL OF PREVIOUS MINUTES

October 08, 2025

- (a) 20250611-EECC Board Meeting Minutes

Resolution No. 39-25

Moved by Member Barbour and seconded by Member Desrosiers:

That the Board approves the minutes of the June 11, 2025 meeting of the East Elgin Community Complex Board.

The motion is Carried.

6. ACTION ITEMS

STAFF REPORTS

- (a) Manager of Parks and Recreation - Report EECC 13-25 - Arcade Style Games Expression of Interest Results

Resolution No. 40-25

Moved by Member Cerna and seconded by Member Widner:

That Report EECC 13-25 entitled Arcade Style Games Expression of Interest Results be received for information.

The motion is Carried.

- (b) Manager of Parks and Recreation - Report EECC 14-25 - EECC Handrail Project Award

Resolution No. 41-25

Moved by Member Barbour and seconded by Member Leitch:

That Report EECC 14-25 entitled Handrail Project Award be received for information; and,

And that the project not be awarded and handrails in spectator seating areas of Eastlink and Kinsmen Arenas be deferred and included as a project in the 2026 capital budget.

And that the Board provide immediate approval of the Handrail Project as a 2026 Capital Budget item to allow for expedited procurement.

And that the Board's approval be forwarded to the Councils of the Town of Aylmer and the Township of Malahide for immediate endorsement as a 2026 Capital Budget item for \$30,000 (\$15,000 per partner) pursuant to the EECC Terms of Reference, to allow for expedited procurement.

The motion is Carried.

- (c) EECC/Parks Coordinator - Report EECC 15-25 - 2025 Canada Day Celebrations

October 08, 2025

Resolution No. 42-25

Moved by Member Cerna and seconded by Member Lewis:

That Report EECC 15-25 entitled 2025 Canada Day Celebrations be received for information.

The motion is Carried.

- (d) Manager of Parks and Recreation - Report EECC 16-25 - Tender Award - East Elgin Community Complex Metal Roof Repairs

Resolution No. 43-25

Moved by Member and seconded by Member :

That Report EECC 16-25 entitled Tender Award - East Elgin Community Complex Metal Roof Repairs be received for information; and,

That the Board accept the low bid submitted by Trio Roofing System in the amount of \$108,320.00 excluding HST for the restoration of all seams and projections on the sloped roof system as outlined in the Garland Canada Inc. roof report and in accordance with the tender documents; and,

That the Board authorize the Mayor and Clerk of the Town of Aylmer to execute the documents.

The motion is Carried.

- (e) Manager of Parks and Recreation - Report EECC 17-25 - EECC Athletic Awards of Excellence Nomination

Resolution No. 44-25

Moved by Member Leitch and seconded by Member Barbour:

That Report EECC 17-25 entitled EECC Athletic Awards of Excellence be received as information; and,

That the Board approve the nominations for EECC Athletic Excellence Awards as presented; and,

That the recipients be invited to the next practicable Board meeting for presentation of the awards.

The motion is Carried.

- (f) Director of Legislative Services/Clerk - Report EECC 18-25 - 2026 User Fees

Resolution No. 45-25

Moved by Member Leitch and seconded by Member Wilson:

That Report EECC 18-25 regarding 2026 User Fees be received for information; and,

October 08, 2025

**That staff present the finalized 2026 User Fees at a future meeting of the Board for adoption; and,
That notice of the EECC Board's intention to adopt User Fees for the 2026 season be posted upon the EECC website in advance of the future meeting.**

The motion is Carried.

- (g) Chief Administrative Officer - Report CAO 41-25 - EECC Operational & Capital Budget 2026-

Resolution No. 46-25

Moved by Member Cerna and seconded by Member Rauhe:

**That Report CAO 41-25 entitled East Elgin Community Complex EECC Operational & Capital Budget 2026 be received for information;
That the Proposed 2026 Operating and Capital Budget be referred to a future meeting of the EECC Board to follow a public meeting on the budget.**

The motion is Carried.

NOTICE OF MOTION

MOTIONS

7. INQUIRIES BY MEMBERS

Member Leitch inquired about an issue with the flooring at the facility's entrance. Manager of Parks and Recreation Susie Wray confirmed the issue is scheduled for correction in the next week.

8. CLOSED SESSION

9. NEXT MEETING AND ADJOURNMENT

- (a) The next EECC Board meeting is scheduled at the call of the chairs.
- (b) Adjournment

Resolution No. 47-25

Moved by Member Widner and seconded by Member Cerna:
That the Board do now adjourn at 9:39 p.m.

