



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

November 20, 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 November 6, 2025
- (G) Public Meetings & Committee of Adjustment
- (H) Delegations
 - Walker Resilient Generation 2.0 Inc. – Presentation by Matt Lensink & John van Logtenstein
 - 1) Imperial Road Power Plant
 - 2) Walker Dairy Rural Power Resiliency Expansion Project
- (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:

- PW-25-36 – Road Surface Conversion Policy
- (J) Unfinished Business
- (K) New Business
 - DS-25-41 - Walker Dairy Resilient Energy 2.0 Inc. – IESO LT2 Bid – Concession NTR North Part Lot 83 (10711 Imperial Road)

- DS-25-40 - Walker Dairy Resilient Energy 2.0 Inc. – IESO LT2 Bid – Concession NTR North Part, Part Lot 105 (9608 Carter Road)

(L) By-laws

- 25-60 – Procedural By-law
- 25-52 – Brooks Drain Improvement 3rd reading

Committee of the Whole

(M) Business for Consideration

- PW-25-41- Recycling Collection from Non-Eligible Sources

(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 – November 6, 2025 and November 13, 2025
2. Long Point Region Conservation Authority Board of Directors Meeting Minutes – October 1, 2025
3. Ministry of the Environment, Conservation and Parks - Consultation on the proposed boundaries for the regional consolidation of Ontario's conservation authorities
4. Middlesex County - County of Middlesex Official Plan Amendment No. 4 Combined Notice of Public Open House and Public Meeting
5. Township of Edwardsburgh Cardinal - Ontario Community Infrastructure Fund (OCIF)
6. Corporation of the Municipality of Wawa – Rent Protection for Tenants
7. Springfield Santa Claus Parade Committee – Road Closure Request on December 6, 2025

Closed Session

- Closed Meeting Minutes – October 16, 2025
- Labour Relations or Employee Negotiations Matters – Employment Contracts (Section 239 (2)(d))

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 20, 2025, Regular Council Meeting Agenda be approved as presented.
2. THAT the minutes of the regular council meeting of Council held on November 6, 2025, be adopted.
3. Whereas, at its November 6, 2025 meeting, the Committee of the Whole recommended to Council:

- a. 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.

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

4. THAT Report No. DS-25-41 entitled "Walker Dairy Resilient Energy 2.0 Inc. – IESO LT2 Bid – Concession NTR North Part Lot 83 (10711 Imperial Road)" be received;

AND THAT the Council of the Township of Malahide supports the proposed bid by passing the resolution attached to this report as Schedule A.

5. THAT Report No. DS-25-40 entitled "Walker Dairy Resilient Energy 2.0 Inc. – IESO LT2 Bid – Concession NTR North Part, Part Lot 105 (9608 Carter Road)" be received;

AND THAT the Council of the Township of Malahide supports the proposed bid by passing the Municipal Support Resolution as attached to this report.

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

- 25-60 – Procedural By-law

AND THAT the following by-law be now read a third time and finally passed:

- 25-52 – Brooks Drain Improvement

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

8. THAT Report No. PW 25 41 entitled "Recycling Collection from Non-Eligible Sources" be received;

AND THAT the Committee recommend to Council to approve the discontinuance of curbside recycling collection at all Non-Eligible Sources within the Township effective January 1, 2026.

9. RESOLVED THAT we do now move out of Committee of the Whole and reconvene the regular council meeting.
10. RESOLVED that the following correspondence items be received and filed:
 1. AMOWatchfile – November 6, 2025 and November 13, 2025
 2. Long Point Region Conservation Authority Board of Directors Meeting Minutes – October 1, 2025
 3. Ministry of the Environment, Conservation and Parks - Consultation on the proposed boundaries for the regional consolidation of Ontario's conservation authorities
 4. Middlesex County - County of Middlesex Official Plan Amendment No. 4 Combined Notice of Public Open House and Public Meeting
 5. Township of Edwardsburgh Cardinal - Ontario Community Infrastructure Fund (OCIF)
 6. Corporation of the Municipality of Wawa – Rent Protection for Tenants
 7. Springfield Santa Claus Parade Committee – Road Closure Request on December 6, 2025
11. THAT Council move into Closed Session at ____ p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:
 - Closed Meeting Minutes – October 16, 2025
 - Labour Relations or Employee Negotiations Matters – Employment Contracts (Section 239 (2)(d))
12. THAT Council move out of Closed Session and reconvene at ____ p.m. in order to continue with its deliberations.
13. THAT By-law No.25-63, being a Confirmatory By-law, be given first, second and third readings and be properly signed and sealed.
14. RESOLVED THAT we do now adjourn at _____ p.m. to meet again on December 4, 2025 at 7:00p.m.

The Corporation of the Township of Malahide
November 6, 2025 – 7:00p.m.
Virtual Meeting - https://youtu.be/_0Fxza0TnYE

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, and Manager of Facilities and Contract Administration D. Pennings.

CALL TO ORDER:

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

APPROVAL OF AGENDA:

No. 25-380

Moved By: John H. Wilson

Seconded By: Rick Cerna

THAT the November 6, 2025, Regular Council Meeting Agenda be approved as presented. with the following amendment:

- OPP meeting announcement

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature therefore:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Section G – Court of Revision – Brooks Drain Branch A Improvement. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

ANNOUNCEMENTS:

Deputy Mayor Widner reported from an OPP meeting that overall crime statistics for the month are down, with the exception of a recent cyber scam incident in Malahide. He reminded residents to be cautious of online scams. He also noted that deer-related vehicle collisions are on the rise in the area and reminded residents to be alert for deer when driving.

ADOPTION OF MINUTES:

No. 25-381

Moved By: Scott Lewis
Seconded By: Rick Cerna

THAT the minutes of the regular council meeting held on October 16, 2025 be adopted.

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

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

- Court of Revision – Brooks Drain Branch A Improvement

No. 25-382
Moved By: Scott Lewis
Seconded By: Rick Cerna

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

Carried

No. 25-383
Moved By: Sarah Leitch
Seconded By: John H. Wilson

THAT the Court of Revision for the Brooks Drain Branch A Improvement be called to order at 7:07p.m.;

AND THAT Dominique Giguère be appointed Chair.

Carried

No. 25-384
Moved By: Sarah Leitch
Seconded By: John H. Wilson

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.

Carried

No. 25-385

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Court of Revision relating to the Brooks Drain Branch A Improvement be adjourned and the Council Meeting reconvene at 7:10p.m.

Carried

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

- Public Meeting – Zoning By-law Application –D14-Z11-25-Empey – 50845
Glencolin Line

No. 25-386

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT Council adjourns its Regular Meeting at 7:11p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act*.

Carried

Mayor Giguère advised that the purpose of this Public Meeting is to consider an application to amend the zoning of the subject property.

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on October 22nd and October 29th. In addition, affected property owners within 120 meters were mailed a notice at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère invited comments from those in attendance and there were none.

Mayor Giguère invited comments from Council Members and there were none.

No. 25-387

Moved By: Rick Cerna

Seconded By: John H. Wilson

THAT the Planning Public Meeting adjourn at 7:15p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.

Carried

No. 25-387

Moved By: John H. Wilson

Seconded By: Mark Widner

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.

Carried

- Public Meeting – Zoning By-law Application – D14-Z12-25 – Anselm – 49604 Talbot Line

No. 25-387

Moved By: Sarah Leitch

Seconded By: Scott Lewis

THAT Council adjourns its Regular Meeting at 7:16p.m. in order to convene in a Public Meeting under Section 34(12) of the *Planning Act*.

Carried

Mayor Giguère advised that the purpose of this Public Meeting is to consider an application to amend the zoning of the subject property.

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on October 22nd and October 29th. In addition, affected property owners within 120 meters were mailed a notice at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère invited comments from those in attendance and there were none.

Mayor Giguère invited comments from Council Members. Councillor Wilson noted the effort to bring the property into proper zoning but wondered how it got this far beyond compliance in the first place. Mr. Steele stated he didn't have the whole history of the by-law enforcement

process. Councillor Glinski inquired about how these buildings got built without permits were they not required or requested. Mr. Steele stated that some of the buildings on the property do have permits but some of the dwellings do not but that if this application is approved those buildings will have to acquire permits to be in compliance. CAO Dias noted that, in consultation with the CBO, a condition had been placed on one of the demolition permits, however, amending the zoning will allow the building to continue to be used.

No. 25-387

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Planning Public Meeting adjourn at 7:23p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.

Carried

No. 25-388

Moved By: Rick Cerna

Seconded By: Chester Glinski

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.

Carried

DELEGATIONS:

None.

APPROVAL OF BUSINESS (CONSENT AGENDA):

No. 25-389

Moved By: Scott Lewis

Seconded By: Sarah Leitch

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.

Carried

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- PW-25-35 - Green Buildings Pathway Grant Submission

No. 25-390

Moved By: Scott Lewis

Seconded By: Rick Cerna

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.

Carried

- PW-25-38 - Contract Award: Community Facility and Municipal Sidewalk Winter Maintenance (2025-2030)

No. 25-391

Moved By: Sarah Leitch

Seconded By: Chester Glinski

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.

Carried

- PW-25-37 - Tender Results – Guiderail Installations on Springer Hill Road

No. 25-392

Moved By: Rick Cerna

Seconded By: Chester Glinski

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.

Carried

- PW-25-39 – Administrative Building Security System Upgrades

No. 25-393

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT Report No. PW-25-39 entitled “Administrative 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.

Carried

BY-LAWS:**No. 25-394****Moved By: Scott Lewis****Seconded By: Rick Cerna**

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

Carried**COMMITTEE OF THE WHOLE:****No. 25-395****Moved By: John H. Wilson****Seconded By: Sarah Leitch**

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

Carried

- PW-25-36 – Road Surface Conversion Policy

No. 25-396**Moved By: Chester Glinski****Seconded By: Sarah Leitch**

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.

Carried**No. 25-397****Moved By: Scott Lewis****Seconded By: Rick Cerna**

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

Carried

CORRESPONDENCE ITEMS:**No. 25-398****Moved By: John H Wilson****Seconded By: Mark Widner**

BE IT RESOLVED THAT item 11 be supported and the remaining items be received and filed:

1. AMOWatchfile – October 16,23,30, 2025
2. Ministry of Municipal Affairs and Housing – Minister Robert J. Flack – Bill 1 u tes 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

Carried**CLOSED SESSION:**

None

CONFIRMATORY BY-LAW:**No. 25-399****Moved By: John H. Wilson****Seconded By: Sarah Leitch**

THAT By-law No.25-59, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried**ADJOURNMENT:****No. 25-400****Moved By: Mark Widner****Seconded By: Rick Cerna**

THAT Council adjourn its meeting at 8:54p.m.to meet again on November 20, 2025 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



REPORT NO. DS-25-41

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: November 20, 2025
SUBJECT: **Walker Dairy Resilient Energy 2.0 Inc. – IESO LT2 Bid –
Concession NTR North Part Lot 83 (10711 Imperial Road)**

RECOMMENDATION:

THAT Report No. DS-25-41 entitled “Walker Dairy Resilient Energy 2.0 Inc. – IESO LT2 Bid – Concession NTR North Part Lot 83 (10711 Imperial Road)” be received;

AND THAT the Council of the Township of Malahide supports the proposed bid by passing the resolution attached to this report as Schedule A.

PURPOSE & BACKGROUND:

In December 2024, the IESO undertook a request for proposal (LT2 RFP) to competitively procure year-round energy generation services to address long-term energy demand in the Province. The proponents, Walker Dairy Resilient Energy 2.0, are seeking to expand the electricity generation capacity of their existing site and submit a bid for the RFP LT2.

One requirement for a proponent's bid submission is the provision of a Municipal Support Resolution. This resolution is provided by IESO and confirms that a local municipality supports a proposed bid. The proponent has submitted a request to the Township to support its bid to the IESO. It is noted that the provision of a Municipal Support Resolution does not exempt the proponent from any additional approval or permitting processes required by the Township.

COMMENTS & ANALYSIS:

The property is approximately 18.4 hectares (46 acres) in size and is located on the southwest corner of Imperial Road and Glencolin Line. The property makes up part of the larger farm holdings of Walker Farms and contains an existing dwelling and accessory buildings. The property is used for agricultural purposes, specifically field crop production.

The proponent is proposing to install five natural gas generators in the southwest corner of the property that would be capable of generating 16.57 MW of energy for the power grid. The project site would be approximately 0.18 hectares (0.4 acres) in area, which would represent approximately 1% of the property. The project site would also be located in close proximity to the Hydro One corridor located on the adjacent property to the west. The engines are anticipated to operate between 500-1,000 hours per year during peak electricity demand.

The subject lands are designated as “Suburban” in the Township of Malahide Official Plan and are currently zoned “General Agricultural (A1)” in the Township of Malahide Zoning By-law. A range of commercial and industrial uses are permitted in the “Suburban Areas” of the Township and the Zoning By-law permits electricity generation facilities in all zones. It is noted that the proposed development would be subject to site plan control approval under the Township’s Site Plan Control By-law and building permits would be required for any installations, buildings, or structures. Staff have no concerns with the proposal at this time. Township staff note that County of Elgin is the road authority for Imperial Road and any new entrances from Imperial Road would require a permit from the County.

FINANCIAL IMPLICATIONS:

The full cost of the proposed development, including any costs associated with the necessary planning, building, or other approvals, would be at the sole cost and expense of the proponent.

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

A community consultation meeting was held on October 17, 2025, by the proponent. Adjacent property owners were provided mail out invites to attend the meeting virtually. A number of questions were raised during the meeting regarding the proposal including its scale, hours of operation, and mitigation measures. A copy of the meeting minutes and responses to questions have been provided by the proponent and has been included as part of the agenda package.

ATTACHMENTS:

1. Report Photo;
1. Site Layout Plan
2. Pre-Engagement Notice
3. Community Consultation Meeting Minutes
4. Municipal Support Resolution

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

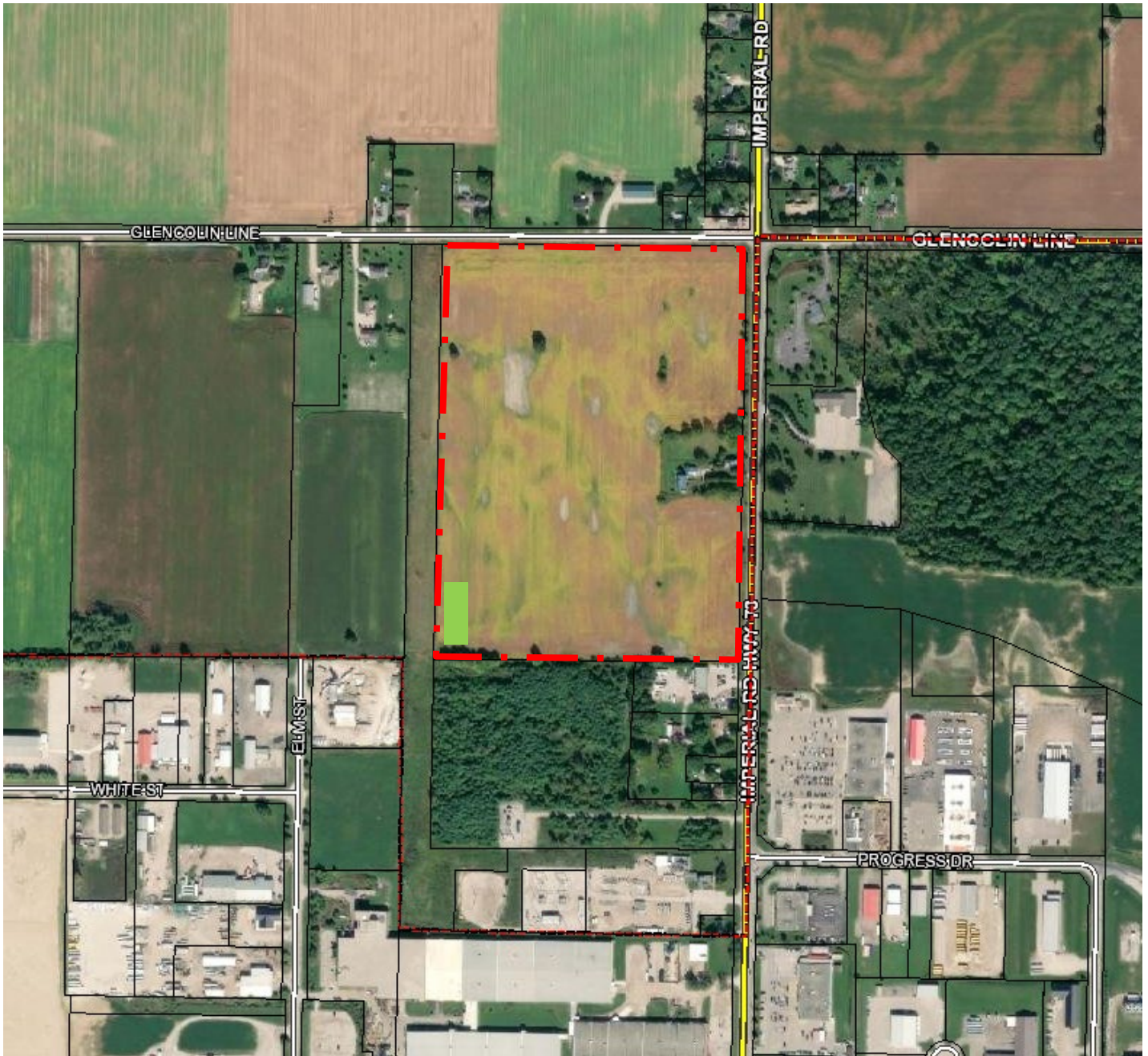
Reviewed by: J. McGuffin, MBPC, President & Principal Planner

Approved by: N. Dias, Chief Administrative Officer

IESO LT2 RFP Proposal Walker Resilient Energy 2.0

10711 Imperial Road
Concession NTR North Part Lot 83
Township of Malahide

Township
of Malahide
Figure 1



Subject Property



Proposed Natural Gas Energy
Generation Project Site

October 16, 2025

VIA EMAIL

Township of Malahide
87 John Street
Aylmer, ON N5H 2C3

Attention: Nathan Dias
Chief Administrative Officer

Reference: Walker Resilient Generation 2.0 Inc.
Imperial Road Power Plant
Pre-Engagement of Confirmation of Notice under the LT2(c-1) RFP

The Proponent (defined below) is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals (“**LT2(c-1) RFP**”) issued by the Independent Electricity System Operator (“**IESO**”).

