



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

November 6, 2025 – 7:00p.m.

Hybrid Council Meeting (Virtual and In-Person)

Springfield & Area Community Services Building – Council Chambers

51221 Ron McNeil Line, Springfield & via Zoom

- (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 16, 2025
- (G) Public Meetings & Committee of Adjustment
 - Court of Revision – Brooks Drain Branch A Improvement
 - Public Meeting – Zoning By-law Application –D14-Z11-25-Empey – 50845 Glencolin Line
 - Public Meeting – Zoning By-law Application – D14-Z12-25 – Anselm – 49604 Talbot Line
- (H) Delegations
- (I) Approval of Business (Consent Agenda)

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

- CAO-25-06 - Procedural By-law – Strong Mayor Powers Update
- (J) Unfinished Business
- (K) New Business
 - PW-25-35 - Green Buildings Pathway Grant Submission

- PW-25-38 - Contract Award: Community Facility and Municipal Sidewalk Winter Maintenance (2025-2030)
- PW-25-37 - Tender Results – Guiderail Installations on Springer Hill Road
- PW-25-39 – Administrative Building Security System Upgrades

(L) By-laws

- 25-38 – Empey Rezoning
- 25-57 – Anselm Rezoning

Committee of the Whole

(M) Business for Consideration

- PW-25-36 – Road Surface Conversion Policy

(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 16,23,30, 2025
2. Ministry of Municipal Affairs and Housing – Minister Robert J. Flack – Bill 17 updates to the Development Charges Act and Building Code
3. Kettle Creek Conservation Authority – Media Statement - Government of Ontario Announces Conservation Authority Consolidation
4. County of Elgin – Elgin County Launches New Livestream for Council and Committee Meetings
5. County of Elgin – Economic Development & Tourism Update - Fall 2025
6. Town of Aylmer – Notice of Complete Applications & Public Meeting OPA & ZBA-448 Talbot Street West and 215 South Street West
7. Kettle Creek Conservation Authority – Full Authority Minutes – September 17, 2025
8. Lake Huron & Elgin Area Primary Water Supply Systems – Notice of Elgin Area Primary Water Supply System Master Plan
9. Aylmer-Malahide Museum – November-December 2025 Newsletter
10. Minister of the Environment, Conservation and Parks - Amendments to the Excess Soil Regulation and Records of Site Condition Regulation
11. Town of Bradford West Gwillimbury - Removing HST/GST from New Homes to Support Housing Affordability
12. Township of Moonbeam and Municipality of St.-Charles - Resolution of Support -Stop the Spray Canada

13. Township of Puslinch – Resolution of Support – City of Dryden Swim to Survive training in Elementary Curriculum
14. Town of Plympton-Wyoming and Municipality of Calvin – Resolution of Support – Conservation Fee Freeze
15. Ministry of Environment, Conservation and Parks - Proposal to accelerate and improve protections for Ontario's drinking water source
16. Municipality of South Huron - Ontario Community Infrastructure Fund
17. Correspondence – Susan Graves, Aylmer Old Town Hall

(Q) Closed Session

(R) Confirmatory By-law

(S) Adjournment

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

1. THAT the November 6, 2025, Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on October 16, 2025, be adopted.
3. THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the Brooks Drain Branch A Improvement:

Mayor Dominique Giguère
Councillor Sarah Leitch
Councillor John H. Wilson

THAT the Court of Revision for the Brooks Drain Branch A Improvement be called to order at 7: p.m.;

AND THAT Dominique Giguère be appointed Chair.

4. THAT the Court of Revision members for the Brooks Drain Branch A Improvement do hereby accept the recommendations of Drainage Engineer John M. Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated September 4, 2025.
5. THAT the Court of Revision relating to the Brooks Drain Branch A Improvement be adjourned and the Council Meeting reconvene at 7:___p.m.
6. THAT Council adjourns its Regular Meeting at _____ p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act*.
7. THAT the Planning Public Meeting adjourn at _____ p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.
8. THAT Report No. DS-25-40 entitled "Zoning By-Law Amendment Application of Edward Empey & Constance Camilleri relating to the property located at Concession North Gore, North Part of Lot 19, RP 11R1958 Part 1 (50845 Glencolin Line)" be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z11-25 BE APPROVED for the reasons set out in this Report.

9. THAT Council adjourns its Regular Meeting at _____ p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act*.

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

11. THAT Report No. DS-25-41 entitled “Zoning By-Law Amendment Application of Waldemar Anselm relating to the property located at Concession North of Talbot Road Part Lot 87, RP 11R10090 Parts 1 & 2 (49604 Talbot Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z12-25 BE APPROVED for the reasons set out in this Report.

12. Whereas, at its October 16, 2025 meeting, the Committee of the Whole recommended to Council:

a. THAT Report CAO-25-05 entitled “Procedural By-law – Strong Mayor Powers Update” be received for information;

AND THAT Council endorses 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.

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

13. THAT Report No. PW-25-35 entitled “Green Buildings Pathway Grant Submission” be received;

AND THAT Council authorize staff to prepare and submit a full grant application to the Federation of Canadian Municipalities (FCM) Green Municipal Fund under the Green Buildings Pathway – Feasibility Study stream;

AND THAT the Township’s 20% funding contribution, estimated at \$40,000, be funded from the Capital Reserve, contingent upon the grant application being approved.

14. THAT Report No. PW-25-38 entitled “Contract Award: Community Facility and Municipal Sidewalk Winter Maintenance (2025-2030)” be received;

AND THAT the Community Facility Winter Maintenance (2025-2030) contract be awarded to Kettle Creek Landscaping Limited of St. Thomas, Ontario;

AND THAT the Municipal Sidewalk Winter Maintenance (2025-2030) contract be awarded to Kettle Creek Landscaping Limited of St. Thomas, Ontario;

AND THAT the Director of Public Works be authorized to enter into agreement with Kettle Creek Landscaping Limited of St. Thomas, Ontario for the purpose of completing the Community Facility and Municipal Sidewalk Winter Maintenance contracts.

15. THAT Report No. PW-25-37 entitled “Tender Results – Guiderail Installations on Springer Hill Road” be received;

AND THAT the Director of Public Works be authorized to enter into an agreement with Royal Fence Ltd. of Dorchester, Ontario, in the amount of \$99,400.00 plus applicable HST, for the supply and installation of steel beam guiderail on Springer Hill Road;

AND THAT funding for this project be drawn from the approved 2025 Roads Capital Budget.

16. THAT Report No. PW-25-39 entitled “Administrative Building Security System Upgrades” be received;

AND THAT Council authorize staff to proceed with Option 1 – Full Security Upgrade, which includes the replacement of the rear door with a new wired-glass door, the installation of a FOB access system, and the upgrade of the alarm system;

AND THAT the total estimated cost of \$14,000 be funded from the Capital Reserve

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

- 25-38 – Empey Rezoning
- 25-57 – Anselm Rezoning

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

19. THAT Report No. PW-25-36 entitled “Road Surface Conversion Policy” be received;

AND THAT the committee recommend Council approve the attached Road Surface Conversion Policy for implementation by staff.

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

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

1. AMOWatchfile – October 16,23,30, 2025
2. Ministry of Municipal Affairs and Housing – Minister Robert J. Flack – Bill 17 updates to the Development Charges Act and Building Code
3. Kettle Creek Conservation Authority – Media Statement - Government of Ontario Announces Conservation Authority Consolidation
4. County of Elgin – Elgin County Launches New Livestream for Council and Committee Meetings
5. County of Elgin – Economic Development & Tourism Update - Fall 2025
6. Town of Aylmer – Notice of Complete Applications & Public Meeting OPA & ZBA-448 Talbot Street West and 215 South Street West
7. Kettle Creek Conservation Authority – Full Authority Minutes – September 17, 2025
8. Lake Huron & Elgin Area Primary Water Supply Systems – Notice of Elgin Area Primary Water Supply System Master Plan
9. Aylmer-Malahide Museum – November-December 2025 Newsletter

10. Minister of the Environment, Conservation and Parks - Amendments to the Excess Soil Regulation and Records of Site Condition Regulation
 11. Town of Bradford West Gwillimbury - Removing HST/GST from New Homes to Support Housing Affordability
 12. Township of Moonbeam and Municipality of St.-Charles - Resolution of Support - Stop the Spray Canada
 13. Township of Puslinch – Resolution of Support – City of Dryden Swim to Survive training in Elementary Curriculum
 14. Town of Plympton-Wyoming and Municipality of Calvin – Resolution of Support – Conservation Fee Freeze
 15. Ministry of Environment, Conservation and Parks - Proposal to accelerate and improve protections for Ontario's drinking water source
 16. Municipality of South Huron - Ontario Community Infrastructure Fund
 17. Correspondence – Susan Graves, Aylmer Old Town Hall
22. THAT By-law No.25-59, being a Confirmatory By-law, be given first, second and third readings and be properly signed and sealed.
23. RESOLVED THAT we do now adjourn at _____ p.m. to meet again on November 20, 2025 at 7:00p.m.

The Corporation of the Township of Malahide
October 16, 2025 – 7:00p.m.
Virtual Meeting - <https://youtu.be/hY-KUwnW6gl>

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, and Human Resources Manager S. Loewen.

CALL TO ORDER:

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

APPROVAL OF AGENDA:

No. 25-364

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT the October 16, 2025, Regular Council Meeting Agenda be approved as presented.

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature therefore:

Councillor Glinski disclosed a pecuniary interest with respect to Section K – PW-25-33- Amendment to Existing Petition-Hayhoe. The nature of the conflict is that the drain affects property that he owns.

ANNOUNCEMENTS:

None.

ADOPTION OF MINUTES:

No. 25-365

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT the minutes of the regular council meeting held on October 2, 2025 be adopted.

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

None.

DELEGATIONS:

None.

APPROVAL OF BUSINESS (CONSENT AGENDA):

No. 25-366

Moved By: Rick Cerna

Seconded By: John H. Wilson

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.

Carried

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- F-25-11 – Emergency Services Quarterly Report (July-September)

No. 25-367**Moved By: Chester Glinski****Seconded By: Mark Widner**

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

Carried

- PW-25-34 - Malahide Water Distribution System -2025 MECP Inspection

No. 25-368**Moved By: Mark Widner****Seconded By: Sarah Leitch**

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

Carried

- PW-25-33 - Amendment to Existing Petition – Hayhoe

Councillor Glinski 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. 25-369**Moved By: Rick Cerna****Seconded By: Sarah Leitch**

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.

Carried

Councillor Glinski returned to his seat at the Council table.

BY-LAWS:

None.

COMMITTEE OF THE WHOLE:**No. 25-370****Moved By: Scott Lewis****Seconded By: Rick Cerna**

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

Carried

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

No. 25-371**Moved By: Scott Lewis****Seconded By: Sarah Leitch**

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.

Carried**No. 25-372****Moved By: Chester Glinski****Seconded By: Rick Cerna**

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

Carried**CORRESPONDENCE ITEMS:****No. 25-373****Moved By: Mark Widner****Seconded By: Sarah Leitch**

BE IT RESOLVED THAT item 6 be supported and the remaining 11 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

Carried

- EECC Board Correspondence – EECC Handrail Project

No. 25-374

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Council of the Township of Malahide approve the immediate allocation of up to \$30,000.00 (\$15,000.00 per municipal partner) for the EECC Handrail Project as a 2026 EECC Capital Budget item to allow for expedited procurement.

Carried

- EECC Board Correspondence - Relocation of the Aylmer Branch of the Elgin County Library to the EECC

No. 25-375

Moved By: Scott Lewis

Seconded By: Rick Cerna

WHEREAS the EECC Board passed a resolution requesting that its municipal partners equally share the cost of obtaining a design concept, costing analysis, and financing plan for the potential relocation of the Aylmer Library to the EECC;

AND WHEREAS the Town of Aylmer deferred consideration of the EECC Board's request;

AND WHEREAS the Township of Malahide Council recognizes that obtaining a design concept, costing analysis, and financing plan for the potential relocation of the Aylmer Library to the EECC is essential to support long-term capital planning and informed decision-making, as the Township funds 50% of the EECC's capital needs and requires this information to assess future commitments and ensure responsible financial management;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Malahide authorize the allocation of up to \$10,000 to fund the development of a design concept, costing analysis, and financing plan for the potential relocation of the Aylmer Library to the EECC;

AND THAT the Township offer to administer the contract on behalf of the EECC Board, in consultation with staff from the County of Elgin, as soon as feasible and prior to the end of 2025 for the Board's further consideration.

Recorded vote requested by Councilor Lewis.

RECORDED VOTE:

<u>Member Name:</u>	<u>Vote:</u>
Councillor Leitch	Yes
Councillor Wilson	Yes
Councilor Cerna	Yes
Councillor Lewis	Yes
Councillor Glinski	No
Deputy Mayor Widner	Yes
Mayor Giguère	Yes

Carried

CLOSED SESSION:

No. 25-376

Moved By: Mark Widner

Seconded By: Sarah Leitch

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 – October 2, 2025
- A personal matter about an identifiable individual, including Municipal and Local Board Employees 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))

Carried

No. 25-377

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT Council move out of Closed Session and reconvene at 8:33p.m.

AND THAT the October 2, 2025 Closed Meeting Minutes be adopted.

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

Carried

CONFIRMATORY BY-LAW:

No. 25-378

Moved By: John H. Wilson

Seconded By: Scott Lewis

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

Carried

ADJOURNMENT:

No. 25-379

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 8:33p.m.to meet again on November 6, 2025 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. DS-25-40

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: November 6, 2025
SUBJECT: **Zoning By-Law Amendment Application of Edward Empey & Constance Camilleri relating to the property located at Concession North Gore, North Part of Lot 19, RP 11R1958 Part 1 (50845 Glencolin Line)**

RECOMMENDATION:

THAT Report No. DS-25-40 entitled “Zoning By-Law Amendment Application of Edward Empey & Constance Camilleri relating to the property located at Concession North Gore, North Part of Lot 19, RP 11R1958 Part 1 (50845 Glencolin Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z11-25 BE APPROVED for the reasons set out in this Report.

PURPOSE & BACKGROUND:

A Zoning By-law Amendment Application (“the Application”) has been submitted by the owners of the property (Edward Empey & Constance Camilleri) to increase the size of the existing motor vehicle repair garage on the operating on the property. Specifically, the amendment would modify the current “Small Lot Agricultural – Site-Specific (A4-23)” zoning to allow for the increase in the maximum floor area of a home occupation (motor vehicle repair garage) from 140 m² to 308 m².

The Application relates to the property located at Concession North Gore, North Part of Lot 19, RP 11R1958 Part 1, and known municipally as 50845 Glencolin Line.

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

COMMENTS & ANALYSIS:

The property is approximately 6,264 m² (1.5 acres) in size, has approximately 58 metres (190.2 ft) of frontage along Glencolin Line, and is irregular in shape. The property contains an existing single detached dwelling and a motor vehicle repair garage. The subject lands are situated on the south side of Glencolin Line, west of Springfield Road. The property is surrounded by Glencolin Line and agricultural uses to the north, agricultural lands and

a CN rail corridor to the east and south, and agricultural and rural residential uses to the west.

The owners of the property operate TMP Haulage, a manure handling business based at 52483 Century Line, which utilizes a variety of vehicles and equipment, including 5 to 6 tractor-trailers, tractors, manure spreaders, and pay loaders. The motor vehicle repair garage is used to conduct routine maintenance and repair, as well as MTO Safety Inspections of the various vehicles used in the operation business. It is noted that there is no manure handling or storage taking place on the property.

The property is currently zoned “Small Lot Agricultural – Site-Specific (A4-23)”, which permits the existing motor vehicle repair use and limits the size of the repair use to a maximum of 140 m². Based on information provided by the applicant, the building is not currently deep enough to allow for larger vehicles, such as tractor-trailers, to be parked completely within the existing building for service. The owners are proposing to construct an addition to the front of the building, approximately 168 m² in size. This would allow for vehicles to be completely enclosed while repair work is being completed. The application has been submitted to permit the increase in size of the repair use. There is no proposed increase in the intensity of the use or changes to the other provisions of the current site-specific zoning that regulate the type of vehicles or number of employees.

Provincial Planning Statement (PPS)

The PPS provides policy direction on matters of provincial interest related to land use planning and development. The *Planning Act* requires that decisions made by approval authorities shall be consistent with the policies within the PPS.

The PPS provides direction for the protection of prime agricultural areas for long-term agricultural use (s. 4.3.1.2). In prime agricultural areas, the PPS permits a range of agricultural uses, agriculture-related uses, and on-farm diversified uses which include secondary uses such as home occupations and home industries (s. 4.3.2). The PPS also supports healthy and viable rural areas by promoting diversification of the economic based and employment opportunities (s. 2.5.1e). The existing use currently operates as a home occupation and will continue to operate as a home occupation if the proposed amendment is approved. The proposed expansion will not impact agricultural operations in the area, and no lands will be removed from agricultural production as a result of the proposed building addition. Moreover, the application would further support agricultural activities in the area by allowing for the continued operation of a business that provides services directly to the agricultural community. The amendment will also support the continued operation of a small business operating in the Township and the employment opportunities it provides.

Where full municipal services are not available, development may be serviced by individual on-site sewage and septic services provided that site conditions are suitable to accommodate private servicing (s. 3.6.4). The property is currently serviced by a private

septic and well, and there is no proposed increase to the intensity of the use that would increase water or septic usage.

The proposed amendment is consistent with the PPS.

County of Elgin Official Plan

The subject property is designated “Agricultural Area” on Schedule ‘A’, Land Use Plan, and is identified as having frontage along a “Local” Road on Schedule ‘B’, “Transportation & Infrastructure Systems”.

The Official Plan directs that development in the rural areas of the County shall protect agricultural land and enhance the rural character of the area (s. 5.3, 5.5). The Official Plan permits a range of agricultural uses, ag-related uses, limited residential uses, and home-based businesses and industries (s. 5.2). Section 5.13 of the Official Plan contains criteria for home-based businesses including that the floor area of the business complements the size of the property, buildings on-site buildings and neighbouring properties, and is clearly a secondary use of the property (s. 5.13). Additionally, any machinery and vehicles shall be located within enclosed buildings, open storage areas are to be screened from use, the number of employees is to be limited, and there are to be no adverse impacts on adjacent properties or agricultural operations (s. 5.13).

While the proposed floor area of the home-based business would exceed that of the dwelling, it is noted that the purpose of the increased floor area is to ensure that the service of tractor-trailers can be accommodated completely within a building. The current zoning limits the vehicles being serviced to those associated with the manure haulage business, limits the number of employees to three, and prohibits the outdoor storage of vehicles. These provisions ensure that the business remains at an appropriate scale and is secondary to the principal uses on the property. Additionally, the proposed use would not impact adjacent agricultural operations, but rather would ensure the continued operation of a business that directly supports agricultural operations in the surrounding area.

The proposed development currently has access to an open and maintained public road and will be serviced by the existing private septic and well (s. 5.5, 8.16).

The proposed amendment conforms to the County Official Plan.

Malahide Official Plan

The subject property is designated “Agriculture” on Schedule ‘A1’ (Land Use Plan) and has no noted areas on Schedule ‘A2’ (Constraints Plan). In addition to agricultural uses, the Official Plan permits secondary uses provided these uses are compatible with agricultural uses and do not contribute to land use conflicts (s. 2.1.2.2).

The subject lands consist of a surplus farm dwelling that was previously severed from the adjacent farm parcel. The proposed home occupation use would be located within the proposed building. Additionally, should the application be approved, the Township will require Site Plan Control approval for the proposed development to regulate the scale of the use and provide the Township with the ability to require measures, such as fencing or screening, to ensure there are no impacts on the adjacent properties. With the implementation of Site Plan control, the proposed home occupation use would not result in negative impacts on the surrounding agricultural lands.

The property is bounded to the south by a CN rail corridor. The Official Plan requires that development within 75 metres of a rail corridor may be required to undertake studies to assess impacts from noise and vibration. The home occupation is located in an existing building that is approximately 21 metres north of the railway. The business is an accessory commercial use and is not considered a sensitive land use. Additionally, the proposed addition will be located on the north side of the building, away from the rail corridor. As a result, no vibration assessment was required to be provided as a complete application submission.

The proposed amendment conforms to the Township Official Plan.

Malahide Zoning By-law No. 18-22

The subject property is zoned “Small Lot Agriculture – Site-Specific (A4-23)” on Key Map 46 of Schedule ‘A’ of the Township’s Zoning By-law No. 18-22. The existing A4-23 zone permits a motor vehicle repair garage for the purposes of performing MTO safety inspections and repairs. The site-specific zone also contains provisions that regulate the size and scale of the existing business, including limiting the maximum floor area, number of employees, and prohibiting outdoor storage of trucks and trailers.

As previously discussed in this report, the owners are proposing to modify the existing A4-23 zoning to increase the maximum floor area of the operation from 140 m² to 308 m² to allow for an addition at the front of the building to accommodate the parking of trucks and trailers entirely within the building while they are being serviced.

The intent of the maximum floor area and provision is to ensure that accessory uses remain secondary to the principal use on a property. The proposed increase in floor area will not increase the intensity of the existing operation, and the existing regulations of the Zoning By-law would continue to ensure that the size and scale of the proposed home occupation use remains appropriate and accessory to the principal use. Additionally, the increased floor area is proposed to allow for all repair work to be conducted within the building, which would further reduce any visual impact of the operation on surrounding properties. It is noted that the property is subject to Site Plan Control, and an amendment to the existing Site Plan Control agreement will be required should the Zoning By-law Amendment be approved.

Section 4.32 a) of the Zoning By-law requires a 75 metre setback between any buildings or structures and a railway. The building has an existing non-complying setback of

approximately 21 metres from the rail corridor, and this setback is not proposed to be further reduced to accommodate the proposed addition to the building.

The proposed amendment conforms to the general intent and purpose of the Zoning By-law.

FINANCIAL IMPLICATIONS:

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

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

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

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

ATTACHMENTS:

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

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

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

Approved by: N. Dias, Chief Administrative Officer

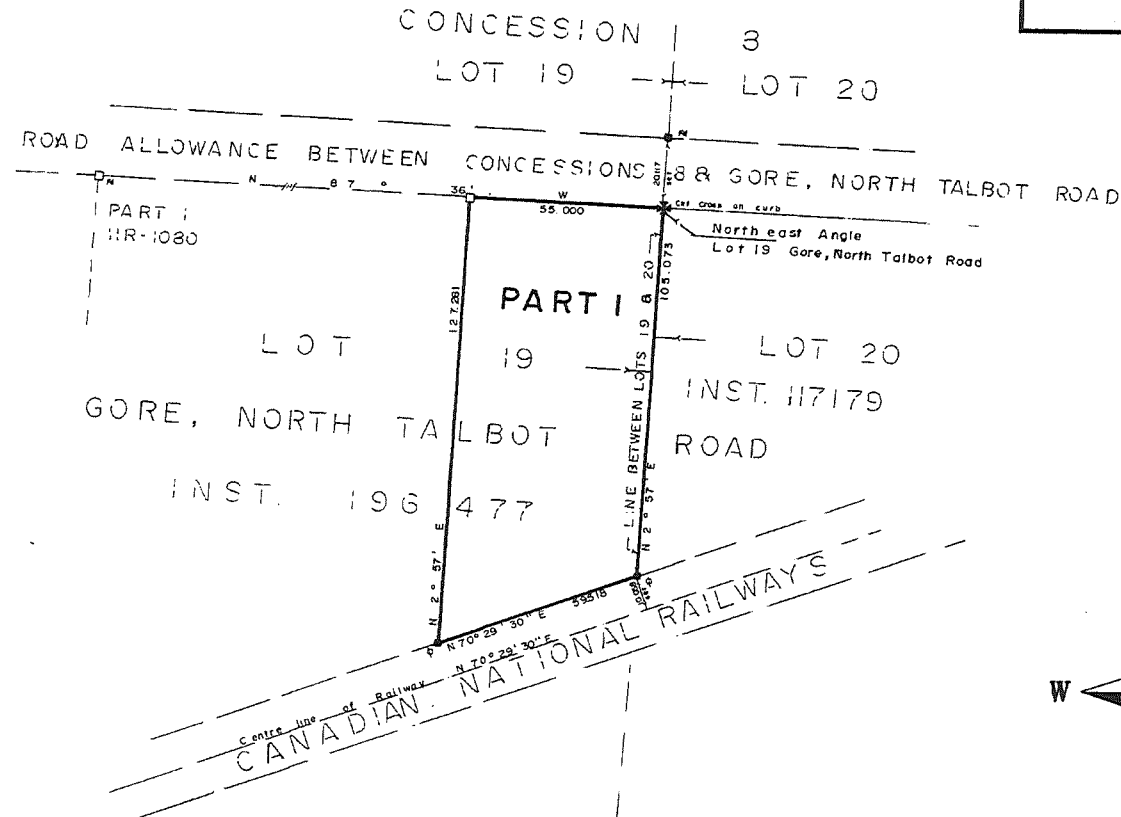
APPLICATION FOR ZONING BY-LAW AMENDMENT**Owners: Edward Empey & Constance Camilleri**

50845 Glencolin Line

Concession North Gore, North Part of Lot 19, RP 11R1958 Part 1,
Township of Malahide**Township
of Malahide
Figure 1****OFFICIAL PLAN DESIGNATION
AGRICULTURAL****ZONING****Small Lot Agricultural – Site Specific (A4-23)**Portion to be rezoned to 'Special
Agriculture (A4-23)'

Proposed Building Addition

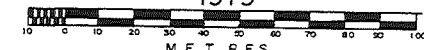
PLAN MATERIAL		SCHEDULE				CAUTION:	I require this plan to be deposited under The Registry Act. Date: Oct. 17, 1979	PLAN IIR-1958 Received and Deposited Date: Oct. 29, 1979
Plastic material - Translar (Mylar equivalent) Gauge - 0.003 in Process - Original Ink - Special T ¹		PART	LOT	INST.	AREA			
		1	Part of Lot 19 Gore, North Talbot Road	196477	6390.2 m ²	This plan is not a plan of Subdivision within the meaning of The Planning Act.	 J. G. RUPERT O.L.S.	 Deputy Land Registrar for the Registry Division of Elgin (III)



CONCESSION 1 3
LOT 19 LOT 20
ROAD ALLOWANCE BETWEEN CONCESSIONS 18 & GORE, NORTH TALBOT ROAD
PART 1
INST. 196477
LOT 19
GORE, NORTH TALBOT
INST. 196477
LOT 20
INST. 17179
ROAD
CANADIAN NATIONAL RAILWAYS

NOTE:
MEASUREMENTS SHOWN ON THIS
PLAN ARE IN METRES AND MAY
BE CONVERTED TO FEET BY
DIVIDING BY 0.3048.

