



Municipality of West Elgin

Agenda

Council Meeting

June 25, 2020, 9:30 a.m.

Electronic Participation Meeting via Zoom

Due to the COVID-19 Pandemic and Emergency Orders Issued by the Province of Ontario under the *Emergency Management & Civil Protection Act*, prohibiting gathering of more than 5 people, this meeting will be held electronically. Please contact the Clerk's Department if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. Closed Session - 9:00 a.m.

Under Section 239(2)(b) of the *Municipal Act, 2001*, consideration will be given to personal matters about identifiable individual(s) including municipal or local board employee(s).

2. Call to Order

3. Report from Closed Session

4. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

5. Disclosure of Pecuniary Interest

6. Delegations

6.1 Brian Lima, Elgin County Engineer - Proposed Renovation of Municipal Offices

6

7. Adotion of Minutes

8

Recommendation:

That the Minutes of the Council meetings on June 11 and June 18, 2020 be adopted as circulated and printed.

8. Business Arising from Minutes

9. Staff Reports

9.1 Planning

9.1.1 H. James, Planner - Xplornet Communications Inc. Request for Letter of Concurrence

23

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding a request from Xplornet Communications Inc. c/o Forbes Bros Ltd. to permit new telecommunications tower located at 13990 Colley Road;

That West Elgin Council approves of the proposed telecommunications tower located at 13990 Colley Road; and,

That West Elgin Council directs the CAO/Treasurer to sign the attached letter of concurrence.

9.2 Operations & Community Services

9.2.1 L. Gosnell, Manager of Operations & Community Services - Municipal Office Septic System Redesign and Upgrade

43

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: Municipal Office Septic System Redesign and Upgrade; and

That West Elgin Council hereby approves the single source quote from McColl Limited of \$14,560 plus applicable taxes for the redesign and installation of the Municipal Septic System; and

That West Elgin Council hereby approves staff to spend up to an additional \$10,000 on associated permits, electrical and boring costs.

**9.2.2 L. Gosnell, Manager of Operations & Community Services -
West Elgin Pool Update**

45

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes; and

That West Elgin Council hereby agrees to reduce pool fees at \$2.00 per person for Open Swim and \$5.00 per family due to shortened swim times; and

That West Elgin Council hereby authorizes staff to open the West Elgin Pool based on the procedures outlined in this report, and after all Southwest Public Health inspection conditions have been met.

9.3 Clerk's

9.3.1 Additional Meeting in July

Recommendation:

That West Elgin Council hereby approve the addition of a Regular Council Meeting on July 30, 2020 at 9:30 a.m., if needed.

9.4 Finance

**9.4.1 M. Badura, CAO/Treasurer - Waiver of Penalty & Interest on
Water/Sewage Billings.**

49

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer; and

That West Elgin Council hereby approves the waving of interest on all unpaid water/sewage bills with the due date of June 25, 2020; and

That West Elgin Council authorize no water service disconnection happen until August 1, 2020.

10. Committee and Board Report

10.1 Four Counties Transit Board

10.1.1 Minutes of February 3, 2020

52

10.2 Tri-County Water Board of Management

Next Meeting on Tuesday June 30, at 7 p.m.

11. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #6A amounting to \$432,081.26 in settlement of General, Road, Water and Arena Accounts (including EFT#2721-2771 Cheque# 25360-25370, online Payments# 452-461 and Payroll PP13).

12. Other Business

12.1 Statements/Inquires by Councillors

12.2 Notice of Motion

12.3 Matters of Urgency

13. Correspondence

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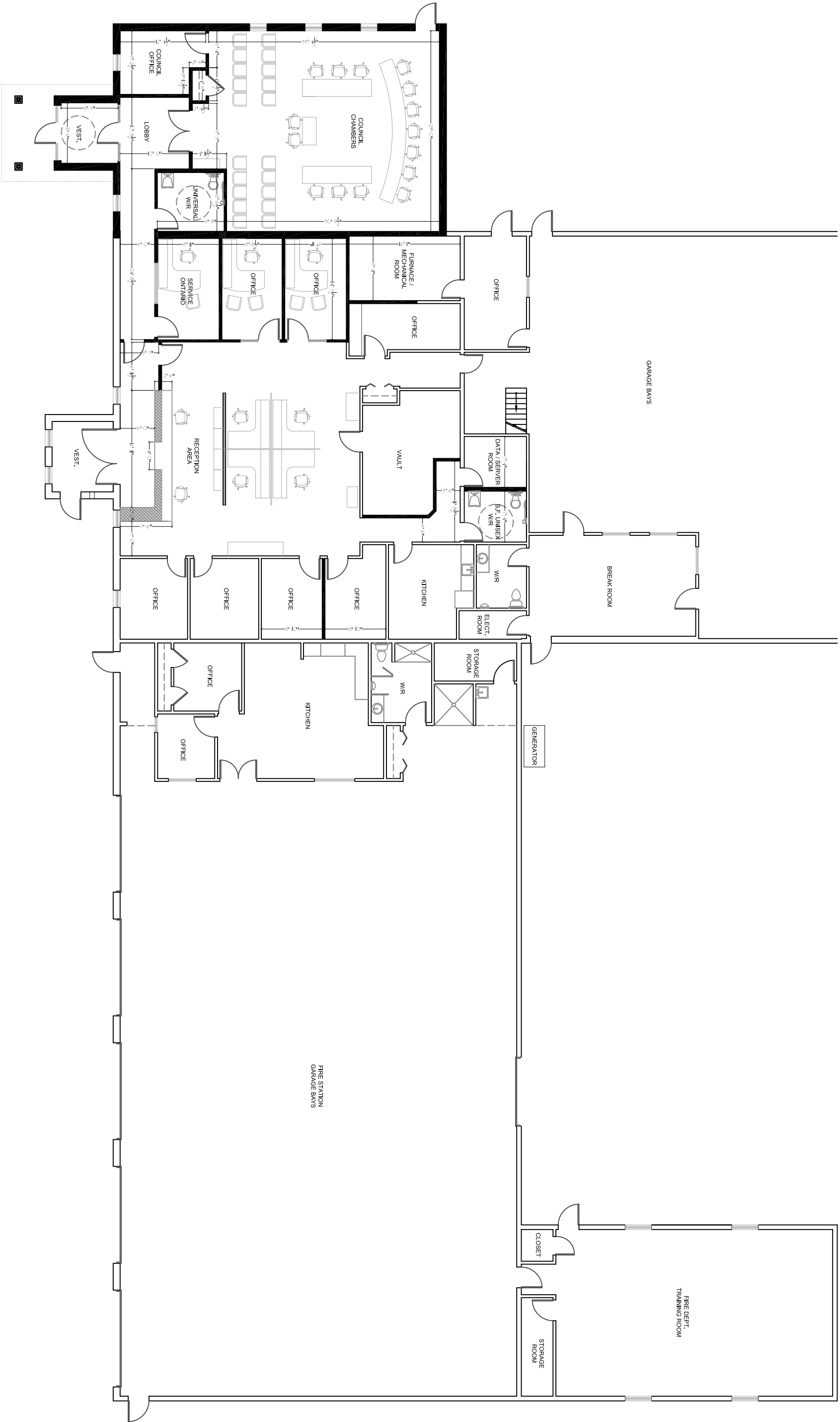
Recommendation:

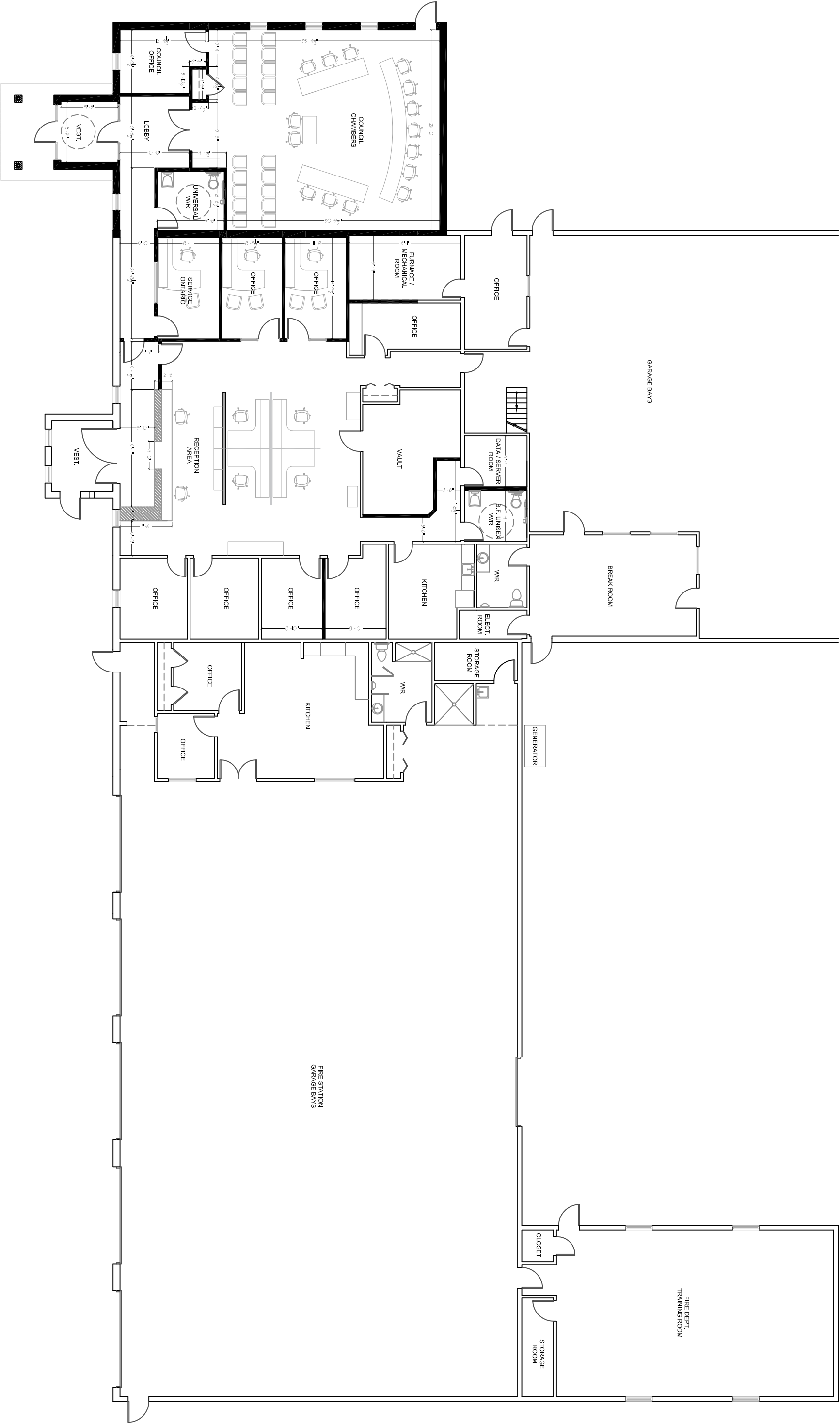
That By-law 2020-47, being a by-law to confirm the proceeding of the Regular Council Meeting on June 25, 2020, be read a first, second and third and final time.

16. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____
to meet again at 9:30 a.m. on 16th of July, 2020 or at the call of the Chair.





WEST ELGIN - MUNICIPAL BUILDING

PROPOSED OPTION #1



Municipality of West Elgin

Minutes

Council Meeting

June 11, 9:00 a.m.

Electronic Participation Meeting via Zoom

Present: Mayor D. McPhail
Deputy Mayor R. Leatham
Councillor T. Tellier
Councillor A. Cammaert
Councillor B. Rowe

Staff Present: M. Badura, CAO/ Treasurer
J. Nethercott, Clerk
L. Gosnell, Public Works Superintendent
J. Morgan-Beunen, Chief Building Official
T. Mohan, Drainage Superintendent
H. James, Planner

2. Report from Closed Session

Mayor McPhail reported out at 12:05 p.m., that consideration and staff direction was given to matters about an identifiable individual(s) including municipal or local board employee(s); a proposed or pending acquisition or disposition of land by the municipality or local board; and advice was received that is subject to solicitor-client privilege.