We, the Proponent intend to submit a Proposal under the LT2(c-1) RFP and seek to confirm applicable land-use details in relation to the Municipal Project Lands identified below.

Unique Project ID of the Long-Term Capacity Services Project (if available):	N/A
Legal name of the Proponent:	Walker Resilient Generation 2.0 Inc.
Name of the Long-Term Capacity Services Project:	Imperial Road Power Plant
Technology of the Long-Term Capacity Services Project:	Reciprocating Engine
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW):	16.57
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands:	35300-0210



We intend to undertake community engagement in respect of the Long-Term Capacity Services Project and appreciate your confirming the applicable land-use details in relation to the Municipal Project Lands.

We will be happy to coordinate with you and receive your feedback in respect of our planned engagements.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Lensink', written over a horizontal line.

Matt Lensink
President
289-668-4364

Cc: *Steve Tripp*
Karsten Brix
Godfrey Harrylal

MINUTES OF MEETING

OBJECTIVE	Community Engagement Meeting		
MEETING DATE/TIME	October 17, 2025	ISSUE DATE	October 20, 2025
LOCATION	MS Teams	PREPARED BY:	Melissa McGuigan

ATTENDEES			
NAME	COMPANY	TITLE/ROLE ON PROJECT	INITIALS
John van Logtenstein	Dairy Lane Systems	Project Manager	JVL
Andy Grozelle	Chief Administrative Officer	Town of Aylmer	AG
Heather James	Manager of Planning and Development	Town of Aylmer	HJ
Matt Lensink	CEM Engineering	Chief Executive Officer	MWL
Melissa McGuigan	CEM Engineering	Engineering Administrative Lead	MMG
Godfrey Harrylal	CEM Engineering	Project Manager	GH

MATTERS DISCUSSED	
GENERAL AREA	DISCUSSION
INTRODUCTIONS	1.1 Walker Resilient Generation 2.0 Inc. is the Proponent for the IESO LT2 RFP. 1.2 CEM Engineering is serving as the developer of the proposed project on behalf of Walker Resilient Generation 2.0 Inc. CEM is a thermal power project delivery company helping clients with efficient, reliable projects.
THE PROJECT	1.3 The project name is Imperial Road Power Plant. 1.4 The contract capacity is 16.57 MW. 1.5 The technology proposed is Reciprocating Engine.

MINUTES OF MEETING

MATTERS DISCUSSED	
GENERAL AREA	DISCUSSION
	1.6 The proposed project is located at Walker Dairy's facility, located at 10711 Imperial Road, Aylmer, ON. 1.7 The scaled map was reviewed, showing the property lines at the existing facility. 1.8 The proposed layout was reviewed to show the layout and footprint of the proposed project, as well as the connection points for natural gas and tie-in to the grid.
SAFETY	1.9 The engines are expected to operate between 500-1,000 hours per year during the peak electricity demand. This could change based on the needs of the IESO. 1.10 Air emissions will be controlled to Ministry of Environment standards. 1.11 Noise emissions will be mitigated by enclosure and exhaust silencers in accordance with Ministry of Environment approval. 1.12 Engines are equipped with automatic fire detection.
SCHEDULE	1.13 High level schedule was discussed for the LT2 RFP timeline to Commercial Operation.
BENEFITS TO THE COMMUNITY	1.14 Resiliency & Reliability – The LT2 program and this project specifically will provide increased power quality and power reliability to the local Malahide area. 1.15 Lower Emissions – This facility will feature high efficiency engines which will have lower emissions than larger, gas turbine-based generation facilities also participating in the LT2 program. 1.16 Local Job Creation – The project will require skilled trades during the construction phase of the project and it will deliver additional revenue to the Walker Dairy facility improving its long-term economic viability.

MINUTES OF MEETING

MATTERS DISCUSSED	
GENERAL AREA	DISCUSSION
OPPORTUNITIES AND COMMUNITY ENGAGEMENT	1.17 Walker Resilient Generation 2.0 Inc. is available for questions.
	1.18 A link was provided to the LT2 website for additional information about the RFP Program.
	1.19 A link was provided to the Walker Resilient Generation 2.0 Inc's website for additional information on the project.
QUESTIONS	1.20 I understand that you are not building a building to enclose? <i>No, we are not at this time intending to put the engines inside a building. The engines will have their own enclosure that will mitigate noise. We do, however, expect to be pouring enough concrete which will require a building permit.</i>
	1.21 The engines will be equipped with automatic fire detection. What exactly does this mean? <i>It will shut the fuel to the engines off, so everything will quickly shut down.</i>
	1.22 What would happen if there was an explosion? How does this impact neighbouring properties? What would the distance be to impact property owners? <i>The worst case scenario based on our experience, is that you have a fire that is contained inside of this enclosure, and you have a complete loss of what is inside the enclosure.</i>
	1.23 Engines will be used during peak demand, 500-1,000 hours/year. What time of day would these generators be running? <i>The program requires us to be available for 16 hours in a day (from 7:00 am – 11:00 pm). The expectation is that they will run probably on a very hot summer day, 11:00 am in the morning until 7:00 pm at night, during "peak" hours. It is unknown what the real expectation will be at this time.</i>

MINUTES OF MEETING

MATTERS DISCUSSED	
GENERAL AREA	DISCUSSION
	<i>At night, in the winter, during shoulder season, the electrical loads can be met through wind, solar, hydro and nuclear. But the peak loads are what this project is intended to accommodate.</i> 1.24 How much natural gas will this be using with its operating? <i>Somewhere around 3,600 m³– 3,700 m³ of gas per hour if we did the full capacity.</i> 1.25 Have you consulted with EPCOR? <i>Yes, we have been in contact with them to ensure the gas supply plan is appropriate for the project size.</i> 1.26 When speaking to EPCOR, you may want to mention your connection off Imperial Road. Another business in Aylmer is doing a significant expansion, and they have a need for increased services for natural gas. If there is potential bigger pipe required, it could be a good opportunity to do it all at once. <i>Noted – thank you for your advice.</i>

DISTRIBUTION	
COMPANY	NAME
Dairy Lane Farms	Participants
CEM Engineering	Participants
Walker Resilient Generation 2.0 Inc.	Website

Municipal Support Resolution

WHEREAS the Proponent is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("LT2(c-1) RFP") issued by the Independent Electricity System Operator ("IESO").

AND WHEREAS the Proponent has delivered a Pre-Engagement Confirmation Notice on October 16, 2025, in respect of the Municipal Project Lands that includes the details outlined in the table below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Unique Project ID of the Long-Term Capacity Services Project (if available):	N/A
Legal name of the Proponent:	Walker Resilient Generation 2.0 Inc.
Name of the Long-Term Capacity Services Project:	Imperial Road Power Plant
Technology of the Long-Term Capacity Services Project:	Reciprocating Engine
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW):	16.57
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands:	35300-0210

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

THAT the Council of the Township of Malahide supports the submission of a Proposal for the Long-Term Capacity Services Project located on the Municipal Project Lands, as described above.

AND THAT this resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Capacity Services Project or for any other purpose.

AND THAT the Proponent has undertaken community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Township.

AND THAT the Project Lands includes does not include lands designated as Prime Agricultural Areas in the Township of Malahide Official Plan.



REPORT NO. DS-25-40

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: November 20, 2025
SUBJECT: **Walker Dairy Resilient Energy 2.0 Inc. – IESO LT2 Bid –
Concession NTR North Part Lot 83 (9608 Carter Road)**

RECOMMENDATION:

THAT Report No. DS-25-40 entitled “Walker Dairy Resilient Energy 2.0 Inc. – IESO LT2 Bid – Concession NTR North Part, Part Lot 105 (9608 Carter Road)” be received;

AND THAT the Council of the Township of Malahide supports the proposed bid by passing the Municipal Support Resolution as attached to this report.

PURPOSE & BACKGROUND:

In 2023, the Independent Electricity Systems Operator of Ontario (IESO) released a Request for Proposal LT1 RFP to procure electricity generation and energy storage facilities to address long-term energy demand in the Province. As part of this process, potential applicants were recommended to seek support from local municipal councils in the form of a resolution as part of their application. In Q3 of 2023, the owners of the property, Walker Dairy, and CEM Energy submitted a request for a Municipal Support Resolution from the Township in support of its bid for a proposal to generate electricity using methane gas derived from anaerobic digesters on the existing dairy operation. On December 7, 2023, Township Council passed a resolution in support of the project, and the proponents were awarded a contract from IESO.

In December 2024, the IESO undertook a second request for proposal (LT2 RFP) to competitively procure year-round energy generation services. The proponents, Walker Dairy Resilient Energy 2.0, are seeking to expand the electricity generation capacity of their existing site and submit a bid for the RFP LT2.

One of the requirements for a bid submission made by a proponent is the provision of a Municipal Support Resolution. This resolution is provided by IESO and confirms that a local municipality supports a proposed bid. It is noted that the provision of a Municipal Support Resolution does not exempt the proponent from any additional approval or permitting processes required by the Township.

COMMENTS & ANALYSIS:

The property is approximately 237 hectares (585 acres) in size, has frontage on Talbot Line (Highway 3) and Carter Road, and contains an existing dairy livestock operation, including livestock barns, a small dairy processing use, and two anaerobic digesters. The site also contains an existing biogas project that currently converts methane gas produced from the Walker dairy operation into natural gas that is conveyed into Epcor's natural gas system. The two existing generators on the property use the natural gas produced on-site, as well as supplementary natural gas from Epcor, to generate electricity during peak consumption demand for distribution into the electrical grid and would be in operation for approximately 1500 to 2000 hours per year, providing 4.99 MW of energy into the power grid.

The proposed expansion would include an additional four generators on-site that would provide an additional 13.89 MW of energy. The area used by both the LT1 and LT2 projects would be approximately 0.64 hectares or 0.25% of the total area of the property.

The subject lands are designated "Agricultural" in the Township of Malahide Official Plan and are zoned "Large Lot Agricultural (A3)" and "Large Lot Agricultural – Site Specific (A3-6)" in the Township of Malahide Zoning By-law. The Zoning By-law permits electricity generation facilities in all zones, and the proposed use would be accessory to the existing agricultural operation on the property. It is noted that the proposed development would be subject to site plan control approval under the Township's Site Plan Control By-law, and building permits would be required for any installations, buildings, or structures.

Where a project is proposed to be located on prime agricultural lands, the proponents are required to submit a phased Agricultural Impact Assessment (AIA), with Phase One prepared and reviewed by a municipality prior to a bid submission being made. The purpose of the Phase One AIA is to determine the appropriateness of an energy project being established on prime agricultural lands and to evaluate alternative locations that avoid prime agricultural lands. An exception to the Phase One requirement is for agriculturally-integrated projects. Agriculturally-integrated projects are defined as being inherently integrated with agricultural operations that are located on the same parcel as an active farm operation, are secondary to the principal agricultural use of the property and may include biogas projects that use agricultural source materials, such as manure. Based on a review of the IESO guidelines, staff consider the proposed project to meet the criteria of an agriculturally-integrated project. It is noted that, if the proponent is awarded a contract under the LT2 RFP, they will be required to undertake additional Phases of an AIA that examine potential impacts to surrounding agricultural lands as required by IESO.

FINANCIAL IMPLICATIONS:

The full cost of the proposed development, including any costs associated with the necessary planning, building, or other approvals, would be at the sole cost and expense of the proponent.

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

A community consultation meeting was held on October 15, 2025, by the proponent. Adjacent property owners were provided mail out invites to attend the meeting virtually. No comments or concerns were raised during this meeting. A copy of the meeting minutes has been provided by the proponent and has been included as part of the agenda package.