**SURVEY PLAN
OF PART OF
LOT 19
GORE, NORTH TALBOT ROAD
TOWNSHIP OF MALAHIDE
COUNTY OF ELGIN
J.G. RUPERT LTD.
ONTARIO LAND SURVEYORS
1979**



SCALE 1:1000

NOTES:
 All hanging lines shown on this plan have been verified.
 BEARINGS are Astronomic and are referred to the bearing of
 N 87° 36' W for the Northerly of Part 1 as
 shown on Ref. Plan IIR-1080

- ☐ Denotes 0.0254 Standard Iron Bar (S.I.B.) planted (Fd.-found)
- ☐ Denotes 0.0254 round Standard Iron Bar
- ☐ Denotes 0.016 square Iron Bar (I.B.)
- ☐ Denotes 0.019 round Iron Bar

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT:

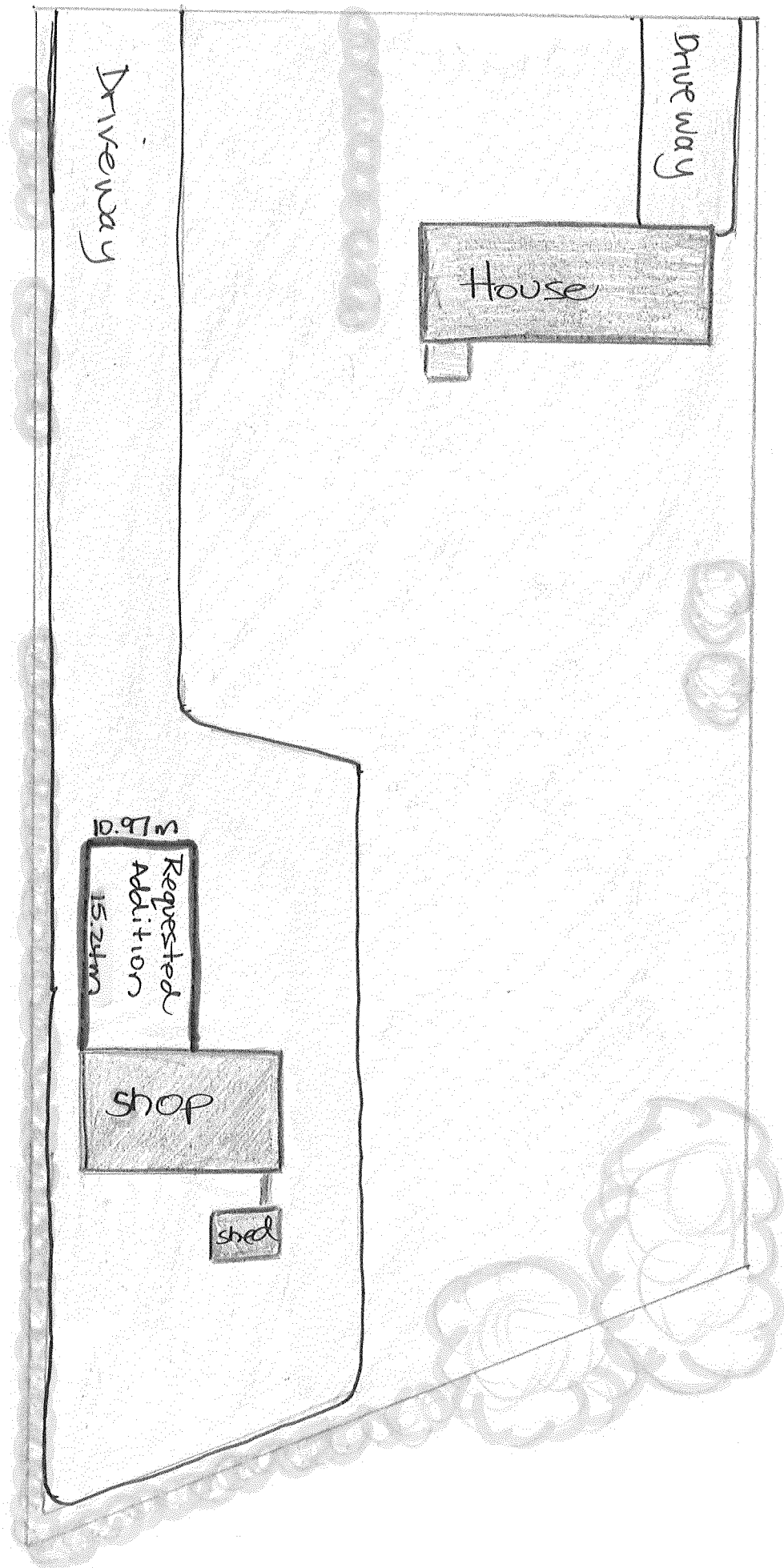
- This survey and plan are correct and in accordance with
The Survey Act and The Registry Act and the regulations
made thereunder.
- The survey was completed on the 17th day of Oct., 1979

St. Thomas, Ont.,
Oct. 17, 1979

J. G. Rupert,
Ontario Land Surveyor
J.G. RUPERT LTD.
Date: _____ Drawn by: _____ Checked by: _____

ORIGINAL G.S.G. J.G.R. 79-386-D-2-A

50845 Glen²²colin Line



Prior to current owners.



Legend

- ☐ Elgin County Parcels
- Local
- Arterial
- Highways
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations

1: 1,128



Notes

The measurements from Elgin Mapping differ from ones used on prior app.

0.1 0 0.03 0.1 Kilometers

Google Maps

50845 Glencolin Line

Aylmer, Ontario

Google Street View

Sep 2018 [See street date](#)



Image capture: Sep 2018 © 2025 Google

Open Little



Glencolin Line



Current
owners
Empay / Camilleri

Legend

- Elgin County Parcels
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Local
- Arterial
- Highways
- Boundary
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations

1: 2,257



Notes

0 0.06 0.1 Kilometers

Google Maps

50845 Glencolin Line

26

Agincourt, Ontario

Google Street View

Jun 2023 See more dates

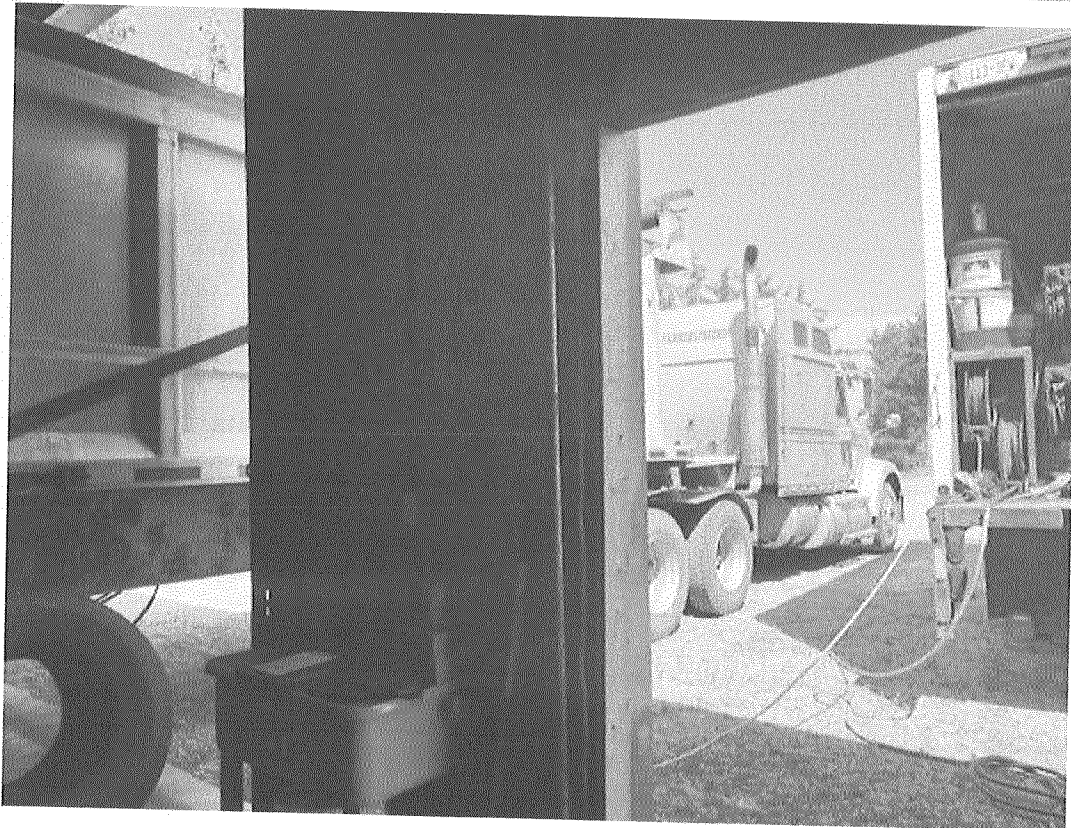


Google

Image capture: Jun 2023 © 2025 Google

Glencolin Line

REASON FOR REQUESTING ZONING BY-LAW AMENDMENT



**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 25-56**

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

**Edward Empey & Constance Camilleri
50845 Glencolin Line**

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

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

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

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

1. **THAT** By-law No. 18-22 as amended, is hereby further amended by modifying the following subsection of Section 5.7 SMALL LOT AGRICULTURAL – SITE SPECIFIC ZONES:

“5.7.23 a) Defined Area

A4-23 as shown on Schedule ‘A’, Map No. 46.

c) Maximum Floor Area

***motor vehicle repair garage for the purposes of
performing MTO safety inspections and minor and
incidental repairs on trucks associated with a manure
haulage business 308 m²***

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

- a) Where no notice of objection has been filed with the Township’s Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the expiration of the prescribed time; or,

- b) Where notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the approval of the Ontario Land Tribunal.

READ a **FIRST** and **SECOND** time this 6th day of November, 2025.

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

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. DS-25-41

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: November 6, 2025
SUBJECT: **Zoning By-Law Amendment Application of Waldemar Anselm relating to the property located at Concession North of Talbot Road Part Lot 87, RP 11R10090 Parts 1 & 2 (49604 Talbot Line)**

RECOMMENDATION:

THAT Report No. DS-25-41 entitled “Zoning By-Law Amendment Application of Waldemar Anselm relating to the property located at Concession North of Talbot Road Part Lot 87, RP 11R10090 Parts 1 & 2 (49604 Talbot Line)” be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z12-25 BE APPROVED for the reasons set out in this Report.

PURPOSE & BACKGROUND:

A Zoning By-law Amendment Application (“the Application”) has been submitted by the owner of the property (Waldemar Anselm) to legalize the existing residential uses on the property. Specifically, the amendment would rezone the subject lands from “General Agricultural (A1)” to General Agricultural – Site Specific (A1-28) to permit three existing dwelling units. A holding provision is also proposed to maintain the existing buildings on site and prohibit the construction of future buildings or structures.

The Application relates to the property located at Concession North of Talbot Road Part Lot 87, RP 11R10090 Parts 1 & 2, and known municipally as 49604 Talbot Line.

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

COMMENTS & ANALYSIS:

The property is approximately 6.5 hectares (16.1 acres) in size, has approximately 43.6 metres of frontage along Talbot Line (Hwy 3), and is irregular in shape. The property contains an original farm dwelling with an internal additional residential unit, a new dwelling with an internal additional residential unit, and an accessory garage with a dwelling unit located inside it for a total of five dwelling units on the property. The subject lands are surrounded by commercial and rural residential uses to the south, vacant

agricultural lands designated for industrial uses to the east, Terrace Lodge retirement home to the west, and a natural heritage feature to the north.

The current zoning only permits one single unit dwelling and a secondary dwelling unit as-of-right. As a result, not all of the existing units on the property are in compliance with the Township's Zoning By-law, and the property has been subject to By-law enforcement. The owner has submitted an application to allow for three residential units to be permitted on the property (the original farm dwelling, the new dwelling, and the detached additional residential unit), with the additional dwelling units located within the two dwellings proposed to be removed. If the amendment is approved, building permits will also be required to ensure compliance with the requirements of the Ontario Building Code.

Provincial Planning Statement (PPS)

The PPS provides policy direction on matters of provincial interest related to land use planning and development. The *Planning Act* requires that decisions made by approval authorities shall be consistent with the policies within the PPS.

The PPS directs settlement areas to be the focus of growth and development (s. 2.3.1.1). The PPS directs that planning authorities provide an appropriate range and mix of housing options to meet the needs of current and future residents, including intensification (s. 2.2.1, 2.3.1.1). The proposed amendment would permit the continued use of residential units that would remain as part of the Township's housing stock. The PPS also requires that land use patterns within settlement areas should make efficient use of land and resources (s. 2.3.2). The subject lands consist of a large lot designated for future non-agricultural uses. To ensure that the subject lands are not negatively impacted in their ability to accommodate future planned comprehensive development, staff recommend that a holding provision be applied to the property. The holding provision would recognize the existing uses and prohibit the construction of future buildings or structures until the registration of a subdivision agreement is executed by the applicant and the Township.

Where full municipal services are not available, development may be serviced by individual on-site sewage and septic services provided site conditions are suitable to accommodate private servicing (s. 3.6.4). The property is currently serviced by a private septic and well. A Wastewater Loading Report was prepared by BOS Engineering & Environmental Services and submitted with the application. The report concludes that the total wastewater loading of the site is 8,900 L/day and would be adequately serviced by the existing septic systems on the property.

The PPS prohibits development on lands within 120 metres of a designated natural heritage feature unless it has been demonstrated that there will be no negative impacts on the feature or its function. The dwelling units are located greater than 120 metres from the natural heritage feature. As a result, an Environmental Impact Study was not required.

The proposed amendment is consistent with the PPS.

County of Elgin Official Plan

The new County of Elgin Official Plan was approved by the Ministry of Municipal Affairs & Housing on September 5, 2025. The subject property remains designated “Agricultural Area” on Schedule ‘A’, Land Use Plan, and is identified as having frontage along a “Local” Road on Schedule ‘B’, “Transportation & Infrastructure Systems”. It is noted that the subject lands are designated for non-agricultural development in the Township Official Plan. Section 5.18 of the County Official Plan recognizes that local official plans contain areas designated for non-agricultural development in Agricultural Areas and do not prohibit the continued use of these lands (s. 5.18).

Local municipalities are to provide for a range of housing options, such as additional dwelling units, including but not limited to secondary suites, accessory apartments, and granny flats (s. 4.3, 4.4). Where a single detached dwelling, semi-detached dwelling, or rowhouse dwelling is permitted within a settlement area, local municipalities shall permit a minimum of two additional residential units as-of-right, subject to appropriate criteria including lot size, servicing, and access requirements (s. 4.4). The subject lands are located in the ‘Suburban Area’ of the Township, which does contemplate residential uses. The parcel is of a size that can accommodate the servicing of the three residential units and would utilize the existing road access onto Talbot Line.

The Official Plan requires that development within designated growth areas, such as vacant lands designated for future residential and commercial uses, shall take place in an orderly manner and make efficient use of land (s. 2.4). The proposed amendment would allow for a limited number of residential units, as well as the existing interim agricultural uses, to remain until such time as a more comprehensive development plan is prepared for the subject property. To ensure that future development does take place in an orderly and progressive manner, a holding provision is recommended to be applied to the parcel.

Development proposed within 120 metres of a noted Natural System feature shall only be permitted where it has been demonstrated that there will be no negative impacts on the Natural System’s ecological features and functions (s. 7.8). The proposed development is located greater than 120 metres from a designated Natural Heritage Feature, and as a result, an Environmental Impact Study was not required.

The proposed amendment conforms to the County Official Plan.

Malahide Official Plan

The southern portion of the subject property along Talbot Line is designated as “Highway Commercial” and the remaining majority of the parcel is designated as “Suburban Area” on Schedule ‘A1’ (Land Use Plan). The northern portion of the property also contains a designated “Provincially Significant Woodland” on Schedule ‘A2’ (Constraints Plan).

The Official Plan directs growth to settlement areas where urban development is predominant, including the 'Suburban Areas' of the Township (s. 4.1.1.1). The 'Suburban Areas' of the Township are lands where non-agricultural development has been historically concentrated, which has limited its use for agricultural purposes (s. 4.2.1.1). Intensification and infill development where existing residential, institutional, commercial or industrial development and/or excessive lot fragmentation has diminished agricultural viability will be permitted (s. 4.2.1.2). New development will generally be characterized by commercial and industrial uses, with residential uses permitted on a case-by-case basis (4.2.1.5). The surrounding area consists of a range of highway commercial uses (landscaping business, tire repair and service use, variety store, etc.), rural residential lots, and a four-unit townhouse dwelling located on an adjacent property to the south. The proposed development would be consistent and compatible with existing uses in the area, while also contributing to retaining existing residential units that are a part of the Township's housing stock.

The 'Highway Commercial' designation applies to lands along provincial and arterial roads, generally within the 'Suburban' and 'Hamlet' areas of the Township. The 'Highway Commercial' designation permits a range of commercial uses that rely on higher amounts of vehicular traffic (s. 3.4.3.1). It is noted that existing dwelling and accessory buildings are considered legal non-conforming uses within this designation. The majority of the land designated Highway Commercial along Highway 3 is currently vacant and consists of landscaped areas of the property. The proposed amendment would not permit additional development within the commercially designated portion of the subject lands.

The property is serviced by municipal water and private septic systems. A Wastewater Loading Report was prepared by BOS Engineering & Environmental Services and submitted with the application. The report evaluates the wastewater loading of the property and determined that the lands would be adequately serviced by the existing septic systems on the property. The Official Plan prohibits development on lands within 120 metres of a Provincially Significant Woodland unless it has been demonstrated that there will be no negative impacts on the feature or its function. The dwelling units are located greater than 120 metres from the natural heritage feature. As a result, an Environmental Impact Study was not required.

The proposed amendment conforms to the Township Official Plan.

Malahide Zoning By-law No. 18-22

The subject property is currently zoned "General Agricultural (A1)" zone on Schedule 'h' of the Township Zoning By-law No. 18-22. The northern portion of the parcel is also located within the "Regulated Lands" Overlay.

The A1 zone permits a range of agricultural uses, as well as single detached dwellings and a secondary dwelling unit. While zoned A1, the lands are designated in the Township's Official Plan for non-agricultural uses in the long-term and are currently being used for agricultural purposes, specifically, field crop production, as an interim use. The proposed amendment would allow for the legalization and continued use of a limited

number of residential units to remain on the property until such time as a more comprehensive development plan for the subject lands is brought forward. A holding (H1) provision is recommended to be applied to the subject property. The holding provision will permit the existing buildings and prohibit the construction of future buildings and structures to ensure that the orderly development of land takes place. The holding provision would be able to be removed once a site plan or subdivision agreement is executed. The holding provision would also prevent more intensive agricultural uses from being established that would impact neighbouring non-agricultural development and the ability of the subject property to be developed in the future.

The proposed amendment conforms to the general intent and purpose of the Zoning By-law.

FINANCIAL IMPLICATIONS:

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

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

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

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

ATTACHMENTS:

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

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

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

Approved by: N. Dias, Chief Administrative Officer

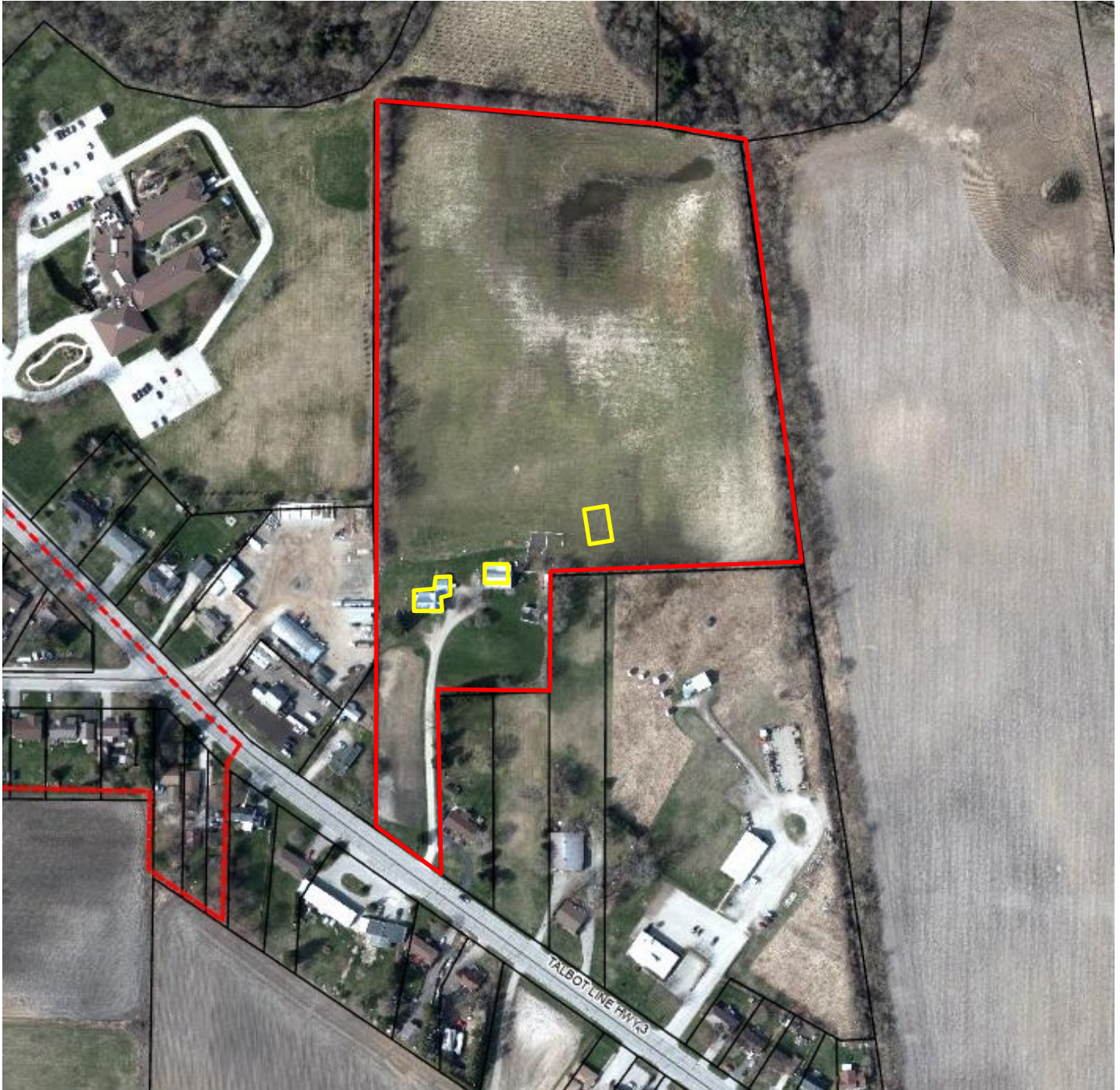
APPLICATION FOR ZONING BY-LAW AMENDMENT**Owners: Waldemar Anselm**

