



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

January 15, 2026 – 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 December 18, 2025
- (G) Public Meetings & Committee of Adjustment
 - Meeting to Consider – Avon Drain - parts of Lots 3 and 4, Concession 7
 - Meeting to Consider – Hotke Drains - serving parts of Lot 88, Concession S.T.R.E
 - Public Hearing – Minor Variance Application – D13-MV-08-25 – Gary & Beverly Bullas - 51117 Ashton Street
- (H) Delegations
 - J.L. Richards & Associates- Presentation by Jane Wilson & Christie Kent – Community Evaluation for Water and Wastewater Master Servicing Plan
- (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:
- (J) Unfinished Business
- (K) New Business
 - DS-26-02 - Application for Consent to Sever No. E-07-26 of John Weninger

- FIN-26-01 - 2026 Interim Tax Levy By-law
- PW-26-01 - Implications of the County of Elgin Transportation Master Plan

(L) By-laws

- 26-01 – Avon Drain – 1st & 2nd reading
- 26-02 – Hotke Drain – 1st & 2nd reading
- 26-03 – Interim Tax Levy
- 26-04 – Colin Street Property Acquisition

Committee of the Whole

(M) Business for Consideration

- DS-26-03 – Community Grant Requests

(N) Unfinished Business

- 2026 Proposed Budget Follow-up

(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 – December 18, 2025 and January 8, 2026
2. Township of Malahide – Community Grants Committee Meeting Minutes – November 28, 2025
3. Joint Board of Management Minutes – Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System – September 17, 2025
4. Long Point Region Conservation Authority – Board of Directors Minutes – December 3, 2025
5. Kettle Creek Conservation Authority – Full Authority Minutes – November 19, 2025
6. Kettle Creek Conservation Authority - ERO#025-1257 Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities
7. Municipality of Central Elgin - Proposed Boundaries for the Regional Consolidation of Conservation Authorities
8. Tay Valley Township - Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities.
9. City of Brantford - Call for Reform and Publication of the Ontario Sex Offender Registry
10. Township of Nairn and Hyman – Support for Steel and lumber sectors
11. United Counties of Leeds and Grenville - Bill 9, the Municipal Accountability Act, 2025.

12. City of Peterborough - Sustainable Funding for Police Resolution
13. Elgin OPP Detachment Board Correspondence - Administrative Support and Financial Management Services for the Elgin OPP Detachment Board
14. EECC – 2026 User Fee Approval

(Q) Closed Session

(R) Confirmatory By-law

(S) Adjournment

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

1. THAT the January 15, 2026, Regular Council Meeting Agenda be approved as presented.

2. THAT the minutes of the regular council meeting of Council held on December 18, 2025, be adopted.

3. THAT the Engineer's Report for the Avon Drain be accepted;

AND THAT By-law No. 26-01 being a by-law to provide for the Avon Drain drainage works be read a first and second time and provisionally adopted.

4. THAT the tenders for the construction of the Avon Drain be requested for February 9, 2026 at 12:00p.m.

5. THAT the Court of Revision for the Avon Drain be scheduled to be held on February 19, 2026 at 7:00p.m.

6. THAT the Engineer's Report for the Hotke Drains be accepted;

AND THAT By-law No. 26-02 being a by-law to provide for the Hotke Drains drainage works be read a first and second time and provisionally adopted.

7. THAT the Court of Revision for the Hotke Drains be scheduled to be held on February 19, 2026 at 7:00p.m.

8. THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:___p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".

9. THAT Report No. DS-26-01 entitled "Minor Variance Application of Gary & Beverly Bullas relating to the property located at PLAN 120 PT MCINTOSH BLK, RP 11R4013 Part 1 (51117 Ashton Street)" be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No D13-MV-08-25 to permit an accessory structure with a maximum floor area of 179 m²;

AND THAT the approval shall be subject to the following condition(s):

1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as illustrated with the application; and,

2) That a Lot Grading & Drainage Plan be provided to the Township to the satisfaction of the Chief Building Official.

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

11. That presentation from Jane Wilson & Christie Kent of J.L. Richards & Associates regarding the Community Evaluation for Water and Wastewater Master Servicing Plan be received for information.

12. THAT Report No. DS-26-02 entitled "Application for Consent to Sever of John Weninger, relating to the property located at Concession II, Part of Lot 7 (Malahide), and known municipally as 48776 Jamestown Line" be received;

AND THAT the Application for Consent to Sever No. E-07-26 of John Weninger be supported for the reasons set out in this Report.

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

13. THAT Report No. FIN-26-01 entitled "2026 Interim Tax Levy By-law" be received;

AND THAT By-Law # 26-03 be giving a first, second and third reading.

14. THAT Report No. PW-26-01 entitled "Implications of the County of Elgin Transportation Master Plan" be received;

AND THAT Council endorses the formal submission of the comments contained in within Attachment 1 of this report as part of the Master Plan process.

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

- 26-01 – Avon Drain
- 26-02 – Hotke Drain

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

- 26-03 – Interim Tax Levy
- 26-04 – Colin Street Property Acquisition

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

17. THAT Report DS-26-03 entitled "Community Grant Requests" be received for information;

AND THAT the committee recommend that the community grants in the amount of \$60,784 be approved and distributed as recommended by the Community Grants Committee.

18. THAT Report No. FIN-26-02 entitled “2026 Proposed Budget Follow-up” be received.

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

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

1. AMOWatchfile – December 18, 2025 and January 8, 2026
2. Township of Malahide – Community Grants Committee Meeting Minutes – November 28, 2025
3. Joint Board of Management Minutes – Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System – September 17, 2025
4. Long Point Region Conservation Authority – Board of Directors Minutes – December 3, 2025
5. Kettle Creek Conservation Authority – Full Authority Minutes – November 19, 2025
6. Kettle Creek Conservation Authority - ERO#025-1257 Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities
7. Municipality of Central Elgin - Proposed Boundaries for the Regional Consolidation of Conservation Authorities
8. Tay Valley Township - Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities.
9. City of Brantford - Call for Reform and Publication of the Ontario Sex Offender Registry
10. Township of Nairn and Hyman – Support for Steel and lumber sectors
11. United Counties of Leeds and Grenville - Bill 9, the Municipal Accountability Act, 2025.
12. City of Peterborough - Sustainable Funding for Police Resolution
13. Elgin OPP Detachment Board Correspondence - Administrative Support and Financial Management Services for the Elgin OPP Detachment Board
14. EECC – 2026 User Fee Approval

21. THAT By-law No.26-05, being a Confirmatory By-law, be given first, second and third readings and be properly signed and sealed.

22. RESOLVED THAT we do now adjourn at _____ p.m. to meet again on February 5, 2026 at 7:00p.m.

**The Corporation of the Township of Malahide
December 18, 2025 – 7:00p.m.
Virtual Meeting - <https://youtu.be/sU9fMPEwcB0>**

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 6:00p.m. The following were present:

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

Staff: Chief Administrative Officer N. Dias, Clerk A. Adams, Director of Public Works J. Godby, Director of Fire & Emergency Services J. Spoor, Asset Management Analyst T. Jones, Deputy Treasurer T. Hoover and HR Manager S. Loewen.

Absent:

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 6:01p.m.

APPROVAL OF AGENDA:

No. 25-439

Moved By: Rick Cerna

Seconded By: Scott Lewis

THAT the December 18, 2025, Regular Council Meeting Agenda be approved as presented.

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature therefore:

None.

ANNOUNCEMENTS:

None.

ADOPTION OF MINUTES:

No. 25-440

Moved By: Mark Widner

Seconded By: John H. Wilson

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

Carried

PUBLIC MEETINGS & COMMITTEE OF ADJUSTMENT:

- Public Meeting – Zoning By-law Application – D14-Z13-25 – Mark & Nicole McCallum – 51400 Wilson Line

No. 25-44

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT Council adjourns its Regular Meeting at 6:04p.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 December 3rd and December 10th. Notices were mailed to affected property owners within 120 meters at least 20 days before the meeting, and the notice was also posted on the Township website on November 28th.

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

Mayor Giguère invited comments from those in attendance and agent David Roe was in attendance to answer any questions if there were any.

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

No. 25-442

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT the Planning Public Meeting adjourn at 6:08 p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.

Carried

No. 25-443**Moved By: Chester Glinski****Seconded By: John H. Wilson**

THAT Report No. DS-25-43 entitled "Zoning By-Law Amendment Application of Mark & Nicole McCallum (authorized agent: Civic Planning Solutions) relating to the property located at Concession 8, West Part of Lot 4 (South Dorchester) (51400 Wilson Line) be received;

AND THAT Zoning By-law Amendment Application No. D14-Z13-25 of Mark & Nicole McCallum, BE APPROVED for the reasons set out in this Report.

Carried

- Public Meeting – Zoning By-law Application – D14-Z14-25 – Van Gorp Enterprises – 51200 Yorke Line

No. 25-444**Moved By: Mark Widner****Seconded By: Sarah Leitch**

THAT Council adjourns its Regular Meeting at 6:09p.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 December 3rd and December 10th. Notices were mailed to affected property owners within 120 meters at least 20 days before the meeting, and the notice was also posted on the Township website on November 28th

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

Mayor Giguère invited comments from those in attendance. Agent David Roe explained that the house is already in place and that the intent is to add a secondary use in the basement, which would be addressed through this planning amendment.

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

No. 25-445**Moved By: Scott Lewis****Seconded By: Chester Glinski**

THAT the Planning Public Meeting adjourn at 6:12p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.

Carried

No. 25-446

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT Report No. DS-25-44 entitled "Zoning By-Law Amendment Application of Van Gorp Enterprises relating to the property located at Concession 7, Part Lot 5, RP 11R5963 Part 2 (South Dorchester) (51200 Yorke Line)" be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z15-25 BE APPROVED for the reasons set out in this Report.

Carried

- Public Meeting – Zoning By-law Application – D14-Z15-25 – Tom & Kris Pettit – 47008 Yorke Line

No. 25-447

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT Council adjourns its Regular Meeting at 6:13p.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 December 3rd and December 10th. Notices were mailed to affected property owners within 120 meters at least 20 days before the meeting, and the notice was also posted on the Township website on November 28th.

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

Mayor Giguère invited comments from those in attendance, and agent David Roe explained that the application was submitted to expand their agri-tourism business, which could lead to increased tours through Malahide and visits to other locations.

Mayor Giguère invited comments from Council Members. The Deputy Mayor, who had recently visited the location, was impressed by all it offers and wished them well. Councillor Cerna agreed and also congratulated them on their progress. Mayor Giguère commented that this application is spot on, reflecting the community's needs and the county's economic development plan, particularly in relation to the diversification of the onsite farm.

No. 25-448

Moved By: John H. Wilson

Seconded By: Scott Lewis

THAT the Planning Public Meeting adjourn at 6:18 p.m. and Council reconvene in its Regular Meeting in order to continue with its deliberations.

Carried

No. 25-449

Moved By: Rick Cerna

Seconded By: Chester Glinski

THAT Report No. DS-25-45 entitled "Zoning By-Law Amendment Application of Tom & Kris Pettit relating to the property located at Concession 7, South Part Lot 22 (South Dorchester) (47008 Yorke Line)" be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z15-25 BE APPROVED for the reasons set out in this Report.

Carried

DELEGATIONS:

None.

APPROVAL OF BUSINESS (CONSENT AGENDA):

No. 25-450

Moved By: Scott Lewis

Seconded By: Sarah Leitch

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

- a) THAT Report No. DS-25-42 entitled "Community Relations & Economic Development Focus Areas Report" be received;

AND THAT the Committee recommends that Council endorse the documentation updates and program highlights as presented.

- b) THAT Report No. FIN-25-19 entitled “2026 Draft Water Budget” be received;

AND THAT the committee recommend that the 2026 Draft Water Budget and water system user rates be approved

AND THAT the committee recommend Municipal staff be authorized to carry out the administrative acts necessary to implement the 2026 Draft Water Budget and user rates as approved.

- c) THAT Report No. FIN-25-20 entitled “2026 Draft Sewer Budget” be received;

AND THAT the committee recommend that the 2026 Draft Sewer Budget and sewer system user rates be approved.

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

Carried

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- FIN-25-25 - 2026 Financial Audit

No. 25-451

Moved By: Rick Cerna

Seconded By: John H. Wilson

THAT Report No. FIN-25-25 entitled “2026 Financial Audit” be received;

AND THAT Council authorize the Mayor to sign the 2026 Audit Engagement Letter and Audit Planning Letter from Graham Scott Enns LLP for the 2026 fiscal year.

Carried

- CAO-25-08 - 2025 Strategic Initiatives Update

No. 25-452

Moved By: Sarah Leitch

Seconded By: Mark Widner

THAT Report CAO-25-08 entitled “2025 Strategic Initiatives Update” be received for information.

Carried

BY-LAWS:

No. 25-453

Moved By: Rick Cerna

Seconded By: Sarah Leitch

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

- 25-69 – 2026 Municipal Water Rates
- 25-70 – 2026 Municipal Sewage Rates
- 25-68 – Pettit/Misty Glen Creamery Rezoning
- 25-67 – Van Gorp Enterprises Rezoning
- 25-66 – McCallum Rezoning

Carried

COMMITTEE OF THE WHOLE:

No. 25-454

Moved By: Rick Cerna

Seconded By: Sarah Leitch

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

Carried

A brief 10-minute recess was held before the budget discussion began.

- FIN-25-24 – 2026 Draft Budget

The Mayor offered her opening remarks of the 2026 draft budget.

Asset Management Analyst Jones offered an overview of the presentation. She stated that it would outline the Township’s financial plan for the upcoming year, including proposed operating and capital expenditures, while providing a framework for maintaining current service levels and addressing long-term infrastructure needs. This was discussed in detail by department and Director Godby and Director Spoor assisted with the department breakdown information.

Council raised the following follow-up action items:

1. Councillor Cerna inquired about MPAC assessment notices that he heard were being circulated and if this will affect 2026 budgets.
2. Councillor Wilson asked about the use of building reserves to cover partial building costs. CAO Dias responded that the fees need to be updated to ensure they accurately reflect current needs, as they have not been revised in several years.
3. Deputy Mayor Widner inquired about the potential value of selling the tandem truck. Director Godby stated that he would need to review it to provide an accurate figure, as any estimate at this time would be speculative.
4. Deputy Mayor Widner expressed interest in exploring alternatives to the salt shed.
5. Councillor Cerna and Deputy Mayor Widner inquired about the replacement of the Fire Chief's truck. Is the truck part of the fleet transition as maybe a new one wouldn't have to be purchased. Deputy Mayor Widner would also like to see mileage and hours on vehicles reported as well. It was confirmed that a fleet committee meeting was not required before the next budget meeting for this.
6. Councillor Wilson inquired about the sidewalk and streetlights, noting that although adjustments had been made to only cover the costs, they no longer appear to be balanced. He requested that a summary be prepared to review the situation since the changes were implemented for cost recovery.

No. 25-455

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT Report No. FIN-25-24 entitled "2026 Draft Budget" be received for information.

Carried

No. 25-456

Moved By: Mark Widner

Seconded By: John H. Wilson

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

Carried

CORRESPONDENCE ITEMS:

No. 25-457**Moved By: Sarah Leitch****Seconded By: John H. Wilson**

THAT correspondence item #8 be supported;

AND THAT the remaining items be noted and filed.

1. AMOWatchfile – December 4, 2025 and December 11, 2025
2. Catfish Creek Conservation Authority - 2026 CCCA Preliminary Draft Budget
3. Long Point Region Conservation Authority – Meeting Minutes November 5, 2025 & November 13, 2025
4. Long Point Region Conservation Authority - Bill 68 Schedule 3 and LPRCA Board Resolution Re: ERO No. 025-1257
5. Ministry of Emergency Preparedness and Response - Passage of Bill 25, Emergency Management Modernization Act, 2025 amending the Emergency Management and Civil Protection Act
6. MP for Vancouver East Jenny Kwan - Bill C-233 - Closing Canada's U.S. Arms-Export Loophole: The "No More Loopholes Act"
7. Municipality of Magnetawan – Request for Province to revise grant funding criteria
8. Town of Parry Sound – Support for Municipality of Wawa call for an accessible, province-wide, publicly accountable alcohol container return system.
9. Corporation of Welland - A Call to Action: Standing Together for Justice and the Protection of Canada's Children

Carried

CLOSED SESSION:

No. 25-458**Moved By: Rick Cerna****Seconded By: Scott Lewis**

THAT Council move into Closed Session at 8:49p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:

- Closed Meeting Minutes – November 20, 2025
- A Labour Relations or Employee Negotiations Matter – Annual Staff Performance Reviews (Section 239 (2)(d)).

Carried

No. 25-459**Moved By: Chester Glinski****Seconded By: Scott Lewis**

THAT Council move out of Closed Session and reconvene at 9:02p.m. in order to continue with its deliberations;

AND THAT all eligible non-union employees be awarded the appropriate grid-level advancements effective January 1, 2026.

Carried

CONFIRMATORY BY-LAW:

No. 25-460

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT By-law No.25-71, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 25-461

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 9:03p.m.to meet again on January 15, 2026 at 7:00p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 26-01

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 Avon Drain
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 3 & 4
Concession 7
In the Township of Malahide

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 \$300,000.00.

AND WHEREAS \$300,000.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$300,000.00 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 November 27, 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 \$300,000.00 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 "Avon Drain".

READ a FIRST and SECOND time this 15th day of January, 2026.

Mayor

Clerk

READ a THIRD time and **FINALLY PASSED** this ____ day of _____, 2026.

Mayor

Clerk



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 26-02

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
for the Hotke Drains
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 Lot 15
Concession 6
In the Township of Malahide

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 \$17,500.00.

AND WHEREAS \$17,500.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$17,500.00 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 December 15, 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 \$17,500.00 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 "Hotke Drains".

READ a FIRST and SECOND time this 15th day of January, 2026.

Mayor

Clerk

READ a THIRD time and **FINALLY PASSED** this day of , 2026.

Mayor

Clerk



REPORT NO. DS-26-01

TO: Mayor & Members of Council

DEPARTMENT: Development Services

MEETING DATE: January 15, 2026

SUBJECT: **Minor Variance Application of Gary & Beverly Bullas relating to the property located at PLAN 120 PT MCINTOSH BLK, RP 11R4013 Part 1 (51117 Ashton Street)**

RECOMMENDATION:

THAT Report No. DS-26-01 entitled “Minor Variance Application of Gary & Beverly Bullas relating to the property located at PLAN 120 PT MCINTOSH BLK, RP 11R4013 Part 1 (51117 Ashton Street)” be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No D13-MV-08-25 to permit an accessory structure with a maximum floor area of 179 m²;

AND THAT the approval shall be subject to the following condition(s):

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as illustrated with the application; and,
- 2) That a Lot Grading & Drainage Plan be provided to the Township to the satisfaction of the Chief Building Official.

PURPOSE & BACKGROUND:

The subject Application relates to the property located at PLAN 120 PT MCINTOSH BLK, RP 11R4013 Part 1 and known municipally as 51117 Ashton Street. The owner is proposing to construct an accessory structure in the rear yard of the property and is seeking relief from the Zoning By-law to permit a maximum floor area of the proposed structure of 179 m², whereas the By-law requires a maximum floor area of 120 m².

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the January 15, 2026, hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township’s adopted Zoning By-law, and all

(if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-08-25.

COMMENTS & ANALYSIS:

The subject lands are approximately 1794 m² (0.44 acres), have approximately 44 metres of frontage along Ashton Street, and contain an existing dwelling and small accessory structure located in the southeast corner of the property. The property is located in the settlement of Springfield and is bound by Ashton Street and residential uses to the north, residential uses to the east, and agricultural lands to the south and west. The owner is proposing to demolish the existing accessory building and replace it with an accessory structure that is 179 m² in size.

County of Elgin Official Plan

The subject property is designated “Tier 2 Settlement Area” on Schedule ‘A’, Land Use Plan. A range of residential uses are permitted in the Tier 2 Settlement Area, (s. 6.3) which are areas on partial servicing, where development is permitted to allow for infilling and rounding out existing development. The character of residential areas is to be maintained, and it is to be ensured that land uses are compatible (s. 6.4).

Malahide Official Plan

The subject property is designated “Residential” on Schedule ‘B’ (Land Use and Constraints Plan for Springfield) and has frontage on a local road. This designation permits a range of residential uses, including single detached dwellings and accessory uses (s. 4.4.2.1). The Official Plan generally directs that new development does not result in negative impacts on adjacent properties or infrastructure (s, 4.4.2.6).

Malahide Zoning By-law No. 18-22

The subject property is within the “Village Residential One (VR1) Zone”, on Key Map D3 of Schedule “A” to the Township’s Zoning By-law No. 18-22. The VR1 zone permits low density residential uses including single detached dwellings. The “Village Residential One (VR1) Zone” zone requires the following with regard to accessory structures:

Table 1. Village Residential (VR1) Zone Requirements – Accessory Structures

Zoning Provision	Required	Proposed	Complies?
Min Lot Area	800 m ²	1794 m ²	Yes
Min Lot Frontage	20 m	44.2 m	Yes
Min Front Yard	6 m	15.9 m	Yes
Min Interior Side Yard	1.2 m	1.5 m	Yes
Min Rear Yard	1.2 m	1.5 m	Yes
Max Lot Coverage	10%	9.9%	Yes

Max Height	6 m	6 m	Yes
Max Floor Area	120 m ²	179 m ²	No
Min Landscaped Open Space	30%	79%	Yes

The minor variance requested through this application is to allow a maximum floor area of 179 m² for an accessory structure, whereas the By-law requires a maximum floor area of 120 m².

When reviewing an application for a minor variance, Section 45(1) of the Planning Act, R.S.O., 1990 requires that the Committee of Adjustment apply four specific tests. These tests, along with the Planner's comments concerning same as they relate to the requested variance, are as follows:

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

Residential uses are permitted by the Official Plan on this property. Generally, the policies of the Official Plan seek to guide orderly and logical growth and development and are not specific as to address floor area requirements for accessory structures. The application meets the general intent and purpose of the Official Plans.

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

The intent of the maximum floor area requirement for an accessory structure is to ensure that it remains accessory to the primary residential dwelling. While the proposed building would exceed the maximum floor area permitted, it would be smaller in scale and floor area than the existing dwelling and remain subordinate to the primary use of the property. The proposed building would also comply with the maximum 10% lot coverage requirement for accessory buildings. It is also noted that the owner would be permitted to construct an attached garage that is greater in size than the proposed accessory building as-of-right under the provisions of the Zoning By-law. The variance meets the general intent and purpose of the Zoning By-law

3. The application is "minor" in nature.

Whether an application is minor is evaluated based on the scale and potential impact of the proposed variance. The proposed accessory structure will be located towards the rear of the property at the end of the existing driveway. Existing landscaping and a cedar hedge is located along the eastern boundary of the property that would provide additional screening of the proposed building.

It is noted that the proposed increase in size of the accessory building would result in an increase in impervious surfaces on the subject property. As a result, a lot

grading and drainage plan is recommended as a condition of any approval to ensure that surface water is appropriately managed and is not directed onto adjacent properties. The proposed variance is minor in nature.

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

The proposed variance would permit the construction of an accessory building that would provide additional indoor storage space for the owners of the property, which is considered to be more desirable than having vehicles and equipment stored outdoors. As previously noted, it is recommended that a lot grading and drainage plan be required as a condition of any approval to ensure that there are no impacts on stormwater management as a result of the proposed development. The proposed variance is desirable for the appropriate development and use of the subject property.

FINANCIAL IMPLICATIONS:

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

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

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

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

ATTACHMENTS:

1. Report Photo.
2. Application Sketch.

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

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

Approved by: N. Dias, Chief Administrative Officer

APPLICATION FOR MINOR VARIANCE**Owners: Gary & Beverly Bullas**

51117 Ashton Street

PLAN 120 PT MCINTOSH BLK, RP 11R4013 Part 1

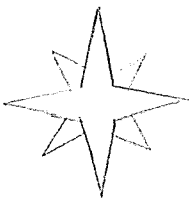
Township
of Malahide
Figure 1OFFICIAL PLAN DESIGNATION
Residential

Subject Property

ZONING
Village Residential 1 (VR1)

Proposed Accessory Building

NORTH

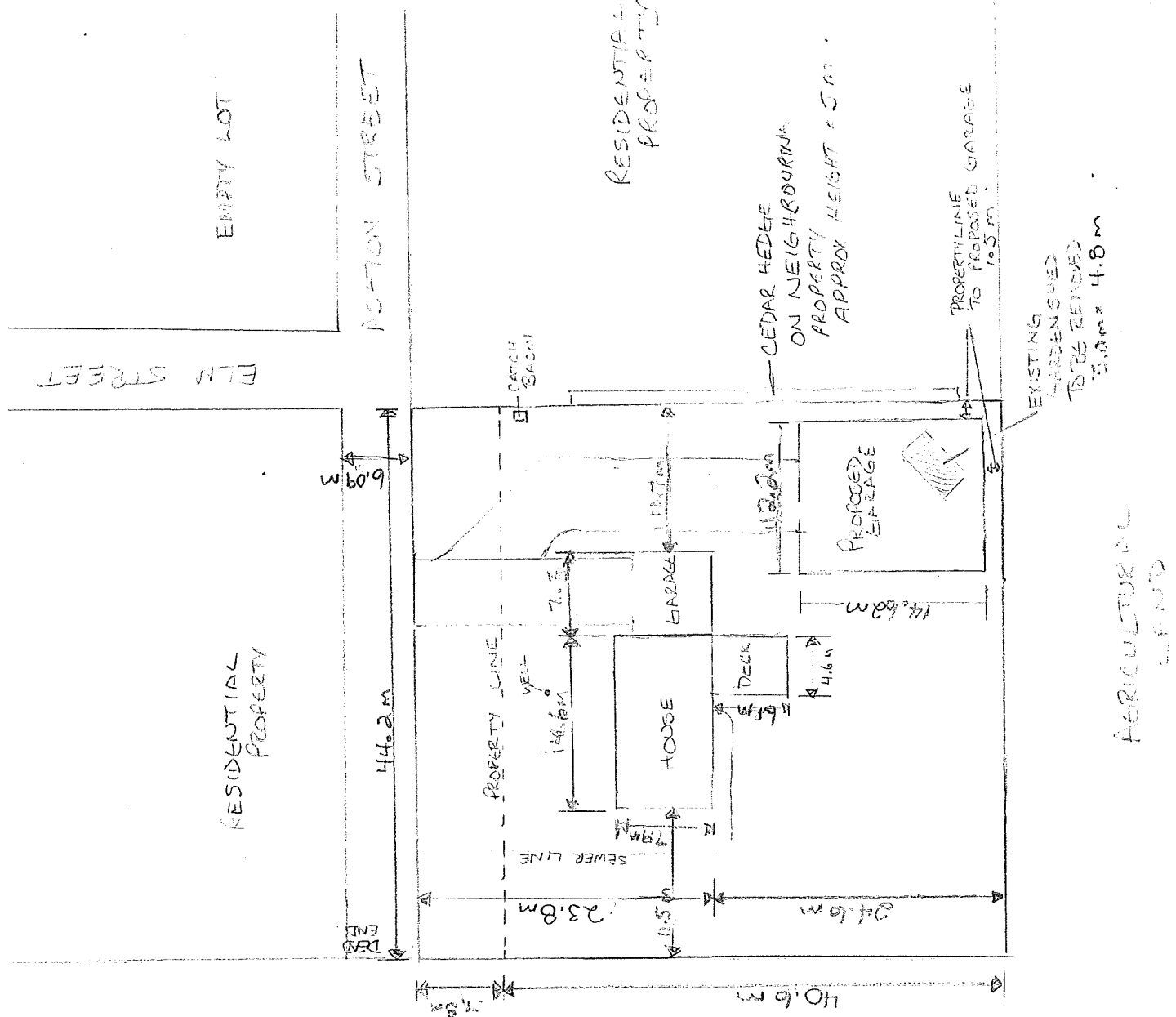


SITE PLAN

51117 ASHTON ST
SPRINGFIELD, ON

SCALE 1cm = 5m

AGRICULTURAL
LAND



MEMO

Page 1 of 2

Date: January 15, 2026
 To: Mayor and Members of Council
 From: J.L. Richards & Associates Limited
 Subject: Township of Malahide Master Servicing Plan – Community Evaluation Matrix and Discussion
 JLR No.: 33703-000.1

Introduction

The Township of Malahide retained J.L. Richards & Associates Limited (JLR) to prepare a Master Servicing Plan. The objective of this initiative is to identify practical and cost-effective strategies for servicing across the Township's communities. To support this work, JLR developed an evaluation framework and scoring process to systematically assess each community. This screening and evaluation exercise, based on defined criteria and scoring matrix, yielded a ranked list of communities where further evaluation of servicing options is recommended.