ATTACHMENTS:

1. Report Photo;
2. 2023 Municipal Support Resolution
3. Site Layout Plan
4. Pre-Engagement Notice
5. Community Engagement Plan
6. Community Consultation Meeting Minutes
7. Municipal Support Resolution

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

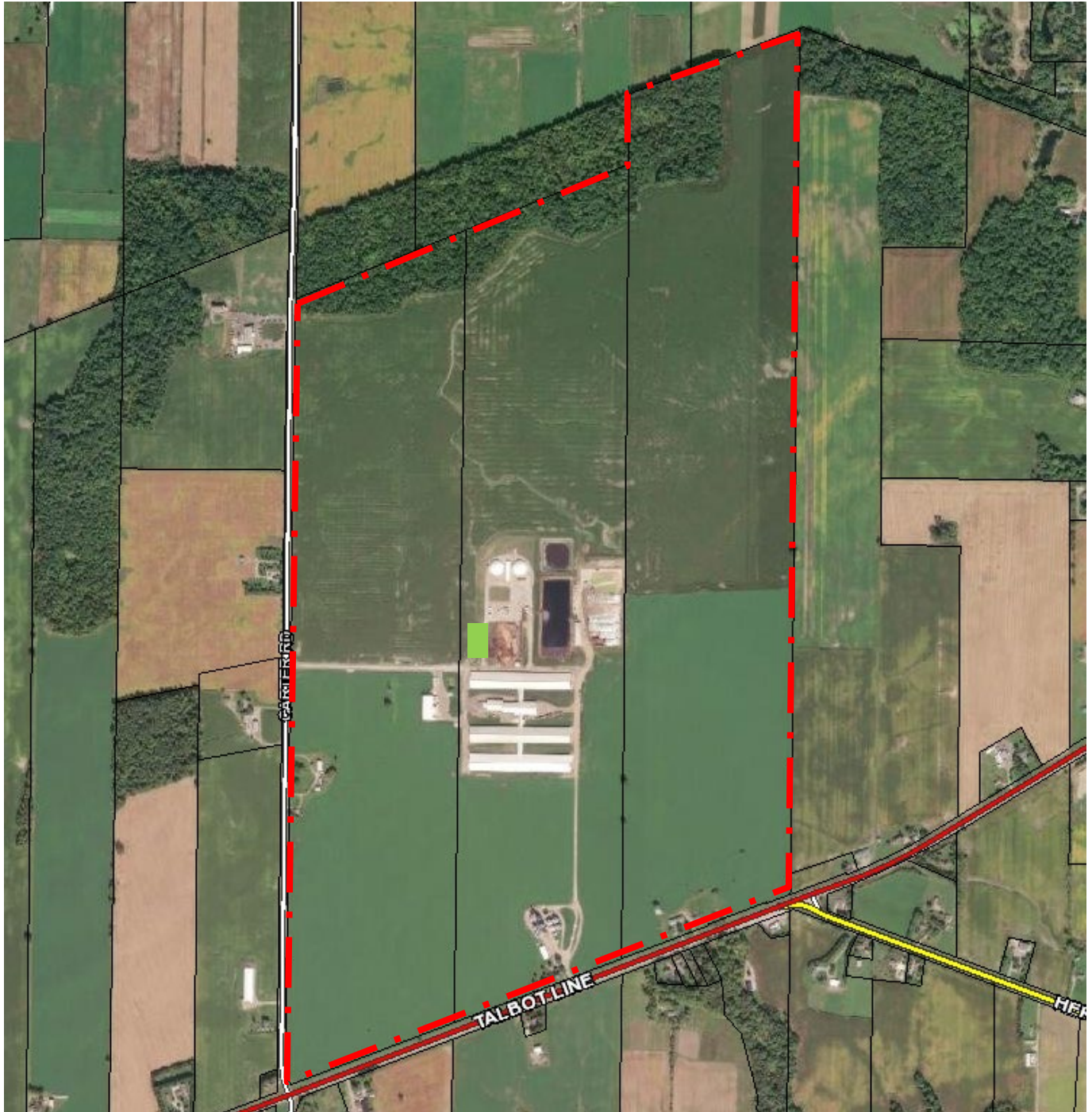
Reviewed by: J. McGuffin, MBPC, President & Principal Planner

Approved by: N. Dias, Chief Administrative Officer

**IESO LT2 RFP Proposal
Walker Resilient Energy 2.0**

9608 Carter Road
Concession NTR Part Lot 104, Part Lot 105
Township of Malahide

Township
of Malahide
Figure 1



Subject Property



Proposed Natural Gas Energy
Generation Project Site



December 8, 2023

Matt Lensink (sent via email: matt@cemeng.ca)
 CEM Engineering
 25 Corporate Park Drive, Suite 301
 St. Catharines, ON L2S 3W2

RE: Walker Dairy Rural Power Resiliency Project - Request for Resolution to Support IESO Energy Proposal

At its regular meeting held on December 7, 2023, Township of Malahide Council considered the following report and passed the following:

"No. 23-468

Moved By: Rick Cerna

Seconded By: John H. Wilson

WHEREAS the proponent is proposing to construct and operate a Long-Term Reliability Project, as defined and with the characteristics outlined in Table 1 below, under the Long-Term Request for Proposals ("LT1 RFP") issued by the Independent Electricity System Operator ("IESO").

THAT Report No. DS-23-33 entitled "Walker Dairy Rural Power Resiliency Project - Request for Resolution to Support IESO Energy Proposal" be received;

AND THAT the Council of the Township of Malahide supports the development, construction, and operation of the Long-Term Reliability Project on the lands known municipally as 9608 Carter Road, subject to the necessary and required Site Plan Approval, building permit, and other approvals being obtained to the satisfaction of the Township;

AND THAT this resolution's sole purpose is to enable the Proponent to receive Rated Criteria Points under the LT1 RFP or to satisfy its obligations under any awarded LT1 Contract and may not be used for any purpose of any other form of approval in relation to the Proposal or Long-Term Reliability Project or for any other purpose. Rated Criteria points will be used to rank the Proponent's Proposal in relation to other Proposals received by the IESO under the LT1 RFP.

Carried"

Please do not hesitate to contact me if you require any further information.

Respectfully,

Allison Adams,
 Manager of Legislative Services/Clerk

October 16, 2025

VIA EMAIL

Township of Malahide
87 John Street
Aylmer, On N5H 2C3

Attention: Nathan Dias
Chief Administrative Officer

Reference: Walker Resilient Generation 2.0 Inc.
Walker Dairy Rural Power Resiliency Expansion Project
Pre-Engagement of Confirmation of Notice under the LT2(c-1) RFP

The Proponent (defined below) is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals (“**LT2(c-1) RFP**”) issued by the Independent Electricity System Operator (“**IESO**”).

We, the Proponent intend to submit a Proposal under the LT2(c-1) RFP and seek to confirm applicable land-use details in relation to the Municipal Project Lands identified below.

Unique Project ID of the Long-Term Capacity Services Project (if available):	N/A
Legal name of the Proponent:	Walker Resilient Generation 2.0 Inc.
Name of the Long-Term Capacity Services Project:	Walker Dairy Rural Power Resiliency Expansion Project
Technology of the Long-Term Capacity Services Project:	Reciprocating Engine
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW):	13.89
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands:	35309-0131



We intend to undertake community engagement in respect of the Long-Term Capacity Services Project and appreciate your confirming the applicable land-use details in relation to the Municipal Project Lands.

We will be happy to coordinate with you and receive your feedback in respect of our planned engagements.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Lensink', written over a horizontal line.

Matt Lensink
President
289-668-4364

Cc: *Steve Tripp*
Karsten Brix
Godfrey Harrylal



BERM (EXISTING)
TO BE MOVED IF FUTURE
ANAEROBIC DIGESTER TANK #3
AND/OR FUTURE DRY/SOLID
ORGANICS FEEDSTOCK STORAGE
BUILDING ARE CONSTRUCTED

PRIMARY ANAEROBIC DIGESTER
TANK #3
36M DIA. X 8.5 M
(7664 M3 ACTIVE VOLUME)
CW TANK MOUNTED
BIOGAS STORAGE
(FUTURE)

DRY/SOLID
ORGANICS
FEEDSTOCK
STORAGE
BUILDING
(FUTURE)

WASTE GAS
FLARE #3
(FUTURE)
(IF REQUIRED)

WASTE GAS
FLARE #1
(EXISTING)

WASTE GAS
FLARE #2
(EXISTING)

BIO FILTER #1
(ODOUR CONTROL
SYSTEM)
(EXISTING)

BIO FILTER #2 (ODOUR
CONTROL SYSTEM)
(EXPANSION)

MANURE
LAGOON
(EXISTING)

PRIMARY ANAEROBIC DIGESTER
TANK #1
36M DIA. X 8.5 M
(7664 M3 ACTIVE VOLUME)
CW TANK MOUNTED
BIOGAS STORAGE
(EXISTING)

PRIMARY ANAEROBIC DIGESTER
TANK #2
36M DIA. X 8.5 M
(7664 M3 ACTIVE VOLUME)
CW TANK MOUNTED
BIOGAS STORAGE
(EXISTING)

DRY FEEDER
(FUTURE)

DIGESTER
PUMP
BUILDING

MANURE BLEND TANK
14M DIA. X 4.87 M
(660 M3 ACTIVE VOLUME)
(EXPANSION)

OFF-FARM ORGANICS
THERMAL PRETREATMENT
TANK #1
14M DIA. X 4.87 M
(660 M3 ACTIVE VOLUME)
(EXISTING)

OFF-FARM ORGANICS THERMAL
PRETREATMENT TANK #2
14M DIA. X 4.87 M
(660 M3 ACTIVE VOLUME)
(EXPANSION)

OFF-FARM ORGANICS
PASTEURIZATION
NURSE TANK
(EXPANSION)

MANURE
LAGOON
(EXISTING)

ORGANICS RECEPTION AND
PROCESSING BUILDING
(EXPANSION)

DIGESTATE NURSE TANK
3.3M W X 7.3M L X 3.048M H
(50 M3 ACTIVE VOLUME)
(EXISTING)

ELECTRICAL BUILDING
(EXISTING)

EMERGENCY
GENERATOR
& FUEL TANK
(EXISTING)

UTILITY GCU
(EXISTING)

CHP UNIT
(EXISTING)

DRY COOLER
(EXISTING)

COMPRESSION
(EXISTING)

PRE-TREATMENT
(EXISTING)

ACTIVATED CARBON
FILTERS FOR H2S &
VOC REMOVAL
(EXISTING)

MEMBRANE
(EXISTING)

MANURE
PROCESSING
BUILDING
(EXISTING)

LT1 and
LT2 Gas
Engines

NEAREST DWELLING IS
APPROXIMATELY 473 M TO
THE WEST OF THE RMAF
FOOTPRINT

J.M. WALKER FARMS
CAN CONFIRM NO OTHER
DWELLING, RESIDENTIAL,
COMMERCIAL, COMMUNITY OR
INSTITUTIONAL USE AREAS
WITHIN 450M OF THE RMAF
FOOTPRINT

SAND SEPARATION
EQUIPMENT
(EXISTING)

REV.	DATE	REVISION RECORD	REV. BY	PROJECT: WALKER-- NMP/EDA
1	JUL 10 2024	ISSUE FOR NMP REVIEW	JR	DESCRIPTION:
2	JUL 11 2024	REVISED BASED ON REVIEW	JR	FOOTPRINT--RMAF
3	JUL 15 2024	INCLUDES FUTURE EQUIPMENTS	JR	DWG NO:
4	JUL 16 2024	INCLUDES SIZE OF TANKS	JR	CUSTOMER: WALKER RING
5	JUL 30 2024	INCLUDED OFF-FARM ORGANICS PASTEURIZATION NURSE TANK	JR	DRAWN BY: JR
6	SEP 18 2024	BIOFILTER UPDATED	JR	SCALE: NONE
				SHEET SIZE: B
				SHEET: 1 OF 1

NOTES:
NOT FOR CONSTRUCTION

PROPRIETARY AND CONFIDENTIAL

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October 16, 2025

VIA EMAIL

Township of Malahide
87 John Street
Aylmer, On N5H 2C3

Attention: Nathan Dias
Chief Administrative Officer

Reference: Walker Resilient Generation 2.0 Inc.
Walker Dairy Rural Power Resiliency Expansion Project
Pre-Engagement of Confirmation of Notice under the LT2(c-1) RFP

The Proponent (defined below) is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals (“**LT2(c-1) RFP**”) issued by the Independent Electricity System Operator (“**IESO**”).

We, the Proponent intend to submit a Proposal under the LT2(c-1) RFP and seek to confirm applicable land-use details in relation to the Municipal Project Lands identified below.

Unique Project ID of the Long-Term Capacity Services Project (if available):	N/A
Legal name of the Proponent:	Walker Resilient Generation 2.0 Inc.
Name of the Long-Term Capacity Services Project:	Walker Dairy Rural Power Resiliency Expansion Project
Technology of the Long-Term Capacity Services Project:	Reciprocating Engine
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW):	13.89
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands:	35309-0131



We intend to undertake community engagement in respect of the Long-Term Capacity Services Project and appreciate your confirming the applicable land-use details in relation to the Municipal Project Lands.

We will be happy to coordinate with you and receive your feedback in respect of our planned engagements.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Lensink', is written over a horizontal line.

Matt Lensink
President
289-668-4364

Cc: *Steve Tripp*
Karsten Brix
Godfrey Harrylal

MINUTES OF MEETING

OBJECTIVE	Community Engagement Meeting		
MEETING DATE/TIME	October 15, 2025	ISSUE DATE	October 16, 2025
LOCATION	MS Teams	PREPARED BY:	Melissa McGuigan

ATTENDEES

NAME	COMPANY	TITLE/ROLE ON PROJECT	INITIALS
John van Logtenstein	Dairy Lane Systems	Project Manager	JVL
Matt Lensink	CEM Engineering	Chief Executive Officer	MWL
Melissa McGuigan	CEM Engineering	Engineering Administrative Lead	MMG
Godfrey Harrylal	CEM Engineering	Project Manager	GH

MATTERS DISCUSSED

GENERAL AREA	DISCUSSION
INTRODUCTIONS	1.1 Walker Resilient Generation 2.0 Inc. is the Proponent for the IESO LT2 RFP. 1.2 CEM Engineering is serving as the developer of the proposed project on behalf of Walker Resilient Generation 2.0 Inc. CEM is a thermal power project delivery company helping clients with efficient, reliable projects.
THE PROJECT	1.3 The project name is Walker Dairy Rural Power Resiliency Expansion Project. 1.4 The contract capacity is 13.89 MW. 1.5 The technology proposed is Reciprocating Engine. The Project will be co-located with LT1 project (that is currently under construction) on the Walker Dairy property. 1.6 The proposed project is located at Walker Dairy's facility, located at 9608 Carter Road, Aylmer, Ontario.

MINUTES OF MEETING

MATTERS DISCUSSED	
GENERAL AREA	DISCUSSION
	1.7 The scaled map was reviewed, showing the property lines at the existing facility. 1.8 The proposed layout was reviewed to show the layout and footprint of the proposed project, as well as the connection points for natural gas and tie-in to the grid.
SAFETY	1.9 The engines are expected to operate between 500-1,000 hours per year during the peak electricity demand. This could change based on the needs of the IESO. 1.10 Air emissions will be controlled to Ministry of Environment standards. 1.11 Noise emissions will be mitigated by enclosure and exhaust silencers in accordance with Ministry of Environment approval. 1.12 Engines are equipped with automatic fire detection.
SCHEDULE	1.13 High level schedule was discussed for the LT2 RFP timeline to Commercial Operation.
OPPORTUNITIES AND COMMUNITY ENGAGEMENT	1.14 Walker Resilient Generation 2.0 Inc. is available for questions. 1.15 A link was provided to the LT2 website for additional information about the RFP Program. 1.16 A link was provided to the Walker Resilient Generation 2.0 Inc's website for additional information on the project.
BENEFITS TO THE COMMUNITY	1.17 Resiliency & Reliability – The LT2 program and this project specifically will provide increased power quality and power reliability to the local Malahide area. 1.18 Lower Emissions – This facility will feature high efficiency engines which will have lower emissions than larger, gas

MINUTES OF MEETING

MATTERS DISCUSSED	
GENERAL AREA	DISCUSSION
	turbine-based generation facilities also participating in the LT2 program. 1.19 Local Job Creation – The project will require skilled trades during the construction phase of the project and it will deliver additional revenue to the Walker Dairy facility improving its long-term economic viability.
QUESTIONS	1.20 No questions were asked during the meeting.

DISTRIBUTION	
COMPANY	NAME
Dairy Lane Farms	Participants
CEM Engineering	Participants
Walker Resilient Generation 2.0 Inc.	Website

Municipal Support Resolution

WHEREAS the Proponent is proposing to construct and operate a Long-Term Capacity Services Project located on Municipal Project Lands, as defined and with the characteristics outlined in the table below, under the Long-Term 2 Capacity Services (Window 1) Request for Proposals ("LT2(c-1) RFP") issued by the Independent Electricity System Operator ("IESO").

AND WHEREAS the Proponent has delivered a Pre-Engagement Confirmation Notice on October 16, 2025, in respect of the Municipal Project Lands that includes the details outlined in the table below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Unique Project ID of the Long-Term Capacity Services Project (if available):	N/A
Legal name of the Proponent:	Walker Resilient Generation 2.0 Inc.
Name of the Long-Term Capacity Services Project:	Walker Dairy Rural Power Resiliency Expansion Project
Technology of the Long-Term Capacity Services Project:	Reciprocating Engine
Maximum potential Contract Capacity of the Long-Term Capacity Services Project (in MW):	13.89
Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the Municipal Project Lands:	35309-0131

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

THAT the Council of the Township of Malahide supports the submission of a Proposal for the Long-Term Capacity Services Project located on the Municipal Project Lands, as described above.

AND THAT this resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(c-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Capacity Services Project or for any other purpose.

AND THAT the Proponent has undertaken community engagement activities in respect of the Long-Term Capacity Services Project to the satisfaction of the Municipality.

AND THAT the Municipal Project Lands includes lands designated as Prime Agricultural Areas in the Township of Malahide Official Plan.

AND THAT the Municipal Project Lands does not include Specialty Crop Areas.

AND THAT the Proponent has satisfied the AIA Component One Requirement to the satisfaction of the Township.

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 25-60

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

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

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

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

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

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

READ a FIRST and SECOND time this 20th day of November, 2025.