49604 Talbot Line

Concession North of Talbot Road Part Lot 87, RP 11R10090

Parts 1 & 2, Township of Malahide

Township
of Malahide
Figure 1



OFFICIAL PLAN DESIGNATION
SUBURBAN AREA

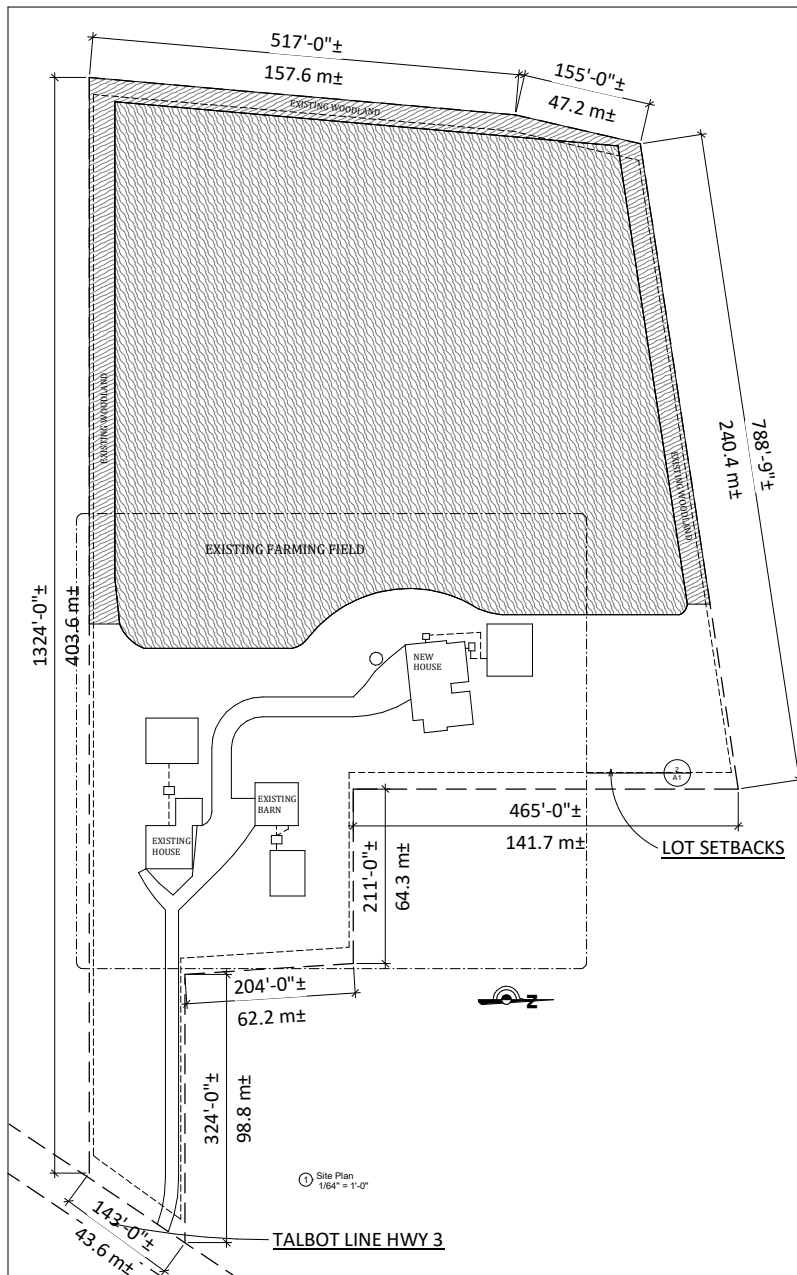
ZONING
General Agricultural (A1)



Portion to be rezoned to 'General
Agricultural – Site-Specific (A1-28-H-1)'



Existing Residential Units



SITE PLAN

FOR
49604 Talbot St. East

IN THE
TOWNSHIP OF MALAHIDE
COUNTY OF ELGIN, ONTARIO



THESE PLANS MAY
NOT BE RE-USED
OR COPIED
WITHOUT THE
WRITTEN
PERMISSION IN
WHOLE OR IN PART
FROM PJ DESIGNS

Revisions:

DRAWING:

SITE PLAN

ADDRESS

49604 Talbot St. E
AYLMER, Ontario

CLIENT:

Resident of 49604 Talbot
St. E

Drawn By:

Peter Najem
(BCIN: 114534)

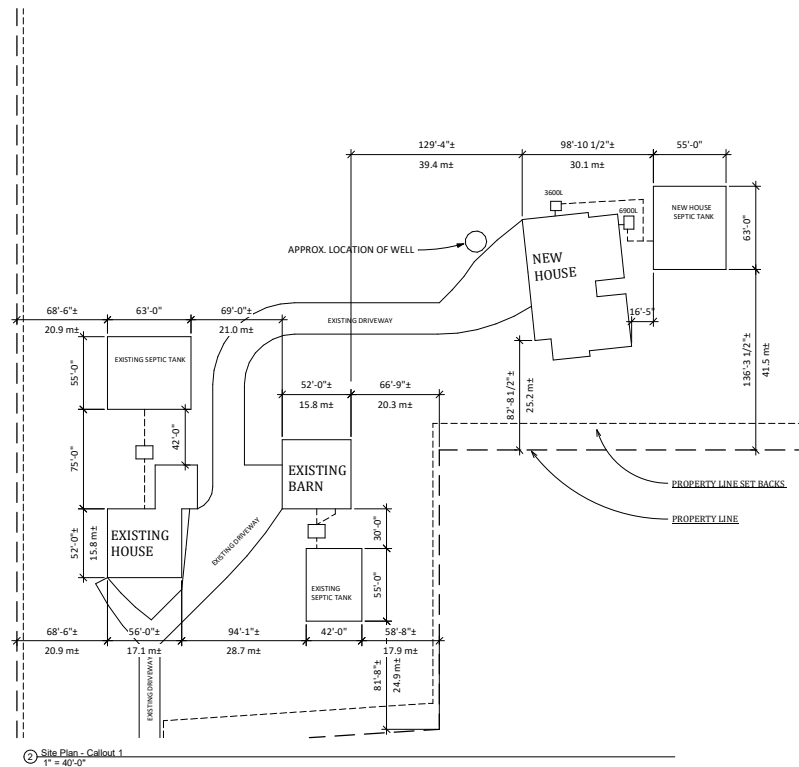
Issued By:

PJ DESIGNS
FIRM BCIN: 202901
Date: 2025-07-11
226-975-4281



Sheet Number:
A1
Scale: As indicated

PJRESIDENTIALDESIGNS@GMAIL.COM



**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 25-57**

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

**Waldemar Anselm
49604 Talbot Line**

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

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

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

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

1. **THAT** the area shown in hatching on the attached map, Schedule "H", and described as Concession North of Talbot Road Part Lot 87, RP 11R10090 Parts 1 & 2, in the Township of Malahide, shall be placed within a site-specific "General Agricultural (A1) Zone" of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "A1-28-H-1" on Schedule "H" to By-law No. 18-22, as amended.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.4 GENERAL AGRICULTURAL (A1) ZONE – 'SITE-SPECIFIC' ZONES by adding the following new subsection.

5.5.28 a) Defined Area

A1-28 as shown on Schedule 'H'

b) Permitted Uses

Three existing dwelling units

3. **THAT** this By-law shall come into force:
 - a) Where no notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the expiration of the prescribed time; or,

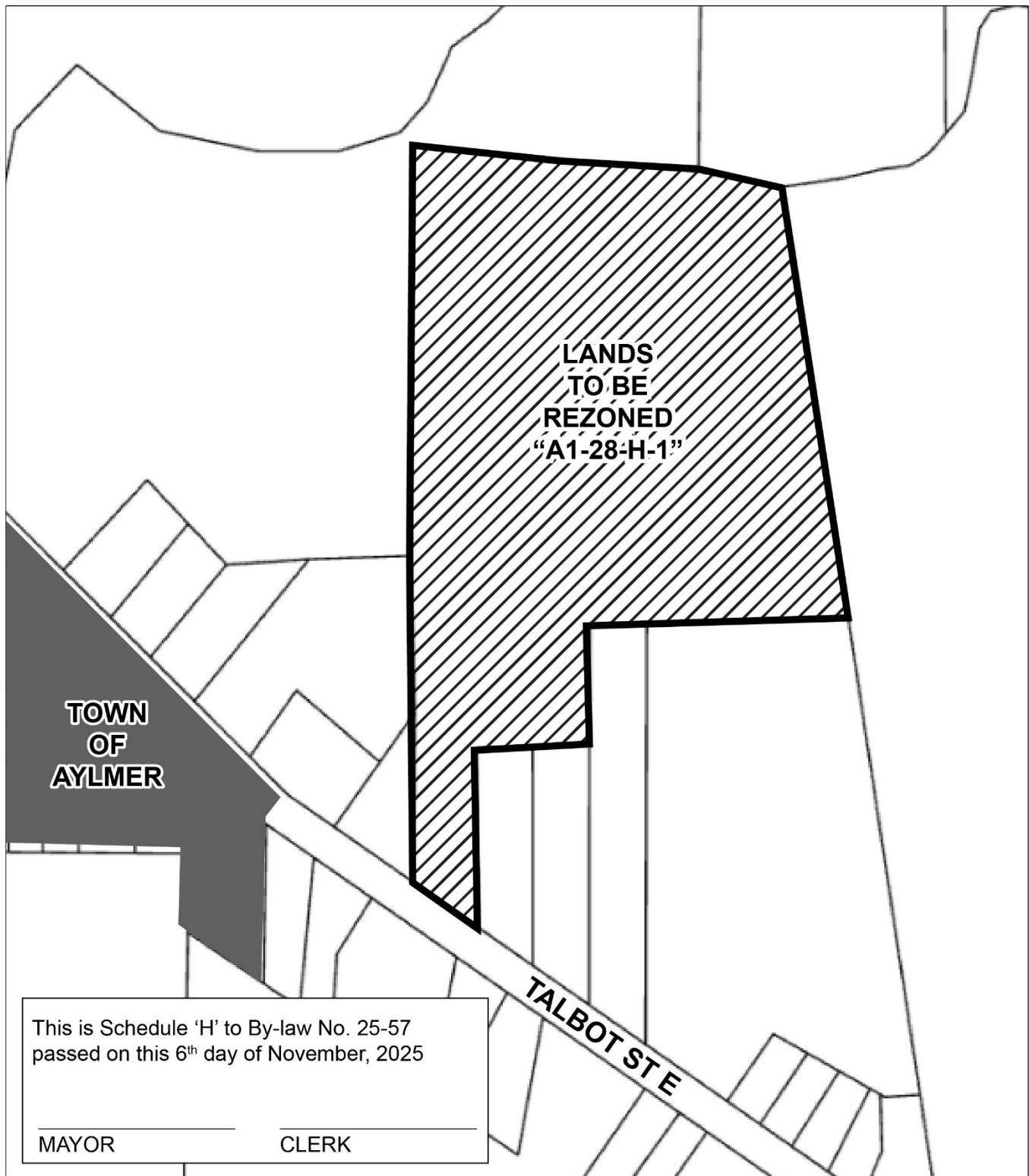
- b) Where notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the approval of the Ontario Land Tribunal.

READ a **FIRST** and **SECOND** time this 6th day of November, 2025.

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

Mayor – D. Giguère

Clerk – A. Adams



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

SCHEDULE 'H'
DINGLE STREET



REPORT NO. PW-25-35

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: November 6, 2025
SUBJECT: Green Buildings Pathway Grant Submission

RECOMMENDATION:

THAT Report No. PW-25-35 entitled “Green Buildings Pathway Grant Submission” be received;

AND THAT Council authorize staff to prepare and submit a full grant application to the Federation of Canadian Municipalities (FCM) Green Municipal Fund under the Green Buildings Pathway – Feasibility Study stream;

AND THAT the Township’s 20% funding contribution, estimated at \$40,000, be funded from the Capital Reserve, contingent upon the grant application being approved.

PURPOSE & BACKGROUND:

This report seeks Council’s direction to proceed with submitting a full application to the Federation of Canadian Municipalities (FCM) Green Buildings Pathway – Feasibility Study Grant Program under the Green Municipal Fund (GMF).

The Township has already completed the pre-application stage and received approval to submit a full application. The Green Buildings Pathway program assists municipalities in assessing, planning, and implementing energy-efficiency measures that reduce greenhouse gas (GHG) emissions, lower operating costs, and extend the life of municipal assets.

The program provides funding for feasibility studies that establish a baseline of building energy performance, identify retrofit opportunities, and develop a long-term roadmap to achieve at least a 50% reduction in GHG emissions within 10 years, moving toward net-zero performance over time.

COMMENTS & ANALYSIS:

Staff propose to apply for funding to complete a comprehensive feasibility study that will assess energy efficiency and sustainability opportunities across four municipal buildings:

- Township Administration Office

- Lyons Fire Station/South Dorchester Community Hall (SDCH)
- Malahide Community Place (MCP)
- Springfield Fire Station/Council Chambers

The study will provide:

- A detailed analysis of current energy and water consumption, and resulting GHG emissions;
- Identification of practical, cost-effective measures such as LED lighting retrofits, high-efficiency HVAC systems, water use reduction, on-site renewable energy generation (e.g., solar PV), and building envelope improvements;
- Development of multiple retrofit “pathway” scenarios with lifecycle costing and implementation timelines; and
- Recommendations to guide capital planning and future grant applications.

The feasibility study would be designed to meet FCM’s technical and reporting requirements, ensuring the Township remains eligible for subsequent implementation funding under the Green Municipal Fund and other federal or provincial programs.

This proactive step supports evidence-based decision-making and aligns facility upgrades with asset renewal schedules and the Township’s asset management plan. It also demonstrates the Township’s commitment to sustainability, fiscal responsibility, and operational efficiency.

If approved, the study will be managed by staff and conducted by a qualified energy and building systems consultant, with FCM’s oversight and reporting templates followed throughout the project.

Summary of Options:

Option	Description
Option 1: Proceed with the Green Buildings Pathway Feasibility Study (Recommended)	Apply to the FCM Green Municipal Fund to complete a multi-building feasibility study assessing GHG reduction and energy-efficiency opportunities. The study would cover four facilities: Township Office, MCP, SDCH, and Council Chambers.
Option 2: Conduct Internal Assessments Without Grant Support	Undertake internal or partial consultant reviews using Township funding only, without applying for the FCM grant.
Option 3: Defer or Take No Action	Maintain current operations and defer comprehensive assessment of building efficiency improvements until future budget cycles.

Summary of Pros/Cons/Risks:

Option	Pros	Cons / Risks
1. Proceed with FCM Study (Recommended)	[1] Up to 80% of costs covered through FCM grant (max \$200,000 total, Township share \$40,000). [2] Provides professional-grade modelling and capital roadmap aligned with GMF and asset management standards. [3] Strengthens eligibility for future retrofit or implementation funding. [4] Demonstrates proactive sustainability leadership.	[1] Requires upfront staff and consultant coordination. [2] Dependent on successful grant approval.
2. Internal Review Without Grant	[1] Greater local control and scheduling flexibility. [2] Avoids waiting for external approvals.	[1] Full cost burden on Township. [2] Limited technical depth without specialized modelling. [3] May not qualify for future implementation funding.
3. Defer / Take No Action	[1] No immediate cost. [2] Staff capacity preserved in short term.	[1] Forego the 80% grant opportunity. [2] Continues higher utility and maintenance costs. [3] Potential for asset degradation and reactive spending. [4] Reputational risk of inaction on sustainability.

FINANCIAL IMPLICATIONS:

The total estimated cost of the feasibility study across the four identified buildings is \$200,000. Under the program's cost-sharing requirements, FCM would fund up to 80% (\$160,000), with the Township contributing 20% (\$40,000).

The Township's contribution would be funded from the Capital Reserve and only expended if the grant application is successful.

Item	Estimated Cost	FCM Grant (80%)	Township Share (20%)
Feasibility Study (4 Buildings)	\$200,000	\$160,000	\$40,000

It is important to note that the feasibility study will only proceed upon confirmation of grant approval from FCM.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The Township operates several aging municipal facilities that contribute to increasing energy costs, maintenance demands. This initiative directly supports the Township's Strategic Priority to "Maximize the utilization of all assets: facilities, people, and technology."

- The Township operates several aging municipal facilities that contribute to increasing energy costs, maintenance demands, and greenhouse gas (GHG) emissions.
- There is currently limited comprehensive data on the energy performance and lifecycle efficiency of these assets, which constrains evidence-based decision-making.
- The long-term goal is to improve asset performance, reduce operating costs, and extend facility life by identifying cost-effective retrofit measures and a phased implementation roadmap.
- The feasibility study provides the foundation for a 10-to-20-year capital planning approach that integrates sustainability and financial stewardship.

This initiative addresses a strategic need to optimize asset utilization and performance, aligning infrastructure investment with long-term sustainability and operational efficiency.

It also meets operational needs by identifying energy-saving opportunities that can reduce utility costs and maintenance burdens.

While not legislatively mandated, the initiative aligns with emerging climate and asset management expectations under O.Reg. 588/17 (Asset Management Planning for Municipal Infrastructure) and supports environmental accountability goals.

Prepared by: D. Pennings, Manager of Facilities and Contract Administration

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



REPORT NO. PW-25-38

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: November 6, 2025
SUBJECT: **Contract Award: Community Facility and Municipal Sidewalk Winter Maintenance (2025-2030)**

RECOMMENDATION:

THAT Report No. PW-25-38 entitled “Contract Award: Community Facility and Municipal Sidewalk Winter Maintenance (2025-2030)” be received;

AND THAT the Community Facility Winter Maintenance (2025-2030) contract be awarded to Kettle Creek Landscaping Limited of St. Thomas, Ontario;

AND THAT the Municipal Sidewalk Winter Maintenance (2025-2030) contract be awarded to Kettle Creek Landscaping Limited of St. Thomas, Ontario;

AND THAT the Mayor and Clerk be authorized to enter into agreement with Kettle Creek Landscaping Limited of St. Thomas, Ontario for the purpose of completing the Community Facility and Municipal Sidewalk Winter Maintenance contracts.

PURPOSE & BACKGROUND:

Historically the Township of Malahide awards a contract for Community Facility and Municipal Sidewalk Winter Maintenance by issuing a tender every three years. The most recent contract was awarded in the fall of 2021 and ended in the spring of 2025.

Prior to working for the Township, owner operators/contractors are required to supply the proof of compliance with OH&S, WSIB, Ministry of Labour, adequate insurance coverage, employee training in WHIMIS and MSDS and traffic control plans.

COMMENTS & ANALYSIS:

A request for quotations was called to supply winter maintenance services for community facilities and municipal sidewalks throughout the Township of Malahide.

The tender closed on Thursday, October 9, 2025, with two bids received. The low bid was submitted by Kettle Creek Landscaping Limited, of St. Thomas, Ontario with operating rates of \$300 per hour for community facilities, \$120 per hour for municipal sidewalk operations and \$50 per day standby rate for municipal sidewalks.

The terms of the proposed contract are for a one (1) year period commencing November 15, 2025 and may be renewed annually on the anniversary date, ending no later than March 15, 2030. Pricing must remain firm for the first year of the contract. The successful contractor, upon request will be granted a rate increase in the subsequent year(s), based on the Consumer Price Index (CPI) – Ontario All Goods Index for the proceeding twelve (12) month period, to the nearest \$0.05. Price increases must be submitted to the Township ninety (90) days before the anniversary date for each year.

The Contractor shall provide the Township a minimum 90 days' notice in advance of the start of any term if they do not wish to renew for the next additional one (1) year term.

The Township shall provide a minimum 90 days' notice to the bidder if they choose not to exercise the option to renew for the next additional (1) year term.

Community Facility Winter Maintenance Services:

The community facility winter maintenance includes snow plowing and material application at various Township owned facilities at a level of service determined by the Manager of Facilities and Contract Administration. The locations are broken down into three separate parts in the tender for bidding purposes based on geographical location, with separate bids accepted for each part.

Part 1: Malahide Community Place, Springfield Fire Station #3, and Springfield Waste Water Pumping Station (Springfield Road).

Part 2: Lyons Fire Station #4/South Dorchester Community Hall

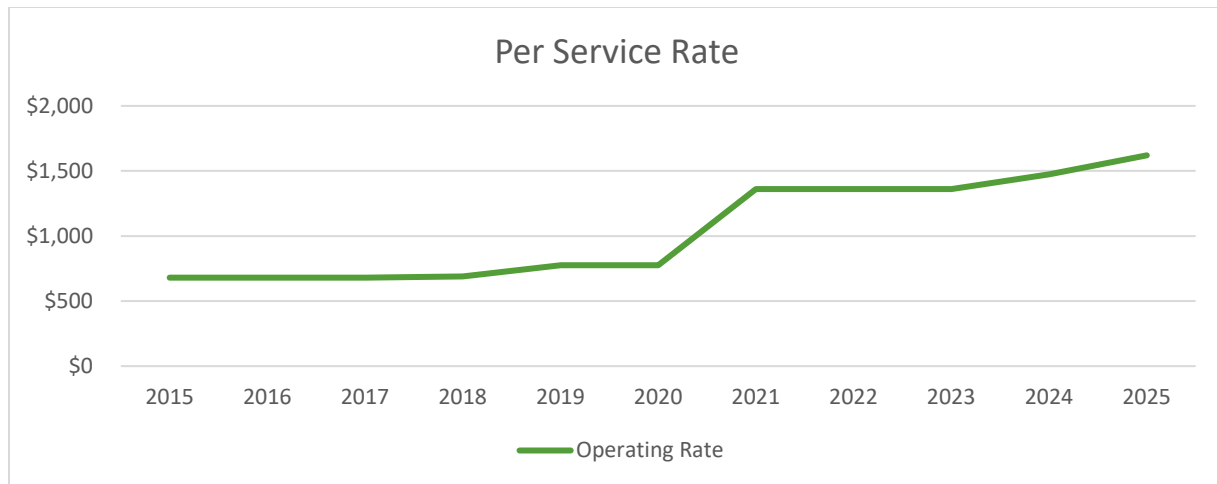
Part 3: OPC Pumping Station, Rod Road, South Fire Station #5

Summary of Bid Rates:

Part	Service Provided	Total per Service	Service Provided	Total per Service
Part 1	Plow and Apply Salt	\$595.00	Salt Application Only	\$265.00
Part 2	Plow and Apply Salt	\$340.00	Salt Application Only	\$165.00
Part 3	Plow and Apply Salt	\$685.00	Salt Application Only	\$305.00

Historical Per Service Rate:

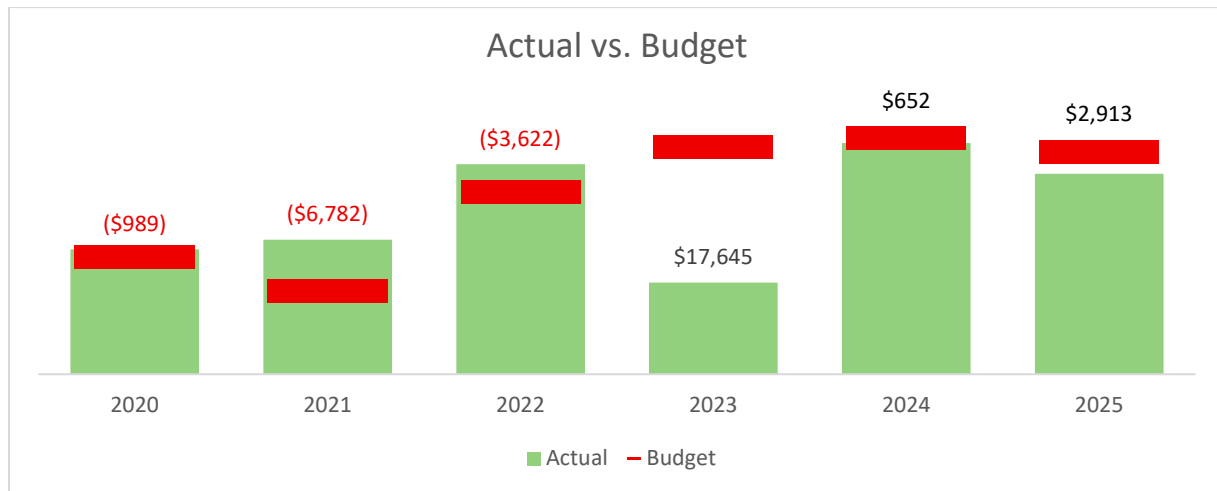
Year	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Rate	\$680	\$680	\$680	\$690	\$775	\$775	\$1360	\$1360	\$1360	\$1475	\$1620



5-year Historical Actual vs. Budget Comparison:

Year	2020	2021	2022	2023	2024	2025
Budget	\$15,320	\$10,787	\$23,790	\$29,621	\$30,824	\$29,055
Actual	\$16,309	\$17,569	\$27,412	\$11,977	\$30,172	\$26,142*

*Note: Partial year-to-date total



Municipal Sidewalk Winter Maintenance Services:

The municipal sidewalk winter maintenance includes snow plowing and material application on municipally owned sidewalks as required by O. Reg 239/02 Minimum Maintenance Standards for Municipal Highways, and the Township of Malahide "Sidewalk Winter Maintenance Policy (2019)". The locations are broken down into three separate parts in the tender for bidding purposes based on geographical location, with separate bids accepted for each part.