The purpose of this memorandum and workshop with the Council of the Township of Malahide is intended to review the criteria applied through this evaluation exercise, describe the scoring approach, and further discuss and confirm the communities that JLR recommends advancing for further review and assessment of servicing approaches, options and alternatives.

Community Evaluation Criteria

To ensure a fair and comprehensive assessment of settlement areas within the Township, a standardized set of evaluation criteria has been established. These criteria encompass a range of factors, including policy classification, existing servicing status, development capacity, proximity to employment and amenities, infrastructure access, strategic growth alignment, market demand, transportation connectivity, environmental constraints, cost efficiency, land availability, community function, implementation readiness, and optional considerations such as climate resilience and equity outcomes. Each criterion is measured using objective indicators, such as distance, capacity, market activity, and alignment with planning policies, to provide a consistent basis for comparison.

The use of standardized criteria is essential for promoting transparency, consistency, and objectivity in the evaluation process. By applying uniform measures across all communities, decision-makers can confidently identify areas of strength and opportunity, prioritize investments, and ensure that recommendations are grounded in evidence-based analysis. This approach supports informed decision-making and helps align future servicing strategies with the Township's broader planning and policy objectives.

The evaluation exercise yielded the following preliminary ranking:

Community	Score	Community	Score
Springfield	31	Aylmer Suburban East	20
Aylmer Suburban West	28	Mount Salem	17
Orwell	25	Luton	15
South Gore	23		

To better understand the evaluation associated with each of communities, a by-community summary is provided for information and discussion as Attachment 1.

MEMO

Page 2 of 2

Recommendations

Based on the evaluation and ranking of settlement areas within the Township, several communities emerged as priority candidates for further consideration, exploration and assessment within the Master Servicing Plan. Notably, Springfield, Orwell, Luton, and Mount Salem have demonstrated strong potential according to the established criteria.

As this time, we are looking to Council to provide insights and speak to the priorities of the Township with respect to the identified priority communities and all contributions are highly valued and welcomed. This collaborative approach is intended to ensure that local expertise and perspectives are fully integrated into community evaluation and master planning.

Respectfully,

J.L. RICHARDS & ASSOCIATES LIMITED

Prepared by:

Reviewed by:



Christie Kent, MCIP, RPP, MPA, M.PI
Senior Planner

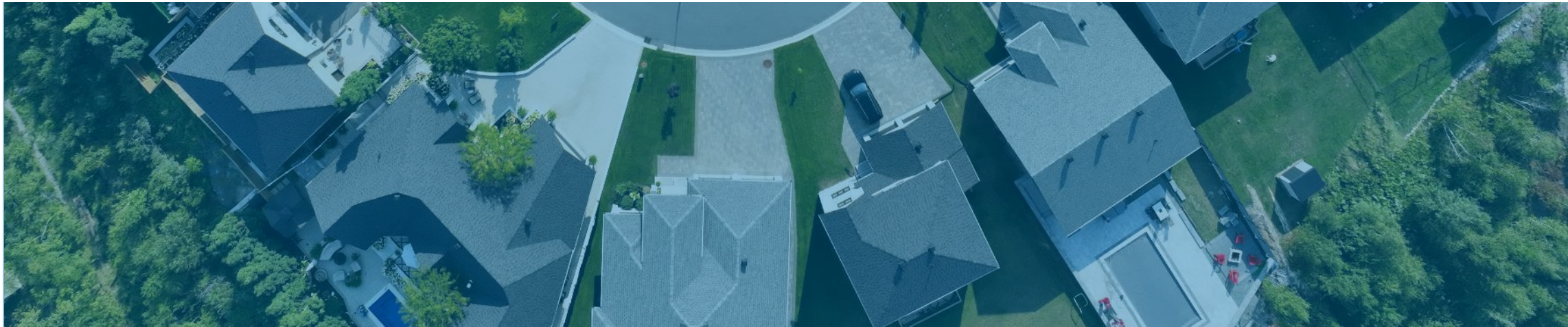
Jane Wilson, M.Sc., P.Eng.
Director of Municipal Planning and Infrastructure

Attachment 1: Community Evaluation for Water and Wastewater Master Servicing Plan – Township of Malahide

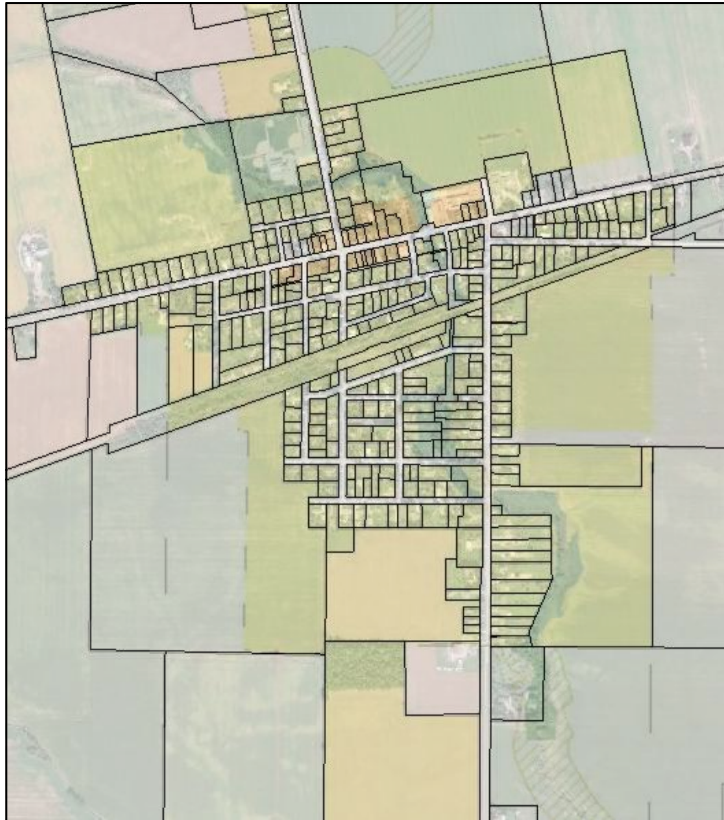


Attachment A

Community Evaluation Matrix Summaries



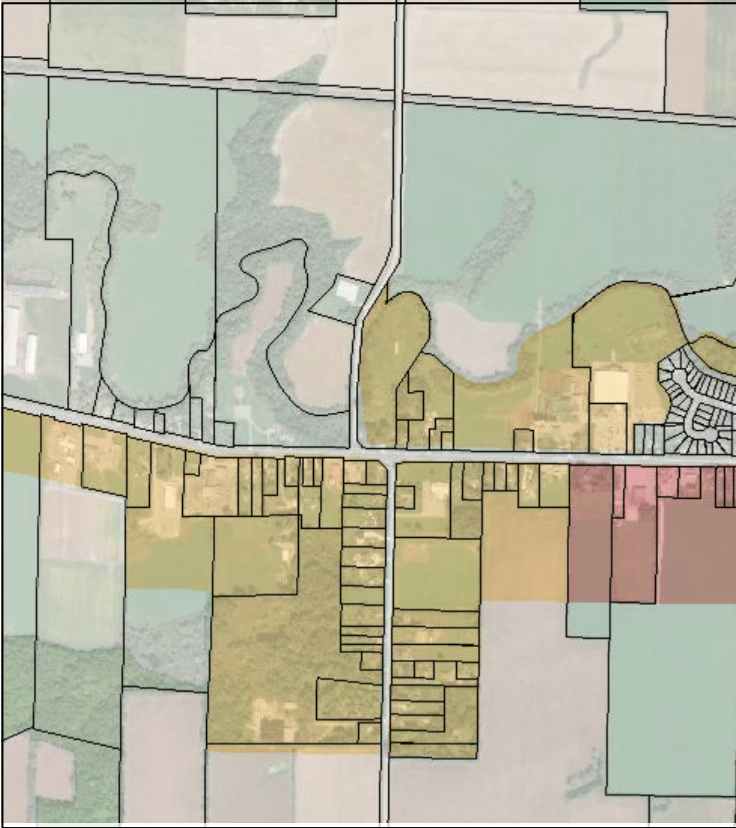
Springfield



Recommendation Proceed with further review and evaluation of servicing options and alternatives for the community of Springfield.

Settlement Area Classification	Tier II Settlement Area
Existing Servicing Status	Partial services - sanitary
Proximity to Existing Wastewater Servicing	< 5 km to lagoons or major WW infrastructure – allocation limited to 469 cubic metres per day
Proximity to Existing Water Servicing	< 5 km to major water infrastructure - Aylmer WDS at Dingle Street or AASWSS via future extension
Potential for Infill and Intensification	Significant developable parcels and underutilized sites
Proximity to Employment Areas	5–15 km to major employment area or cluster
Proximity to Community Amenities	5–15 km to community amenities
Strategic Growth Alignment	Identified primary growth area in Official Plan / forecasts
Desirability for Development	Limited but emerging demand
Transportation Connectivity	Arterial access with basic transportation network
Environmental Constraints	Minor constraints manageable through standard mitigation
Land Availability for New Development	Significant contiguous land supply available for development
Community Function and Role	Partial services or evolving mixed-use role
Implementation Readiness	Identified developer interest, active pre-consultations, and visible market activity

Aylmer Suburban West



Recommendation

Do not proceed with further review and evaluation of servicing options and alternatives for Aylmer Suburban West.

Settlement Area Classification	Tier III Settlement Area
Existing Servicing Status	Partial services - water
Proximity to Existing Wastewater Servicing	< 5 km to lagoons or major WW infrastructure – allocation subject to approval by Town of Aylmer
Proximity to Existing Water Servicing	< 5 km to major water infrastructure - AASWSS
Potential for Infill and Intensification	Low potential
Proximity to Employment Areas	< 5 km to major employment area or cluster
Proximity to Community Amenities	< 1 km to all community amenities
Strategic Growth Alignment	Limited or constrained growth in policy
Desirability for Development	Limited but emerging demand
Transportation Connectivity	Direct access to arterial roads and transportation networks
Environmental Constraints	No significant environmental constraints identified
Land Availability for New Development	Moderate land availability with some fragmentation
Community Function and Role	Partial services or evolving mixed-use role
Implementation Readiness	Some signals of readiness

Orwell

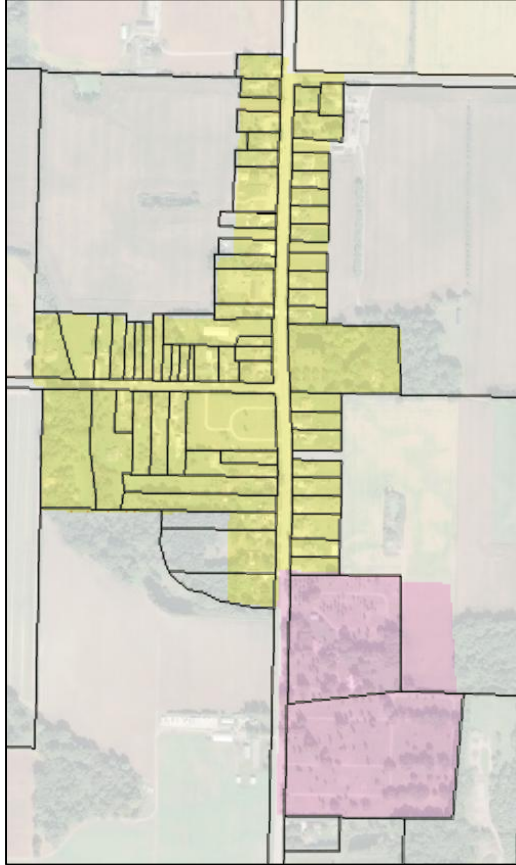


Recommendation

Proceed with further review and evaluation of servicing options and alternatives for the community of Orwell.

Settlement Area Classification	Tier II Settlement Area
Existing Servicing Status	Partial services - water
Proximity to Existing Wastewater Servicing	< 5 km to lagoons or major WW infrastructure
Proximity to Existing Water Servicing	< 5 km to major water infrastructure - AASWSS
Potential for Infill and Intensification	Low potential
Proximity to Employment Areas	5–15 km to major employment area or cluster
Proximity to Community Amenities	5–15 km to community amenities
Strategic Growth Alignment	Limited or constrained growth in policy
Desirability for Development	Limited but emerging demand
Transportation Connectivity	Direct access to arterial roads and transportation networks
Environmental Constraints	Moderate constraints reducing developable area
Land Availability for New Development	Moderate land availability with some fragmentation
Community Function and Role	Primarily residential or seasonal community
Implementation Readiness	Weak or speculative interest only

South Gore

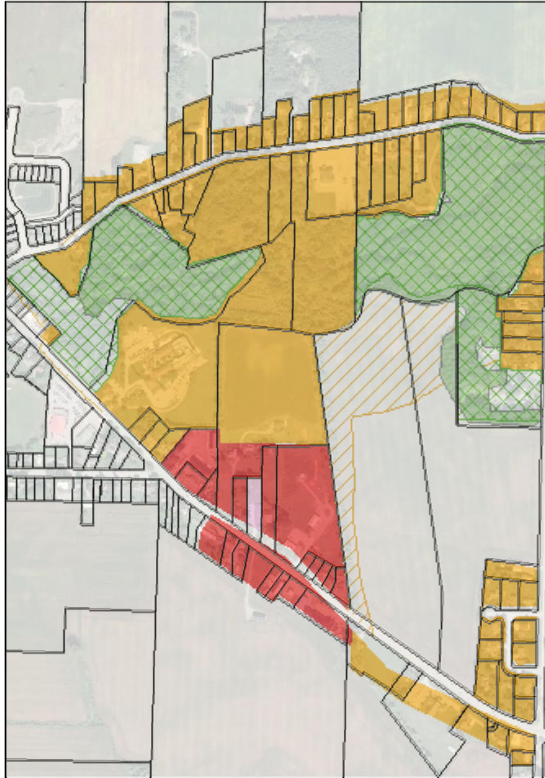


Recommendation

Do not proceed with further review and evaluation of servicing options and alternatives for South Gore at this time.

Settlement Area Classification	Tier III Settlement Area
Existing Servicing Status	On-site servicing
Proximity to Existing Wastewater Servicing	< 5 km to lagoons or major WW infrastructure
Proximity to Existing Water Servicing	< 5 km to major water infrastructure – PBASWSS or Aylmer WDS via future extension / looping
Potential for Infill and Intensification	Low potential
Proximity to Employment Areas	< 5 km to major employment area or cluster
Proximity to Community Amenities	< 1 km to all community amenities
Strategic Growth Alignment	Limited or constrained growth in policy
Desirability for Development	Steady market demand
Transportation Connectivity	Direct access to arterial roads and transportation networks
Environmental Constraints	Minor constraints manageable through standard mitigation
Land Availability for New Development	Limited or highly fragmented land supply
Community Function and Role	Primarily residential or seasonal community
Implementation Readiness	Some signals of readiness

Aylmer Suburban East



Recommendation

Do not proceed with further review and evaluation of servicing options and alternatives for Aylmer Suburban East.

Settlement Area Classification	Tier II Settlement Area
Existing Servicing Status	Partial services (one of water/wastewater)
Proximity to Existing Wastewater Servicing	< 5 km to lagoons or major WW infrastructure
Proximity to Existing Water Servicing	< 5 km to major water infrastructure - Aylmer WDS
Potential for Infill and Intensification	Low potential
Proximity to Employment Areas	< 5 km to major employment area or cluster
Proximity to Community Amenities	5–15 km to community amenities
Strategic Growth Alignment	Limited or constrained growth in policy
Desirability for Development	Limited but emerging demand
Transportation Connectivity	Direct access to arterial roads and transportation networks
Environmental Constraints	Moderate constraints reducing developable area
Land Availability for New Development	Limited or highly fragmented land supply
Community Function and Role	Primarily residential or seasonal community
Implementation Readiness	Weak or speculative interest only

Mount Salem

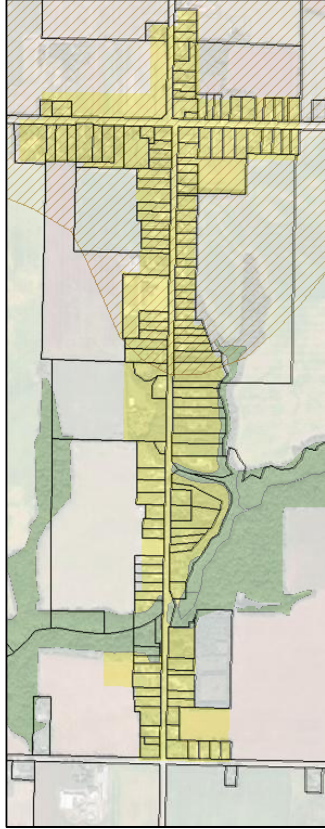


Recommendation

Proceed with further review and evaluation of servicing options and alternatives for the community of Mount Salem.

Settlement Area Classification	Tier III Settlement Area
Existing Servicing Status	On-site servicing
Proximity to Existing Wastewater Servicing	5–15 km to lagoons or major WW infrastructure
Proximity to Existing Water Servicing	< 5 km to major water infrastructure – PBASWSS and Malahide WDS
Potential for Infill and Intensification	Low potential
Proximity to Employment Areas	5–15 km to major employment area or cluster
Proximity to Community Amenities	5–15 km to community amenities
Strategic Growth Alignment	Limited or constrained growth in policy
Desirability for Development	Limited but emerging demand
Transportation Connectivity	Arterial access with basic transportation network
Environmental Constraints	Minor constraints manageable through standard mitigation
Land Availability for New Development	Limited or highly fragmented land supply
Community Function and Role	Partial services or evolving mixed-use role
Implementation Readiness	Weak or speculative interest only

Luton



Recommendation

Proceed with further review and evaluation of servicing options and alternatives for the community of Luton

Settlement Area Classification	Tier III Settlement Area
Existing Servicing Status	On-site servicing
Proximity to Existing Wastewater Servicing	5–15 km to lagoons or major WW infrastructure
Proximity to Existing Water Servicing	< 5 km to major water infrastructure - PBASWSS and Malahide WDS
Potential for Infill and Intensification	Moderate infill potential
Proximity to Employment Areas	5–15 km to major employment area or cluster
Proximity to Community Amenities	< 5 km to community amenities
Strategic Growth Alignment	Limited or constrained growth in policy
Desirability for Development	Weak demand
Transportation Connectivity	Arterial access with basic transportation network
Environmental Constraints	Moderate constraints reducing developable area
Land Availability for New Development	Moderate land availability with some fragmentation
Community Function and Role	Primarily residential or seasonal community
Implementation Readiness	No discernible activity or significant barriers to implementation

Community Evaluation for Water and Wastewater Master Servicing Plan

Township of Malahide

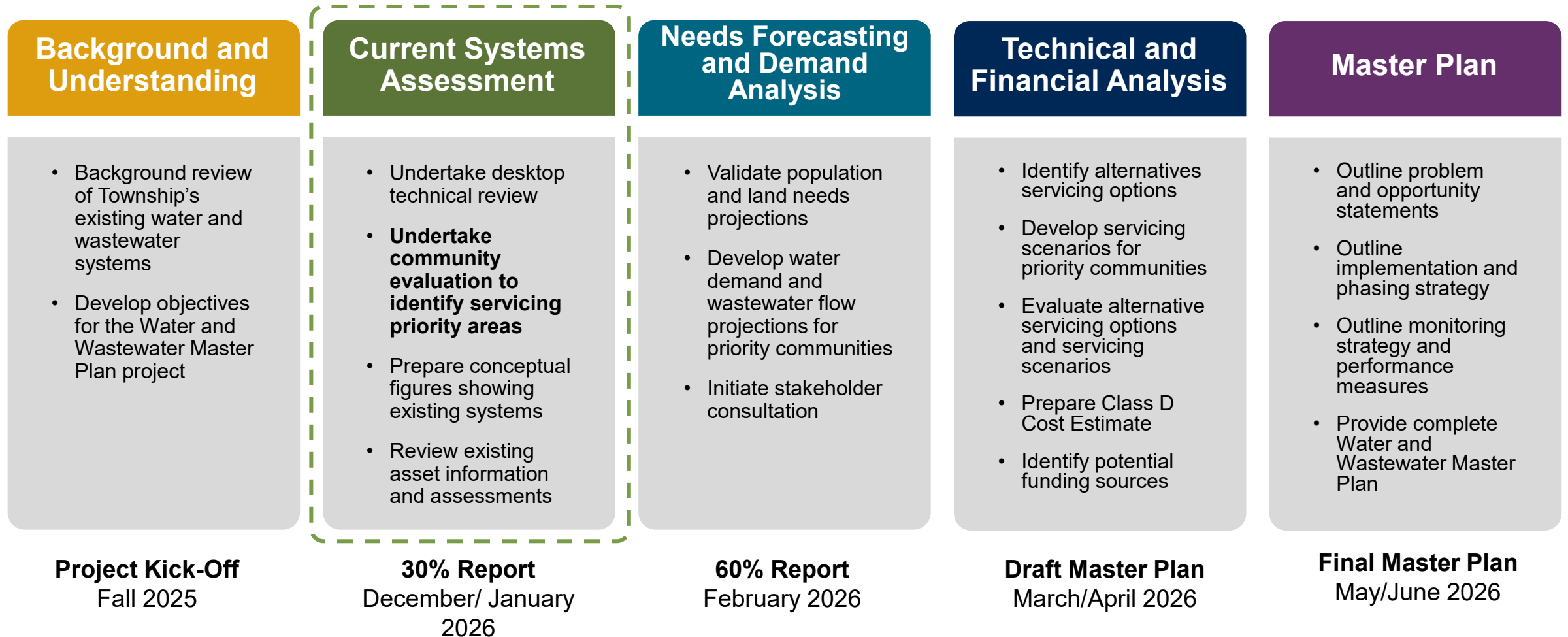


Platinum
member



Water and Wastewater Master Plan

Process Overview



Community Evaluation Exercise

39

Project Overview

The objective of the Master Plan project is to identify practical and cost-effective strategies, options and/or alternatives for servicing across the Township of Malahide's communities.

Community Evaluation Exercise

- Evaluation framework and scoring process to systematically assess each community.
- Preliminary shortlist of Malahide communities where further evaluation of servicing options is recommended.

Council's Role

- **Provide feedback, additional considerations, local knowledge, and direction on priority communities.**

Do the evaluation criteria appropriately reflect Council's long-term vision for growth, servicing, and community development?

Are there criteria that Council believes should be scored differently based on local context, fiscal realities, or desired growth outcomes?

Are there community-specific circumstances, recent investments, or known constraints that Council feels are not adequately captured by the current evaluation approach?

Based on the preliminary results, are there communities Council believes warrant further, more detailed servicing or growth analysis?

Key Considerations⁴⁰

Policy Environment

Through legislative updates reflected in the 2024 Provincial Planning Statement (PPS, 2024) and incorporated into the Elgin County Official Plan, there is now greater opportunity to consider development within Tier II and Tier III settlement areas based on a servicing hierarchy, subject to tests of availability, planning or feasibility.

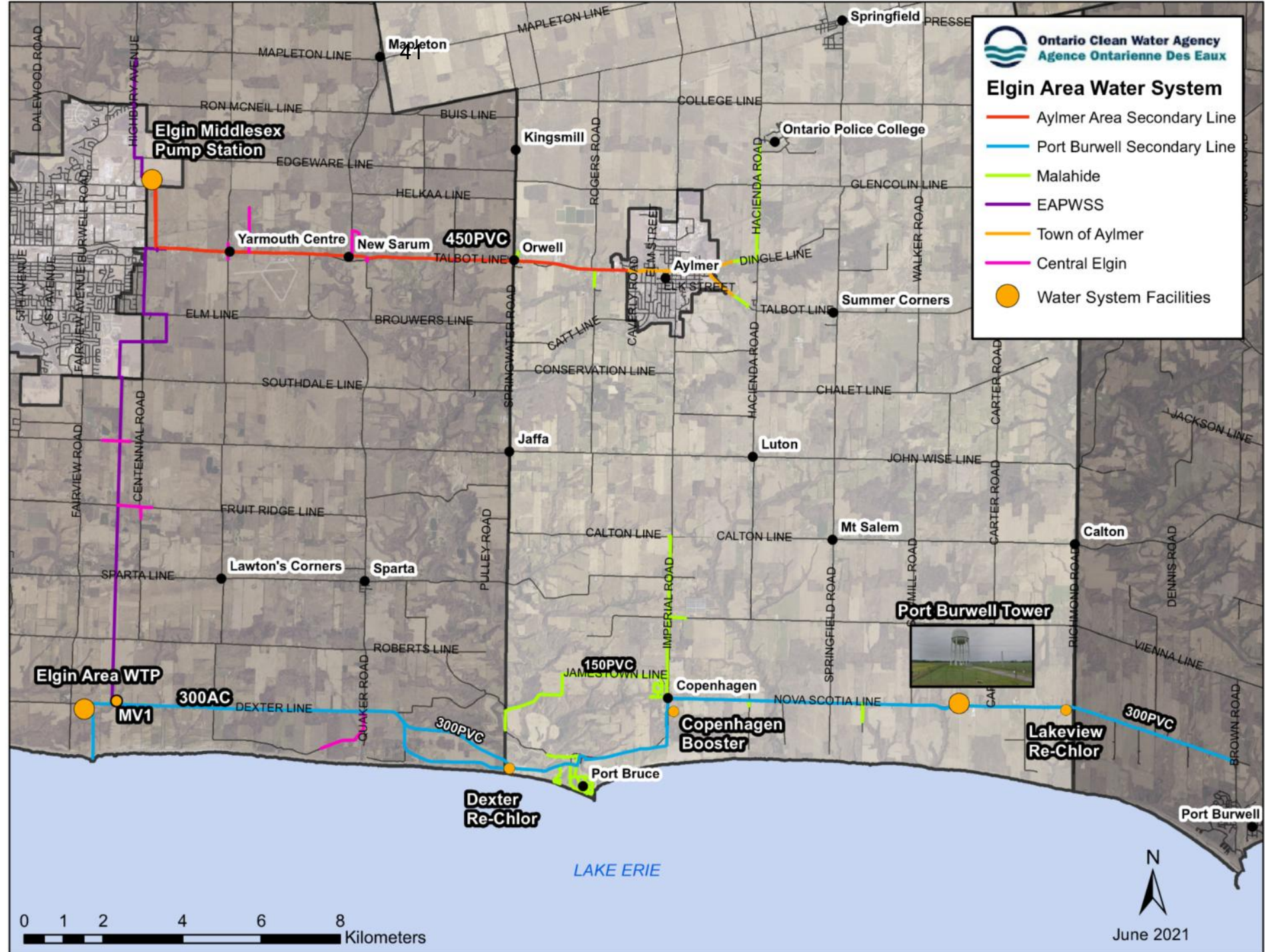
Hierarchy	Explanation
Full Municipal Services	Development connected to both a municipal water service and sewage service
Communal Services	Development connected to a private communal water system and private communal sewage system
Individual Services	Development connected to a private individual on-site water system and private individual on-site sewage disposal system

Shifts from PPS, 2020:

- Inclusion of *decentralized municipal systems*; provides the conditions for innovative servicing solutions in rural settlement areas and where phased servicing solutions may be optimal
- Increase in flexibility in application of servicing hierarchy; greater discretion for municipalities to consider non-traditional or hybrid servicing alternatives

Overview of Water Supply Systems

The Township of Malahide is serviced by from the Elgin Area Primary Water Supply System through multiple secondary systems which are subject to different rate and governance structures.