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

Mayor, D. Giguère

Clerk, A. Adams

Contents

1.	SHORT TITLE	3
2.	DEFINITIONS IN THIS BY-LAW	3
3.	GENERAL PROVISIONS.....	9
4.	DUTIES OF COUNCIL & COMMITTEES.....	10
5.	MEETING PROCEDURES.....	14
6.	AGENDAS AND MINUTES.....	28
7.	ORDER OF PROCEEDINGS – COUNCIL & COMMITTEES	31
8.	DELEGATIONS.....	37
9.	RULES OF DEBATE AND CONDUCT	39
10.	MOTIONS.....	41
11.	NOTICE OF MOTIONS	43
12.	VOTING ON MOTIONS.....	43
13.	METHODS OF VOTING	43
14.	CONDUCT OF THE AUDIENCE.....	44
15.	ADMINISTRATION.....	45

1. SHORT TITLE

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

2. DEFINITIONS IN THIS BY-LAW

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

General Terms and Legislation

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

Council Positions and Titles

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

2.11. “Acting Head of Council” means the Deputy Mayor when the Mayor is absent or the Office of the Mayor is vacant; or where both the Mayor and Deputy Mayor are absent or their offices are vacant, the Member of Council appointed by resolution to act in the place and stead of the Mayor.

- (1) While so acting, the Acting Head of Council may exercise the rights, powers, and duties of the Mayor except those powers that are exclusively assigned to the Head of Council under Part VI.1 of the Municipal Act, 2001

2.12. “Councillor” means a person elected or appointed as a Member of Council, excluding the Mayor and Deputy Mayor.

2.13. “Member” means: A Member of Council, or a Member of a Committee, as the context requires.

Staff Positions and Titles

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

“CAO” the Chief Administrative Officer of The Corporation of the Township of Malahide, a position established under Section 229 of the Municipal Act, 2001, and appointed by the Head of Council under Section 284.5 or appointed through delegated authority of Council under Section 284.13. This includes any individual formally appointed to act in that capacity during the absence or vacancy of the position.

- (1) Where powers have been delegated by the Mayor under Part VI.1 of the Municipal Act, 2001, the CAO may exercise such powers subject to the terms of the written delegation.

2.15. “Clerk” means the Clerk of The Corporation of the Township of Malahide, as appointed under Section 228 of the Municipal Act, 2001.

- (1) This includes the Deputy Clerk or any person formally appointed to exercise the statutory powers and duties of the Clerk during their absence, including those relating to meeting procedures, recordkeeping, and public notice.
- (2) Where the terms “Committee Clerk” or “Staff Liaison” are used, they refer to any staff person designated by the Clerk or CAO to carry out procedural and clerical duties during a Committee meeting.

Meeting Positions and Titles

2.16. "Chair" means:

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

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

Meetings, Committees and Local Boards

2.18. "Meeting" means any regular, special, or emergency meeting of Council or a Committee, including a Statutory Public Meeting, Public Meeting, or Court of Revision Hearing, where:

A quorum of Members is present, and

Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Committee, or Local Board.

This definition shall be interpreted in accordance with Section 238(1) of the Municipal Act, 2001 and any applicable case law or closed meeting investigation findings.

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

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

- (1) "Ad Hoc Committee" means a committee established by Council for a specific purpose and of limited duration, which shall be dissolved automatically upon delivery of its final report, unless otherwise extended by Council.
- (2) "Advisory Committee" means a committee appointed by Council to provide non-binding advice or recommendations on strategic or operational matters within its mandate, throughout the term of Council or as otherwise directed.

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

Recommendations and Decision-Making Mechanisms

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

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

Voting Terms

- 2.28. “Abstain” means to refrain from voting. Unless a Member is prohibited from voting due to a declared pecuniary interest under the Municipal Conflict of Interest Act, an abstention shall be deemed to be a vote in the negative.
- 2.29. “Recorded Vote” means a written record of the name and vote (yea, nay, or abstain) of each Member present at the time a vote is taken, as required under this By-law or upon request by any Member.

- 2.30. “Override Vote” means a vote of two-thirds of all Members of Council to override a Mayoral Decision where the Municipal Act, 2001 so provides, including a budget amendment veto or a by-law veto.

Rules of Order and Procedural Tools

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

Public Engagement, Participation and Access

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

Strong Mayor Powers

- 2.37. “Strong Mayor Powers” means the special powers and duties assigned to the Head of Council under Part VI.1 of the Municipal Act, 2001.
- 2.38. “Provincial Priority” means a priority prescribed by regulation for the purposes of Part VI.1 of the Municipal Act, 2001, including housing and related infrastructure.
- 2.39. “Mayoral Delegation” means a written instrument by which the Mayor delegates, in whole or in part, a strong mayor power or duty that is permitted to be delegated under Part VI.1 and applicable regulations, and includes any written revocation.

3. GENERAL PROVISIONS

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

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

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

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

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

3.4. ***Issue not Addressed***

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

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

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

4. DUTIES OF COUNCIL & COMMITTEES

(4.1–4.3: Roles at Council Meetings)

4.1. *Duties of the Mayor:*

- (1) It shall be the duty of the Mayor to carry out the responsibilities of Head of Council set forth in the Municipal Act, 2001, including, where applicable, powers assigned under Part VI.1 (Strong Mayor Powers), in addition to the following responsibilities:
 - (a) to open the Meeting of Council by taking the Chair and calling the Members to order;
 - (b) to announce the business before the Council in the order in which it is to be acted upon;
 - (c) to receive and submit, in the manner prescribed by this Procedural By-law, all motions presented by Members;
 - (d) to recognize any Member who wishes to speak and to determine the order of speakers;
 - (e) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result, in accordance with this By-law and applicable law;
 - (f) to decline to put to vote motions which contravene the provisions of the Procedural By-law;
 - (g) to enforce the provisions of the Procedural By-law;
 - (h) to enforce on all occasions the observance of order and decorum among the Members;
 - (i) to call by name any Member refusing to comply with this Procedural By-law and to order the Member to vacate the Council Chambers or the place of Meeting, as the case may be;
 - (j) to cause to be expelled and excluded any member of the public who creates a disturbance or acts improperly during a Meeting and, if necessary, to direct the Clerk to seek appropriate assistance from the Police Service;

- (k) to authenticate, by signature, all By-laws and Meeting minutes, unless the matter is delegated to staff or another Member;
 - (l) to rule on any points of order raised by Members;
 - (m) to represent and support the decisions of Council, declaring its will and explicitly and implicitly obeying its decisions in all things;
 - (n) to adjourn the Meeting when the business is concluded or, if considered necessary by the Mayor because of grave disorder, to adjourn the sitting without putting to the vote any question, or suspend the sitting for a time to be named;
 - (o) to nominate Members of Council for appointment to Committees or to request advice or nominations from Council for such appointments, including the appointment of Committee Chairs under Section 284.8 of the Municipal Act, 2001, where applicable;
 - (p) to consult with the Clerk and CAO on the preparation of the agenda pursuant to Section 6.1 of this Procedural By-law and to add items to the agenda when advancing a prescribed Provincial Priority under Section 284.10 of the Municipal Act, 2001.
- (2) The Mayor may attend any meeting of a Committee of Council in an ex officio, non-voting capacity, unless formally appointed by resolution of Council or by the Mayor under section 2(1) of O. Reg. 530/22, in which case the Mayor shall have the same rights and responsibilities as any other appointed Member.
- (a) When attending in a non-voting ex officio capacity, the Mayor:
 - (i) shall not count toward quorum;
 - (ii) may participate in discussion at the discretion of the Chair; and
 - (iii) shall not move or second motions.
 - (b) The Mayor shall receive notice, agendas, and minutes for all Committees of Council, but the absence of the Mayor shall not affect the ability of a Committee to meet or conduct its business.
- (3) **Participation of the Mayor in Debate**
- (a) The Mayor, while presiding as Chair at a Council meeting, may state their position on any matter before Council without leaving the Chair.
 - (b) If the Mayor wishes to move a motion or engage in debate beyond clarification or summary, they shall vacate the Chair and request that the Deputy Mayor, or another Member designated by Council, preside temporarily.
 - (c) The Mayor shall resume the Chair following the disposition of the matter, unless Council directs otherwise.
- (4) **Special Powers and Duties of the Head of Council**
- (a) The Mayor shall exercise the special powers and duties conferred under Part VI.1 of the Municipal Act, 2001 and O. Reg. 530/22, including:
 - (i) proposing and presenting the annual budget by February 1 of each year;
 - (ii) vetoing Council amendments to the budget;

1. veto must occur within 10 days after Council amendment
 2. requires 2/3 (two-thirds) Council vote to override
 - (iii) vetoing by-laws that could interfere with a prescribed provincial priority;
 1. veto must occur within 5 days after Council passage
 2. requires 2/3 (two-thirds) Council vote to override
 - (iv) requiring Council to consider matters that could advance a prescribed provincial priority;
 1. passes with 1/3 (one-third) Council vote
 2. requires 2/3 (two-thirds) Council vote to override
 3. refer to Protocol ("Responsible Use of Powers Regarding Provincial Priorities" September 18, 2025)
 - (v) appointing or dismissing specified employees, except those whose appointment is otherwise prescribed by statute;
 1. power has been delegated (MDE-2025-02 "Delegation of Authority of CAO Appointment and Dismissal" July 8, 2025)
 2. power has been delegated (MDE-2025-03 "Delegation of Authority for Re-organization, Hiring, and Dismissal of Division Head Powers to the CAO" July 8, 2025)
 - (vi) reorganizing the administrative structure of the Municipality; and
 1. power has been delegated (MDE-2025-01 "Delegation of Authority of CAO Powers to the CAO" July 8, 2025)
 - (vii) establishing, dissolving, or modifying Committees of Council.
 1. refer to Protocol ("Responsible Use of Powers Regarding Committees of Council" September 18, 2025)
 2. refer to Protocol ("Appointing Chairs and Vice-Chairs of Local Boards" September 18, 2025)
- (b) All decisions, vetoes, and directions under this Part shall be made in writing, filed with the Clerk within the deadline as stipulated under O. Reg. 530/22, and recorded in a Register of Mayoral Decisions available to the public, subject to MFIPPA.
- (c) Where a written delegation of powers is issued by the Mayor under s. 284.12, the delegation and any revocation shall likewise be filed with the Clerk.
- (d) Where conflict arises between this By-law and Part VI.1 or O. Reg. 530/22, the legislation shall prevail.

4.2. ***Duties of the Deputy Mayor***

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

4.3. *Duties of the Members of Council*

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

(4.4–4.7: Roles at Committee Meetings)

4.4. *Duties of the Committee Chair:*

- (1) It shall be the duty of the Chair to:
 - (a) open the Committee Meeting by taking the Chair and calling the Members to order;
 - (b) announce the business before the Committee in the order in which it is to be acted upon;
 - (c) receive and submit, in the manner prescribed by this Procedural By-law, all motions presented by Members;
 - (d) recognize any Member who wishes to speak and determine the order of speakers;
 - (e) put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of the proceedings;
 - (f) decline to put to vote motions which contravene the provisions of the Procedural By-law;
 - (g) enforce the provisions of the Procedural By-law;
 - (h) enforce on all occasions the observance of order and decorum among the Members;
 - (i) call by name any Member refusing to comply with this Procedural By-law and to order the Member to vacate the Meeting;
 - (j) cause to be expelled and excluded any member of the public who creates a disturbance or acts improperly during a Meeting and, if necessary, direct the Committee Clerk to seek appropriate assistance;

- (k) authenticate, by signature, all Meeting minutes;
- (l) rule on any points of order raised by Members;
- (m) represent and support the decisions of the Committee;
- (n) adjourn the Meeting when the business is concluded, or suspend the Meeting for cause;
- (o) consult with the Committee Clerk on the preparation of the agenda.

(2) Participation of the Committee Chair in Debate

- (a) The Chair may state their position on a matter before voting, but shall not move a motion or debate while presiding without first leaving the Chair.
- (b) If the Chair wishes to move a motion or participate in debate, they shall call on the Vice Chair or another Member to preside temporarily.

4.5. Duties of the Committee Vice Chair

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

4.6. Duties of the Committee Members

- (1) It shall be the duty of Members of a Committee to:
 - (a) deliberate on the business submitted to the Committee;
 - (b) vote when a motion is put to a vote, unless disqualified by law;
 - (c) represent and support the decisions of the Committee;
 - (d) Chair a portion of the Meeting when appointed as Chair;
 - (e) apply and respect the Rules of Procedure.
- (2) Council Committee Members shall adhere to the Council Code of Conduct.
- (3) Non-Council Committee Members shall adhere to the Employee Code of Conduct.
- (4) No Committee Member shall have power to direct or interfere with the performance of any work for the Corporation of the Township of Malahide.

5. MEETING PROCEDURES

(5.1–5.13: Council Meeting Procedures)

5.1. Place of Meeting

- (1) Unless otherwise directed by Council, all Regular and Special Meetings of Council shall be held in the Council Chambers at the Springfield & Area Community Services Building, 51221 Ron McNeil Line, Springfield, Ontario.
- (2) Notwithstanding subsection (1), the Mayor, in consultation with the Clerk, may direct that any Meeting be held in a fully electronic format, where circumstances warrant such action.

- (3) Circumstances that may warrant a fully electronic Meeting include, but are not limited to:
 - (a) severe or inclement weather,
 - (b) public safety concerns,
 - (c) facility-related disruptions,
 - (d) public health considerations, or
 - (e) other operational or security-related concerns that may impede the safe or orderly conduct of the Meeting.
- (4) In such cases, the Clerk shall ensure that:
 - (a) the electronic platform enables all Members to be seen and heard;
 - (b) the public is able to hear, or watch and hear, all open session proceedings; and
 - (c) public notice of the change is posted on the Municipal Website as soon as practicable.
- (5) The physical or electronic location of the Meeting shall be included in the Agenda and Notice of Meeting.

5.2. ***Inaugural Meeting***

- (1) The first Meeting of Council following a regular election shall be held at a date and time set by the Clerk, in consultation with the Mayor, in accordance with section 230(1) of the Municipal Act, 2001. The Clerk shall be responsible for the location, format, and ceremonial arrangements for the Inaugural Meeting, in consultation with the Mayor as Head of Council.
- (2) At the Inaugural Meeting:
 - (a) Each Member present shall take the Declaration of Office in accordance with section 232 of the Municipal Act, 2001.
 - (b) Each Member shall sign the Council Code of Conduct as a condition of assuming office.

5.3. ***Regular Meetings***

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

5.4. ***Special Meetings***

- (1) In addition to Regular Meetings, the Mayor may summon a Special Meeting of Council at any time by directing the Clerk to provide notice stating the date, time, and purpose of the Meeting.
- (2) The Clerk shall also summon a Special Meeting when requested in writing by a majority of Members, to be held at the date and time specified in the request.

- (3) Written notice of a Special Meeting shall be provided to all Members at least twenty-four (24) hours before the meeting and delivered via municipal email.
 - (a) The notice shall include the date, time, place, and specific business to be considered.
- (4) No business shall be considered at a Special Meeting except that which is included in the notice.
- (5) Unless otherwise specified in the notice, the Special Meeting shall be held at the same location as the last Regular Meeting.

5.5. ***Emergency Meeting***

- (1) An Emergency Meeting is a form of Special Meeting convened under urgent or extraordinary circumstances, where the normal notice provisions in Section 5.4 may be waived, in accordance with this section.
- (2) Notwithstanding any other provision of this by-law, in the event of an urgent or extraordinary situation, the Mayor may instruct the Clerk to summon an Emergency Meeting of Council without the standard notice period, for the purpose of dealing with matters that require immediate action to protect public health, safety, security, or the continuity of municipal operations.
- (3) The Mayor shall:
 - (a) Make reasonable efforts to contact all Members of Council; and
 - (b) Obtain the verbal or written consent of a majority of Members to hold the Meeting without the usual notice.
- (4) Notice of the Emergency Meeting shall be provided to the public as soon as practicable, through the Township's website or other available means.
- (5) An Emergency Meeting may be held:
 - (a) Electronically, using communication technology that enables all Members to hear and be heard, and enables public access where required; or
 - (b) At an alternative physical location, including outside the municipal boundaries, if necessary due to the nature of the emergency.
- (6) Council is not required to pass a resolution in advance to authorize an Emergency Meeting or a change in location.
- (7) Only business directly related to the emergency may be considered at an Emergency Meeting.
- (8) For greater clarity, Emergency Meetings of Council are distinct from the legislated emergency response procedures carried out by the Municipality's Emergency Control Group (ECG) under the Emergency Management and Civil Protection Act, 1990. The ECG is the primary body responsible for coordinating operational response and making decisions required under the Township's Municipal Emergency Plan. Council may convene an

Emergency Meeting in parallel with ECG operations to provide political direction, approve extraordinary measures, or enact required by-laws.