Resolution 2020-180

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby recommends approval to the Approval Authority of the County of Elgin, for an extension of six (6) months for draft plan of condominium File No. 34CD-WE1401, to a new lapse date of January 11, 2021.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

3. Call to Order - Not before 12 p.m.

Mayor Duncan McPhail called the meeting to order at 12:05 p.m.

4. Adoption of Agenda

Resolution 2020-181

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby adopts the Agenda as presented.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

5. Disclosure of Pecuniary Interest

No disclosures

6. Adoption of Minutes

Resolution 2020-182

Moved: Councillor Rowe

Seconded: Councillor Tellier

That the Minutes of the Council meeting on May 28, 2020 be adopted as circulated and printed.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

7. Business Arising from Minutes

None.

8. Staff Reports

8.1 Building

8.1.1 J. Morgan-Beunen, CBO - Building Activity Report May 2020

Resolution 2020-183

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for May 2020 for information purposes.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

8.2 Emergency Management/ Fire

8.2.1 Emergency Control Group Minutes - May 29, 2020

8.2.2 Emergency Control Group Minutes - June 5, 2020

8.2.3 Province of Ontario - Stage 2 of Reopening

CAO/Treasurer Magda Badura provided an update to Council that the Municipal Office and Service Ontario will be open to the public starting on Monday June 15. The hours will be 8:30 a.m. to 4:30 p.m, with a closure between 12:30 p.m. and 1:00 p.m. to allow staff to have lunch.

Council held a discussion around the opening of Municipal Facilities under Stage 2 of the reopening under the Emergency Declaration. Council decided that all decisions regarding Municipal facilities would be made by Council and not the Emergency Control Group.

CAO/Treasurer Magda Badura requested Council's direction on the opening of the Public Beach. Council provided direction to Open the beach as of June 12, 2020 as per the Provincial direction.

CAO/Treasurer Magda Badura requested Council's direction on the opening of the Splash Pad at Miller Park. Council provided direction to Open the beach as of June 12, 2020 as per the Provincial direction.

CAO/Treasurer Magda Badura requested Council's direction on the opening of transient camping and visitors to the Port Glasgow Trailer Park. Council provided direction to allow seasonal campers to have visitors and to start accepting transient campers as of June 12, 2020 as per the Provincial direction.

CAO/Treasurer Magda Badura reported that at this time staff are still gathering information regarding the opening of the Rodney Pool and what the rules will be. Staff will report back to Council on June 25, 2020 with what options for programming and schedules along with safety procedures for the Rodney Pool.

8.3 Municipal Drains

8.3.1 T. Mohan, Drainage Superintendent - Award Tender - Smith Drain Reconstruction

Resolution 2020-184

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Tom Mohan, Drainage Superintendent re:

Smith Drain Reconstruction; and

That West Elgin Council hereby awards the tender to G.W. Clarke Drainage in the amount of \$96,900.00 plus applicable taxes.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe
Abstain (1): Mayor McPhail

Carried (4 to 0)

8.4 Operations & Community Services

8.4.1 L. Gosnell, Manager of Operations & Community Services – Monthly Report

Manager of Operations & Community Services Lee Gosnell provided Council with an update that Large Item Collection has been cancelled due to COVID-19, however Waste Connections will be collecting Spring Yard Waste starting on June 29, 2020.

Resolution 2020-185

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services, for information purposes.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

**8.4.2 L. Gosnell - Manager of Operations & Community Services -
Municipal Wide Solid Waste & Recycling Curbside Collection**

Manager of Operations & Community Services Lee Gosnell reported that information regarding the collection routes and recycling bins will be distributed to residents in July and that as far as the routes, the current routes will maintain their pick up days.

Resolution 2020-186

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: Municipal Wide Solid Waste & Recycling Curbside Collection; and

That West Elgin Council hereby approves the expansion of solid waste and recycling curbside collection starting August 1, 2020; and

That West Elgin Council hereby approves a prorated flat fee of \$50.00 be added to the final tax bill to all additional Residential and Commercial Properties that will receive solid waste and recycling curbside collection beginning August 1, 2020; and

That West Elgin Council hereby approves the cost of municipal wide solid waste and recycling curbside collection be added to the base tax rate for all properties in West Elgin beginning in the 2021 tax year.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe
Abstain (1): Mayor McPhail
Carried (4 to 0)

8.5 Planning

8.5.1 H. James, Planner - Zoning Report – 145 Furnival Road

Mayor recognized Joy Westelaken, property owner for 145 Furnival Road. Ms. Westelaken stated that she would be happy to apply for a by-law amendment to allow for her greenhouse and have the barn also allowed and then apply for a permit as she was unaware that her entire property was not zoned R1.

Resolution 2020-187

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Heather James regarding a zoning report for 145 Furnival Road; and,

That West Elgin Council provides direction to staff to have the property owner apply for a zoning amendment to bring the structures on the property into compliance and apply for a permit with provisions to ensure that the environmental setbacks are maintained; and

That West Elgin Council provides direction to staff to bring forward a zoning amendment to clarify the FR zone in the West Elgin Comprehensive Zoning By-law.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe
Abstain (1): Mayor McPhail
Carried (4 to 0)

Council recessed at 2:07 p.m. and reconvened at 3:01 p.m.

8.5 Planning

8.5.2 H. James, Planner - Update on Acquisition of Laneway between Main and Munroe Streets

Resolution 2020-187

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Heather James regarding an update on the acquisition of a laneway between Main and Munroe Streets; and,

That West Elgin Council provides direction to staff to proceed with completing the title searches as requested.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

8.6 Administration

8.6.1 J. Nethercott, Clerk - Blue Box Program Transition to Full Producer Responsibility

Resolution 2020-188

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Blue Box Program Transition to Full Producer Responsibility; and

That West Elgin Council authorize the Mayor to advise the Ontario Ministry of the Environment, Conservation and Parks and the Association of Municipalities of Ontario (AMO) that the Corporation of the Municipality of West Elgin would like to transition the collection, processing and marketing of recyclables to full producer responsibility on January 1, 2023; and

That the Municipality of West Elgin has no interest in continuing to provide contract services for the Blue Box Program after the transition date, with the exception of promotion and education.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

8.6.3 J. Nethercott, Clerk - Update on Complaints Policy

West Elgin Council received the report from J. Nethercott, Clerk re: Update on Complaints policy for information purposes.

8.6.2 J. Nethercott, Clerk - Website Analytics

That West Elgin Council received the report from J. Nethercott, Clerk Re: Website Analytics for information purposes.

8.6.4 M. Badura, CAO/Treasurer - Council Remuneration Analysis

Resolution 2020-189

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer for information only; and That Council directs staff to report back on salary comparisons prior to 2021 budget deliberations and update COVID-19 costs to include Emergency Control Group Meetings.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

9. Committee and Board Report

9.1 Elgin County Council

9.1.1 Council Highlights - May 26, 2020

10. Accounts

Resolution 2020-190

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #6 amounting to \$306,629.48 in settlement of General, Road, Water and Arena Accounts (including EFT#2664-2720 Cheque# 25353-25359, online Payments# 442-451 and Payroll PP12).

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

11. Correspondence

11.1 Take A Bite Restaurant - Request for Letter of Support re: temporary patio extension

Council directed staff to write a letter of support for the patio at Take A Bite.

Councillor Tellier brought forward that several other restaurants have inquired about the possibility of using the sidewalk for tables.

Resolution 2020-191

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby direct staff to create a simplified application process to allow for temporary sidewalk cafe patios in 2020.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

12. Other Business

12.1 Statements/Inquires by Councillors

Councillor Tellier brought forward a request from Aldborough Parent Council to pay for a photographer to take the graduation photos of approximately 60 kindergarten and grade 8 students at a cost of \$20 per student.

Councillor Rowe reported that she is attending the AMO Conference in August remotely. If West Elgin wishes any delegations with Provincial Ministers, a request must be submitted prior to June 30, 2020.

Councillor Tellier inquired if due to the Emergency if we should have two (2) meetings in July, instead of the scheduled one. Clerk to report back on possible dates for meetings at the June 25, 2020 meeting.

Resolution 2020-192

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby approves the donation of \$600 each towards the cost of 2020 graduation exercises to Aldborough Public School and St Mary's Elementary School.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

13. By-Laws

13.1 By-Law 2020-44 - Approve Agreement with Juce Connect

Resolution 2020-193

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That By-law 2020-44 being a by-law to authorize the execution of an agreement between The Corporation of the Municipality of West Elgin and Juce Connect Inc. for the installation of telecommunications equipment on the Rodney Water Tower, be read a first, second and third and final time.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

14. Confirming By-Law

Resolution 2020-194

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-law 2020-45, being a by-law to confirm the proceedings of the regular meeting of Council on June 11, 2020, be read a first, second and third and final time.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

15. Adjournment

Resolution 2020-195

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin hereby adjourn at 3:57 p.m. to meet again at 9:30 a.m. on June 25, 2020 or at the call of the Chair.

For (4): Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (4 to 0)

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Municipality of West Elgin

Minutes

Special Meeting of Council

June 18, 2020, 9:00 a.m.

Electronic Participation Meeting via Zoom

Present:

Mayor D. McPhail
Deputy Mayor R. Leatham
Councillor T. Tellier
Councillor A. Cammaert
Councillor B. Rowe

Staff Present:

M. Badura, CAO/ Treasurer
J. Nethercott, Clerk
L. Gosnell, Manager of Operations & Community Services

1. Call to Order

Mayor Duncan McPhail called the meeting to order at 9:00 a.m.

2. Adoption of Agenda

Resolution No. 2020-196

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby adopts the Agenda as presented.

For (5): Mayor McPhail, Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Carried (5 to 0)

3. Disclosure of Pecuniary Interest

No disclosures

4. Announcement

Mayor issued an apology and stated that at the last meeting some personal information was inadvertently discussed in a public meeting. He further stated that, was not done intentionally and that he sincerely apologizes.

5. Staff Reports

5.1 M. Badura - COVID-19 Policies

Mayor stated that staff have worked hard at ensuring our workplace is operation and all staff are comfortable. Staff are constantly working to ensure that all protection is there for staff and the public. Our office is currently open and a lot of work has gone into getting the office ready. The Province has just in the last couple of days released their guidelines for the workplace and at this time I believe the information that has been provided are more guidelines than policies as they are ever changing and I will leave it to Magda to present what staff have been doing.

Magda Badura, CAO/Treasurer stated that in her opinion at this time these policies should remain in draft format until such time as the situation stabilizes and then we adopt them as infectious disease policies.

Council agreed that these are guidelines and feel that keeping them used as guidelines and Council would like to commend the Administration on their good work.

5.2 L. Gosnell - Miller Park Washrooms

Lee Gosnell, Manager of Operations & Community Services reported that there have been requests to open the washrooms in Miller Park now that the Splash pad is open. Staff have been monitoring the washroom at the Marina and found that the daily cleaning has been sufficient. Currently the fountains are still closed as part of the Provincial Orders.

Lee provided an update on the flooding at the Port Glasgow Marina. There was a large area of flooding from 16 mile creek and the LTCA granted emergency flood relief to allow for drainage of this flooded area.

5.3 J. Nethercott - West Lorne Lawn Bowlers Request to Open Clubhouse Washroom

Jana Nethercott, Clerk reported that West Lorne Lawn Bowling Club has requested to be able to use their clubhouse and washrooms now that the

Province has given them the go ahead to hold games as long as they can be physically distanced.

Council agreed that as long as they follow safety guidelines as published by Southwestern Public Health the washrooms can be used.

5.4 J. Nethercott, Clerk - Use of Technology for Council Meetings

West Elgin Council received a report from J. Nethercott, Clerk re: Use of Technology for Council Meetings for information purposes and at this time decided that to stick with status quo of using Zoom and they will revisit this issue once the Province allows for larger gatherings.