Community Evaluation Criteria

Evaluation Categories

Settlement Area Classification	Desirability for Development
Existing Servicing Status	Transportation Connectivity
Proximity to Existing Wastewater Servicing	Environmental Constraints
Proximity to Existing Water Servicing	Land Availability for New Development
Potential for Infill and Intensification	Community Function and Role
Proximity to Employment Areas	Implementation Readiness
Proximity to Community Amenities	Regional Coordination Considerations
Strategic Growth Alignment	



Criteria are designed to identify where growth and servicing investment is most logical, defensible, and aligned with municipal objectives



Each community was scored using a numerical scale based on defined descriptors for each criterion



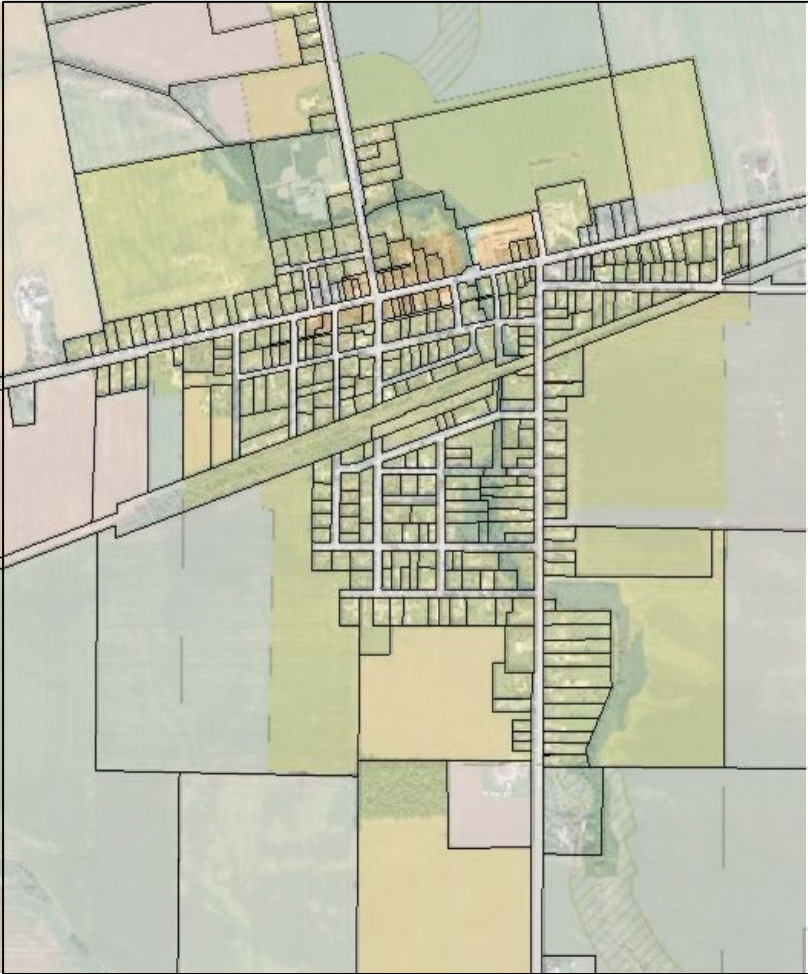
Preliminary, technical screening exercise for discussion purposes

Summary of Preliminary Evaluation⁴³

Community	Score	Preliminary Recommendations
Springfield	31	Proceed with further review and evaluation
Aylmer Suburban West	28	Do not proceed with further review and evaluation
Orwell	25	Proceed with further review and evaluation
South Gore	23	Do not proceed with further review and evaluation
Aylmer Suburban East	20	Do not proceed with further review and evaluation
Mount Salem	17	Proceed with further review and evaluation
Luton	15	Proceed with further review and evaluation
Summers Corners	14	Do not proceed with further review and evaluation
Copenhagen	14	Do not proceed with further review and evaluation
Kingsmill Corners	13	Do not proceed with further review and evaluation
Lyons	12	Do not proceed with further review and evaluation
Port Bruce	12	Do not proceed with further review and evaluation
Calton	6	Do not proceed with further review and evaluation
Avon	3	Do not proceed with further review and evaluation

The table reflects a summary of Malahide settlement areas based on preliminary scoring of current evaluation criteria.

Springfield



Overview

Settlement Type: Tier II Settlement Area

Function: Residential village

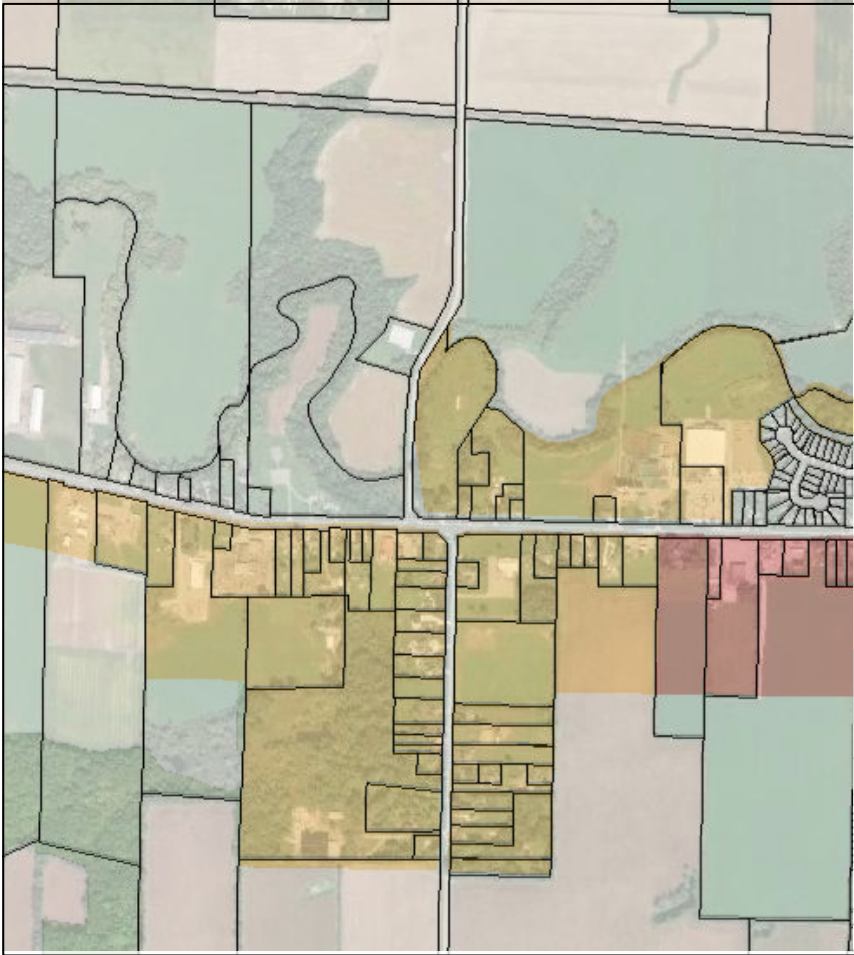
Current Servicing Status: Partial municipal services (sanitary) – Aylmer Lagoon; wastewater capacity subject to external approval

Key Considerations

- **Policy Direction:** Identified growth area
- **Servicing Reality:** Wastewater capacity is the primary constraint.
- **Market Conditions:** Emerging demand with early developer interest
- **Land Supply:** Large, contiguous areas with development potential

Based on the preliminary evaluation, Springfield presents strong opportunity for future servicing consideration, subject to further technical and financial analysis

Aylmer Suburban West



Overview

- **Settlement Type:** Tier II Settlement Area
- **Function:** Suburban edge with mixed uses
- **Current Servicing Status:** Partial municipal services (water) – Aylmer Area Water Supply System

Key Considerations

- **Policy Direction:** Current policy framework indicates limited growth
- **Servicing Reality:** Wastewater capacity is the primary constraint
- **Market Conditions:** Emerging demand with early developer interest
- **Land Supply:** Contiguous areas with development potential subject to annexation

Based on the preliminary evaluation, Aylmer Suburban West presents a limited opportunity for further servicing consideration.

Orwell



Overview

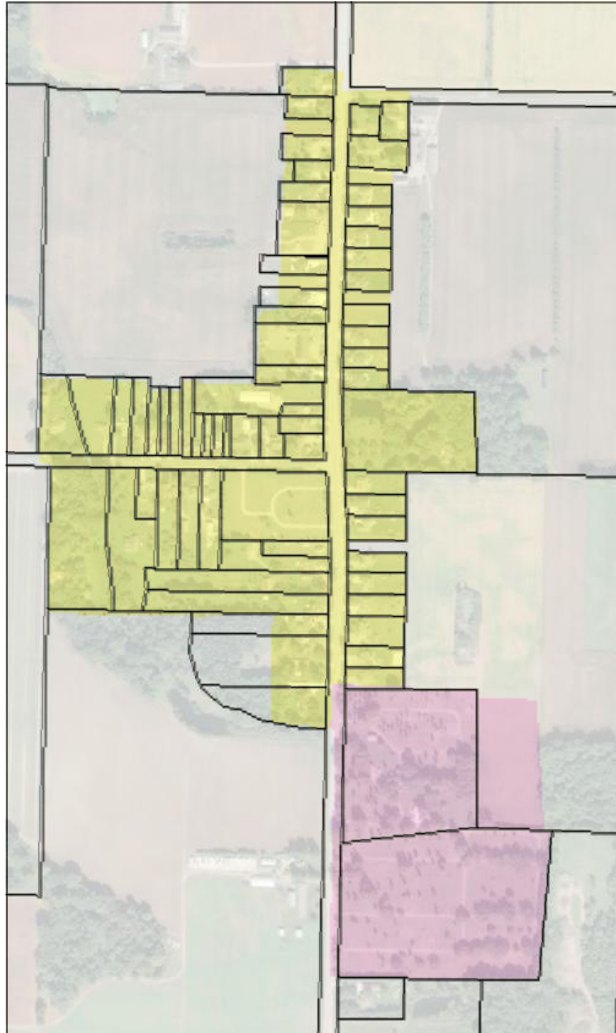
- **Settlement Type:** Tier II Settlement Area
- **Function:** Rural residential community; adjacent to municipal boundary with Central Elgin
- **Current Servicing Status:** Partial municipal services (water) – Aylmer Area Water Supply System

Key Considerations

- **Policy Direction:** Current policy framework indicates limited growth
- **Servicing Context:** Proximal to existing wastewater and water infrastructure, but feasibility is not yet established
- **Market Conditions:** Residential in nature; proximity to Yarmouth Yards
- **Development Pattern:** Moderate land availability with some fragmentation and environmental constraints

Based on the preliminary evaluation, Orwell presents strong opportunity for future servicing consideration, subject to further technical and financial analysis.

South Gore



Overview

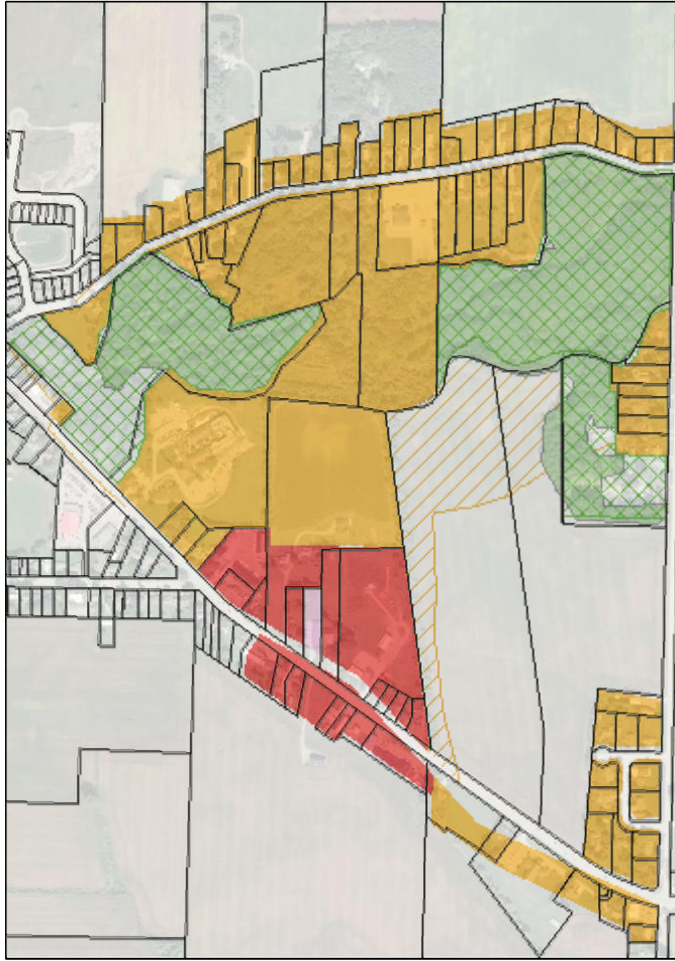
- **Settlement Type:** Tier III Settlement Area
- **Function:** Rural residential community
- **Current Servicing Status:** On-site servicing

Key Considerations

- **Policy Direction:** Current policy framework indicates limited growth.
- **Servicing Reality:** No existing municipal servicing; future water and wastewater would rely on coordination with Aylmer
- **Market Conditions:** Steady market demand exists, but primarily for low-density residential forms
- **Land Pattern:** Limited and fragmented land availability reduces efficiency of coordinated servicing investment

Based on the preliminary evaluation, South Gore represents a low priority for further servicing analysis at this time.

Aylmer Suburban East



Overview

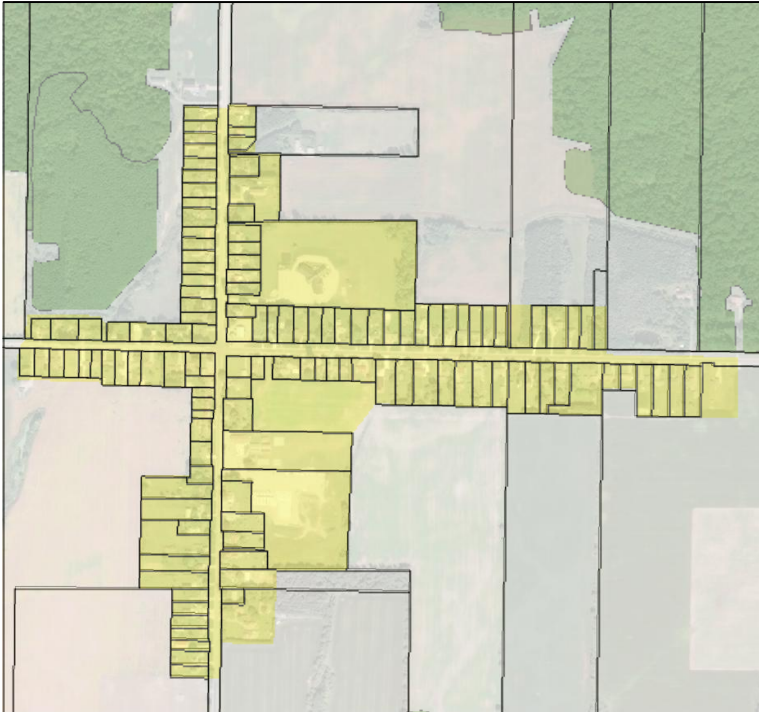
- **Settlement Type:** Tier II Settlement Area
- **Growth Function:** Suburban edge with mixed uses
- **Current Servicing Status:** Partial municipal services (water) – Aylmer Water Distribution System

Key Considerations

- **Policy Direction:** Current policy framework indicates limited growth
- **Servicing Reality:** Proximity to water and wastewater infrastructure exists; future water and wastewater would rely on coordination with Aylmer
- **Market Conditions:** Limited demand, largely oriented toward low-density residential development
- **Land Pattern:** Limited and fragmented land supply

Based on the preliminary evaluation, Aylmer Suburban East represents a low priority for further servicing analysis at this time.

Mount Salem



Overview

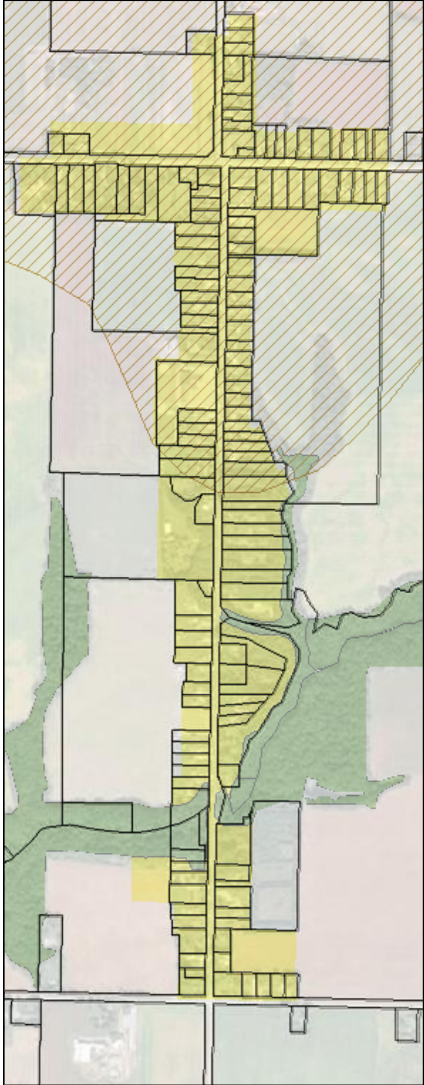
- **Settlement Type:** Tier III Settlement Area
- **Function:** Rural service centre with mixed-use evolution occurring
- **Current Servicing Status:** On-site servicing

Key Considerations

- **Policy Direction:** Current policy framework indicates limited growth
- **Servicing Context:** No existing municipal wastewater servicing; water servicing may be extended from PBASWSS or Malahide WDS but feasibility is not yet established
- **Market Conditions:** Limited but emerging demand
- **Land Pattern:** Limited and fragmented land supply

Based on the preliminary evaluation, Mount Salem represents a moderate opportunity for further servicing consideration, where any advancement would depend on growth objectives.

Luton



Overview

- **Settlement Type:** Tier III Settlement Area
- **Growth Function:** Linear rural residential community
- **Current Servicing Status:** On-site servicing

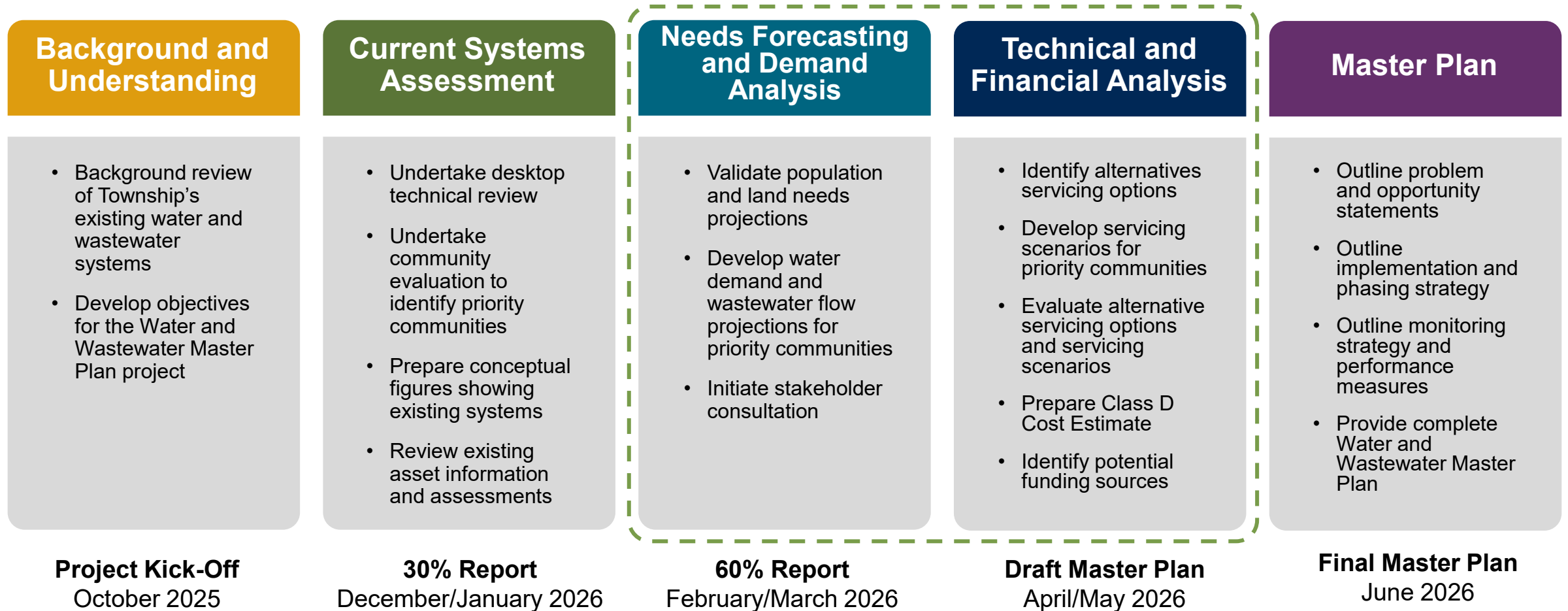
Key Considerations

- **Policy Direction:** Current policy framework indicates limited growth
- **Servicing Context:** No existing municipal wastewater servicing; water servicing could be extended from PBASWSS or Malahide WDS but feasibility is not yet established
- **Market Conditions:** Weak development demand and limited recent activity
- **Land Pattern:** Moderate land availability with some fragmentation and environmental constraints

Based on the preliminary evaluation, Luton represents a moderate opportunity for further servicing consideration, where any advancement would depend on growth objectives.

Next Steps

Following the Council workshop, JLR will incorporate the information, feedback and insights collected through the discussion and advance the priority communities to the next stage of the Master Plan process and begin to review alternative servicing strategies, scenarios and options.





REPORT NO. DS-26-02

TO: Mayor & Members of Council

DEPARTMENT: Development Services

MEETING DATE: January 15, 2025

SUBJECT: **Application for Consent to Sever No. E-07-26 of John Weninger relating to the property located at Concession II, Part of Lot 7 (Malahide) (48776 Jamestown Line).**

RECOMMENDATION:

THAT Report No. DS-26-02 entitled “Application for Consent to Sever of John Weninger, relating to the property located at Concession II, Part of Lot 7 (Malahide), and known municipally as 48776 Jamestown Line” be received;

AND THAT the Application for Consent to Sever No. E-07-26 of John Weninger be supported for the reasons set out in this Report.

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

PURPOSE & BACKGROUND:

The subject application for Consent to Sever (the “Application”) has been submitted by David Roe on behalf of the owner to permit the severance of an existing dwelling that has become surplus to an agricultural operation as a result of farm consolidation.

The Application relates to the property located at Concession II, Part of Lot 7 (Malahide), and known municipally as 48776 Jamestown Line.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on January 28, 2026.

COMMENTS & ANALYSIS:

The subject lands consist of an agricultural farm parcel that is approximately 40.22 hectares (99.39 acres) in area, has approximately 404.03 metres of frontage on Jamestown Line, has approximately 200 metres of frontage along Vienna Line, and currently contains an existing farm dwelling, three vacant barns, two sheds, and a green house (to be removed).

The owner owns several other farm holdings within the Township and the existing dwelling on the subject lands has become surplus to the needs of the farm operation. The

proposed severed parcel “A”, as shown on the submitted consent sketch, is approximately 0.52 hectares (1.29 acres) in area, has approximately 91.03 metres of frontage along Jamestown Line, and contains an existing dwelling, septic tank, and green house (to be removed). The proposed retained parcel “B”, as shown on the submitted consent sketch, is approximately 39.7 hectares (98.1 acres) in area, has approximately 313 metres of broken frontage along Jamestown Line, and would contain the existing three vacant barns and two sheds, as well as be used for agricultural production. A 2-metre-wide easement has been proposed for over head utilities over the western portion of the severed parcel “A”.

General Comments

The subject lands are designed as “Agricultural” on Schedule ‘A’ of County’s Official Plan. The north portion of the property also has a watercourse surrounded by a designated “Natural Heritage System”, “Significant Groundwater Recharge Area” on Schedules ‘C’ and ‘D’ of the County Official Plan. The lands are designated as “Agricultural Area” on Schedule ‘A1’ of Township’s Official Plan and the northern portion of the property is designated as and a “Natural Heritage”, “Hazard Land”, “Provincially Significant Woodland”, and “Significant Wetland” on Schedule ‘A2’ of the Township Official Plan. The property is zoned “Large Lot Agricultural (A3)” on Key Map 88 of the Township’s Zoning By-Law No. 22-18.

The Provincial Planning Statement, County Official Plan, and Township Official Plan all contain criteria for severances of surplus farm dwellings including that the severed parcel be of a minimum size to accommodate the existing dwelling and servicing, as well as the retained farm parcel be rezoned to prohibit a new residential dwelling. Township staff have considered the merits of the subject application against applicable Official Plan policies and the Township’s Zoning By-law and recommends that the Council support the Application, subject to the recommended conditions being applied including that a Zoning By-law Amendment be approved to rezone the proposed retained parcel to prohibit a new residential dwelling.

Public Works staff have noted that the existing home at 48776 Jamestown Line is already serviced with a municipal water connection. Staff note that there is a private well shown in the sketch of the subject property and that no cross connections are allowed between the municipal water service/supply and the private well shown on the sketch. Additionally, staff note that both the severed and retained parcels contain several road entrances. It is recommended that as a condition of approval, the owner obtain entrance permits to remove one of the existing entrances for the retained parcel and one of the existing entrances for the severed parcel as per the Township’s entrance control policy.