5.6. *Statutory Public Meetings and Other Legislated Hearings*

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

5.7. *Meetings Open to Public*

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

5.8. *Closed Meetings*

- (1) Except as provided in this section, all Meetings of Council shall be open to the public in accordance with Section 239 of the Municipal Act, 2001.
- (2) A Meeting or part of a Meeting may be closed to the public if the subject matter being considered relates to one or more of the following:
 - (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

- (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory, or a Crown agency of any of them;
 - (i) a trade secret or scientific, technical, commercial or financial information supplied in confidence to the municipality or local board which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group or organization;
 - (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
 - (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
 - (l) a request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) if the council is the head of an institution for the purposes of that Act;
 - (m) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman, a municipal Ombudsman, or a closed meeting investigator;
 - (n) an educational or training session, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
- (3) Before holding a Meeting or part of a Meeting that is to be closed to the public, Council shall state by resolution:
- (a) that the Meeting is to be closed to the public; and
 - (b) the general nature of the matter to be considered.
- (4) Where a Meeting or part of a Meeting is closed to the public:
- (a) the Chair shall request all persons not entitled to attend the closed session to vacate the Council Chambers or discontinue access to the virtual platform; and
 - (b) any audio or video recording or live stream shall be discontinued for the duration of the closed session.
- (5) A Meeting or part of a Meeting shall not be closed to the public during a vote, unless:
- (a) the subject matter falls within one of the exceptions listed in subsection 5.8(2); and
 - (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees, or agents of the municipality, or persons retained under contract with the municipality (per section 239(6) of the Act).

- (6) A vote to approve a by-law or a resolution, including a resolution to authorize a land sale or acquisition, must occur in open session, unless otherwise authorized by law.
- (7) The Clerk shall record, without note or comment, all resolutions, decisions, and other proceedings during a closed Meeting, and such records shall be retained in accordance with the Township's Records Retention Policy.
- (8) The motion to rise from "In Camera" shall include the time Council rose and may summarize any directions given or procedural resolutions passed during the closed session in accordance with section 239(6) of the Municipal Act, 2001. Any resolutions requiring final approval must be passed upon return to open session.
- (9) Members shall ensure that all information discussed during a closed Meeting remains confidential. A breach of closed session confidentiality may be subject to penalties as set out in the Council Code of Conduct or applicable legislation.

5.9. ***Quorum***

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

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

- (1) Public notice of each Regular Meeting of Council shall be deemed to be given when the Agenda is posted on the Municipal Website no later than 4:30 p.m. on the Tuesday preceding the scheduled Meeting, unless circumstances prevent this, in which case the Clerk shall post the Agenda as soon as practicable.
- (2) Public notice of a Special Meeting of Council shall be given by posting the notice on the Municipal Website not less than twenty-four (24) hours before the time appointed for the Meeting.
- (3) Where an Emergency Meeting of Council is held in accordance with Section 5.5 of this By-law, notice of the Meeting shall be posted on the Municipal Website as soon as practicable, recognizing that advance notice may not be possible due to the urgent nature of the Meeting.
- (4) The failure to provide notice in accordance with this section shall not affect the validity of a Council Meeting or any action taken thereat, provided that a quorum is present and the Meeting is open to the public, except where a statute requires public notice as a condition of Council's authority to act.
 - (a) Such statutory notice requirements include, but are not limited to:

- (i) Public meetings under the Planning Act, including notices for official plan amendments, zoning by-law amendments, plans of subdivision, consents, and minor variances;
- (ii) Public meetings under the Development Charges Act for adoption or amendment of development charge by-laws;
- (iii) Notice under section 290 of the Municipal Act, 2001, regarding budget adoption, where applicable;
- (iv) Notice under section 270 of the Municipal Act, 2001, for the sale or disposition of municipal land;
- (v) Public meetings under the Municipal Conflict of Interest Act for Code of Conduct and Integrity Commissioner matters;
- (vi) Any other statutory public notice required by law or the Municipality's Public Notice Policy or By-law.

5.11. *Adjournment – Due Hour*

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

5.12. *Cancellation of a Council Meeting*

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

- (3) Where a Meeting is cancelled, public notice shall be posted on the Municipal Website as soon as practicable.

5.13. *Electronic Participation in Council Meetings*

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

(5.14–5.23: Committee Meeting Procedures)

5.14. *Place of Meeting – Committees*

- (1) Unless otherwise directed by Council, all Committee Meetings shall be held in the Council Chambers at the Springfield & Area Community Services Building, 51221 Ron McNeil Line, Springfield, Ontario or another such facility accessible to the public.
- (2) Notwithstanding subsection (1), the Committee Chair, in consultation with the Committee Clerk, may direct that a Committee Meeting be held in a fully electronic format where circumstances warrant such action.
- (3) Circumstances that may warrant a fully electronic Committee Meeting include, but are not limited to:
 - (a) severe or inclement weather;

- (b) public health or safety concerns;
 - (c) unexpected facility closures or disruptions; or
 - (d) other operational or security-related issues that may impede the safe or orderly conduct of the Meeting.
- (4) In such cases, the Clerk or Committee Secretary shall ensure that:
- (a) the electronic platform enables all Committee Members to be seen and heard;
 - (b) members of the public are able to hear, or watch and hear, all open session proceedings; and
 - (c) public notice of the change in meeting format or location is posted on the Municipal Website as soon as practicable.
- (5) The physical or electronic location of the Committee Meeting shall be included in the Agenda and Notice of Meeting.

5.15. ***Inaugural Meeting – Committees***

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

5.16. ***Regular Meetings – Committees***

- (1) Regular Meetings of a Committee shall be held on a schedule established by Council through resolution, or as set out in the Committee's Terms of Reference. Where no

schedule has been predetermined, the Clerk or staff liaison shall coordinate the scheduling of Committee Meetings in consultation with the Chair and Committee Members.

- (2) Where a Regular Committee Meeting is scheduled on a statutory holiday or a day when Municipal Offices are closed, the Meeting shall be rescheduled to the next available business day, or as otherwise determined by the Clerk or staff liaison in consultation with the Chair.
- (3) The frequency and timing of Regular Committee Meetings may be adjusted to reflect the Committee's mandate, workload, or seasonal requirements, subject to any direction from Council or the Mayor.
- (4) Notice of all Regular Committee Meetings shall be posted on the Municipal Website in accordance with the notice provisions of this By-law.

5.17. *Special Meetings – Committees*

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

5.18. *Closed Meetings – Committees*

- (1) Except as provided in this section, all Committee Meetings shall be open to the public in accordance with section 239 of the Municipal Act, 2001, where the Committee meets the definition of "committee" in section 238(1) of the Act.

- (2) A Committee Meeting or part of a Committee Meeting may be closed to the public if at least 50% of its membership is composed of Members of Council and the subject matter being considered relates to one or more of the following exceptions under the Act:
- (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory, or a Crown agency of any of them;
 - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
 - (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
 - (l) a request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), if the committee is the head of an institution for the purposes of that Act;

- (m) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman, a municipal Ombudsman, or a closed meeting investigator;
 - (n) an educational or training session, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Committee.
- (3) Before holding a Meeting or part of a Meeting that is to be closed to the public, the Committee shall state by resolution:
 - (a) that the Meeting is to be closed to the public; and
 - (b) the general nature of the matter to be considered.
- (4) Where a Committee Meeting or part thereof is closed to the public:
 - (a) the Chair shall request that all persons not entitled to attend vacate the physical or virtual space;
 - (b) any live stream, audio or video recording shall be disabled for the duration of the closed session.
- (5) While in closed session, a Committee may only pass procedural motions, including motions:
 - (a) to recess;
 - (b) to receive information or reports for discussion purposes only;
 - (c) to request that the Committee Clerk or staff prepare a recommendation for consideration in open session or at a future meeting; or
 - (d) to rise from closed session.
- (6) The Committee Clerk shall record, without note or comment, all procedural motions passed during the closed session. Any recommendations to Council must be made and voted on in open session only.
- (7) Committees shall not consider or vote on any recommendation to Council while in closed session.
- (8) The motion to rise from closed session shall include the time the Committee returned to open session and may summarize procedural steps taken.

- (9) All Members are required to maintain the confidentiality of closed session discussions in accordance with the Township's Codes of Conduct and applicable legislation. Any breach of confidentiality may result in sanctions under the Codes or other applicable rules.

5.19. *Quorum – Committee Meetings*

- (1) A quorum for a Committee Meeting shall consist of a majority of the total number of Members formally appointed to the Committee, whether by resolution of Council or by written appointment of the Mayor under Part VI.1 of the Municipal Act, 2001.
- (2) If a quorum is not present within fifteen (15) minutes after the time appointed for the Meeting, the Committee Clerk shall record the names of the Members present, and the Meeting shall be deemed adjourned. The Committee Clerk or Committee Chair may reschedule the Meeting in accordance with this By-law and any applicable notice provisions.
- (3) For greater clarity, no Committee business shall be transacted unless a quorum is present.

5.20. *Public Notice of Committee Meetings*

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

5.21. ***Cancellation of a Committee Meeting***

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

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

5.22. ***Electronic Participation in Committee Meetings***

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

- (7) Members shall notify the Chair and the Committee Clerk when joining or leaving the Meeting.

6. AGENDAS AND MINUTES

(6.1–6.3: Council Meeting Agendas and Minutes)

6.1. *Council Meeting Agenda*

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

Council Portion:

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

Committee of the Whole Portion:

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

Council Reconvenes:

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

- (3) Where the Mayor exercises authority under s. 284.10 of the Municipal Act, 2001, to require Council consideration of a matter advancing a prescribed provincial priority, the Clerk shall place the item on the next appropriate agenda. The agenda shall identify such

matters as “Provincial Priority Items (Part VI.1)” placed pursuant to Section 284.10, including a link to O.Reg. 580/22 for the relevant provincial priority, for public awareness.

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

6.2. ***Council Meeting Minutes***

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

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

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

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

(6.4–6.6: Committee Meeting Agendas and Minutes)

6.4. *Committee Meeting Agenda*

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

- (a) Call to Order
- (b) Approval of the Agenda
- (c) Disclosures of Pecuniary Interest
- (d) Announcements
- (e) Adoption of Minutes of Previous Meeting(s)
- (f) *Delegations
- (g) Unfinished Business
- (h) New Business
- (i) Correspondence
- (j) Closed Session
- (k) Adjournment

- (3) *Delegation Placement: In preparing the Agenda, the Committee Clerk may place delegations directly related to a specific agenda item immediately before that item is considered. Delegations that are for information purposes only and not related to a business item shall be placed under the “(f) Delegations” section of the agenda.

- (4) The Mayor, in consultation with the Committee Clerk and Committee Chair, may request the inclusion or prioritization of matters on the agenda to support the strategic priorities of the Municipality.

- (5) Any proposed additions or alterations to the Agenda after it has been published shall require the approval of the Committee at the “Approval of the Agenda” portion of the Meeting.

6.5. *Committee Meeting Minutes*

- (1) The Committee Clerk shall cause minutes to be taken of each Meeting of a Committee, whether open to the public or closed, in accordance with section 239(7) of the *Municipal Act, 2001*. The minutes shall include:

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

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

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

7. ORDER OF PROCEEDINGS – COUNCIL & COMMITTEES

7.1. ***Call to Order***

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

7.2. *Approval of the Agenda*

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

7.3. *Disclosures of Pecuniary Interest*

- (1) Where a Member, either on their own behalf or while acting for, by, with, or through another, has any direct or indirect pecuniary interest in a matter being considered at a Meeting, the Member shall:
 - (a) Prior to consideration of the matter, disclose the interest and the general nature thereof;
 - (b) Refrain from taking part in the discussion or vote on any question related to the matter; and
 - (c) Not attempt in any way, before, during, or after the Meeting, to influence the voting on the matter.
- (2) Where the Meeting or portion thereof is closed to the public, in addition to the requirements in subsection (1), the Member shall immediately leave the Meeting for the duration of the discussion on the matter.

- (3) Where a Member is absent from a Meeting at which they have a pecuniary interest in a matter, the Member shall disclose the interest and otherwise comply with subsection (1) at the first Meeting attended thereafter.
- (4) In accordance with the MCIA, a Member shall file with the Clerk a written statement of the interest and its general nature following the declaration. The Clerk shall:
 - (a) Make the written statement available to the public as soon as practicable; and
 - (b) Maintain a publicly accessible registry of written statements of disclosure.

7.4. *Announcements*

- (1) Members may, without debate, make brief announcements at the appropriate point on the Agenda, including:
 - (a) Upcoming community events;
 - (b) Recognition of notable achievements or contributions by individuals or groups in the community;
 - (c) Expressions of gratitude or condolences;
 - (d) General information regarding conferences, seminars, or training attended; and
 - (e) Presentation of awards or certificates.

Announcements shall not be used to introduce new business items or engage in debate, and shall not materially advance the business of Council outside of the approved Agenda.

7.5. *Adoption of Minutes*

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

7.6. *Delegations*

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

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

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

- (3) Any item removed from the Consent Agenda shall be placed on the appropriate section of the Agenda for discussion and a separate vote.

7.8. *Unfinished Business*

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

7.9. *New Business*

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

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

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

7.10. *By-laws – Council Meetings Only*

- (1) Every By-law introduced shall be in written form, free of blanks except those necessary to conform to accepted procedure or comply with statutory requirements, and complete with its number and date to be affixed.
- (2) Upon being reported to Council, a By-law shall, unless otherwise directed by Council, receive first, second, and third readings in a single motion at the same Meeting, and shall be passed on the affirmative vote of the majority of the Members present and voting.
- (3) Every By-law enacted by Council shall be numbered and dated, signed by the Mayor (or their designate) and the Clerk, sealed with the seal of the Municipality, and retained under the control of the Clerk in accordance with the Records Retention By-law.

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

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

7.12. ***Correspondence***

- (1) Form and Content
 - (a) All correspondence, including petitions, intended to be presented to Council or a Committee shall:
 - (i) Be legibly written or printed;
 - (ii) Not contain defamatory, impertinent, or improper matter or language;
 - (iii) Clearly identify the author(s) by full name and municipal address; and
 - (iv) Be signed (digital or handwritten) or otherwise verifiably submitted by the author(s).

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

7.13. *Closed Session*

- (1) See section 5.8.

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

- (1) At the conclusion of all Regular and Special Meetings of Council, and prior to Adjournment, a Confirming By-law shall be presented to confirm the proceedings of the Meeting, including every motion, resolution, and other action taken by Council.
- (2) A Confirming By-law, when introduced, shall be deemed to have been read and shall be voted on without debate.

- (3) The Confirming By-law shall not be interpreted as confirming or altering any action taken by the Mayor under Part VI.1 of the Municipal Act, 2001, which actions are effective in accordance with that Part.

7.15. ***Adjournment***

- (1) See Sections 10.15.

8. **DELEGATIONS**

- 8.1. Persons desiring to verbally present information on matters of fact or to make a request to Council or a Committee shall provide written notice, including specific details regarding the subject of their address, to the satisfaction of the Clerk no later than 12:00 p.m. on the Friday of the week prior to the Meeting.
- 8.2. The following types of subject matter are not eligible for presentation by a delegation and shall not be placed on an agenda:
 - (1) Matters outside municipal authority
 - (a) Items that are outside the jurisdiction of Council or the Committee.
 - (2) Matters already decided by Council
 - (a) Items that have been decided upon by Council during the current term, including requests for reconsideration, unless new and material information is presented that, in the opinion of the Clerk, warrants Council's reconsideration.
 - (3) Matters under active staff or legal process
 - (a) Matters referred to staff for a report, until the report is formally before Council or Committee.
 - (b) Matters related to an ongoing municipal investigation, enforcement action, or by-law compliance file, until such matter is concluded.
 - (c) Matters involving litigation or potential litigation in which the Municipality is involved.
 - (4) Personnel and labour matters
 - (a) Matters relating to labour relations or negotiations.
 - (b) Matters relating to employee relations.
 - (c) Matters about an identifiable individual, except where the matter is the subject of a scheduled statutory public meeting.
 - (5) Election or procurement processes
 - (a) Matters involving election campaigning.
 - (b) Matters from a bidder or potential bidder in an active procurement process, until the procurement is concluded.