5.5 Summer Contest

Resolution No. 2020-197

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby approve the purchase of \$25 gift cards and/or product from local businesses, as prizes for the Summer Contests to be held in July and August to promote local businesses, to a maximum of \$500 from Council Grants Account.

For (5): Mayor McPhail, Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Carried (5 to 0)

6. New Business

CAO Magda Badura provided an update on the opening of the Office. Staff have advertised on Social Media and Website. IN the last 3 days 115 customers for Service Ontario, average of 83% of users are West Elgin and the rest from outside of our Municipality. Numbers are increasing on a daily basis.

Lee Gosnell provided an update on the position of Administrative Assistant for Operations and Community Services. Emily Joicus hired effective June 22.

Mayor McPhail reported that the Ridgetown Kiwanis Clubs would like to place bins for a charity can and bottle drive in the parking lots of Recreation Centre and West Elgin Community Centre. The local Kiwanis Clubs are in favour with this request. Mayor asked if any member of Council knows of local organization that is hosting a bottle drive. Councillor Tellier stated that the Agricultural Society has an on going bottle drive. Councillor Cammaert stated that in West Lorne Minor Hockey usually run a bottle drive as well. We will leave this issue for now and

put it on the agenda for the next meeting so that we can find out if there are any other bottle drives before approving this type of request.

Mayor commended the Public Works Staff for all their clean up efforts after the big storm last week.

7. Confirming By-law

Resolution No. 2020-198

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That By-law 2020-46, being a by-law to confirm the proceeding of the Special Council Meeting on June 18, 2020, be read a first, second and third and final time.

For (5): Mayor McPhail, Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Carried (5 to 0)

8. Adjournment

Resolution No. 2020-199

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby adjourn the Special Meeting of Council at 10:13 a.m. to meet again at 9:30 a.m. on June 25, 2020 or at the call of the Chair.

For (5): Mayor McPhail, Deputy Mayor Leatham, Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Carried (5 to 0)

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Staff Report

Report To: Council Meeting
From: Heather James, Planner
Date: 2020-06-25
Report: 2020-20
Subject: Xplornet Communications Inc. Request for Letter of Concurrence

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding a request from Xplornet Communications Inc. c/o Forbes Bros Ltd. to permit new telecommunications tower located at 13990 Colley Road;

That West Elgin Council approves of the proposed telecommunications tower located at 13990 Colley Road; and,

That West Elgin Council directs the CAO/Treasurer to sign the attached letter of concurrence.

Purpose:

The purpose of this report is to provide information on a proposed telecommunications tower and request for council to direct the CAO/Treasurer to sign a required letter of concurrence.

Background:

Xplornet Communications Inc. is proposing to construct a new telecommunications tower. The proposed telecommunications tower will be located at a property legally described as Part of Lot 17, Concession 2 Eastern Division, former Township of Aldborough and municipally known as 13990 Colley Road (as shown on the attached Key Map). The tower will have a new site entrance off of Stalker Line. The tower will be a 45 m (147.64 ft.) light duty, self-support lattice tower. The tower has a face width of 2.75 m (9.0 ft.) at the base and tapers to 1.0 m (3.28 ft.) at the top. The tower includes an anti-climb mechanism. Radio equipment will be installed on the upper portion of the tower that will provide wireless internet services to Xplornet customers in the community. An equipment cabinet will be installed at the base of the tower to process the radio equipment.

Xplornet is currently co-located on the existing Hydro One tower at 24384 Stalker Line (adjacent to the proposed new tower location). Xplornet requires additional equipment to improve their wireless services in the area and the existing tower is structurally and commercially impractical. A new site is required near the existing tower to maintain current coverage to existing Xplornet customers. There are no other structures that can be considered for co-location and a new tower is required.

As a federal undertaking, telecommunications in Canada and specifically for the approval of new infrastructure falls under the exclusive jurisdiction of the Federal Government of Canada through the Department of Innovation, Science and Economic Development Canada (ISED,

formerly Industry Canada). Pursuant to Innovation, Science and Economic Development, *Radiocommunication and Broadcasting Antenna Systems - CPC-2-0-03, Issue 5*, establishes the process the proponent is to follow. In addition to this federal policy, land use authorities are encouraged to develop their own consultation process for telecommunication sites. The municipality does not have their own consultation process and in the past has used the requirements of ISED. ISED's *Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 5*, can be retrieved at: [https://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc-2-0-03-i5.pdf/\\$file/cpc-2-0-03-i5.pdf](https://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc-2-0-03-i5.pdf/$file/cpc-2-0-03-i5.pdf).

The ISED public consultation process requires a mail notification to be sent to adjacent land owners and neighbouring land use authorities within three times the height of the tower, measured from the base of the tower. A mail notification was sent on May 4, 2020 to two property owners using the mailing provided by the municipal planner. A public notice was published in the West Elgin Chronicle on May 7, 2020. The notifications provided a minimum of 30 days to residents to make a written submission or request additional information. Last day to receive submissions was June 8, 2020 and no submissions were received. Attached is the information package and request for letter of concurrence for this proposal.

The proposal was circulated to staff. Staff indicated they have no concerns. No building permit is required due to federal jurisdiction for approvals. The proponent has applied for a Road Occupancy permit from the County of Elgin for a new entrance and will be applying for a new 911 number for the entrance from the municipality.

Public agencies were circulated the proposed development. Lower Thames Valley Conservation Authority provided comments as the proposed tower will be located within the Authority's Regulated Area. Upon further review, the Authority concluded a permit would not be required.

Financial Implications:

None.

Policies/Legislation:

Provincial Policy Statement

Section 1.71 Long-Term Economic Prosperity states long-term economic prosperity should be supported by encouraging efficient and coordinated communications and telecommunications infrastructure.

County of Elgin Official Plan

Section A4.4 Infrastructure encourages the construction of all infrastructure (which includes telecommunication towers) to occur in a manner that is compatible with adjacent land uses and with a minimum of social and environmental impact and encourage the efficient use of land to make the best use of infrastructure and services.

Municipality of West Elgin Official Plan

Section 8.1 Infrastructure – Where Permitted states the use of land for the provision and maintenance of public utilities and infrastructure (e.g. water supply, sanitary sewage disposal, roads, electricity, natural gas, telecommunications) and any buildings, structures or appurtenances thereto shall be permitted in all land use designations in accordance with any and all environmental requirements and approvals and without an amendment to this Plan.

Municipality of West Elgin Comprehensive Zoning By-law 2015-36

Section 4.20 Public Uses states the provisions of this By-law shall not apply to the use of any land or to the erection, alteration or use of any building or structure, or portion thereof, by a public authority provided:

- a) the lot coverage, setback, and yard requirements of the zone in which such land, building, or structure is located are complied with;
- b) no outside storage shall be permitted in a residential zone; in a yard on a lot adjacent to a residential zone; or in a yard on a lot lying opposite a residential zone.

The provisions of a) shall not apply to any use, building or structure erected or used by Hydro One required for the transmission or distribution of electricity.

Public authority shall mean:

- a) the Municipality;
- b) the County;
- c) the Government of Canada;
- d) the Province of Ontario;
- e) the Conservation Authority.

and any other agency, board, commission, committee or other body established or exercising any power or authority under any general or special statute of Ontario or the Government of Canada with respect to any of the affairs or purposes of the Municipality or a portion thereof, and includes any committee or local authority established by by-law of the Municipality.

I am of the opinion this proposal would fit the definition of Public Authority.

A letter of concurrence has been attached to this report.

Related Documents:

Information package – prepared by Forbes Bros Ltd.;
Request for Concurrence – prepared by Forbes Bros Ltd.; and,
Letter of Concurrence

Key Map



Report Approval Details

Document Title:	Xplornet Request for Letter of Concurrence.docx
Attachments:	<ul style="list-style-type: none">- FERNDALÉ - Information Package 01-May-20.pdf- FERNDALÉ - Request for Concurrence 09-Jun-20.pdf- Letter of Concurrence.docx
Final Approval Date:	Jun 23, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

May 1, 2020

Sent via email

Heather James, Planner
Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

CLIENT: Xplornet Communications Inc.
RE: Information Package - Proposed 45m Lattice Tower Site
SITE ID: FERNDALÉ
ADDRESS: 13990 Colley Road, Rodney, ON

Ms. James,

Forbes Bros. Ltd. on behalf of Xplornet Communications Inc. would like to submit this information package to the Municipality of West Elgin for Xplornet's proposed 45m lattice tower site located on 13990 Colley Road, Rodney, Ontario.

The approval authority for wireless telecommunication towers is within jurisdiction of Innovation, Science and Economic Development Canada (ISED) under the *Radiocommunication Act*. ISED's *Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 5* outlines the process for the proponent to follow and encourages the establishment of policies from the land-use authority as they are best positioned to contribute to optimum siting of facilities to meet their own community needs.

ISED's *Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 5*, can be retrieved at: [https://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc-2-0-03-i5.pdf/\\$file/cpc-2-0-03-i5.pdf](https://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc-2-0-03-i5.pdf/$file/cpc-2-0-03-i5.pdf)

The Municipality of West Elgin has not established a policy and ISED default public consultation process will be followed.

Municipal Consultation

This information package is to provide the Municipality of West Elgin with the following:

- Proposed Site Details
- Site Sketch
- Photo Rendering
- Co-location Opportunities Considered
- Federal Requirements
- Public Consultation Material

Lower Thames Valley Conservation Authority (LTVCA)

The proposed tower is located within the LTVCA permit control area. The LTVCA reviewed the proposed location, provided an approximate top of bank and 15m set back aerial image and concluded a permit

would not be required as the proposed tower is located greater than 15m from the top of bank.
Confirmation email included in this information package.

ISED – Default Public Consultation Process

- Mail notification will be sent to all property owners within 135m (3 times height of proposed 45m tower) of the proposed tower site. The mail notifications will be sent on May 4, 2020 using the mailing list provided by the Municipality.
- Public notice will be published in the *West Elgin Chronicle* on May 7, 2020.
- Last day to receive submissions on this proposal is June 8, 2020.

The purpose of the mail notification and public notice is to provide the local community an opportunity to make a submission and for the proponent to address all relevant questions and concerns prior to requesting concurrence from the Municipality.

At the end of the public consultation process, if the proponent is satisfied that it has addressed all relevant questions and would like to move forward with the installation, a request for a letter of concurrence from the Municipality will be submitted along with all correspondence from the consultation process.

The letter of concurrence from the Municipality will provide confirmation that the proponent has satisfied the consultation process by addressing all relevant questions and has consulted with the Municipality.

As the entrance for the site will be off Stalker Line a 911 number is being requested along with an entrance permit from the County.

I trust the information included in this package will be helpful for the Municipality's consideration of this proposal.