FINANCIAL IMPLICATIONS:

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

LINK TO STRATEGIC & OPERATIONAL PLANS:

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

CONSULTATION:

N/A

ATTACHMENTS:

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

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

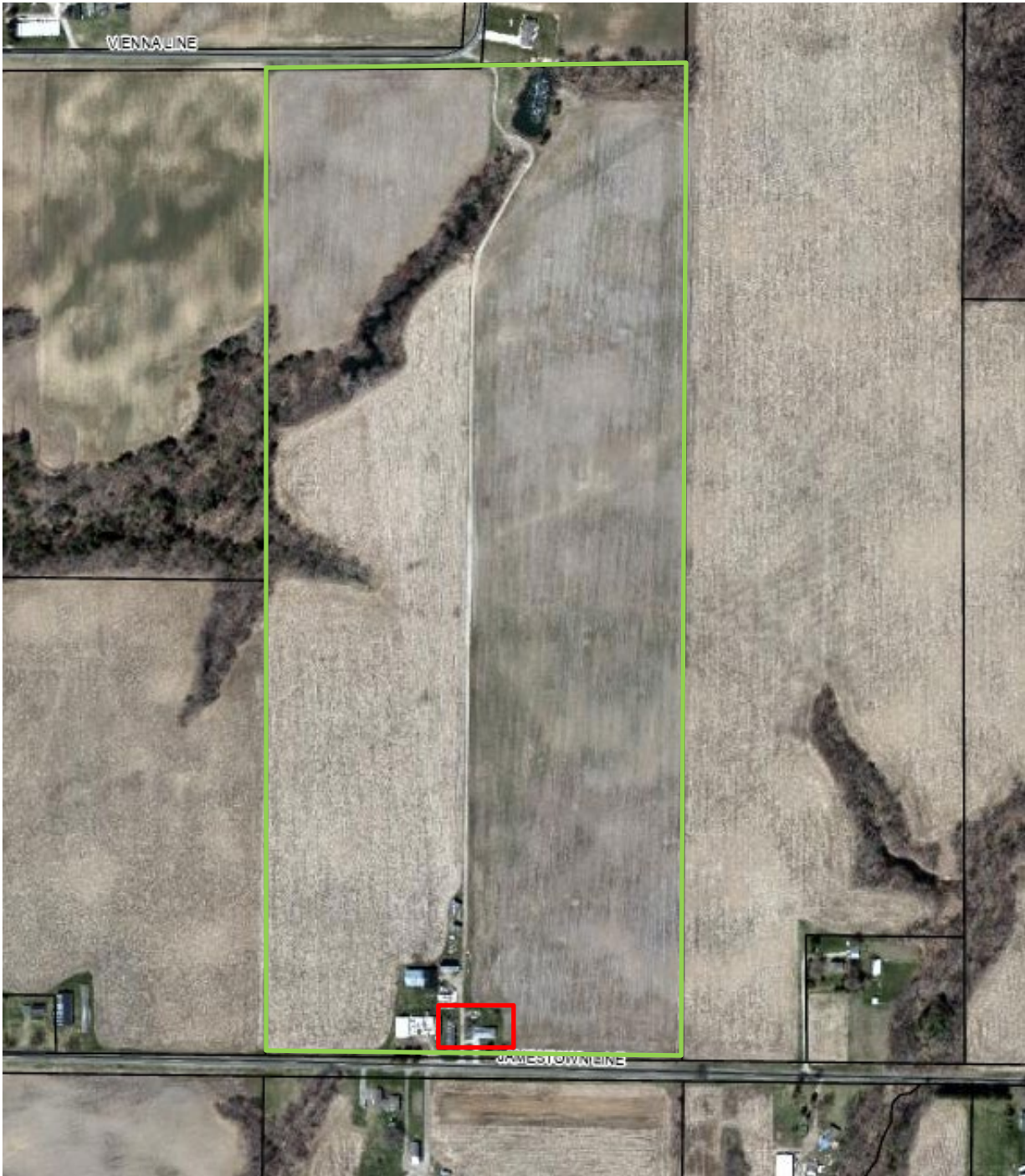
Reviewed by: J. McGuffin, MBPC, President & Principal Planner

Approved by: N. Dias, Chief Administrative Officer

APPLICATION FOR CONSENT**Owners: John Weninger**

48776 Jamestown Line
Concession II, Part of Lot 7
Township of Malahide

Township
of Malahide
Figure 1



OFFICIAL PLAN DESIGNATION
AGRICULTURAL

ZONING
Large Lot Agricultural (A3)



Proposed Severed Parcel (Parcel A)



Proposed Retained Parcel (Parcel B)

48776 Jamestown Line Malahide

SKETCH FOR PROPOSED SEVERENCE
FOR JOHN WENINGER
NOT TO SCALE

CAUTION

- THIS IS NOT A PLAN OF SURVEY OR SURVEYORS REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES

- DENOTES OVER HEAD HYDRO
- DENOTES UTILITY POLE
- DENOTES GUY WIRE

LOT 7

CONCESSION 2

PARCEL "B" TO BE RETAINED

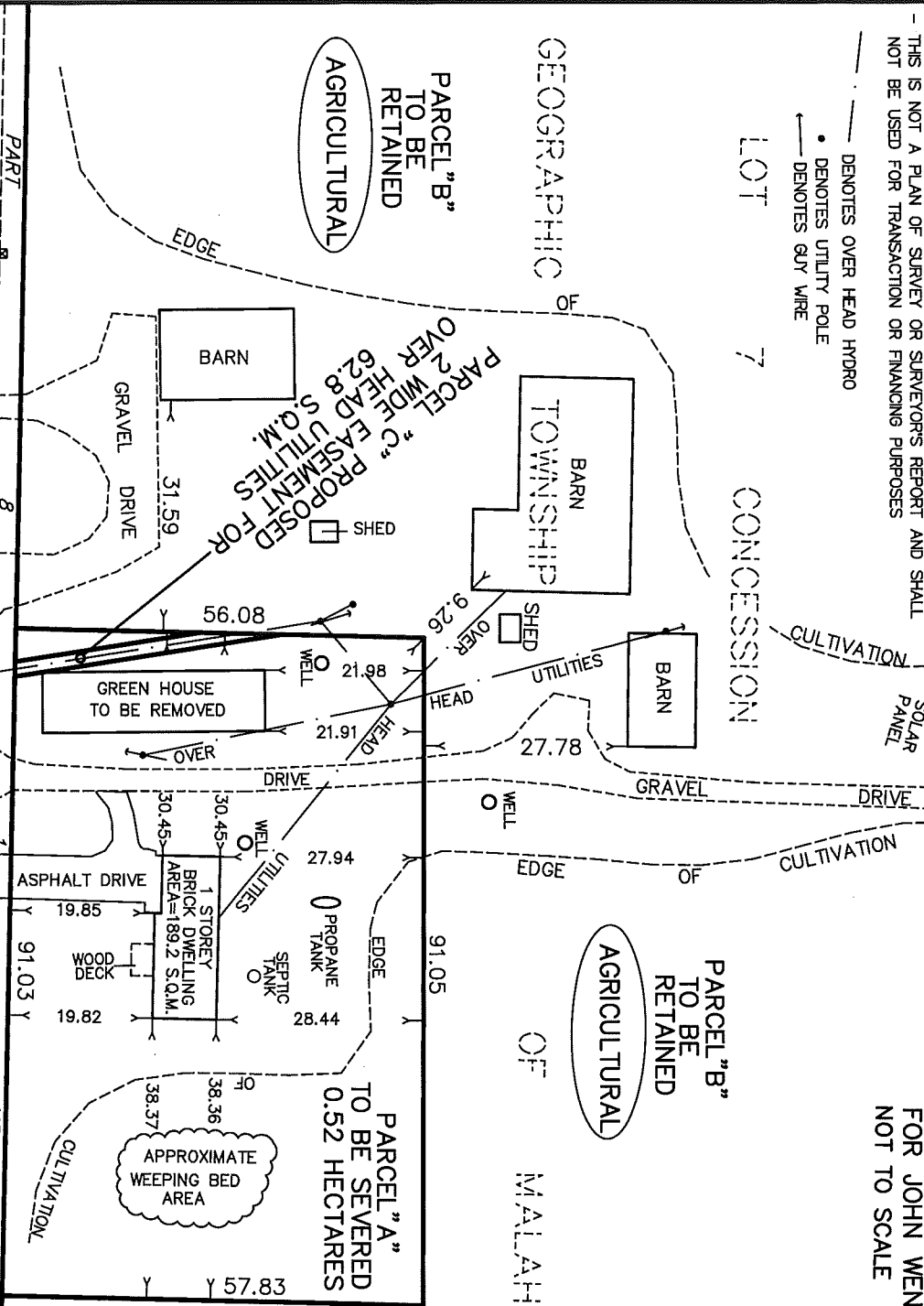
AGRICULTURAL

GEOGRAPHIC

PARCEL "B" TO BE RETAINED

AGRICULTURAL

PARCEL "C" PROPOSED OVER 2 WIDE EASEMENT FOR 62.8 S.Q.M.



NORTH

JAMESTOWN ROAD BY MALAHIDE TOWNSHIP (20.117 WIDE AS WIDENED) BY-LAW 84-89 INSTRUMENT 336263

LINE

BELL PEDESTAL

BELL PEDESTAL

11.7

39.41

11.7

39.41

11.7

39.41

LEGAL DESCRIPTION
(ESTABLISHED AS
ROAD BY MALAHIDE TOWNSHIP
(20.117 WIDE AS WIDENED)
BY-LAW 84-89 INSTRUMENT 336263)

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KM HUSTED SURVEYING LTD.
ONTARIO LAND SURVEYOR
30 HARVEY STREET, TILSONBURG ONTARIO, N4G 3J8
PHONE: 519-842-3638 FAX: 519-842-3639
PROJECT: 24-19251

THIS IS NOT AN ORIGINAL COPY UNLESS EMBOSSED WITH SEAL



0.5
0
0.23
0.5 Kilometers
WGS 1984 Web Mercator Auxiliary Sphere
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 9,028

Legend

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

Notes

Consent Application E-07-26 – 48776 Jamestown Line – Recommended Conditions

1. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
2. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment to rezone the retained lands to prohibit a new residential dwelling, or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such costs to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
3. Confirmation that private sewage system be confined entirely within the boundaries of the newly created parcel. That system be in conformance with all required setbacks from lot lines prior to the condition being deemed fulfilled.
4. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted prior to certification all of which are to be fully executed.
5. That all applicable property taxes, municipal fees and charges be paid to the Township prior to the stamping of the deeds.
6. That an electronic version of the reference plan be submitted to the satisfaction of the Township.
7. That the applicant is responsible to apply and pay all fees to the Township with respect to Civic Addressing Numbers/Signage for the severed and retained portions of property prior to the condition being deemed fulfilled.
8. That all entrance permits are acquired from the appropriate road authority as per the Township's entrance control policy.
9. That the owner provide confirmation that there is no cross connection between exiting private wells and the municipal water connection, to the satisfaction of the Director of Public Works.
10. In order to facilitate the approval process for the severance, the applicant is required to furnish a grading plan for both the severed and retained parcels. This plan should be prepared by a qualified professional, such as an engineer or surveyor, who will assess and confirm that sufficient lot drainage is adequate for both properties. This confirmation will ensure that the separation of one property does not lead to drainage issues on the other. If, due to existing site conditions, the certification cannot be provided, the applicant is obligated to engage a qualified professional to create a grading plan. Subsequently, the necessary site alterations and grading works must be completed before final approval of the severance is granted. This requirement aims to guarantee responsible land development practices and prevent potential future drainage complications between the severed and retained parcels.



REPORT NO. FIN-26-01

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: January 15, 2026
SUBJECT: **2026 Interim Tax Levy By-law**

RECOMMENDATION:

THAT Report No. FIN-26-01 entitled “2026 Interim Tax Levy By-law” be received;

AND THAT By-Law # 26-03 be giving a first, second and third reading.

PURPOSE & BACKGROUND:

Section 317 of the *Municipal Act, 2001*, allows a local municipality to levy on all taxable properties an interim tax levy prior to the adoption of final budgets for each tax year. The maximum allowable interim levy is fifty (50) percent of the prior year’s annualized taxes. The 2026 interim tax levy will be payable in equal instalments. Instalment dates will be March 15 and June 15, 2026.

The *Municipal Act, 2001*, requires that an interim tax levy by-law be passed in the year to which it applies or in November or December of the previous year, provided that the by-law does not come into effect until a specified day in the applicable year.

FINANCIAL IMPLICATIONS:

The interim levy by-law is required to generate cash flow for the Township to operate prior to the approval of the final tax rates approved through the budget.

ATTACHMENTS:

1. By-Law 26-03

Prepared by: T. Hoover, Tax Collector/Assistant Treasurer

Approved by: N. Dias, Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 26-03

Being a By-law to provide for an interim tax levy for the year 2026 for all property classes.

WHEREAS Section 317(1) of the *Municipal Act, S.O. 2001, c. 25* as amended, requires that the Council of a local municipality, before the adoption of the estimates for the year under section 290, may pass a By-law levying amounts on the assessment of property in the local municipality rate-able for local municipality purposes;

AND WHEREAS Section 317(2) of the *Municipal Act, S.O. 2001, c. 25* as amended, requires that a By-law under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to provide for such interim levy on the assessment of property in this municipality;

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

1. THAT the amounts levied shall be as follows:
 - a. the percentage prescribed by the Minister under section 317(3) of the *Municipal Act, 2001*; or
 - b. 50% if no percentage is prescribed,

Of the total taxes for municipal and school purposes levied on the property in the year 2025.

2. THAT for the purposes of calculating the total amount of taxes for the year 2026 under Paragraph 1, if any taxes for municipal and school purposes were levied on a property for only a part of 2025 because assessment was added to the collector's roll during 2025, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. THAT the said interim tax levy for all property classes shall become due and payable in two installments as follows:
 - a. 50% of the interim levy shall become due and payable on the 15th day of March, 2026; and

- b. The balance of the interim levy shall become due and payable on the 15th day of June, 2026.
4. THAT non-payment of the amount on the dates stated in accordance with this section shall constitute default.
5. THAT there shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out above. The penalty shall be one and one-quarter percent (1.25%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues, but not after the end of 2026.
6. THAT on all other taxes in default on January 1, 2026, interest shall be added at the rate of one and one-quarter percent (1.25%) per month or fraction thereof.
7. THAT penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
8. THAT a failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
9. THAT the Treasurer of the Township of Malahide may accept part payment on account of any taxes due, but such acceptance shall not affect interest or penalty imposed and collected under section 4 of this By-law in respect of non-payment or late payment of any taxes or any installment of taxes.
10. THAT the Treasurer may mail or e-mail or cause the same to be mailed or e-mailed to the person or to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable. The notice shall contain the particulars provided for in this By-law and the information required to be entered in the Collector's Roll under Section 340 of the *Municipal Act, 2001*.
11. THAT taxes are payable at the Township of Malahide Municipal Office located at 87 John Street South, Aylmer, Ontario; at most financial institutions; by telephone banking; or by internet banking, by the person charged with such payment or their authorized designate.
12. THAT the subsequent levy for the year 2026 to be made under the *Municipal Act, 2001*, shall be reduced by the amount to be raised by the levy imposed by this By-law.
13. THAT nothing in this By-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statute and by-laws governing the collection of taxes.

14. THAT any By-law or By-laws, or parts of any By-law or By-laws, that are inconsistent with this By-law are hereby deemed repealed.

15. THAT this By-law comes into force and takes effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 15th day of January, 2026.

READ a **THIRD** time and **FINALLY PASSED** this 15th day of January, 2026.

Mayor - D. Giguère

Clerk, A. Adams



REPORT NO. PW-26-01

TO: Mayor & Members of Council
DEPARTMENT: Public Works
MEETING DATE: January 1 , 2026
SUBJECT: Implications of the County of Elgin Transportation Master Plan

RECOMMENDATION:

THAT Report No. PW-26-01 entitled “Implications of the County of Elgin Transportation Master Plan” be received;

AND THAT Council endorse the formal submission of the comments contained in within Attachment 1 of this report as part of the Master Plan process.

PURPOSE & BACKGROUND:

The County of Elgin has prepared its first Transportation Master Plan (TMP). This is intended to be a strategic, long-term plan to guide transportation policies, infrastructure and services across all travel modes to meet the needs of residents, businesses and visitors through 2054.

The TMP study followed the Municipal Class Environmental Assessment process (MCEA, 2024), Approach #1 for master plans under the Environmental Assessment Act, 1990.

Based on study findings through technical analysis and consultation inputs from County Council, County staff, Local Municipal Partners, stakeholders and members of the public, the TMP recommends 26 actions and six transportation goals for Elgin County. The full plan is attached. Key highlights are summarized below to provide Council with the general context and rationale behind the proposed response back to the County.

The TMP and the recommended actions are organized across the following focus areas:

- Responding to anticipated road capacity constraints
- Updating county road classification and design
- Rationalizing County transportation assets
- Supporting safety on County roads
- Responsiveness to changes and challenges
- Passenger transit service provision
- E-Bikes and other micromobility vehicles
- Pedestrian crossings of County roads

- Facilitating and managing heavy truck traffic
- Supporting the movement of agricultural equipment
- Supporting rail freight

Recommended actions in the TMP include:

- Protection of identified strategic arterial corridors to prioritize their traffic mobility function and related improvements,
- Road and bridge asset transfers (from County to Local Municipality),
- Removal of two County bridges on local roads,
- Continuing to make road safety improvements,
- Exploring in further detail how to provide passenger transit service connectivity across Elgin County,
- Operational improvements, policies and guidelines, studies, engagement/partnerships and more.

This TMP was initiated in June 2021, however with the annexation of lands from the County of Elgin (Central Elgin) by the City of St Thomas for the Yarmouth Yards/Powerco development, the process was placed on hold until early 2025.

The draft TMP was officially adopted by Council on December 11, 2025 as one of its high level guiding and planning documents.

Following the adoption by County Council, the draft TMP has been posted online for public review and input from December 12, 2025 through January 16, 2026. There is therefore an opportunity for the Township to submit formal comments publicly. Comments have been drafted (see attached). Staff seek direction on the proposed submission.

Complete information on the TMP report and process to date is available online at <https://engageelgin.ca/tmp>

COMMENTS & ANALYSIS:

While the TMP's primary focus is on the County of Elgin as a whole and is specifically focused on County of Elgin transportation assets, there are numerous implications to the Township of Malahide.

Staff are generally supportive of the overall direction of the TMP. However, Staff believe that some of the recommended actions, particularly those related to road rationalization and development charges, warrant an official commentary from Malahide Township, one that can be put on the public record as part of the input process.

Road Rationalization

The draft TMP identifies “rationalizing County transportation assets” as a key focus area. This focus area includes the development of an action plan and a protocol to support the transfer of certain County roads and bridges to lower tier municipalities. The TMP states that the and the specific timing and the financial model have not been determined yet. A transfer protocol needs to be developed and approved by County Council first.

Staff have been assured that the development of this protocol will involve further consultation with LMPs but we find it appropriate to submit some initial comments and input at this stage.

The draft TMP identifies the following County assets for download to the Township in the ‘near-term’ (2026-2034):

- Whittaker Road (49)
 - o From Lyons Line (48) to Ron McNeil Line (52)
- Imperial Road (73)
 - o From Dexter Line (24) to Levi Street
- Dexter Line (24)
 - o From Imperial Road (24) to Colin Street

The following County assets have been identified for download to the Township in the ‘long-term’ (2044-2054).

- Putnam Road (47)
 - o From Lyons Line (48) to Ron McNeil Line (52)
- Glencolin Line (32)
 - o From Imperial Road (73) to Hacienda Road (32)
- Hacienda Road (32)
 - o From Glencolin Road (32) to Ron McNeil Line (52)
- Springwater Road (35)
 - o From Ron McNeil Line (52) to John Wise Line (45)

Additionally, the Jamestown Line Bridge, located on Jamestown Line in Central Elgin, near the westerly border of Malahide Township is being recommended for closure to vehicular traffic (near-term, by 2034).

Development Charges

Malahide Township Staff consider it important for the County to advance the development charges work identified in the TMP. The plan forecasts near-term and medium-term transportation related costs that will otherwise need to be funded primarily through the County tax levy, which is ultimately borne by existing taxpayers across the lower tiers.

The TMP summary identifies total costs of approximately \$23.0 million in the near-term (2025 to 2034) and \$118.6 million in the medium term (2035 to 2044), representing roughly the next 20-year planning horizon. While not all transportation costs are eligible for recovery through development charges, the TMP notes that development charges are intended to help ensure growth related infrastructure and services are funded by new growth rather than current taxpayers, and that the County does not currently levy development charges on new residential or non-residential development.

The TMP also specifically identifies an action to conduct a County Development Charges Background Study and implement the recommendations as appropriate. From Malahide's perspective, the development pressures expected in the area, including major industrial investment and forecasted residential growth, reinforce the need for tools that reduce the burden on existing ratepayers and align funding with growth.

Formal Comments to be Submitted

As part of the Master Plan process, the draft TMP has been placed online in the public record for a minimum 30-day public review period, in this case from December 12, 2025, to January 16, 2026.

Staff have drafted the attached letter to be provided prior to the end of this formal comment period. See Attachment 1.

FINANCIAL IMPLICATIONS:

The Draft TMP states that County staff are to develop an action plan and a protocol to facilitate the transfer of approximately 22 km of County roads to Local Municipal Partner.

From Malahide's perspective, any transfer of roads or structures from the County to the Township will have financial impacts that extend beyond immediate repairs, including annual maintenance obligations, future capital rehabilitation and replacement needs, and associated risk and liability exposure. In addition, these corridors are currently maintained primarily at the County's expense through the Road Maintenance Agreement. If these assets are downloaded, that funding support will also be proportionally reduced and the ongoing maintenance burden shifts fully to Malahide taxpayers unless an offsetting compensation framework is established.

As part of the County's rationalization work, Malahide Council may wish to request that downloaded assets be accompanied by an offsetting County tax levy reduction or other compensation mechanism so municipal taxpayers are not assuming additional obligations without corresponding financial relief. Staff also consider it important that all of the lower tier municipalities be involved in the development of the County's transfer protocol. While the TMP indicates work on the implementation plan and transfer

protocol is underway, Malahide Staff have not been consulted to date. We have therefore captured our request in the proposed submission.

LINK TO STRATEGIC & OPERATIONAL PLANS:

The implications of this TMP and the associated downloads are intrinsically linked to the following Township's Strategic Plan Initiatives:

- Providing essential services that are timely, cost-effective, easy to access and aligned with policies
- Sharing information that promotes understanding and participation
- Taking a long-term view

CONSULTATION:

Manager of Roads & Construction
Elgin County Roads Supervisors

ATTACHMENTS:

1. Township of Malahide Comments on the Elgin County TMP

Prepared by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer

87 John Street South
 Aylmer ON N5H 2C3
 Phone: 519-773-5344
 Fax: 519-773-5334
 Website: www.malahide.ca



Peter Dutchak, Director of Engineering Services
 County of Elgin

Anna Mori, Consultant Project Manager
 Arcadis

Sent via email: tmp@elgin.ca

RE: County of Elgin Transportation Master Plan

The Township of Malahide has reviewed the County of Elgin draft Transportation Master Plan (TMP) and wishes to put the following list of observations, risks and requests on the record, as part of the existing input phase.

Overall Direction and Inter-Municipal Engagement

Observations

- The Township of Malahide supports the overall direction of the Transportation Master Plan (TMP).
- Many proposed TMP actions will directly affect lower-tier municipalities through impacts on local road networks, growth management, service levels, and capital coordination.
- Effective implementation will require sustained collaboration between the County and its municipal partners.

Possible Risk / Outstanding Issue

- Without a consistent and clearly defined engagement approach, lower-tier municipalities may have limited opportunity to influence study assumptions, prioritization, timing, or funding decisions that materially affect them.

Request

- That the County ensure meaningful, ongoing consultation with lower-tier municipalities throughout the development, evaluation, prioritization, and implementation of TMP action items, including clear opportunities for input on scope, assumptions, options, timing, and funding.

Strategic Arterial Corridors and Cross-Boundary Impacts

Observations

- The TMP places emphasis on strategic arterial corridors to support traffic mobility and long-term transportation objectives.

- Many Action Items may affect traffic patterns, local road connections, and coordination of growth and capital planning across municipal boundaries.

Possible Risk / Outstanding Issue

- Decisions taken at the County level may create unintended impacts on local networks or development patterns if lower-tier perspectives are not incorporated early.

Request

- That the County engage affected lower-tier staff early and throughout related studies, including development of study scope, evaluation of alternatives, identification of local impacts and mitigation measures, and coordination of timing and funding.

Road and Bridge Rationalization / Asset Transfers

Observations

- The Township recognizes the County's interest in rationalizing the transportation network and aligning ownership with function and service objectives.
- The TMP anticipates the transfer of certain County roads and bridges to lower-tier municipalities.

Possible Risk / Unintended Consequences

- Asset transfers have long-term financial, operational, and liability implications beyond initial capital repairs, including ongoing maintenance, lifecycle rehabilitation, replacement obligations, and risk exposure.
- Many corridors identified for transfer are currently maintained primarily at County expense through the Road Maintenance Agreement.
- Downloads without an offsetting compensation mechanism or levy adjustment would shift ongoing costs directly to lower-tier taxpayers ("one tax payer" principle).

Request

- That any proposed transfers be implemented only through a clear, consistent, and transparent transfer protocol, developed in consultation with affected municipalities and approved by County Council prior to any downloads proceeding.
- That the protocol be condition-based and include:
 - Defined asset condition standards at time of transfer;
 - Independent pre-transfer condition assessment and costing;
 - Clear transition timing and arrangements; and
 - Explicit allocation of responsibility and liability.
- That the protocol include a fair and predictable compensation framework to address both immediate state-of-good-repair needs and the long-term funding gap created by the withdrawal of County maintenance support.
- That lower-tier staff be directly involved in developing the transfer protocol and implementation plan.

Local Municipal Roads Under Consideration (Phases II and III)

Observations

- The TMP references further analysis of Local Municipal Roads Under Consideration as part of Phases II and III: Multimodal Network Development.

Outstanding Issue

- Lower-tier municipalities have not yet had the opportunity to review or discuss the detailed analysis underpinning these considerations.

Request

- That the County share and discuss the detailed Phase II and III analysis with lower-tier municipalities prior to advancing related decisions.

Road Safety and Traffic Calming

Observations

- The Township supports the TMP's emphasis on road safety, including collision analysis, partner engagement, and mitigation measures.
- The TMP references reliance on the Canadian Guide to Traffic Calming (2018).

Possible Risk / Outstanding Issue

- The Canadian Guide is not easily accessible for many residents and may limit transparency and public understanding of how traffic calming decisions are made.

Request

- That the County develop and adopt a County-specific traffic calming policy to clearly articulate its approach, establish a transparent and consistent evaluation framework, and improve public understanding of traffic calming warrants and prioritization.

Pedestrian Infrastructure and Sidewalks on County Roads

Observations

- The Township supports the TMP's goals related to road safety, healthy communities, and improved local mobility, including walking and cycling.
- Historically, the County has not participated in the installation or funding of sidewalks, citing Section 55 of the Municipal Act, which provides discretion for upper-tier involvement where municipalities agree otherwise.
- Sidewalks are a critical component of modern roadway design, particularly in urban areas.

Possible Risk / Unintended Consequences

- Continued limited County involvement may constrain improvements to pedestrian safety and accessibility along County roads in urban and settlement areas.

Request

- That the County consider a more proactive role in improving pedestrian safety along County roads, including participation in the establishment and funding of sidewalks and other pedestrian facilities where arterial County corridors exist.

Outdated or Unclear TMP Components

Observations

- The Phases II and III Report includes a section on Automated Speed Enforcement that no longer applies.
- A Technical Memorandum reviewing County road locations with the highest collision frequencies (2020–2024) has been prepared, but its integration into the TMP is unclear.

Outstanding Issue

- Outdated or unreferenced materials may create confusion regarding current policy direction and implementation priorities.

Request

- That outdated references be removed or clarified, and that the County clearly identify how the collision review findings have been incorporated into the TMP actions and priorities.

County Development Charges

Observations

- The TMP identifies significant near- and medium-term transportation-related costs.
- The County currently does not levy development charges.
- Growth pressures, including major industrial investment and forecasted residential growth, will increase demands on County transportation infrastructure.

Possible Risk / Unintended Consequences

- Absent growth-related funding tools, transportation costs will be borne primarily through the County tax levy, impacting existing taxpayers across lower tiers.

Request

- That the County advance the Elgin County Development Charges Background Study on a priority basis.
- That lower-tier municipalities be engaged during the study process.
- That the County clearly communicate how growth-related costs, eligibility determinations, and proposed rates are established, consistent with the principle that growth should pay for growth.

In conclusion, we recognize the TMP's value in providing guidance for long-range planning as well as transparency for all impacted stakeholders. Malahide Township looks forward to our ongoing collaboration throughout the finalization and implementation of the TMP.

Sincerely,

Jason Godby
Director of Public Works, Township of Malahide

Cc: Nathan Dias, CAO, Township of Malahide
Allison Adams, Manager of Legislative Services/Clerk, Township of Malahide

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 26-04

Being a By-law to authorize the acquisition of the land known As Malahide Concession 1 Part Lot 6, further described as Part 1 of Reference Plan 11R-3053 to authorize the acquisition of this land to resolve encroachment and allow dedication of Colin Street as road allowance.

WHEREAS Section S.9 of the Municipal Act, 2001, c. 25, as amended states that a Municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority;

AND WHEREAS Section 5(3) of the Municipal Act, 2001, c. 25, as amended, authorizes a municipality to pass by-laws to exercise its municipal powers;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to acquire lands for the purpose of resolving existing encroachment onto private property, and that once the acquisition is completed, the Township may proceed to dedicate the lands containing Colin Street as road allowance, with the remaining lands to be retained as municipal property.

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

1. THAT the purchase of the property located at Concession 1 Part Lot 6, further described as Part 1 of Reference Plan 11R-3053, be authorized for the purchase price of \$20,000.00.
2. THAT the Mayor and the Clerk be hereby authorized to perform all acts and to take such steps and execute such documents under the seal of the Corporation as may be necessary to effect such acquisition on behalf of the Corporation.
3. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 15th day of January 2026.

READ a **THIRD** time and **FINALLY PASSED** this 15th day of January 2026.

Mayor, D. Giguère

Clerk, A. Adams



REPORT NO. DS-26-03

TO: Mayor & Members of Council
DEPARTMENT: Development Services
MEETING DATE: January 15, 2026
SUBJECT: **Community Grant Requests**

RECOMMENDATION:

THAT Report DS-26-03 entitled “Community Grant Requests” be received for information;

AND THAT the committee recommend that the community grants in the amount of \$60,784 be approved and distributed as recommended by the Community Grants Committee.

PURPOSE & BACKGROUND:

Each year, the Township receives grant requests from community groups and cemeteries. Interested groups submit applications for review by the Township, and these are considered on a case-by-case basis by Council during annual budget deliberations. To support this process, the Community Grants Committee was formed to provide preliminary recommendations for each application for Council's consideration.

Appended to this report is a summary of the 2026 community grant requests, along with the Community Grants Committee's recommendations and rationale. For 2026, total community grant requests amounted to \$127,834. The Committee recommends approving \$60,784 of these requests, as detailed in Appendix A.

The 2026 Draft Budget currently allocates \$63,000 for annual grant funding reflecting an increase of \$15,000 from 2025. Acceptance of the Committee's recommendations, totaling \$60,784 would result in a decrease of \$2,216 in the Township's 2026 property tax levy.