Part 4: Springfield Area Sidewalks

Part 5: Lyons Area Sidewalks

Part 6: Avon Area Sidewalks

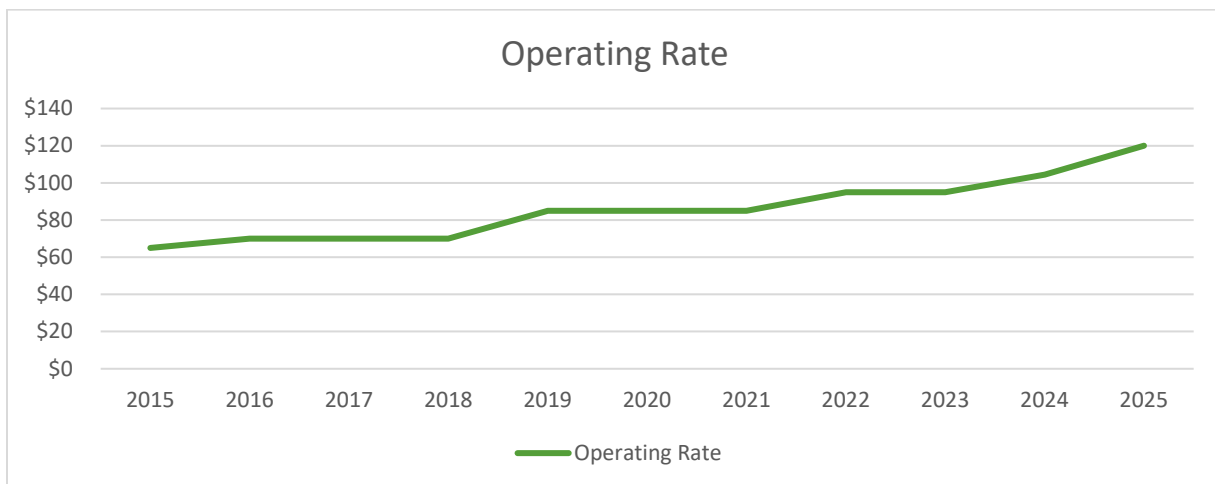
For bidding purposes, an average number of standby days and operating hours were determined for each location.

Summary of Bid Rates:

Part	Time	Unit Rate	Seasonal Total
Stand-by Time	75 days	\$50.00/day	\$3,750.00
Part 4	205 hrs	\$120.00/hr	\$25,625.00
Part 5	25 hrs	\$120.00/hr	\$3,000.00
Part 6	10 hrs	\$120.00/hr	\$1,200.00

Historical Hourly rates

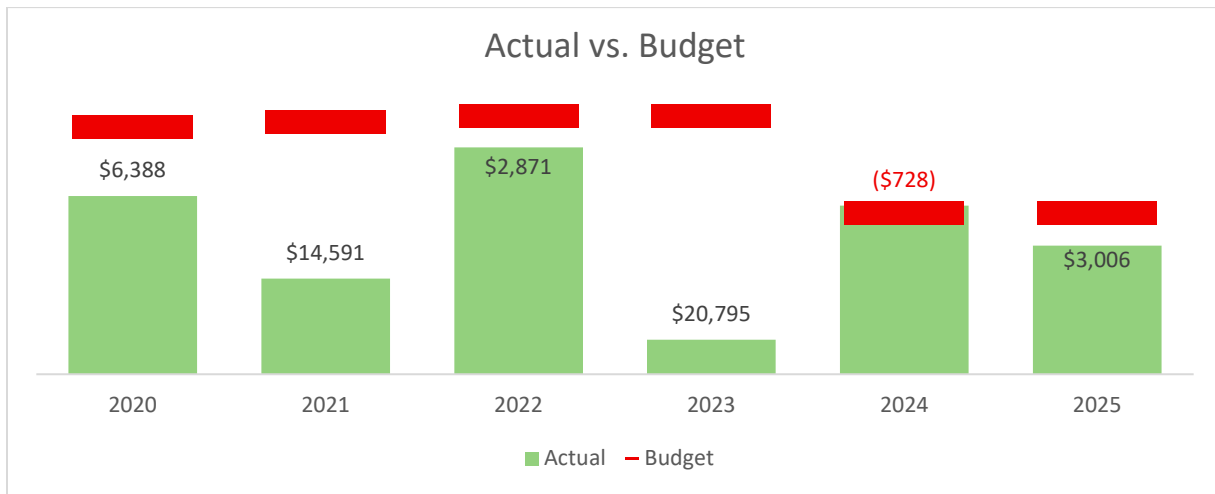
RATE	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Hourly	\$65	\$70	\$70	\$70	\$85	\$85	\$85	\$95	\$95	\$105	\$120
Standby	\$45	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$55	\$50



5-year Historical Actual vs. Budget Comparison:

Year	2020	2021	2022	2023	2024	2025
Budget	\$23,000	\$23,500	\$24,000	\$24,000	\$15,000	\$15,000
Actual	\$16,612	\$8,909	\$21,129	\$3,205	\$15,728	\$11,994*

*Note: Partial year-to-date total



Summary:

The Township of Malahide has a positive working history with the low bid company and the Staff would recommend awarding the Community Facility and Municipal Sidewalk Winter Maintenance contracts to Kettle Creek Landscaping, of St. Thomas, Ontario.

FINANCIAL IMPLICATIONS:

The approved 2025 Operations Budget provides sufficient funding in both the facility grounds maintenance and the sidewalk winter maintenance budget lines to fund the remaining portion of the 2025 winter maintenance subject to the total number of winter events requiring service this season. Future operations budgets should be adjusted to accommodate the annual cost of the winter maintenance contract. Currently, the total cost of winter maintenance is funded through the tax levy.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The Community Facility and Municipal Sidewalk Winter Maintenance Tender meets the values identified in the 2023 Strategic plan by: “Partnering wherever it makes sense to get things done better”

CONSULTATION:

- Manager of Facilities & Contract Administration
- Asset Management Analyst

ATTACHMENTS:

1. PW-25-12 – Summary of Bids

Prepared by: R. DeSutter, Roads & Construction Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

50
TOWNSHIP OF MALAHIDE

UNOFFICIAL SUMMARY OF BIDS

**PW-25-12 – Community Facility and Municipal Sidewalk Winter
Maintenance**

Subject to Council's Consideration and Approval.

(Prices do not include HST)

BIDDER	Community Facilities Summary	Municipal Sidewalk Summary
Stoke's Lawn Care and Maintenance – Aylmer, Ont	\$1,950.00*	-----
Kettle Creek Landscaping – St, Thomas, Ont	\$1,620.00*	\$33,575.00

* - Community Facilities Summary is per service pricing (plow & salt)



REPORT NO. PW-25-37

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: November 6, 2025
SUBJECT: **Tender Results – Guiderail Installations on Springer Hill Road**

RECOMMENDATION:

THAT Report No. PW-25-37 entitled “Tender Results – Guiderail Installations on Springer Hill Road” be received;

AND THAT the Director of Public Works be authorized to enter into an agreement with Royal Fence Ltd. of Dorchester, Ontario, in the amount of \$99,400.00 plus applicable HST, for the supply and installation of steel beam guiderail on Springer Hill Road;

AND THAT funding for this project be drawn from the approved 2025 Roads Capital Budget.

PURPOSE & BACKGROUND:

Phase Two of the Roadside Safety Audit identified several roadway locations that require improved roadside protection. In May 2022, Council received Report No. PW-22-35 titled “Road Safety Audit Phase 2 Implementation”, which outlined a multi-year implementation plan to address these deficiencies through phased capital improvements.

The 2025 program represents Year 4 of that phased plan and includes guiderail installations at two ravine locations on Springer Hill Road, located just north of Highway 3.

COMMENTS & ANALYSIS:

Public Works staff issued a tender for the supply and installation of steel beam guiderail at the identified locations on Springer Hill Road. The tender closed on October 10, 2025, at 11:00 a.m., with three (3) valid bids received.

All submissions were reviewed for completeness and compliance with the tender specifications. A summary of the bids is provided in Attachment 2 (Tender Summary). The project location is shown in Attachment 1 (Site Map).

The lowest compliant bid was submitted by Royal Fence Ltd. of Dorchester, Ontario, in the amount of \$99,400.00 plus HST. Staff's review indicates that the pricing is competitive and consistent with current market values for similar guiderail installation projects.

Based on this analysis, staff recommend that the contract be awarded to Royal Fence Ltd.

FINANCIAL IMPLICATIONS:

This project is included in the approved 2025 Roads Capital Budget with an allocation of \$132,838.00. The recommended tender amount of \$99,400.00 plus HST is approximately 25% below the approved budget.

The lower tender price will result in a projected surplus of approximately \$33,000.00, which will remain in the Roads Capital Reserve for future capital projects.

Staff have reviewed the bid for reasonableness and confirm that the unit prices align with recent guiderail contract values in the region.

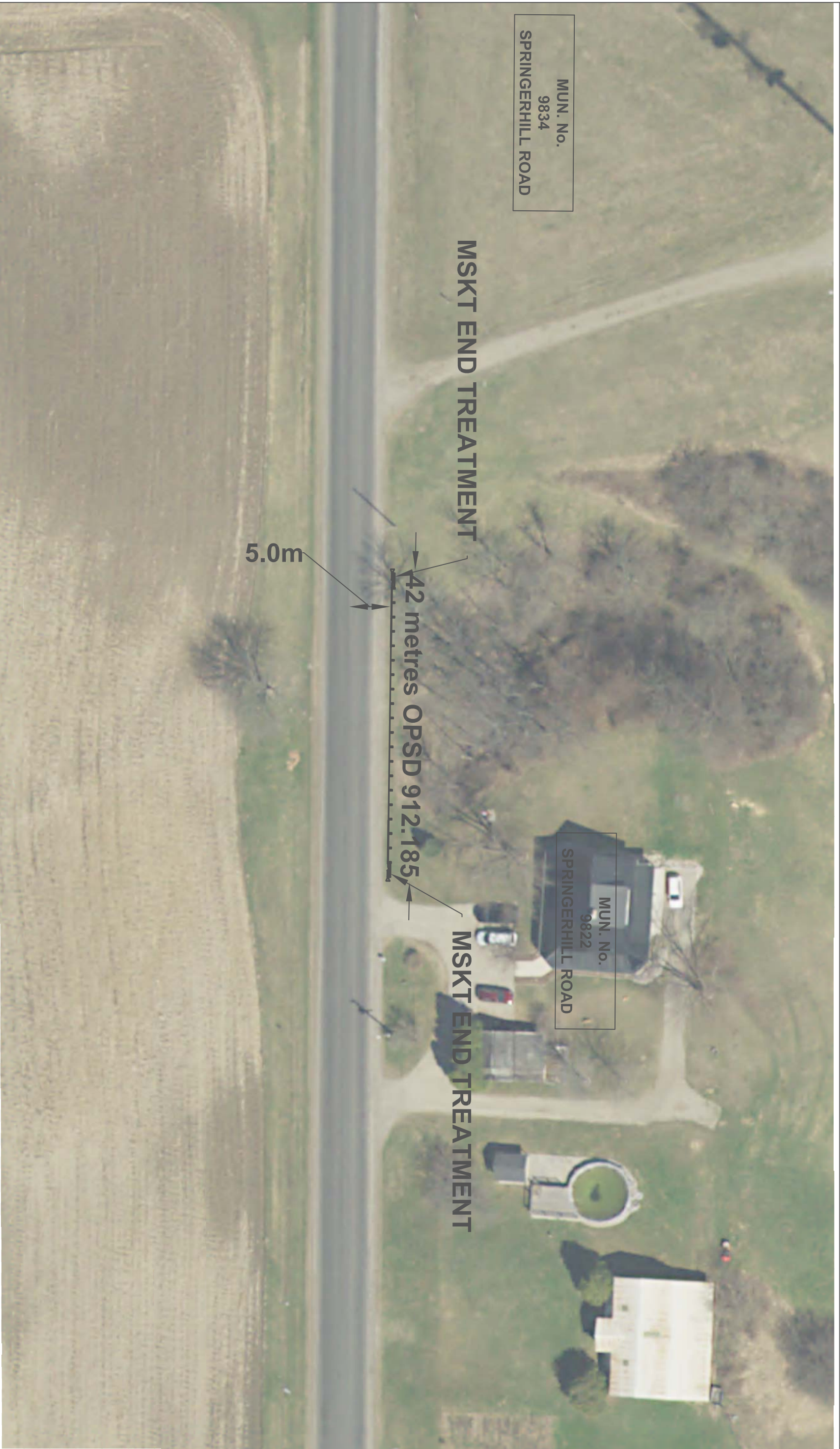
ATTACHMENTS:

1. Guiderail Installation Locations
2. PW-25-13 – Summary of Bids

Prepared by: R. DeSutter, Roads & Construction Manager

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



AS CONSTRUCTED NOTES		AS CONSTRUCTED SERVICES		COMPLETION				No.		REVISION		BY						THE TOWNSHIP OF MALAHIDE PUBLIC WORKS DEPARTMENT 87 JOHN STREET S. - AYLMER, ONTARIO TEL. (519)773-5344 FAX (519)773-5334		SCALE		SPRINGERHILL ROAD PROJECT No. 2021-XXX SHEET No.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	

PW-25-13 – Guiderail Installation

(Prices do not include HST)

[illegible]



REPORT NO. PW-25-39

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: November 6, 2025
SUBJECT: **Administrative Building Security System Upgrades**

RECOMMENDATION:

THAT Report No. PW-25-39 entitled “Administrative Building Security System Upgrades” be received;

AND THAT Council authorize staff to proceed with Option 1 – Full Security Upgrade, which includes the replacement of the rear door with a new wired-glass door, the installation of a FOB access system, and the upgrade of the alarm system;

AND THAT the total estimated cost of \$14,000 be funded from the Capital Reserve.

PURPOSE & BACKGROUND:

Staff are seeking Council’s authorization to proceed with the implementation of improved security measures at the Township Administration Office.

Over the past several years, the Township Office has experienced changes in staffing levels and access requirements. During this time, many staff members have joined and left the organization. This turnover has created challenges in maintaining constant control over building access.

The current security system, installed more than a decade ago, has become outdated and lacks key functionality. In particular, the existing alarm system and key access do not allow for the distribution of individualized access or alarm codes for staff members. This prevents accurate tracking of who enters or exits the building. This limitation likewise reduces accountability and makes it difficult to review or investigate access activity when required.

COMMENTS & ANALYSIS:

The objective of this project is to enhance the security, safety, and accountability of staff access at the Township Administration Office through facility security upgrades. The improvements will address both physical safety concerns and operational control gaps by replacing the aging back entrance door, modernizing access technology, and upgrading the building’s alarm system. These upgrades align with the Township’s long-term goal of maintaining safe, secure, and well-managed municipal facilities.

The project addresses a combination of health and safety, operational, and strategic needs. From a health and safety perspective, the existing back door presents a potential hazard, as staff unlocking it cannot see if someone is approaching from the other side. In addition, the door is nearing the end of its service life and requires replacement. This door replacement has been included as part of this project because it is more cost effective to replace it at the same time as the new FOB access system is installed. Installing the FOB hardware on the existing door would not be financially responsible, as the door will need to be replaced regardless due to its condition and safety concerns. The proposed upgrade includes replacing this door with one that has wired glass in the upper half. This will provide clear visibility while maintaining building security. Replacing the door now ensures proper installation of the access system, avoids duplication of costs, and provides a long-term safe and secure entry point for staff.

Operationally, the current security system is outdated and lacks individualized tracking. The proposed replacement system is a modern version that includes both web based and mobile app functionality. This will allow staff to have individualized alarm codes, enabling accurate tracking of who is arming and disarming the system. The app features will also allow remote access control for monitoring, and the ability to arm the system remotely.

From a strategic and operational standpoint, the existing keyed entry system for the back door is outdated and provides limited security control. The proposed FOB access system will replace staff keys for the Administration Office and integrate seamlessly with the Township's existing FOB system implemented earlier this year at the South Dorchester Community Hall (SDCH). Each staff member will be issued a FOB, programmed to open only the doors they are authorized to access. FOBs can be customized, monitored, or disabled as needed. The system will record door openings, access attempts, and timestamps, providing staff with complete oversight and accountability for building access.

Options:

1. **Full Security Upgrade (Recommended):** Replace the back door with a new unit that has wired safety glass, install an electronic FOB access system, and upgrade the alarm system to include individual staff codes.
2. **Partial Implementation:** Replace the door only, deferring the alarm and FOB system upgrades to a future budget year.
3. **Partial Implementation:** Replace the alarm system only and defer the door and FOB access system upgrades to a future budget year.
4. **Partial Implementation:** Replace the door lock only with a new FOB system and defer the door upgrade and alarm system to a future budget year.

5. **Defer or Take No Action:** Maintain the existing door, key lock, and single-code alarm system.

Analysis:

- **Option 1 (Recommended):** Provides the most comprehensive and long-term solution. The new back door with wired safety glass improves both visibility and staff safety by reducing the risk of accidental contact when the door is opened. The FOB access system will allow staff to monitor and track building entries, assign individual permissions, and disable access as needed. Upgrading to a modern alarm system with individual staff codes ensures full accountability for building access and provides accurate tracking of who enters and exits. Together, these improvements significantly enhance building security, staff safety, and operational oversight.
- **Option 2 (Partial Implementation):** Addresses the physical safety issue by replacing the door but defers the technological improvements that provide access control and tracking. This option will not help staff's ability to control and monitor who enters and exits the building.
- **Option 3 (Partial Implementation):** This option partially addresses accountability by providing individual alarm codes for staff, allowing tracking of who arm's and disarms the system. However, it would still leave vulnerabilities. It does not prevent unauthorized individuals from gaining entry, it only notifies staff after access has occurred when the system is armed. In addition, this option does not address safety concerns related to the lack of visibility through the back door.
- **Option 4 (Partial Implementation):** This option addresses building access by controlling who can enter and when, but it does not address the need for accountability and detailed tracking through individualized alarm codes. It also fails to resolve the safety concern associated with the lack of visibility at the rear door, which is nearing the end of its service life. Installing the FOB system on the existing door would not be financially responsible, as the door will still require replacement to meet both safety and operational standards. Completing the door replacement after the FOB system is installed would lead to additional costs and operational disruption.
- **Option 5 (No Action):** Continues current risks associated with the lack of visibility at the rear entrance, reliance on shared alarm codes, and limited ability to monitor or restrict building access. This option provides no improvement to staff safety or accountability and increases the likelihood of security incidents or liability concerns.

FINANCIAL IMPLICATIONS:

The total cost of the proposed security upgrades depends on the scope of work selected by Council.

- **Option 1 – Full Security Upgrade (Recommended):**
This option includes the installation of a new back door with wired safety glass, a FOB access system, and a new alarm system with individualized staff codes. The estimated one-time cost for this option is **\$14,000**, with a slight increase in the recurring alarm monitoring fee from **\$32 to \$44 per month**.
- **Option 2 – Door Replacement Only:**
This option would address the health and safety concern by replacing the rear door with a wired glass model to improve visibility. The estimated one-time cost is **\$4,000**, with no change to the current monthly alarm monitoring fee of \$32.
- **Option 3 – Alarm System Upgrade Only:**
This option would replace the existing alarm system with a newer model that allows individualized staff codes and tracking capability. The estimated one-time cost is **\$3,500**, and the recurring alarm monitoring cost would increase from **\$32 to \$44 per month**.
- **Option 4 – FOB System Only:**
This option would introduce a FOB access system using the existing door. It would provide staff with the ability to control building access. The estimated one-time cost is **\$6,500**, with the monthly monitoring cost remaining at \$32.
- **Option 5 – Defer or Take No Action:**
This option carries **no immediate capital cost** and maintains the current monthly monitoring fee of \$32. However, it does not address any of the identified safety or security issues.

Funding for the project will come from the Capital Reserve fund. No external grant funding is currently available for this scope of work.

LINK TO STRATEGIC & OPERATIONAL PLANS:

This initiative directly supports the Township's Strategic Priority to "Maximize the utilization of all assets: facilities, people, and technology."

Upgrading the Township Office security systems aligns with the Township's commitment to protecting its physical assets while improving workplace safety and using technology to enhance operational efficiency. The proposed improvements include a new rear door with wired safety glass, a FOB access control system, and an

upgraded alarm system with individualized staff codes. This ensures township facilities are managed in a secure and accountable manner.

Prepared by: D. Pennings, Manager of Facilities and Contract Administration

Reviewed by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



REPORT NO. PW- 25-36

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: November 6, 2025
SUBJECT: Road Surface Conversion Policy

RECOMMENDATION:

THAT Report No. PW-25-36 entitled “Road Surface Conversion Policy” be received;

AND THAT the committee recommend Council approve the attached Road Surface Conversion Policy for implementation by staff.

PURPOSE & BACKGROUND:

There are 273 kilometres of road network in the Township of Malahide. This is comprised of approximately 205 kilometres of tar and chip roads (~ 75%), 56 kilometres of gravel roads (~ 21%), and 11 kilometres of asphalt roads (~ 4%).

In the past, road surface conversion projects that have been initiated by the Township were primarily for the conversion of gravel roads to tar & chip surfaces. These conversions were recommended with the goal of maintaining the road network in the most efficient and effective way. The conversion candidates were identified based on physical condition, functional uses, and geographic areas. Another goal was to decrease annual maintenance costs associated with gravel surfaces and decrease the costly use of graders. Through these conversions, the best candidates for gravel conversion have been completed and the Township’s fleet of road graders was reduced by one.

Through the development of a Township of Malahide Asset Management Plan, a review of road network service levels has identified the need for a formal road surface conversion policy. When and where gravel surfaces, tar and chip surfaces, and asphalt surfaces are appropriate is of vital importance to the long-term sustainability of the road network.

This policy will identify the criteria that will be used to identify road segment conversion candidates and will describe the implications that must be considered when recommending those candidates as capital projects during the budgetary process.

COMMENTS & ANALYSIS:

Documenting the criteria for evaluating and prioritizing road surface conversions is intended to provide a consistent framework for staff to review the suitability of the road surface which currently exists, or is being suggested to be changed.

The full details of the proposed program are detailed in the attached draft policy.

The proposed policy can be summarized as follows:

- The surface type of a roadway should be appropriately designed to accommodate the volume and type of traffic
- Road geometry is a major factor to be considered; platform width, horizontal and vertical alignments, and the presence of existing bridges and/or culverts can greatly influence the selection of a road surface type
- The existing road structure must be considered prior to potential conversion; road bases require specific structural characteristics in order to support tar and chip or asphalt surfaces
- Inadequate drainage typically results in the premature deterioration of the road base, and therefore the road surface
- Roads with higher traffic volumes will typically require a higher durability road surface
- Surrounding land uses are considered; ie. roads that service industrial lands typically require more durable road base and surface
- Areas where the Township is planning for future growth will be reviewed and considered with the long-term plan in mind
- Financial sustainability is perhaps the most significant factor to be considered due to the Township's relatively small tax base
- Council's approved/desired service levels are factored into the evaluation process
- Ontario's Minimum Maintenance Standards
- Other site-specific implications are identified and raised for discussion, such as boundary road agreements with neighbouring municipalities

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with the approval of this policy. The policy will be used to guide staff in the drafting of the annual Capital Budget, which will detail the financial implications of each road surface conversion brought forward for Council's consideration.

LINK TO STRATEGIC & OPERATIONAL PLANS:

This policy relates to the following priorities identified in the Township's Strategic Plan:

- providing essential services that are timely, cost-effective, easy to access and aligned with policies
- establishing, documenting and implementing service levels

- taking a long term view to unlock responsible growth, while maintaining essential services that are timely and cost-effective.

CONSULTATION:

- Director of Corporate Services / Treasurer
- Asset Management Analyst
- Manager of Roads & Construction

ATTACHMENTS:

1. Draft Road Surface Conversion Policy, 2025

Prepared by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer



CORPORATE POLICY

Section: Public Works
Policy Title: Road Surface Conversion Policy
Policy No.: A09-CORP-10
Approved By:
Effective Date:
Revised Date:

ROAD SURFACE CONVERSION POLICY

1. AUTHORITY

1.1. The authority for the Road Surface Conversion Policy shall be by the approval of the Council for the Township of Malahide.

2. POLICY STATEMENT

2.1. Providing essential services that are cost-effective is of the utmost importance to the Township of Malahide. To provide a road network that meets the needs of the community and that is financially sustainable in the long-term, it may be necessary to alter the surface type of road segments.

3. PURPOSE

3.1. The purpose of the Road Surface Conversion Policy is to provide Council, municipal staff, and residents with a consistent process for the conversion of road surface types.

4. CONTEXT

4.1. The 273-kilometre road network in the Township of Malahide comprises approximately 205 kilometres of tar and chip roads, 56 kilometres of gravel roads, and 11 kilometres of asphalt roads.

4.2. In the past, conversion projects that were initiated by the Township were primarily gravel road conversions to tar & chip surfaces. These conversions were recommendations with the goal of maintaining the road network in the most efficient and effective way. The conversion candidates were identified based on physical condition, functional uses, and geographic areas. Decreasing annual maintenance costs associated with gravel surfaces and decreasing the costly use

of graders were the priorities during the selection process. Through these conversions, the best candidates for gravel conversion have been completed, and the Township's fleet of graders has been decreased.

- 4.3. Through the development of a Township of Malahide Asset Management Plan, a review of road network service levels has identified the need for a formal road surface conversion policy. When and where gravel surfaces, tar and chip surfaces, and asphalt surfaces are appropriate is of vital importance to the long-term sustainability of the road network.
- 4.4. This policy will identify the criteria that will be used to identify road segment conversion candidates and will describe the implications that must be considered when recommending those candidates as capital projects during the budgetary process.