Sincerely,

Jay Lewis

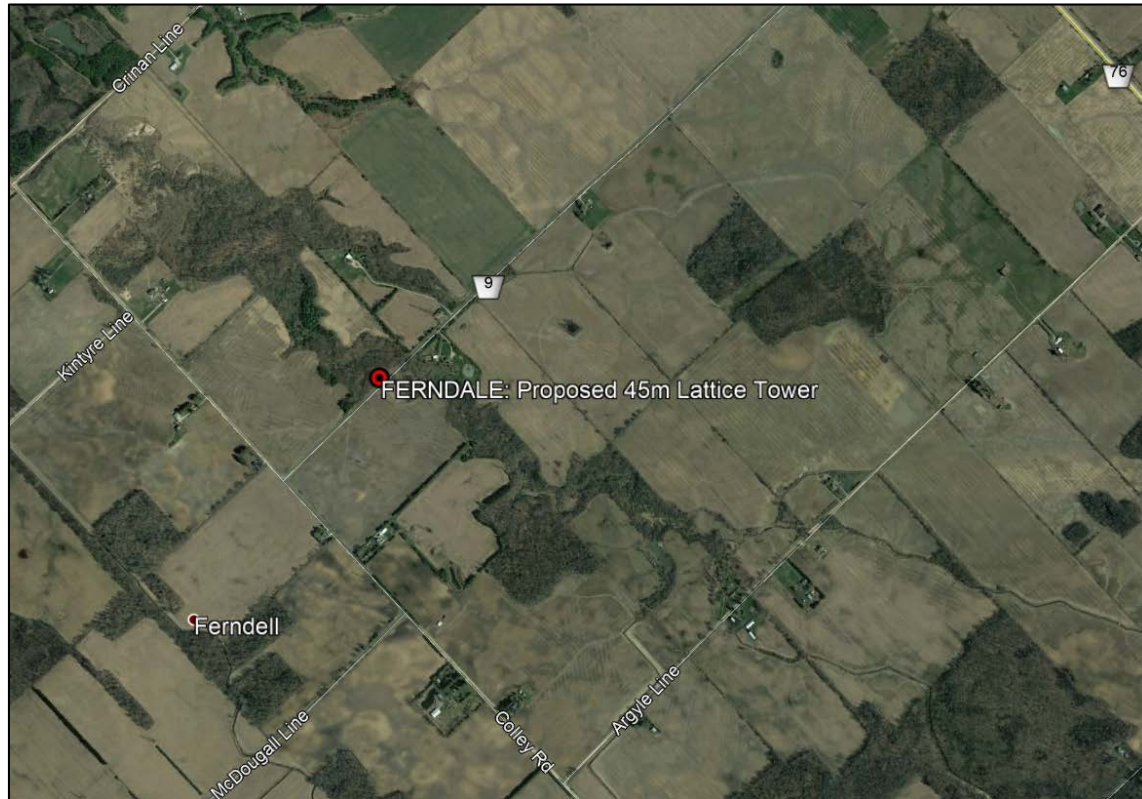
Real Estate & Municipal Affairs
Forbes Bros. Ltd.

Proposed Site Details:

Site Address: 13990 Colley Road, Rodney, ON

Latitude: 42.624097° **Longitude:** -81.675566°

Xplornet is proposing a 45m lite-duty lattice tower site at 13990 Colley Road, Rodney, ON. A new entrance to access the site will be installed on the north side of Stalker Line.

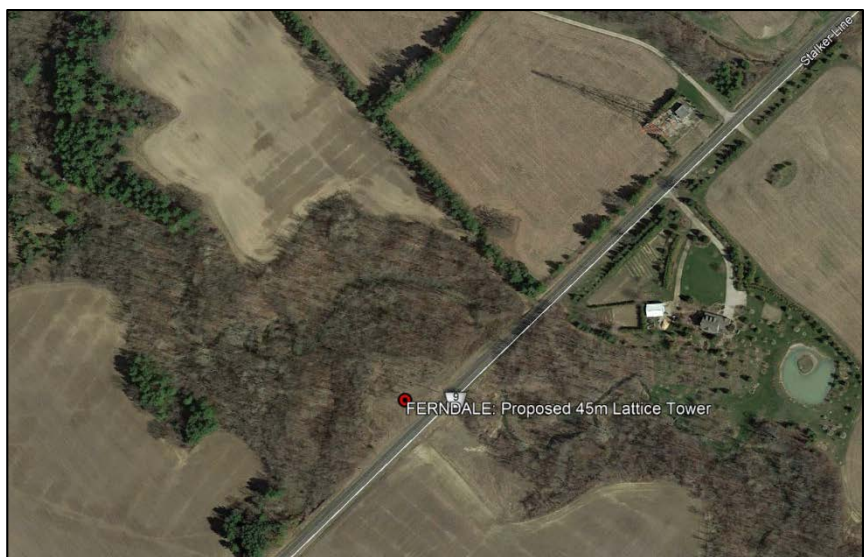


Aerial Image of Proposed Location

The proposed site includes a 45m lite duty, self-support lattice tower. The tower has a face width of 2.75m at the base and tapers to 1m at the top. The tower includes an anti-climb mechanism.

Radio equipment is installed on the upper portion of the tower that will provide wireless internet services to Xplornet customers in the community.

An equipment cabinet is installed at the base of the tower to process the radio equipment.



Enlarged Aerial Image of Xplornet Proposed Site

Site Sketch:

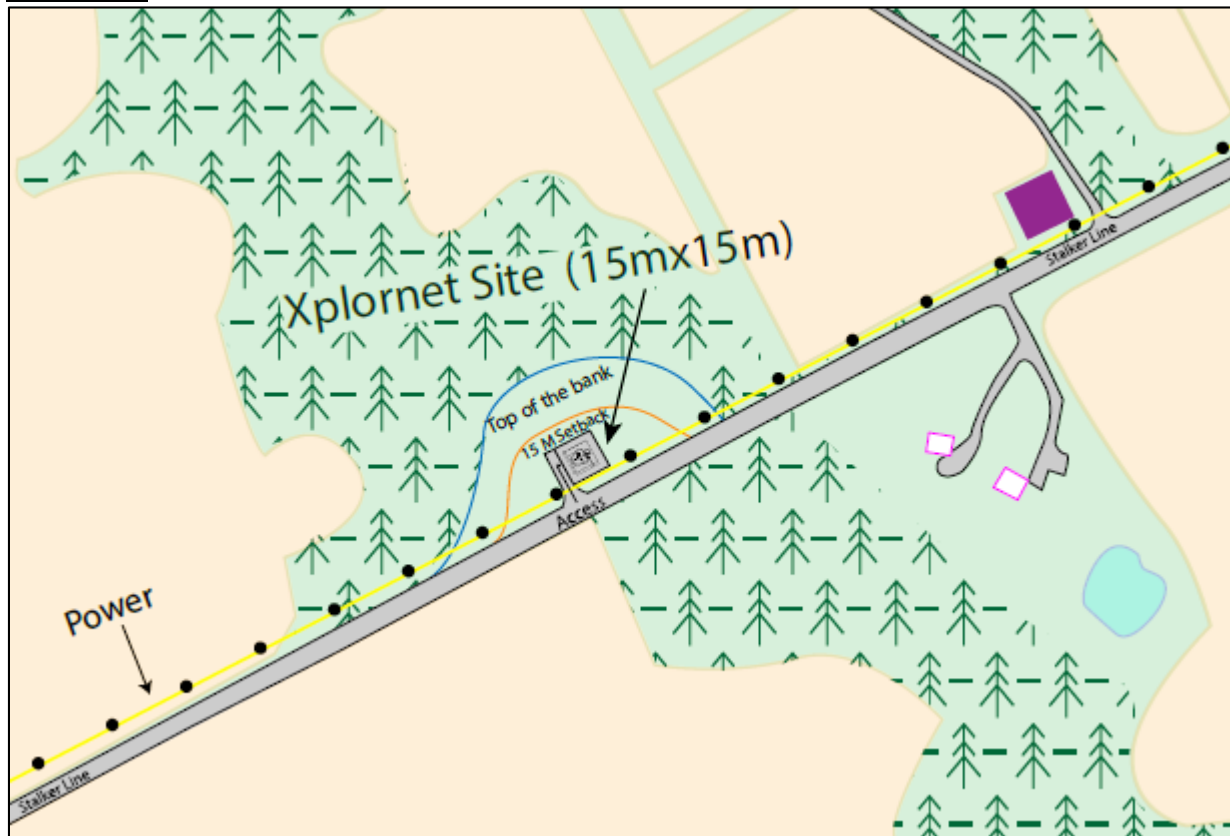


Photo Rendering:



Photo Rendering of the Proposed 45m Lattice Tower

Co-Location Opportunities Considered:

Xplornet always considers co-locating or securing their wireless equipment on existing structures such as other third-party communication towers, water towers or buildings prior to proposing a new communication tower in an effort to minimize the number of towers in a region.

Xplornet is currently co-located on the existing Hydro One tower at 24384 Stalker Line. Xplornet requires additional equipment to improve their wireless services in the area and the existing tower is structurally and commercially impractical. A new site is required near the existing tower to maintain current coverage to existing Xplornet customers. There are no other structures that can be considered for co-location and a new tower is required.

Federal Requirements:**Health Canada**

Xplornet attests that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public including any combined effects of nearby installations within the local radio environment.

Impact Assessment Act

Xplornet attests that the radio antenna system described in this notification package is excluded from environmental assessment under the *Impact Assessment Act*.

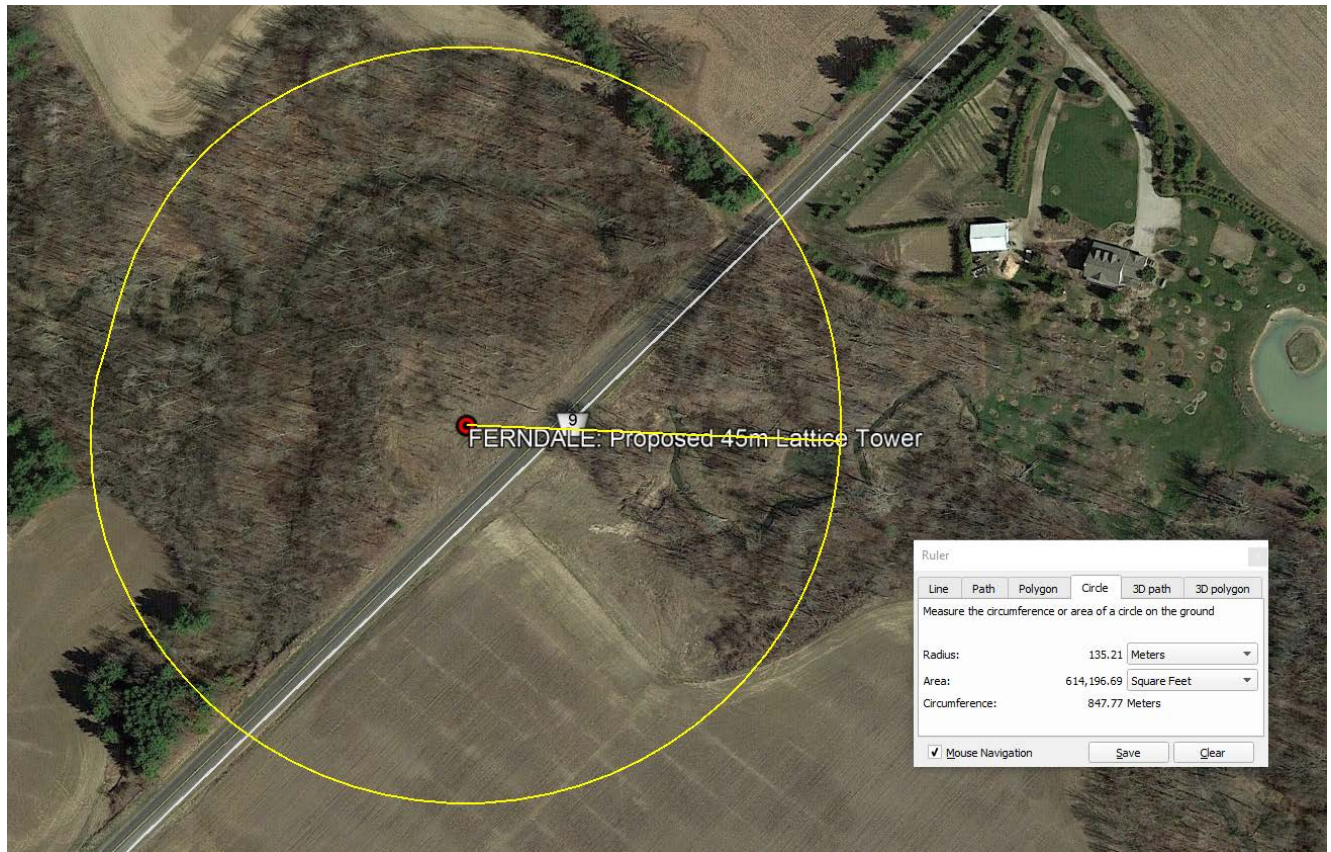
Transport Canada

Xplornet attests the proposed structure will meet Transport Canada's aeronautical obstruction marking requirements as set out in Canadian Aviation Regulations - Standard 621. Xplornet anticipates that the proposed installation will not require markings or lighting and will submit the necessary application to Transport Canada.