ATTACHMENTS:

1. Appendix A: Community Grants Committee Recommendations 2026

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

Approved by: N. Dias, Chief Administrative Officer

Organization	2026 Amount Requested	Alignment with Policy	Committee Notes/Requests
Aylmer & East Elgin Agricultural Society	\$1,000 and use of the Township grader for 3 hrs	Yes	Recommended: Provide the use of a grader for 3 hours at the expense of the Township. Valued at: \$685.30 +HST (13%) = \$774.39 Rationale: The Township would like to support the festival, but notes that additional funds would be marginal and prefers to lend its grader.
Aylmer Cemetery Board	\$18,000	Yes	Recommended: \$10,000 in support for operational costs for the Aylmer Cemetery. Rationale: The budget included demonstrates that Aylmer Cemetery can maintain operations with its current budget and \$10,000 from the Township. The intent of the policy is to ensure the Cemetery can meet its expenses.
Aylmer Malahide Museum Archives (AMMA)	\$15,000	Yes	Recommended: \$10,000 in support for the Exhibit. Rationale: The increase in support from last year reflects good faith and appreciation for changing the funding request from operational to programming costs. The expectation is that the Township will act more as a sponsor/collaborator for the duration of the Exhibit.
Elgin County Plowmen's Association	\$500	Yes	Recommended: \$250 for event costs. Rationale: This amount represents the Committee's appreciation of local agricultural events that align with the Township's strategic vision.
Harvest Bowl	\$1,580 (100% of rental fees)	Yes	Recommended: \$1,580 in rental costs paid to the Township. Rationale: This represents 100% support for rental fees, the max considered under the current MOU.

Junior Achievement South Western Ontario	\$5,000	No	Recommended: \$0 Rationale: Not a good fit for the Community Grant Policy. The organization has the financial capacity to continue its programming without the support. Programs amount to ~ \$1000/day.
Knights of Columbus	\$1,500	Yes	Recommended: \$1,500 for the maintenance and upkeep of Columbus Park. Rationale: Aligns with the Community Grants policy and is a reasonable cost for soccer upkeep and helps with youth recreational participation.
Luton Cemetery	\$2,000	Yes	Recommended: \$2,000 for operational costs to maintain Luton Cemetery. Rationale: Operational costs to maintain the cemetery have not increased since last year and are approved as presented.
Malahide Community Policing Association	\$2,000	Yes	Recommended: \$1,000 towards programming, such as educational seminars in collaboration with the Springfield library. Rationale: The Committee appreciates the workshops, community outreach and educational sessions provided by the association. However, the recommended amount is reduced by \$1,000 from the original request, as the expenses under the budget labelled “giveaways” are not eligible under the Policy.
Malahide North Firefighters Association	\$4,000 (and use of SDCH property)	Yes	Recommended: \$500 toward supplies and equipment for setup. Rationale: The association has proposed using out-of-service fire hoses and on-site well water to flood the rink at minimal cost to the municipality. Staff: Agreed to permit the rink with conditions that will be attached separately. The township logo should not be displayed.
South Dorchester Optimists Club	\$6,600	Yes	Recommended: \$6,600 towards rental costs payable to the Township for the group’s various activities. Rationale: The South Dorchester Optimists Club has a long-standing relationship with the Township of Malahide, and this amount is

			considered reasonable, given the impact of their community-based activities throughout the year and the fact that it will go back to the Township in the form of rental fees.
Springfield Cemetery Board	\$7,500	Yes	Recommended: \$5,000 for operational costs to maintain Springfield Cemetery. Rationale: The budget included demonstrates that Springfield Cemetery can maintain operations with its current budget and \$5,000 from the Township. The intent of the policy is to ensure the Cemetery can meet its expenses.
Springfield Family Fun Day	\$2,000	Yes	Recommended: \$2,000 towards rental costs payable to the Township incurred for the event. Rationale: Aligns well with the Community Grants Policy and its objectives.
Springfield Public School Healthy Snacks	\$3,500	Yes	Recommended: \$500 towards food for the program. Rationale: The Township would like to support this initiative; however, it would like to see more local and community-driven groceries being provided. The Township is happy to help facilitate and assist this process.
Springfield Santa Parade Committee	\$2,000	Yes	Recommended: \$1,500 towards event costs related to the Springfield Santa Claus Parade. Rationale: Great event for the community; recommended the same amount in support as last year, as the event insurance is covered by the Township of Malahide (\$300-\$400 value), and the event cost is still covered with this amount of support.
Springfield Stingers Softball Association	\$5,000	Yes	Recommended: \$2,700 to cover the cost of the ball diamonds for the various divisions over the course of the baseball season for the Stingers. Rationale: The diamond fee rentals being reimbursed by the Township reflect the Township's commitment to enabling youth participation in

			recreational activities, recognizing the rising costs of participation. The total rental cost, according to the proposed schedule (calculated by staff), brings the rental value for the year to \$2,762.85.
Springfield Swans	\$654	Yes	Recommended: \$654 represent 40% of rental costs for proposed activities. Rationale: As a founding organization, if the Swans provide a schedule of their Township rentals, they are eligible to receive 40% back. This figure was calculated by Staff.
YWCA	\$50,000	Yes	Recommended: \$15,000 for aquatic programming offered by the organization. Rationale: This funding supports Malahide residents' participation in swimming programs and pool activities in Aylmer without a non-resident fee.
Total: 18 applicants	Total Request \$127,834		Recommended Amount: \$17,000 (cemeteries) Recommended Amount: \$43,784 (non-cemeteries) Total: \$60,784 Note In kind Support (\$1,175+)



REPORT NO. FIN-26-02

TO: Mayor & Members of Council
DEPARTMENT: Corporate & Financial Services
MEETING DATE: January 15, 2026
SUBJECT: 2026 Proposed Budget Follow-up

RECOMMENDATION:

THAT Report No. FIN-26-02 entitled “2026 Proposed Budget Follow-up” be received.

PURPOSE & BACKGROUND:

To provide comments and context to questions asked during the presentation of the 2026 Proposed Budget.

COMMENTS & ANALYSIS:

1. Will MPAC letters mailed to residents in 2025 affect the 2026 Proposed Budget?
 - No, assessment growth and supplementary billings is included in the budget forecast.
2. What will happen with the Fire Chief’s pickup truck that is recommended for replacement?
 - A meeting of the Equipment & Fleet Committee will be called to review and recommend redeployment or disposal of the unit.
3. Is the current state of sidewalks compliant with provincial standards?
 - Provincial minimum maintenance standards are maintained on all Township-owned sidewalks.
 - Current and proposed service levels of sidewalks will be reviewed in 2026.
4. What elements does the Streetlight & Sidewalk Special Levy include?
 - The Special Levy includes all streetlight costs, and 40% of sidewalk maintenance costs.
 - All other budgetary expenses for sidewalks (including 100% winter maintenance) are funded by the general tax levy.

Item	2026 Draft Budget	Increase	Special Levy Funding
Streetlight Utilities	\$7,000	\$700	100%
Sidewalk Maintenance	\$5,000	\$0	40%
Streetlight Maintenance	\$2,500	\$0	100%
Sidewalk Winter Maintenance	\$20,000	\$5,000	0%
Total Expenses	\$34,500	\$5,700	

Item	2026 Draft Budget	Increase	Percentage Increase
Special Levy	\$11,500	\$700	6%
General Tax Levy	\$23,000	\$5,000	28%
Total Funding	\$34,500	\$5,700	

5. Why is an engineer's review of the salt sheds required?
 - Staff noted serious deficiencies in the structural concrete curb walls of the salt shed at both the North and South Works Yards.
 - A licensed professional engineer conducted a site review of the salt shed at the South Works Yard in August 2025. This review included an assessment of the structural concrete curb wall that was determined to be in poor condition with localized areas of delamination and exposed rebar reinforcement. The recommendation from the engineer was to conduct further inspection and testing of the structure to determine integrity.
 - The budget recommendation of \$50,000 includes the inspection and additional concrete testing of the below grade walls (footings), which must be partially exposed for testing. Testing procedures may also vary between the two salt sheds. A formal report evaluating the results of testing will be procured from several engineers to provide recommendations of the work to be completed to bring these two salt storage facilities up-to-code and limit potential liability.

6. What is the rationale for the council signage upgrade?
 - A new digital sign at Council Chambers will allow for improved messaging to the community and will integrate with the existing electronic messaging signs at MCP, SDCH and the South Fire Hall.
 - Not all residents have access to the Township website or social media, and a community sign with up-to-date messaging will improve opportunities to participate in community events.
 - The visual value of modern signage also benefits economic development. Improving the visual aesthetic of the main street of the Village of Springfield will help to attract businesses and new residents by visually communicating that the community is willing to invest in itself.
 - While current operational costs are minimal for the council signage, the recommended new sign is an asset projected to add value to the community for years to come. The value of \$20,000 is averaged over the 20-year lifecycle is only a \$1,000 average annual investment in improved communications that align with the Township's Strategic Priorities.

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

N/A

Prepared by: T. Jones, Asset Management Analyst

Approved by: N. Dias, Chief Administrative Officer



December 18, 2025

Everyone at AMO wishes you, your friends and family, and your community a happy and safe holiday season!

In This Issue:

- We want to feature your job as an *Impact Story*!
- AMO Holiday office closure.
- Build Canada Homes: Call for project proposals.
- AMO Conference 2026 - hotel booking information.
- ROMA Conference - Rural Ontario's Leaders conference update.
- More Dates! Seeking re-election or first-time candidate? AMO's free workshop series is for you.
- Free Workshop: Everything You Need to Know as an Underrepresented Candidate.
- LAS 2025 Year End Message.
- Quarterly Risk Management Webinars for 2026.
- Hedge Prices Set for LAS' Commodity Programs.
- OPSBA Campaign: Help keep education close to home.
- Careers.

AMO Matters

We want to hear your story. AMO is developing a public affairs campaign to showcase the people and impact behind municipal work across Ontario – and we want to feature your job as an *Impact Story*. From frontline roles to leadership, we want to show Ontario what it takes, and who it is, that keeps communities safe, clean, connected and welcoming. If you're interested in getting involved, [contact us](#) at workforce@amo.on.ca.

Please note that the AMO office will be closed from December 25, 2025 through January 1, 2026. The office will reopen on January 2, 2026. The next issue of the Watchfile will be sent on January 8, 2026.

Federal Matters

Build Canada Homes [released](#) an [Investment Policy Framework \(IPF\)](#) to guide investment decisions and housing development activities. Calls for project proposals can be submitted to the BCH [portal](#) on a continuous intake basis.

Education Opportunities

The annual AMO 2026 conference will be in Ottawa, August 16 – 19, 2026. Mark your calendars for Tuesday, January 6, 2026 at 10:00am EST as hotel bookings for the conference open. [Review the booking policies](#) and hotel information in advance.

The ROMA 2026 conference includes Sunday morning workshops designed with rural Ontario municipal leaders in mind, including generating revenues through sponsorship naming, NWMO's next site selection, asset management and how rural data can support your decision making process. [View the full program and register today!](#)

If you missed *AMO's Healthy Democracy Leadership Series: Stronger Leaders, Stronger Communities* workshop registration, we are offering more dates to register. It's designed to equip you with the tools, resilience, and confidence to meet the challenges of the political landscape head-on. It's offered at no charge in two streams: first time candidates, and those considering re-election in 2026. [Full details and registration information here.](#)

AMO's [Running for Municipal Office - Everything You Need to Know as an Underrepresented Candidate](#) 90 minute free workshop provides useful insights and strategies to support you in getting your name on the ballot. While this workshop focuses on individuals from underrepresented communities, all are welcome to participate.

LAS

Judy Dezell's year end message reflects on 2025. From celebrating our victories to learning from our challenges, the LAS team made progress towards their goals. [Read more here.](#)

LAS, in partnership with Intact Public Entities, has set the 2026 Risk Management webinar dates. [Register today](#) for the free sessions and attend live to ask questions.

The participants in our [Electricity and Natural Gas Procurement Programs](#) can budget their energy costs for 2026 with the new LAS hedge prices. If you're interested in learning if the program is right for your municipality, please reach out.

Municipal Wire*

The provincial government has recently suggested changes that could undermine the role of elected Ontario Public School Board trustees and centralize decision making at Queen's Park. OPSBA has responded with a [province-wide digital campaign](#) to remind Ontarians why local democracy matters in education. Visit [DemocracyIsNotOutdated.ca](#) to view the campaign and sign the petition.

Careers

[Senior Director, Strategic Initiatives - Town of Milton](#). Closing Date: January 3, 2026.

[Chief Information Officer - City of Welland](#). Closing Date: January 9th, 2026.

[Occupational Health and Safety Inspector - Construction – Unilingual \(English\) and Bilingual \(English/French\)](#)/INSPECTRICE OU INSPECTEUR DE LA SANTÉ ET DE LA SÉCURITÉ DANS LA CONSTRUCTION - Unilingue (Anglais) et Bilingue (Anglais/Français) - Ministry of Labour, Immigration, Training and Skills Development/Ministère du Travail, de l'Immigration, de la Formation et du Développement des compétences.

[Occupational Health and Safety Inspector - Industrial - Unilingual \(English\) and Bilingual \(English/French\)](#)/INSPECTRICE OU INSPECTEUR DE LA SANTÉ ET DE LA SÉCURITÉ DANS L'INDUSTRIE - Unilingue (Anglais) et Bilingue (Anglais/Français) - Ministry of Labour, Immigration, Training and Skills Development/Ministère du Travail, de l'Immigration, de la Formation et du Développement des compétences.

[Occupational Health and Safety Inspector - Health Care - Unilingual \(English\) and Bilingual \(English/French\)](#)/ INSPECTRICE OU INSPECTEUR DE LA SANTÉ ET DE LA SÉCURITÉ AU TRAVAIL DANS LES SOINS DE SANTÉ - Unilingue (Anglais) et Bilingue (Anglais/Français) - Ministry of Labour, Immigration, Training and Skills Development/Ministère du Travail, de l'Immigration, de la Formation et du Développement des compétences.

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

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[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](#)



January 08, 2026

In This Issue:

- Now Hiring: 2026 AMO Policy Intern!
- Last chance to submit your municipal Impact Stories!
- Register for the ROMA Conference now to save time and money.
- New year, new skills: Crisis Communications and Navigating Conflict Relationships.
- Lead Where You Live - A Guide to Running for Municipal Council.
- More Dates! Free workshop series for those seeking re-election & first-time candidates.
- Free Workshop: Everything You Need to Know as an Underrepresented Candidate.
- Blog: Risk Management Trends to Follow in 2026.
- Freedom of Information and Privacy Program Management.
- Sewer & Water Line protection for local homeowners.
- Invitation to participate: Public Service Motivation Study.
- Municipal Student Survey.
- Careers.

AMO Matters

AMO is seeking our 2026 Policy Intern to support AMO's policy development, advocacy and strategic initiatives activities. If you want to provide leadership influencing public policy to advance municipal goals and priorities. Share with your networks, [applications close January 16th, 2026](#).

AMO is developing a public affairs campaign to showcase the people and impact behind municipal work across Ontario – and we want to feature your career profile. From frontline roles to leadership, we want to show what it takes, and who it is, that keeps municipalities running. If you're interested in getting involved or learning more, visit the [Impact Story Submission Guide](#) or email workforce@amo.on.ca.

Education Opportunities

The ROMA 2026 Conference is the perfect way for Ontario's rural leaders to start the year and to join your colleagues for key education and advocacy opportunities. [Register](#) by 4:00PM EST Monday, January 12 to access regular registration rates and save yourself time on-site.

To be more confident in times of crisis and feel comfortable managing local, national, digital and social media to get your message heard, this one's for you. Join this 2 half-day course to learn how to manage all aspects of crisis communications during an emergency. [Register here to save your spot.](#)

Gain skills in building collaborative relationships and negotiating difficult ones. This 2 part, interactive workshop will explore the constructs, traps and pitfalls of conflict relationships, and how to approach, plan and execute relationships successfully. [Register here to save your spot.](#)

The [Lead Where You Live Resource](#) provides key information for anyone running in the 2026 municipal election. This guide will introduce you to some of the key steps in that process. It will also give you a sense of what life is like as an elected member of a municipal council.

If you missed *AMO's Healthy Democracy Leadership Series: Stronger Leaders, Stronger Communities* workshop registration, we are offering more dates to register. It's designed to equip you with the tools, resilience, and confidence to meet the challenges of the political landscape head-on. It's offered at no charge in two streams: first time candidates, and those considering re-election in 2026. [Full details and registration information here.](#)

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LAS

Economic uncertainty, accelerating climate impacts, and the rapid evolution of technology are reshaping how organizations prepare for and respond to risk. Read what trends to follow in 2026 in our [latest blog by ClearRisk.](#)

The [LAS FOI and PIA service](#) offered through Vayle will help fulfill FOI requests by ensuring all requirements are covered as mandated by legislation and directives; and help guide your workflow through intake to approval.

The LAS endorsed Sewer & Water Line Warranty service, offered through SLWC, helps residential property owners avoid expensive repair costs for clogs, leaks, and breaks to the

water and sewer lines running from their home to the municipal connection. [Learn how your municipality can offer this](#) optional service to your residents.

Municipal Wire*

Dr. Dominika Wranik, Professor and Associate Dean (Research) in the Faculty of Management at Dalhousie University is conducting a 15–20 minute anonymous survey of Canadian public servants examining workplace experiences, motivation, and wellbeing during times of change. Participants may enter a \$300 prize draw. [Click here to take the survey.](#)

AMO is partnering with the University of Waterloo's Work-Learn Institute to better understand how municipalities can more effectively attract and retain the next generation. If you've supervised a student – or know someone who has – please forward them this short, [anonymous survey](#) to share their experiences. If you have any questions, please contact WGardiner@amo.on.ca.

Careers

[Asset Management Analyst - City of Belleville](#). Closing Date: January 9, 2025.

[Chief Administrative Officer \(CAO\) - Municipality of Kincardine](#). Closing Date: January 17, 2025.

[Manager, Homelessness Services - County of Simcoe](#). Closing Date: January 19, 2026.

[Director, Community Partnerships, Policy and Business Intelligence - County of Simcoe](#). Closing Date: January 23, 2026.

[Legal and Real Estate Coordinator - King Township](#). Closing Date: January 22, 2026.

[Policy Coordinator - King Township](#). Closing Date: January 23, 2026.

[Procurement Specialist - King Township](#). Closing Date: January 19, 2026.

[Human Resources Assistant - King Township](#). Closing Date: January 23, 2026.

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

**The Corporation of the Township of Malahide
Community Grant Committee Meeting
November 28, 2025 – 10:00a.m.**

Malahide Township Community Grant Committee met at the Malahide Council Chambers, at 51221 Ron McNeil Line, Springfield, at 10:00a.m. The following were present:

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

Staff: Deputy Treasurer T. Hoover, Community Relations and Economic Development Manager S. Tripp, and Clerk A. Adams.

CALL TO ORDER:

Councillor Lewis took the Chair and called the meeting to order at 10:06a.m.

APPROVAL OF AGENDA:

Moved By: Rick Cerna

Seconded By: Dominique Giguère

THAT the agenda be approved as presented with the following amendment:

- New Business Item – Verbal update to YWCA application submission

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

No items.

ANNOUNCEMENTS:

No items.

ADOPTION OF MINUTES:

Moved By: Dominique Giguère

Seconded By: Rick Cerna

THAT the minutes of the Community Grant Committee Meeting held on June 4, 2025 be approved.

Carried

DELEGATIONS:

No items.

UNFINISHED BUSINESS:

No items.

NEW BUSINESS:

Prior to the discussions, Mayor Giguère provided an update on the YWCA submission and its connection to the Aylmer pool, explaining why an application was submitted this year. The update outlined a potential solution to the recently introduced non-resident fee at the Aylmer pool, offering an approach that better aligns with the Township philosophy while supporting the swimming program.

The recommendation has been made to increase the grant fund by \$15,000, with this amount reserved for the YWCA and this will be presented as part of the 2026 budget deliberations.

- Review of Submitted 2026 Community Grant Applications

CRED Manager Tripp provided an overview of the 2025 process. The Committee reviewed and discussed each application individually. The discussion focused on clarifying any uncertainties, ensuring transparency, and confirming that grants are awarded to initiatives that meet the required standards and effectively serve community needs. Additional information was requested for several applications, including the Springfield Public School Healthy Snack Program, the Springfield Stingers, and the Malahide North Firefighters. Once clarification has been received through follow-up correspondence, the Committee will reconvene to review the feedback and finalize its recommendations for Council consideration.

Moved By: Dominique Giguère
Seconded By: Rick Cerna

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

Carried

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

THAT the Committee adjourn its meeting at 11:43a.m.

Carried

Chair – S. Lewis



Clerk – A. Adams

**Joint Board of Management Minutes
Aylmer Area Secondary Water Supply System &
Port Burwell Area Secondary Water Supply System
September 17, 2025 – 1:00p.m.**

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

The Joint Board of Management met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 1:00p.m. The following were present:

Board Members:

Municipality of Central Elgin – Norman Watson
Town of Aylmer – Pete Barbour
Township of Malahide – Chester Glinski

Absent:

Municipality of Bayham - Tim Emerson

Staff:

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

(1) Call to Order

Pete Barbour is appointed chair and the meeting is called to order at 1:01p.m.

(2) Disclosure of Pecuniary Interest

None.

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

Moved by: Norman Watson

Seconded by: Chester Glinski

THAT the minutes of the Aylmer Area Secondary Water Supply System Joint Board of Management meeting held on June 18, 2025 be approved as presented.

Carried

Moved by: Chester Glinski
Seconded by: Norman Watson

THAT the minutes of the Port Burwell Area Secondary Water Supply System Joint Board of Management meeting held on June 18, 2025 and July 30, 2025 be approved as presented.

Carried

(4) Reports

- AASWSS-25-09 First and Second Quarter Operations Report

Moved by: Chester Glinski
Seconded by: Norman Watson

THAT Report No. AASWSS-25-09 entitled "First and Second Quarter 2025 Operations Report" be received.

Carried

- PBASWSS-25-09 First and Second Quarter Operations Report

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. PBASWSS-25-09 entitled "First and Second Quarter 2025 Operations Report" be received.

Carried

- AASWSS-25-10 Review and Provision of Infrastructure report

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. AASWSS-25-10 entitled "Aylmer Area Secondary Water Supply System – 2025 Review and Provision of Infrastructure Report" be received.

Carried

- PBASWSS-25-07 Review and Provision of Infrastructure Report

Moved by: Chester Glinski
Seconded by: Norman Watson

THAT Report No. PBASWSS-25-07 entitled "Port Burwell Area Secondary Water Supply System – 2025 Review and Provision of Infrastructure Report" be received.

Carried

- AASWSS-25-08 2026 Draft Budget & Financial Plan

Water/Waste Water Manager Gustavson advised that the report requires an amendment, noting the cost of the Chlorinator System upgrade replacement should be corrected to \$40,000 due to an error in price allocation. Member Watson inquired how this would be funded. Director Boylan confirmed the cost difference would be funded through reserves. Members supported the revised cost of this item.

Moved by: Chester Glinski
Seconded by: Norman Watson

THAT Report No. AASWSS-25-08, being the 2026 Draft Budget, be received;

AND THAT the 2026 Budget be approved as presented;

AND THAT the 2026 water rate, in the amount of 1.544 per cubic metre, be approved;

AND THAT the Township's 2026 to 2031 Water Financial Plan be approved as presented;

AND THAT staff be authorized to carry out the administrative acts necessary to implement the 2026 Draft Budget including the submission of the 2026-2031 Water Financial Plan to the Ministry of Municipal Affairs and Housing for water drinking licence renewal.

Carried

- PBASWSS-25-08 2026 Draft Budget & Financial Plan

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. PBASWSS-25-08, being the Draft 2026 Budget, be received;

AND THAT the 2026 Budget be approved as presented;

AND THAT the 2026 water rate, in the amount of 3.91 per cubic metre, be approved;

AND THAT the Township's 2026 to 2031 Water Financial Plan be approved as presented;

AND THAT staff be authorized to carry out the administrative acts necessary to implement the 2026 Draft Budget including the submission of the 2026-2031 Water Financial Plan to the Ministry of Municipal Affairs and Housing for water drinking licence renewal.

Carried

(5) Correspondence

Moved by: Chester Glinski

Seconded by: Norman Watson

That the correspondence items be noted and filed.

1. Municipality of Central Elgin – Letter of Support for - Municipal Housing Infrastructure Program (MHIP) - Health and Safety Water Stream (HSWS) Infrastructure Fund Application - Port Burwell Area Secondary System

Carried

(6) Adjournment

Moved by: Chester Glinski

Seconded by: Norman Watson

THAT the Aylmer Area Secondary Water Supply System Joint Board of Management adjourn at 1:53p.m. to meet again on December 17, 2025 at 1:00p.m.


Carried

Moved by: Chester Glinski


Seconded by: Norman Watson

THAT the Port Burwell Secondary Water Supply System Joint Board of Management adjourn at 1:53p.m. to meet again on December 17, 2025 at 1:00p.m.

Carried



Board Chair – P. Barbour



Clerk – A. Adams



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of December 3, 2025
Approved January 7, 2026

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
Ed Ketchabaw	Municipality of Bayham/Township of Malahide
Tom Masschaele	Norfolk County
Debera McKeen	Haldimand County
Jim Palmer	Township of Norwich
Chris Van Paassen	Norfolk County
Peter Ypma	Township of South-West Oxford

Regrets:

None

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, December 3, 2025.

2. Additional Agenda Items

The Chair, Dave Beres, noted an unavoidable prior meeting and asked to have the Closed session items brought forward.

A-127/25

Moved by D. McKeen

Seconded by M. Columbus

THAT the LPRCA Board of Directors move Item 10, Closed session, to Item 4 on the December 3, 2025 agenda.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

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

3. Approval of the Agenda

A-128/25

Moved by J. Palmer

Seconded by S. Bentley

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

Carried

*P. Ypma arrived at the meeting at 6:33 p.m.

The Closed session began at 6:33 p.m.

4. Closed Session

A-129/25

Moved by S. Bentley

Seconded by J. Palmer

THAT the LPRCA Board of Directors does now enter into a closed session to discuss:

- Advice that is subject to solicitor-client privilege

Carried

The Board reconvened in open session at 6:49 p.m.

The Chair vacated his seat for the remainder of the meeting. The Vice-Chair, Doug Brunton, chaired the Board of Director's meeting.

A-130/25

Moved by M. Columbus

Seconded by P. Ypma

THAT the Vice Chair, Doug Brunton, is appointed Acting Chair for the remainder of the Board of Director's Meeting held December 3, 2025.

Carried

*D. Beres left the meeting at 6:51p.m.

5. Declaration of Conflicts of Interest

T. Masschaele, M. Columbus, D. Brunton, and C. Van Paassen declared a conflict with a closed agenda item.

T. Masschaele declared a conflict of interest with item 9i (amended to 10i) due to a family member being an employee of the company LPRCA used for the architectural and structural building assessment of Backus Historic site.

FULL AUTHORITY COMMITTEE MEMBERS

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

6. Minutes of the Previous Meeting

a) Board of Directors Meeting November 5, 2025

A-131/25

Moved by J. Palmer

Seconded by E. Ketchabaw

THAT the minutes of the LPRCA Board of Directors meeting held November 5, 2025 be adopted as circulated.

Carried

b) Board of Directors Budget Meeting November 13, 2025

A-132/25

Moved by C. Van Paassen

Seconded by M. Columbus

THAT the minutes of the LPRCA Board of Directors Budget meeting held November 13, 2025 be adopted as circulated.

Carried

7. Business Arising

There was no business arising from the previous minutes.

8. Correspondence

Judy Maxwell gave an overview of the correspondence received in regards to the ERO up till the end of November.

There were no questions or comments in regards to the correspondence.

A-133/25

Moved by D. McKeen

Seconded by S. Bentley

THAT the correspondences outlined in the Board of Directors agenda of December 3, 2025 be received as information.

Carried

9. Development Applications

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

Leigh-Anne Mauthe presented the approved permits report.

A - 134/25

FULL AUTHORITY COMMITTEE MEMBERS

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

Moved by T. Masschaele
Seconded by P. Ypma

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

Carried

10. New Business

a) Teeterville Dam Environmental Assessment – Montrose Presentation

Saifur Rahman introduced Scott Robertson, the representative from Montrose Environmental.

Scott Robertson highlighted to the Board the five alternative solutions for the Teeterville Dam; the assessments of all alternatives including the advantages and disadvantages; and discussed the preferred alternative (repair the dam) based on the metrics.

Mike Columbus thanked Scott Robertson for his presentation and work on the Environmental Assessment (EA) as the dam is in Councillor Columbus' ward.

Mike Columbus asked how soon could the County see the dam repaired. Scott Robertson informed the Board that the repair timeline is beyond the scope of the EA. Judy Maxwell informed the Board that the design for the dam is in the budget for 2027 and the repair for 2028 and this would be coordinated with Norfolk County.

Debera McKeen asked whose responsibility is it to replace the emergency fire system water supply if the Teeterville Dam is removed. Scott Robertson informed the Board it would be the County's responsibility to replace the emergency water supply, but the negative impact to Norfolk County had to be reviewed and mitigated in the EA report.