5. TRIGGER

- 5.1. The Township of Malahide regularly undertakes a roads needs study (RNS) every 3-5 years. The primary purpose of an RNS is to provide a comprehensive assessment of a municipality's road network, identify deficiencies, and inform long-term capital planning for maintenance, rehabilitation, and reconstruction, ultimately optimizing infrastructure investments and ensuring road safety.
- 5.2. The RNS process should identify road surface conversion candidates based on the criteria identified in this policy. Once an RNS is completed, Township staff will evaluate and review conversion project recommendations, and additional criteria testing may be recommended. RNS results will be presented to Council and, upon Council approval, will form capital budget recommendations and be used in future Asset Management Planning.

6. CRITERIA

- 6.1. Criteria for evaluating and prioritizing road surface conversions have been developed to support identifying conversion project candidates for future capital planning. Condition and function criteria will include the suitability of converting road surfaces to a new type based on the characteristics of the existing road. The surface type of a roadway should be appropriately designed to accommodate the volume and type of traffic. According to the MTO guidelines (*Inventory Manual for Municipal Roads, Ministry of Transportation, 1991*), there are specific criteria for surface types, which have been incorporated into this policy.

6.2. Width and Alignment

- a) The geometry of the road is a pivotal factor when considering conversion. When upgrading a surface type, existing roads must possess a platform width and horizontal and vertical alignment that meet or exceed the minimum

requirement for the new surface type. This includes the width of the existing road right-of-way and the height of the roadway relative to the surrounding areas.

- b) Additionally, existing bridge or culvert assets within the road segment must have the appropriate width and capacity to support the conversion. In cases where road segments do not meet these requirements, further reconstruction or manipulation of the right-of-way may be required to consider them a suitable candidate for conversion.
- c) Recommended minimum road widths for hard-top roads are assessed according to criteria outlined in the Geometric Design Guide for Canadian Roads (*Transportation Association of Canada [TAC], June 2017*).

6.3. Structure

- a) The structural characteristics of the road segment play a critical factor in determining suitable road conversion candidates. A road requires a minimum quality and thickness of base gravel prior to conversion to ensure adequate performance and longevity of the pavement. The placement of a hard surface on an inadequate gravel base will result in premature failure of the pavement. Roads with insufficient base material will cost more to upgrade. Internal review of road segment environment may require further investigation, in which case geotechnical results and recommendations from the road segment will prompt further deliberation on conversion strategies.

6.4. Drainage

- a) The presence and effectiveness of roadside and right-of-way drainage is critical to the long-term condition of the roadway. Inadequate drainage can lead to water-related damage, erosion and deterioration of the road's structural integrity, which will negatively impact its condition. Road segments lacking adequate drainage would require additional maintenance to ensure the drainage is functioning as intended.

6.5. Traffic Volume

- a) Roads experiencing high traffic volumes typically require additional maintenance, and more frequent applications of surface materials may be suitable candidates for conversion. Assessing the Average Annual Daily Traffic (AADT) volume is critical to understanding the function and use of the road segment. The roads with high AADT are often vital conduits for transportation efficiency and economic activity and may be prioritized for conversion.

6.6. Property Access

- a) Evaluating the access to residence from the road, both permanent and seasonal, is an important factor in determining the function of the road. Prioritization for capital projects to convert roads to an upgraded surface will be made for those that have a higher number of property accesses.

6.7. Agricultural, Commercial, and Recreational Use

- a) Assessing the importance of a road for commercial and agricultural use is vital to the local economy in Malahide. Roads that facilitate the transportation of goods and equipment will be prioritized accordingly. Consideration will be made for the “missing link” roads in the road network that may better facilitate commercial and agricultural use. Consideration will also be made for roads that may have lower traffic volumes or property access but serve as a connection to recreational facilities or that are identified as active transportation connections.

6.8. Future Growth

- a) Future growth in the Township is a complex factor to evaluate when identifying good candidates for road surface conversions. Once application processes have been initiated for development, there may be an opportunity to evaluate the road segment assets in the immediate area for conversions. When a future development proposal comes forward, at either the official plan or zoning bylaw amendment stage, a traffic impact study will be required to determine road surface requirements.

7. IMPLICATIONS

7.1. When considering suitable candidates for road surface type conversions, it is important to assess the implications of converting surfaces on a road asset. The following implications for converting a road surface type will be considered prior to recommending a capital conversion project:

7.2. Financial Sustainability

- a) Each road surface type follows a specific lifecycle management strategy, outlined in the Asset Management Plan (AMP). These lifecycle management strategies are based on current best practices for the maintenance of specific surface types and may be adjusted based on regular inspections and conditions of road surfaces.
- b) As part of the Asset Management Plan, the Township will apply a total lifecycle cost methodology for infrastructure assets, which includes the upfront capital

costs, initial construction to acquire the asset and the lifecycle costs to maintain the asset, which includes operations, maintenance, renewal, and disposal costs. Operational expenses, such as snow removal, roadside drainage management, and shoulder grading, have been omitted from this analysis since these costs tend to remain consistent across all road surface types.

7.3. Service Level Sustainability

- a) In addition to the lifecycle cost implications of conversions, it is important to consider the level of service that a road provides. Hard surface roads, in general, provide a more reliable and comfortable ride while reducing the dust resulting from the same traffic on a gravel road and the associated environmental impacts of the use of dust suppressant materials.
- b) The condition of road surfaces is measured by the Pavement Condition Index (PCI). The PCI of road surfaces is a numerical rating, ranging from 0 to 100, with a higher score indicating a better condition. The PCI is calculated by considering factors like distress, roughness, and rutting. The PCI of road surfaces is updated upon inspections conducted at least every 2-5 years.
- c) Both hard surface and gravel roads in the road network are currently and are expected to remain in a “Fair” condition on average for the 20-year forecast period. This means surfaces may have some noticeable distress or roughness with a fair pavement structure overall. This forecasted condition average has been set based on funding the lifecycle activities required by the current scope of surfaces within the road network.
- d) Converting road surfaces to surface types with higher lifecycle costs or converting road surfaces that require significant investment in base-works in order to convert may address short-term issues, but result in a less financially sustainable long-term plan. If a lifecycle management strategy puts too much strain on the limited funds available to municipalities, it will result in trade-off decision-making during the budgetary process, which will directly affect the Township’s ability to meet service level targets.

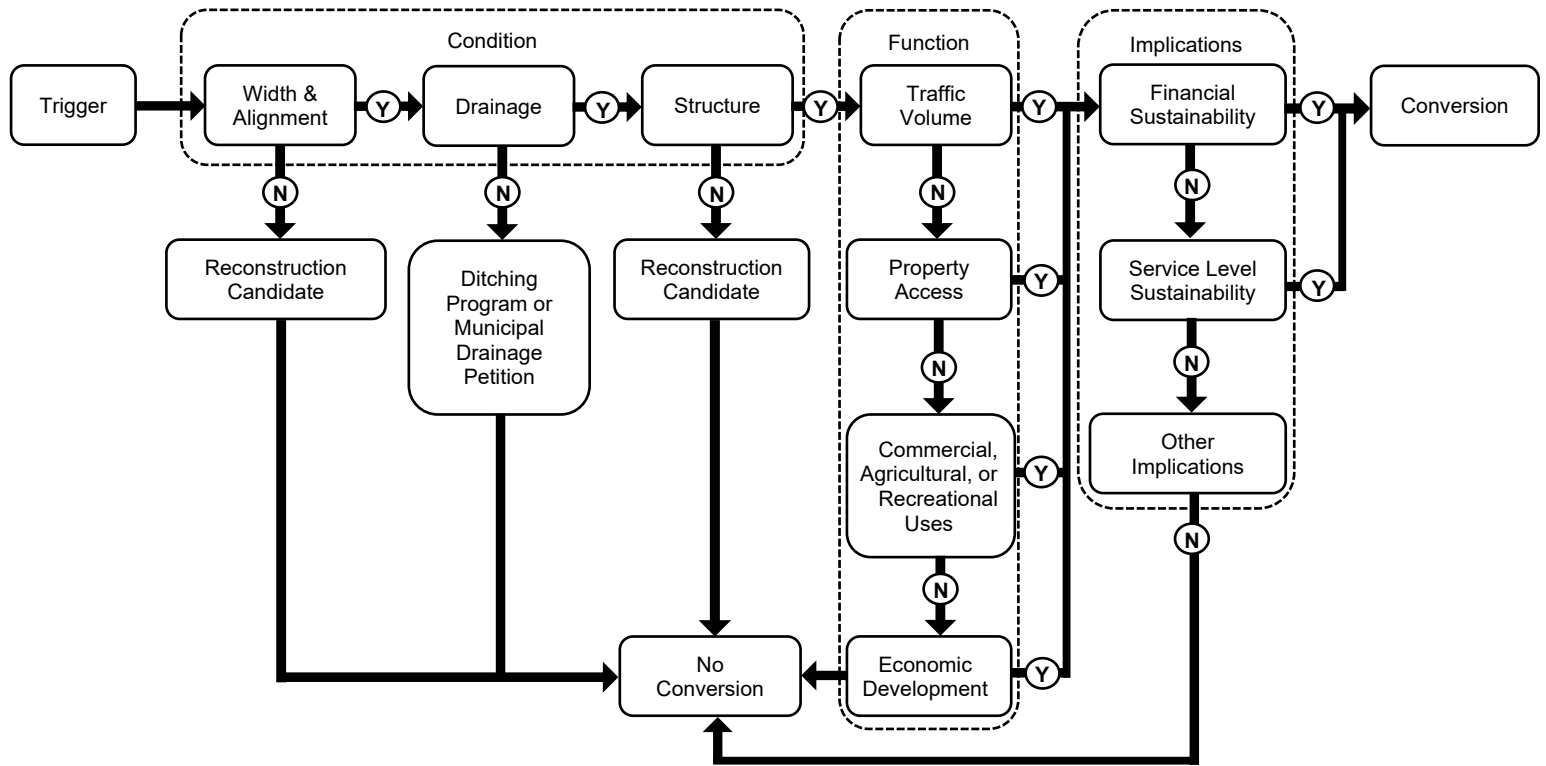
7.4. Other Implications

- a) It is important to note that there is the possibility of undesirable impacts arising from the conversion, such as changes to average vehicle speeds, rerouting of traffic, or changes to road usage, such as heavy trucks or agricultural vehicles.
- b) These changes may affect the community positively or negatively, depending on the needs of the local area. Increases to cut-through traffic or heavy trucks in a built-up area as a result of a conversion upgrade may inadvertently cause

a potential safety hazard and a call from the community to decrease speed limits. Alternatively, conversion downgrades may reroute commuter traffic away from an area but attract increased agricultural traffic, resulting in unforeseen maintenance costs.

- c) In addition to potential changes to functionality and safety arising from a conversion, changes to speed limits and traffic volumes may change the highway classification per O. Reg. 239/02 Minimum Maintenance Standards for Municipal Highways. Such changes would affect the frequency of patrolling, winter control measures, surface maintenance, signage maintenance, streetlight maintenance, bridge maintenance, sidewalk maintenance, shoulder maintenance, and any other provisions in the MMS.
- d) There are also roads along the boundaries of the municipality that are shared with neighbouring municipalities. These boundary roads may require the recommended conversion to be approved by both municipal councils for the purposes of cost-sharing. The ownership of roads near municipal boundaries may also be transferred between municipalities during the process of land assumption.
- e) Municipalities can assume land from other municipalities through specific processes like annexation, which involves expanding a municipality's jurisdiction to include adjacent territory, or through municipal restructuring, such as amalgamations, which merge two or more municipalities into a single entity.
- f) There are many other site-specific implications that may impact a municipality's ability to sustainably support the conversion of a road surface. Once a conversion candidate is identified, an in-depth analysis of the implications of conversion will be conducted to mitigate potential negative impacts.

PROCESS MAP





October 16, 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.
- AMO Trade & Tariff Forum: Understanding and planning for Ontario's economic future.
- Understanding your Cybersecurity Risks and How to Respond - October 21.
- Show me the Money: Unlocking Energy Funding.
- Mercury-containing lamps are Going! Going!! Gone!!!
- Call for proposals inviting Canadian municipalities to apply for infrastructure projects funding.
- Western University Local Government Awards of Excellence.
- 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 deferred 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.](#)

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

Is the lack of funding keeping your energy projects from moving forward? Check out this free webinar on October 24 that will unpack available incentives and rebates for your municipality. Don't wait - [register today.](#)

Products Containing Mercury Regulations prohibits the import and manufacture of mercury-containing lights. Starting 1 January 2026, a gradual phase-out will begin. How will this impact your facilities' lighting? Join us for a free webinar on October 29 to learn more. [Register here to attend.](#)

Municipal Wire*

Co-operators [Resilience Acceleration Lab](#) is inviting municipalities to apply for funding to develop infrastructure projects that reduce physical climate risks, including flooding, wildfires, storms, and heat. Selected proposals may receive up to \$250,000 and expert guidance to prepare for private capital financing. Projects will be reviewed on a rolling basis until January 30, 2026. Contact [Don Iveson](#) or resilience@cooperators.ca if you have any questions.

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.

Careers

[Manager, Strategy and Contingency Planning / Chef des stratégies et de la planification des mesures d'urgence](#) - Treasury Board Secretariat. Closing Date: Oct 27, 2025.

[Manager, Procurement Services - Town of Newmarket](#). Closing Date: November 10, 2025.

[Deputy Chief of Staff \(Intergovernmental Affairs & Agency Relations\)](#) - City of Toronto. Closing Date: October 27, 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 23, 2025

In This Issue:

- Last Call for AMO's 2026 Youth Fellowship Program applications!
- AMO's Work-Learn Institute Municipal Talent Project.
- Funding Readiness, Protecting Communities: Apply for CEPG!
- Webinar: Permission changes for storm water management works.
- MECP best practices for Source Water Protection Program.
- Seeking re-election or first-time candidate? AMO's new, free workshop series is for you.
- Request your delegations at the ROMA Conference.
- ROMA Trade show - 50% sold out!
- Show me the Money: Unlocking Energy Funding.
- Mercury-containing lamps are Going! Going!! Gone!!!
- Register now for Magnetic North Conference 2025 at Science North.
- Call for proposals inviting Canadian municipalities to apply for infrastructure projects funding.
- Careers.

AMO Matters

Applications for AMO's 2026 Youth Fellowship Program are closing next Thursday, October 30th. Share this opportunity with students and youth interested in local government, governance, and the health of our democracy. Participants learn about municipal governance and policy while gaining exposure to real-time issues facing Ontario's municipalities.

[Applications information linked here.](#)

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

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

The Ministry of the Environment, Conservation and Parks is holding a webinar about changes to environmental permissions for storm water management from 1:30-3.00pm November 4, 2025. Contact enviropemissions@ontario.ca for the link and further details.

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.](#)

ROMA is pleased to share that the Ministry of Municipal Affairs and Housing (MMAH) has launched its [delegation request process](#) for the 2026 ROMA Annual Conference. Only registered ROMA Conference delegates are eligible to participate in delegation meetings with the provincial government. [Register today.](#)

ROMA members represent over 2.8 million residents living in about 1,000,000 households. Connect with rural municipal leaders at the ROMA Conference trade show. [Complete your application today](#) before it is sold out.

LAS

Is the lack of funding keeping your energy projects from moving forward? Check out this free webinar on October 24 that will unpack available incentives and rebates for your municipality. Don't wait - [register today.](#)

Products Containing Mercury Regulations prohibits the import and manufacture of mercury-containing lights. Starting 1 January 2026, a gradual phase-out will begin. How will this impact your facilities' lighting? Join us for a free webinar on October 29 to learn more. [Register here to attend.](#)

Municipal Wire*

Registration is now open for Magnetic North 2025 at Science North. Join the Northern Policy Institute in Sudbury to explore population growth and immigration in Northern Ontario. For more details about the conference and to register, [click here](#).

Co-operators [Resilience Acceleration Lab](#) is inviting municipalities to apply for funding to develop infrastructure projects that reduce physical climate risks, including flooding, wildfires, storms, and heat. Selected proposals may receive up to \$250,000 and expert guidance to prepare for private capital financing. Projects will be reviewed on a rolling basis until January 30, 2026. Contact [Don Iveson](#) or resilience@cooperators.ca if you have any questions.

Careers

[Executive Director – Brant Municipal Enterprises Inc.](#) Closing Date: November 3, 2025.

[Administrator - The John Noble Home](#). Closing Date: November 3, 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 30, 2025

In This Issue:

- Deadline Extended: Nov 3rd! 2026 Youth Fellowship Program applications.
- Excess Soil and Records of Site Condition Regulatory Amendment.
- Webinar: Permission changes for storm water management works.
- MECP best practices for Source Water Protection Program.
- Request for Proposals for AMO AGM and Annual Conference.
- Seeking re-election or first-time candidate? AMO's new, free workshop series is for you.
- Request your delegations at the ROMA Conference.
- ROMA Trade show - over 50% sold out!
- How Municipalities Can Spot – and Stop – Professional Identity Fraud.
- Provide sewer and water line protection for homeowners.
- Partnering for Impact: Collaborating on Municipal Solutions.
- Register now for Magnetic North Conference 2025 at Science North.
- Call for proposals inviting municipalities to apply for infrastructure projects funding.
- Careers.

AMO Matters

Application deadline for AMO's 2026 Youth Fellowship Program are now closing next Monday, November 3rd. Share this opportunity with students and youth interested in local government, governance, and the health of our democracy. Participants learn about municipal governance and policy while gaining exposure to real-time issues facing Ontario's municipalities.

[Applications information linked here.](#)

Provincial Matters

Ontario has made amendments to [Ontario Regulation 406/19](#) and [Ontario Regulation 153/04](#) to enable greater beneficial reuse of excess soil and remove barriers to redeveloping brownfield properties.

The Ministry of the Environment, Conservation and Parks is holding a webinar about changes to environmental permissions for storm water management from 1:30-3.00pm November 4, 2025. Contact enviropemissions@ontario.ca for the link and further details.

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

The Association of Municipalities of Ontario (AMO) is now accepting bids for our 2028, 2029, 2030 and 2031 AMO Annual Conference. The Request for Proposals (RFP) is open to all AMO members in good standing able to best fulfill/meet the criteria as laid out in the RFP. [Click here for the RFP.](#)

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.](#)

ROMA is pleased to share that the Ministry of Municipal Affairs and Housing (MMAH) has launched its [delegation request process](#) for the 2026 ROMA Annual Conference. Only registered ROMA Conference delegates are eligible to participate in delegation meetings with the provincial government. [Register today.](#)

ROMA members represent over 2.8 million residents living in about 1,000,000 households. Connect with rural municipal leaders at the ROMA Conference trade show. [Complete your application today](#) before it is sold out.

LAS

LAS' Electronic Signature Program partner contributes an article about identifying fraudulent identity credentials. Read about various cases and [learn how to identify and stop these occurrences](#) in your municipality.

Through the [LAS Sewer and Water Line Warranty program](#), municipalities can provide a cost-saving option for homeowners who find themselves with damaged sewer and water lines.

Learn more about this guaranteed warranty program provided by Service Line Warranties of Canada (SLWC).

Municipal Wire*

Join us on November 19th at 12:00pm for an interactive session exploring how municipal and post-secondary partnerships can tackle today's most complex local challenges. Learn practical ways municipal leaders, planners, and researchers can collaborate with academic institutions to drive innovation and change. [Register here](#).

Registration is now open for Magnetic North 2025 at Science North. Join the Northern Policy Institute in Sudbury to explore population growth and immigration in Northern Ontario. For more details about the conference and to register, [click here](#).

Co-operators [Resilience Acceleration Lab](#) is inviting municipalities to apply for funding to develop infrastructure projects that reduce physical climate risks, including flooding, wildfires, storms, and heat. Selected proposals may receive up to \$250,000 and expert guidance to prepare for private capital financing. Projects will be reviewed on a rolling basis until January 30, 2026. Contact [Don Iveson](#) or resilience@cooperators.ca if you have any questions.

Careers

[Strategic Initiatives & Engagement Manager - Bruce County](#). Closing Date: November 7, 2025

[Associate Director, Fleet Services - Niagara Region](#). Closing Date: Nov 13, 2025

[Legal and Real Estate Coordinator - King Township](#). Closing Date: November 6, 2025

[Chief Financial Officer / Treasurer - King Township](#). Closing Date: November 17, 2025

[Zoning Examiner and Planning Coordinator - King Township](#). Closing Date: October 31, 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](#)

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



234-2025-4923

October 30, 2025

Dear Head of Council:

I am writing to update you on amendments to the *Development Charges Act, 1997* (DCA) that were made by Bill 17, the *Protect Ontario by Building Faster and Smarter Act, 2025*, and corresponding changes to Ontario's Building Code.

As you recall, our government introduced Bill 17 to help speed up the construction of new homes and infrastructure by streamlining development processes and reducing costs, in partnership with municipalities. Among the changes, the Bill:

- Amended the DCA to provide for payment of development charges (DCs) for non-rental residential developments to be made in full at the earlier of the date an occupancy permit is issued and the date a development is first occupied. This deferral would encourage residential construction activity by enhancing a developer's cashflow flexibility.
- Removed authority for municipalities to charge interest on any legislated DC deferral amounts, except to the extent such interest has accrued prior to these changes coming into force.

The amendments noted above require a commencement order to come into force. Following consultations with municipal and industry experts, the government has issued a commencement order to bring these changes into force on November 3, 2025.

To support the implementation of deferred development charges, I will be amending the Building Code to require that all non-rental residential buildings subject to a deferred development charge will now require an occupancy permit, which can only be issued once these deferred development charges have been paid. These targeted changes will establish a clear, enforceable payment trigger for municipalities while leaving all life-safety requirements for occupancy unchanged. These Building Code amendments will take effect alongside the DCA amendments on November 3, 2025. Municipalities without development charges, and requirements for other buildings, are unaffected.

I look forward to continuing to work together to get shovels in the ground to build more homes that Ontarians can afford. Please accept my best wishes.

Sincerely,



Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Municipal Chief Administrative Officer
 Robert Dodd, Chief of Staff
 Martha Greenberg, Deputy Minister
 Caspar Hall, Assistant Deputy Minister, Local Government Division
 David McLean, Assistant Deputy Minister, Housing Policy and Planning Division



Media Statement
For immediate release

October 31, 2025

Government of Ontario Announces Conservation Authority Consolidation

On October 31, 2025, the Ontario Ministry of Environment Conservation and Parks (MECP) announced plans to create a provincial board-governed agency, the Ontario Provincial Conservation Agency, to provide leadership, governance, and strategic direction to Conservation Authorities (CAs).

We understand the Province will introduce amendments to the *Conservation Authorities Act* (CAA) to establish the Ontario Provincial Conservation Agency.

Further, the Province will consult on proposed boundaries for regional consolidation of Conservation Authorities into several CAs, with impacted interest holders, municipalities, CAs, and Indigenous communities.

This consultation will include a policy proposal notice period posted on the Environmental Registry of Ontario for 45 days, inviting review and comments on criteria applied to determine proposed regional boundaries and the proposed geographical jurisdiction of each regional CA.

Conservation Authorities (CAs) have always worked collaboratively with member municipalities to champion local solutions that respect watershed boundaries. With each reiteration of the CAA, Kettle Creek Conservation Authority (KCCA) has always emerged stronger and more resilient to the benefit of our local watershed residents, our municipalities, and our shared natural environment.

Together with our member municipalities and Board of Directors, we will review the details of the Province's proposal to establish regional CAs and provide thoughtful, evidence-based feedback. Our focus will be to ensure that under any new framework, we can continue to deliver the same responsive, locally informed programs and services that our watershed communities depend on.

In the meantime, it remains business as usual for watershed protection, permitting, and conservation area operations. KCCA will continue to deliver high-quality programs and services that protect people, property, and the environment.

-30-

Elizabeth VanHooren
General Manager
519-631-1270 x222

Elgin County Launches New Livestream for Council and Committee Meetings

Elgin County, ON – Elgin County is making it easier than ever to follow local decision-making. Beginning with the October 28, 2025 Council meeting, all Council and Committee meetings will be livestreamed directly through the County’s website, offering residents a more reliable and user-friendly viewing experience.

This change means Council and Committee meetings will no longer be streamed on Facebook, and future recordings will be available exclusively on the County’s website following each meeting. Past recordings already uploaded to YouTube will remain available for viewing.

Through the County’s livestream platform, viewers can watch meetings live or revisit recordings afterward. The platform also includes timestamping, which allows users to navigate directly to specific agenda items, making it simple to find topics of interest within each meeting. All upcoming meeting agendas and livestream links can be found at www.elgincounty.ca/council.

After navigating to www.elgincounty.ca/council, viewers will be required to select the meeting they are interested in viewing. The video stream will appear alongside the agenda for that meeting. Council and Committee of the Whole meetings are held consecutively; however, viewers will need to click out of the Council meeting and into the Committee of the Whole meeting once the first meeting is complete.