The motion is Carried.

Clerk

Chair Giguère



The Corporation of the Town of Aylmer
46 Talbot Street West, Aylmer, Ontario N5H 1J7
Office: 519-773-3164 Fax: 519-765-1446
www.aylmer.ca

October 9, 2025

Town of Aylmer Council
Town of Malahide Council

Re: EECC Handrail Project

Dear Members of Council,

At their meeting on October 8, 2025, the East Elgin Community Complex Board of Management passed the below resolutions:

Resolution No. 41-25

Moved by Member Barbour and seconded by Member Leitch:

That Report EECC 14-25 entitled Handrail Project Award be received for information; and,

And that the project not be awarded and handrails in spectator seating areas of Eastlink and Kinsmen Arenas be deferred and included as a project in the 2026 capital budget.

And that the Board provide immediate approval of the Handrail Project as a 2026 Capital Budget item to allow for expedited procurement.

And that the Board's approval be forwarded to the Councils of the Town of Aylmer and the Township of Malahide for immediate endorsement as a 2026 Capital Budget item for \$30,000 (\$15,000 per partner) pursuant to the EECC Terms of Reference, to allow for expedited procurement.

Endorsement of this resolution from the Town of Aylmer Council and Town of Malahide Council is required for final approval. The following template resolution is offered:

Resolution No. _____-25

THAT the Council of the _____ approve the immediate allocation of up to \$30,000.00 (\$15000.00 per municipal partner) for the EECC Handrail Project as a 2026 EECC Capital Budget item to allow for expedited procurement.

Thank you,

Owen Jaggard, EECC Board Secretary
Director of Legislative Services/ Clerk, Town of Aylmer
46 Talbot Street West, Aylmer, ON N5H 1J7
519-773-3164 Ext. 4913 | Fax 519-765-1446
ojaggard@town.aylmer.on.ca | www.aylmer.ca

CC: Andy Grozelle, EECC Administrator, Town of Aylmer Chief Administrative Officer



The Corporation of the Town of Aylmer
46 Talbot Street West, Aylmer, Ontario N5H 1J7
Office: 519-773-3164 Fax: 519-765-1446
www.aylmer.ca

October 9, 2025

Town of Aylmer Council
Town of Malahide Council

Re: Relocation of the Aylmer Branch of the Elgin County Library to the EECC

Dear Members of Council,

At their meeting on October 8, 2025, the East Elgin Community Complex Board of Management passed the below resolutions:

Resolution No. 38-25

Moved by Member Deputy Mayor Widner and seconded by Member Cerna:

WHEREAS Elgin County Council has requested a commitment as soon as feasible from the Board of Management of the East Elgin Community Complex (EECC) to accommodate the Aylmer branch of the Elgin County Library based on County Council's identified space needs to take effect as soon as January 1st, 2028; and,

WHEREAS the EECC Board of Management is supportive of obtaining updated drawings, costs and a financing plan for the potential relocation of the Aylmer Library to EECC that will meet County Council's identified space needs for the Board's further review;

THEREFORE BE IT RESOLVED THAT the EECC Board of Management hereby approves the allocation of up to \$10,000 for the purposes of obtaining a design concept, costing analysis and financing plan in consultation with staff at the County of Elgin as soon as feasible and before the end of 2025 for the Board's further consideration.

AND THAT the Board's approval be forwarded to the Councils of the Town of Aylmer and the Township of Malahide for endorsement pursuant to the EECC Terms of Reference.

Endorsement of this resolution from the Town of Aylmer Council and Town of Malahide Council is required for final approval. The following template resolution is offered:

Resolution No. _____-25

THAT the Council of the _____ approve the allocation of up to \$10,000 (\$5000.00 per municipal partner) for the purposes of obtaining a design concept, costing analysis and financing plan for the potential relocation of the Aylmer Library to EECC.

Thank you,

Owen Jaggard, EECC Board Secretary
Director of Legislative Services/ Clerk, Town of Aylmer
46 Talbot Street West, Aylmer, ON N5H 1J7
519-773-3164 Ext. 4913 | Fax 519-765-1446
ojaggard@town.aylmer.on.ca | www.aylmer.ca

CC: Andy Grozelle, EECC Administrator, Town of Aylmer Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 25-55**

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 16, 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 16th day of October, 2025.

READ a **THIRD** time and **FINALLY PASSED** this 16th day of October, 2025.

Mayor, D. Giguère

Clerk, A. Adams