Chris Van Paassen has heard from many members of the community and is glad to hear the preferred alternative, based on the research, is to repair the dam.

Robert Chambers asked Scott Robertson if repairing or removing the dam would affect the upstream headwaters and communities, as farmers above the dam have issues with flooding and unusable land, which they blame on the dam. Scott Robertson informed the Board that the residents in those areas use shallow sand-point wells. As well, Montrose Environmental's hydro-geologist looked into the wells and found that if you were to drop the level of the water by 2 or 3 meters, because it is a sandplain, the cone of influence of the groundwater does not extend more than a hundred meters. As such the dam does not affect above to the next concession. The fluctuations of the ground water table is more influenced by seasons, which have more of an affect to the communities around the stream than the removal or repair of the dam will have.

Jim Palmer asked Scott Robertson how adding two stoplogs to the dam would affect the pond size. Scott Robertson informed the Board that the effect would be relatively marginal, it may extend it a little into the terrestrial wetland, but no effect to community or farms.

Peter Ypma asked if the plan was to only replace the concrete on the discharge, as

FULL AUTHORITY COMMITTEE MEMBERS

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

mentioned in the presentation, or are there other issues with the structure. Scott Robertson informed the Board that the concrete was the largest and most noticeable issue, but there were other repairs needed to the dam such as: cracking and exposed rebar; an erosion pool under the dam/spillway; the steel truss bridge to access and operate the dam; and the stop logs amongst other repairs.

Doug Brunton asked if there was a gate on the dam. Scott Robertson responded by saying the dam has a concrete sill and stoplogs, but a sluice gate addition could be explored in the repair design.

Doug Brunton asked if the deeds to the neighbouring properties go to the waters edge. Judy Maxwell informed the Board that Kim Husted is near to finishing the property boundary of Teeterville.

b) Teeterville Dam Environmental Assessment (S. Rahman)

Saifur Rahman presented the Teeterville Dam Environment Assessment report.

Peter Ypma asked staff if there was an estimation as to the apportionment of cost to the County and LPRCA for the dam repair. Judy Maxwell informed the Board that all of the cost for the repair would be a special levy to Norfolk County, but LPRCA would apply for any grants to mitigate the cost.

A - 135/25

Moved by C. Van Paassen
Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the Teeterville Dam Class Environmental Assessment Update as information,

AND

THAT the LPRCA Board of Directors endorses Alternative #2 to be the preferred option as presented by Montrose Environmental,

AND

THAT the LPRCA Board of Directors supports Montrose Environmental to present a deputation to Norfolk County Council.

Carried

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

Judy Maxwell provided a report summarizing operations in November and provided a few recent updates on the ERO process and applications for funding for species and risk and invasive species.

FULL AUTHORITY COMMITTEE MEMBERS

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

A-136/25

Moved by D. McKeen

Seconded by T. Masschaele

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

Carried

d) Provincial Announcements: Bill 68 Schedule 3 Proposed Changes to the CA Act and ERO Notice #025-1257 (J. Maxwell)

Judy Maxwell presented the report and presentation to the Board giving an overview of Bill 68, the ERO notice, the Ontario Provincial Conservation Agency (OPCA), and the next steps for Conservation Authorities and LPRCA. Judy Maxwell asked the Board to review the attached motion and for further changes or directions the Board of Directors would like to add to the motion to respond to Bill 68 and the ERO #012-1257, which comments are due by December 22, 2025.

Municipalities have no guarantee of representation in all the information provided so far.

Judy Maxwell asked the Board if members would be attending the regional round table on December 12th, Shelley-Ann Bentley and Ed Ketchabaw had invitations, other Municipalities were sending Board members for their other Conservation Authorities.

Doug Brunton gave the Board details on the meeting had with MPP Bobbi-Ann Brady between himself, Chair Beres, and Judy Maxwell. Bobbi-Ann Brady supported Bill 68, but has signalled support from the Conservation Authorities.

Judy Maxwell asked Board members if any were attending ROMA, and if a Board member should attend exclusively to represent the interests of LPRCA to engage with some of the Ministers and voice LPRCA's concerns. Jim Palmer, Ed Ketchabaw, Shelley-Ann Bentley, Robert Chambers, and Debera McKeen would all be attending. There was a discussion had about sending Vice-Chair Doug Brunton to represent LPRCA.

Judy Maxwell provided an analysis of the proposal and the ERO to give the Board of Directors a summary of all the information provided so far about the changes. Judy Maxwell asked the Board to review the prepared motion on page 77 of the agenda package. Judy Maxwell pointed to the attached correspondences from other CAs and Municipalities to review responses, and mentioned that Windsor took a different stand in response and rejected the entire Bill 68. The prepared motion can be changed to reflect the Board's opinions.

Doug Brunton informed the Board of his concern with the blending of the Conservation Authorities and what that will mean for the reserves and lands here in Norfolk County and the Long Point Region.

Chris Van Paassen would like to see the process slowed down. More questions need to be answered, and more time is needed to fully review the process and allow for consultation. More decisions and choices need to remain with local communities. Member Van Paassen

FULL AUTHORITY COMMITTEE MEMBERS

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

can see the sense in a permitting platform, but strongly supports boots on the ground for planning, local expertise is needed for planning and permitting review.

Mike Columbus considers the many questions that are still unanswered by all of the releases from the Provincial Government, questions like: where are the efficiencies; will there be cost benefits and how will this be determined; what are the finances and economics of the amalgamation; who will be responsible for funding.

Shelley Ann Bentley has severe concerns with the proposal. Costs are important and there has been little information given about costs. Who will be responsible to fund the consolidation and the OPCA. One brush for all watersheds and CAs does not seem possible.

Ed Ketchabaw thanked Judy Maxwell and staff for the report and the clear review. Ed Ketchabaw agreed with other Board members in regards to the lack of answers to numerous questions, and some answers received seem to be conflicting.

Peter Ypma highlighted that any permitting issues can be resolved and accomplished in the current format for Conservation Authorities without consolidation. Local representation is important to remain. Board Member Ypma would like to see more restrictive and rejecting language to the proposed regional boundaries in LPRCA's response. The proposed regional boundaries are too big to fully support local communities.

Tom Masschaele notes that the pattern of the Ontario Government is clear, and the government wants every decision to be made in Toronto, eliminating all local boards, local ideals, and local decisions.

Jim Palmer is concerned about the LPRCA reserves and questions if all LPRCA money will just be consolidated towards the bigger cities.

Mike Columbus asks what other countries and provinces do with flooding and watersheds. Judy Maxwell informed the Board that staff were less familiar with other models, but other provinces look to Ontario for its model for flooding and flood response.

Robert Chambers notes that not too many years ago the Ontario Government pushed for watershed planning, and now are pushing the complete opposite. To amalgamate such large areas would be counter to watershed-based planning.

A - 137/25

Moved by C. Van Paassen

Seconded by S. Bentley

THAT the LPRCA Board of Directors receives the report as information,
And Approves the motion (attachment #1) in response to the ERO Notice #025-1257.

WHEREAS the Ministry of the Environment, Conservation and Parks has posted Environmental Registry Notice No. 025-1257 ("Proposed Boundaries for the Regional Consolidation of Conservation Authorities"), proposing to reduce Ontario's 36 Conservation Authorities to seven regional Conservation Authorities under the oversight and direction of

FULL AUTHORITY COMMITTEE MEMBERS

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

the new Ontario Provincial Conservation Agency and the updated Conservation Authorities Act; and

WHEREAS under this proposal, the Long Point Region Conservation Authority (LPRCA) would be merged into a new “Lake Erie Regional Conservation Authority” together with the: Essex Region CA, Lower Thames Valley CA, St. Clair Region CA, Upper Thames River CA, Kettle Creek CA, Catfish Creek CA, and Grand River CA, forming a single organization stretching from Windsor, through London, Brantford and north of Waterloo region; and

WHEREAS the Board acknowledges and supports the Province’s goals of improved efficiency, consistency and fiscal responsibility in conservation delivery, but find that the proposed “Lake Erie Region CA” configuration would create a geographically vast and administratively complex entity, joining municipalities throughout the province with little watershed connection; dilute local accountability and municipal partnership; generate substantial transition costs, including human resources integration, governance restructuring, IT migration and policy harmonization that would divert resources from the front-line service delivery making it hard for applicants to obtain local advice, resolve issues or expedite housing and infrastructure approvals that support the Province’s agenda; and

WHEREAS LPRCA works with its member municipalities, the Province and partners to be fiscally responsible while ensuring the conservation, restoration, development and management of natural resources within the Long Point Region watershed including limiting levy increase to municipalities while modernizing its programs and services and aligning them with provincial guidance and neighboring CAs and will continue to do so. Meaningful modernization can occur with the current watershed-based governance framework; and

THEREFORE BE IT RESOLVED THAT LPRCA Board of Directors does not support the proposed “Lake Erie Regional Conservation Authority” boundary configuration outlined in the Environment Registry Notice No. 025-1257; and the Board instead requests that the Ministry further evaluate the proposed boundaries and to engage directly with affected municipalities and Conservation Authorities to establish a reduced geographic scope for consolidation that better reflects established relationships and enhances cost-efficient delivery of integrated watershed management, grassroots connections and local understanding; and

THAT this resolution be forwarded to the Minister of the Environment, Conservation and Parks, the Ministry of the Environment, Conservation and Parks (CA Office), local members of Provincial Parliament, Association of Municipalities of Ontario, Rural Ontario Municipalities Association, all municipalities and CAs within the proposed Lake Erie Regional Conservation Authority, Ontario’s Chief Conservation Executive and Conservation Ontario.

Carried

There was discussion amongst the Board about the response to the ERO itself. Judy Maxwell informed them that staff will draft up a response.

A-138/25

Moved by E. Ketchabaw

Seconded by C. Van Paassen

FULL AUTHORITY COMMITTEE MEMBERS

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

THAT the LPRCA Board of Directors directs the General manger to write up a response and respond to ERO # 012-1257.

Carried

Judy Maxwell asked the Board if LPRCA would be sending delegates to the ROMA conference, and if so, a motion would be needed.

The Board agreed to sending along representatives.

A-139/25

Moved by S. Bentley

Seconded by T. Masschaele

THAT the LPRCA Board of Directors send (1) Board delegate and (1) staff delegate from LPRCA to the ROMA conference on January 18-20th to represent LPRCA.

Carried

e) Staff Appreciation (J. Maxwell)

Judy Maxwell presented the report.

A-140/25

Moved by D. McKeen

Seconded by P. Ypma

THAT the LPRCA Board of Directors authorizes the General Manager to purchase gift cards for staff in appreciation for their efforts.

Carried

f) 2025 Forestry Update (J. Maxwell)

Judy Maxwell presented the report.

A-141/25

Moved by J. Palmer

Seconded by S. Bentley

THAT the LPRCA Board of Directors receives the 2025 Forestry Update report as information.

Carried

g) Vittoria Dam EA Implementation Design - Consulting Service (S. Rahman)

Saifur Rahman presented the report.

Chris Van Paassen asked if staff would reach out to Norfolk County engineers who were looking at repairing the bridge over the dam in 2027, LPRCA and Norfolk County should work together on repairs.

FULL AUTHORITY COMMITTEE MEMBERS

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

A-142/25

Moved by T. Masschaele
Seconded by M. Columbus

THAT the LPRCA Board of Directors approve retaining GeoProcess Research Associates Inc. to undertake the Vittoria Dam Environmental Assessment Implementation Design at a cost of \$114,021.00 (excluding HST), plus \$9,620.00 for contingency items with a total upside of \$123,641.00

Carried

h) Ontario Regulation 41/24 Regulation Mapping Update (L. Mauthe)

Leigh-Anne Mauthe presented the report. Leigh-Anne Mauthe corrected an error in the report in which it was written "September 25th to October 1st, 2026" the "2026" should have been "2025".

Peter Ypma asked staff where the maps go to when sent to the Municipalities. Leigh-Anne Mauthe informed the Board that the maps will be sent to the GIS departments of the municipalities and the planning department of each municipality is informed.

Chris Van Paassen asked staff why some of the hazard areas had expanded in these maps even though one of the rule changes from the government was to reduce the regulated area from 120m to 30m. Leigh-Anne Mauthe informed that Board that multiple flood line studies and mapping studies gave LPRCA better information on riverine areas. All maps have been double and triple checked by staff, with the better equipment like LiDAR some of the areas did increase the regulated area. Newly identified wetlands by MNRF also contributed to the expanded areas.

Peter Ypma asked staff if changes were made to the 100-year flood line on the mapping. Leigh-Anne Mauthe responded in the affirmative. All of the completed work and studies that were done over the last few years in the region have provided new flood elevations.

A-143/25

Moved by C. Van Paassen
Seconded by T. Masschaele

THAT the LPRCA Board of Directors approve the final draft regulation mapping for administering Ontario Regulation 41/24,

AND

THAT staff be directed post the final mapping on the Authority's website and distribute to member municipalities for their information and use,

AND

THAT staff be directed to complete annual updates to the mapping in accordance with

FULL AUTHORITY COMMITTEE MEMBERS

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

i) Backus Architectural and Structural Building Assessment Report (J. Maxwell)

Tom Masschaele reminded the Board of his conflict of interest for the item.

Judy Maxwell presented the report.

Mike Columbus asked staff if the report and site assessment would be presented to the Backus Museum Committee. Judy Maxwell responded in the affirmative.

Mike Columbus asked staff what will happen to the artifacts in some of the poorly assessed buildings. Judy Maxwell informed the Board that the artifacts are part of the collection, and as such would be dealt with prior to any work on the buildings and structures that hold them.

Chris Van Paassen noted that some of the structures in bad condition are not historic structures, but just a roof over an artifact, would staff be building a new structure or removing. Judy Maxwell informed the Board that the structures will be eliminated.

Chris Van Paassen noted that the assessment said the maintenance of the buildings was behind. Should LPRCA hire another maintenance person to help keep up with the required fixes and maintenance of the historic site. Judy Maxwell informed the Board that staff will evaluate that and may need a sub-contractor.

Shelley Ann Bentley asked staff if the removal of the unsafe buildings would free up more space for camping. Judy Maxwell informed the Board that the spots the buildings are in are not suitable for camping.

A-144/25

Moved by R. Chambers

Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the Architectural and Structural Building Assessment Report as information.

Carried

Next meeting: January 7, 2025, Board of Directors at 6:30 p.m.

Adjournment

The Acting Chair adjourned the meeting at 8:46 p.m.

Doug Brunton
Acting Chair

Judy Maxwell
General Manager/Secretary-Treasurer

FULL AUTHORITY COMMITTEE MEMBERS

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

/ns

FULL AUTHORITY COMMITTEE MEMBERS

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



Kettle Creek
Conservation Authority

Full Authority Minutes November 19, 2025

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, November 19, 2025 at 10:00 a.m. The meeting was streamed live to Facebook.

As some members attended virtually, all votes were recorded and are included in the Recorded Vote Registry.

Audio/Video Record Notice

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

Land Acknowledgement

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

Members Present:

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

Members Absent with Regret:

Staff Present

Michael Buis	LWCA Coordinator	In Person
Jennifer Dow	Water Resources Supervisor	In Person
Maisa Fumagalli	Planning and Regulations Supervisor	In Person
Jessica Kirschner	Corporate Services Coordinator	Virtual

Brandon Lawler	Forest and Lands Supervisor	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
Rob Lindsay	DWCA Coordinator	In Person
Betsy McClure	Manager Communications/Stewardship/Outreach	In Person
Jessy Van der Vaart	Communications and Outreach Coordinator	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Delegations/Presentations

There were no delegations or presentations.

Hearing Board

There was no Hearing required.

Minutes of Meeting

FA109/2025

Moved by: Jim Herbert

Seconded: Lori Baldwin-Sands

That the minutes of the October 15, 2025 Full Authority Meeting be approved.

Carried

Matters Arising

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

FA110/2025

Moved by: Lori Baldwin-Sands

Seconded: Frank Berze

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

Carried

Correspondence

No Correspondence

Statement of Revenue and Expenses

No report.

New Business

- a) Provincial Announcements
 - i) Bill 68 “Plan to Protect Ontario Act (Budget Measures) and proposed changes to the CA Act
 - ii) Proposed Boundaries for Regional Consolidation of Ontario’s Conservation Authorities ERO Posting #025-1257

VanHooren provided an overview of proposed changes to the CA Act included in Bill 68 and the proposed consolidation of 36 conservation authorities into 7 regional CAs as described in ERO Posting #025-1257. Members were also updated on a recent information session held with the Ministry of Environment Conservation and Parks (MECP) and the Chief Conservation Executive on November 18, 2025. Staff provided a preliminary analysis of the possible consequences of the consolidation as well as outlining next steps, including communication with member municipalities, and other stakeholders. Members expressed concern about the loss of local representation on regional boards and the possible detrimental impacts consolidation could have on local programs and services. Members encouraged staff to begin communicating with stakeholders about what could be lost in a regional consolidation.

FA111/2025**Moved by: Lori Baldwin-Sands****Seconded: Frank Berze**

That the Executive Committee be given power to act on all matters relating to the proposed consolidation of conservation authorities.

Carried**FA112/2025****Moved by: Sam Trosow****Seconded: Jim Herbert**

WHEREAS the Ministry of the Environment, Conservation and Parks has posted Environmental Registry Notice No. 025-1257 (“Proposed Boundaries for the Regional Consolidation of Conservation Authorities”), proposing to reduce Ontario’s 36 conservation authorities to 7 regional entities as part of a broader restructuring that would create a new Ontario Provincial Conservation Agency to provide centralized oversight and direction under the *Conservation Authorities Act*; and

AND WHEREAS under this proposal, the Kettle Creek Conservation Authority (KCCA) would be merged into a new “Lake Erie Regional Conservation Authority” together with the: Essex Region, Lower Thames Valley CA, St. Clair Region CA, Upper Thames River CA, Catfish Creek CA, Long Point Region CA, and Grand River CA, forming a single organization stretching from Windsor, through London, Brantford and north of Waterloo region;

AND WHEREAS the Board acknowledges and supports the Province’s goals of improved efficiency, consistency and fiscal responsibility in conservation delivery, but find that the proposed “Lake Erie Region” configuration would create a geographically vast and

administratively complex entity; dilute local accountability and municipal partnership; generate substantial transition costs, including human-resources integration, governance restructuring, IT migration and policy harmonization that would divert resources from the front-line service delivery making it hard for applicants to obtain timely local advice, resolve issues or expedite housing and infrastructure approvals that support the Province's goals;

AND WHEREAS KCCA has always worked with its member municipalities, the province and partners to be fiscally responsible while ensuring the conservation, restoration, development and management of natural resources within the Kettle Creek watershed including modernizing its programs and services and aligning them with provincial guidance and neighbouring CAs and will continue to do so;

THEREFORE BE IT RESOLVED THAT KCCA Board of Directors does not support the proposed "Lake Erie Regional Conservation Authority" boundary configuration outlined in the Environment Registry Notice 02-1257; and the Board instead requests that the Ministry engage directly with affected municipalities and conservation authorities to evaluate a reduced geographic scope for consolidation that better reflects established relationships and enhances cost-efficient delivery of integrated watershed management, grassroots connections and local understanding;

AND FINALLY THAT this resolution, be forwarded to the Ministry of Environment Conservation Parks, local members of Provincial Parliament, Association of Municipalities of Ontario, Rural Ontario Municipalities Association, Federation of Canadian Municipalities, all municipalities and Conservation Authorities within the proposed Lake Erie Regional Conservation Authority and Conservation Ontario.

Carried

Sam Trosow and Jerry Pribil left the meeting at 11:33 a.m.

b) Belmont Union Management Agreement

FA113/2025

Moved by: Jim Herbert

Seconded: Grant Jones

That the proposed amendment to the Belmont and Union Conservation Area Land Management Agreement be executed as presented.

Carried

c) 2026 Proposed Fee Increases

FA114/2025

Moved by: Jim Herbert

Seconded: Frank Berze

That the proposed 2026 Fee Schedules for Section 28 (Schedule 1); Conservation Areas (Schedule 2); Other Watershed Programs and Services (Schedule 3) be approved; and Administrative Fees (Schedule 4) be approved; and further that the Schedules take effect on January 1, 2026.

Carried

d) 2026 Seasonal Camping Permit Application

FA115/2025

Moved by: Frank Berze

Seconded: Grant Jones

That the 2026 Seasonal Camping Permit Application be approved as presented; and further that the Cancellation and Refund Policy be approved as amended.

Carried

e) First Draft Budget and Municipal Apportionment Consultation Approval

FA116/2025

Moved by: Lori Baldwin-Sands

Seconded: John Wilson

That the first Draft 2026 Budget be approved for consultation purposes, circulated to member municipalities and posted to KCCA's website.

Carried

f) 2026 Meeting Dates

FA117/2025

Moved by: Lori Baldwin-Sands

Seconded: Grant Jones

That the 2026 Meeting dates be approved.

Carried

g) December Office Closure

FA118/2025

Moved by: Frank Berze

Seconded: Sharron McMillan

That the Administration Centre be closed to the public from 4:30 p.m. December 19, 2025 to January 5 at 8:30 a.m. to accommodate office upgrades and the Christmas shutdown.

Carried

h) November Planning and Regulations Report

FA119/2025

Moved by: Jim Herbert

Seconded: Grant Jones

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

Carried

Closed Session

VanHooren identified the addition of a legal matter to the Closed Agenda.

The Closed Session meeting began at 11:56 a.m.

FA120/2025

Moved by: Grant Jones

Seconded: Lori Baldwin-Sands

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

Carried

FA121/2025

Moved by: Grant Jones

Seconded: Sharron McMillan

That the Full Authority revert to Open Session and report.

Carried

The Open Session resumed at 12:43 a.m.

a) October 15, 2025 Full Authority Closed Session Minutes

FA122/2025

Moved by: Sharron McMillan

Seconded: Frank Berze

That the Closed Session minutes of the October 15, 2025 Full Authority Meeting be approved.

Carried

b) Legal Matter

c) Property Matter – Security of Property

FA123/2025

Moved by: Grant Jones

Seconded: Jim Herbert

That staff proceed as directed on a legal and property matter.

d) Personnel Matter

FA124/2025

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That the 2026 Salary Proposal and permanent staff compliment be received; and further

That the cost of living adjustment of 2.75% and proposed step increases for identified staff receive pre-budget approval for 2026 and applied to employee wages effective January 1, 2026.

Carried

Upcoming Meetings

The next Full Authority meeting is scheduled for December 18, 2025 at 10:00 a.m.

FA125/2025**Moved by:** Lori Baldwin-Sands**Seconded:** John Wilson

That the meeting adjourn at 12:45 p.m.

Carried

Elizabeth VanHooren
General Manager/Secretary Treasurer

Todd Noble
Chair**Recorded Vote Registry FA109/2025 to FA114/2025****A=Absent Y=Yes N=No AB=Abstain**

Board Member	FA109/2025	FA110/2025	FA111/2025	FA112/2025	FA113/2025	FA114/2025
Baldwin-Sands	Y	Y	Y	Y	Y	Y
Berze	Y	Y	Y	Y	Y	Y
Herbert	Y	Y	Y	Y	Y	Y
Jones	Y	Y	Y	Y	Y	Y
McMillan	Y	Y	Y	Y	Y	Y
Noble	Y	Y	Y	Y	Y	Y
Pribil	Y	Y	Y	Y	A	A
Strybosch	Y	Y	Y	Y	Y	Y
Trosow	Y	Y	Y	Y	A	A
Wilson	Y	Y	Y	Y	Y	Y
Result	Carried	Carried	Carried	Carried	Carried	Carried

December 19, 2025

Public Input Coordinator
MECP Conservation and Source Protection Branch
300 Water Street North Tower, 5th Floor
Peterborough, ON
K9J 3C7

Via Email: ca.office@ontario.ca

Re: ERO#025-1257 Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities

Kettle Creek Conservation Authority (KCCA) is one of Ontario's 36 conservation authorities and is governed by a Board of 10 municipally appointed members from 7 municipalities. The Board reviewed the "Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities" in concert with Schedule 3 of Bill 68 which outlines the creation of the new Ontario Provincial Conservation Agency (OPCA).

KCCA acknowledges the province's continued recognition of the vital role that conservation authorities play in delivering watershed management across Ontario and the province's commitment that Conservation Authorities (CAs) will continue to provide not only their important work in natural hazards, but the full range of programs and services such as tree planting, stewardship, environmental monitoring and outdoor recreation. Conservation Authorities are recognized worldwide for excellence in watershed management and public safety.

Overall, the proposal to consolidate 36 CAs into 7 regional CAs lacks sufficient detail or assurances on how local decision-making, knowledge, and community involvement will be preserved in a regional model. The proposed scale of consolidation introduces significant risk that the community-based framework upon which CAs were founded, rooted in responsiveness to the community, local municipal governance and watershed-scale decision making, could be fundamentally and permanently diminished.

Without a detailed cost-benefit analysis, meaningful consultation with municipalities and stakeholders, and a clear transition/implementation plan, the risks associated with consolidation at the proposed scale outweigh the potential benefits. Without this critical information, the proposal may unintentionally lead to higher short and long-term costs, reduced service efficiencies and slower approval for natural hazards plan input, review and permitting – areas where CAs, like KCCA, are currently meeting or exceeding provincial guidelines.

KCCA remains committed to modernization and continues to pursue efficiencies and economies of scale but never at the risk of local program delivery. We welcome provincial investment in the future of watershed management, including e-permitting, updated technical guides and sustainable funding for mapping and natural hazard infrastructure. However, it remains unclear why these improvements cannot be achieved within the existing CA framework.

KCCA's Board of Directors encourages the province to work collaboratively with municipalities, local conservation authorities and community partners to determine whether consolidation, at any scale, is the most strategic and effective approach to achieve both provincial and local objectives.

The *Conservation Authorities Act (1946)* envisioned agencies built on municipal-provincial partnership, watershed-based planning and strong local involvement. As Ontario considers the future state of CAs, it is essential that local governance, local representation, local staff and local programming be retained.

Please find attached Appendix 1: KCCA's Official Comments on ERO #025-1257. For further clarification or discussion, please contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd Noble', with a stylized flourish at the end.