- (6) Commercial or funding requests outside process
 - (a) Matters that constitute an advertisement for products or services.
 - (b) Requests for financial assistance or fee waivers outside of established municipal processes.
- (7) Matters not relevant to the approved delegation topic
 - (a) Items that are not directly related to the subject for which the delegation received approval to address Council or Committee.
- 8.3. Despite section 8.1, a person is not required to give written notice or be listed on the agenda with respect to a matter for which the public has been given notice of a public meeting under the Planning Act, any other Act, or applicable municipal policy.
- 8.4. Delegations shall provide their name and municipality of residence for the record. All remarks shall be addressed to Council/Committee as a whole and not to any individual Member or staff.
- 8.5. Delegations shall be permitted up to fifteen (15) minutes for their presentation, unless otherwise extended by the Chair during the meeting with the consent of the majority of Members present. The Chair may also, with the consent of the majority, reduce the speaking time for delegations when multiple presentations are scheduled or where time constraints exist.
- 8.6. Written communications or petitions may be provided to the Clerk for distribution at the Clerk's discretion.
- 8.7. No delegation shall:
 - (1) Speak disrespectfully of any person;
 - (2) Use improper or unparliamentary language;
 - (3) Address or comment on any matter that is ineligible for presentation under Section 8.2;
 - (4) Violate the rules of procedure or a decision of the Chair;
 - (5) Engage in cross debate with other delegations, staff, Members of Council/Committee, or the Chair.
- 8.8. Municipal audio-visual equipment may be used with the Clerk's approval, provided the material is submitted by 12:00 p.m. on the Friday before the Meeting.
- 8.9. Members may only ask questions of delegations to clarify or obtain additional relevant information related to the delegation's presentation.
- 8.10. The Clerk, in consultation with the Chair, may refuse a delegation request when the subject is beyond municipal jurisdiction, is repetitive, or is deemed frivolous or vexatious.
- 8.11. Delegations may participate electronically if:

- (1) Electronic means are available for the meeting;
- (2) Audio and video quality allows for two-way communication;
- (3) All rules of decorum and procedure are followed; and
- (4) If technical issues cause unreasonable delay or interference, the Chair may terminate the connection.

9. RULES OF DEBATE AND CONDUCT

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

- (1) No Member shall:
 - (a) Speak disrespectfully of:
 - (i) The Reigning Sovereign or any Member of the Royal Family;
 - (ii) The Governor General;
 - (iii) The Lieutenant Governor of any Province;
 - (iv) Any Member of the Senate, the House of Commons, or the Legislative Assembly of Ontario.
 - (b) Use offensive or unparliamentary language, or speak disrespectfully against Council, any Member, or any officer or employee of the Municipality.
 - (c) Speak in a discriminatory manner based on race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, or disability.
 - (d) Speak on any subject other than the matter currently under debate.
 - (e) Disobey the Rules of Procedure or a ruling of the Chair, unless overruled under this By-law.
 - (f) Disclose confidential information from a Closed Meeting where the matter remains confidential.
 - (g) Persist in disobedience after being called to order, in which case the Chair shall order the Member to vacate the Meeting location. If the Member apologizes, the Chair may permit the Member to resume their seat.
- (2) Members shall refrain from discussion on matters that are ineligible for presentation by a delegation under Section 8.2, unless such matters are legitimately before Council or Committee in accordance with this By-law.

9.2. ***Speaking Protocol***

- (1) A Member shall be recognized by the Chair before speaking and shall address all remarks to the Chair.
- (2) When two or more Members wish to speak, the Chair shall recognize Members in the order in which they indicated their intent to speak.
- (3) When a Member is speaking, no other Member shall interrupt except to raise a Point of Order.

- (4) A Member shall not speak more than once to the same question without the permission of the Chair, except that the Member who moved the main motion may reply at the close of debate, but not if they also moved an amendment or procedural motion.
- (5) A Member shall not speak for more than five (5) minutes to the same question or in reply without the permission of the Chair.
- (6) A Member may require the Clerk to read the motion under discussion at any time, provided it does not interrupt the Member who has the floor.

9.3. ***Question***

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

9.4. ***Point of Privilege***

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

9.5. ***Point of Order***

- (1) A Member may rise on a Point of Order to draw attention to a breach of the Rules of Procedure.
- (2) Upon being recognized by the Chair, the Member shall state the Point succinctly.
- (3) The Chair shall rule on the Point without delay. The ruling is final unless immediately appealed in accordance with Section 9.6.

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

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

10. MOTIONS

10.1. ***General Rules***

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

10.2. ***Withdrawal of Motion***

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

10.3. ***Motions Out of Order***

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

10.4. ***Priority of Disposition***

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

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

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

- (b) Table with instructions (debate on instructions only);
- (c) Amend;
- (d) Rescind.

10.6. ***Motion to Amend***

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

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

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

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

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

10.9. ***Motion to Table***

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

10.10. ***Motion to Divide***

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

10.11. ***Motion to Rescind***

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

10.12. ***Reconsideration***

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

10.13. Motion to Recess

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

10.14. Motion to Adjourn

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

11. NOTICE OF MOTIONS

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

12. VOTING ON MOTIONS

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

- (1) When a vote is called, any Member present, whether in person or participating electronically, who abstains or fails to vote or respond after two (2) consecutive prompts from the Chair shall be deemed to have voted in the negative.

13. METHODS OF VOTING

13.1. Unrecorded Vote

- (1) The method of determining the decision of Council or a Committee on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing, or another method.

13.2. Recorded Vote

- (1) Immediately before or after the taking of a vote on a motion, a Recorded Vote may be requested by a Member. When a Recorded Vote is requested, each Member present, except those disqualified from voting by any Act, shall announce their vote openly, and the Clerk shall record each Member's name and vote on the question.
- (2) The order in which Members present and voting shall announce their vote during a Recorded Vote is:
 - (a) Ward Councillors (in ascending numerical order),
 - (b) Deputy Mayor, and
 - (c) Mayor

14. CONDUCT OF THE AUDIENCE

- 14.1. Members of the public in attendance at a Meeting of Council or a Committee, whether in the Council Chambers or another location in accordance with Section 5 of this Procedural By-law, shall respect the decorum of the proceedings, maintain order and quiet, and shall not:

- (1) Address Council or a Committee without the permission of the Mayor or Chair;
- (2) Interrupt any speaker or action of Members or any person addressing Council or a Committee;
- (3) Speak out without recognition from the Chair;
- (4) Behave in a disorderly manner; or
- (5) Make noise or sound that disrupts the conduct of the Meeting.

- 14.2. Placards, signs, posters, advertising devices, or similar items are not permitted in the Council Chambers or any other location where Council or a Committee is conducting business.

- 14.3. The Mayor or Chair may direct any member of the public to vacate the Council Chambers or other meeting location if, in their opinion, the individual's behaviour is disruptive to the business at hand.

15. ADMINISTRATION

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



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 25-52

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

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

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

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

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

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

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

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

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

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

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

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

Mayor

Clerk

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

Mayor

Clerk



REPORT NO. PW- 25-41

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: November 20, 2025
SUBJECT: Recycling Collection from Non-Eligible Sources

RECOMMENDATION:

THAT Report No. PW 25 41 entitled “Recycling Collection from Non-Eligible Sources” be received;

AND THAT the Committee recommend to Council to approve the discontinuance of curbside recycling collection at all Non-Eligible Sources within the Township effective January 1, 2026.

PURPOSE & BACKGROUND:

The purpose of this report is to outline recent provincial changes to Ontario’s blue box recycling system and to identify the operational and financial impacts on the Township of Malahide. This report also seeks Council direction on the Township’s future role regarding recycling collection at industrial, commercial, and institutional (IC&I) properties, now classified under regulation as Non-Eligible Sources.

Background: Transition to a Producer Run System

Historically, Ontario’s blue box program operated under a cost-shared model where municipalities and First Nations communities paid approximately half of curbside recycling costs and producers paid the remainder. Municipalities were responsible for administering contracts and receiving reimbursements from Producer Responsibility Organizations (PROs), such as Circular Materials Ontario (CMO).

On July 1, 2023, Ontario began transitioning to a fully producer-funded and producer-operated recycling system under Ontario Regulation 391 21 (Blue Box Regulation). Under this model:

- Producers assume full financial and operational responsibility for residential blue box materials.
- Municipalities cease to be the service administrator.
- Municipal recycling programs, including revenue streams, are phased out.
- The transition will be fully complete on January 1, 2026.

Clarification of Provincial Responsibility for IC&I Locations

From the outset of the Blue Box Regulation, producers were only required to collect blue box materials from eligible sources, which means:

- residential households
- multi residential buildings
- mixed use buildings that include a residence

IC&I properties have never been included as eligible sources under the regulation.

Although many municipalities, including Malahide, historically extended recycling services to IC&I properties for convenience and efficiency, these services were voluntary and not mandated.

Minister's Letter Confirming IC&I Exclusion

On October 1, 2025, the Township received correspondence from the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks. The Minister confirmed:

- Producers are not, and have never been, responsible for collecting IC&I blue box materials.
- Beginning January 1, 2026, PROs will not voluntarily continue IC&I curbside collection, even if municipalities offer to pay for it.
- Municipalities must determine independently whether they will continue to support IC&I recycling and, if so, how they will fund it.

A copy of the letter is attached.

Previous Local Approach

During the transition period (2023 to 2025), Malahide worked with its contractor, Miller Waste Systems, to temporarily continue IC&I recycling collection at 28 business locations at negligible cost, in hopes that the Province and PROs would agree to take over these stops. This did not occur. As a result, these 28 properties become Non-Eligible Sources on January 1, 2026.

COMMENTS & ANALYSIS:

Summary of the Change Effective January 1, 2026

Beginning January 1, 2026:

- Producers will operate and fund curbside recycling collection from all Eligible Sources.
- Miller Waste Systems will continue residential collection on behalf of producers.

- No recycling collection will occur at IC&I properties, unless arranged privately.
- The Township will no longer receive CMO recycling revenues.
- The Township will no longer administer its recycling program.

This represents a complete shift in responsibility from municipalities to producers.

Eligible vs Non-Eligible Sources

To support clarity, the following table summarizes the new eligibility definitions:

Property Type	Eligible for Producer Collection	Notes
Single detached homes	Yes	Residential only
Multi-residential buildings	Yes	Includes apartments
Mixed residential and commercial	Yes	Because they contain a dwelling
Industrial properties	No	Classified as IC&I
Commercial properties	No	Must arrange private services
Institutional properties (e.g. churches, schools)	No	Also considered IC&I

This means that 28 Malahide properties become Non-Eligible Sources on January 1, 2026.

Summary of Options Available to Council

Staff have identified three possible approaches:

Option 1: Discontinue IC&I Curbside Recycling (Recommended)

- All 28 IC&I properties will need to arrange their own recycling services.
- Township cost: \$0 for IC&I services.
- Staff will communicate the change to affected owners.
- Aligns with legislation and producer responsibility.
- Avoids tax subsidization of private businesses.

Option 2: Township Fully Funds IC&I Recycling Collection (not recommended)

- Cost of collection: \$29,163.68 annually.
- Cost of processing: \$6,500 annually (estimated).
- Total annual cost: \$35,663.68.
- Cost to each business: \$1,273.70 annually (if not charged back).
- This cost would be paid entirely by the residential tax base.
 - Staff do not recommend this option.

Option 3: Township Cost Shares with IC&I Properties (not recommended)

- Example: 50 percent municipal subsidy.
- Municipal cost: \$17,831.84 annually.
- A new administrative system is required for tracking and billing.
- Still requires local tax dollars to subsidize a provincial responsibility.
 - Staff do not recommend this option.

Why Staff Recommend Option 1

- Recycling collection is no longer a municipal responsibility.
- The Minister has explicitly confirmed that IC&I recycling is not part of the producer system.
- Residential taxpayers should not subsidize a service that businesses are responsible for under provincial legislation.
- The Township has no authority to require Miller Waste to collect IC&I recycling.
- Continuing the service would expose the Township to escalating and unpredictable collection and processing costs.

Option 1 is the only option that aligns with both legislation and long-term financial sustainability.

FINANCIAL IMPLICATIONS:
Removal of Municipal Recycling Program Revenues

Under the old system, the Township received CMO recoveries that exceeded the actual cost of recycling collection. These revenues indirectly subsidized the waste management operating budget.

Under producer responsibility, these revenues cease entirely. The Township no longer provides the service, so it is no longer eligible to receive reimbursement.

The loss of revenue is greater than the cost savings.

2026 Budget Impact: Option 1

Changes compared to 2025 operating budget:

Budget Change Driver	2026 Change	Notes
Curbside Collection Contract (Miller)	(255,525)	Township no longer responsible for residential curbside recycling
CMO Recoveries	315,700	Township will no longer receive this revenue
Other Adjustments	3,155	Inflationary and administrative adjustments
Net Increase to Tax Levy	63,330	Increase of 0.7 percent

Plain Language Explanation

- Township saves \$255,525
- Township loses \$315,700 in revenue
- The loss is larger than the savings
- Net result: 63,330 dollars increase to taxpayers

This leads to an approximate increase of \$14.84 annually per average household (\$265,000 assessed value).

2026 Budget Impact: Option 2

If the Township continues to fully fund IC&I collection:

Budget Change Driver	2026 Change
Same changes as Option 1	
Business Collection Cost	36,500
Net Increase to Tax Levy	99,830 (1.1 percent)

Contractual Considerations

The Township's 2020 agreement with Miller Waste may include a financial adjustment or payout related to early termination of the municipal recycling responsibilities. This is still under negotiation and not included in the above figures.

LINK TO STRATEGIC & OPERATIONAL PLANS:

Recycling collection is no longer a municipal responsibility under the Blue Box Regulation. The recommended approach aligns with financial sustainability principles but is not directly linked to any specific strategic plan objective.

CONSULTATION:

- Miller Waste Systems
- Reverse Logistics Group
- Circular Materials

ATTACHMENTS:

1. Letter from the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks
2. List of Non-Eligible Source Locations in Malahide

Prepared by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

Jason Godby

From: Nathan Dias
Sent: October 1, 2025 1:00 PM
To: Allison Adams; Jason Godby
Cc: Talya Jones
Subject: Fw: Letter from the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks / lettre de l'honorable Todd McCarthy, ministre de l'Environnement, de la Protection de la nature et des Parcs

Best regards,

Nathan Dias
Chief Administrative Officer | Township of Malahide
 519.773.5344 x223 | ndias@malahide.ca | www.malahide.ca

From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>
Sent: Wednesday, October 1, 2025 12:09 PM
Subject: Letter from the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks / lettre de l'honorable Todd McCarthy, ministre de l'Environnement, de la Protection de la nature et des Parcs

Good morning,

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

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

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

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

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

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

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

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

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

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

Todd McCarthy
Minister of the Environment, Conservation and Parks

Bonjour,

Comme vous le savez, l'Ontario effectue la transition du système des boîtes bleues, en passant d'un contrôle municipal à un modèle exécuté par les producteurs dans lequel les organismes assumant les responsabilités d'un producteur exploiteront un système de collecte des matériaux destinés aux boîtes bleues à l'échelle de la province. Ce transfert de responsabilités permettra aux municipalités d'économiser annuellement plus de 171 millions et cette transition sera achevée en 2026.

Je vous écris aujourd'hui afin de clarifier et de confirmer qu'en vertu du règlement sur la boîte bleue, les organismes assumant les responsabilités d'un producteur ne sont pas responsables, et ne l'ont jamais été, de la collecte de déchets destinés à la boîte bleue issus de sources industrielles, commerciales et institutionnelles (ICI). De plus, ces organismes ont indiqué qu'à partir de 2026, ils ne continueront plus volontairement à offrir ce service aux municipalités qui sont prêtes à payer pour ce service comme elles le font pour de petits établissements des secteurs ICI pendant la transition.