To ensure a smooth transition between consecutive meetings, there may be a brief pause in the livestream as staff close and reopen sessions. Please note that the “View Livestream” link will appear shortly before the meeting begins.

Notice of all Council and Committee meetings, and links to the livestream site, will continue to be shared on Facebook in advance of the meetings.

Members of the public are invited to tune in live through the County’s website to follow Council discussions and decisions as they happen.

When: Tuesday, October 28, 2025, 9:00 a.m.

Where to Watch: www.elgincounty.ca/council

For additional information, please contact:

Katherine Thompson

Manager of Administrative Services/Deputy Clerk

kthompson@elgin.ca

519-631-1460 x 164



ELGIN COUNTY ECONOMIC DEVELOPMENT UPDATE

Elgin County's Economic Development Department continues to play a central role in strengthening the regional economy, supporting business growth, and promoting long-term prosperity across all seven Municipalities. Through collaboration, research, and direct engagement with local business owners and partners, the department ensures that every part of the County benefits from coordinated efforts to attract investment, create opportunities, and support community vitality.

The following provides an overview of key achievements and initiatives throughout the last several months.

PLANNING FOR ELGIN COUNTY'S ECONOMIC FUTURE

Elgin County is developing a new **Economic Development and Tourism Strategy Action Plan** to guide the region's growth over the next several years. The plan is being created with input from local businesses, community leaders, and Municipal partners to ensure that it reflects both shared priorities and the unique strengths of each community.

This year, the department gathered feedback through business surveys, focus groups, and interviews, culminating in an Action Planning Session held in the fall. This process generated valuable insights that will inform a focused, measurable plan designed to grow key industries, strengthen tourism, and enhance Elgin's reputation as a place to live, work, and invest.

The completed Strategy will be presented to County Council in **December 2025**, providing a clear framework for action and collaboration across the region.



UPDATING THE ELGINCENTIVES - COMMUNITY IMPROVEMENT PLAN

Elgin County is working with **Re:Public Urbanism**, a consulting firm specializing in community planning and revitalization, to update the **Elgincentives Community Improvement Plan (CIP)**. This program supports economic development across the County by offering financial incentives for property improvements, downtown revitalization, and redevelopment projects.

The updated plan will reflect new economic priorities, community feedback, and opportunities that have emerged since the program was first launched in 2015. Background research and stakeholder consultations have been completed, and the department is now reviewing a **Recommendations Brief** that outlines proposed updates to the program.

Each local Municipality will have an opportunity to participate in this process. A **webinar** will be hosted to explain how Community Improvement Plans work and to highlight the benefits of the Elgincentives program. In addition, representatives from **Re:Public Urbanism** will attend upcoming Municipal council meetings to present the draft plan and gather local input.

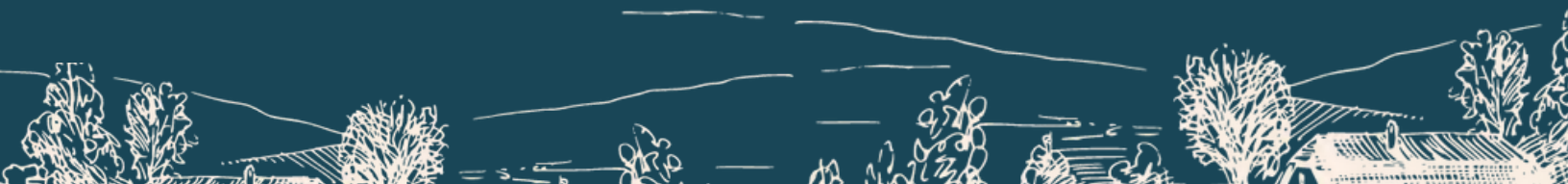
Residents and business owners can learn more or share feedback by visiting engageelgin.ca/elgincentives and completing a short questionnaire.

CELEBRATING THE BUSINESS COMMUNITY - CULTIVATING SUCCESS 2025

In October, Elgin County hosted the Cultivating Success Business Networking Event at the Elgin International Club in West Lorne, drawing more than 150 business owners, entrepreneurs, and community leaders from across the County.

This successful event celebrated innovation, collaboration, and the entrepreneurial spirit that drives Elgin County's economy. The County extends thanks to the Economic Development Committees of Dutton, Southwold, and West Elgin for helping make this regional celebration possible.

Planning is already underway for next spring's event, which will continue to foster connections and share success stories from across the County. Stay tuned!



SUPPORTING AND SHOWCASING LOCAL BUSINESSES

Elgin County's Business Enterprise Facilitator meets regularly with entrepreneurs and business owners in every Municipality, providing one-on-one support, identifying funding opportunities, and helping connect businesses with the tools they need to succeed.

These visits not only strengthen relationships with local business operators but also allow the department to highlight community success stories. Recent business spotlights have included:

- The Yarmouth Group Inc. (Central Elgin): A trusted name in fabrication, craning, and heavy equipment services for more than 60 years.
- NovoMar Construction & Renovations (West Elgin): A growing business known for quality craftsmanship and community pride.
- Campbells II (Aylmer): A locally owned lifestyle shop offering thoughtful gifts and home décor with personalized service.

These stories are shared through the County's social media channels, helping to promote local businesses and build community pride throughout the region.



CELEBRATING LOCAL SUCCESS AT BRIDGES TO BETTER BUSINESS

Elgin County and the City of St. Thomas once again partnered for the 16th Annual Bridges to Better Business Event, hosted by the St. Thomas Elgin Small Business Enterprise Centre. Held at the Elgin County Railway Museum. This signature event brought together business owners, industry partners, and community leaders from across the region, fostering valuable connections and highlighting the resources available to help businesses grow and thrive.

Each year, it provides a platform to recognize the achievements of local entrepreneurs whose work strengthened the economy across Elgin County and St. Thomas. The evening also featured the TASTE Food Showcase, highlighting culinary and beverage businesses from across the County, and celebrated local entrepreneurship and innovation.

Elgin County was proud to present the Economic Development Award to Platinum Foodz of Aylmer, a new business recognized for its innovative, locally sourced "Not Ordinary" chips and strong commitment to giving back to the community.

Congratulations also go to:

- Pepper Tree Spice Co. Inc. – Small Business Award
- Maximum Diesel – Starter Company Plus Award

SHARING KNOWLEDGE AND RESOURCES

The Elgin County Economic Development Newsletter continues to serve as a valuable communication tool for Council members, Municipal staff, and community partners. Issued quarterly, it provides updates on regional economic activity, funding programs, tourism initiatives, and business development news.

You can sign up for the [quarterly newsletter here](#), and read the [Fall 2025 Edition here](#).

STAFF ENGAGEMENT AND REGIONAL COLLABORATION

Our team has been busy connecting with the community! Over the past few months, we've attended several local events to meet with business owners, learn about their work, and share resources that support growth and innovation.

Here's where we've been:

- St. Thomas & District Chamber of Commerce Business After 5 (August)
- Aylmer & Area Chamber of Commerce Business After 5 (September)
- Young Entrepreneurs' Initiative Event in St. Thomas (August)
- Canada's Outdoor Farm Show with Malahide's Community Relations Manager and the Elgin Federation of Agriculture President (September)
- Aylmer & Area Chamber of Commerce and Mainstreet Aylmer AGM (October)

These visits help us stay connected, inform our programming, and ensure local businesses know about available supports, from grants and funding to training and mentorship.

NOMINATE A BUSINESS FOR THE IMPACT AWARDS!

Do you know a business in Elgin County that deserves to be recognized? The St. Thomas & District Chamber of Commerce Impact Awards are now open for nominations!

While many members are based in Central Elgin and Southwold, several eligible businesses operate in other parts of Elgin County. Help us celebrate the hardworking entrepreneurs who make our community thrive.

More information and nomination forms are available [here](#).

MEET THE TEAM - CONTACT US FOR SUPPORT



CAROLYN KRAHN

Manager of Economic Development, Tourism & Strategic Initiatives

ckrahn@elgin.ca
(519) 631-1460 x 133



ANNE KLEINSTEUBER

Business Enterprise Facilitator

akleinsteuber@elgin.ca
(519) 631-1460 x 199



LINDSEY DUNCAN

Tourism Officer

lduncan@elgin.ca
(519) 631-1460 x 163

FALL 2025

ELGIN COUNTY TOURISM UPDATE



Elgin County Tourism is responsible for promoting the County as a year-round destination, supporting local tourism businesses, and strengthening the visitor economy across all seven municipalities. Through marketing, partnership development, and visitor services, the department works to attract visitors, increase spending at local businesses, and showcase the unique character and experiences found throughout the region.

The following information provides an overview of key initiatives and outcomes from summer 2025, along with early fall highlights.

SHOWCASING THE ENTIRE REGION



Throughout the summer, Elgin County Tourism focused on promoting the full range of experiences available across the County. From our lakeshore communities and rural landscapes to heritage towns and family attractions, the department's marketing efforts emphasized that every corner of Elgin offers something special for visitors to discover.

Marketing Assistant **Arden Doupe** joined the team for the summer season, supporting the promotion of more than **100 local businesses** through photography, video storytelling, and digital content. These efforts captured authentic local experiences such as farm visits, outdoor recreation, dining, and arts and culture, helping to inspire new visitors and encourage exploration across all municipalities.

This initiative also underscored the importance of student employment in building local capacity for tourism marketing and developing future talent within Elgin County. To read **Arden's recap of her summer experience and how she helped promote the region**, click [here](#).



WELCOMING VISITORS ACROSS THE COUNTY

The **Port Stanley Visitor Centre** served as a regional gateway once again this summer, welcoming **6,726 visitors in 2025**, compared to **6,231 in 2024**. Guests arrived from across Ontario and Canada, as well as internationally from countries such as Germany, Australia, and the United States.

Visitor Centre staff provided information about businesses, attractions, and events throughout the County, helping travelers discover destinations beyond the lakeshore and encouraging them to explore more of Elgin's communities.

ENCOURAGING LOCAL EXPLORATION THROUGH #FALLFORELGIN

As summer transitioned into fall, the **#FallforElgin Backroad Adventures Map** encouraged residents and visitors to experience autumn in Elgin County. The campaign featured farms, markets, and seasonal events that highlighted the County's agricultural roots and rural charm.

Working with **Ontario's Southwest** (the non-profit Regional Tourism Organization (RTO) for our region, funded by the provincial Ministry of Tourism, Culture and Gaming) and the **Culinary Tourism Alliance**, the department extended the campaign's reach beyond local audiences to attract visitors from across the region. The map was available online, through the Visitor Centre, and at participating businesses, helping to drive foot traffic and local spending during the fall season.



PROMOTING ELGIN COUNTY IN TORONTO

In November, Elgin County Tourism will promote the region at the **National Women's Show in Toronto**, Canada's largest consumer show for women. This major event provides a platform to showcase the County's culinary, shopping, and leisure experiences to thousands of potential visitors.

Participation in high-profile events like this ensures Elgin County's destinations remain visible in competitive markets and builds awareness among key audiences.



CULINARY TOURISM LEADERSHIP

Elgin County is a member of the **Culinary Tourism Alliance**, which promotes local food and beverage experiences across Ontario. This year, **Two Forks in Port Stanley** achieved **Feast On certification**, recognizing their commitment to using Ontario-grown ingredients and supporting local suppliers. This achievement reinforces Elgin's growing reputation for authentic, locally sourced culinary experiences.

SUPPORTING LOCAL BUSINESSES THROUGH #SHOPELGIN

In addition to summer and fall initiatives, Elgin County Tourism is preparing the **Shop Elgin holiday campaign**. This program encourages residents and visitors to shop locally during the holiday season, highlighting unique gifts, artisan products, and local services across all municipalities.

The campaign provides a platform to celebrate and promote businesses throughout the County, helping to drive holiday spending and showcase the variety of local offerings to both residents and visitors.

SUPPORTING BUSINESS GROWTH AND EXPERIENCE DEVELOPMENT

Elgin County Tourism continued its work supporting local tourism businesses in developing authentic visitor experiences. Two local businesses, **Misty Glen Creamery** and **Evelyn's Sausage Kitchen**, participated in the **Idea to Experience: Experience Development Course** offered through Ontario's Southwest.

This seven-week program helped participants design market-ready visitor experiences, creating new opportunities to attract guests and diversify the region's tourism offerings. Supporting innovation and entrepreneurship remains a key focus for the department as tourism continues to evolve.



STRENGTHENING COLLABORATION AND INDUSTRY LEARNING



Elgin County continues to participate in tourism networks and learning opportunities that benefit the region as a whole. Staff and local businesses will attend the **Southern Ontario Tourism Conference** in March 2026 to connect with peers, learn best practices, and share insights. These opportunities help strengthen the regional tourism economy and encourage collaboration between partners.

Municipal councils can help support these efforts by sharing information about the conference with tourism-related businesses in their communities that may benefit from attending.

STAYING CONNECTED WITH LOCAL INSIGHT

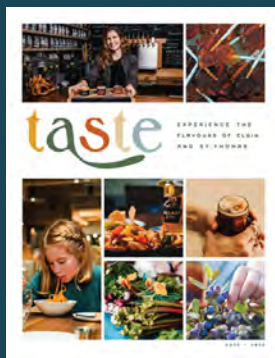
Elgin County Tourism values the strong partnerships it has with municipal staff and councils across the County. Local insights are an important part of tourism development. If your municipality is aware of new tourism-related businesses, attractions, or projects, please connect with the tourism team. This helps ensure that new operators are supported and included in regional marketing and visitor promotion efforts.

LOOKING AHEAD TO 2026

Planning is now underway for the **2026 Elgin County Visitor's Guide** and **Taste Guide**, which highlight experiences and businesses across all municipalities. Both guides continue to be key marketing tools for promoting Elgin County.

Due to strong demand, additional copies of the 2025 editions were printed and distributed through the Port Stanley Visitor Centre, local businesses, and regional events.

The 2026 editions will be shared at next year's consumer shows including the **2026 National Women's Show** and the **2026 London Wine and Food Show**, helping to attract more visitors to the County. Municipalities are encouraged to share event dates and new tourism-related developments for possible inclusion in future guides.



If you have a major event planned for 2026, please send your dates to tourism@elgin.ca for possible inclusion in the Visitor's Guide.

Haven't seen this year's guides yet?

Check them out here:

- [Visitor's Guide](#)
- [Taste Guide](#)

MEET THE TEAM - CONTACT US FOR SUPPORT



CAROLYN KRAHN

Manager of Economic Development, Tourism & Strategic Initiatives

ckrahn@elgin.ca
(519) 631-1460 x 133



LINDSEY DUNCAN

Tourism Officer

lduncan@elgin.ca
(519) 631-1460 x 163



ANNE KLEINSTEUBER

Business Enterprise Facilitator

akleinsteuber@elgin.ca
(519) 631-1460 x 199

**NOTICE OF COMPLETE APPLICATIONS
AND PUBLIC MEETING**

Pursuant to Sections 16 & 34 of the Planning Act
APPLICATION FILE NOS: OPA02-25 & ZBA03-25

PLEASE TAKE NOTICE that the Council of the Corporation of the Town of Aylmer has received complete Applications for a local Official Plan Amendment and Zoning By-law Amendment for **448 Talbot Street West** and **215 South Street West, Aylmer**, and is hereby notifying the public in accordance with Sections 16 and 34 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended.

AND FURTHER TAKE NOTICE that the Council of the Corporation of the Town of Aylmer will hold a hybrid (in-person and virtual) public meeting on **Wednesday, November 19th, 2025, at approximately 7:00 p.m.** with a public livestream available at www.youtube.com/TownofAylmer. The public is invited to participate in the hybrid meeting and to provide verbal and written comments regarding the Applications for local Official Plan Amendment and Zoning By-law Amendment.

The applications relate to the subject lands described as Part of Lot 81, Concession North of Talbot Road and known municipally as 448 Talbot Street West and 215 South Street West, Aylmer. A key map showing the location of the subject lands, outlined in yellow is attached to this notice. The subject lands are designated Low Density Residential, as shown on Schedule "A" Land Use Plan in the Town of Aylmer Official Plan and zoned Institutional (I) and Residential Multiple Second Density Zone (RM2), as shown on Schedule 'A' Map 8 in the Town of Aylmer Comprehensive Zoning By-law No. 57-99.

The purpose and effect of the Application for local Official Plan Amendment is to redesignate a portion of the subject lands, 1,615.4 m² (17,388.02 ft.²) in area from Low Density Residential to High Density Residential to permit a three (3) storey residential apartment building consisting of forty-six (46) dwelling units.

The purpose and effect of the Application for Zoning By-law Amendment is to rezone a portion of the subject lands, 6,709.3 m² (1.66 ac.) in area from Institutional (I) and Residential Multiple Second Density Zone (RM2) to Residential Multiple Second Density Zone Special Provision (RM2-x) to permit an apartment building with a reduced minimum lot frontage from 30.0 m (98.43 ft.) to 20.0 m (65.62 ft.).

The lands known as 448 Talbot Street West contain an existing place of worship and the lands known as 215 South Street West contain an existing one (1) storey residential apartment building with twenty-five (25) dwelling units. No changes proposed for the existing buildings.

Any person or public body may attend the Hybrid Public Meeting and/ or make written or verbal representation either in support of, or in opposition to the proposed Local Official Plan Amendment and Zoning By-law Amendment. If you wish to attend the Public Meeting virtually, please contact the Manager of Planning and Development by email at hjames@town.aylmer.on.ca or by phone by no later than noon on November 19th, 2025, to receive an invitation to the meeting. Verbal representation for the Hybrid Public Meeting may be provided in-person, electronically or by phone. Written comments can be submitted by email to the Manager of Planning and Development or in-person to the Town Hall Office by no later than noon on November 19th, 2025. If you rent your property to seven (7) or more tenants, please post a copy of this notice in a location on your property, which is visible to all the residents.

**NOTICE OF COMPLETE APPLICATIONS
AND PUBLIC MEETING**

Pursuant to Sections 16 & 34 of the Planning Act
APPLICATION FILE NOS: OPA02-25 & ZBA03-25

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Town of Aylmer to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Town of Aylmer before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at the public meeting or make written submissions to the Council of the Town of Aylmer before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Additional information relating to the application is available for inspection between 8:00 a.m. and 5:00 p.m. weekdays at Aylmer Town Hall. Those interested in additional information regarding this application, including information about appeal rights, may contact: Heather James, Manager of Planning and Development Phone: 519-773-3164 x4915 or Email: hjames@town.aylmer.on.ca.

DATED this 28th day of October 2025.

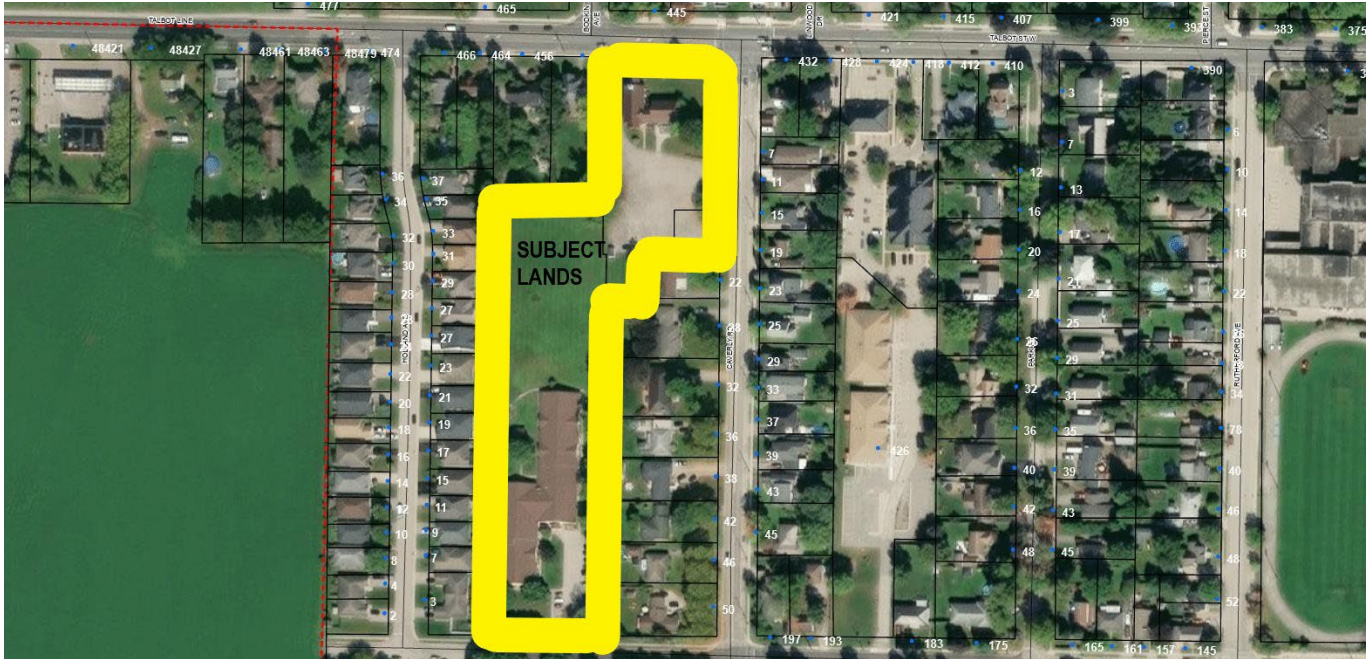
Heather James, MES (Pl.), RPP, MCIP
Manager, Planning and Development, Town of Aylmer
46 Talbot Street West
Aylmer ON N5H 1J7
Ph: 519-773-3164
Fax: 519-765-1446

NOTICE OF COMPLETE APPLICATIONS AND PUBLIC MEETING

Pursuant to Sections 16 & 34 of the Planning Act

APPLICATION FILE NOS: OPA02-25 & ZBA03-25

Key Map (not to scale)

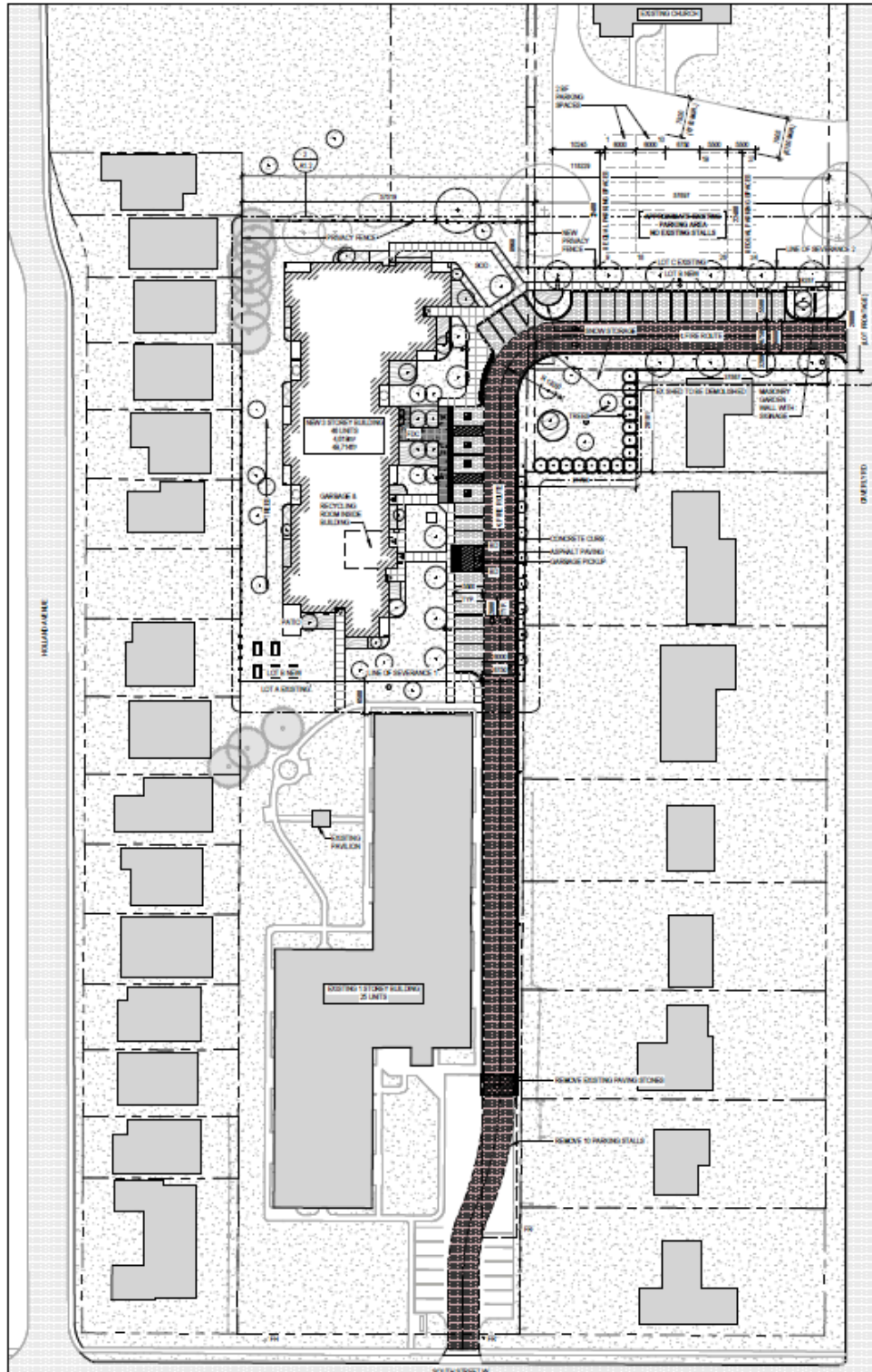


NOTICE OF COMPLETE APPLICATIONS AND PUBLIC MEETING

Pursuant to Sections 16 & 34 of the Planning Act

APPLICATION FILE NOS: OPA02-25 & ZBA03-25

Local Official Plan and Zoning By-law Amendment Sketch



1 OVERALL SITE PLAN
A1.1 1 : 500



Kettle Creek
Conservation Authority

Full Authority Minutes September 17, 2025

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, September 17, 2025 at 10:00 a.m. The meeting was streamed live to Facebook.