Todd Noble
Chair, KCCA Board of Directors

Encl. Appendix 1 – KCCA's Official Comments on ERO #025-1257

1. Key Factors for a Successful Transition and Outcome

Comment	Explanation
<p>Preserve Local Municipal Governance and Decision-Making</p>	<p>A foundational principle of the <i>Conservation Authorities Act</i> (1946) is that municipalities create and govern their own conservation authorities. KCCA was formed in 1965 and currently has 7 member municipalities represented by 10 municipally appointed Board members. The watershed boundary is 520 km² encompassing the City of London's rural southern edge, the majority of the City of St. Thomas and the rural Municipalities of Thames Centre, Middlesex Centre, Central Elgin, and the Townships of Southwold and Malahide.</p> <p>Under the proposed Lake Erie Regional Conservation Authority, 8 CAs and 81 municipalities would be merged into a ~20,000 km² region. Kettle Creek would represent roughly 3% of the land base with its rural municipalities being overshadowed by larger urban centres. If Board representation remains population-based, municipalities in the Elgin–Middlesex region could see their guaranteed representation reduced to a single shared seat, undermining their current level of influence over local watershed priorities.</p> <p>Recent changes to the <i>Conservation Authorities Act</i> (CA Act) strengthened local accountability through municipal agreements. In the Kettle Creek watershed, all member municipalities agreed to financially support tree planting and environmental monitoring programs. Regionalization risks diluting this autonomy. As the largest outside contributor to CA budgets, municipalities must continue to have the same equitable representation and voice they are afforded today. Meaningful municipal representation must be protected at every level of decision-making in the future.</p>
<p>Regional Representation on OPCA</p>	<p>Bill 68 grants the Ontario Provincial Conservation Authority (OPCA) broad directive-making authority across governance, strategy, budget, and operations of regional conservation authorities. However, there is no indication that the OPCA Board will have municipal or regional representation that balances urban and rural communities. Consideration should be given to ensure appointments to the OPCA represent municipalities from across Ontario.</p>

Comment	Explanation
Provide for Greater Transparency and Consultation	<p>The CA Act already outlines a clear process for amalgamation that includes public notice, municipal involvement and a two-thirds majority vote. The current proposal bypasses these safeguards.</p> <p>Launching the new governance model with a 2027 implementation date gives insufficient time for municipal councils, CAs or residents and stakeholders to evaluate impacts, assess risk or propose alternatives.</p> <p>If the goal of consolidation is to improve consistency, free up resources for front-line conservation and provide faster service, these objectives can be met within the existing CA framework through shared services, technological advancements (i.e. e-permitting) and policy alignment.</p> <p>KCCA supports modernization efforts for the natural hazards program areas and is ready to collaborate.</p> <p>If strategic amalgamation of CAs is required to further modernize CAs it should be done using the consultative process outlined in the Act – mainly at the bequest of the involved municipalities and with ample opportunity for the public and other stakeholders to contemplate the desired and undesired outcomes and have meaningful input into the proposed boundaries.</p>
Provide Dedicated Provincial Funding for the Transition and OPCA	<p>There would be substantial costs associated with merging 8 CAs into the Lake Erie Regional CA including but not limited to:</p> <ul style="list-style-type: none"> • IT and data system integration • HR and union harmonization (2 CAs within the proposed Lake Erie Region are unionized while the other 6 are not) • Fee and policy alignment • Corporate service restructuring • Rebranding, signage • Legal transitions • Asset and liability assessment <p>Municipalities should not be expected to absorb these expenses while simultaneously losing influence over governance.</p>

Comment	Explanation
	<p>Further, as outlined in Bill 68, the OPCA has the ability to apportion costs to regional CAs and charge fees. Municipalities through the RCAs should not be expected to fund the OPCA, a provincially mandated agency. The OPCA and its services should be fully funded by the Province in the short and long-term.</p>
<p>Protect and Enhance Existing Service Levels</p>	<p>Local CA staff are able to attend site visits, hold face-to-face meetings and know the local geography, stakeholders and political landscape. Despite increasing levels of development in the area, KCCA issues 100% of permits within the provincial guidelines and on average is issuing permits within 7-10 days of receiving a complete application. The local municipalities also rely on having a dedicated KCCA staff contact.</p> <p>Consolidation risks weakening well-functioning systems through administrative complexity and diluted oversight. A larger bureaucratic structure will often increase delays, reduce responsiveness, weaken local expertise and reduce “boots on the ground” capacity.</p> <p>CAs are more than just regulatory agencies, they are part of the community. Working with the watershed community, KCCA plants 50,000 trees, creates wetlands, establishes tallgrass prairies, manages invasive species and engages over 2,000 students through outdoor education events every year. The delivery of this local programming is based on community relationships built over time and associated with a network of local assets. For instance, local tree planting programs will be more difficult to operate if local infrastructure such as coolers are not maintained and local staff are not retained to provide one-on-one support to landowners.</p>
<p>Financial and Legal Due Diligence</p>	<p>Each CA in the proposed region has vast landholdings, complex capital assets (i.e. water control infrastructure), financial assets and liabilities, conservation foundations, ongoing legal proceedings and unique local agreements. A thorough financial and legal due diligence analysis is necessary to assess restrictions and complexities on transferring these assets from local control to regional oversight.</p> <p>Each CA also has reserves that have been carefully curated to account for local programs and services including asset management. There should be assurance that these reserves will be protected in any consolidation and only be assigned to their original intended local use. Local reserves should remain</p>

Comment	Explanation
	<p>within the original watershed and serve the local need for which it was intended.</p> <p>Local buying power cannot be lost in the regional model. In a regional model, local accounting firms, banks, IT companies, engineering firms, and countless local service providers may lose business if the OPCA or RCA is directing large-scale regional procurement policies and centralized purchasing.</p>
Maintain Local CA Board Beyond 2026	<p>Local input and buy-in will be imperative to the success of any new framework. Therefore, the existing CA Boards should remain in place beyond 2026 and the pace of any proposed consolidation should be staged.</p> <p>The local CA Boards, with municipal input, could help outline the most effective level of strategic consolidation to achieve both provincial and local objectives. Local CA boards would be able to provide guidance and ensure that local assets are protected and accounted for through the transition to any new regional model.</p> <p>Moreover, with guidance and resources from the OPCA, the existing CA Boards could work toward achieving short term goals of consistent policies and improved mapping while simultaneously planning for the more complex transition to a regional framework. This would allow for incremental changes and provide time for staff and stakeholders to acclimatize to the culture change gradually rather than changing long-standing relationships and working arrangements overnight.</p> <p>Keeping current CA Boards and staging consolidation in well-defined phases with transparent consultation will help to retain experienced staff.</p>

2. Potential Opportunities or Benefits

Comment	Explanation
Provincial Investment	<p>KCCA has long supported shared services where economies of scale can be achieved. This commitment is demonstrated through the <i>Long Point Region Conservation Authority and Kettle Creek Conservation Authority Co-Operative Efficiency Study</i> completed in 2010. The study led to several successful shared service initiatives, including shared GIS services, joint studies, collaborative funding applications, and stewardship projects. Another example is the Elgin Clean Water Program, a collaborative initiative between CAs within Elgin County. Administred by KCCA, and delivered locally in each watershed by KCCA, LPRCA, CCCA and LTVCA, the Elgin Clean Water Program has provided ~\$1,000,000 to over 350 projects since 2012 - proving that collaboration can occur without consolidation.</p> <p>Centralized policy development and training related to the natural hazards program was also identified as an achievable shared service in the KCCA LPRCA Efficiency Study that could improve consistency with provincial guidelines and enhance customer service. However, provincial technical guides that would inform consistent policy development were under review and unavailable – and remain unavailable today.</p> <p>Improvements to the delivery of hazard planning, plan input and permitting could be realized without consolidation if the province or OPCA provided the following:</p> <ul style="list-style-type: none"> • Updated Provincial Technical Guides • Consistent flood standards for all CAs • Adequate funding to regularly update flood and regulation mapping <p>If the province's overall goal is to improve approval timelines and create greater consistency, investments would have greater impact by strengthening front-line resources within the existing framework. Directing provincial funds toward updated mapping, technical guidance, coordinated policy development and modernized e-permitting tools would generate immediate and province-wide benefits.</p>

3. Governance Structures Considerations

Comment	Explanation
Reduce the Geographical Area of the Proposed Consolidation	<p>When developing the proposed regional CAs, the province based decisions on watershed-based jurisdictions, administrative duplication and balancing expertise. This approach has created regions that are geographically too vast and do not account for existing working relationships between CAs and municipalities. Additional criteria should have been considered including established working relationships between CAs and municipalities, and the differing needs of rural and urban communities.</p> <p>A core strength of the existing CA governance model is that local decisions are made by municipal representatives who understand their community's unique issues and have a vested interest in the CA budget. To protect service levels and meaningful decision making, the geographic scope of the Lake Erie Regional CA needs to be significantly reduced.</p> <p>A more scoped consolidation of CAs in the Lake Erie Region would have a better economy of scales and preserve local decision-making without increasing bureaucracy.</p>
Create a Governance Model That Is Functional and Fair	<p>Applying current legislative population formulas would produce a Lake Erie Regional CA Board of approximately 120 members, which is unmanageable and ineffective. A Board of this size risks a loss of local perspectives and challenges in achieving timely, responsive decisions. There is a loss of local municipal representation in the proposed consolidation.</p> <p>A workable Board should be:</p> <ul style="list-style-type: none"> • Large enough to represent watershed municipalities, yet small enough to operate efficiently; • Balanced in terms of population, levy contribution, land base, watershed complexity, urban and rural needs, and service demands • Structured to preserve meaningful local influence and maintain strong communication with local watershed communities. <p>Based on the current proposed regional boundaries, creating a functional Board with under 30 members would be unachievable. A reduced geographical consolidation would be required for a functional Board.</p> <p>KCCA advocates that the existing CA boards should remain in place to guide modernization efforts, including shared services and ultimately through any transition period of required consolidations. In the</p>

	<p>short-term, existing CA boards can work with the OPCA to inform modernization of services such as e-permitting while simultaneously evaluating the most appropriate consolidation of CAs that maintain the same level of municipal representation and local service delivery and reduce administrative duplication.</p>
Hybrid Regional Governance Model	<p>A governance model similar to the Lake Erie Source Protection Region allows for shared services and expertise between CAs while simultaneously protecting local autonomous decision making and governance. The Lead Source Protection Authority already informs the Source Water Protection program in concert with local autonomous source protection authorities (SPA). This model could be extended to other provincially mandated programs and services. With proper provincial funding, and oversight from the OPCA, the Lead SPA can provide technical expertise, resources and policies to the SPAs on mandated programs and services for delivery at the local level. However, the SPAs would remain autonomous and control budget and policies for non-mandated programs and services protecting local service delivery.</p> <p>In a hybrid regional model, CAs would continue to be governed by local Boards made up of representatives from member municipalities. The CAs would name representatives (Chair and Vice Chair) to a Regional Board that would govern the delivery of the mandated programs and services and act as the Region's Hearing Board under the guidance and expert staff of the Lead CA.</p> <p>A hybrid regional model where a lead CA and regional board oversee certain mandatory program areas while autonomous local CA boards oversee non-mandatory local service delivery provides the consistency the province is advocating for and the protection of local decision making and programming that must be retained.</p>
Maintain Municipal Appointment Authority	<p>Based on the funding municipalities provide to CAs, in any size of consolidation, municipalities must retain full authority to appoint representatives to regional conservation authorities to ensure accountability, transparency, and strong alignment with local priorities. Section 8 of the <i>Conservation Authorities Act</i> ("Grouping of municipalities") should remain intact, allowing smaller municipalities to jointly appoint a representative when needed.</p> <p>Appointments to the Ontario Provincial Conservation Agency should include municipal appointments from each of the RCA boards to ensure local perspectives remain connected to provincial decision-making.</p>

4. Maintaining a Transparent and Consultative Budgeting Process

Comment	Explanation
Fully Fund the Transition Provincially	<p>Integration costs associated with consolidation, including IT, HR, capital, data, governance, and branding, will be extensive and must not fall to municipalities. Municipalities already fund approximately 30% of CA total budgets and in the case of KCCA over 70% of the natural hazards program areas. KCCA has self-funded flood mapping updates and regulatory map updates with reserves and funding proposals to keep the municipal apportionment within target. Adding costs of integration and OPCA operational costs on the municipal apportionment will tax already burdened municipalities. Integration costs could be minimized if the province chose first to concentrate on building consistency within the natural hazards program under the existing framework and provided the necessary resources to achieve this in an accelerated timeline. The province should fully fund the OPCA and all consolidation costs.</p> <p>Smaller CAs such as KCCA have unique funding models that are not seen elsewhere in the province. For instance, KCCA does not currently charge planning fees; planning costs are partially recouped through a Special Levy to member municipalities to ensure stable program funding. Any consolidation process must account for these unique models. Should planning fees be introduced to align with other CAs, the shift would require clear and early communication with the public.</p>
Ensure Fair Apportionment and Local Accountability	<p>There is a risk that larger municipalities could end up subsidizing areas with a smaller tax base. Any apportionment model must allow municipalities to see their contributions directed to the assets and services within their local area. This is more achievable with a smaller, more strategic consolidation.</p> <p>Each subwatershed (e.g., Grand, Kettle, Catfish, Upper Thames etc.) should remain responsible for an annual budget reported independently within the regional framework. This maintains fiscal transparency for municipalities and stakeholders and ensures that local communities can clearly see the value of their investments.</p>
Engage Municipalities in Budget Development	<p>Budgeting must be transparent, co-developed, and grounded in clear service-level commitments. Variations in land type, fee structures, property assessment, and asset conditions must all be accounted for.</p>

	<p>Within KCCA's current watershed jurisdiction, municipal budgeting processes vary greatly, with some but not all using a four-year budget cycle. The complexity of streamlining CA budgets into the municipal budget process with the same level of input and consultation as is currently used would be difficult to navigate. Smaller regional consolidation would allow for municipalities and CAs to continue to work together on building right-sized budgets for local program delivery.</p> <p>To ensure communities can clearly see their contributions and benefits, each current watershed should maintain its own operating budget and produce watershed-level reporting. This transparency reinforces municipal trust and demonstrates continued value at the local level.</p>
Maintain Local Procurement and Accountability for Purchasing	<p>CAs were built on and thrive on the local community connections including the procurement of local services. Even under a regional model, local staff/field offices should maintain control over their own annual operational budgets and have the ability to source local goods and services. Each subwatershed in the proposed Lake Erie region (Grand, Kettle, Catfish, Upper Thames etc.) should be accountable for an annual budget within the regional framework and be reported separately on the Financial Statements and annual reports to ensure that municipalities and stakeholders can see value for their money and local communities.</p>

5. Maintaining and Strengthening Local Relationships

Comment	Explanation
Retain a Strong Local Presence	<p>Local offices and staff are fundamental to timely permitting, effective operations, meaningful community engagement, and on-the-ground stewardship. Maintaining local expertise ensures that decisions reflect the unique environmental conditions of each watershed, municipal priorities and community expectations. Under a regional model, local field offices must continue to manage their own programs and services, with locally raised funds, such as campground revenues, staying within the local watershed. Local hiring practices should also remain in place to preserve community knowledge and relationships.</p>
Protect Local Programs	<p>Locally delivered conservation authority programs such as tree planting, environmental education, outdoor recreation and stewardship are rooted in community identity. They must be preserved.</p> <p>Member municipalities within the KCCA watershed reviewed the categorization of KCCA's programs and services and supported the current level of programming including agreements approving municipal funding for Category 2 and 3 programs such as tree planting and environment monitoring. Local municipalities should retain their ability to direct funds to local CA programming.</p> <p>Long-standing partnerships with schools, stewardship groups, service clubs, trail associations, and local contractors are also foundational to conservation work.</p>
Preserve Community Access to Greenspace	<p>Many municipalities depend on CA lands for public recreation because acquiring new green space is cost prohibitive. Centralizing decision-making or altering asset ownership could jeopardize access. Decisions related to land management, recreation, and asset disposition must continue to be driven by local needs, not regional or provincial priorities that may be disconnected from community realities.</p>



December 16, 2025

Hon. Todd J. McCarthy
Minister of the Environment, Conservation and Parks
Via email: minister.mecp@ontario.ca

RE: Proposed Boundaries for the Regional Consolidation of Conservation Authorities

Dear Minister,

Please be advised that the Council of the Corporation of the Municipality of Central Elgin considered the above noted matter at its Regular Meeting dated December 8, 2025 and the following Resolution was passed:

WHEREAS the Ministry of the Environment, Conservation and Parks has posted Environmental Registry Notice No. 025-1257 ("Proposed Boundaries for the Regional Consolidation of Conservation Authorities"), proposing to reduce Ontario's 36 conservation authorities to 7 regional entities as part of a broader restructuring that would create a new Ontario Provincial Conservation Agency to provide centralized oversight and direction under the Conservation Authorities Act;

AND WHEREAS under this proposal, the Kettle Creek Conservation Authority (KCCA) would be merged into a new "Lake Erie Regional Conservation Authority" together with the Essex Region, Lower Thames Valley CA, St. Clair Region CA, Upper Thames River CA, Catfish Creek CA, Long Point Region CA, and Grand River CA, forming a single organization stretching from Windsor, through London, Brantford and north of Waterloo region;

AND WHEREAS Conservation Authorities provide localized technical expertise related to the conservation, restoration, development, and management of natural resources within the Kettle Creek and Catfish Creek watersheds, including providing input on planning and development matters;

AND WHEREAS local municipalities currently provide over 50% of total conservation authority funding;

NOW, THEREFORE BE IT RESOLVED THAT the Municipality of Central Elgin does not support the proposed "Lake Erie Regional Conservation Authority" boundary configuration outlined in the Environment Registry Notice 02-1257 and instead requests that the Ministry engage directly with affected municipalities and conservation authorities to evaluate a reduced geographic scope for consolidation that better reflects established relationships and enhances cost-efficient delivery of integrated watershed management, grassroots connections and local understanding;

AND FURTHER THAT Staff be directed to submit this Resolution through the posting ERO #25-1257 Proposed boundaries for regional consolidations of Ontario' Conservation Authorities in advance of the closing date December 22, 2025;

AND FURTHER THAT a copy of this Resolution be provided to the Ontario Minister of the Environment, Conservation and Parks; Andrew Lawton, MP; Hon. Rob Flack, MPP; all Elgin County Municipalities; Kettle Creek Conservation Authority; Catfish Creek Conservation Authority; and the City of St. Thomas.

Sincerely,



Delany Leitch
Deputy Clerk

CC: Andrew Lawton, MP Elgin-St. Thomas-London South
Hon. Rob Flack, MPP Elgin-Middlesex-London
Elgin County Municipalities
Kettle Creek Conservation Authority
Catfish Creek Conservation Authority
City of St. Thomas



December 16, 2025

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

Sent by Email

Dear: Honorable Doug Ford,

RE: Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities.

The Council of the Corporation of Tay Valley Township at its meeting held on December 9th, 2025, adopted the following resolution:

RESOLUTION #C-2025-12-14

MOVED BY: Wayne Baker

SECONDED BY: Angela Pierman

"WHEREAS, water resources and water availability is the defining issue of this century due to the impacts of climate change which Tay Valley Township has already experienced (through dry wells and below normal river levels this summer and floods in 2017 and 2019),

AND WHEREAS, Ontario's Conservation Authorities play a critical role in watershed management, flood mitigation, drought mitigation, and public safety;

AND WHEREAS, Tay Valley Township has already experienced negative consequences of centralized management of water resources from afar (the Ministry of Natural Resources staff in Toronto have previously directed the depth of water at the Pike Lake Dam be lowered during a pickerel spawn event resulting in the death of the pickerel);

AND WHEREAS, municipalities must retain a strong, meaningful voice to ensure that local knowledge, local priorities and local risks are fully considered;

AND WHEREAS, the Conservation Authorities Act (1946) enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy;

AND WHEREAS, local municipalities established the Rideau Valley Conservation Authority in 1966 and the Mississippi Valley Conservation Authority in 1968 and currently provide over 50% of total conservation authority funding, while the Province of Ontario provides less than 5%;

AND WHEREAS, municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local watershed needs, maintaining accountable services standards, and ensuring fair and predictable costs for ratepayers;

AND WHEREAS, Bill 68 (Schedule 3) and ERO posting 025-1257 propose to consolidate Ontario's 36 conservation authorities into seven regional authorities and create the Ontario Provincial Conservation Agency, a Crown agency that would assume oversight over conservation authorities and have the ability to levy authorities to cover its costs;

AND WHEREAS, the Province already possesses the authority to establish overarching legislation, regulations, standards and policies across all conservation authorities through the Conservation Authorities Act and the Ministry of Environment, Conservation and Parks;

NOW THEREFORE BE IT RESOLVED THAT, Tay Valley Township strongly urges the Provincial Government of Ontario to withdraw all sections of Bill 68 related to Amendments to the Conservation Authorities Act;

BE IT FURTHER RESOLVED THAT, Tay Valley Township calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands;

BE IT FURTHER RESOLVED THAT, the Province be requested to re-introduce any proposed changes as a standalone bill to proceed through the regular legislative process (First and Second Readings, Committee Review, stakeholder submissions and public consultation) to ensure the impacts on watershed management, environmental protection and public safety are fully and transparently captured;

BE IT FURTHER RESOLVED THAT, while Tay Valley Township supports provincial goals for consistent permit approval processes, shared services and digital modernization, imposing a new top-down agency structure without strong local accountability and governance risks creating unnecessary cost, red tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs;

BE IT FURTHER RESOLVED THAT, Tay Valley Township supports efforts to balance expertise, capacity and program delivery across the province, and requests that the province work collaboratively with municipalities and local conservation authorities to determine the most effective level of strategic consolidation to achieve both provincial and local objectives;

BE IT FURTHER RESOLVED THAT, Tay Valley Township calls on the province to consider any potential amalgamation of Conservation Authorities on the basis of their abiotic, biologic and cultural characteristics (i.e. remove the Cataraqui Region and all lands not draining to the Ottawa River);

BE IT FURTHER RESOLVED THAT, the province maintains the local knowledge of the unique natural resources, weather and climactic features of the RVCA and MVCA watersheds through local staffing;

BE IT FURTHER RESOLVED THAT, the current assets (including financial reserves and land trusts) of the RVCA and MVCA remain with them to recognize their fiscal prudence and are not used to subsidize conservation authorities with fewer assets or developed upon;

BE IT FURTHER RESOLVED THAT, the province ensure that any future governance framework for Ontario's Conservation Authorities includes robust and clearly defined municipal representation, recognizing municipalities as essential partners in protecting watershed and mitigating risks;

AND BE IT FINALLY RESOLVED THAT, a copy of this resolution be sent to the Premier of Ontario, Ontario Minister of Environment, Conservation and Parks, Ontario Minister of Finance, to the local MPP, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, the local conservation authority(s), and all municipalities in Ontario."

ADOPTED



If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or deputyclerk@tayvalleytwp.ca

Sincerely,

A handwritten signature in blue ink that reads "Aaron Watt".

Aaron Watt, Deputy Clerk

cc: Hon. Todd J. McCarthy Ontario Minister of Environment, Conservation and Parks,
Hon. Peter Bethlenfalvy Ontario Minister of Finance,
John Jordan, MPP Lanark-Frontenac-Kingston,
Rural Ontario Municipal Association (ROMA) Association of Municipalities of Ontario (AMO), RVCA, MVCA and all Ontario Municipalities
Sally McIntyre, General Manager, Mississippi Valley Conservation Authority
Sommer Casgrain-Robertson, General Manager, Rideau Valley Conservation Authority

/Enclosure



Tay Valley Township

REPORT

COMMITTEE OF THE WHOLE

December 2nd, 2025

Report #PD-2025-21
Noelle Reeve, Planner

PROPOSED BOUNDARIES FOR THE REGIONAL CONSOLIDATION OF ONTARIO'S CONSERVATION AUTHORITIES

STAFF RECOMMENDATION

It is recommended:

“THAT, staff submit comments to the Environmental Registry of Ontario posting <https://ero.ontario.ca/notice/025-1257> Proposed boundaries for the regional consolidation of Ontario's conservation authorities;

AND THAT, this report be circulated to the Honourable Todd J. McCarthy, Minister of Environment, Conservation and Parks; the Honourable Peter Bethlenfalvy, Minister of Finance; local MPP the Honourable John Jordan; Mayor Christa Lowry, the Chair of the Rural Ontario Municipal Association; and Sommer Casgrain Robertson, Rideau Valley Conservation Authority; Sally McIntyre, Mississippi Valley Conservation Authority.”

BACKGROUND

On November 7, 2025, the province of Ontario introduced <https://ero.ontario.ca/notice/025-1257> “Proposed boundaries for the regional consolidation of Ontario's conservation authorities” for public comment by December 22, 2025.

The province states that, “Ontario's 36 conservation authorities play a vital role in watershed management and protecting communities from natural hazards like floods. Conservation authorities deliver programs and services that further the conservation, restoration, and management of natural resources. Conservation authorities review permit applications and issue permits to builders, municipalities and property owners for development activities such as housing developments, installation of sewage systems in areas affected by risks of natural hazards such as floodplains, shorelines, river and stream valleys, and wetlands. Permitting administered by conservation authorities helps to ensure that development does not happen in unsafe areas and that it does not worsen the impacts of flooding or erosion in surrounding areas.”

However, the province believes, “The current system of 36 separate conservation authorities is fragmented, with each conservation authority following different policies, standards, fees and levels of staffing and technical capabilities. This has led to unpredictable and inconsistent

turnaround times for approvals across all conservation authorities, creating uncertainty and delays for builders, landowners and farmers seeking permits, and undermining conservation authorities' ability to protect communities from floods and natural hazards."

Therefore, the province intends to "consolidate the province's 36 conservation authorities into seven regional conservation authorities" (see Attachment 1 Map). Tay Valley Township would be included in the proposed St. Lawrence Regional Conservation Authority (see Attachment 2 Map).

The proposed St. Lawrence Regional Conservation Authority would include 5 conservation authorities (the Rideau Valley, Mississippi Valley, Cataraqui, Raisin Region, and South Nation Conservation Authorities) containing 46 municipalities ranging in population from large (Ottawa, Kingston, Cornwall) to small (Front of Yonge, Westport) and in geographical size from Greater Madawaska to the Town of Merrickville-Wolford (see Attachment 3 for a list).

On November 6, 2025 the province introduced Bill 68, Plan to Protect Ontario Act (Budget Measures), 2025 (No. 2). Schedule 3 of Bill 68 proposes to amend the Conservation Authorities Act to establish the Ontario Provincial Conservation Agency – a provincial board-governed agency – "to provide centralized leadership, efficient governance, strategic direction, and oversight of Ontario's conservation authorities".

"Where the Minister considers it to be in the public interest to do so, the Minister may issue directions to the Agency. The Agency may issue directions to one or more conservation authorities but must first provide the Minister with a copy of the proposed direction, allowing the Minister the opportunity to take specified actions."

"The Agency is authorized to establish and require the payment of fees and to take steps to recover its costs and expenses. Other provisions include limitations on personal liability for specified persons and the barring of specified proceedings. Regulation-making authorities for both the Lieutenant Governor in Council and the Minister are also added to the Act."

DISCUSSION

Since Ontario municipalities are the primary funders of conservation authorities, they should decide the structure of these organizations moving forward. Local municipalities currently provide between 25 per cent and 50 per cent of total conservation authority funding, while the province of Ontario provides approximately three (3) per cent.

There will be 47 municipalities included in our proposed region, going all the way from Deseronto to the Quebec border, Ottawa and close to the Bancroft area. These watersheds vary widely from clay plains to granite bedrock making uniform application of province-wide standards complex. Ensuring that regional authorities can adapt provincial standards to local hydrological and ecological conditions will be critical.

We really appreciate the local connection we have with our conservation authorities and are concerned about what affect the change will have on the local presence of conservation authority staff. Amalgamation of Health Units in our area has seen the closure of 4 local

offices. We would not want to see a similar reduction in service from Conservation Authorities.

It is not clear how the proposed Ontario Provincial Conservation Agency will interact with the new Regional Conservation Authority Boards. It seems like an additional layer of bureaucracy that municipalities will have to pay for.

Turnaround time on permitting through local conservation authorities in Eastern Ontario is currently fast, and according to Peter Young, Planning and Economic Development Director, United Counties of Stormont, Dundas & Glengarry, permitting costs are between 33 and 50 per cent of the costs seen in other conservation authorities across the province.

Will we be saddled with extra costs for the extra layer of bureaucracy the Ontario Provincial Conservation Agency represents? Tay Valley Township has experience with the amalgamation of Police Services Boards into one Lanark County Board and the extra costs that brought.

Thousands of acres of land have been donated as personal legacies for long-term protection and stewardship, entrusted specifically to local conservation authorities, and Bill 68 could negate that giving in the future because of the loss of local connection.

A one-size fits all approach does not always work. It is not clear how many seats local municipalities would have on a regional board. Local influence and representation could be impacted.

The province has asked five questions as part of its public consultation:

- 1) What do you see as key factors to support a successful transition and outcome of regional conservation authority consolidation?

No reduction in levels of protection. Levels of environmental protect should be uniformly raised to the highest level in the same Region. No reduction in service levels to municipalities e.g., report cards on state of watersheds, catchments, etc., provision of permits to the public, etc.

- 2) What opportunities or benefits may come from a regional conservation authority framework?

Providing smaller conservation authorities with better modelling capacity for climate change impacts.

- 3) Do you have suggestions for how governance could be structured at the regional conservation authority level, including suggestions around board size, make-up and the municipal representative appointment process?

For each municipality to have representation, a 47 member board would be needed which seems unwieldy.

- 4) Do you have suggestions on how to maintain a transparent and consultative budgeting process across member municipalities within a regional conservation authority?

Get the proposed budget into the hands of the municipal representative by August since most municipalities start work on their budgets in September.

- 5) How can regional conservation authorities maintain and strengthen relationships with local communities and stakeholders?

Increase communication staff so that messages can be delivered in a timely manner.

STRATEGIC PLAN LINK

Strong Community and Thriving Economy – Water is life. Without clean water and safety from flooding and drought there is no economy.

Healthy Environment – Without local environmental knowledge, natural heritage will be lost.

CLIMATE CONSIDERATIONS

Information on microclimates and ecological niches may be lost due to management at a higher level.

CONCLUSION

The Planner concludes that the Township should comment on the Environmental Registry of Ontario posting so that the province hears which of the proposals the Township supports and hears our concerns about the specific potential negative impacts on our rural area.