Engineering Principles

Xplornet attest that the radio antenna system described in this notification package will be constructed in compliance with the National Building Code of Canada and comply with good engineering practices including structural adequacy.

Mail Notification to be sent to property owners 135m (3 * height of proposed 45m tower) measured from proposed tower.





Tel: (905) 928-9481
Fax: (888) 622-4939
482 South Service Road East, Suite 130
Oakville, Ontario L6J 2X6
www.forbesbrosld.ca

May 4, 2020

Re: MAIL NOTIFICATION - XPLORNET COMMUNICATIONS INC.

Proposed 45m Lattice Tower Site
13990 Colley Road, Rodney, ON

Site ID: FERNDAL

Dear Current Resident / Owner,

Forbes Bros. Ltd. is sending this mail notification on behalf of Xplornet Communications Inc. to notify you of the proposed 45m lite duty lattice tower site at 13990 Colley Road, Rodney, ON.

The proposed location is within an optimal area to maintain existing coverage for the community while Xplornet upgrades their wireless internet services.

The purpose of this notification and public consultation is to allow submissions or request for additional information from the local community and for the proponent to address all relevant questions and concerns. The proponent and land-use authority contact information can be found at the end of the notification and may be submitted until the closing date of June 8, 2020.

At the end of the public consultation process, if the proponent is satisfied that it has addressed all relevant questions and would like to move forward with the installation, a request for a letter of concurrence will be submitted to the Municipality of West Elgin along with all correspondence from the public consultation process.

Sincerely,

Jay Lewis

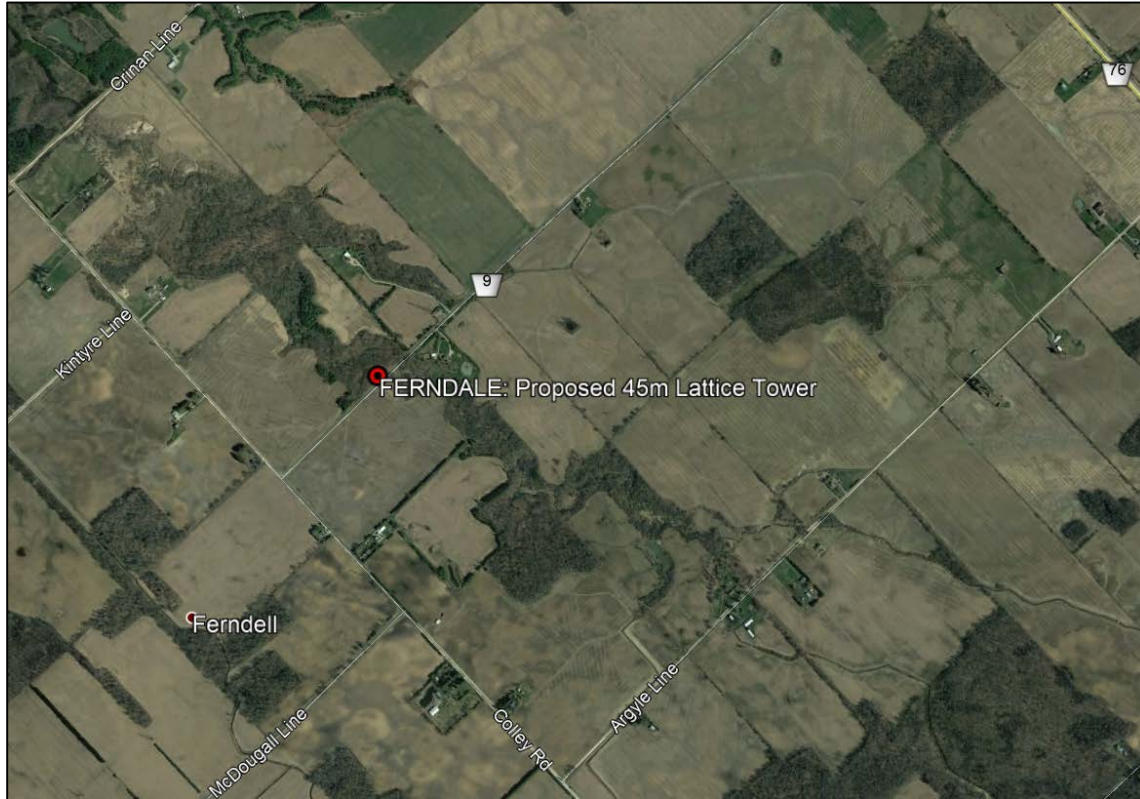
Real Estate & Municipal Affairs
Forbes Bros. Ltd.

Proposed Site Details:

Site Address: 13990 Colley Road, Rodney, ON

Latitude: 42.624097° **Longitude:** -81.675566°

Xplornet is proposing a 45m lite-duty lattice tower site at 13990 Colley Road, Rodney, ON. A new entrance to access the site will be installed on the north side of Stalker Line.

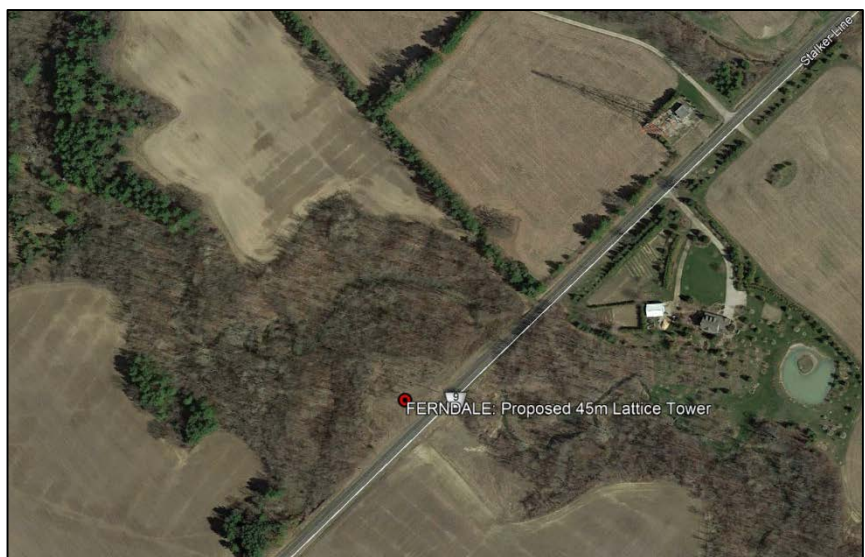


Aerial Image of Proposed Location

The proposed site includes a 45m lite duty, self-support lattice tower. The tower has a face width of 2.75m at the base and tapers to 1m at the top. The tower includes an anti-climb mechanism.

Radio equipment is installed on the upper portion of the tower that will provide wireless internet services to Xplornet customers in the community.

An equipment cabinet is installed at the base of the tower to process the radio equipment.



Enlarged Aerial Image of Xplornet Proposed Site

Site Sketch:

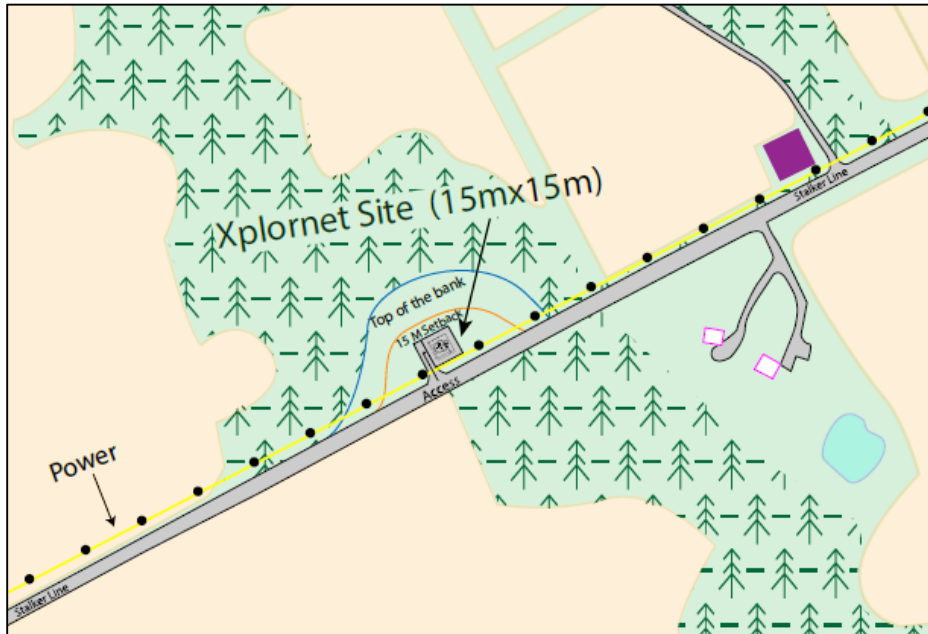


Photo Rendering:



Photo Rendering of the Proposed 45m Lattice Tower

Co-Location Opportunities Considered:

Xplornet always considers co-locating or securing their wireless equipment on existing structures such as other third-party communication towers, water towers or buildings prior to proposing a new communication tower in an effort to minimize the number of towers in a region.

Xplornet is currently co-located on the existing Hydro One tower at 24384 Stalker Line. Xplornet requires additional equipment to improve their wireless services in the area and the existing tower is structurally and commercially impractical. A new site is required near the existing tower to maintain current coverage to existing Xplornet customers. There are no other structures that can be considered for co-location and a new tower is required.

Federal Requirements:

Health Canada

Xplornet attests that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public including any combined effects of nearby installations within the local radio environment.

Impact Assessment Act

Xplornet attests that the radio antenna system described in this notification package is excluded from environmental assessment under the *Impact Assessment Act*.

Transport Canada

Xplornet attests the proposed structure will meet Transport Canada's aeronautical obstruction marking requirements as set out in Canadian Aviation Regulations - Standard 621. Xplornet anticipates that the proposed installation will not require markings or lighting and will submit the necessary application to Transport Canada.

Engineering Principles

Xplornet attest that the radio antenna system described in this notification package will be constructed in compliance with the National Building Code of Canada and comply with good engineering practices including structural adequacy.

Innovation, Science and Economic Development Canada (ISED)

General information relating to antenna systems is available through ISED's Spectrum Management and Telecommunications website <http://www.ic.gc.ca/antenna>.

Close of Comments:

June 8, 2020

Contact Information:

Forbes Bros. Ltd.

Jay Lewis
482 South Service Rd. E., Suite 130
Oakville, Ontario L6J 2X6
Tel: 905.928.9481
Fax: 888.622.4939
Email: jlewis@forbesbrosLtd.ca

Innovation, Science and Economic Development Canada

Southwestern Ontario District Office
4475 North Service Rd., Suite 100
Burlington, Ontario L7L 4X7
Tel: 855.465.6307
Fax: 905.639.6551
Email: ic.spectrumswodo-spectrebdsoo.ic@canada.ca

Municipality of West Elgin

Heather James, Planner
22413 Hoskins Line
Rodney, Ontario N0L 2C0
Tel: 519.785.0560 x226
Fax: 519.785.0644
Email: planning@westelgin.net

**Public Notice that will be published in
*West Elgin Chronicle***

PUBLIC NOTICE
XPLORNET - Proposed 45m Lattice Tower Site

Xplornet Communications has proposed a 45m tall steel lite duty lattice tower and related radio equipment at 13990 Colley Road, Rodney, Ontario. A new entrance to access the site will be installed on the north side of Stalker Line. Proposed site is to improve Xplornet wireless internet services to the community.

ANY PERSON may make a written submission or request additional information to the individuals listed below by closing date of June 8, 2020.