As the Chair Todd Noble attended on-line, Vice Chair Sharron McMillan chaired the meeting. The meeting came to order at 10:00 a.m. As some members attended virtually, all votes were recorded and are included in the Recorded Vote Registry.

Audio/Video Record Notice

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

Land Acknowledgement

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

Members Present:

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

Members Absent with Regret:

John Wilson	Malahide
-------------	----------

Staff Present

Maisa Fumagalli	Planning and Regulations Supervisor	Virtual
Jessica Kirschner	Corporate Services Coordinator	Virtual
Betsy McClure	Manager Communications/Stewardship/Outreach	In Person
Jessy Van der Vaart	Communications and Outreach Coordinator	In Person

Elizabeth VanHooren General Manager/Secretary Treasurer

In Person

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Delegations/Presentations

There were no delegations or presentations.

Hearing Board

There was no Hearing required.

Minutes of Meeting

FA83/2025

Moved by: Grant Jones

Seconded: Frank Berze

That the minutes of June 18, 2025 Full Authority Meeting be approved.

Carried

Matters Arising

- a) Media Report
- b) Project Tracking
- c) Watershed Conditions

FA84/2025

Moved by: Frank Berze

Seconded: JJ Strybosch

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

Carried

Correspondence

- a) News Release: Province Appoints Hassan Basit as Chief Conservation Executive June 2025
- b) From Kirsten Service, Director Conservation and Source Protection Branch MECP Re:
Transition of CA Program from the MNR to MECP from June 27, 2025
- c) Conservation Ontario's Federal Pre Budget Submission August 2025

FA85/2025

Moved by: Lori Baldwin-Sands

Seconded: Todd Noble

That the correspondence be received.

Carried

Statement of Revenue and Expenses**FA86/2025****Moved by: Jerry Pribil****Seconded: Jim Herbert**

That the Statements of Revenue and Expenses dated June 30, 2025 be approved.

Carried**New Business**

a) 2025 Budget Approval Timeline

FA87/2025**Moved by: Sam Trosow****Seconded: Grant Jones**

That the 2026 Budget Approval Timeline be received; and further

That the City of London 2026 Budget Submission be approved with a 4% increase to the municipal cost apportionment.

Carried

b) Kettle Creek Clean Water Initiative

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

McClure presented two projects for funding consideration.

Project 25-04 is a wetland creation project in the Municipality of Central Elgin. The total estimated project cost is \$24,769.60. The grant request is \$3,000.

Project 25-05 is a wetland creation project in the Township of Southwold. The total estimated project cost for the wetland is \$27,685 with a grant request of \$3,000.

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

FA88/2025**Moved by: Todd Noble****Seconded: Lori Baldwin-Sands**

THAT projects 25-04, 25-05 be supported through the Kettle Creek Clean Water Initiative with grants of \$3,000 each.

c) July/August/September Planning and Regulations Report

FA89/2025**Moved by:** Frank Berze**Seconded:** JJ Strybosch

That the July- September Planning and Regulations Activity Report be received.

Closed Session

The Closed Session meeting began at 10:36 a.m.

FA90/2025**Moved by:** Grant Jones**Seconded:** JJ Strybosch

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

Carried**FA91/2025****Moved by:** Sam Trosow**Seconded:** Lori Baldwin-Sands

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 11:30 a.m.

a) June 18, 2025 Closed Session Minutes

FA92/2025**Moved by:** Grant Jones**Seconded:** JJ Strybosch

That the Closed Session minutes of the June 18, 2025 Full Authority Meeting be approved.

Carried

- b) Property Matter – Security of Property
- c) Legal Matter Violation V25-001
- d) Legal Matter -Solicitor Client Privilege
- e) Legal Matter – Solicitor Client Privilege
- f) Personnel Matter

FA93/2025**Moved by:** Sam Trosow**Seconded:** JJ Strybosch

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

Carried

Upcoming Meetings

An Executive Committee meeting was scheduled for October 8, 2025 beginning at 11:00 a.m.
The next Full Authority meeting is scheduled for October 15, 2025 at 10:00 a.m.

FA94/2025

Moved by: Grant Jones

Seconded: Jerry Pribil

That the meeting adjourn at 11:34 a.m.

Carried



Elizabeth VanHooren
General Manager/Secretary Treasurer



Sharron McMillan
Vice Chair

Recorded Vote Registry FA83/2025 to FA88/2025

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

Board Member	FA83/2025	FA84/2025	FA85/2025	FA86/2025	FA87/2025	FA88/2025
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	A	A	A	A	A	A
Result	Carried	Carried	Carried	Carried	Carried	Carried

Recorded Vote Registry FA89/2025 to FA94/2025

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

Board Member	FA89/2025	FA90/2025	FA91/2025	FA92/2025	FA93/2025	FA94/2025
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	Y	Y
Strybosch	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	Y	Y
Wilson	A	A	A	A	A	A
Result	Carried	Carried	Carried	Carried	Carried	Carried

From: [Marcy McKillop](#)
To: Notice of Master Plan - Elgin Area Primary Water Supply System
Date: October 28, 2025 3:51:50 PM
Subject: [EAPWSS Notice of Master Plan.pdf](#)

Good afternoon,

Please find attached the Notice of Master Plan for the Elgin Area Primary Water Supply System Master Plan. The 30-day review period will extend until November 28, 2025.

The Master Plan report and appendix materials are available at the Master Plan [website](#).

Best regards,

Marcy McKillop, P.Eng., PMP (she/her)
Environmental Services Engineer, Regional Water Supply

Lake Huron & Elgin Area Primary Water Supply Systems

235 North Centre Road, Suite 200

London, Ontario N5X 4E7

T: 519-930-3505 ext. 4976

E: mmckillop@huronelginwater.ca

<https://huronelginwater.ca>

www.facebook.com/RegionalWaterSupply

The Lake Huron and Elgin Area Primary Water Supply Systems serve communities and people within the traditional lands of the Anishinaabek, Haudenosaunee, Lunaapéewak and Attawandaron. We honour and respect the history, languages and culture of the diverse Indigenous people who call this territory home. This region is currently home to many First Nations, Inuit and Métis. We are grateful to have the opportunity to work and live in this territory.

News from the AMMA

November - December 2025



Tour of Homes Tickets Available Now!

We're so excited to announce that Tour of Homes tickets are available now!

Friday, November 14th • 4 pm to 9 pm
Saturday, November 15th • 1 pm to 9 pm
Sunday, November 16th • 1 pm to 5 pm

Tickets available at

Aylmer-Malahide Museum & Archives (14 East St.)
online at aylmermuseum.ca

Aylmer:

A Little off the Top
Butter Me Up Soap Company
Campbells 2
Divas & Dudes Hair Care
First Impressions Hair Designing
The Flower Fountain
Hills Pharmacy (Downtown)
InStyle Salon & Spa
Mary Jane's Hair Design

Pinecroft

Sherry Gray Hair
Spare Moments Crafts Supplies

Tillsonburg:

Lux Salon and Spa
Tillsonburg Garden Gate

St. Thomas:

Family Flowers

table of contents

Tour of Homes Sneak Peek •
Page 2

Gift Basket Raffle • Page 3

Car Show Update • Page 3

From Farm to Factory Exhibit
Preview • Page 4

Then and Now • Page 4

New Acquisitions • Page 5

From Our Archives • Page 5

New Building Updates • Page 5

Upcoming Events • Page 6

Volunteer Updates • Page 6

Memberships, Sponsors,
Supporters • Pages 7-10

Tour of Homes Sneak Peek¹⁰⁵

November 14th - 16th



Tickets
\$25



Thoonen Home - 49819 John Wise Line

Built in 1989 by the homeowner's parents, she and her husband purchased the home in 2015. Since then, the family has renovated the kitchen and all four bathrooms, opened up the kitchen and living room for a more family-friendly space, and refinished the original hardwood floors and staircase.



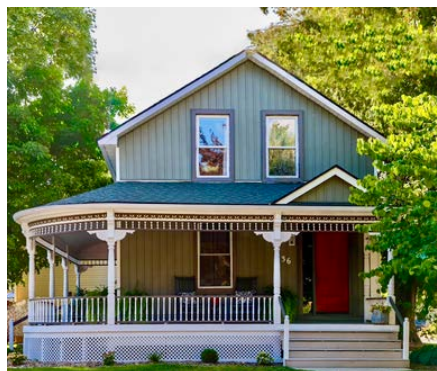
Deller Home - 8490 Imperial Road

Constructed by DeSutter Homes in 2022 to be the homeowners' retirement residence, this lovely modern-country-style home features a large front porch, office and reading area, open family room, primary bedroom with attached ensuite and walk-in closet, kitchen with large island, and finished basement.



Hayhoe Model Home - 1 Hemlock Crescent

Hayhoe Homes welcomes you this holiday season to their debut model home in Aylmer. This new-build bungalow includes two bedrooms, two bathrooms, a great room, a kitchen, and a dining room on the main floor, with a finished family room in the lower level. This home features hardwood and tile flooring, custom cabinetry, an elegant gas fireplace, and an abundance of natural light.



Vanoord Home - 36 Victoria St. N.

This Victorian home has a blend of historic character with modern updates. Original features like wide trim, tall ceilings, pine floors, and a wrap-around porch showcase its timeless appeal. As you step inside, the naturally lit living room and spacious dining area give you a sense of welcoming charm. With every season, 36 Victoria Street has a new way of showing its character.



St. Paul's United Church - 5 Queen St. N.

Originally a Wesleyan Methodist congregation, St. Paul's had its beginnings in the 1840s, with the construction of a wood-frame church on the southeast corner of Queen Street and Sydenham Street. The building was used until 1873, when a lot was acquired from James Finnie on the northeast corner of Talbot Street and Queen Street, and construction on the present church began. The new church was dedicated in October 1875 by Rev. Egerton Ryerson. The church seated over 700 people and boasted a 156-foot steeple. St. Paul's has kindly offered their property to be decorated by the Tour of Homes Committee and toured by ticket holders.

To learn more about each of the houses get your ticket today!

Gift Basket Raffle

106

Enter for your chance to win!

Our volunteer gift baskets, a visitor-favourite from the Tour of Homes, have returned! The themes this year include: scratch tickets, movie night, plants, basket of booze, night out, baking, homemade preserves, arts and crafts, pasta, baby's cozy Christmas, spa day, and hair care.

Tickets are 6 for \$5 and can be used to enter to win your choice of 12 different baskets! They can be purchased at the museum beginning November 3rd and will be available through the Tour of Homes. We'll draw the winning tickets on November 17th!

Thank you so much to our volunteers and staff who created a basket for us! They include: Betty Segui, Edie Vindasius, Sherry Bentley, Shirley Fallowfield, Scott and Darlene Beverly, Kelly Pearson, Linda Charlton, and staff Sarah Bentley, Amanda VandenWyngaert, and Kathi Vandermeer.

Special thank you to Cy's Bowling Lanes and First Impressions for their donations to our gift basket raffle!



Car Show Update

Thank you to everyone who came out to support us at our car show on October 4th. We raised \$1,090 through vehicle registrations and an additional \$425 through our 50/50 draw.

Thank you to the following for donating door prizes: Goodwill's Used Cars, Arrow Motors, Wiebe's Wheels, Salus Mutual, Bestway Auto Supply, Daags Used Tires, Aylmer Tire, Canadian Tire, Duff's Garage, North End Auto, Auto Parts Centre, Home Hardware, Wise Line Tools, and Darrin Whaley.

Thank you to to volunteers who came out and assisted us during the event, including Jeanette Pesall, Tom and Linda Charlton, Rosemary Kennedy, Betty and Roy Pickard, Ron Sawyer, and DJ Smale.

Finally thank you to the Saxonia Hall for allowing us to host our event there!

Photographs of the event courtesy of Linda Charlton. Thank you, Linda!



From Farm to Factory

Open until November 28

In 1945 Imperial Tobacco Canada constructed a plant on the west side of John St. N. in Aylmer, opening in October of 1946. The facility comprised 55 acres, and could store up to 110 million tons of tobacco. The plant was one of the largest employers in Aylmer and at its peak employed almost 600 employees.

In 1971 Imperial Tobacco consolidated their Delhi facility with the Aylmer plant as the Aylmer plant was larger and more functional. The Aylmer plant was expanded to accommodate the consolidation, almost doubling its warm storage and receiving capacities. In 2005 Imperial Tobacco restructured and moved of its tobacco production operations to Mexico. In 2007, after more than 60 years of operation, Imperial Tobacco closed the Aylmer facility.



Location:
14 East St.
Aylmer



Hours:
Monday to Friday, 10 am to 5 pm
Until November 28

Then and Now

Durkee's Celebrates 100 Years

Then: Photograph of the north side of Talbot St. E., taken by J.E. Reid on September 28, 1951. Stores including Durkee and Son and VanPatters General Electric Appliances can be seen.

Now: Stores including Durkee's Limited and By Bela.

In October of 2025 Durkee's Limited celebrated their 100th year in business! Congratulations to Kevin and Kim Cross on this amazing achievement!



New Acquisitions

108

September - October 2025

At our acquisition meetings in September and October we accepted 131 artifacts from 19 donors into our collection. One notable donation included a melodeon manufactured by George A. Prince & Co. in 1849. The melodeon was distributed by J.T. Rowe of Aylmer. The label on the interior of the lid, seen on the right, reads, "SAVE MONEY BY BUYING YOUR PIANOS OR ORGANS From J.T. ROWE THE MANUFACTURER AYLMER, ONT."

A special thank you to Acquisition Committee members Pat White, Kelly Pearson, Deb Addley, Jim McCallum, and Allan Cross for their assistance and expertise every month!



From Our Archives

100 Years Ago

Postcard with an illustration of a delivery man holding parcels and a wreath waving back at a family on a porch. The reverse is addressed to Mrs. R. Ferguson of Springfield and is postmarked Decemeber 23, 1925. The message on the reverse reads, "every body is quite well just now. Hoping this will find you all the same. Wishing you all a Merry Xmas. J."

New Building Updates

Rimkus evaluated each level individually. The structure supporting the second floor was found to be in good condition, though the proposed increase in the weight load requires that we add some reinforcements to the structure. The structural components in the basement, supporting the main floor, are in extremely poor condition. The wood and steel framing in the basement is deteriorated, and as it stands, does not comply with the Ontario Building Code. Additional framing was added to supplement some of the deterioration, but those additions were not safely installed.

With the above information in place, Rimkus is able to draft a finalized plan for our renovation. What we will be able to do with the building will be limited by the building's framing and structure. Rimkus will be able to advise us on what structural reinforcements are necessary to move forward and how much of our desired build will be feasible. We have received a preliminary draft of their concept plan for the building, including a preliminary proposed floor plan of each level.

We're currently making incremental payments for Rimkus' assistance with Phase One, which cost \$59,800. The Relocation Fund currently contains \$224,281.35.



Upcoming Events



Tour of Homes

Join us for our 21st Annual Christmas Tour of Homes! The tour will take place the weekend of November 14th to 16th, 2025.

Tour of Homes Hours:

Friday, November 14th • 4 pm to 9 pm

Saturday, November 15th • 1 pm to 9 pm

Sunday, November 16th • 1 pm to 5 pm



From Farm to Factory

Stop by before November 28th to see our current exhibit, *From Farm to Factory: The Major Industries of Aylmer and Malahide*



Last Day of the Season

Stop by before November 28th when we close for the season!



Like us on Facebook:

facebook.com/AylmerMalahideMuseumArchives



Follow us on Instagram:

instagram.com/aylmermuseum

Volunteer Updates

by Sarah Bentley, Interim Volunteer Coordinator

Thank you to the volunteers who assisted us during our car show, including Jeanette Pesall, Tom and Linda Charlton, Rosemary Kennedy, Betty and Roy Pickard, Ron Sawyer, and DJ Smale.

Director James McCallum is still hard at work on digitizing our archives! He currently has 10,956 database records to his name. Thank you, Jim!

Cathy Kasza and Bozena Boadway have been assisting us with repackaging artifacts to ensure they'll be safe for decades to come. Thank you both!

The Tour of Homes Committee has been working diligently planning our 2025 tour. Anyone interested in volunteering in a home is encouraged to reach out to us so we can add you to the list of volunteers!

As always, thank you so much to the volunteers who assist us at Jackpot Time Gaming Entertainment! A special thank you to Yvonne Gavey, Ron Sawyer, Larry Jeffery, John Bardwell, Bill Murch, Jeanette Pesall, Betty and Roy Picard, and Dennis and Bozena Boadway, for their assistance with our September and October bingo assignments! We received \$4,362 for our August bingo, and \$4,417 for our September bingo! Thank you!!

If you'd like to start volunteering with us, we would love to have you! Call us at (519) 773-9723 or email me at collections@aylmermuseum.ca if you're interested!



Photograph of Tom Charlton and Ron Sawyer assisting us at the 4th annual car show. Photograph courtesy of Linda Charlton.

Membership, Sponsors, and Supporters



**H.A. KEBBEL
FUNERAL HOME**

119 Talbot Street East
Aylmer, Ontario N5H 1H3
(519) 773-8400
email: kebbel@eastlink.ca

FUNERAL DIRECTORS kebbelfuneralhome.com

Herb Kebbel | Bob Kebbel



GRAHAM SCOTT ENNS LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

Michael Stover, CPA, CA
President - Michael S. Stover CPA Professional Corporation
Partner

mstover@gsllp.com Direct 548.482.5569

450 Sunset Drive, St. Thomas, ON N5R 5V1 519.633.0700
25 John Street, Aylmer, ON N5H 2C1 519.773.9265
www.grahamscottenns.com



BUYING OR SELLING?
Work with a community minded, experienced realtor

Jeff Wiebenga
BROKER



calljeffnow@eastlink.ca
519 773 8800  

OVER 35 YEARS REAL ESTATE EXPERIENCE

CALLJEFFNOW.COM



showcase
EAST ELGIN REALTY INC. brokerage

51 Talbot St. East Aylmer, Ont. N5H 1H3
p. 519 773 8800 f. 519 773 8809
showcaseeastelgin.com info@showcaseeastelgin.com

JACKPOT

TIME

GAMING ENTERTAINMENT



DUFF'S GARAGE
GENERAL REPAIRS & MAINTENANCE

Email: duffsgarage@amtelecom.net

380 Talbot St. E.
Aylmer, Ont. N5H 1J5

(519) 773-8500



STEELWAY
BUILDING SYSTEMS

**McNAUGHTON
FARM DRAINAGE LTD.**

Wilfrid and Rhonda McNaughton

 (519) 765-4400

Box 131, R.R. #2
Springfield, ON NOL 2J0 

Membership, Sponsors, and Supporters

Proud Sponsor

McTAGGART ARMSTRONG
INSURANCE
BROKERS

HOME • AUTO • FARM • BUSINESS

519-773-8401 Aylmer, Ontario




519-765-1724

johnnysaylmer.com

Johnny's
RESTAURANT

Licensed under LLBO

"the little place with the big taste"



Monday - Thursday 7 am-8pm • Friday & Saturday 7am-9pm • Sunday Closed
 519-765-1724 • 39 Talbot St. E., Aylmer, ON. • johnnysaylmer.com



Membership, Sponsors, and Supporters



Springfield Swans

~ are members of Swans Ontario, a service organization that provides help and assistance to the community by volunteering. To assist those in need ~ to support fellow members ~ someone who offers their hand in friendship willingly. Are part of a team that strives to make a difference in the community through fundraising, service work, making donations and having fun! Springfield Swans maintain the Mary H Pearson Memorial Garden (Cenotaph Park, Springfield), host an annual Senior's "Christmas in July" event and a monthly Senior's afternoon on the second Tuesday of each month. Donations primarily are kept to local ventures, and include the school, fire department, parade, Fun Day, and area charities like the Aylmer Museum. Fundraising is varied and includes an annual Community Beef Supper (each year in support of a new charity), Bake Sales, Community Birthday Calendars and assignments at Jackpot Time Entertainment Centre in St Thomas. Anyone who is 18 years of age or older, who is service minded and invited into the club may be a member.

"Volunteering for a Better Community"

Check out our Facebook Page: Springfield Swans Club - Ontario ~~~ PO Box 179, Springfield, ON N0L 2J0



Two Great Locations To Serve You Better!

HILLS DOWNTOWN
35 TALBOT ST. E.
519-773-9263

HILLS CLINIC
420 TALBOT ST. W.
519-765-2880

www.hillspharmacy.ca

Rx PharmaChoice *Advice for Life*

Goodwill's usedcars.com
Over 250 used vehicles to choose from
We Finance

Aylmer • Ontario

SALES 519 765-1047 SERVICE 519 773-9607

Membership, Sponsors, and Supporters

2025 Friend of the Museum

Judy Anderson
Chris Dancey
Ann Donkers
Susan Graves
Sylvia Hall
Mike & Penny Hilliker
Lynn Johnston
John & Henrietta Karn
Ella Killough
Jim McCallum
Bill Murch
Ron & Colleen Sawyer
Lynda Shelly
Kathi Vandermeer
Edie Vindasius
Ken & Mary Wilson

2025 Supporter

Dennis & Bozena Boadway
Jack Couckuyt
Shirley Fallowfield
Robert Habkirk
Herb & Jeannette Kebbel
Melanie MacNeil
Patrick & MaryAnn Hunter
Donald Kunz
Mary Jane Lampman
Kim Sheppard-Veldhuizen
Kim & DJ Smale
Bertha Strickland

If you have not paid your 2025 membership and still wish to do so, please contact Kathi at officemanager@aylmermuseum.ca.

2025 Founder

Linda & Tom Charlton
Rebecca Horeth & Reilly Ragot
Doreen & Jim MacIntyre
Dave & Judy Mennill
Kelly Pearson
Kathleen & Harvey Tribe

2025 Benefactor

Deb & Carl Bagshaw
Keith & Anne Howe
Larry & Jacquie Jeffery
Rosemary Kennedy
Susan Kyle & John Beekman

2025 Associate

Marvin Ryder
Knights of Columbus
Tom Hill
Rhonda & Wilf McNaughton

2025 Sponsors

Aylmer Canadian Tire
Aylmer & Area Community Foundation
Aylmer Legion
Canadian Museum Association
Canada Summer Jobs
Community Foundations of Canada
Eastlink
Springfield Swans
Town of Aylmer
Township of Malahide
Ministry of Tourism, Culture & Sport
Young Canada Works

Thank you all for your continued support!

From: [MECP Land Policy \(MECP\)](#)
To: [MECP Land Policy \(MECP\)](#)
Subject: Amendments to the Excess Soil Regulation and Records of Site Condition Regulation
Date: October 24, 2025 2:28:59 PM

You don't often get email from mecp.landpolicy@ontario.ca. [Learn why this is important](#)

Greetings,

Ontario is committed to reducing regulatory burdens to help accelerate the development of housing, highways and other critical infrastructure. I am reaching out to share that Ontario has finalized amendments to two regulations under the *Environmental Protection Act*, O. Reg. 406/19: On-Site and Excess Soil Regulation (Excess Soil Regulation) and O. Reg. 153/04 (Records of Site Condition Regulation), and the Rules for Soil Management and Excess Soil Quality Standards (Soil Rules).

I. Excess Soil Regulatory Amendments

Taking feedback into consideration on proposed amendments described in ERO [019-9196](#), which was posted from October 18, 2024 - November 21, 2024, Ontario has updated the Excess Soil Regulation and Soil Rules to enable greater reuse of excess soil, provide added flexibility in soil management options, and reduce costs for businesses.

The amendments to the Excess Soil Regulation and Soil Rules include:

- Exempting aggregate reuse depots from the requirement for a waste environmental compliance approval (ECA), subject to certain conditions. The depots must also comply with requirements governing waste management and the operation of the site.
- Enabling greater reuse of excess soil, aggregate and stormwater management pond sediment with asphalt-related standards exceedances in areas covered by asphalt, and greater reuse of excess soil and aggregate with naturally occurring exceedances of reuse standards.
- Allowing greater reuse of soil between similar infrastructure project areas and reuse sites of the same project leader or where the reuse site owner or operator is a public body.
- Removing reuse planning requirements (other than a notice in the Excess Soil Registry) for excess soil moved between infrastructure project areas and reuse sites with different owners or where the reuse site is not owned or operated by a public body.
- Allowing in-situ sampling of SWMP sediment to reduce sampling and storage, making sediment management more practical and less costly or time-consuming.
- Providing sampling frequency flexibility for parameters that are not anticipated at a site.
- Other clarifications, corrections and minor amendments.