Comme les organismes assumant les responsabilités d'un producteur l'indiquent depuis 2023, cela signifie que les municipalités devront continuer à collaborer avec leurs petits établissements ICI pour déterminer la meilleure voie à suivre pour la collecte dans leurs collectivités. Le ministère croit savoir que de nombreuses municipalités ont déjà commencé ce travail pour être prêtes le 1^{er} janvier 2026.

Ce n'était pas le résultat que j'espérais lorsque j'ai écrit aux organismes assumant les responsabilités d'un producteur, le 4 juin 2025, pour leur demander de préparer une offre de services qui permettrait de poursuivre les petites collectes pour les secteurs ICI aux frais des municipalités. Les municipalités et ces organismes m'ont indiqué que les organismes assumant les responsabilités d'un producteur pourraient tirer parti du système de collecte des matériaux destinés aux boîtes bleues à l'échelle de la province pour offrir une option rentable aux municipalités.

Malheureusement, le 19 septembre 2025, ces organismes ont indiqué qu'ils ne seraient pas en mesure de répondre à mon orientation initiale. Ils ont ciblé des problèmes d'infrastructures, d'ordre financier et d'ordre opérationnel limitant leur capacité à fournir de petites collectes de matériaux ICI, les rendant impossibles à réaliser et inabordables pour la plupart des municipalités. De plus, ces difficultés risquaient de créer d'éventuelles interruptions dans la collecte résidentielle exécutée par ces organismes.

Malgré ma déception sur la conception de la proposition qui ne prend pas en charge une collecte plus large sur le trottoir, laissant ainsi une lacune de service dans les municipalités; je suis ravi de constater l'engagement d'un travail collaboratif des organismes assumant les responsabilités d'un producteur avec les collectivités qui comptent sur les dépôts pour la collecte des boîtes bleues, afin de faciliter les petites collectes de déchets ICI. Ces organismes proposent de permettre le regroupement des boîtes bleues résidentielles et ICI dans des conteneurs de dépôts partagés. Cela permettra aux municipalités de ne pas avoir à planifier et à payer pour des conteneurs de dépôts séparés pour les petits déchets ICI destinés aux boîtes bleues et ainsi d'empêcher l'augmentation de leurs coûts et de leurs frais généraux. Selon l'approche proposée par ces organismes, ceux-ci seront responsables du transport et du recyclage pour la partie estimée des sources résidentielles collectées et les municipalités pour la partie estimée des sources ICI collectées de petits établissements.

Je suis très déçu que les organismes assumant les responsabilités d'un producteur n'aient pas été en mesure d'accomplir une offre de collecte des déchets ICI issus des petits établissements. Cependant, je reconnais également que la grande majorité des entreprises en Ontario organisent leur propre collecte de recyclage par le biais de contrats privés ou d'ententes avec leur municipalité. Bien que ces organismes n'offrent pas aux municipalités une petite collecte sélective de déchets ICI, les solutions du secteur privé sont toujours disponibles pour les municipalités. Si les municipalités n'offrent pas ce service aux entreprises, elles devront le communiquer de manière proactive afin que les entreprises individuelles et les associations commerciales puissent organiser le recyclage de manière indépendante.

Mon gouvernement s'est engagé à fournir le meilleur système de boîtes bleues possible aux producteurs et aux municipalités. À cette fin, nous envisagerons d'améliorer ce système au cours de la prochaine année. Au fur et à mesure du processus, nous examinerons quelles sont les modifications adéquates à apporter au règlement sur la boîte bleue pour tirer parti du système exploité par les producteurs et aider nos collectivités, nos petites entreprises et nos institutions à maintenir les services de collecte des boîtes bleues de manière rentable.

Mon ministère vous informera au cours des prochains mois, au fur et à mesure que nous progressons dans cette initiative. En attendant, si vous avez des questions sur l'offre des organismes assumant les responsabilités d'un producteur pour faciliter les petites collectes de

matériaux recyclables issus de sources industrielles, commerciales et institutionnelles dans les dépôts des collectivités, veuillez communiquer à info@circularmaterials.ca.

Nous vous remercions de votre soutien continu de la transition vers la responsabilité des producteurs. Elle permettra d'augmenter la quantité de matériaux recyclés en Ontario et fera économiser de l'argent aux municipalités.

Todd McCarthy

Ministre de l'Environnement, de la Protection de la nature et des Parcs

SCHEDULE A
AMENDMENT TO STATEMENT OF WORK 1

1. Amend Exhibit 5 (Non-Eligible Sources) as follows:

(a) remove the following table:

Name	Location	Street Address	City	Postal Code
None				

(b) replace the table with:

Eligible Community	Name of Non-Eligible Source	Location	Street Address	City	Postal Code
Township of Malahide	Bee Line Parks		3497 Collin St	Aylmer	N5H 2R2
	Bee Line Trailer Park		49508 Dexter Line	Aylmer	N5H 2R2
	Shores Restaurant		3360 Imperial Rd	Aylmer	N5H 2R2
	Meno Mex (Main Store)		49919 Talbot Line	Aylmer	N5H 2R1
	Berelmans Welding and Manufacturing		12145 Dorchester Rd	Aylmer	N5H 2R6
	Daag Tire		515 Talbot St. E	Aylmer	N5H 2R1
	Aylmer Tirecraft		572 Talbot St. E	Aylmer	N5H 2R1
	Elgin Auto		48103 Talbot Line	Aylmer	N5H 2R4
	Wanda's Spicy Connection (Market)		9105 Rogers Rd	Aylmer	N5H 2R4
	Wiebe's Wheels		530 Talbot St. W	Aylmer	N5H 2T8
	Pinecroft		8122 Rogers Rd	Aylmer	N5H 2R4
	Shackleton Auctions		51570 Lyons Line	Springfield	N0L 2J0
	Rona		51276 Ron Mcneil Line	Springfield	N0L 2J0
	Sunrise Aylmer		560 Talbot St. E	Aylmer	N5H 2R1
	R and A Automotive		9127 Hacienda Rd	Aylmer	N5H 2R1

	Cardinal Creek Farm		48140 Talbot Line	Aylmer	N5H 2R4
	Van Gorp Drainage & Excavating		12709 Imperial Rd	Springfield	N0L 2J0
	Graceview General Contractor		51200 Yorke Line	Belmont	N0L 1B0
	Hope ECO Farm Store		51681 College Line	Aylmer	N5H 2R3
	Country Flavourites Bakery		10705 Carter Rd	Aylmer	N5H 2R3
	Firby Motors		52821 College Line	Aylmer	N5H 2R3
	Drews Auto Body		47733 John Wise Line	Aylmer	N5H 2R4
	Aylmer Auto Body (2 911#'s)		50187 Talbot Line	Aylmer	N5H 2R1
	Johnson Meats		49797 Glencollin Line	Aylmer	N5H 2R3
	Meno Mex Take Out		10829 Imperial Rd	Aylmer	N5H 2R6
	Total Electric		50465 Lyons Line	Springfield	N0L 2J0
	North Erie Marina		3344 Bank St.	Aylmer	N5H 2R2
	Rush Creek RV and Marina		48219 Rush Creek Line	Aylmer	N5H 2R2



November 06, 2025

In This Issue:

- New resources added to Gender-Based Violence toolkit.
- AMO releases resource to support increasing voter turnout.
- AMO releases new version of its Local Democracy Solutions Bank.
- Ontario Energy Board Plans 2026 review of Model Franchise Agreement.
- ROMA Conference concurrent sessions release.
- Workshop: Everything You Need to Know as a Diverse Candidate – Dec 3rd.
- 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 - selling out fast!
- Request for Proposals for AMO AGM and Annual Conference.
- How Municipalities Can Spot – and Stop – Professional Identity Fraud.
- Provide sewer and water line protection for homeowners.
- LTC Webinar for Councillors – Recording and Presentation Deck.
- IESO LT2 Q&A Session.
- IESO Long Lead Time Procurement Webinar.
- Invasive Species Action Fund.
- Partnering for Impact: Collaborating on Municipal Solutions.
- Careers.

AMO Matters

New resources have been added to [AMO's Gender-Based Violence Toolkit](#), including the newly launched [Leader's Pledge on Preventing and Addressing Sexual Misconduct](#).

[Turn Up the Turnout: A Resource on Voter Participation in Local Elections](#) equips politicians, policymakers, civil society leaders, and citizens with evidence-based strategies to increase voter turnout. This resource is part of AMO's Healthy Democracy Project designed to support

AMO members to better engage residents in their communities, help people understand the important role of their local government, and understand how their voice and votes matter.

The new version of [AMO's Local Democracy Solutions Bank](#) includes a catalogue of existing resources for candidates looking to run or seek re-election. The resources have been collected from national and local Ontario candidate support organizations. Explore growing catalogues of local democracy solutions, candidate supports, and local democracy related reports and research.

Provincial Matters

The OEB [issued a letter](#) advising interested stakeholders that it intends to commence a generic proceeding in 2026 to review the OEB's Model Franchise Agreement.

Education Opportunities

The ROMA 2026 Conference is a vital hub for sharing innovative solutions, gaining insight into best practices and tools that can drive the sustainability of your community. View the [program outline](#) and list of topics that will be explored at the conference and [register today](#).

Focused specifically on diverse candidates, AMO's [Running for Municipal Office – Everything You Need to Know as a Diverse Candidate](#) 90-minute workshop provides useful insights and strategies to support you in getting your name on the ballot.

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.

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.](#)

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*

A [recording and presentation slides](#) are available for AdvantAge's webinar on the long-term care environment from a municipal perspective. Municipal councils and staff involved in LTC are encouraged to review.

The Independent Electricity System Operator (IESO) is hosting an [information session](#) on November 12th on its proposed "Long Lead Time" (LLT) Procurement followed by a [breakout session for municipalities](#). Attendees must register for the session and breakout separately.

The Independent Electricity System Operator (IESO) is hosting a [Q&A session](#) about the proposal process for the long-term 2 procurements on November 13. The deadline for LT2 proposals is December 18.

The Invasive Species Centre is accepting proposals to the Invasive Species Action Fund to facilitate on-the-ground monitoring and management of critical invasive species. Visit www.invasivespeciescentre.ca/grants to apply by January 9th.

Join AMO and the [Future Cities Institute](#) 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.](#)

Careers

[Director of Children and Social Services - City of Greater Sudbury](#). Closing Date: November 25, 2025.

[Senior Policy Advisor \(Labour relations and contingency planning\)/ Conseiller principal en politiques \(relations de travail et planification des mesures d'urgence\); conseillère principale en politiques \(relations de travail et planification des mesures d'urgence\)](#) - Treasury Board Secretariat/Secrétariat du Conseil du Trésor. Closing Date: November 13, 2025.

[Team Lead \(Strategy and Contingency Planning\)/Chef d'équipe \(stratégies et planification des mesures d'urgence\)](#) - Treasury Board Secretariat/Secrétariat du Conseil du Trésor. Closing Date: November 13, 2025.

[Licensing and Public Services Coordinator - King Township](#). Closing Date: November 17, 2025.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

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

[ONE Investment](#)

[Media Inquiries](#)

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



November 13, 2025

In This Issue:

- AMO's new voter turnout resource is full of strategies and tactics.
- Take a look at AMO's updated Local Democracy Solutions Bank.
- Pothole Prevention and Repair Program.
- Ontario Energy Board Plans 2026 review of Model Franchise Agreement.
- Applications now open: Canada Summer Jobs wage subsidy.
- ROMA Conference program update.
- Free Workshop: Everything You Need to Know as a Diverse Candidate - Dec 3rd.
- Seeking re-election or first-time candidate? AMO's new, free workshop series is for you.
- Request your delegations at the ROMA Conference Deadline is November 18.
- ROMA Trade Show - selling out fast!
- Request for Proposals for AMO AGM and Annual Conference.
- How Municipalities Can Spot - and Stop - Professional Identity Fraud.
- Provide sewer and water line protection for homeowners.
- Growing Solutions: Seniors' Housing Forum 2025 on November 20.
- IESO LT2 Q&A Session, today.
- Partnering for Impact: Collaborating on Municipal Solutions.
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[Turn Up the Turnout: A Resource on Voter Participation in Local Elections](#) equips politicians, policymakers, civil society leaders, and citizens with evidence-based strategies to increase voter turnout. This resource is part of AMO's Healthy Democracy Project designed to support AMO members to better engage residents in their communities, help people understand the important role of their local government, and understand how their voice and votes matter.

The new version of [AMO's Local Democracy Solutions Bank](#) includes a catalogue of existing resources for candidates looking to run or seek re-election. The resources have been collected

from national and local Ontario candidate support organizations. Make a deposit! Share your resources and democracy solutions with us and we'll add them to our growing catalogue.

Provincial Matters

The province has launched a Pothole Prevention and Repair Program for municipalities with populations up to 10,000 people. [Applications are now open](#) until December 12, 2025.

The OEB [issued a letter](#) advising interested stakeholders that it intends to commence a generic proceeding in 2026 to review the OEB's Model Franchise Agreement.

Federal Matters

Municipalities with 50 or fewer full-time employees are eligible to apply for wage subsidies for summer work experiences targeting youth aged 15- 30 years old. Application window closes December 11, 2025, at 11:59 pm (PST). [Click here for more info](#).

Education Opportunities

The ROMA 2026 Conference is a vital hub for sharing innovative solutions, gaining insight into best practices and tools that can drive the sustainability of your community. View the [program outline](#) and plenary program panel discussions that will be explored at the conference and [register today](#).

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Municipal Wire*

AdvantAge's annual [Seniors' Housing Forum](#) will be happening virtually on November 20 from 9am-2pm. Join for the latest on government plans, housing models, and meeting the needs of Ontario's seniors.

The Independent Electricity System Operator (IESO) is hosting a [Q&A session](#) about the proposal process for the long-term 2 procurements on November 13. The deadline for LT2 proposals is December 18.

Join AMO and the [Future Cities Institute](#) 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.](#)

Careers

[Procurement Professional - County of Simcoe](#). Closing Date: November 24, 2025.

[Policy Planner - Oxford County](#). Closing Date: November 27th, 2025.

[Supervisor, Road Operations - Town of Georgina](#). Closing Date: November 21, 2025.

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



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of October 1, 2025
Approved November 5, 2025

Members in attendance:

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

Regrets:

Peter Ypma	Township of South-West Oxford
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Staff in attendance:

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

1. Welcome and Call to Order

The Chair called the meeting to order at 6:30p.m., Wednesday, October 1, 2025.

The Chair acknowledged Board member Rainey Weisler's last Board meeting with the LPRCA Board of Directors and welcomed Mayor, Ed Ketchabaw, in the audience who is awaiting Municipality confirmation before he succeeds Rainey Weisler as the Municipality of Bayham/Township of Malahide Board member.

2. Additional Agenda Items

None.

3. Approval of the Agenda

A-106/25

Moved by J. Palmer

Seconded by T. Masschaele

FULL AUTHORITY COMMITTEE MEMBERS

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

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

Carried

4. Declaration of Conflicts of Interest

None.

5. Minutes of the Previous Meeting

a) Board of Directors Meeting September 3, 2025

A-107/25

Moved by M. Columbus

Seconded by R. Weisler

THAT the minutes of the LPRCA Board of Directors meeting held September 3, 2025 be adopted as circulated.

Carried

6. Business Arising

There was no business arising from the previous minutes.

7. Review of Committee Minutes

None

8. Correspondence

None

9. Development Applications

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

Leigh-Anne Mauthe presented the approved permits report.

Shelley Ann Bentley commented on how good it was to see Application #113/25 be approved for the rebuild of the house.

Mike Columbus asked staff to clarify the safe access requirement on Application #156/25. Leigh-Anne Mauthe informed the Board that there was a large background of information on the 2017 resolution for safe access, but in sum the resolution from the Board covers Turkey Point and Long Point when it comes to permitting done by the Authority. Under this Resolution, safe access for permitting is different than for Planning Applications. For Planning applications staff rely on Chapter five of the Provincial Policy Statement as their guideline for review.

FULL AUTHORITY COMMITTEE MEMBERS

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

Chris Van Paassen asked what the difference between a re-development of a home and a new development of a home was. Leigh-Anne Mauthe let the Board know that there is a difference between replacing and re-development. Replacement means the construction will be the same size as the previous development, and re-development is when a development is greater than 50m² from the original development and in this situation, a safe access is a requirement.