PLEASE TAKE NOTICE the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through Innovation, Science and Economic Development Canada (ISED). For more information on the federal process pertaining to these installations please contact the local ISED office at: ic.spectrumswodo-spectrebdsoo.ic@canada.ca

Site ID: FERNDALÉ

Coordinates: 42.624097, -81.675566

FORBES BROS. LTD.:

Jay Lewis
Suite 130, 482 South Service Rd E
Oakville, Ontario. L6J 2X6
Tel: (905) 928-9481
Fax: (888) 622-4939
Email: jlewis@forbesbrosltd.ca

MUNICIPALITY OF WEST ELGIN

Heather James - Planner
22413 Hoskins Line
Rodney, Ontario. N0L 2C0
Tel: (519) 785-0560 x226
Fax: (519) 785-0644
Email: planning@westelgin.net

SITE LOCATION MAP



June 9, 2020

Sent via email

Heather James, Planner
Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

CLIENT: Xplornet Communications Inc.
RE: Request for Concurrence - Proposed 45m Lattice Tower Site
SITE ID: FERNDALE
ADDRESS: 13990 Colley Road, Rodney, ON

Ms. James,

Forbes Bros. Ltd. on behalf of Xplornet Communications Inc. would like to inform the Municipality of West Elgin that the land-use authority and public consultation as required under Innovation, Science and Economic Canada (ISED) has been completed for Xplornet's proposed 45m lattice tower site at 13990 Colley Road, Rodney, ON.

The approval authority for wireless telecommunication towers is within ISED, under the *Radiocommunication Act*. ISED's *Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 5* outlines the process for the proponent to follow and encourages the establishment of policies from the land-use authority as they are best positioned to contribute to optimum siting of facilities to meet their own community needs.

ISED's *Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 5*, can be retrieved at: [https://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc-2-0-03-i5.pdf/\\$file/cpc-2-0-03-i5.pdf](https://www.ic.gc.ca/eic/site/smt-gst.nsf/vwapj/cpc-2-0-03-i5.pdf/$file/cpc-2-0-03-i5.pdf).

ISED requires the proponent to consult and obtain land-use authority concurrence in writing prior to moving forward with a proposed installation. The Municipality of West Elgin has not established their own policy for establishing telecommunication sites but was consulted while following ISED's Default Public Consultation Process for this proposed installation.

Land-Use Authority Consultation

Submitted an information package on May 1, 2020 to provide the Municipality of West Elgin with the following:

- Proposed Site Details
- Site Sketch
- Photo Rendering
- Co-location Opportunities Considered
- Federal Requirements
- Public Consultation Material

Lower Thames Valley Conservation Authority (LTVCA)

The proposed tower is located within the LTVCA permit control area. The LTVCA reviewed the proposed location, provided an approximate top of bank and 15m set back aerial image and concluded a permit would not be required as the proposed tower is located greater than 15m from the top of bank. Confirmation email included in this information package.

County of Elgin

An entrance permit application has been submitted and paid for the proposed entrance of the proposed 45m lattice tower site. The County advised no issues or concerns with the entrance and the permit will be issued once the contractor information is provided along with insurance. This will be obtained prior to installation as we must receive concurrence before tendering and awarding the work.

ISED - Default Public Consultation Process

- Mail Notification
 - ISED requires a mail notification to be sent to adjacent property owners and neighbouring land-use authorities within 3 times height of tower ($3 \times 45\text{m} = 135\text{m}$), measured from base of tower. A mail notification was sent on May 4, 2020 to two property owner using the mailing list provided by the Municipality.
- Public Notice
 - A public notice was published in *West Elgin Chronicle* on May 7, 2020.
- The notifications provided a minimum of 30 days' for residents to make a written submission or request of additional information.
- Last day to receive submissions on this proposal was June 8, 2020.

Public Consultation Correspondence Summary

To date no submissions have been received for the proposed 45m lattice tower site.

Request for Concurrence

A total of two property owners within 135m of the proposed 45m lattice tower site were directly invited by mail notification and the general public were invited by a public notice published in the local newspaper to participate in this consultation process by making a submission. No submissions received during the consultation process or to date.

Provided there are no municipal concerns to address we are requesting on behalf of Xplornet Communications Inc. to receive letter of concurrence from the Municipality of West Elgin for the proposed 45m lattice tower site at 13990 Colley Road, Rodney as described in the information package submitted on May 1, 2020.

Sincerely,

Jay Lewis

Real Estate & Municipal Affairs
Forbes Bros. Ltd.





The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

June 25, 2020

Forbes Bros Ltd.
482 South Service Road East, Suite 130
Oakville, ON
L6J 2X6

ATTN: Jay Lewis, Real Estate & Municipal Affairs

RE: Xplornet Communications Inc. Letter of Concurrence
Proposed 45m Lattice Tower Site, SITE ID: FERNDALÉ,
13990 Colley Road, West Elgin

Dear Mr. Lewis

The Municipality of West Elgin passed resolution _____ to provide this letter of concurrence for Xplornet Communications Inc. proposed 45m lattice tower site located at 13990 Colley Road, West Elgin as described in the request for concurrence submitted on June 9, 2020 and outlined in the information package submitted on May 1, 2020. This letter confirms that the requirements of Innovation, Science and Economic Development Canada default public consultation process have been fulfilled and the Municipality has been consulted and has no objection.

If you have any questions please do not hesitate to contact the undersigned.

Yours Truly,

Magda Badura,
CAO/Treasurer



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2020-06-25
Report: 2020-04
Subject: Municipal Office Septic System Redesign and Upgrade

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: Municipal Office Septic System Redesign and Upgrade; and

That West Elgin Council hereby approves the single source quote from McColl Limited of \$14,560 plus applicable taxes for the redesign and installation of the Municipal Septic System; and

That West Elgin Council hereby approves staff to spend up to an additional \$10,000 on associated permits, electrical and boring costs.

Purpose:

To provide Council with information on the redesign and upgrades of the septic system for the Municipal Office and to seek approval to move forward with this project.

Background:

As part of the 2020 Capital Budget Council originally approved spending up to \$300,000 on the Municipal Office renovations. At the Council meeting on April 23, 2020 all but \$30,000 of this was differed to 2021, due to COVID-19. The \$30,000 that remained was allocated towards septic system design and engineering of the renovations.

The current septic system is undersized for the current use of the building as it was designed and installed for a small tractor dealership. In order to renovate the current municipal office, the building would need to be brought up to current code, which includes the addition of an Accessible washroom for the public as well as for staff and the septic system would also need to be upgraded to current standards.

McColl Limited has worked with the Chief Building Official and staff to design a system that will have the tank located in the same location it currently is in the flower beds in the front of the Municipal Office, with the weeping beds relocated to the East of fire hall training room. Moving the weeping bed to the East side of the building will also allow for an expanded parking pad out front of the Municipal Office. The quote includes the pump out and removal of the old Septic Tank, installation of a new 9000L Septic Tank and the 4 inch piping to a tank pump chamber, the installation of a disposal bed, which will be 33m² with a 15m mantle. With this new bed location, a line will need to be bored under the current driveway from the pump chamber across the front of

the fire hall, to the new bed. This boring cost is not included, nor is the cost of the electrical work required for the pumping chamber or the paving of the new parking lot.

As per the Purchasing Policy staff will be acquiring quotes for the electrical and boring work as the costs are anticipated to be below the \$10,000 threshold.

Financial Implications:

\$30,000 already approved in the 2020. Capital Budget.

Policies/Legislation:

AD 1.2 Purchasing Policy.



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2020-06-25
Report: 2020-05
Subject: West Elgin Pool Update

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes; and

That West Elgin Council hereby agrees to reduce pool fees at \$2.00 per person for Open Swim and \$5.00 per family due to shortened swim times; and

That West Elgin Council hereby authorizes staff to open the West Elgin Pool based on the procedures outlined in this report, and after all Southwest Public Health inspection conditions have been met.

Purpose:

The purpose of this report is to provide Council with a status update on the West Elgin Pool.

Background:

As part of the Provincial Government's re-opening plan, splash pads and pools can now be open to the public. Staff have been working diligently to prepare both the facility, and an operation plan, that will allow our pool to open safely for both guards and the public.

Pool – As you are aware, the new sand filters were installed at the pool in May. The contractor (Hollandia Pools) then returned in early June to provide spring start up and commission the new filters. The system is functioning well and there will be a huge improvement in both filtration and energy consumption over the previous configuration. Recreation staff have been working at the pool doing spring maintenance, cleaning and balancing the water. Short of the mandatory inspection by SWPH, the facility is ready to be open for swimmers.

Staff – We have been communicating with lifeguard applicants throughout the spring, but until recently, we have not been able to provide and guarantees of summer employment. After the Ford government announced stage 2 guidelines, all applicants were contacted again to find out who was still available should the decision be made to open. Two had found other work and one was not able to complete the required courses due to COVID-19 (to be discussed later). A job advertisement was put out and we have received 3 qualified candidates to date. This will give us 6 fulltime guards which should have no issues handling the draft schedule we are preparing.

Programming – After reviewing all pertinent information from key stakeholders such as Red Cross and SWPH, we feel a gradual approach to re-opening is paramount. Programs such as Aqua-fit, Lane Swims and Family/Adult/Open Swims will be rolled out to start. Social distancing can be more easily regulated through marked positioning and reduced numbers. Swimming lessons will not be offered at this time due to the possible need for physical contact between teacher and student(s). Red Cross is currently exploring options for altering curriculum which could make lessons possible, however no further direction has been provided. With things changing on a daily basis, this will need to be dealt with at a later time, and will depend largely on staff comfort levels and sufficient scheduling time available.

COVID-19 – As with all municipal facilities, we have worked hard to consider all scenarios and put a plan in place to mitigate any possible safety risk to our staff or the public. A broad overview of items in this plan include;

- Guards will work in dedicated teams throughout the season and be provided all necessary PPE for cleaning and cash handling purposes.
- Bather load will be reduced to a maximum of 25 persons to allow for social distancing
- Times for Family/Adult/Open swims will be limited to 1 hour increments to provide opportunity for as many people to enjoy as possible.
- Family change room/washroom will not be open to allow for dedicated use by staff only
- Minimum ½-hour intervals between programs to allow swimmers to vacate change rooms and cleaning of all high touch surfaces to be performed.
- Swimmers waiting to enter for the next program will be required to line up outside at 2m intervals which will be marked.
- Once the door is opened, swimmers will enter the reception area one at a time and use hand sanitizer (provided) while verbally completing a COVID-19 screening form. This information will be recorded by a staff member located in the office (behind a glass window). Once the screening has been completed and payment received, the bather may enter the facility, quickly change and continue on deck. **All swimmers are encouraged to arrive with suit on to eliminate the need for time spent in the change room area.**
- A more thorough disinfecting of change rooms/washrooms will take place twice daily, as per SWPH guidelines.
- Any child who is not accompanied by an adult may be asked to complete a swim test by the guard on duty, therefore limiting the possibility of contact due to rescue efforts.

Training will be held with all pool staff pertaining to this action plan and proper cleaning requirements. Through daily communication with staff, this plan may be altered or expanded to meet the needs of our lifeguards and address any concerns from the public.

Certification – The final piece necessary before opening is ensuring our guards have the proper certifications in place to fulfill their roles at the pool. Due to COVID-19, re-certifications that were scheduled for early spring were not able to be completed. We are currently working closely with SWPH inspectors to determine if extensions could be granted for those guards who find themselves in this situation. I have also spoken to Red Cross about the possibility of having an examiner provide the re-certs in our pool. I hope to have more information available as a verbal update to this report on Council day.

Schedule – I cannot provide a firm opening date at this time due to our certification/inspection process. A draft program schedule will be forwarded to you in the coming days, but this may need

to be altered depending on the above-mentioned certification issues. If possible, we plan on being open 8am – 9pm, Monday through Sunday, to provide as much access to the pool as possible.

Report Approval Details

Document Title:	West Elgin Pool Update.docx
Attachments:	
Final Approval Date:	Jun 23, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2020-06-25
Report: 2020-15
Subject: **Waver of Penalty & Interest on Water/Sewage Billings.**

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer; and

That West Elgin Council hereby approves the waving of interest on all unpaid water/sewage bills with the due date of June 25, 2020; and

That West Elgin Council authorize no water service disconnection happen until August 1, 2020.