More information on the finalized amendments may be found in the [decision notice \(ERO 019-9196\)](#) posted on the Environmental Registry. Links to the regulation as well as existing educational material can be found on MECP's [Handling Excess Soil website](#).

II. Records of Site Condition Regulatory Amendments

Taking feedback into consideration on proposed amendments described in ERO [019-9310](#), which was posted from November 20, 2024 - January 10, 2025, Ontario has made amendments to the RSC Regulation to:

1. Prohibit the submission of an RSC for filing in the ministry's RSC registry in specified circumstances when the RSC is not required by regulation and there is no identified risk of contamination, and as such it is not necessary support brownfields redevelopment; and
2. Expand an existing exemption from the regulatory requirement to file an RSC in the RSC Registry, when changing the use of commercial and community use buildings to mixed use, with residential or other sensitive uses to enable faster redevelopment of these buildings to housing.

An educational document related to the RSC amendments and on alternatives to requesting an RSC has been included in the ERO posting.

Please pass this information along to colleagues, members of your organization, other organizations and anyone else that may be interested.

We would like to thank everyone who took the time to share input.

If you have any questions or would like to discuss these amendments or other aspects of the Excess Soil Regulation or Records of Site Condition Regulation, please contact Reema Kureishy or Sanjay Coelho at MECP.LandPolicy@ontario.ca.

Sincerely,

Original Signed by:

Robyn Kurtes
Director, Environmental Policy Branch
Ministry of the Environment, Conservation and Parks

October 27, 2025

The Right Honourable Mark Carney P.C., O.C., M.P.
Office of the Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2

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

Dear Prime Minister Carney and Premier Ford:

Re: Removing HST/GST from New Homes to Support Housing Affordability

At its meeting of October 21, 2025, the Council of the Town of Bradford West Gwillimbury adopted the enclosed motion calling on the Governments of Canada and Ontario to remove the federal and provincial portions of the HST from new homes purchased as primary residences.

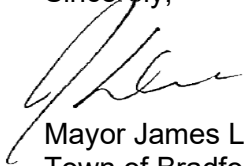
This measure would extend the relief already provided for purpose-built rental housing to families seeking to buy their first home. It represents a practical, immediate step toward improving affordability and supporting new housing supply.

For an average new home in our community, the 13 percent HST adds tens of thousands of dollars to the purchase price, a burden that directly undermines our shared goal of making homeownership affordable for working families and seniors. Removing that tax would provide meaningful relief.

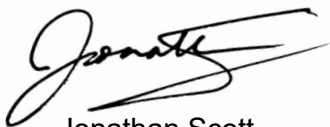
Bradford West Gwillimbury is one of Ontario's fastest-growing municipalities, investing heavily in growth-related infrastructure while working to keep housing within reach. We urge both levels of government to work together on this change as part of a broader strategy to make homeownership attainable again for young Canadians. Simply put, cutting taxes in this way will help make life more affordable.

We would welcome the opportunity to contribute to any federal-provincial review of housing-related taxation and policy tools that can help deliver more affordable homes.

Sincerely,



Mayor James Leduc
Town of Bradford West Gwillimbury



Jonathan Scott
Councillor, Ward 2

encl.

cc:

Hon. François-Phillipe Champagne PC MP
Hon Peter Bethlenfavy MPP
Hon. Caroline Mulroney MPP
Federation of Canadian Municipalities (FCM)
All Ontario Municipalities

Hon. Gregor Robertson PC MP
Hon. Rob Flack MPP
Scot Davidson MP
Association of Municipalities of Ontario (AMO)

October 27, 2025

VIA EMAIL

Re: Removing HST/GST from New Homes to Support Housing Affordability

At its Regular Meeting of Council held on Tuesday, October 21, 2025, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2025-343

Moved by: Councillor Scott

Seconded by: Councillor Duhaney

WHEREAS housing affordability is one of the most pressing issues facing Ontario families;

WHEREAS the federal government recently announced GST relief for first-time homebuyers on new homes, and the Province of Ontario removed the provincial share of HST on new purpose-built rental housing; and

WHEREAS the current HST rate on new homes in Ontario is 13%, which adds tens of thousands of dollars to the cost of a typical home, e.g. about \$117,000 on a \$900,000 home in Bradford before any existing rebates;

THEREFORE, BE IT RESOLVED that the Council of the Town of Bradford West Gwillimbury calls on the Government of Canada to remove the GST/HST from all new homes purchased as primary residences, and to work in partnership with the Government of Ontario to ensure full elimination of the provincial portion as well; and

BE IT FURTHER RESOLVED that this resolution be circulated to the Prime Minister of Canada, Minister of Finance and the Minister of Housing, Infrastructure and Communities; and to the Premier of Ontario, the Ontario Minister of Finance, the Ontario Minister of Municipal Affairs and Housing, our local MP and MPP, the Association of Municipalities of Ontario, and to all municipalities in Ontario.

CARRIED

Please find enclosed a letter from Mayor James Leduc and Ward 2 Councillor Jonathan Scott.

Thank you for your consideration of this request.

Regards,

A handwritten signature in blue ink that reads "Tara Reynolds".

Tara Reynolds
Clerk, Town of Bradford West Gwillimbury
(905) 775-5366 Ext 1104
treynolds@townofbwg.com

CC: Hon. Mark Carney, Prime Minister of Canada
Hon. François-Philippe Champagne, Minister of Finance
Hon. Gregor Robertson, Minister of Housing, Infrastructure and Communities
Hon. Doug Ford, Premier of Ontario
Hon. Peter Bethenfalvy, Minister of Finance, Ontario
Hon. Rob Flack, Minister of Municipal Affairs and Housing, Ontario
Scot Davidson, MP New Tecumseth-Gwillimbury
Hon. Caroline Mulroney, MPP York-Simcoe
Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
All Municipalities in Ontario



The Corporation of the Township of Moonbeam
 53 St. Aubin Avenue, P.O. Box 330
 Moonbeam, ON P0L 1V0
 TEL (705)-367-2244 FAX (705)-367-2610
moonbeam@moonbeam.ca

ITEM REQUEST FORM

This Item Request Form and any written submission or background information for consideration by the Clerk and the Mayor must be submitted to the Clerk by:

9 a.m. - Ten (10) calendar days prior to the requested meeting date

Requester: Luc Léonard, Mayor		
Date: July 21, 2025		
Head of Department	Councillor X	Citizen
Email Address:		
Item to be discussed: /That Council adopt a resolution for provincial action to eliminate aerial spraying of glyphosate.		
Description of Item: Following an announcement on July 17, 2025 of the Ontario Ministry of Natural Resources in regards to the aerial spraying of the Gordon Cosens Forest which affects the Municipality of Moonbeam, attached is a resolution to urge the provincial government to take action to end the aerial spraying of glyphosate due to the negative impact on the environment; wildlife; use of land; drinking water; and human health.		

The Corporation of the Township of Moonbeam

WHEREAS, the use of aerial spraying of glyphosate for forestry poses significant biodiversity loss; harmful health affects on wildlife; loss of use of land for recreational, tourism, and hunting/ gathering purposes; water contamination; and concerns about the affects on human health.

- Loss of biodiversity as glyphosate kills broadleaf plants, and reduces habitat diversity. This can also lead to soil erosion due to loss of vegetation and loss of habitat and nutrient sources for wildlife, insects, and aquatic life. Glyphosate promotes monoculture, which reduces forest resilience, and also kills non-targeted species.
- Species such as moose, birds, snowshoe hares, and insects lose their food and shelter due to glyphosate spraying, and the ability to move away from spraying safely has not been adequately studied.
- Sprayed areas can look dead or scorched. The land use for recreation, tourism, and hunting/ gathering can be lost. Future growth of vegetation can be impeded, with an uncertain future for land use. Berries such as blueberries and raspberries are killed after being sprayed;
- Contamination of waterways including rivers, lakes and wetlands by winds carrying glyphosate and potential spills harming aquatic life and ecosystems;
- Contamination of drinking water sources with glyphosate, posing potential human health risks;

- Aerial glyphosate spraying can drift into nearby communities, roads, and waterways. Chronic exposure to glyphosate has suspected negative impact contributing to human health, including endocrine disruption and concerns that it is carcinogenic.

- The need for more comprehensive, long-term solutions that cannot be achieved through isolated municipal efforts;

AND WHEREAS, municipalities have a limited ability to address the issue of the aerial spraying of glyphosate, particularly on crown land, and require provincial leadership and regulation;

AND WHEREAS, the Province of Ontario has a responsibility to protect the environment and public health, and must take action to reduce the harm caused by aerial spraying of glyphosate;

THEREFORE, BE IT RESOLVED THAT:

1. The Municipality of Moonbeam urges the Federal and Provincial Governments to take immediate action to end the aerial spraying of glyphosate.
2. The Municipality of Moonbeam calls for the province to form and fund an expert stakeholder advisory committee to advise on the best courses of action to protect the land, vegetation, wildlife, waterways, air and humans from the harmful effects of aerial spraying of glyphosate.
3. The Municipality of Moonbeam commits to working with the Province of Ontario and other municipalities to advocate for stronger provincial leadership on aerial spraying of glyphosate.
4. The Municipality of Moonbeam directs its staff to actively participate in any provincial initiatives or task forces related to the aerial spraying of glyphosate.

BE IT FURTHER RESOLVED THAT:

A copy of this resolution be forwarded to the following: the Honourable Minister of Environment, Conservation and Parks, the Association of Municipalities of Ontario, and other relevant provincial and regional agencies.

July 21, 2025

Luc Léonard, Mayor

Brigitte Gravel, Clerk

The Corporation of the Municipality of St. Charles
RESOLUTION PAGE

Regular Meeting of Council



Agenda Number: 5.4.1.
Resolution Number 2025-241
Title: Resolution of Support - Stop the Spray Canada
Date: October 15, 2025

Moved by: Councillor Pothier
Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution No. 125-2025 passed on August 7, 2025 by the The Corporation of the Township of Moonbeam, regarding the aerial spraying of glyphosate;

AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Minister of Environment, Conservation and Parks; our local Member of Provincial Parliament (MPP); the Association of Municipalities of Ontario (AMO); the Federation of Northern Ontario Municipalities (FONOM); and all Ontario Municipalities.


MAYOR

CARRIED



Hon. Paul Calandra
438 University Ave
15th Floor, Toronto
ON M7A 2A5

VIA EMAIL:

paul.calandra@pc.ola.org

MPP Joseph Racinsky
181 St. Andrew Street East,
Unit 4 (2nd Floor)
Fergus, ON N1M 1P9

VIA EMAIL:

joseph.racinsky@pc.ola.org

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

October 17, 2025

Association of
Municipalities of Ontario
(AMO)

VIA EMAIL:

amo@amo.on.ca

RE: 6.16 City of Dryden Council Resolution regarding Mandatory water safety and Swim-to-Survive training in Elementary Curriculum

Please be advised that Township of Puslinch Council, at its meeting held on October 8, 2025 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2025-308:

Moved by Councillor Bailey and
Seconded by Councillor Hurst

That the Consent Agenda items listed for October 8, 2025 Council meeting with the exception of items, 6.16 be received for information. Send support resolution accordingly.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Director of Corporate Services/Municipal Clerk

CC: All Ontario Municipalities

THE CORPORATION OF THE CITY OF DRYDEN

MOVED BY: Price

DATE: 22-Sep-25

SECONDED BY: Klewning

RESOLUTION NO.: 14

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

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

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

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

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

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

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

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

MAYOR: Harrison



Corporation of the Municipality of Calvin Council Resolution

Date: October 29, 2025

Plympton-Wyoming Resolution-Conservation Fee Freeze

Resolution Number: 2025-310

Moved By: Councillor Moreton

Seconded By: Councillor Latimer

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin supports the Town of Plympton-Wyoming-Conservation Reconsideration of the Fee Freeze Mandate and that a copy of this resolution as well as Plympton-Wyoming resolution be sent to the list of representatives provided by The Town of Plympton-Wyoming.

Result: Carried

CERTIFIED to be a true copy of
Resolution No. 2025-310 passed by the
Council of the Municipality of Calvin Township
on the 28th day of October, 2025.

Donna Maitland
CAO/Clerk/Treasurer



Date: 8 October 2025 2

Moved By: Councillor Kristen Rodrigues

Seconded By: Councillor Alex Boughen

Whereas conservation authorities serve a critical function in safeguarding Ontario's natural heritage, overseeing watershed management, mitigating flood risks, and advancing climate resilience;

And whereas the Province of Ontario's recent mandate to freeze conservation authority fees has significantly hindered their capacity to deliver essential services;

And whereas Conservation Authorities are now expected to process an increasing volume of permit applications under a fee structure that remains frozen, despite rising costs of living and wage pressures, further compounding operational and fiscal challenges;

And whereas municipalities are increasingly compelled to absorb the resulting financial shortfalls, leading to unsustainable downloading of costs onto local taxpayers;

And whereas the intent behind the provincial fee freeze was to reduce development-related expenses and accelerate housing supply;

And whereas this policy has inadvertently shifted the financial burden from a user-pay cost recovery model to the municipal tax base, thereby straining local budgets and compromising the principle of fair and equitable funding;

Now Therefore, be it resolved that the Council of the Town of Plympton-Wyoming urges the Province of Ontario to reconsider the fee freeze mandate and to implement a funding framework that protects municipal taxpayers from cost recovery deficits, while supporting a sustainable and balanced approach to conservation authority financing.

✓
Carried

Defeated

Deferred

	Yay	Nay
Gary L. Atkinson	☐	☐
Netty McEwen	☐	☐
Alex Boughen	☐	☐
Kristen Rodrigues	☐	☐
John van Klaveren	☐	☐
Mike Vasey	☐	☐
Bob Woolvett	☐	☐

Date:

8 October 2025

2

Moved By:

Councillor Kristen Rodrigues

Seconded By:

Councillor Alex Boughen

Whereas conservation authorities serve a critical function in safeguarding Ontario's natural heritage, overseeing watershed management, mitigating flood risks, and advancing climate resilience;

And whereas the Province of Ontario's recent mandate to freeze conservation authority fees has significantly hindered their capacity to deliver essential services;

And whereas Conservation Authorities are now expected to process an increasing volume of permit applications under a fee structure that remains frozen, despite rising costs of living and wage pressures, further compounding operational and fiscal challenges;

And whereas municipalities are increasingly compelled to absorb the resulting financial shortfalls, leading to unsustainable downloading of costs onto local taxpayers;

And whereas the intent behind the provincial fee freeze was to reduce development-related expenses and accelerate housing supply;

And whereas this policy has inadvertently shifted the financial burden from a user-pay cost recovery model to the municipal tax base, thereby straining local budgets and compromising the principle of fair and equitable funding;

Now Therefore, be it resolved that the Council of the Town of Plympton-Wyoming urges the Province of Ontario to reconsider the fee freeze mandate and to implement a funding framework that protects municipal taxpayers from cost recovery deficits, while supporting a sustainable and balanced approach to conservation authority financing.

✓

Carried

Defeated

Deferred

	Yay	Nay
Gary L. Atkinson	☐	☐
Netty McEwen	☐	☐
Alex Boughen	☐	☐
Kristen Rodrigues	☐	☐
John van Klaveren	☐	☐
Mike Vasey	☐	☐
Bob Woolvett	☐	☐

From: protection, source (MECP)

Sent: October 20, 2025 4:37 PM

Subject: Proposal to accelerate and improve protections for Ontario's drinking water sources

Greetings,

The Ministry of the Environment, Conservation and Parks (MECP) is committed to ensuring that future and existing sources of drinking water are protected from contamination and depletion through the Clean Water Act, 2006 (CWA).

Source protection plans and their amendments are necessary to safeguard Ontario's sources of drinking water. However, after implementing the Act for 20 years, the ministry has determined that the processes in place to develop and amend these plans are lengthy and unnecessarily complex

To remove redundancies and accelerate protections for drinking water sources, MECP is proposing changes to the CWA and related regulations. We're sharing this information to invite your input on the proposal. The legislation has been introduced in the house and the legislative proposal notice is now posted for comment on the Environmental Registry under registry number 025-1060 until November 19, 2025. In addition, the Ministry is also consulting on a regulatory proposal under registry number 025-1104 until December 4, 2025.

The proposed changes would maintain a high standard of protection for drinking water sources, while:

- o Allowing local source protection authorities to approve certain routine updates to source protection plans.
- o Allowing additional minor types of plan amendments (such as modifications that are administrative in nature) to proceed without approval or consultation.
- o Setting clear timelines for approval by the Minister of source protection plan amendments.
- o Simplifying consultation requirements on plan amendments while ensuring the right people are engaged at the right time.
- o Enabling the use of new drinking water sources (such as wells and intakes) faster where protections are already in place.
- o Changing how policies affecting "prescribed instruments" (such as permits and licences are used to manage risks to drinking water.

You can submit comments on this proposal through the Environmental Registry at ero.ontario.ca, ERO Notice 025-1060 for the legislative proposal and ERO Notice 025-1104 for the regulatory proposal, or by emailing us directly at source.protection@ontario.ca.

We also invite you to participate in an online information session where ministry staff will present an overview of the proposal and will be available to answer questions. Two sessions will be held on:

- November 5, 2025 at 10am
- November 12, 2025 at 1:30pm

To register for either of these sessions, please email source.protection@ontario.ca with the subject line “CWA Information Session,” and indicate your preferred session. We’ll reply with details on how to join.

Thank you for your continued support for the protection of Ontario’s sources of drinking water.

Sincerely,

Director, Conservation and Source Protection Branch | Land and Water Division

Ministry of Environment, Conservation and Parks

705-987-5144 | kirsten.service@ontario.ca


CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

October 23, 2025

Via email: doug.fordco@pc.ola.org

Premier's Office
 Room 281
 Main Legislative Building, Queen's Park
 Toronto, ON M7A 1A5

Dear Hon. Doug Ford,

Re: Ontario Community Infrastructure Fund

Please be advised that South Huron Council passed the following resolution at their October 20, 2025, Regular Council Meeting:

418-2025
 Moved By: Aaron Neeb
 Seconded by: Jim Dietrich

That South Huron Council supports the Township of Edwardsburgh Cardinal September 29, 2025, Resolution regarding Ontario Community Infrastructure Fund (OCIF); and

That this supporting resolution and originating correspondence be circulated to the Premier, Minister of Infrastructure, Minister of Municipal Affairs and Housing, Minister of Finance, MPP Thompson, AMO, OSUM, FCM, all Ontario municipalities.

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator
 Municipality of South Huron
kwebster@southhuron.ca
 519-235-0310 x. 232

Encl.

cc: Minister of Infrastructure Hon. Kinga Surma, kinga.surma@pc.ola.org;
Minister of Municipal Affairs and Housing, Hon. Rob Flack,
rob.flack@pc.ola.org; Minister of Finance, Hon. Peter Bethlenfalvy,
peter.bethlenfalvy@pc.ola.org; MPP Lisa Thompson,
lisa.thompson@pc.ola.org; AMO, resolutions@amo.on.ca; OSUM,
osum@osum.ca; FCM, resolutions@fcm.ca; and all Ontario Municipalities



EDWARDSBURGH CARDINAL

Phone: 613-658-3055
 Fax: 613-658-3445
 Toll Free: 866-848-9099
 E-mail: mail@twpec.ca

P.O. Box 129,
 18 Centre St.
 Spencerville, Ontario
 K0E 1X0

VIA EMAIL

Tuesday, October 14, 2025

The Honourable Doug Ford, Premier of Ontario
 The Honourable Kinga Surma, Minister of Infrastructure
 The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 The Honourable Francois-Phillipe Champagne, Minister of Finance
 Association of Municipalities of Ontario (AMO)
 Ontario Small Urban Municipalities (OSUM)
 Federation of Canadian Municipalities (FCM)
 The United Counties of Leeds and Grenville
 All Upper- and Lower-Tier Municipalities in Ontario

Please be advised that at its Regular Council meeting held on Monday, September 29, 2025, the Council of the Township of Edwardsburgh Cardinal unanimously adopted the following resolution:

RESOLUTION: Ontario Community Infrastructure Fund (OCIF)

WHEREAS the Township of Edwardsburgh Cardinal acknowledges that municipal infrastructure—roads, bridges, water and wastewater systems—underpins public safety, economic vitality and quality of life in Ontario’s rural and small urban communities;

WHEREAS the Ontario Community Infrastructure Fund (OCIF) was created in 2015 to assist small and rural municipalities facing infrastructure deficits that exceed their local revenue capacities;



EDWARDSBURGH CARDINAL

Phone: 613-658-3055
 Fax: 613-658-3445
 Toll Free: 866-848-9099
 E-mail: mail@twpec.ca

P.O. Box 129,
 18 Centre St.
 Spencerville, Ontario
 K0E 1X0

WHEREAS in 2022 the Government of Ontario committed to increase the annual OCIF envelope from \$100 million to \$400 million over a five-year term, with that commitment scheduled to expire at the end of fiscal 2026;

WHEREAS fixed funding levels amid rising labour, materials and climate resilience costs have eroded the purchasing power of the \$400 million envelope, jeopardizing municipalities' ability to deliver and sustain essential services without incurring unsustainable debt;

WHEREAS predictable, multi-year funding indexed to real-world cost drivers is critical for municipalities to develop, finance and execute long-term asset management plans, reduce emergency repairs and leverage complementary federal and private infrastructure financing;

WHEREAS the Township of Edwardsburgh Cardinal requires a steadfast provincial partner to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability and equitable access for all small and rural municipalities;

NOW THEREFORE BE IT RESOLVED THAT

1. The Township of Edwardsburgh Cardinal calls upon the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets.
2. The Province be requested to index the total annual OCIF envelope—and each individual municipal allocation—to the Ontario Consumer Price Index (CPI), calculated on a calendar-year basis and disbursed in the first quarter of each fiscal year.
3. The Ministry of Infrastructure establish a new five-year OCIF funding framework that guarantees annual envelopes and allocation percentages by municipality, enabling long-term capital planning and stable cash-flow management.
4. The Province undertake a formal review of the OCIF allocation formula at least once every four years, incorporating current municipal asset management data, demographic projections, climate resilience metrics and rural equity considerations.
5. A dedicated contingency reserve equal to 5 percent of the annual OCIF envelope be created within the fund to address extraordinary cost escalations, emergency repairs or project overruns without reallocating core funding.

**EDWARDSBURGH CARDINAL**

Phone: 613-658-3055
Fax: 613-658-3445
Toll Free: 866-848-9099
E-mail: mail@twpec.ca

P.O. Box 129,
18 Centre St.
Spencerville, Ontario
K0E 1X0

6. The Ministry of Infrastructure publish an annual OCIF performance report—including program disbursements, allocation adjustments and reserve expenditures—in a transparent, publicly accessible online dashboard.
7. The Clerk of the Township of Edwardsburgh Cardinal forward this resolution to:
 - The Honourable Doug Ford, Premier of Ontario
 - The Honourable Kinga Surma, Minister of Infrastructure
 - The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 - The Honourable Francois-Phillipe Champagne, Minister of Finance
 - Association of Municipalities of Ontario (AMO)
 - Ontario Small Urban Municipalities (OSUM)
 - Federation of Canadian Municipalities (FCM)
 - The United Counties of Leeds and Grenville
 - All upper- and lower-tier municipalities in Ontario

If you have any questions, please contact me at the email address below.

Sincerely,

A handwritten signature in blue ink, appearing to read 'N. Charette'.

Natalie Charette
Interim Clerk
clerk@twpec.ca

To be shared with council members

RECEIVED

OCT 31 2025

On Saturday, October 25th, I was fortunate enough to attend a wonderful performance by the group "Dala", at the Old Town Hall. This was their third visit to Aylmer and they were eager to return in the future. For those of you who have never had a chance to attend the Aylmer Performing Arts, you are truly missing out on a wonderful experience. All performers are impressed by the great acoustics.

The Performing Arts Council, along with volunteers work tirelessly to bring top notch performers here to our town.

The performance was sold out and extra seating was needed. There were people in attendance as far away as Ohio and New York State. That says a lot for all of the hard work that is put in to bringing all of this together.

Now try to visualize nearly 200 people out in that small lobby jostling to get their drink and cookie as well as use the only 2 washrooms. We are crammed in like sardines. and we only have 20 minutes to accomplish this.

Now picture what it could be like if we could have an addition at the back with a larger lobby providing space for adequate washrooms and room to mingle, and not worry about spilling our drink on someone.

The theatre is a true gem in downtown Aylmer and we should do everything, not only to maintain it but to improve it.

Susan Graves

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 25-59**

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 November 6, 2025 in respect of each motion, resolution and other action taken by the Council of the Township of Malahide at such meeting is, except where the prior approval of the Ontario Municipal Board or other authority is required by law, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. THAT the Mayor and the appropriate officials of the Township of Malahide are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Malahide referred to in the proceeding section.
3. THAT the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Malahide.
4. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 6th day of November, 2025.

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

Mayor, D. Giguère

Clerk, A. Adams