Mike Columbus asked staff if the Authority has received less permit applications after the provincially significant wetlands were reduced from 120m of regulation to 30m. Leigh-Anne Mauthe let the Board know that there has been a reduction of applications since last year.

A - 108/25

Moved by D. McKeen

Seconded by S. Bentley

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated October 1, 2025 as information.

Carried

10. New Business

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

Judy Maxwell provided a report summarizing operations in September and provided a few recent updates on the continued Level 1 Low Water Advisory and the success of the events held at Backus over the month.

Tom Masschaele and Robert Chambers both praised the War of 1812 held at Backus on September 6th and 7th.

Chris Van Paassen attended the Canadian Decoy and Outdoor Collectibles trade show held at the Education Center on September 20th and was impressed with the Tom Davidson Decoy Gallery.

Dave Beres, Doug Brunton, and Jim Palmer attended the Memorial Forest Dedication ceremony and noted the great attendance and ceremony.

Jim Palmer asked staff how the memorial forest donations are handled. Judy Maxwell informed the Board that the Backus Memorial Forest donations are combined together to purchase trees for the forest for the Autumn ceremony. The donations are also used to maintain the forest throughout the year. Donations are not made to purchase specific trees for specific people, but make up a collaborative forest for all in memoriam donations made over the years.

A-109/25

Moved by R. Weisler

Seconded by S. Bentley

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

Carried

FULL AUTHORITY COMMITTEE MEMBERS

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

b) Boardroom Upgrades (J. Maxwell)

Judy Maxwell gave the report, and made a correction on the motion which should read \$28,778 surplus funds, and not \$27,778.

Jim Palmer asked if the lighting level in the room will change as the room is quite dim. Judy Maxwell informed the Board that Rick's Electric did the office side of the building and at best guess it will be similar LED lights to that.

Dave Beres asked staff if electric plugs were being considered for the board desks for laptops and other electronics. Judy Maxwell informed the Board that those were not factored in, but will ask Rick's Electric about putting in plugs.

Mike Columbus asked staff what would be done with the old board chairs. Judy Maxwell let the Board know the chairs will be repurposed to the satellite offices and park offices.

A-110/25

Moved by T. Masschaele

Seconded by R. Weisler

THAT the LPRCA Board of Directors approves staff to proceed with Boardroom Renovations;

AND

THAT the LPRCA Board of Directors approves the use of \$28,778 surplus funds from the Administration Office Renovation project;

AND

THAT the LPRCA Board of Directors approves the use of up to \$21,222 of unrestricted reserves.

Carried

c) Administration Review Policy for Permits (L. Mauthe)

Leigh-Anne Mauthe presented the report and draft policy.

Chris Van Paassen inquired about Section 7 in the draft policy and questioned if the Authority should delegate to the General Manager to deal with these reviews or if the Board or a committee should be created.

Leigh-Anne Mauthe informed the Board that these reviews have no impact on permit outcomes or have any effect on the determination of a permit, only to deal with the process.

FULL AUTHORITY COMMITTEE MEMBERS

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

Judy Maxwell added that these reviews give the applicant an opportunity to have the process of the permitting reviewed by staff and these are internal processes. It was also noted that in a policy approved in April by the Board the General Manager was also named as the Administrative Review Officer.

Leigh-Anne Mauthe added that these reviews are about the administrative process, not the outcome of or issuing of a permit, to have Board members review prior could affect the bias or conflict of interest if the application goes to a hearing.

Dave Beres asked if the restrictions in Section 8 was standard across all Conservation Authorities. Leigh-Anne responded in the affirmative, that all Conservation Authorities have the same restrictions.

Judy Maxwell further noted that it is not the role of a Board or committee to comment on this.

Mike Columbus asked how many cases would fall under this a year. Leigh-Anne Mauthe made an estimate that there have been approximately five applications this year.

Chris Van Paassen asked the Board to defer the motion and return it to staff for more information.

A-111/25

Moved by C. Van Paassen

Seconded by T. Masschaele

THAT the LPRCA Board of Directors defer the motion to staff for further information.

Carried

11. Closed Meeting

None

Next meeting: November 5, 2025, Board of Directors at 6:30 p.m.

Adjournment

The Chair adjourned the meeting at 7:11 p.m.

Dave Beres
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/ns

FULL AUTHORITY COMMITTEE MEMBERS

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

From: [ca.office \(MECP\)](#)
To: [ca.office \(MECP\)](#)
Subject: Consultation on the proposed boundaries for the regional consolidation of Ontario's conservation authorities
Date: November 7, 2025 4:28:09 PM
Attachments: [image001.png](#)

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

** This message is being sent on behalf of Chloe Stuart, Assistant Deputy Minister, Land and Water Division, MECP and Hassaan Basit, Chief Conservation Executive, MECP **

Greetings,

We are writing to notify you of a policy proposal available for comment on the [Environmental Registry of Ontario](#) at posting #025-1257 which is part of the government's actions to improve conservation authorities.

We are seeking feedback on proposed boundaries for the consolidation Ontario's 36 conservation authorities into regional conservation authorities, and the criteria applied to inform the proposed boundaries. The policy proposal notice includes maps depicting the proposed boundaries for the regional conservation authorities and discussion questions relevant to the planning for the future state.

The province's decision on the number and configuration of regional conservation authorities will be finalized following further technical analysis and consideration of the feedback received during this consultation phase. The province is also planning to consult further, at a future date, on potential amendments to the *Conservation Authorities Act* and regulations under the Act, to enable the consolidation of conservation authorities.

No changes are proposed to the overall extent of conservation authority jurisdiction within the province, and under consolidation, the new regional conservation authorities would remain independent organizations operating with municipal governance and oversight, in accordance with requirements under the *Conservation Authorities Act*, as administered by the Ministry of the Environment, Conservation and Parks.

In addition, the important work that conservation authorities do to protect people and property from the risks of flooding and other natural hazards will not change. Regional conservation authorities would continue to deliver provincially mandated programs. These include drinking water source protection under the *Clean Water Act*, managing development and other activities in areas at risk of natural hazards—such as floodplains, shorelines, watercourses, and wetlands—and providing flood forecasting and warning services. Conservation authorities would continue to manage their lands and recreational trails, providing Ontarians access to local natural areas and outdoor activities. Regional conservation authorities would also continue to be able to provide additional municipal and other watershed programs and services set out under the *Conservation Authorities Act*. Existing conservation authority board members would continue to serve until the expiration of their terms next year, with changes to

governance and structure to be initiated following municipal elections in October 2026.

This proposal is part of broader action that Ontario is proposing to take to improve the conservation authority system to reduce duplicative costs, free-up resources, and better align the work of conservation authorities with provincial priorities on housing, infrastructure, the economy and climate resilience. These actions include the creation of the Ontario Provincial Conservation Agency to provide centralized leadership and oversight of conservation authorities, proposed by the Government on November 6, 2025, in [Bill 68, Plan to Protect Ontario Act \(Budget Measures\), 2025](#).

To learn more about this proposal, a virtual information session for municipalities will be held on **Tuesday, November 18, 2025, at 2pm**. To register for this session, please email ca.office@ontario.ca.

The Environmental Registry comment period for posting #025-1257 will close at 11:59pm on December 22, 2025. Comments may be submitted through the Registry or by email to the conservation authorities section team at the Ministry of the Environment, Conservation and Parks, via ca.office@ontario.ca.

Thank you,

Chloe Stuart
ADM, Land and Water Division
Ministry of the Environment, Conservation and Parks

Hassaan Basit
Chief Conservation Executive
Office of the Chief Conservation Executive



Taking pride in strengthening Ontario, its places and its people

Please Note: As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.

November 5, 2025

The County of Middlesex Official Plan Amendment No. 4
COMBINED NOTICE OF PUBLIC OPEN HOUSE AND PUBLIC MEETING
Pursuant to Sections 17(16) and 26 of the Planning Act.

The County of Middlesex is updating its Official Plan to ensure that the land use planning policies are current, reflect Provincial policy, and reflect changing community needs for the next 30-years.

The Official Plan is a land use planning document that includes a vision, goals, and land use policy directions for the County. The Plan provides a policy framework for topics such as Resource Management, Growth Management, and the provision of Physical Services by dealing with issues of Provincial and County interest. The Official Plan recognizes the planning powers and authorities vested in local municipalities and does not set out detailed local policies. Within Middlesex County, each local municipality has a more detailed local official plan.

A Consultation Draft Official Plan Amendment and all supporting information are available on the County's website www.middlesex.ca. This includes proposed changes in the format of a 'track change' document.

The Amendment would apply to the entire County and accordingly no key map is provided.

OPEN HOUSE

When: Tuesday November 25, 2025 at 6:00 p.m.

Where: This meeting is being held virtually through the Zoom webinar tool. For a registration link and instructions on how to participate, please visit www.middlesex.ca.

If you are unable to participate online, please contact Marcia Ivanic, Legislative Services Manager/Clerk at 519-434-7321 ext. 2250.

The purpose of the Open House is to provide the public an opportunity to provide feedback, to ask questions and identify planning issues that should be considered as part of the amendment. Any person may attend the public open house and/or make written or verbal representation either in support of or in opposition to the proposed Official Plan Amendment, or submit ideas and feedback for consideration.

As this will be an online meeting, there will be no physical in person attendance.

PUBLIC MEETING

When: Tuesday December 9, 2025 at 2:00 p.m.

Where: This is a hybrid meeting and you may participate in-person at 399 Ridout Street North, London, Ontario or virtually using Zoom. To register, please visit www.middlesex.ca

The purpose of the Public Meeting is to provide the public an opportunity to provide formal submission to Middlesex County Council on the proposed amendment. Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Official Plan Amendment, or submit ideas and feedback for consideration.

Why a Hybrid Meeting?

As a means to improve opportunities for public consultation, Middlesex County is using a hybrid format conducted electronically and in-person. By joining the meeting online or in-person, you will have the opportunity to provide verbal submissions either in support of or in opposition to the proposed Official Plan Amendment, or submit ideas and feedback for consideration.

How to participate online:

Important notes before you start:

1. To participate we request that registration be completed by **4:30 p.m. on Friday November 21, 2025**
2. Due to technology restraints, attendance requires participation. You should have a prepared statement for Council to consider, as the order of participation is random. If you simply wish to observe, you are invited to use the Youtube link below.
3. Another participation option, which could save you time, is to submit a statement to the Legislative Services/Clerk's office at clerk@middlesex.ca, by **noon on Friday November 21, 2025** before the meeting. These statements will be made available for review by Council.

Registration is required to join a Zoom Webinar meeting. Unless it is specified in the Public Notice, registration is required by noon of the Friday preceding the meeting. If you are experiencing issues registering at the links below or wish to submit a written comment, please contact the Legislative Services Manager/Clerk at clerk@middlesex.ca before the deadline.

Other participation options:

The County encourages any interested parties to submit comments respecting the proposed Official Plan Amendment in writing by email or post at any time prior to December 12, 2025 to the address provided below.

If you wish to be notified of the decision of the County of Middlesex on the proposed official plan amendment, you must make a written request to the Marcia Ivanic, Legislative Services Manager/Clerk, County of Middlesex, 399 Ridout Street North, London ON N6A 2P1, mivanic@middlesex.ca.

Notice of Collection

Personal information collected as a result of this public meeting is collected under the authority of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Planning Act, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions and comments collected will be made available for public disclosure to members of the public, at the meeting, through requests, and through the website of the County of Middlesex. Questions regarding the collection, use, and disclosure of this personal information may be directed to the County Clerk at clerk@middlesex.ca.

If you have any questions about the proposed official plan amendment, please contact us.

Abby Heddle-Jacobs, Planner II (Policy and Special Projects) email: aheddle@middlesex.ca
Marcia Ivanic, Legislative Services Manager/Clerk email: mivanic@middlesex.ca



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

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 Fax: 613-658-3446
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 Spencerville, Ontario
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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.



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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,

Natalie Charette
 Interim Clerk
clerk@twpec.ca

**EDWARDSBURGH CARDINAL**

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PRESCOTT

EST 1784
THE FORT TOWN

Regular Council
November 3, 2025
2023 -2025

Moved by: T. Young

Seconded by: Burton

THAT Council support the Edwardsburgh
Cardinal resolution regarding Ontario
Community Infrastructure Fund (OCIF);

AND THAT Council direct staff to
circulate their support to all recipients
of the
original resolution

REQUESTED BY:		
RECORDED VOTE		
	YES	NO
Councillor Leanne Burton		
Councillor Mary Campbell		
Councillor Justin Kirkby		
Councillor Lee McConnell		
Mayor Gauri Shankar		
Councillor Ray Young		
Councillor Tracey Young		

CARRIED:

TABLED:

DEFEATED:

RECORDED VOTE:

☒

GAURI SHANKAR, MAYOR

CHLOE PRESTON, CLERK

and
E/C



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 4, 2025

Resolution # RC25177	Meeting Order: 5
Moved by: <i>M. Hatfield</i>	Seconded by: <i>A. Wopato</i>

WHEREAS this council understands that the need for affordable rental housing not only applies to new builds but also to the protection of existing affordable units; and

WHEREAS the removal of rent control in 2018 on any new residential rental unit opened the door to excessive year over year rent increases and the resulting anxiety and mental anguish that come with unpredictable rental costs and loss of housing security; and

WHEREAS the loss of rent control has caused a high number of people across Ontario to be forced out of their homes due to their inability to afford their rent increases; and

WHEREAS without protection from excessive and malicious rent increases, many Wawa renters will also be at risk of being priced out of their own homes; and

WHEREAS unlimited rent increases can be used as a tool by landlords acting in bad faith to remove existing tenants in order to replace them with new tenants at increased rates; and

WHEREAS providing housing stability, maintaining affordable housing stock, and protecting renters from unfair rent increases is of utmost importance to this council.

WHEREAS This council recognizes that landlords are essential to a flourishing and affordable housing system; and

WHEREAS maintaining Northern Ontario as a location that is attractive to landlords is of utmost importance.

Page 2.....



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

NOW THEREFORE BE IT RESOLVED that Council of the Corporation of the Municipality of Wawa request the Province of Ontario provide adequate protection against excessive and malicious rent increases for all rental units occupied for residential purposes while maintaining the ability for landlords to operate a viable and sustainable business, and that the Clerk for the Municipality of Wawa send a letter to Honourable Doug Ford Premier of Ontario, MPP Bill Rosenberg, MP Terry Sheehan, and other municipalities throughout Ontario for their endorsement consideration.

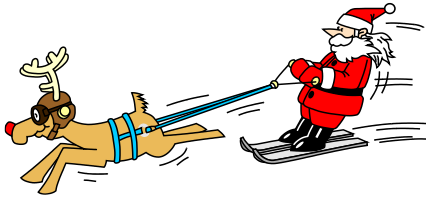
RESOLUTION RESULT		RECORDED VOTE		
☒	CARRIED	MAYOR AND COUNCIL	YES	NO
☐	DEFEATED	Mitch Hatfield		
☐	TABLED	Cathy Cannon		
☐	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
☐	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
☐	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL



SPRINGFIELD SANTA CLAUS PARADE COMMITTEE

November 4, 2025

Township of Malahide
87 John St St
Aylmer, ON
N5H 2C3

Attention: Malahide Council Members

Council Members

The Springfield Santa Claus Parade Committee consisting of Rosemary Kennedy, Ashley Fentie, Tracy Goris and myself would like to have the 2025 Santa Claus Parade operate as in the past, with the parade progressing along Ron McNeil Line from the east end at Catherine Street to the farthest west Street - Omemee - and then disbanding along Broadway.

Santa has agreed to come and we are planning on having him at the Fire Hall to hand out bags of candy there after the parade is over.

As usual the date and time is the first Saturday in December at 1 pm. This year that date is December 6th.

Sincerely,

Kelly Pearson
Secretary

President

Rosemary A. Kennedy

519-773-2751
mingyrak@gmail.com

Secretary

Kelly Pearson
Broadway St, PO Box 52,
Springfield, ON N0L 2J0
519-765-4021
kelly.spr@outlook.com

Directors

Ashley Fentie

Tracy Goris



THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 25-63**

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 20, 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 20th day of November, 2025.

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

Mayor, D. Giguère

Clerk, A. Adams