Background:

On March 20, 2020, Council passed a resolution to wave penalty and interest on all receivables until April 30, 2020. Also, on April 20th Council passed another resolution with additional relief and reduced the penalty on current property taxes to 0.5% per month until August 31, 2020.

Over the last few weeks we have noticed an increased number of customers unable to pay their utility bill on time. Based on input and discussion with staff we have developed an amendment required to wave the interest for non-payment of water and sewer accounts.

The proposal, if passed, will:

- Waive penalty (0% rate) for June 25th due date
- Suspend water shut offs related to non-payment until August 1st

Staff will continue to monitor the situation and will advise Council if further changes are needed. While this proposal addresses waiving the penalty, it does not remove the obligation for water and sewer accounts to be paid and it also does not change the due dates for the water bills.

Maintaining the due date is important for the Municipality to maintain cash flow.

It is worth noting that staff has been working with water/sewer users to develop payment plans to help clear account balances over the last half of 2020. Depending on the level of assistance required, there may be the need to wave penalty in the upcoming months. Staff will also continue to explore options to develop programs that provide relief to those that are directly affected and need relief.

Financial Implications:

The estimated impact is a reduction of revenue from penalties of approximately \$1,500.00.

Report Approval Details

Document Title:	Waver of water penalty and interest.docx
Attachments:	
Final Approval Date:	Jun 23, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott

Four Counties Transportation Services Committee

Minutes

**February 3, 2020, 8:30 a.m.
Council Chambers, West Elgin Municipal Building**

Present: Bonnie Rowe, Chair
Duncan McPhail, West Elgin
Ian Carruthers, Southwest Middlesex
Linda Dunn, Adult Day Program
Marigay Wilkins, Southwest Middlesex
John Wright, Chatham-Kent

Regrets: Shelley Vergeer
Ann-Marie Millson

Staff Present: Jana Nethercott
Magda Badura

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 8:33 a.m.

2. Adoption of Agenda

Resolution No. FCTS 2020-01

Moved: Marigay Wilkins

Seconded: Ian Carruthers

That the Four Counties Transportation Services Committee adopt the agenda of December 16, 2019 as printed and circulated.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Resolution No. FCTS 2020-02

Moved: Linda Dunn

Seconded: Ian Carruthers

That Four Counties Transportation Services Committee hereby approve the Minutes of December 16, 2019 as amended.

Carried

5. Business Arising from Minutes

Chair B. Rowe stated that the terms of reference update were approved at West Elgin Council.

6. Financial Information

CAO/Treasurer M. Badura stated that all bills are now in for 2019 and the participating municipalities should be receiving their billing in mid February. The 2019 fiscal year finished below the budgeted shortfall. Ms. Badura handed out a graph showing ridership by municipality from 2017 to 2019.

Marigay Wilkins and Bonnie Rowe are considering requesting a delegation with the Minister of Health at the AMO Conference in August and Linda will work with them for a power point presentation.

Ms. Badura stated that she will be bringing information on a purchase of a new bus to the next meeting including the difference in cost between a 2 or 4 wheelchair capacity.

Resolution No. FCTS 2020-03

Moved: Marigay Wilkins

Seconded: Ian Carruthers

That the Four Counties Transportation Services Committee receives the Financials as of December 31, 2019 as presented by CAO/Treasurer Magda Badura.

Carried

7. New Business

7.1 Council Delegations

Chair Bonnie Rowe reported that a letter was sent to the Councils of the previous delegations, however no concrete requests to expand borders

have been received. There will be delegations at Brooke Alvinston and Adelaide Metcalf coming up.

7.2 Rate Increase Feedback

Chair Bonnie Rowe reported that the users billing has just been sent out that includes the rate increases. The bus drivers have reported that they have not had any negative feedback regarding this increase.

7.3 New Bus Advertising

Chair Bonnie Rowe stated that until costs have been reported regarding the purchase of a new bus an advertising committee will not be required. Ms. Rowe inquired if the Committee would be interested in finding sponsorship to subsidize special trips for groups? CAO/Treasurer reported that we have had repeated requests for special trips on Sunday's for church or on statutory holidays, such as Good Friday or Christmas Eve and that may be an option for sponsorship of special trips.

Ms. Badura also requested that voicemail message on the toll free number to call for bookings can be updated on days that the bus is not in operation or if the bus drivers can have access to make changes to the voicemail to avoid a call in fee for the drivers.

8. Adjournment

Resolution No. FCTS 2020-04

Moved: Linda Dunn

Seconded: Ian Carruthers

That the Four Counties Transportation Services Committee hereby adjourn at 9:28 a.m. to meet again at 8:30 a.m. on April 20, 2020, or at the call of the chair.

Carried

Bonnie Rowe, Chair

Jana Nethercott, Clerk

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



234-2020-2382

June 12, 2020

Dear Heads of Council / Clerks and CAOs:

Nothing is more important than protecting the health and well-being of Ontarians. Since first learning of COVID-19, Ontario has taken decisive action to stop the spread of this deadly virus, and we thank you for your support in our efforts.

We appreciate that the current situation for municipalities is not “business as usual”, and that all municipalities have had to make adjustments to adapt to new priorities and shifting ways of doing business.

When municipalities requested our help, we listened and acted quickly to legislate [changes to the Planning Act and make the necessary regulation to suspend decision-making timelines](#). These changes balanced the need to suspend the timelines that would allow a municipality to refocus time and resources on the COVID-19 outbreak, while allowing councils to continue to make decisions on planning matters as municipal capacity evolved.

As we move forward with our gradual approach that will allow Ontario to emerge from the COVID-19 outbreak, we know that getting shovels in the ground is key to moving forward on the path to economic recovery together. Many municipalities may be well on their way to a more normalized planning review process, and we want to ensure that the land use planning system is in step with a municipality’s expanding capacity during this time. As a result, we intend to end the temporary suspension of the Planning Act timelines as of June 22nd, 2020.

We understand that the safety of your constituents must remain a priority, and that there are certain provincial restrictions in place regarding public gatherings. Therefore, we encourage you to continue to use electronic and virtual channels, as appropriate, to engage and provide the public with an opportunity to make representations on planning matters, while following the advice of Ontario’s Chief Medical Officer of Health.

.../2

It is vital for our economic recovery from this outbreak that we work together to help move the planning approvals process forward. We need to continue the important job of creating housing and keeping infrastructure projects moving while also ensuring we maintain public health. Development has always played a key role in supporting growth in our communities, and it will play an especially important role on our road to economic recovery from COVID-19.

Let me assure you that our government is working to support you, our municipal partners, and will continue to work collaboratively to keep all Ontarians safe.

Sincerely,



Steve Clark
Minister

c. Association of Municipalities of Ontario



June 10, 2020

Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

Dear West Elgin Council,

Subject: Recruitment of Members for the Terrace Lodge Redevelopment Fundraising Committee

I am pleased to share the exciting news that after a short delay, Elgin County will restart work on the Terrace Lodge Long-Term Care Home Redevelopment Project. The highly anticipated \$30M redevelopment project, funded by the County and the Province of Ontario, will involve extensive renovations to the existing 100-resident spaces. The project will include an addition and will be completed over three (3) phases of construction activity. As each phase of construction is completed, residents will benefit from a refreshed setting that meets current design standards including enhanced accessibility, private bathrooms, additional lounges and dining areas. The anticipated completion date for this project is November 2023.

The funding committed to this project covers the costs associated with base construction, equipment and furnishings. It does not include any "value added" components. Funds raised through the community will be used for project and service enhancements that will directly support quality of life improvements for all residents and will help make Terrace Lodge feel like "home" for our residents and their families.

The Fundraising Committee, which is Chaired by County Councillor Dominique Giguère (Deputy Mayor, Township of Malahide), is actively seeking additional committee members. On behalf of the Terrace Lodge Fundraising Committee, I am writing to request your help to identify community members who might be interested in serving as a member of the Terrace Lodge Fundraising Committee. The Committee has eight (8) vacancies with spots available for representatives from local service groups, local businesses and local citizens.

I have every confidence that this dedicated committee will engage the community in the redevelopment of Terrace Lodge. If you know of someone who is interested in being involved in this very exciting and worthwhile project, I encourage you to share the attached advertisement and application form. This is a great opportunity to make a difference in the lives of our seniors' community.

If you have any questions, please do not hesitate to contact me.

Yours truly,

Warden Mennill

cc: Terrace Lodge Redevelopment Fundraising Committee
Terrace Lodge Redevelopment Steering Committee

County of Elgin
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
www.elgin-county.on.ca



2020-2022 Application for Citizen Appointments to Boards and Committees

GET INVOLVED IN AN ELGIN COUNTY BOARD OR COMMITTEE

Volunteering on a board or committee is a great way to share your ideas, expertise and enthusiasm with your local government. As a member, you will be able to provide advice to County Council and staff and contribute to the development of policies, programs and initiatives that will help enhance Elgin County. Whatever your area of interest, there is a board or committee that would benefit from your input and involvement.

Residents and Business Owners of Elgin County are encouraged to apply for the following Boards or Committees:

COMMITTEE: Terrace Lodge Redevelopment Fundraising Committee	# Vacancies: 8
<p>Assist the Terrace Lodge Redevelopment Project Steering Committee to meet its project targets, including working with staff and volunteers to recommend goals and objectives of the fundraising initiatives, including, but not limited to:</p> <p>Recommend and draft a Fundraising plan that supports and encourages community engagement with Terrace Lodge Redevelopment Project both in the short and long-term, for approval by the Terrace Lodge Redevelopment Steering Committee;</p> <p>Support the staff and volunteers to identify, research, solicit, foster and steward major perspective donors to build project specific support;</p> <p>Assist with the development and cultivation of mutually supportive fundraising partnerships with local community groups and organizations;</p> <p>Monitor and evaluate progress in meeting fundraising targets</p> <p>Review policies and procedures associated with fundraising activities so that they are conducted in accordance with County of Elgin Policies;</p> <p>Recommend fundraising policies that ensure fundraising best practices are maintained and that the committee's program is donor-centric;</p> <p>Promote and support fundraising events/activities by attending, volunteering and/or giving in kind assistance to the level that committee members are able; and</p> <p>Review and recommend levels of sponsorship recognition and evaluate methods of donor recognition and stewardship opportunities so that all donations of time and money are recognized appropriately</p> <p>Skills/Qualifications:</p> <p>Must be a community member or representative of either a local business or service group within East Elgin municipalities. Citizen appointments to Committees listed in this By-Law must be at least 18 years or older, a landowner/business owner in the County of Elgin, and be one of the following:</p> <ul style="list-style-type: none"> (i) A Canadian Citizen; or (ii) Permanent Resident, a person who has been given permanent resident status by immigrating to Canada but is not a Canadian Citizen, and has resided in Elgin County for at least one year; (iii) Appointees must maintain residence in the County of Elgin for the duration of their term of Committee 	

ALL APPLICATIONS MUST SUBMITTED TO:

**Corporation of the County of Elgin
c/o County CAO/Clerk**

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

Phone: 519-631-1460 Fax: 519-633-7661

or e-mail to: cao@elgin.ca

ON OR BEFORE 4:30 P.M. on Tuesday, March 31, 2020



**2020 - 2022
Application for Citizen
Appointments to Boards and
Committees**

COMMITTEE & POSITION

APPLICANT INFORMATION

Name:

Address:

Home Phone:

Email Address:

Are you a resident or business owner in Elgin County?

- | |
|---|
| <input type="checkbox"/> Yes
<input type="checkbox"/> No |
|---|

Are you 18 years of age or older?

- | |
|---|
| <input type="checkbox"/> Yes
<input type="checkbox"/> No |
|---|

QUESTIONNAIRE

Why are you interested in becoming a member of Terrace Lodge Redevelopment Fundraising Committee?