ATTACHMENTS

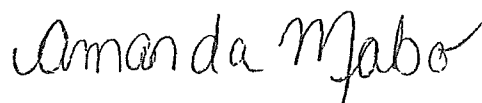
- 1) Map of Proposed 7 Regional Conservation Authorities
- 2) Map of Proposed St. Lawrence Regional Conservation Authority
- 3) List of Current Conservation Authorities and Municipalities that Would Fall Within the Proposed St. Lawrence Regional Conservation Authority

Prepared and Submitted By:



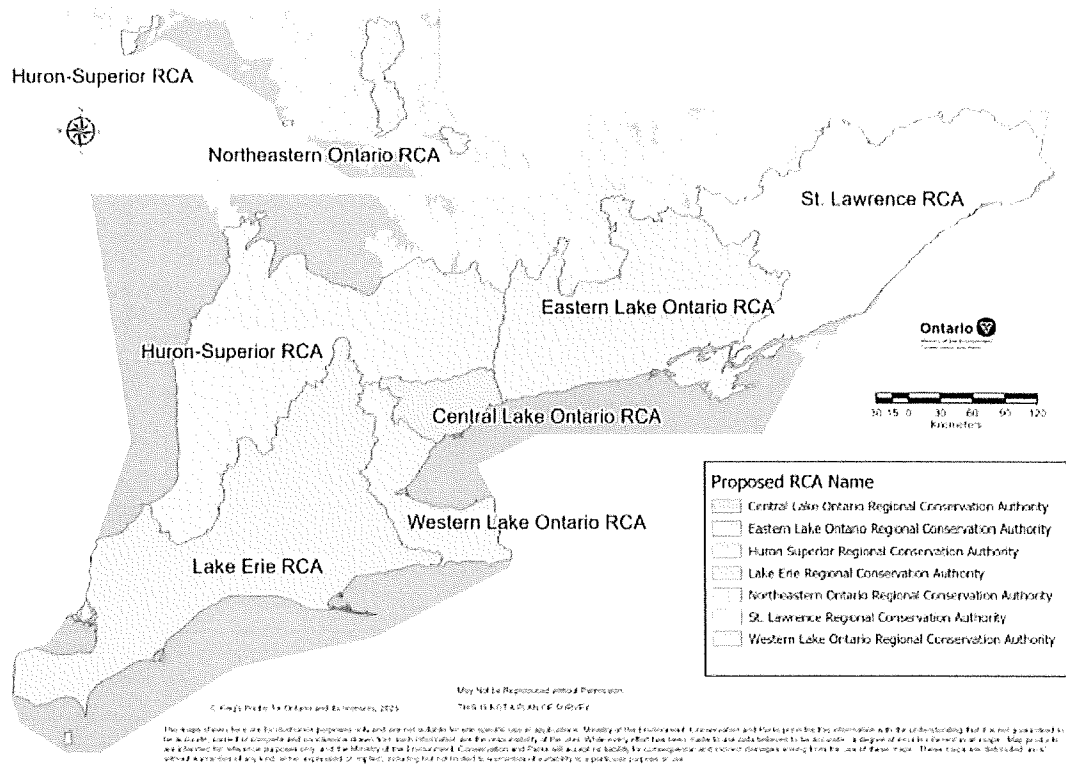
**Noelle Reeve,
Planner**

Approved for Submission By:

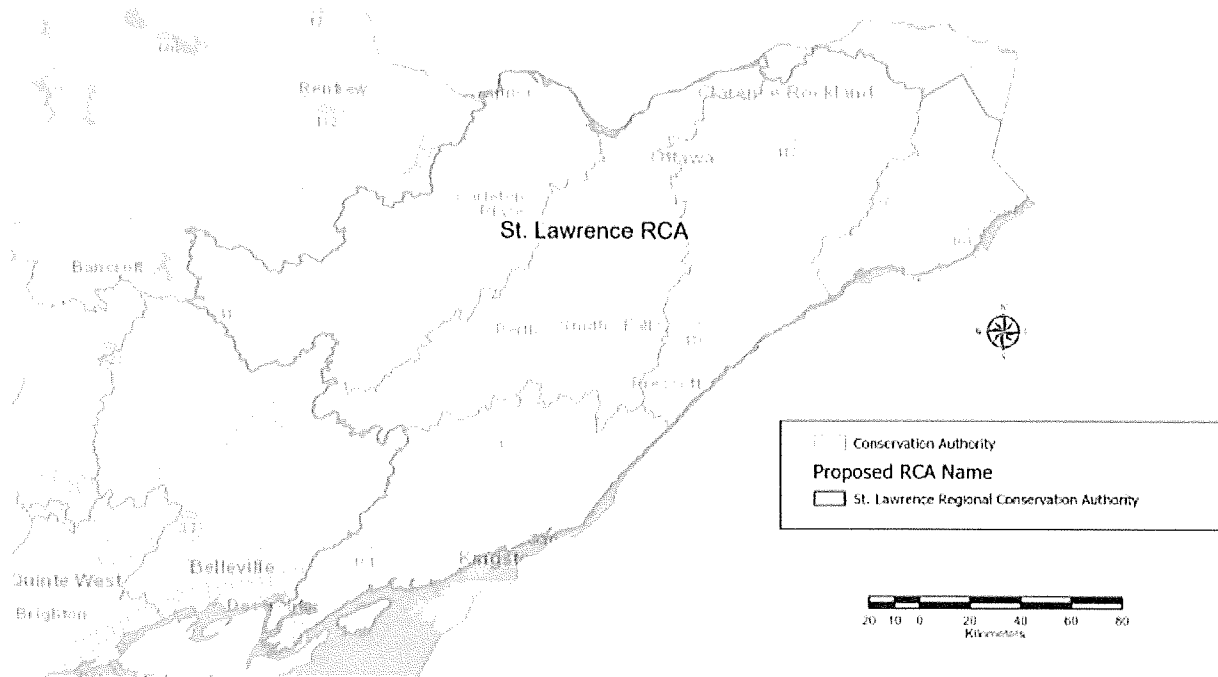


**Amanda Mabo,
Chief Administrative Officer/Clerk**

Attachment 1

PROPOSED 7 REGIONAL CONSERVATION AUTHORITIES (RCA)

Attachment 2

ST. LAWRENCE REGIONAL CONSERVATION AUTHORITY

May Not Be Reproduced Without Permission
THIS IS NOT A PLAN OF SURVEY

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Ontario
Ministry of the Environment
and Climate Change

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Attachment 3

Municipalities that would fall within the proposed St. Lawrence Regional Conservation Authority include:

- City of Brockville
- City of Clarence-Rockland
- City of Cornwall
- City of Kingston
- City of Ottawa
- Municipality of Mississippi Mills
- Municipality of North Grenville
- Municipality of South Dundas
- Municipality of The Nation
- Town of Carleton Place
- Town of Gananoque
- Town of Greater Napanee
- Town of Perth
- Town of Prescott
- Town of Smiths Falls
- Township of Addington Highlands
- Township of Alfred and Plantagenet
- Township of Athens
- Township of Augusta
- Township of Beckwith
- Township of Central Frontenac
- Township of Champlain
- Township of Drummond/North Elmsley
- Township of East Hawkesbury
- Township of Edwardsburgh/Cardinal
- Township of Elizabethtown-Kitley
- Township of Front of Yonge
- Township of Greater Madawaska
- Township of Lanark Highlands
- Township of Leeds and the Thousand Islands
- Township of Loyalist
- Township of Montague
- Township of North Dundas
- Township of North Frontenac
- Township of North Glengarry

18

- Township of North Stormont
- Township of Rideau Lakes
- Township of Russell
- Township of South Frontenac
- Township of South Glengarry
- Township of South Stormont
- Township of Stone Mills
- Township of Tay Valley
- Village of Casselman
- Village of Merrickville-Wolford
- Village of Westport

Current conservation authorities that would make up the proposed St. Lawrence Regional Conservation Authority include:

- Cataraqui Region CA
- Rideau Valley CA
- Mississippi Valley CA
- South Nation River CA
- Raisin Region CA



December 19, 2025

Honorable Mark Carney

Sent via email: mark.carney@parl.gc.ca

Dear Honorable Mark Carney:

Please be advised that Brantford City Council, at its meeting held December 16, 2025 adopted the following:

12.2.7 Call for Reform and Publication of the Ontario Sex Offender Registry - Councillor Samwell

WHEREAS the community of Welland and the surrounding communities were deeply impacted by a recent heinous crime that highlighted critical gaps in Canada's criminal justice and offender-management systems; and

WHEREAS on September 4, 2025, Mayor Frank Campion of the City of Welland wrote to the Premier of Ontario urging comprehensive reform to strengthen sentencing, parole, and bail provisions for violent sexual offenders, and to enhance public safety protections; and

WHEREAS on September 12, 2025, Mayor Mat Siscoe of the City of St. Catharines wrote to the Prime Minister of Canada expressing strong support for these reforms and calling for immediate federal action to strengthen sentencing, parole, and accountability measures for violent sexual offenders; and

WHEREAS the City of Thorold, at its meeting of September 9, 2025, adopted Resolution 14.2 requesting the Province of Ontario to amend Christopher's Law (Sexual Offenders Registry), 2000 to make Ontario Sex Offender Registry publicly accessible; and

WHEREAS several Niagara municipalities; including Grimsby, Fort Erie, Port Colborne, and St. Catharines have subsequently endorsed this call for greater transparency and reform; and

WHEREAS municipal councils, though not responsible for criminal law or parole, play a vital role in advocating for the safety and well-being of their residents;

NOW THEREFORE BE IT RESOLVED THAT:

- A. THAT the Council of the City of Brantford hereby supports the City of Thorold's Resolution calling for the Publication of the Sexual Offender Registry and the City of Welland's correspondence dated September 4, 2025, calling for reform to sentencing, parole, and registry provisions concerning violent sexual offenders; and
- B. THAT the Province of Ontario be urged to amend Christopher's Law (Sexual Offender Registry), 2000 to make the Ontario Sex Offender

Registry publicly accessible, subject to appropriate privacy and safety safeguards; and

C. THAT a copy of this resolution be forwarded to:

- i. The Right Hon. Mark Carney, Prime Minister of Canada;
- ii. The Hon. Sean Fraser, Minister of Justice and Attorney General of Canada;
- iii. The Hon. Gary Anandasangaree, Minister of Safety;
- iv. The Hon. Doug Ford, Premier of Ontario;
- v. The Hon. Doug Downey, Attorney General of Ontario;
- vi. The Hon. Michael S. Kerzner, Solicitor General of Ontario;
- vii. Member of Parliament for Brantford-Brant, Larry Brock;
- viii. Member of Provincial Parliament for Brantford-Brant, Will Bouma;
- ix. The Association of the Municipalities of Ontario (AMO);
- x. The Federation of Canadian Municipalities (FCM); and
- xi. All Ontario Municipalities for their information and support.

I trust this information is of assistance.

Yours truly,



Chris Gauthier City Clerk,
cgauthier@brantford.ca

CC - The Honorable Sean Fraser, Minister of Justice and Attorney General of Canada; - Sean.Fraser@parl.gc.ca

The Honorable Gary Anandasangaree, Minister of Safety
Gary.Anand@parl.gc.ca

The Honorable Doug Ford, Premier of Ontario; - premier@ontario.ca

The Honorable Doug Downey, Attorney General of Ontario; -
Doug.Downey@ontario.ca

The Honorable Michael S. Kerzner, Solicitor General of Ontario
michael.kerzner@pc.ola.org

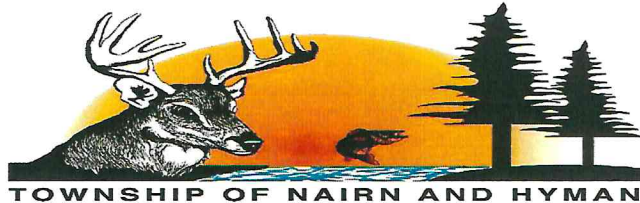
Member of Parliament for Brantford-Brant, Larry Brock; -
larry.brock@parl.gc.ca

Member of Provincial Parliament for Brantford-Brant, Will Bouma; -
will.bouma@pc.ola.org

The Association of the Municipalities of Ontario (AMO) amo@amo.on.ca

The Federation of Canadian Municipalities (FCM) FCMInfo@fcm.ca

All Ontario Municipalities for their information and support



64 McIntyre Street • Nairn Centre, Ontario • P0M 2L0 ☎ 705-869-4232 📠 705-869-5248
 Established: March 7, 1896 Office of the Clerk Treasurer, CAO E-mail: belindaketchabaw@nairncentre.ca

December 17, 2025

The Right Honourable Mark Carney
 Office of the Prime Minister
 80 Wellington Street
 Ottawa, ON K1A 0A2

Dear Prime Minister:

Re: Support Resolution

On behalf of the Council of the Township of Nairn and Hyman, I am writing to formally convey Council's support for recent federal measures aimed at stabilizing and strengthening Canada's steel and softwood lumber sectors.

As a small Northern Ontario municipality whose economy is closely tied to the continued operation of Interfor, a local softwood lumber mill, Council is increasingly concerned that ongoing trade pressures and market uncertainty are placing added strain on the long-term viability of this key employer. Any reduction in operations or a potential closure would have significant and lasting consequences for local employment, municipal revenues, and the overall economic and social wellbeing of our community.

In this context, and in response to the Federation of Northern Ontario Municipalities' November 26, 2025 media release, Council adopted the enclosed resolution at their meeting of December 8, 2025:

SUPPORT FOR STEEL AND LUMBER SECTORS

RESOLUTION # 2025-14-247

MOVED BY: Karen Richter

SECONDED BY: Wayne Austin

WHEREAS the Federation of Northern Ontario Municipalities (FONOM) has issued a media release dated November 26, 2025, welcoming the Government of Canada's new measures to support the steel and softwood lumber sectors in response to ongoing U.S. tariff pressures; and

WHEREAS the federal actions—including strengthened protections for domestic producers, expanded financial supports, and increased incentives to utilize Canadian steel and lumber in federal infrastructure and housing projects—represent important steps in stabilizing industries that are vital to Northern Ontario's economy; and

WHEREAS municipalities across the North continue to experience the economic impacts of industry closures, including the recent shutdown of Domtar a pulp and paper mill in the neighboring Town of Espanola, which has demonstrated the vulnerability of resource-dependent communities and the need for coordinated intergovernmental support; and

WHEREAS the Township of Nairn and Hyman recognizes the significant role of Interfor, our local soft-wood lumber mill, as a major employer and economic anchor in our region, and further recognizes that any threat to its continued operation would have devastating consequences for workers, families, and local businesses; and

WHEREAS the Province of Ontario has a shared responsibility to ensure the long-term sustainability of the forestry, lumber, and steel sectors, which are foundational to the economic wellbeing of Northern and rural communities;

NOW THEREFORE BE IT RESOLVED THAT Council of the Township of Nairn and Hyman commends the Government of Canada for its leadership and for implementing substantial measures to support Canada's steel and softwood lumber industries during this period of trade volatility; and

BE IT FURTHER RESOLVED THAT Council respectfully urges the Government of Ontario to introduce additional financial, regulatory, and policy-based supports to ensure that Ontario's steel, forestry, and lumber sectors remain competitive, resilient, and able to withstand ongoing international trade pressures; and

BE IT FURTHER RESOLVED THAT Council specifically calls upon the Province of Ontario to work directly with industry stakeholders, including municipalities and major employers such as Interfor, to create programs and investments that will help protect jobs, maintain production capacity, and support long-term industry growth in Northern Ontario; and

BE IT FINALLY RESOLVED THAT a copy of this resolution be forwarded to the Prime Minister of Canada, the Premier of Ontario, the Minister of Natural Resources and Forestry, the Minister of Northern Development, FONOM, MP Jim Belanger, MPP Bill Rosenberg and all Ontario Municipalities.

CARRIED

Sincerely Yours,



Belinda Ketchabaw
CAO Clerk - Treasurer

BK/mb

cc: Premier of Ontario
Minister of Natural Resources and Forestry
Minister of Northern Development
FONOM
MP Hon. Jim Belanger
MPP Hon. Bill Rosenberg
All Ontario Municipalities



FOR IMMEDIATE RELEASE

November 26, 2025

FONOM Welcomes Federal Support for Steel and Lumber Sectors Impacted by U.S. Tariffs

Northeastern Ontario – The Federation of Northern Ontario Municipalities (FONOM) welcomes today's announcement by Prime Minister Mark Carney outlining new federal measures to support Canada's steel and softwood lumber industries, which continue to face unprecedented challenges due to aggressive U.S. tariff actions.

The federal plan includes strengthened protections for domestic producers, expanded financial supports for companies facing liquidity pressures, and new incentives to increase the use of Canadian steel and lumber in national infrastructure and housing projects. These measures aim to stabilize sectors vital to the economies of many Northern Ontario communities.

Prime Minister Carney announced that Canada will significantly tighten tariff-rate quotas on foreign steel imports, opening an estimated **\$850 million in domestic demand** for Canadian producers. In addition, the federal government is allocating **\$500 million in new financing** for softwood lumber firms, paired with a further **\$500 million expansion** of the Business Development Bank of Canada's softwood guarantee program.

FONOM is encouraged by the federal government's recognition of the pressures facing Northern resource-based communities, where steel and lumber operations support thousands of jobs and anchor local economies.

"These measures acknowledge what Northern Ontario has long understood — that our steel and lumber sectors are national economic pillars," said FONOM President Dave Plourde **"U.S. tariffs continue to destabilize communities across the North, and today's announcement provides needed tools to help our workers and industries adapt, compete, and grow."**

FONOM also welcomes the federal commitment to **reduce interprovincial freight rates by 50 per cent** for steel and lumber shipments beginning next spring. Lower transportation costs will help Northern producers access new domestic markets and move product efficiently while north-south trade remains constrained.

As part of the plan, the federal government will also advance the **Buy Canadian Policy**, ensuring that major defence, construction, and infrastructure projects prioritize Canadian steel, aluminum,

and wood products. This aligns strongly with FONOM's longstanding advocacy for procurement policies that support Canadian jobs and supply chains.

"Keeping Canadian dollars working in Canada is essential," added the President. "These steps will create new demand for made-in-Canada materials while helping stabilize communities affected by unpredictable U.S. trade actions."

FONOM looks forward to continued collaboration with federal officials to ensure the timely rollout of these programs, and to ensure that Northern Ontario municipalities and industries can fully benefit from the measures announced today.

Media Contact:

Dave Plourde, President

Federation of Northern Ontario Municipalities (FONOM)

705-335-1615 | fonom.info@gmail.com



The United Counties of Leeds and Grenville

Resolution No. CC- 179 - 2025

Date: December 18, 2025

Moved by

Tory Descamps

Seconded by

Nancy Peckford

WHEREAS on May 1, 2025, Bill 9, Municipal Accountability Act, 2025, re-introduced legislation originally proposed under Bill 241; and

WHEREAS Bill 9, if passed, would enable the creation of a new, standardized municipal code of conduct, an integrity commissioner inquiry process that would be consistent throughout the province and mandatory code of conduct training for members of council and certain local boards; and

WHEREAS Bill 9, Municipal Accountability Act, 2025, was ordered for a third reading on October 20, 2025; and

WHEREAS the Council of the Corporation of the United Counties of Leeds and Grenville deems it advisable for Bill 9 to be passed promptly.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the United Counties of Leeds and Grenville calls for Bill 9 to proceed to its third reading forthwith; and

THAT a copy of this resolution be forwarded to The Honourable Doug Ford, Premier of Ontario, The Honourable Rob Flack, Minister of Municipal Affairs and Housing, The Honourable Steve Clark, MPP, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.

Carried ☒ Defeated ☐ Deferred ☐

Corinna Smith-Gatcke
Corinna Smith-Gatcke, Warden



Office of the City Clerk, City Hall
500 George Street North
Peterborough, Ontario
K9H 3R9

December 3, 2025

Honourable Doug Ford, Premier for the Government of Ontario;
Honourable Michael S. Kerzner, Minister of the Solicitor General;
Honourable Rob Flack, Minister of Municipal Affairs and Housing;
Association of Municipalities of Ontario (AMO);
Mary ten Doeschate, Peterborough Police Services Board Chair; and
Councils of each of Ontario's municipalities.

Subject: Sustainable Funding for Police Services Request

The following resolution, adopted by City Council at its meeting held on November 3, 2025, is forwarded for your consideration.

Moved by Councillor Crowley
Seconded by Councillor Vassiliadis

Whereas municipalities across Ontario are required to maintain a police service; and

Whereas municipalities across Ontario are required to constitute a municipal board to have policing responsibility for the municipality, or enter into a written agreement for an alternate provision of policing services; and

Whereas the City of Peterborough has constituted a municipal board; and

Whereas municipalities, across Ontario, with a police service board, are required to “ensure adequate and effective policing is provided in the area for which they have policing responsibility in accordance with the needs of the population in the area and having regard for the diversity of the population in the area” and

Whereas police service boards within municipalities where court proceedings are conducted are required to ensure the security of judges, other judicial officials, members of the public participating in court proceedings, ensuring the secure



**City of
Peterborough**

custody of persons in custody who are on or about the premises, including persons taken into custody at proceedings; and

Whereas the provision of court security is not part of providing adequate and effective policing; and

Whereas the cost of providing court security is a cost of the municipality, regardless of whether all matters originate within that municipality; and

Whereas municipalities across Ontario are required to have and maintain critical infrastructure, including appropriate police facilities and equipment, to ensure adequate and effective policing is provided; and

Whereas municipalities across Ontario are experiencing increased police operating and capital costs directly related to new compliance and operational standards required under the Community Safety and Policing Act, 2019; and

Whereas these cost increases stem from provincially mandated requirements — including training, certification, technology, reporting, and staffing obligations — necessary to bring local police services into compliance with the Act; and

Whereas municipalities have no discretion in implementing these measures and limited ability to absorb the resulting financial pressures within existing budgets; and

Whereas policing is a provincially legislated responsibility, yet municipalities are bearing the brunt of the costs to implement provincial mandates;

Therefore, be it resolved that:

Council request that the Province of Ontario provide targeted financial assistance to municipalities to offset any additional costs that are directly and demonstrably incurred as a result of compliance with the Community Safety and Policing Act, 2019, and not general increases to police budgets; and

Therefore, be it further resolved that:

Council urge the Province of Ontario to review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities so that communities with growing populations and expanding service demands receive fair and sustainable provincial support; and

Therefore, be it further resolved that:

Council request that the Province of Ontario provide stable sustainable funding to offset costs associated with the provision of providing court security services; and



City of
Peterborough

That this resolution be forwarded to the Premier of Ontario, the Minister of the Solicitor General, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Peterborough Police Services Board Chair, and all Ontario municipalities for endorsement.

Sincerely,


John Kennedy
City Clerk



Mary ten Doeschate, Chair

Drew Merrett, Vice-Chair

Mayor Jeff Leal

Councillor Gary Baldwin

Steve Girardi

December 18, 2025

City of Peterborough (Sent via email)
500 George St. N.
Peterborough, ON K9H 3R9

Attention: Members of Council

Jasbir Raina, Chief Administrative Officer

Richard Freymond, Commissioner of Finance and Corporate Support Services

John Kennedy, Clerk

Members of Council, Mr. Raina, Mr. Freymond and Mr. Kennedy:

Re: Council Resolution – Stable Funding for Police Service Boards

The Peterborough Police Service Board unanimously passed the following motion at their Board meeting held on December 16, 2025:

Moved by Drew Merrett

Seconded by Jeff Leal

That the Board receive for consideration and endorsement the Peterborough City Council resolution made November 3, 2025 regarding stable funding for Police Service Boards.

Accordingly, the Board sends this letter in support of Council's call for the Province of Ontario to review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities; the Board believes increased and sustainable funding support from the Province is necessary to ensure the Board can meet its legislated mandate of providing adequate and effective policing in the City of Peterborough.

Sincerely,

Mary ten Doeschate,
Chair

Peterborough Police Service Board

500 Water Street, P.O. Box 2050 Peterborough, Ontario K9J 7Y4

Telephone: 705-876-1122 ext. 220 Fax: 705-876-6005

www.peterboroughpolice.com

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

November 28, 2025

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

Dear Member Municipalities,

As you are aware, recent direction from the Inspectorate of Policing has clarified that the financial management function of the Elgin OPP Detachment Board must be administered by one of the Board's member municipalities. Specifically, the municipality providing this service must utilize its own Canada Revenue Agency (CRA) number to issue payroll for Board members. Because the County of Elgin is not a member of the Elgin OPP contract, it is no longer able to provide this service on behalf of the Board.

Following the Board meeting on September 30, 2025, I wrote to each of your municipalities requesting proposals to assume the Board's financial management responsibilities. No proposals were received by the time of our November 19, 2025, meeting.

During that meeting, the Board considered feedback received from municipal representatives and administrative staff. It became clear that separating administrative support and financial management between different organizations would create unnecessary inefficiencies. These two functions are closely interdependent and are most effectively delivered together by a single provider.

For this reason, the Board has decided to combine both the administrative support services and the financial management responsibilities into one contract and to re-issue a revised request for proposals to member municipalities.

We are therefore inviting submissions from any interested member municipality willing to assume responsibility for both of these essential Board support functions.

Below is a non-exhaustive list of duties associated with the administration of the Board:

1. **Meeting Management:** Prepare agendas, coordinate attendance, arrange meeting logistics (in-person and virtual), ensure quorum, record and transcribe minutes, and post agendas/minutes online.
2. **Board Governance:** Liaise with the Chair, Board Members, and Municipal Liaisons to ensure adherence to terms of reference, procedures, policies, and legislation.

3. **Records Maintenance:** Create, update, and manage Board records, correspondence, policies, and member information.
4. **Administrative Support:** Conduct research, prepare reports, briefing memos, policies, correspondence, and assist with recruitment, onboarding, and related Board administration. Arrange for Conference attendance.
5. **Financial Management:** Develop annual budget, monitor Board expenditures, administer payroll for Board Members, look after accounts payable and receivable.
6. **Training and Communication:** Maintain knowledge of relevant legislation, communicate with councils, municipal staff, and the public, participate in required training, and represent the Board at meetings or conferences as needed.

Based on discussions with other Detachment Boards of similar size it is estimated that this work can require up to 20 hours per month, with a few more hours expected at the onset for onboarding and transition from the County's operations.

Proposals should include:

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

Please submit proposals no later than **January 16, 2026**, to both:

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

I would like to thank you in advance for your willingness to consider submitting a proposal to provide administrative support and financial Management to the Elgin OPP Detachment Board. The Board plays an important role in our communities by providing local civilian oversight of the Ontario Provincial Police and serving as a liaison between residents and law enforcement to ensure accountability, transparency, and responsiveness. Your support in assuming these responsibilities is essential to maintaining the Board's effective operation, and we are grateful to any municipality prepared to step forward and assist in sustaining this important work.

Sincerely,



Dave Jenkins

Chair, Elgin OPP Detachment Board
dmjenkins95@gmail.com



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

November 27, 2025

Town of Aylmer Council
 Town of Malahide Council

Re: EECC 2026 Operating, Capital, and User Fee Approvals

Dear Members of Council,

At their meeting on November 26, 2025, the East Elgin Community Complex Board of Management passed the following resolution:

Resolution No. 38-25

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

That Report EECC 19-25 entitled EECC Operational & Capital Budget 2026 be received for information; and,

That the EECC Board approve the proposed 2026 Operational Budget in the total amount of \$644,752 (\$322,376 per municipal partner); and,

That the EECC Board approve the roll forward of prior approved 2025 carry forward projects to 2026 at year end; and,

That the EECC Board approve the 2026 Capital budget in the total amount of \$1,177,467 (\$588,733.50 per municipal partner); and,

That the Board's approval be sent onto member municipalities for endorsement; and,

That the EECC Board give three readings to and approve By-Law 2025-02 Being a By-Law to establish Fees and Charges for the East Elgin Community Complex.

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

Resolution No. _____-25

THAT the Council of the _____ approve the 2026 EECC Operational Budget in the total amount of \$644,752 (\$322,376 per municipal partner); and

THAT the Council of the _____ approve the approve the EECC roll forward of prior approved 2025 carry forward projects to 2026 at year end;
THAT the Council of the _____ approve the 2026 EECC Capital budget in the total amount of \$1,177,467 (\$588,733.50 per municipal partner); and
THAT the Council of the _____ approve the 2026 EECC user fees.

The EECC 2026 Operating, Capital, and User Fee documents are available on the [November 26, 2025 meeting agenda for the EECC Board](#).

Thank you,

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

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

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 26-05**

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 January 15, 2026 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 15th day of January, 2026.

READ a **THIRD** time and **FINALLY PASSED** this 15th day of January, 2026.

Mayor, D. Giguère

Clerk, A. Adams