Briefly describe your current and past community or volunteer involvement.
--

Briefly describe skills or experience relevant to Terrace Lodge Redevelopment Fundraising Committee.
--

What strengths will you bring to the Terrace Lodge Redevelopment Fundraising Committee?
Additional Information
Please attach any additional information/comments to the application form.

<p>I hereby consent to the release of my address and telephone number(s).</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I hereby understand that information on this form and any supplementary information provided as part of this application is collected under the authority of the Municipal Act and is used to evaluate the qualifications of Citizen Appointees to Elgin County Committees or Boards and will become part of the public record. Direct inquiries to the CAO/Clerk at the address noted below. By submitting this form, applicants consent to discussion of their personal information at open meetings of Council.</p> <p>Applicant's signature: _____ Date: _____</p>

Please return this application form to the attention of:

Corporation of the County of Elgin
c/o County CAO/Clerk
450 Sunset Drive, St. Thomas ON N5R 5V1
Phone: 519-631-1460 Fax: 519-633-7661
e-mail: cao@elgin.ca

Personal information on this form is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to evaluate the qualifications for citizen appointees to the County of Elgin Boards and Committees

June 16, 2020

Hon. Doug Ford
Premier
Premier's Office
Room 281
Legislative Building, Queen's Park

Dear the Honourable Doug Ford:

Please be advised that at it's June 11th, 2020 meeting, Grey County Council endorsed the following resolution for your consideration:

CW93-20 Moved by: Councillor Robinson Seconded by: Councillor Keaveney

Whereas now more than ever in our increasingly electronic world, Grey County families and business owners have a need for reliable and affordable broadband to conduct business and stay connected both locally and beyond; and

Whereas broadband is a contributing social and economic driver in supporting the vitality and growth of our communities; and

Whereas families require internet to enable their children to complete school assignments, take online courses, maintain a human connection, or just stream movies at home; and

Whereas Grey County agriculture production, medical, health care, manufacturing, retail and the service industry depend on reliable high-speed connections to support and ensure business continuity and success; and

Whereas connectivity has been a lifeline for those businesses and sectors with access to reliable broadband during this global pandemic; and

Whereas reliable broadband will continue playing an essential role in the economic and social recovery of communities across Grey

County post-pandemic; and

Whereas not all areas of Grey County are within a connectivity coverage area which continues to be increasingly challenging, and amplified by the COVID-19 pandemic; and

Whereas Grey County has unserved areas as well as under-served areas that receive inadequate or disproportionately low levels of service; and

Whereas while it is important for the Provincial Government to look at both the number of people and the number of businesses that can be serviced by broadband expansion, it is essential, as well, that the Province provide broadband service to areas that have a small number of people, yet cover a vast geographical area; and

Whereas the need for broadband infrastructure improvement is now;

Now Therefore Be It Resolved that Grey County representing our Grey County residents and business owners alike, call to action Premier Ford; Minister of Infrastructure, Minister Scott; Ministry of Agriculture, Food and Rural Affairs, Minister Ernie Hardeman and Associate Minister of Energy & MPP Walker to champion the implementation of broadband in the unserved and under-served areas of Grey County; and

That this resolution be forwarded to all Ontario municipalities for their endorsement.

If you require anything further, please do not hesitate to contact me.

Yours truly,

Tara Warder
Deputy Clerk/Legislative Coordinator
(519) 372-0219 x 1294
tara.warder@grey.ca
www.grey.ca

cc Hon. Laurie Scott, Minister of Infrastructure
Hon. Bill Walker, Associate Minister of Energy & Bruce – Grey - Owen Sound MPP
Hon. Ernie Hardeman, Ministry of Agriculture, Food and Rural Affairs
All Ontario Municipalities

June 18, 2020

RE: Universal Basic Income Resolution

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held June 17, 2020, passed the following resolution:

2020-438

Moved by Cathy Little, Seconded by Aakash Desai

Whereas the World Health Organization on March 11, 2020 declared COVID-19 a pandemic, pointing to the growing number of cases of the coronavirus illness around the world and the sustained risk of further global spread; and

Whereas in response to the COVID-19 pandemic, the Province of Ontario and the Municipality of Grey Highlands have declared a state of emergency under the Emergency Management and Civil Protection Act; and

Whereas, to help reduce the financial strain on its citizens and businesses during the COVID-19 pandemic, the Municipality of Grey Highlands has approved disbursement of funds to local food banks and redirection of Community Grant Program funds to local community organizations providing relief to Grey Highlands residents in crisis; and

Whereas Statistics Canada has reported that the unemployment rate has risen to 13.7 per cent in Canada and 13.6 per cent in Ontario in May 2020; and that the COVID-19 pandemic has impacted the employment of 3.1 million Canadians from February to April; and that lower-wage earners, women and students are being impacted disproportionately; and

Whereas the Federal government has announced \$82 billion in relief funding for the COVID-19 Economic Response Plan, utilizing tax deferrals, subsidies, loans, and credits to support citizens, businesses, and industries; and

Whereas according to a 2018 Parliamentary Budget Office report, a Canada-wide basic income of the type previously piloted in Ontario would have an annual net cost of \$44 billion; and

Whereas a basic income ensures everyone an income sufficient to meet basic needs and live with dignity, regardless of work status; and

Whereas a basic income has the potential to improve individual physical and mental health, labour market participation, food security, housing stability, financial status and social relationships and generally raise the standard of living for vulnerable members of society; and

Whereas a universal basic income would likely have many positive societal effects, including reducing poverty, reducing strain on health care and social assistance systems, supporting businesses and the economy, reducing crime, as well as reducing administrative complexity and creating efficiencies for those in need of financial and economic support measures; now

Therefore, be it resolved that the Council of the Municipality of Grey Highlands urges the Ontario Provincial government and the Federal government to work together to investigate the feasibility of implementing a universal basic income program; and

**That this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of Children, Community and Social Services; the Minister of Municipal Affairs and Housing; Ministry for Seniors and Accessibility; the Association of Municipalities of Ontario; local MPPs and MPs; The County of Grey; all Municipalities with the Province of Ontario; and the Federation of Canadian Municipalities.
CARRIED.**

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

Sincerely,



Jerri-Lynn Levitt
Deputy Clerk
Council and Legislative Services
Municipality of Grey Highlands



Royal Canadian Legion Branch 221 – West Elgin
142 John Street West Lorne ON
N0L 2P0
519-768-1890
Email: branch221@hotmail.ca

June 22, 2020

Attention: Municipal Clerk Jana Nethercott
and the Mayor and Council of the Municipality of West Elgin

With the recent Provincial Government announcement of Stage 2 of the reopening of the economy following the Covid-19 Pandemic the members and executive of the Royal Canadian Legion Branch 221 in West Lorne would like your support in the reopening of our branch.

We already have in place a licensed patio that is adjacent to our building and can be entered through a sliding patio door. By following the provincial guidelines for physical distancing we would have the capacity to hold 10 to 15 persons at one time, depending if they live in the same household. Our plan is to open on Saturday's only from 12 Noon till 3pm hopefully starting Saturday, June 27, 2020. We would be serving hamburgers, hotdogs and fries along with any alcoholic or non alcoholic beverage to our patrons. Take out orders would also be acceptable.

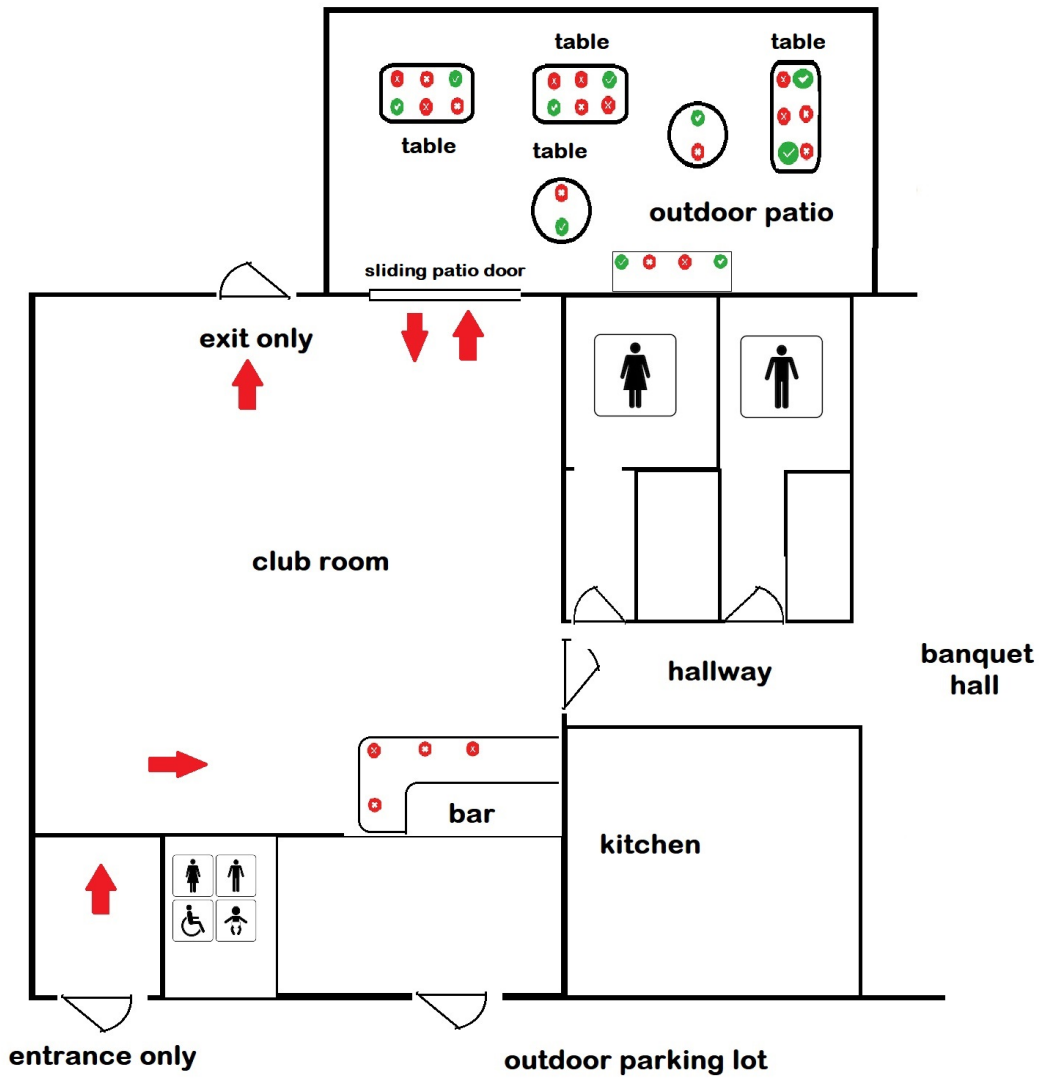
We will have all proper signage provided by the Southwestern Public Health Unit posted in the designated areas as well as markings on the floors to direct our patrons properly. All chairs will be removed from the bar area so that no one can be seated on the inside of the building. Our washrooms will be closed with the exception of the handicapped unisex washroom that is situated along side the main entrance. All patrons would enter at our main entrance and then be escorted to the patio area after placing their food and/or drink order. When the patron is ready to leave they would then be escorted to another exit door. Bartender and food prep persons would be wearing protective masks and plexiglass will be installed at ordering and money exchange areas.

Our branches revenue is used for purposes for our community needs and our local veterans and their families. Our branches last opening day was March 14, 2020 and since then we have lost all revenues. It is our hopes that we can get back to a new normal and continue to serve our community and our veterans. Providing that we can establish enough volunteers to make this reopening happen the support of our council and municipality is greatly appreciated.

A non scale diagram of our patio and floor plan is attached.

Regards,
The Executive and Membership of the Royal Canadian Legion Br. 221 – West Elgin

Br 221 Covid - 19 floor plan





MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2020-47

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on June 25, 2020.

Whereas Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

Whereas Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

Whereas it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law;

Now therefore the Council of the Municipality of West Elgin enacts as follows:

1. That the actions of the meeting of Council held on June 25, 2020, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 25th day of June, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk