



Municipality of West Elgin

Agenda

Council Meeting

Date: July 16 2020, 9:30 a.m.

Location: 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 10 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. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. **Disclosure of Pecuniary Interest**

4. **Adoption of Minutes**

6

Recommendation:

That the Minutes of the Council meeting on June 25, 2020 be adopted as circulated and printed.

5. **Business Arising from Minutes**

6. Delegations

6.1 C. Scrimgeour - Audited 2019 Financial Statements & Letter of Independence 16

Recommendation:

That West Elgin Council hereby approves the 2019 Audited Financial Statements, as presented by Christine Scimgeour, Auditor.

7. Staff Reports

7.1 Building

7.1.1 J. Morgan-Beunen, CBO - Building Activity Report June 2020 33

Recommendation:

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

7.2 Health and Safety Committee

7.2.1 J. Simpson, Heath & Safety Coordinator - 2020 Second Quarter Update 45

Recommendation:

That West Elgin Council hereby receives the report from the joint Health and Safety Committee re: 2020 Second Quarter Update for information purposes.

7.3 Planning

7.3.1 H. James, Planner - West Elgin Official Plan Update Preliminary Review 47

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the West Elgin Official Plan update preliminary review; and,

That West Elgin Council hereby authorizes staff to proceed with request for proposals to update the Official Plan and to commence the update at the same time as the update to the County of Elgin Official Plan.

7.4	Operations & Community Services	
7.4.1	L. Gosnell, Manager of Operations & Community Services - Monthly Report	50
	Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services, for information purposes.	
7.5	Clerk	
7.5.1	J. Nethercott, Clerk - ATV Legislation Updates	53
	Recommendation: That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: ATV Legislation Updates; for information purposes.	
7.6	Finance/Administration	
7.6.1	M. Badura, CAO/Treasurer - WWTP 20-Year Capital Plan	60
	Recommendation: That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: Rodney WWTP 20-Year Capital Plan; and That West Elgin Council hereby approves transfer from the Rodney Sewage Reserve to pay for the invoice no. INV00000002441 in the amount of \$34,015.00, which is over the budgeted amount.	
8.	Committee and Board Report	
8.1	Elgin County Council	62
8.2	West Elgin Community Centre Board of Management	66
8.2.1	Letter from Board to Minister Yurek	69
8.3	Four Counties Transit Board	
8.3.1	February 3, 2020 Minutes	70
8.3.2	June 22, 2020 Minutes	79

8.3.3 Resumption of Transit Services

83

Recommendation:

That West Elgin Council hereby approves the recommendation of the Four Counties Transit Committee that the Four Counties Transit Service resume services as of August 3, 2020.

8.4 Tri-County Water Board of Management

94

9. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #7 amounting to \$2,175,341.45 in settlement of General, Road, Water and Arena Accounts (including EFT#2772-2812 Cheque# 25371-25374, online Payments# 462-471 and Payroll PP13/14).

10. Other Business

10.1 Statements/Inquires by Councillors

10.2 Notice of Motion

10.3 Matters of Urgency

11. Correspondence

11.1 Province of Ontario - Economic Recovery Act, 2020

98

11.2 Elgin County Council - WOWC Appeals for Equitable Broadband Funding

109

11.3 Elgin County - Notice of Decision extension of Lighthouse

116

11.4 T. Bradshaw - Request to Reduce Fees

124

12. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at _____ a.m. under section 239(2)(b)&(e) of the Municipal Act, consideration will be given to personal matters about identifiable individual(s) including municipal or local board employee(s) and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

13.	Report from Closed Session	
14.	By-Laws	
14.1	By-Law 2020-48 - Appoint Jeff McArthur Fire Chief	125
	Recommendation: That By-law 2020-48, being a by-law to appoint a Fire Chief for the West Elgin Fire Department, be read a first, second and third and final time.	
14.2	By-Law 2020-49 - Appoint Al Beer Deputy Fire Chief	127
	Recommendation: That By-law 2020-49, being a by-law to appoint a Deputy Fire Chief for the West Elgin Fire Department, be read a first, second and third and final time.	
14.3	By-law 2020-50 - Shared Services Agreement for Fire Chief	129
	Recommendation: That By-law 2020-50, being a by-law to authorize the execution of an agreement between The Corporation of the Township of Southwold and The Corporation of the Municipality of West Elgin for the services of Fire Chief, be read a first, second and third and final time.	
14.4	By-Law 2020-51 - Agreement to Release and Indemnify	148
	Recommendation: That By-law 2020-51, being a by-law to authorize the execution of an agreement between The Corporation of the County of Elgin and The Corporation of the Municipality of West Elgin for release and indemnification, be read a first, second and third and final time.	
15.	Confirming By-Law	153
	Recommendation: That By-law 2020-52, being a by-law to confirm the proceeding of Council on July 16, 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 August 13, 2020 or at the call of the Chair.	



Municipality of West Elgin

Minutes

Council Meeting

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

Electronic Participation Meeting via Zoom

- Present:** Mayor D. McPhail
Councillor T. Tellier
Councillor A. Cammaert
Councillor B. Rowe
- Regrets:** Deputy Mayor R. Leatham
- Staff Present:** M. Badura, CAO/ Treasurer
J. Nethercott, Clerk
L. Gosnell, Manager of Operations & Community Services
H. James, Planner
- Also Present:** Brian Lima, Elgin County Engineer

2. Call to Order

Mayor Duncan McPhail called the Open Session of Council to order at 9:34 a.m.

4. Adoption of Agenda

Resolution No. 2020-200

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby adopts the Agenda as presented.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (3 to 0)

5. Disclosure of Pecuniary Interest

No disclosures.

6. Delegations

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

County Engineer Brian Lima presented a power point presentation with drawings of an addition and redevelopment of the municipal office at 22413 Hoskins line as well as projected costs. The design allows for more separation of staff to meet COVID-19 protocols as well as gives separation for Service Ontario and Council Chambers.

Clerk Jana Nethercott reported that along with the County Accessibility Coordinator the municipality would be applying for a grant of up to \$100,000 to assist with the construction of the two new accessible washrooms and other costs.

This addition and renovation will be part of the 2021 budget deliberations.

7. Adoption of Minutes

Resolution No. 2020-201

Moved: Councillor Tellier

Seconded: Councillor Rowe

That the Minutes of the Council meetings on June 11 and June 18, 2020 be adopted with typo correction to Section 8.2.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (3 to 0)

8. Business Arising from Minutes

Councillor Tellier reported that the Rodney Aldborough Agricultural Society is doing a bottle drive.

Councillor Cammaert reported that West Lorne Legion also just announced a bottle drive.

Council directed staff to respond to Ridgetown Kiwanis that we are not able to provide them with a location for their containers.

9. Staff Reports

9.1 Planning

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

Resolution No. 2020-202

Moved: Councillor Rowe

Seconded: Councillor Cammaert

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.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (3 to 0)

9.2 Operations & Community Services

Heather James exited the meeting at 10:05 a.m.

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

Resolution No. 2020-203

Moved: Councillor Tellier

Seconded: Councillor Rowe

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.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (3 to 0)

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

Resolution No. 2020-204

Moved: Councillor Tellier

Seconded: Councillor Cammaert

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.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (3 to 0)

9.3 Clerks

Council recessed at 10:40 a.m. and reconvened at 10:50 a.m.

9.3.1 Additional Meeting in July

Resolution No. 2020-205

Moved: Councillor Rowe

Seconded: Councillor Tellier

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

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (3 to 0)

9.3.2 J. Nethercott, Clerk - Request to Waive Fees for Pavilion Use

Resolution No. 2020-206

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Request to Waive Fees for Miller Park Pavilion and Port Glasgow Pavilion; and

That West Elgin Council hereby approves the waiver of all rental fees for the Miller Park and Port Glasgow Pavilion until September 30, 2020 as a way to promote getting outside and being active during the COVID-19 Pandemic.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (3 to 0)

9.4 Finance

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

Resolution No. 2020-207

Moved: Councillor Tellier

Seconded: Councillor Cammaert

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.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (3 to 0)

10. Committee and Board Report

Councillor Tellier reported that she attended a Youth Task Force meeting and they held discussions on how to assist the local youth during the pandemic. Currently the task force is doing porch drop offs and doing out reach to identify at risk youth.

10.1 Four Counties Transit Board

Councillor Rowe reported that a virtual meeting was held on Monday June 22, 2020 to bring the partner municipalities up to date on the service suspension. Ms. Rowe also stated that Brooke Alvinston is interested in joining the Four Counties Transit System and that staff would be working on a draft agreement for all member municipalities as there currently isn't an agreement in place.

10.3 Port Glasgow Yacht Club Board of Directors Meeting

Mayor McPhail reported that a meeting was held on June 22, 2020 at the Yacht Club and there were a few items that Council needs to be made aware of.

Mayor would like Council's blessing to work with the local MP & MPP to bring together all relevant agencies and groups to ensure that everyone is comfortable with water calming measures, prior to applying for approvals. Council agreed with this.

Lee Gosnell, Manager of Operations & Community Services reported that the West Piers at the Marina will require additional materials to build them up do to high water levels. Mr. Gosnell is looking into permits and costs and will report back to Council with his findings.

Mr. Gosnell reported that as Council is aware there has been substantial flooding of sixteen mile creek and through discussions with the Yacht Club the idea of installing an overflow pipe that would outlet into the dock basin to prevent the back up of the creek has been agreed upon and the

information has been sent to the Lower Thames Valley Conservation Authority for approval.

Councillor Cammaert requested an update on the erosion control work that has taken place previously at the Marina. Mr. Gosnell stated that all the rebar that was exposed has been removed and clay has been placed to assist with coverage. Once the rough water calms down seeding will take place.

11. Accounts

Resolution No. 2020-208

Moved: Councillor Tellier

Seconded: Councillor Cammaert

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).

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe
Abstain (1): Mayor McPhail

Carried (3 to 0)

12. Other Business

12.1 Statements/Inquires by Councillors

Councillor Tellier reported that West Elgin Community Health Centre is looking for community members to join their board of directors.

Councillor Cammaert reported that she received concerns from a local principal regarding access to internet for students. Mayor McPhail stated there is a task force being set up at the County level.

12.2 Notice of Motion

None.

12.3 Matters of Urgency

Lee Gosnell, Manager of Operation & Community Services requested permission to gather quotes to repair the roof of the municipal building on the East side, due to leakage. Mr. Gosnell will report back to Council with quotes at a future meeting.

13. Correspondence

13.2 D. Mennill, Elgin County Warden - Request for assistance in recruiting Terrace Lodge Fundraising Committee Members

13.3 Grey County - Letter to Premier Ford regarding broadband access

Resolution No. 2020-209

Moved: Councillor Cammaert

Seconded: Councillor Rowe

Whereas West Elgin Council wishes to support resolution number CW93-20 from Grey County; and

Whereas West Elgin recognizes that the need for reliable access to affordable broadband is required for education and business purposes to ensure continuity and success; and

Whereas reliable broadband will continue to play an essential role in economic and social recovery across Ontario post-pandemic; and

Whereas not all residents of West Elgin are within a connectivity coverage area and that rural areas often 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 the Municipality of West Elgin representing our residents and business owners alike, call to action Premier Ford, Minister of Environment, Conservation and Parks, the Honorable Jeff Yurek to champion the implementation of broadband in the under-serviced areas of West Elgin;

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe
Abstain (1): Mayor McPhail

Carried (3 to 0)

13.4 Grey Highlands - Universal Basic Income Resolution

Resolution No. 2020-210

Moved: Councillor Rowe

Seconded: Councillor Tellier

Whereas West Elgin received a resolution from the Municipality of Grey Highlands with regard to the creation of a Universal Basic Income for citizens; and

Whereas the Council of West Elgin agrees that the creation of a Universal Basic Income would assist in reducing the financial strain on its citizens and businesses during the COVID-19 pandemic; and

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

Therefore be it resolved that the Council of the Municipality of West Elgin urges the Ontario Provincial government and the Federal government work together to investigate the feasibility of implementing a universal basic income program.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe
Abstain (1): Mayor McPhail

Carried (3 to 0)

13.5 West Lorne Legion - Request for support of opening of patio

Resolution No. 2020-211

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby issue a letter of support for the West Lorne Legion in support of re-opening of the patio.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe
Abstain (1): Mayor McPhail

Carried (3 to 0)

15. Confirming By-Law

Resolution No. 2020-212

Moved: Councillor Cammaert

Seconded: Councillor Tellier

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.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (3 to 0)

16. Adjournment

Resolution No. 2020-213

Moved: Councillor Rowe

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin hereby adjourn at 11:39 a.m. to meet again at 9:30 a.m. on 16th of July, 2020 or at the call of the Chair.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe

Abstain (1): Mayor McPhail

Carried (3 to 0)

Duncan McPhail, Mayor

Jana Nethercott, Clerk

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

DRAFT

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

-1- Independent Auditor's Report

-3- Consolidated Statement of Financial Position

-4- Consolidated Statement of Operations and Accumulated Surplus

-5- Consolidated Statement of Cash Flows

-6- Consolidated Statement of Change in Net Financial Assets

-7- to -13- Notes to the Consolidated Financial Statements

-14- Schedule 1 - Consolidated Schedule of Tangible Capital Assets

-15- Schedule 2 - Consolidated Schedule of Segmented Information

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Municipality of West Elgin

Opinion

We have audited the accompanying consolidated financial statements of Municipality of West Elgin (the "Municipality"), which comprise the Consolidated Statement of Financial Position as at December 31, 2019, and Consolidated Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Municipality of West Elgin as at December 31, 2019 and its financial performance and its changes in cash flows and net financial assets for the year then ended, in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

July 16, 2020
London, Canada

LICENSED PUBLIC ACCOUNTANT

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019**

	2019	2018
FINANCIAL ASSETS		
Cash and short-term investments	\$ 9,443,732	\$ 9,609,807
Taxes receivable	973,909	1,185,466
Accounts receivable	3,026,367	1,446,055
	13,444,008	12,241,328
LIABILITIES		
Accounts payable and accrued liabilities	1,425,884	1,252,929
Deferred revenue (note 6)	656,915	460,733
Net long-term liabilities (note 7.a)	131,839	89,095
	2,214,638	1,802,757
NET FINANCIAL ASSETS	11,229,370	10,438,571
NON-FINANCIAL ASSETS		
Tangible capital assets (note 1.e) (Schedule 1)	42,979,835	43,191,299
Capital work in progress	2,402,554	692,309
Prepaid expenses	68,603	20,537
Inventories	39,835	40,997
	45,490,827	43,945,142
ACCUMULATED SURPLUS (page 4)	\$56,720,197	\$54,383,713

The accompanying notes are an integral part of these financial statements.

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Budget 2019	Actual 2019	Actual 2018
REVENUE			
Property taxation	\$ 3,545,366	\$ 3,408,502	\$ 3,323,254
User charges	3,840,386	4,113,331	4,039,962
Government grants	3,138,444	3,218,487	2,685,950
Investment income	96,500	178,779	143,947
Penalty and interest on taxes	130,000	110,959	130,042
	10,750,696	11,030,058	10,323,155
EXPENDITURES			
General government	1,420,210	973,239	975,098
Protection to persons and property	1,575,846	1,614,214	1,618,488
Transportation services	3,425,462	2,701,365	2,450,720
Environmental services	6,163,208	3,677,954	3,695,443
Recreation and cultural development	1,438,401	1,449,074	1,302,406
Planning and development	172,794	163,040	184,882
	14,195,921	10,578,886	10,227,037
Excess of operating revenue over expenditures (expenditures over revenue)	(3,445,225)	451,172	96,118
OTHER REVENUE (EXPENDITURES)			
Government transfers related to capital	1,857,514	1,689,632	708,327
Obligatory and other revenue related to capital	351,238	142,251	135,685
Net gain (loss) on disposal of tangible capital assets	-	53,429	(175,650)
	2,208,752	1,885,312	668,362
Excess of revenue over expenditures for the year	(1,236,473)	2,336,484	764,480
ACCUMULATED SURPLUS, BEGINNING OF YEAR	54,383,713	54,383,713	53,619,233
ACCUMULATED SURPLUS, END OF YEAR (note 8)	\$53,147,240	\$56,720,197	\$54,383,713

The accompanying notes are an integral part of these financial statements.

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	2019	2018
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess of revenue over expenditures (page 4)	\$ 2,336,484	\$ 764,480
Non-cash changes to operations		
Amortization	1,937,682	1,877,590
Net change in non-cash operating balances (A)	(999,618)	(94,820)
Net change in cash from operating activities	3,274,548	2,547,250
CAPITAL		
Acquisition of tangible capital assets	(1,845,876)	(1,733,125)
Net loss on disposal of capital assets	119,658	439,506
Decrease (increase) in work in progress	(1,710,245)	(236,264)
Net change in prepaid expenses	(48,066)	13,844
Net change in inventories	1,162	(20,868)
Net change in cash from capital activities	(3,483,367)	(1,536,907)
FINANCING		
Net change in long-term debt	42,744	(62,379)
Net change in cash and cash equivalents during the year	(166,075)	947,964
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	9,609,807	8,661,843
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 9,443,732	\$ 9,609,807
COMPRISED OF:		
Cash and short-term investments	\$ 9,443,732	\$ 9,609,807
	\$ 9,443,732	\$ 9,609,807

(A) Non-cash operating balances includes taxes and accounts receivable, accounts payable and accrued liabilities and deferred revenue.

The accompanying notes are an integral part of these financial statements.

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	2019	2018
Excess of revenue over expenditures (page 4)	\$ 2,336,484	\$ 764,480
Amortization of tangible capital assets	1,937,682	1,877,590
Acquisition of tangible capital assets	(1,845,876)	(1,733,125)
(Gain) loss on sale of tangible capital assets	119,658	439,506
Decrease (increase) in work in progress	(1,710,245)	(236,264)
Net change in prepaid expenses	(48,066)	13,844
Acquisition of (disposal of) inventories	1,162	(20,868)
Increase (decrease) in net financial assets	790,799	1,105,163
NET FINANCIAL ASSETS, BEGINNING OF YEAR	10,438,571	9,333,408
NET FINANCIAL ASSETS, END OF YEAR	\$11,229,370	\$10,438,571

The accompanying notes are an integral part of these financial statements.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

The Municipality of West Elgin (the Municipality) is a municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. Significant accounting policies

The consolidated financial statements of the Municipality are prepared by management in accordance with Canadian public sector accounting standards.

The focus of these financial statements is on the consolidated financial position of the Municipality and changes thereto. The Consolidated Statement of Financial Position reports financial assets and liabilities. Financial assets are available to provide resources to discharge existing liabilities or finance future operations. Net financial assets represent the financial position of the Municipality and is the difference between financial assets and liabilities. This information presents the Municipality's overall future revenue requirements and its ability to finance activities and meet its obligations.

The following outlines the significant accounting policies:

a. Reporting entity

These consolidated financial statements reflect the assets, liabilities, revenue, expenditures and accumulated surpluses and changes in investment in non financial assets of the Municipality. The reporting entity includes the activities of all committees of Council and the following boards, municipal enterprises and utilities which are under the control of Council:

Four Counties Community Transportation Services
Port Glasgow Yacht Club
West Elgin Arena
Tri-County Water Board

There are no non-consolidated entities.

b. Accounting for County and School Board transactions

The taxation, other revenue, expenditures, assets and liabilities with respect to the operations of the School Boards, and the County of Elgin are not reflected in the operations in these consolidated financial statements.

c. Trust fund

Trust fund and its related operations administered by the Municipality are not consolidated, but are reported separately on the Trust Fund Statement of Financial Position and Statement of Operations and Accumulated Surplus.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

1. Significant accounting policies continued

d. Accrual accounting

The accrual basis of accounting recognizes revenue as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

e. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expense, provides the Change in Net Financial Assets for the year.

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	25-50 years
Buildings and structures	30-70 years
Leasehold improvements	term of lease
Automotive	3-20 years
Information technology	3-10 years
Equipment	5-40 years
Infrastructure	20-75 years

The Municipality has a capitalization threshold of \$10,000, so that individual assets of lesser value are expensed unless they are pooled because collectively they have a significant value.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The fair value is also recorded as contributed revenue.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

1. Significant accounting policies continued

f. Inventories

Inventories held for consumption are recorded at the lower of cost or replacement cost.

g. Revenue recognition

Government grants and transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

h. Deferred revenue

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed, or the tangible capital assets are acquired.

i. Financial Instruments

Financial instruments of the Municipality consist mainly of cash, investments, accounts and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

j. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates.

k. Budgets

The Municipality's Council completes separate budget reviews for its operating and capital budgets each year. The approved operating budget for 2019 is reflected on the Consolidated Statement of Operations and Accumulated Surplus. For capital spending, budgets are set for individual projects and funding for these activities is determined annually and made by transfers from the accumulated surplus and by the application of applicable grants or other funds available to apply to capital projects.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

2. Tax revenue

Property tax billings are prepared by the Municipality based on an assessment roll prepared by the Municipal Property Assessment Corporation. All assessed property values in the Municipality were reviewed and new values established based on a common valuation date which was used by the Municipality in computing the 2019 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals will be recognized in the fiscal year they are determined and the effect shared with the County of Elgin and the appropriate School Boards.

3. Trust fund

Trust fund administered by the Municipality amounting to \$ 1,140 (2018 - \$ 1,119) is not been included in the Consolidated Statement of Financial Position nor have their operations been included in the Consolidated Statement of Operations and Accumulated Surplus.

4. Operations of School Boards and the County of Elgin

Further to note 2, the taxation revenue of the School Boards and County of Elgin are comprised of the following:

	School Boards	County
Taxation and user charges	\$ 1,212,133	\$ 3,456,341
Requisitions	\$ 1,212,133	\$ 3,456,341

5. Pension agreements

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The amount contributed to OMERS for 2019 was \$140,260 (2018 - \$121,641) for current service and is included as an expenditure on the Consolidated Statement of Operations and Accumulated Surplus. The Municipality had no obligation, as at December 31, 2019, under the past service provisions. The OMERS funding ratio for 2019 is 97.0% (2018 - 96.0%), with the goal of being fully funded by 2025.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

6. Deferred revenue

A requirement of the Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Municipality are summarized as follows:

	2019	2018
Federal gas tax	\$ 548,073	\$ 335,545
Federal gas tax - transit	83,258	76,821
Other	25,584	48,367
	\$ 656,915	\$ 460,733

7. Net long-term liabilities

	2019	2018
a. The balance of long-term liabilities reported on the Consolidated Statement of Financial Position is made up of the following:		
Total long-term liabilities incurred by the municipality including those incurred on behalf of school boards, other municipalities and municipal enterprises and outstanding at the end of the year amount to	\$ 214,865	\$ 205,979
Of the long-term liabilities shown above, the responsibility for payment of principal and interest charges for tile drain loans has been assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	(83,026)	(116,884)
Net long-term liabilities at the end of the year	\$ 131,839	\$ 89,095

- b.** Of the long-term liabilities reported in a. of this note, \$89,095 in principal payments are payable from 2020 to 2024 and are recoverable from user rates.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

7. Net long-term liabilities continued

- c. Approval of the Ontario Municipal Board has been obtained for those pending issues of long-term liabilities and commitments to be financed by revenue beyond the term of Council and approved on or before December 31, 1992. Those approved after January 1, 1993 have been approved by by-law. The principal and interest payments required to service these pending issue and commitments are within the debt repayment limit prescribed by the Ministry of Municipal Affairs.
- d. The Municipality is contingently liable for long-term liabilities with respect to tile drainage loans, and for those for which the principal and interest had been assumed by other municipalities, school boards and unconsolidated local boards, municipal enterprises, and utilities. The total amount outstanding as at December 31, 2019 is \$83,026 (2018 - \$116,884) and is not recorded on the Consolidated Statement of Financial Position.
- e. The Municipality paid interest on long-term liabilities of \$3,544 (2018 - \$5,862).

8. Accumulated surplus

The accumulated surplus on the Consolidated Statement of Financial Position, at the end of the year, are comprised of the following:

	2019	2018
Operating surplus		
-for general reduction of taxation	\$ -	\$ -
-for reduction of user fees	165,178	150,640
Invested in tangible capital assets	45,027,566	43,794,513
Reserves set aside for specific purpose	8,470,457	6,803,987
Reserve funds set aside for specific purpose	3,056,996	3,634,573
Accumulated surplus	\$56,720,197	\$54,383,713

9. Commitments

The Municipality has contracted with OCWA to operate and maintain their water and wastewater systems for a total contracted amount in 2019 - \$894,000 (2018 - \$894,605).

The Municipality contracts with the Ontario Provincial Police to provide policing services through the County of Elgin. The Municipality's share of this contract for 2019 - \$979,789 (2018 - \$983,399).

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

10. Public sector salary disclosure

There was one employee paid a salary, as defined in the Public Sector Disclosure Act, 1996 of \$100,000 or more.

11. Post-closure landfill costs

During 2007, the Municipality engaged a consultant to estimate the post-closure costs for the West Elgin Landfill site. It is estimated that it will cost \$296,180 in 2007 dollars which will approximate \$568,200 in the year 2022 which is the estimated year of closure. During 2019, the estimated year of closure has been extended to 2029. As of December 31, 2019, the Municipality has set aside \$805,763 (2018 - \$755,763) in the waste management reserve to fund these costs.

12. Contaminated sites

The Canadian public sector accounting standard 3510 requires municipalities to evaluate sites owned by the Municipality for potential contamination. This standard requires the Municipality to disclose the liability, if any, related to remediation of such sites. The Municipality is of the opinion there are no such contaminated sites and therefore, no liability is required.

13. Segmented information

Segmented information is presented on Schedule 2. The Municipality is a diversified municipality and provides a wide range of services to its citizens including police through contracted services, fire, transportation, environmental services, including water, wastewater and waste disposal and community services, including recreation and planning. The general government segment includes such functions as finance and information services, council and administrative offices.

14. Subsequent event

In March 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. The Municipality has followed the Provincial orders regarding essential services and as a result, has closed some of its services. It is unclear the total financial impact the COVID-19 virus will have on the Municipality. Council and staff continue to monitor the situation.

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Land	Land Improvements	Buildings	Automotive	Equipment	Roads and Bridges	Environmental Systems	2019 Total	2018 Total
COST									
Balance, beginning of year	\$ 5,041,873	\$ 2,299,384	\$ 15,012,732	\$ 5,304,556	\$ 14,981,524	\$ 11,929,609	\$ 13,069,966	\$ 67,639,644	\$ 66,884,706
Add:									
Additions during the year	-	12,007	21,491	189,559	310,007	787,823	524,989	1,845,876	1,733,125
Less:									
Disposals during the year	-	-	(69,217)	(117,024)	-	-	-	(186,241)	(978,187)
Balance, end of year	5,041,873	2,311,391	14,965,006	5,377,091	15,291,531	12,717,432	13,594,955	69,299,279	67,639,644
ACCUMULATED AMORTIZATION									
Balance, beginning of year	-	999,097	6,164,643	2,432,782	5,570,123	6,098,250	3,183,450	24,448,345	23,109,436
Add:									
Amortization during the year	-	66,151	341,730	235,550	659,413	457,659	177,179	1,937,682	1,877,590
Less:									
Disposals during the year	-	-	(63,655)	(2,928)	-	-	-	(66,583)	(538,681)
Balance, end of year	-	1,065,248	6,442,718	2,665,404	6,229,536	6,555,909	3,360,629	26,319,444	24,448,345
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 5,041,873	\$ 1,246,143	\$ 8,522,288	\$ 2,711,687	\$ 9,061,995	\$ 6,161,523	\$ 10,234,326	\$ 42,979,835	\$ 43,191,299

This schedule is provided for information purposes only.

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED SCHEDULE OF SEGMENTED INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2019**

	General Government	Protective Services	Transportation	Environmental	Health Services	Recreation and Culture	Planning and Development	Total
REVENUE								
Taxation	\$ 3,408,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,408,502
User charges	64,608	154,521	223,179	3,064,809	-	563,524	42,690	4,113,331
Government grants	2,505,540	25,344	757,339	1,463,974	-	113,071	42,851	4,908,119
Investment income	153,053	-	-	25,316	-	410	-	178,779
Penalties and interest on taxes	110,959	-	-	-	-	-	-	110,959
Other	-	-	195,680	-	-	-	-	195,680
	6,242,662	179,865	1,176,198	4,554,099	-	677,005	85,541	12,915,370
EXPENDITURES								
Salaries and benefits	610,782	161,467	696,142	226,779	-	385,762	101,948	2,182,880
Materials and supplies	355,467	1,363,540	1,229,520	2,622,189	-	826,516	61,092	6,458,324
Amortization	6,990	89,207	775,703	828,986	-	236,796	-	1,937,682
	973,239	1,614,214	2,701,365	3,677,954	-	1,449,074	163,040	10,578,886
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)	\$ 5,269,423	\$ (1,434,349)	\$ (1,525,167)	\$ 876,145	\$ -	\$ (772,069)	\$ (77,499)	\$ 2,336,484

This schedule is provided for information purposes only.



Staff Report

Report To: Council Meeting
From: Jackie Morgan-Beunen, CBO
Date: 2020-07-16
Report: July 2020
Subject: Building Activity Report June 2020

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with information regarding the type of permits issued between June 1st to 30th, 2020 in West Elgin, as well as the permit value and permit fees collected.

Background:

Time allocation was spent on new applications, plans examinations, correspondence and inspections,

- Total Number of Building Permits Issued in the months of June: 11
- Total Number of those being Demolition Permits issued: 2
- Number of New Residence Building Permits within: 1

Summary of Permits issued Year-To-Date:

- 2020: Number of Permits Issued to end of June: 46
- 2019: Number of Permits Issued to end of June: 30
- 2020: Total Construction Value to end of June: \$4,207,856.45
- 2019: Total Construction Value to end of June: \$2,122,780.00
- 2020: Total Permit Fees to end of June: \$36,812.91
- 2019: Total Permit Fees to end of June: \$13,839.31

Financial Implications:

There are no financial implications associated with this report.

Policies/Legislation:

N/A

Report Approval Details

Document Title:	June 2020 Building Activity Report.docx
Attachments:	<ul style="list-style-type: none">- June 2020 Permit Summary.PDF- June 2020 Permit list.PDF- Jan - June 2020 Permit Summary.PDF- June 2019 Permit summary.PDF- Jan - June 2019 Permit Summary.PDF
Final Approval Date:	Jul 13, 2020

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

Jana Nethercott

Municipality The Corporation Of The Municipality Of West Elgin
 Phone (519) 785-0560
 Bldg. Dept. Phone (519) 857-9605
 Bldg. Dept. Fax (519) 785-0644

Permit Summary Report

Permits By Issued Date - Between: JUN 1,2020 and JUN 30,2020
 Grouped by Structure Type

Structure Type:	Carport	Value	\$4,000.00	
Code:	117	Fees	\$216.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	560.00	Sq. Feet
Structure Type:	Detached Garage Types 1-5	Value	\$2,000.00	
Code:	101	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	324.00	Sq. Feet
Structure Type:	General Purpose Industrial (GT 5,000 sq ft)	Value	\$975,000.00	
Code:	522	Fees	\$9,750.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	22,400.00	Sq. Feet
Structure Type:	Manufactured Homes (includes Modular)	Value	\$7,000.00	
Code:	311	Fees	\$200.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	480.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$60,500.00	
Code:	301	Fees	\$1,389.70	
		Septic Fees	\$1,100.00	
		Number	5	
		Gross Area:	1,301.00	Sq. Feet
Structure Type:	Swimming Pool Enclosure	Value	\$4,000.00	
Code:	107	Fees	\$298.60	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	636.00	Sq. Feet
Structure Type:	Unspecified Farm Structure	Value	\$7,000.00	
Code:	299	Fees	\$500.00	
		Septic Fees	\$500.00	
		Number	1	
		Gross Area:		Sq. Feet
		Total Value	\$1,059,500.00	
		Total Fees	\$12,429.30	
		Total Number	11	
		Total Area:	25,701.00	Sq. Feet

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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and JUN 30,2020

Grouped by Structure Type

Structure Type: Code:	Campground Ancillary Building 461	Value Fees Septic Fees Number Gross Area:	\$616,200.00 \$6,162.00 \$0.00 1 Sq. Feet
Structure Type: Code:	Carport 117	Value Fees Septic Fees Number Gross Area:	\$6,500.00 \$416.00 \$200.00 2 990.00 Sq. Feet
Structure Type: Code:	Detached Garage Types 1-5 101	Value Fees Septic Fees Number Gross Area:	\$14,950.00 \$350.00 \$0.00 3 1,044.00 Sq. Feet
Structure Type: Code:	General Purpose Industrial (GT 5,000 sq ft) 522	Value Fees Septic Fees Number Gross Area:	\$975,000.00 \$9,750.00 \$0.00 1 22,400.00 Sq. Feet
Structure Type: Code:	Manufactured Homes (includes Modular) 311	Value Fees Septic Fees Number Gross Area:	\$7,000.00 \$200.00 \$0.00 1 480.00 Sq. Feet
Structure Type: Code:	Retail Store 433	Value Fees Septic Fees Number Gross Area:	\$70,000.00 \$100.00 \$0.00 1 2,688.00 Sq. Feet
Structure Type: Code:	Service Garage 423	Value Fees Septic Fees Number Gross Area:	\$3,000.00 \$200.00 \$0.00 1 185.00 Sq. Feet
Structure Type: Code:	Shed Type 1 Wood Type 2 Metal 102	Value Fees Septic Fees Number Gross Area:	\$205,706.45 \$802.80 \$0.00 4 4,236.00 Sq. Feet
Structure Type: Code:	Single Family Detached 301	Value Fees Septic Fees Number Gross Area:	\$1,353,000.00 \$11,063.45 \$4,827.00 19 12,964.00 Sq. Feet

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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and JUN 30,2020

Grouped by Structure Type

Structure Type:	Standard Industry	Value	\$30,000.00
Code:	597	Fees	\$300.00
		Septic Fees	\$0.00
		Number	1
		Gross Area:	2.250.00 Sq. Feet
Structure Type:	Swimming Pool Enclosure	Value	\$57,500.00
Code:	107	Fees	\$698.60
		Septic Fees	\$0.00
		Number	4
		Gross Area:	780.00 Sq. Feet
Structure Type:	Type III Uninsulated Barn	Value	\$119,000.00
Code:	203	Fees	\$931.36
		Septic Fees	\$0.00
		Number	3
		Gross Area:	5.504.00 Sq. Feet
Structure Type:	Type IV Insulated Barn	Value	\$726,000.00
Code:	204	Fees	\$4,737.50
		Septic Fees	\$0.00
		Number	2
		Gross Area:	16.179.00 Sq. Feet
Structure Type:	Unspecified Farm Structure	Value	\$7,000.00
Code:	299	Fees	\$500.00
		Septic Fees	\$500.00
		Number	1
		Gross Area:	Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$17,000.00
Code:	399	Fees	\$601.20
		Septic Fees	\$500.00
		Number	2
		Gross Area:	256.00 Sq. Feet
		Total Value	\$4,207,856.45
		Total Fees	\$36,812.91
		Total Number	46
		Total Area:	69.956.00 Sq. Fee

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Permit Summary Report

Permits By Issued Date - Between: JUN 1,2019 and JUN 30,2019
 Grouped by Structure Type

Structure Type:	Other Secondary Structure	Value	\$20,000.00
Code:	199	Fees	\$100.00
		Septic Fees	\$0.00
		Number	1
		Gross Area:	228.00 Sq. Feet
Structure Type:	Shed Type 1 Wood Type 2 Metal	Value	\$700.00
Code:	102	Fees	\$102.00
		Septic Fees	\$0.00
		Number	1
		Gross Area:	260.00 Sq. Feet
Structure Type:	Single Family Detached	Value	\$475,000.00
Code:	301	Fees	\$3,165.52
		Septic Fees	\$1,586.02
		Number	4
		Gross Area:	3,089.00 Sq. Feet
Structure Type:	Steel Grain Bin	Value	\$6,400.00
Code:	230	Fees	\$208.26
		Septic Fees	\$0.00
		Number	1
		Gross Area:	572.00 Sq. Feet
		Total Value	\$502,100.00
		Total Fees	\$3,575.78
		Total Number	7
		Total Area:	4,149.00 Sq. Fee

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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2019 and JUN 30,2019
 Grouped by Structure Type

Structure Type: Code:	1, 2 and 3 Storey Broiler Barn 216	Value Fees Septic Fees Number Gross Area:	\$535,680.00 \$3,298.00 \$0.00 2 28.760.00	Sq. Feet
Structure Type: Code:	N/A	Value Fees Septic Fees Number Gross Area:	\$10,000.00 \$500.00 \$500.00 1	Sq. Feet
Structure Type: Code:	Other Secondary Structure 199	Value Fees Septic Fees Number Gross Area:	\$20,000.00 \$100.00 \$0.00 1 228.00	Sq. Feet
Structure Type: Code:	Retail Store 433	Value Fees Septic Fees Number Gross Area:	\$10,000.00 \$75.00 \$0.00 1 2.000.00	Sq. Feet
Structure Type: Code:	Shed Type 1 Wood Type 2 Metal 102	Value Fees Septic Fees Number Gross Area:	\$700.00 \$102.00 \$0.00 1 260.00	Sq. Feet
Structure Type: Code:	Single Family Detached 301	Value Fees Septic Fees Number Gross Area:	\$1,180,500.00 \$7,279.07 \$3,566.02 14 12.644.00	Sq. Feet
Structure Type: Code:	Steel Grain Bin 230	Value Fees Septic Fees Number Gross Area:	\$243,400.00 \$1,021.32 \$0.00 4 4.677.00	Sq. Feet
Structure Type: Code:	Traditional Church 730	Value Fees Septic Fees Number Gross Area:	\$85,000.00 \$850.00 \$0.00 1 110.00	Sq. Feet
Structure Type: Code:	Type III Uninsulated Barn 203	Value Fees Septic Fees Number Gross Area:	\$9,000.00 \$150.00 \$0.00 2 5.759.00	Sq. Feet

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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2019 and JUN 30,2019
 Grouped by Structure Type

Structure Type:	Unspecified Farm Structure	Value	\$4,000.00
Code:	299	Fees	\$100.00
		Septic Fees	\$0.00
		Number	1
		Gross Area:	3,520.00 Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$24,500.00
Code:	399	Fees	\$363.92
		Septic Fees	\$0.00
		Number	2
		Gross Area:	1,064.00 Sq. Feet
		Total Value	\$2,122,780.00
		Total Fees	\$13,839.31
		Total Number	30
		Total Area:	59,022.00 Sq. Fee

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Permit List

Permits By Issued Date - Between: JUN 1,2020 and JUN 30,2020

Permit Number	2020-0036	Date Applied	02/06/2020	Date Issued	02/06/2020	Date Completed	
		Date Expires	/ /				
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT			Location	20083 JOHNSTON LINE		
Action	Install			Legal Description	ALDBOROUGH CON 3 PT LOT /		
Status	ISSUED			Roll Number	34-34-000-010-07026-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$15,000.00	Fee	\$500.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	0		
Stats Can Work Code	16	Sewage System		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/>	Applicant Is Owner Occupancy Date		
Address	[REDACTED]						
Project Desc	INSTALL NEW CLASS 4 SEWAGE SYSTEM. FILTER BED FOR 3 BEDROOM DWELLING						
Permit Number	2020-0037	Date Applied	03/06/2020	Date Issued	03/06/2020	Date Completed	
		Date Expires	/ /				
Type	DEMOLITION PERMIT			Location	23044 PIONEER LINE		
Action	Demolish			Legal Description	CON 8 PT SW 1/4 LOT 10		
Status	ISSUED			Roll Number	34-34-000-030-05600-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$5,000.00	Fee	\$75.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	754		
Stats Can Work Code	00	Demolition		Permit Area	754	Sq. Feet	/
				Dwelling Units Created/Lost:	0	1	
				<input type="checkbox"/>	Applicant Is Owner Occupancy Date		
Address	[REDACTED]						
Project Desc	DEMOLISH HOUSE AND DECOMMISSION SEPTIC TANK. CONTRACTOR AWARE						
Permit Number	2020-0038	Date Applied	04/06/2020	Date Issued	04/06/2020	Date Completed	
		Date Expires	/ /				
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT			Location	13674 FURNIVAL RD		
Action	Install			Legal Description	CON 5 WD PT LOT 9 RP 11R50E		
Status	ISSUED			Roll Number	34-34-000-020-02620-0000		
MPAC Structure Code	299	Unspecified Farm Structure		Value	\$7,000.00	Fee	\$500.00
Stats Can Struct Code	410	Primary Industry Bldg - Farm,H		Gross Area	0		
Stats Can Work Code	16	Sewage System		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/>	Applicant Is Owner Occupancy Date		
Address	[REDACTED]						
Project Desc	INSTALL NEW CLASS 4 SEWAGE SYSTEM TO SERVE NEW AGRICULTURAL BUILDING						
Permit Number	2020-0039	Date Applied	08/06/2020	Date Issued	08/06/2020	Date Completed	
		Date Expires	/ /				
Type	RESIDENTIAL PORCHES, DECKS			Location	25130 ARGYLE LINE		
Action	Erect			Legal Description	ALDBOROUGH CON 3 PT LOT 2		
Status	ISSUED			Roll Number	34-34-000-070-03510-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$15,000.00	Fee	\$214.70
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	547		
Stats Can Work Code	01	New Construction		Permit Area	547	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/>	Applicant Is Owner Occupancy Date		
Address	25130 ARGYLE LINEWEST LORNE, ON N0L 2P0						
Project Desc	CONSTRUCT 12' X 45'-7" DECK AT REAR OF DWELLING						

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Permit List

Permits By Issued Date - Between: JUN 1,2020 and JUN 30,2020

Permit Number	2020-0040	Date Applied	10/06/2020	Date Issued	10/06/2020	Date Completed	
				Date Expires	/ /		
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT			Location	26588 CARROLL LINE		
Action	Install			Legal Description	CON A ED SW 1/4 LOT Z		
Status	ISSUED			Roll Number	34-34-000-080-03800-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$20,000.00	Fee	\$300.00
Stats Can Struct Code	110	Single House, sgl det home, bung		Gross Area	0		
Stats Can Work Code	16	Sewage System		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0		0
				<input type="checkbox"/> Applicant Is Owner Occupancy Date			
Address	[REDACTED]						
Project Desc	INSTALL NEW RAISED SEPTIC BED FOR SURPLUS DWELLING SEVERANCE						

Permit Number	2020-0041	Date Applied	10/06/2020	Date Issued	10/06/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL NEW CONSTRUCTION			Location	22499 GRAY LINE		
Action	Install			Legal Description	ALDBOROUGH CON 14 PT LOT		
Status	ISSUED			Roll Number	34-34-000-040-19300-0000		
MPAC Structure Code	311	Manufactured Homes (includes Modular)		Value	\$7,000.00	Fee	\$200.00
Stats Can Struct Code	150	Seasonal Dwelling - cottage, su		Gross Area	480		
Stats Can Work Code	12	Installation of a pre-fabricated building		Permit Area	480	Sq. Feet	/
				Dwelling Units Created/Lost:	0		0
				<input type="checkbox"/> Applicant Is Owner Occupancy Date			
Address	[REDACTED]						
Project Desc	INSTALL NEW PARK MODEL ON SITE O2						

Permit Number	2020-0042	Date Applied	15/06/2020	Date Issued	15/06/2020	Date Completed	
				Date Expires	/ /		
Type	DEMOLITION PERMIT			Location	212 ARGYLE ST		
Action	Demolish			Legal Description	PLAN 107 LOT 25		
Status	ISSUED			Roll Number	34-34-036-002-51700-0000		
MPAC Structure Code	101	Detached Garage Types 1-5		Value	\$2,000.00	Fee	\$75.00
Stats Can Struct Code	460	Storage Bldg - Warehouse, Indu		Gross Area	324		
Stats Can Work Code	00	Demolition		Permit Area	324	Sq. Feet	/
				Dwelling Units Created/Lost:	0		0
				<input type="checkbox"/> Applicant Is Owner Occupancy Date			
Address	212 ARGYLE ST WEST LORNE ON N0L 2P0						
Project Desc	DEMOLISH OLD GARAGE. ALL DEBRIS TO BE REMOVED FROM SITE AND						

Permit Number	2020-0033	Date Applied	19/06/2020	Date Issued	19/06/2020	Date Completed	
				Date Expires	/ /		
Type	INDICOMIST CONSTRUCTION PERMIT			Location	22295 HOSKINS LINE		
Action	Extend			Legal Description	CON GORE W D PT LOT 6 RP		
Status	ISSUED			Roll Number	34-34-000-020-09602-0000		
MPAC Structure Code	522	General Purpose Industrial (GT 5,000 sq ft		Value	\$975,000.00	Fee	\$9,750.00
Stats Can Struct Code	430	Plant for manufacturing, proce		Gross Area	22,400		
Stats Can Work Code	02	Addition to Existing Bldg - Non Residential		Permit Area	22,400	Sq. Feet	/
				Dwelling Units Created/Lost:	0		0
				<input type="checkbox"/> Applicant Is Owner Occupancy Date			
Address	[REDACTED]						
Project Desc	22,400 SF ADDITION OF (2) 35 TON CRANE BAYS - CONDITIONAL PERMIT FOR						

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Permit List

Permits By Issued Date - Between: JUN 1,2020 and JUN 30,2020

Permit Number	2020-0044	Date Applied	19/06/2020	Date Issued	19/06/2020	Date Completed	
				Date Expires	/ /		
Type	FENCE/ POOLS CONSTRUCTION PERMIT			Location	20892 HOSKINS LINE		
Action	Erect			Legal Description	ALBOROUGH CON 6 WEST		
Status	ISSUED			Roll Number	34-34-000-020-04805-0000		
MPAC Structure Code	107	Swimming Pool Enclosure		Value	\$4,000.00	Fee	\$298.60
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	636		
Stats Can Work Code	14	Swimming pool		Permit Area	636	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address	20892 HOSKINS LINERODNEY, ON N0L 2C0						
Project Desc	INSTALL 24' ABOVE GROUND POOL WITH 636 SF DECK. 48" HIGH SELF CLOSING						

Permit Number	2020-0043	Date Applied	23/06/2020	Date Issued	23/06/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL PORCHES, DECKS			Location	20615 GRAY LINE		
Action	Erect			Legal Description	CON 14 PT LOT C		
Status	ISSUED			Roll Number	34-34-000-040-14900-0000		
MPAC Structure Code	117	Carport		Value	\$4,000.00	Fee	\$216.00
Stats Can Struct Code	150	Seasonal Dwelling - cottage,su		Gross Area	560		
Stats Can Work Code	02	Addition to Existing Bldg - Non Residential		Permit Area	560	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address	[REDACTED]						
Project Desc	CONSTRUCT ROOF OVER EXISTING TRAILER ON EXISTING CONCRETE SLAB						

Permit Number	2020-0045	Date Applied	24/06/2020	Date Issued	24/06/2020	Date Completed	
				Date Expires	/ /		
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT			Location	21646 MARSH LINE		
Action	Install			Legal Description	CON 9 PT SW 1/4 LOT 4 RP		
Status	ISSUED			Roll Number	34-34-000-030-09501-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$5,500.00	Fee	\$300.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	0		
Stats Can Work Code	16	Sewage System		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address	[REDACTED]						
Project Desc	INSTALL NEW FILTER BED TO REPLACE EXISTING. EXISTING TANK REMAINING IS 3600 L						

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Permit List

Permits By Issued Date - Between: JUN 1,2020 and JUN 30,2020

Report Summary

Permit Type	Permit Value	Permit Fee	Permit Count
DEMOLITION PERMIT	7,000.00	150.00	2
FENCE/ POOLS CONSTRUCTION PERMIT	4,000.00	298.60	1
INDICOMIST CONSTRUCTION PERMIT	975,000.00	9,750.00	1
RESIDENTIAL NEW CONSTRUCTION	7,000.00	200.00	1
RESIDENTIAL PORCHES, DECKS	19,000.00	430.70	2
SEWAGE CLASS 4 & 5 CONST. PERMIT	47,500.00	1,600.00	4
		Total Value	\$1,059,500.00
		Total Fees	\$12,429.30
		Total Permits	11
		Total Area	25,701 Sq. Ft. 0 Sq. Meters



Staff Report

Report To: Council Meeting
From: Health and Safety Committee
Date: 2020-07-16
Report: 2020-02
Subject: 2020 Second Quarter Update

Recommendation:

That West Elgin Council hereby receives the report from the joint Health and Safety Committee re: 2020 Second Quarter Update for information purposes.

Purpose:

To inform Council of the operations in Health and Safety

Background:

- Received and distributed the 2020 Green books
- Updated the Health and Safety Boards
- COVID was a huge topic at the June meeting
- Self-assessments for employees done every Monday morning
- Split the shifts up to minimize numbers
- Firemen had some concerns of outside people entering the hall after everything had been sanitized (municipal employees and contractors)
- There were some concerns when Service Ontario was reopened but things seem to be going well

Report Approval Details

Document Title:	2020 Second Quarter Report.docx
Attachments:	
Final Approval Date:	Jul 14, 2020

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

Jana Nethercott



Staff Report

Report To: Council
From: Heather James
Date: 2020-07-16
Report: 2020-21
Subject: West Elgin Official Plan Update Preliminary Review

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the West Elgin Official Plan update preliminary review; and,

That West Elgin Council hereby authorizes staff to proceed with request for proposals to update the Official Plan and to commence the update at the same time as the update to the County of Elgin Official Plan.

Purpose:

The purpose of this report is to provide Council with a preliminary overview of what needs to be updated in the West Elgin Official Plan.

Background:

Section 26 (1.1) of the Planning Act states council shall revise the plan no less frequently than ten years after it comes into effect as a new official plan and every five years thereafter, unless the plan has been replaced by another new official plan. Further Section 26 (1.2) states for the purposes of establishing the ten year and five year periods mentioned in subsection (1.1), a plan is considered to have come into effect even if there are outstanding appeals relating to those parts of the plan that propose to specifically designate land uses.

The West Elgin Official Plan was adopted by Council on February 21, 2008 and approved with modifications by the Ministry of Municipal Affairs and Housing on February 7, 2011. Modifications were made by an order from the Ontario Municipal Board in its decision rendered on August 16, 2013. It was intended that the update to the Official Plan would have commenced in 2019; however, due to the provincial government's request to place a hold on all updates to Official Plans in the spring of 2019 as an update to the Provincial Policy Statement was pending, this did not happen. Provincial Policy Statement 2020 came into effect in May 2020 and the province has now lifted the hold on updating Official Plans. West Elgin Council is now able to commence the update to the Official Plan.

Since the Official Plan came into effect in 2008, there are several changes which trigger the need for an Official Plan review. From a recent policy perspective, the Province passed Bill 108, More Homes, More Choices Act, 2019; Plan to Build Ontario Together Act, 2019; and, adopted a new Provincial Policy Statement in May 2020 and there is a need to ensure that the Township's policies align with the latest directions from the Province. The province also approved the County of Elgin

Official Plan in 2013 and there is a need to ensure general alignment between the two Plans. Lastly, from a more practical perspective, there are number of aspects of the current Official Plan which could be enhanced to improve the overall effectiveness of the document, such as improved mapping, consistency with language, etc.

There have been recent discussions with Nancy Pasato, Manager of Planning for the County of Elgin regarding the need to update the West Elgin Official Plan. Ms. Pasato has indicated that the County intends to commence the update to the County of Elgin's Official Plan in fall 2020 and that it would be advisable to update the West Elgin Official Plan and the County of Elgin Official Plan at the same time to ensure conformity and avoid duplication of work.

Financial Implications:

A preliminary estimate had been received by Jay McGuffin, vice president and principal planner at Monteith Brown Planning Consultants whose firm prepared the West Elgin Official in 2008. Mr. McGuffin provided an estimate of \$75,000 to \$100,000 to update the Official Plan to include all the policy and mapping requirements. For the 2020 capital budget, \$50,000 was allocated to the Official Plan update. Additional money would need to be allocated in the 2021 capital budget to complete the update.

Policies/Legislation:

Bill 108, More Homes, More Choices Act, 2019;
Plan to Build Ontario Together Act, 2019;
Provincial Policy Statement, 2020; and,
Planning Act, RSO 1990, c. P.13

Report Approval Details

Document Title:	West Elgin Official Plan Update Preliminary Review.docx
Attachments:	
Final Approval Date:	Jul 14, 2020

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2020-07-16
Report: 2020-05
Subject: Monthly Report

Recommendation:

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

Purpose:

To provide Council with an update on operations carried out in June 2020.

Background:

Parks and Recreation – June was a busy month with the opening of some outdoor amenities. In between cutting grass at the parks, watering flowers and cleaning washrooms, staff worked at preparing the splash pad and pool. The splash pad opened in mid-June, just in time for the hot weather. Following the mandatory inspection from South West Public Health on June 29, the West Elgin Community Pool opened to the public on Thursday, July 2. Six lifeguards are operating the pool Monday through Sunday from 8am – 9pm. Morning and evening sessions of aqua fit are being well attended and the numbers are increasing every day for open and family swims. Covid-19 screening and additional cleaning have become routine and guards are working hard to keep turnaround time to a minimum, thus allowing more time in the pool for everyone. A total of six hanging basket signs were delivered and installed in Rodney between the bank and Shannon’s restaurant. Two more signs were ordered and should be ready for installation shortly. The parks department also received a new Kubota mower as per the 2020 capital budget. The cost of this unit was covered 100% by the disposal of their old Toro mower, which came with winter equipment (cab, blade & blower). This equipment was no longer needed after the purchase of a Trackless sidewalk machine in 2018.

Public Works – Crews worked at the marina in early June to finish removing clay from the west end. Some of this material was used to cap the concrete, which had been placed below the PGTP. The balance was hauled away and ‘B’ gravel was brought in from our municipal pit to create the new parking area. This will be allowed to pack and settle before being capped with ‘A’ gravel later this year. The marina also experienced flooding last month due to the blockage of 16 mile creek at the lake. Staff worked in conjunction with LTVCA to open the creek mouth and provide emergency flood relief. Plans are now underway to provide a permanent overflow pipe, which will hopefully eliminate this issue in the future. A nasty storm rolled through West Elgin on the evening of June 10, causing a large amount of wind damage. Downed trees and power lines kept crews busy though out the night and clean-up operations continued for many days. Tractors were busy mowing along the roadside in June as well as grading for dust control application. All roads not receiving

maintenance gravel have been graded and sprayed with dust suppressant. Roads that are receiving gravel (which started in early July) were spot sprayed due to the hot, dry conditions. Additional work carried out by public works in June included, excavation for water line repair, bridge washing, guiderail repair, culvert installation and hand mowing.

Utilities – Staff assisted in preparing the libraries for opening to curbside pickup. Work at the West Lorne complex, including a fresh coat of paint in the main hallway and meeting room was completed. Quotes were received and reviewed for lighting upgrades at the Complex and Capson Electric was awarded the job. Lights have been ordered and the work is scheduled to be completed shortly. Utilities staff handled multiple water line repairs last month, while still keeping up on located requests, which were heavy in June due to the storm cleanup and restoration. A new cabinet was constructed in the Rodney water tower to protect valuable radio equipment and preparation for the cast water main replacement in Rodney was completed. Cope Construction of Sarnia will complete this work in early July.

Report Approval Details

Document Title:	Monthly Report.docx
Attachments:	
Final Approval Date:	Jul 14, 2020

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: J. Nethercott, Clerk
Date: 2020-07-16
Report: 2020-12
Subject: ATV Legislation Updates

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: ATV Legislation Updates; for information purposes.

Purpose:

To provide Council with information regarding updates to the ATV Legislation changes that came into effect on July 1, 2020 and the changes that are scheduled to come into force and effect on January 1, 2021.

Background:

On January 23, 2020 the Clerk reported to West Elgin Council regarding to the up coming changes to the Highway Traffic Act and Off-Road Vehicles. This report stated that regulations would be released between December 2020 and June of 2021 with regards to the changes, which would permit Off Road Vehicles or ATV's to use Municipal Roads unless otherwise prohibited.

At the Council meeting on February 27, 2020 Council received a delegation requesting Council consider allowing ATV's or ORV's access to municipal roads, similar to what neighbouring municipalities have allowed. West Elgin Council requested more information from the delegation as well as information from Staff about this proposal.

Subsequently I have reached out to the Municipality's insurance company, Frank Cowan and received information that allowing ATVs or ORV's on municipal road ways would not affect our insurance and they provided information on what they would need the Club to provide to indemnify the Municipality from liability, if we allow this prior to the legislation changes. I also contacted the Elgin County Engineer, Brian Lima to gain the County's perspective. This has not changed since 2005, they do not wish ATVs or ORVs on their roadways.

On July 1, 2020, the attached information was received, with respect to changes to the types of ORVs or ATVs allowed on roadways under an amendment to the *Highway Traffic Act*, that was to take effect on July 1, 2020. As the municipality does not currently have a by-law to allow ORVs or ATVs on our roadways, this does not affect us. However, contained in this letter was information stating that the *Getting Ontario Moving Act*, is proposed to come into force and effect as of January 1, 2021. This means that all ORVs and or ATVs will be allowed on all roadways, unless a by-law is passed prohibiting these. Once again I reached out to Elgin County Engineer as to his thoughts

and at this time he believes the County's position has not changed and they would need to bring forward a by-law in the future to prohibit ORVs or ATVs on their roadways.

It is the recommendation of Staff, that West Elgin Council do not pass a by-law restricting the use of ATVs or ORVs on municipal roadways, as enforcement of this by-law would be challenging and costly. If West Elgin does nothing, the *Highway Traffic Act*, would govern what is required by riders on roadways and this would be enforced by the OPP.

Policies/Legislation:

Getting Ontario Moving Act

July 10, 2020

Dear Municipal Stakeholder,

I am pleased to announce that as of **July 1, 2020** the province expanded the types of off-road vehicles permitted on-road to two new additional types: off-road motorcycles commonly known as dirt bikes; and, extreme terrain vehicles, which are semi-amphibious vehicles with six or more wheels. This updated regulation can be found at <https://www.ontario.ca/laws/regulation/030316>.

It is important to note that the same on-road access rules for existing off-road vehicles continue to apply for these new vehicles on provincial roadways (Please see Schedule B of *Ontario Regulation 316/03: Operation of Off-Road Vehicles on Highways*). Similarly to the previously permitted vehicle types, municipalities may permit the use of off-road motorcycles and extreme terrain vehicles in their local jurisdiction through by-law. However, municipalities with existing by-laws permitting off-road vehicles will need to amend their by-law after July 1, 2020 if they want to allow these the new types of vehicles on their local roads. By-laws created before July 1, 2020 apply only to those classes of off-road vehicle which were permitted to operate on-road at the time: all-terrain vehicles, two-up all-terrain vehicles, and side by sides (utility terrain-vehicles, recreational off highway vehicles).

To support municipalities with these changes, the ministry has developed guidance documents to help municipalities decide whether to permit these new vehicles on their local roadways. These documents also provide guidance for proposed, yet to be proclaimed, changes for municipalities listed in Ontario Regulation 8/03 which will amend the way off-road vehicles are permitted on-road access to municipal roads. In municipalities listed in Ontario Regulation 8/03, off-road vehicles will automatically be allowed on municipal roads unless the municipality creates a by-law to prohibit or restrict their use. These new provisions have a target implementation date of January 1, 2021 and will replace the current requirement that those municipalities listed in Ontario Regulation 8/03 must enact a by-law to permit off-road vehicles to operate on identified municipal roads. If you have any questions regarding these future changes, please contact the general inquiry line for the Safety and Information Management office of the Operations Division at 905-704-2960.

For reference, the guidance documents are attached.

I would ask that you please forward this notice and enclosed guidance material to the attention of municipal staff in charge of traffic safety and those responsible for enforcing off-road vehicle laws in your area. If there are any questions regarding these amendments, please do not hesitate to contact the Acting Manager at the Safety Program Development Office Erik Thomsen at (647)-638-5210 or erik.thomsen@ontario.ca.

.../2

Thank you for your assistance in communicating this change.

Sincerely,

A handwritten signature in black ink, appearing to read "Angela Litrenta". The signature is written in a cursive, flowing style.

Angela Litrenta
A/Director
Safety Program Development Branch
Ministry of Transportation

Attachment – Municipal Guidance Materials

Provincial Requirements

Additional Off-road Vehicles Allowed On-road

Effective July 1, 2020, the Ministry of Transportation (MTO) is making changes to add off-road motorcycles (ORM) and extreme terrain vehicles (XTV) to the existing list of off-road vehicles (ORV) permitted on-road. These two new ORV types will be in addition to the currently permitted 4 wheeled ORV types.

Municipal Considerations

Municipalities will continue to have the authority and make decisions about ORVs by way of by-law to:

- ▶ **Permit ORVs**
- ▶ **Only allow specific ORVs on road**
- ▶ **Only allow ORVs at specific hours of the day**
- ▶ **Impose additional speed limits**

ORV is a general term used to capture several different vehicles designed for off-road, however, only certain off-road vehicles that meet the requirements in Ontario Regulation 316/03 are permitted on-road:

All-Terrain Vehicles

“A “single-rider” all-terrain vehicle (ATV) is designed to travel on four low-pressure tires, having a seat designed to be straddled by the operator, handlebars for steering control and it must be designed by the manufacturer to carry a driver only and no passengers.



A two-up ATV is designed and intended for use by an operator or an operator and a passenger. It is equipped with straddle-style seating and designed to carry only one passenger.



Side-by-Sides

A recreational off-highway vehicle (ROV) has two abreast seats, typically built with a hood, and uses a steering wheel instead of a motorcycle steering handlebar.



A utility terrain vehicle (UTV) has similar characteristics to an ROV but typically also features a box bed. UTVs are generally designed for utility rather than for recreational purposes.



New Off-Road Vehicle Types

Extreme Terrain Vehicles (XTVs), commonly referred to as Argos are 6+ wheeled off-road vehicles capable of riding in multiple terrains, including through water. These vehicles sometimes come with tracks, however, tracked versions are not being permitted on road and are restricted to off-road use only.



Off-Road Motorcycles (ORMs) are 2 wheeled off-road vehicles that come in varying configurations such as, but not limited to: Recreational ORM, Trail ORM, Competition ORM, Dual sport ORM.



July 1, 2020

Vehicles permitted on any municipal road where a by-law is created to enable their use will continue to be permitted.

MUNICIPAL BY-LAWS: Effective July 1, 2020, additional types of ORVs can be permitted on municipal roads and provincial roadways where local municipalities create **new** by-laws to enable their use (existing ORV by-laws granting access will not automatically permit new types; a new by-law will need to be passed after July 1, 2020).

LICENCE REQUIREMENT: These new vehicle types will require at least a G2 or M2 licence, the same as other off-road vehicles. These vehicles do not come with lights so they are restricted from operating at night or when the weather is poor unless equipped with proper aftermarket lighting. Also, no passengers are allowed on ORMs.

Proposed for January 1, 2021

Proposed for January 1, 2021, in municipalities listed in Regulation 8/03, all ORV vehicle types, including new vehicle types, will be permitted on municipal roads. Municipalities must create a by-law to restrict or prohibit their use.

More Information

With respect to the enforcement of these laws, the police act independently when carrying out their duties. Any issues with the day-to-day operations of police services and the actions of its officers should be raised with the local chief of police or his/her representative. All set fines can be found on the [Ontario Court of Justice website](#).

This document is a guide only. For official purposes, please refer to the *Highway Traffic Act* and regulations. For more information, please visit Ontario.ca/ATV.

Additional Off-road Vehicles Allowed On-road (continued)



Existing Types permitted:
ATVs, Two-Up ATVs,
ROVs, UTVs

New Types:
ORMs and XTVs



Provincial Requirements

Operator Requirements

- Existing rider safety requirements:
- ▶ Must be at least 16 years old
 - ▶ Must hold at least a valid G2 or M2 licence
 - ▶ Wear an approved motorcycle helmet
 - ▶ Wear a seat belt, where provided
 - ▶ Travel at speeds less than the posted speed limit
 - ▶ Travel only on shoulder, and where unavailable, right most portion of the roadway
 - ▶ Be driven in the same direction as traffic
 - ▶ Carry the ATV/ORV's registration permit

Rider safety requirements:

- ▶ Must hold at least a valid G2 or M2 licence (same as existing ORV types)
- ▶ Must be at least 16 years old
- ▶ Wear an approved motorcycle helmet
- ▶ Wear a seat belt, where provided
- ▶ Travel at speeds less than the posted speed limit
- ▶ Travel only on shoulder, and where unavailable, right most portion of the
- ▶ Be driven in the same direction as traffic
- ▶ Carry the ATV/ORV's registration permit

Passenger Safety Requirements

- Existing passenger safety requirements:
- ▶ If the vehicle was manufactured with seat belts, everyone must buckle up
 - ▶ If the vehicle has passenger foot rests, the passenger must be able to reach these foot rests
 - ▶ The number of occupants is limited to the number of available seating positions
 - ▶ No passengers under the age of 8 are allowed and additional passenger restrictions apply if the driver is a young and novice driver with a minimum G2 or M2 licence
 - ▶ All riders – drivers and passengers – must wear an approved motorcycle helmet

Passenger safety requirements

- ▶ **NEW** No passengers are permitted on ORM's while operating on-road
- ▶ If the vehicle was manufactured with seat belts, everyone must buckle up
- ▶ If the vehicle has passenger foot rests, the passenger must be able to reach these foot rests
- ▶ The number of occupants is limited to the number of available seating positions
- ▶ No passengers under the age of 8 are allowed and additional passenger restrictions apply if the driver is a young and novice driver with a minimum G2 or M2 licence
- ▶ All riders – drivers and passengers – must wear an approved motorcycle helmet

Vehicle Requirements

- ▶ Be registered and plated
- ▶ Be insured
- ▶ Must have wheels in contact with the ground
- ▶ Be compliant with one of the ANSI/COHV standards listed in s.10 of Ontario Regulation 316/03 (certification label commonly found near footrest)
- ▶ Have headlights and taillights on at all times

- ▶ **NEW** Exempted from the standards listed in s.10
- ▶ **NEW** As an alternative to the standards listed in s.10 of Ontario Regulation 316/03 XTVs must comply with sections 7.2, 7.3, 7.4, 7.5 (other than section 7.5.1), 7.6, 7.7, 7.8 and 7.9 of the Society of Automotive Engineers Standard J2258, entitled "Light Utility Vehicles" (braking ability, lighting, rollover protection)
- ▶ **NEW** XTVs that are tracked are not permitted on-road
- ▶ **NEW** Have headlights and taillights on between sunset and sunrise (nighttime riding) or when the weather is unfavourable
- ▶ **NEW** ORM's must have a minimum wheel rim diameter of 250 mm, and has a minimum wheelbase of 1 016 mm (to prevent pocket bikes)
- ▶ **NEW** ORM's may meet federal definition for Restricted Use Motorcycles, and would need to meet federal standards, or may be Competition Vehicles, for which no federal standards apply
- ▶ Be registered and plated
- ▶ Be insured
- ▶ Must have wheels in contact with the ground


Off-Road Vehicles

During 2019, the Ministry of Transportation made two legislative amendments to the *Highway Traffic Act* to improve the experience of off-road vehicle (ORV) riding in the province. These changes, outlined within this infographic, have two effective dates: One set of changes became effective as of July 1, 2020 and the second set of changes are proposed to take effect January 1, 2021.

Common ORV Types	All Terrain Vehicles (ATVs)		Side-by-Sides		New ORV Types	
						
	"single-rider" all-terrain vehicle (ATV)	two-up all-terrain vehicle (two-up ATV)	recreational off-highway vehicle (ROV)	utility terrain vehicle (UTV)	off-road motorcycle (ORM)	extreme terrain vehicle (XTV)


Municipality A
Default speed limit less than 80km/h

Current vehicles permitted on road




Permitted on ANY municipal road where a by-law is created to enable their use

Not permitted on road
Restricted to off road use




Municipality B
Municipalities listed in Regulation 8/03)

Current vehicles permitted on road




Permitted on ANY municipal road where a by-law is created to enable their use

Not permitted on road
Restricted to off road use




Effective July 1, 2020



Where a by-law is/was created to enable their use, these vehicles types or vehicles will continue to be permitted on any municipal road

Additional by-law/amended existing by-law is required to permit new vehicle types




By-laws made before July 1, 2020 will not automatically permit these vehicles

Getting Ontario Moving Act

Better for People, Smarter for Business Act


Proposed for January 1, 2021



No changes

Where a by-law is/was created to enable their use, these vehicles types or vehicles will continue to be permitted on any municipal road

Additional by-law/amended existing by-law is required to permit new vehicle types





No changes

By-laws made before July 1, 2020 will not automatically permit these vehicles

In municipalities listed in Regulation 8/03, all ORV vehicle types, including new vehicle types, will be permitted on municipal roads.

Municipalities must create a by-law to restrict or prohibit their use

OPT - IN   **OPT - OUT**



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2020-07-16
Report: 2020-16
Subject: WWTP 20-Year Capital Plan

Recommendation:

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: Rodney WWTP 20-Year Capital Plan; and
That West Elgin Council hereby approves transfer from the Rodney Sewage Reserve to pay for the invoice no. INV00000002441 in the amount of \$34,015.00, which is over the budgeted amount.

Purpose:

To obtain Council's approval on the transfer of an extra \$4,015.00 from the Rodney Sewage Reserve for the 20-Year Capital Plan for the Rodney Wastewater Treatment Plant as the amount in the approved 2019 budget was \$30,000.

Background:

On May 23, 2019 Council approved capital spending in the amount of \$30,000.00 for the Rodney Sewage 20-year capital plan and rate structure report. This amount was obtained from OCWA and later approved by council in the capital budget.

On July 18, 2019 council meeting, council approved the proposal from OCWA for the Development of a 20- Year Capital Plan and Rate Structure for the Rodney Wastewater Treatment Plant. Even though the proposal was approved by council the budgetary implications were never discussed and due to the timing of the above events the amount turned out to be significantly higher.

Financial Implications:

\$34,015 will need to be transferred out of Rodney Sewage Reserves to cover the cost of the project.

Report Approval Details

Document Title:	Rodney 20-Year Capital Plan.docx
Attachments:	
Final Approval Date:	Jul 7, 2020

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

Jana Nethercott

June 23, 2020

In This Issue

- Final Approval of Little Creek Plan of Subdivision
- Multi-Service Accountability Agreement
- Temporary Suspension of Green eRecycling Program at Library Branches
- Council Approves Telework Policy
- May 2020 Budget Performance
- Council Recommends 4-way Stop at Talbot Line and Currie Road Intersection
- Council Advocates for Broadband Funding
- Council Approves Appointment to Green Lane Landfill Public Liaison Committee
- Canada's Rural and Remote Broadband Conference Series

Contact Us

County of Elgin
(519) 631-1460
ckrahn@elgin.ca
www.elgincounty.ca

Final Approval of Little Creek Plan of Subdivision

The Manager of Planning presented a report informing Council that Final Approval had been granted to the Little Creek Plan of Subdivision in Port Stanley on June 12, 2020.

This residential plan of subdivision is comprised of 44 single detached lots, 39 semidetached lots, 2 medium density blocks, 1 high density block, 1 high density/apartment building/long term care facility/retirement home block, 1 walkway/watermain/storm sewer block and 1 valleylands block. The subject lands are located in the Village of Port Stanley, and they will be developed on full municipal services.

Multi-Sector Service Accountability Agreement

Council authorized staff to sign the Multi-Sector Service Accountability Agreement Declaration of Compliance – Schedule G” for April 1, 2019 – March 31, 2020.

The Local Health System Integration Act, 2006 requires that the SWLHIN and Health Service Providers (HSP) enter into a service accountability agreement referred to as the M-SAA. The M-SAA includes a schedule of reporting requirements for specific reports related to performance, occupancy, compliance, etc.

The M-SAA process requires submission of an annual Declaration of Compliance - Schedule G declaring that the Health Service Provider has fulfilled its obligations under the M-SAA during the applicable reporting period.

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Temporary Suspension of Green eRecycling Program at Library Branches

In 2017, County Council approved a partnership between Elgin County Library, the STEAM Centre in St. Thomas and Green eRecycling to install e-waste bins at library branches. Green eRecycling provides the bins free of charge and empties them as needed. The STEAM Centre has an opportunity to re-purpose any equipment received and also receives a portion of any revenue derived through the recycling market which then goes towards supporting programs at the Centre. These bins were installed at the following library branches after receiving approval from the County's local municipal partners who own the library's facilities: Springfield, Belmont, Shedden, Dutton and West Lorne.

Green eRecycling has recently notified the County that they need to suspend the program to at least the end of August due to staffing shortages. The service will pick up the existing bins and clean up any debris adjacent. It is hoped that the service will resume as soon as September.

In the interim, those wanting to donate electronic waste to the program can drop off items at the STEAM Education Centre located at 745 Talbot Street in St. Thomas.

Council Approves Telework Policy

Council approved a Telework Policy for the County of Elgin as presented by the Director of Human Resources.

At the outset of the COVID-19 pandemic, many staff were reassigned to work remotely on short notice in respect of social distancing measures. The County quickly implemented 'Emergency/Temporary Telework Guidelines' and an Agreement for all staff who were redeployed to work remotely. The Guidelines covered the basics required for a productive and safe telework setting, including eligibility, approval and termination process, productivity and office equipment expectations, health and safety, and information security.

The Telework Policy formalized these guidelines and ensures a safe and productive telework arrangement, as the global pandemic continues.

May 2020 Budget Performance

The Director of Financial Services presented the Budget Performance for May 2020. The budget comparison for the County shows unfavourable performance of \$21,000 for the month of May, primarily the result of an unbudgeted legal

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settlement, bringing year-to-date favourable performance to \$273,000.

Council Recommends 4-Way Stop at Talbot Line and Currie Road Intersection

As requested at the June 9, 2020 meeting, the Director of Engineering Service presented a re-evaluation of the operation of the intersection of Talbot Line and Currie Road including collision data, traffic counts and speed assessments. Additionally, the Director detailed the costs associated with installing traffic signals and the cost of installing a four-way stop condition along with a reduced speed limit. Council made the decision that a pilot project be undertaken with the installation of a four-way stop, appropriate speed limit reductions and signage at the intersection of Currie Road and Talbot Line; and, that the pilot be reviewed after one (1) year; and, that the pilot project be presented to Dutton Dunwich Council for the approval of financing.

Council Advocates for Broadband Funding

County Council will join the Member Counties and local municipalities of the WOWC in advocating for the region's fair share of the CRTC's \$750M Broadband Fund. WOWC and its Member Counties and local municipalities should be advocating for 10% (or \$75M) of the funding as the region represents 10% of the population of Canada. WOWC must also advocate for the region's fair share of the Innovation, Science and Economic Development (ISED) \$1.7B Universal Broadband Fund. Applications are opening this year and WOWC should once again be advocating for 10% (or \$170M) for Southwestern Ontario based on population.

Advocacy will take the form of a letter writing campaign to the CEO of the CRTC and the Hon. Navdeep Bains, Minister of Innovation, Science and Industry.

Council Approves Appointment to Green Lane Landfill Public Liaison Committee

County Council approved the recommendation to appoint Brian Lima, Director of Engineering Services to serve as the County's representative on the Green Lane Landfill Public Liaison Committee. The Green Lane Landfill Public Liaison Committee serves as a focal point for dissemination, review and exchange of information and monitoring results relevant to the operation of the landfill site in Southwold Township.

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Mr. Lima replaces Ms. Elsie Marie Hutchings a longstanding citizen appointee of the Green Lane Landfill Public Liaison Committee who recently passed away. Council recognized Ms. Hutchings' considerable community support, extending beyond her participation as part of the Green Lane Landfill Public Liaison Committee to the Kensington Club, Southwold Communities in Bloom, Southwold Zero Waste Committee, and Southwold Township History Committee. Ms. Hutchings' lovely disposition and her incredible, unwavering commitment to bettering the community and advocating for change will leave a void that will be challenging to fill.

Canada's Rural and Remote Broadband Conference Series

To develop greater insight into how to address Elgin County's connectivity issues, on June 8 and June 9, the County's Director of Financial Services, and the General Manager of Economic Development, attended Canada's Rural & Remote Broadband Conference Series (CRRBC). This virtual two-day event featured community, government, and industry stakeholders addressing the challenges of rural broadband. The report contained in the June 23rd, 2020 County Council Agenda Package outlines several options that small municipalities including Elgin County can take to proactively address broadband issues.

The complete June 23, 2020 County Council Agenda package can be found [here](#).



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

May 13, 2020, 9:30 a.m.

Council Chambers, West Elgin Municipal Building

Present: Duncan McPhail
Alphonse Willie
Ken Loveland, Chair
Jim Hathaway

Staff Present: J. Nethercott, Clerk
Lee Gosnell, Manager Operations & Community Services
Adam Ecker, Recreation Supervisor

1. Call to Order

Chair K. Loveland called the meeting to order at 9:29 a.m.

2. Adoption of Agenda

Moved: Jim Hathaway

Seconded: Alphonse Willie

That West Elgin Community Centre Board of Management hereby adopts the Agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Jim Hathaway

Seconded: Alphonse Willie

That West Elgin Community Centre Board of Management Committee adopt the minutes of March 11, 2020 as circulated and printed.

Carried

5. Business Arising from Minutes

5.1 Update on Organizational Changes

Duncan McPhail reported on the organizational changes made by West Elgin and introduced Lee Gosnell as the Manager of Operations & Community Services and Adam Ecker as the Recreation Supervisor.

5.2 Verbal Update on Concession Operator 2020-2021 Season

Lee Gosnell, Manager of Operations & Community Services provided a verbal update on the concession. The current provider has removed all his items from the concession as the mould remediation has begun. Mr. Gosnell reported that he is concerned that the tax payers have been subsidizing the operator as we are not able to meet our costs by the reduced rental fees the current operator have been given. Direction was provided to staff to speak with the current operator about a new agreement.

6. Staff Reports

6.1 Financials as of May 1, 2020

Board received and filed the financials.

6.2 Verbal update on Mould Remediation

Mr. Gosnell provided an update on the mould remediation. With the closure of the facility under the Emergency Order, mould remediation was able to begin earlier than anticipated. It has been discovered however that due to the time the mould was left untreated, the mould is now deeply embedded in the paint, which means the cleaning is going to take much longer than first anticipated and increase the cost. The contractor has agreed to split the cost of the overages. Currently the final testing has been done and with the deep cleaning only 90-95% of the mould will be removed and in order to prevent re-growth an encapsulating paint will need to be applied to the ceiling. Mr. Gosnell will report back to the Board

with quotes on the cost of the painting and include quotes for painting of the walls at the same time, as the preparation work will already be complete.

6.3 Verbal Update on Arena Schedule for 2020-2021 Season

Mr. Gosnell provided handout of Chatham-Kent's booking policies for arena ice time. Mr. Gosnell reported that there have been inquiries about booking of ice time and would like to move forward with booking for the fall of 2020 and into 2021. Mr. Hathaway stated that the Skating Club has submitted their ice time requirements, but would re-submit these to Mr. Gosnell. Mr. Willie reported that Minor Hockey is unable at this time to pin down their needed times due to registration being delayed and the uncertainty with the current pandemic situation.

7. New Business

Mr. Hathaway reported that Skate Canada has issued a letter to all clubs regarding the rules and guidelines to follow during the pandemic.

Mr. Willie reported that at this time West Lorne Minor Hockey has not been able to hold any meetings and are still unsure of the 2020-2021 season.

8. Adjournment

Moved: Duncan McPhail

Seconded: Jim Hathaway

Recommendation: That the West Elgin Community Centre Board of Management hereby adjourn at 10:52 a.m. to meet again at the call of the Chair.

Carried

K. Loveland, Chair

Jana Nethercott, Clerk



West Elgin Community Centre Board of Management

171 Graham Street, West Lorne ON N0L 2P0



July 9, 2020

Hon. Jeff Yurek
Minister of the Environment, Conservation & Parks
750 Talbot St, Suite 201
St Thomas ON N6P 1E2

Dear the Honorable Jeff Yurek:

The Municipalities of West Elgin and Dutton Dunwich jointly operate the West Elgin Community Centre, through a Shared Operating Agreement since 2004. This facility houses what is commonly known as the West Lorne Arena and is operated by a committee made up of members from each Council and representatives of the two main user groups, West Lorne Minor Hockey and West Lorne Figure Skating Club.

The West Elgin Community Centre Board of Management would like to request your assistance in receiving guidance from the Province of Ontario regarding the safe return of organized sports, such as minor hockey in our facility. Without clear guidance from the Province, groups such as Minor Hockey, are having a difficult time in planning for the 2020-2021 season, which in turn makes it hard for municipalities to plan for the use of their facilities, such as arenas.

Arenas are a vital community hub in rural Ontario. They provide a community gathering point, as well as the facility to play sports. The cost of operating such a facility is far more expensive than can be recouped through user fees, however municipalities fund these facilities to improve the quality of life for residents. However, without clear guidance from the Province for the main user groups of these facilities, municipalities must weigh the cost benefit of putting in the ice and operating such a facility against the risk of losing user groups and the revenue they provide. The loss of an arena would have a huge impact to our communities.

Sincerely,

Ken Loveland
Chair
West Elgin Community Centre Board of Management

Cc: Hon. Lisa MacLeod, Minister of Tourism, Culture and Sport
Dutton Dunwich Council
West Elgin Council

/jn

Four Counties Transportation Services Committee Agenda

February 3, 2020, 8:30 a.m.

Council Chambers, West Elgin Municipal Building

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at jnethercott@westelgin.net.

Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

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

3. **Disclosure of Pecuniary Interest**

4. **Minutes**

1

Recommendation:

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

5. **Business Arising from Minutes**

6. **Financial Information**

6

Recommendation:

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

7. **New Business**

7.1 **Council Delegations**

7.2 **Rate Increase Feedback**

8. Adjournment

Recommendation:

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

Four Counties Transportation Services Committee

Minutes

December 16, 2019, 8:30 a.m.
Council Chambers, West Elgin Municipal Building

Present: Bonnie Rowe, Chair
Duncan McPhail
Ian Carruthers
Linda Dunn
Marigay Wilkins
Shelley Vergeer
Ann-Marie Millson

Staff Present: Magda Badura
Jana Nethercott

Also Present: John Wright, Councillor Chatham Kent

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 8:31 a.m.

2. Adoption of Agenda

Moved: Marigay Wilkins

Seconded: Ian Carruthers

That the Four Counties Transportation Services Committee adopt the agenda as printed and circulated.

Carried

3. Disclosure of Pecuniary Interest

None.

4. Minutes

Moved: Duncan McPhail

Seconded: Linda Dunn

That Four Counties Transportation Services Committee hereby approve the Minutes of September 16, 2019 as printed and circulated.

Carried

5. Financial Information

5.1 Ridership to Date

CAO/Treasurer M. Badura presented the ridership to date. Chair Rowe stated that what stood out to her is that ridership in Chatham Kent area and Southwest Middlesex is increasing and Newbury is decreasing, overall the ridership has remained stable since 2017.

5.2 Proposed 2020 Budget

M. Badura. CAO/Treasurer went through the two proposals for the budget, one with a \$2 increase and one with no changes to the ridership fees. The total deficit we are budgeting is \$31,000 with option one and \$29,000 for option 2 (with increase). Currently Four Counties Transit has budgeted for ridership to stay similar in 2020 as to 2019. Insurance has increased approximately 17%, in 2020 West Elgin will be doing an RFP for insurance coverage.

Ms. Badura stated that we are still waiting to hear from the Federal government for their share of the gas tax grant.

Moved: Marigay Wilkins

Seconded: Duncan McPhail

That the Four Counties Transit Committee hereby approves the 2020 budget, with a \$2 increase to the fee structure overall.

Carried

5.3 2019 Fee Structure

Discussions around the fee structure and how an increase would affect the Adult Day program at Four Counties Health Services.

Anne Marie Millson from Chatham Kent provided information on the Toronto Metrolinx as a purchasing consortium, to provide assistance with a purchasing of equipment and tendering for group purchases.

6. Business Arising from Minutes

6.2 Expanding of Catchment Area

Chair Rowe wondered if we are not doing a disservice to our residents by not having a special rate to take our residents to Strathroy Middlesex Hospital for appointments as that is outside of the catchment area, as this Hospital is linked to Four Counties Health Services Centre. WEHC no longer has a catchment area so their van does these trips.

Chatham Kent is looking to ensure that their North District is serviced with the assistance of Four Counties Transit as they are currently not serviced by the Chatham Kent Transit Service doesn't operate in this area.

Chair Rowe stated at the last meeting it was discussed expanding the catchment area by 2km, however this is not possible without an agreement in place.

Anne Marie Milson stated that Chatham Kent is in the process of a review of transportation services for the whole of the municipality.

6.1 Delegations to Area Council - Results and Other Potential Delegations

Bonnie requested thoughts on doing delegations to Brooke-Alvinston, Adelaide Metcalfe and Moraviantown.

West Elgin municipal staff to confirm attendance at Brooke Alvinston and Adelaide Metcalfe

6.3 Advertising on New Bus

A brain storming session was discussed as way to produce a list of possible sponsors for the new bus and potential advertisers.

Moved: Marigay Wilkins

Seconded: Shelley Vergeer

That Four Counties Transit Committee purchase advertising space on the new bus on the back window and the cost be split out among the partner municipalities.

Carried

7. New Business

7.2 Update Brochure and Advertising

An updated version will be distributed as soon as possible with the updated rates for 2020

7.3 Proposed Update to Terms of Reference

Moved: Duncan McPhail

Seconded: Marigay Wilkins

That Four Counties Transit Committee hereby recommends to West Elgin Council to change the Terms of reference to include 2 members from Chatham Kent.

Carried

7.4 2020 Meeting Dates

Moved: Marigay Wilkins

Seconded: Duncan McPhail

That the Four Counties Transportation Services Committee sets the 2020 meeting dates as 8:30 a.m. on February 3, April 20, June 22, September 21 and December 21.

Carried

7.5 Accessibility Policy

Moved: Ian Carruthers

Seconded: Marigay Wilkins

That Four Counties Transportation Services Committee hereby receives the report from Jana Nethercott, Clerk re: Accessibility Policy; and

That Four Counties Transportation Services Committee hereby recommends adoption of the Accessibility Policy to West Elgin Council.

Carried

8. Adjournment

Moved: Duncan McPhail

Seconded: Ian Carruthers

That the Four Counties Transportation Services Committee hereby adjourn at 10:17 a.m. to meet again on January 13, 2020, or at the call of the chair.

Carried

Bonnie Rowe, Chair

Jana Nethercott, Clerk

Four Counties Transit
For the Year Ended December 31, 2019

	<u>2019 Actuals</u>	<u>2019 Budget</u>
01-7280-6121 DONATIONS/MISC REVENUE	-	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	- 22,085.52	- 20,694.16
01-7280-6212 OSG - Transit	- 35,454.00	- 35,454.00
01-7280-6355 BUS TRIP FEES	- 11,260.00	- 10,000.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	- 7,070.55	- 10,000.00
01-7280-7400 WAGES	46,263.36	46,035.00
01-7280-7401 CPP EXPENSE	2,003.87	1,841.40
01-7280-7402 EI EXPENSE	1,048.25	920.70
01-7280-7403 EHT EXPENSE	902.12	920.70
01-7280-7404 WSIB	1,452.40	1,381.05
01-7280-7415 Training	146.11	200.00
01-7280-7510 INSURANCE	2,044.00	2,100.00
01-7280-7601 PHONE & INTERNET	1,070.70	1,400.00
01-7280-7651 POSTAGE & COURIER	-	30.00
01-7280-7652 ADVERTISING	2,754.70	3,500.00
01-7280-7660 OTHER SUPPLIES	190.63	50.00
01-7280-7675 LEGAL	-	-
01-7280-7699 BILLABLE	-	-
01-7280-7701 FUEL - GAS	14,532.21	16,000.00
01-7280-7705 REPAIRS & MAINTENANCE	7,926.94	10,000.00
01-7280-7900 TRANSFER TO RESERVES	<u>5,000.00</u>	<u>5,000.00</u>
Net Deficit	\$ 9,465.22	\$ 13,230.69

Deficit Allocation:

Chatham-Kent	26%	8,203.19
Newbury	1%	315.51
SWM	43%	13,566.82
West Elgin	<u>30%</u>	<u>9,465.22</u>
	100%	\$ 31,550.74

FOUR COUNTIES TRANSIT SUMMARY OF RIDERS - 2019													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019 TOTAL
CHATHAM-KENT													
HIGHGATE	-	-	-	-	1	-	-	1	3	3	4	2	13
BOTHWELL	16	12	13	16	16	10	12	14	14	18	18	13	172
RIDGETOWN	2	1	1	3	2	1	1	2	2	-	0	-	14
MORPETH	8	5	8	8	10	8	9	9	7	10	8	6	96
SUB-TOTAL	26	18	22	27	29	19	22	26	26	31	30	21	294 26%
NEWBURY													
Villa Apts.	-	-	-	-	-	2	-	-	-	3	0	1	6
SUB-TOTAL	-	-	-	-	-	2	-	-	-	3	0	1	6 1%
S.W. MIDDLESEX													
GLENCOE	23	22	28	21	31	24	25	26	20	18	20	8	262
APPIN	3	2	4	3	5	3	5	4	2	5	3	3	42
WARDSVILLE	11	6	11	9	8	8	13	9	10	11	12	13	118
MELBOURNE	-	-	-	-	-	-	-	-	-	-	0	-	-
BABCOCK N.H.	11	7	10	5	8	5	6	9	3	3	6	2	73
SUB-TOTAL	47	37	52	37	52	40	48	48	34	37	40	26	495 43%
WEST ELGIN													
West Elgin	20	19	27	24	37	20	20	25	20	29	23	19	280
BEATTIE MANOR	7	8	14	12	10	5	2	-	4	1	3	-	65
SUB-TOTAL	27	27	41	36	47	25	22	25	23	30	26	19	345 30%
GRAND TOTAL													1,140 100%
RIDER													
SPECIAL TRIPS													
Single						2	1	3			2	2	10
Babcock				32		11	33	21	25	11	9	14	156
Ridgetown-Village			1				-	-					1
WECHC							-	-					-
Beattie			1	2	3		13	-		14			33
Adult Centre							14	13					27
FCHS	1	1				1	-						3
Total People	1	1	2	34	3	14	61	37	25	25	11	16	230

Four Counties Transportation Services Committee

Minutes

June 22, 2020, 8:30 a.m.
Electronic Participation Meeting via Zoom

Present: Bonnie Rowe, Chair
Duncan McPhail, West Elgin
Linda Dunn, Adult Day Program
Marigay Wilkins, Southwest Middlesex
Shelley Vergeer, WECHC
Ann-Marie Millson, Chatham-Kent
John Wright, Chatham-Kent

Regrets: Ian Carruthers, Southwest Middlesex

Staff Present: Magda Badura
Jana Nethercott

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 8:39 a.m.

2. Adoption of Agenda

Resolution No. FCTS 2020-05

Moved: Marigay Wilkins

Seconded: Duncan McPhail

Recommendation: That the Four Counties Transportation Services Committee adopt the agenda as circulated.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Resolution No. FCTS 2020-06

Moved: Duncan McPhail

Seconded: John Wright

Recommendation: That Four Counties Transportation Services Committee hereby approve the Minutes of February 3, 2020 as amended.

Carried

5. Business Arising from Minutes

Chair Bonnie Rowe reported that the Municipality of Brooke Alvington is interested in participating in Four Counties Transit Service and would like to review an agreement. CAO/Treasurer Magda Badura reported that currently there is no agreement, however West Elgin will approach the County Solicitor to create such an agreement as it is good business sense. Once an agreement has been drafted it will be brought forward to the Board for approval.

Linda Dunn reported that the Adult Day Program administration would prefer that no delegation take place on their behalf. Linda reported that at this time they aren't sure when the Adult Day Program will re-start as there are no plans in place.

6. Financial Information

CAO/Treasurer Magda Badura reported that we should be receiving the Provincial portion of funding for the purchase of the new bus shortly, the purchase of this new bus has been delayed until 2021. Ms. Badura reported that with no trips since March 24, 2020 revenues are down and insurance has been notified that the bus was not in service in hopes of receiving a rebate on the insurance.

Resolution No. FCTS 2020-07

Moved: Marigay Wilkins

Seconded: Linda Dunn

That Four Counties Transportation Services Committee hereby receives the Financial Update as per May 31, 2020 as presented by CAO/Treasurer Magda Badura.

Carried

7. Correspondence

7.1 Ministry of Transportation - Guidelines for Public Transit Agencies and Passengers in response to COVID-19

8. New Business

8.1 Update on Service Disruptions due to COVID-19

Shelley Vergeer stated that West Elgin Community Health Centre has been providing essential service trips on their bus for medical appointments, but have had low numbers using the service.

Ann-Marie Millson reported that Chatham-Kent's accessible transit service is currently running one passenger at a time and has taped off seats for physical distancing in their regular transit buses.

Magda Badura reported that staff have investigated protective gear and physical distancing practices for the bus. It is not possible for a protective barrier for the driver due to the fact the driver assists passengers, therefore face shields and masks will be required, along with taping off seats to maintain physical distancing. Ms. Badura reported that municipal staff are checking messages daily and at this point there are low numbers of inquires.

Four Counties Transit Committee provided direction to Staff to re-start the Four Counties Transit Service when appropriate.

8.2 Update on Purchasing of New Bus

Magda Badura, CAO/Treasurer reported that West Elgin Council reviewed the 2020 Capital spending due to COVID-19 Pandemic and postponed the purchase of the new transit bus until 2021 as the funding does not require a purchase in 2020.

9. Adjournment

Resolution No. FCTS 2020-08

Moved: Duncan McPhail

Seconded: Linda Dunn

Recommendation: That the Four Counties Transportation Services Committee hereby adjourn at 9:26 a.m. to meet again at 8:30 a.m. September 21, 2020, or at the call of the chair.

Carried

Bonnie Rowe, Chair

Jana Nethercott, Clerk



FOUR COUNTIES TRANSIT

RESUMPTION OF SERVICES AS OF AUGUST 3, 2020



THREE CONSTRAINTS TO CONSIDER:

- TECHNICAL
- LOGISTICS
- FINANCIAL



TECHNICAL FEASIBILITY

- ENACT SOCIAL DISTANCING PRACTICES IN ALL EMPLOYEE AND PASSENGER AREAS
- INSTALL SEAT MARKINGS INDOORS TO SUPPORT SOCIAL DISTANCING BY PASSENGERS AND EMPLOYEES
- USE SIGNAGE TO SUPPORT AND ENCOURAGE SOCIAL DISTANCING, AND OTHER KEY SAFETY PRACTICES SUCH AS PROPER COUGH AND SNEEZE PROTOCOLS AND HANDWASHING
- PERFORM ENHANCED CLEANING OF A BUS AT LEAST ONCE PER DAY
- THOROUGHLY AND REGULARLY DISINFECT HIGH TOUCH AREAS SUCH AS DOOR HANDLES AND HANDRAILS THROUGHOUT THE DAY
- PROVIDE HAND SANITIZER FOR THE DRIVERS AND PASSENGERS
- ENCOURAGE THE USE OF HAND WASHING AND HAND SANITIZER THROUGH SIGNS
- PROVIDE DRIVERS AND PASSENGERS WITH NON-SURGICAL/CLOTH FACE MASKS ALONG WITH AN EXPECTATION THEY WILL BE WORN
- SET MAXIMUM LOAD OF 25% OF SEATS OR 4 PASSENGERS ON BOARD
- PERFORM COVID-19 SCREENING WHEN MAKING TRANSPORTATION ARRANGEMENTS.
- PERFORM TEMPERATURE SCREENING BEFORE BOARDING THE BUS.







LOGISTICS

- PROVIDE RIDES TO SENIORS AND DISABLED PERSONS IN THE FOUR COUNTY AREA.
- COVER CURRENT CATCHMENT AREA THAT INCLUDES WEST ELGIN, EASTERN PORTION OF CHATHAM-KENT, SOUTHWEST MIDDLESEX AND NEWBURY
- PROVIDE SENIORS AND DISABLED WITH TRANSPORTATION SERVICES FOR APPOINTMENTS, SHOPPING AND OTHER ACTIVITIES WITHIN THE CATCHMENT AREA
- HAVE BUS AVAILABLE DAILY FROM 8:00 AM – 4:30 PM BY APPOINTMENT ONLY

FINANCIAL FEASIBILITY

OPTION #1

RESUME SPECIALIZED
TRANSIT SERVICES AS OF
AUGUST 3, 2020



	<u>2020 Forecast</u>	<u>2020 Actuals</u> <u>as of June 30, 20</u>	<u>2020 Budget</u>
01-7280-6121 DONATIONS/MISC REVENUE	-	-	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	-	20,265.09
01-7280-6212 OSG - Transit	- 31,172.00	-	35,454.00
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM	-	-	45,188.00
01-7280-6355 BUS TRIP FEES	- 5,326.00	- 3,126.00	- 13,836.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	239.75	239.75	7,000.00
01-7280-7400 WAGES	19,126.07	10,097.27	48,196.42
01-7280-7401 CPP EXPENSE	1,203.93	438.89	1,927.86
01-7280-7402 EI EXPENSE	605.88	223.36	963.93
01-7280-7403 EHT EXPENSE	579.43	196.91	963.93
01-7280-7404 WSIB	861.56	287.78	1,445.89
01-7280-7415 Training	24.00	24.00	200.00
01-7280-7510 INSURANCE	2,351.00	2,351.00	2,351.00
01-7280-7601 PHONE & INTERNET	1,100.00	484.05	1,100.00
01-7280-7651 POSTAGE & COURIER	50.00	-	50.00
01-7280-7652 ADVERTISING	3,000.00	1,552.41	3,000.00
01-7280-7660 OTHER SUPPLIES - Note 1	4,047.75	16.56	200.00
01-7280-7701 FUEL - GAS	7,397.55	2,965.55	15,000.00
01-7280-7705 REPAIRS & MAINTENANCE	5,000.00	1,718.12	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-	-	50,188.00
01-7280-7901 Transfer from Reserves	-	-	70,000.00
01-7280-8000 CAPITAL - TRANSIT BUS	-	-	70,000.00
	<u>\$ 9,088.93</u>	<u>\$ 16,990.15</u>	<u>\$ 8,843.94</u>

Notes:

2020 Forecast No. 1 is based on the following assumptions:

Resumption of transit service - August 3, 2020

Other Supplies

Fogging Equipment	1,100.00
Dry mist fog sanitizer	980.00
Hand Sanitizer - gel	200.00
Social distancing bands	477.75
Driver shields	790.00
PPE - face masks, face shields, gloves, lysol wipes	500.00
	<u>\$⁹⁰4,047.75</u>



FINANCIAL FEASIBILITY

OPTION #2

CEASE SPECIALIZED TRANSIT SERVICES FOR
THE REMINDER OF THE YEAR

	<u>2020 Forecast</u>	<u>2020 Actuals</u> <u>as of June 30, 20</u>	<u>2020 Budget</u>
01-7280-6121 DONATIONS/MISC REVENUE	-	-	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	-	20,265.09
01-7280-6212 OSG - Transit	-	-	35,454.00
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM	-	-	45,188.00
01-7280-6355 BUS TRIP FEES	- 3,126.00	- 3,126.00	- 13,836.00
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	- 239.75	- 239.75	- 7,000.00
01-7280-7400 WAGES	10,097.27	10,097.27	48,196.42
01-7280-7401 CPP EXPENSE	438.89	438.89	1,927.86
01-7280-7402 EI EXPENSE	223.36	223.36	963.93
01-7280-7403 EHT EXPENSE	196.91	196.91	963.93
01-7280-7404 WSIB	287.78	287.78	1,445.89
01-7280-7415 Training	24.00	24.00	200.00
01-7280-7510 INSURANCE	2,351.00	2,351.00	2,351.00
01-7280-7601 PHONE & INTERNET	1,100.00	484.05	1,100.00
01-7280-7651 POSTAGE & COURIER	50.00	-	50.00
01-7280-7652 ADVERTISING	3,000.00	1,552.41	3,000.00
01-7280-7660 OTHER SUPPLIES - Note 1	-	16.56	200.00
01-7280-7701 FUEL - GAS	2,965.55	2,965.55	15,000.00
01-7280-7705 REPAIRS & MAINTENANCE	1,718.12	1,718.12	5,000.00
01-7280-7900 TRANSFER TO RESERVES	-	-	50,188.00
01-7280-7901 Transfer from Reserves	-	-	- 70,000.00
01-7280-8000 CAPITAL - TRANSIT BUS	-	-	70,000.00
	<u>\$ 19,087.13</u>	<u>\$ 16,990.15</u>	<u>\$ 8,843.94</u>



QUESTIONS?

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Tri-County Water Board of Management

Minutes

January 28, 2020, 7:00 p.m.

Council Chambers, West Elgin Municipal Building

Present:

- Bob Purcell
- Allan Mayhew
- Angela Cammaert
- Bonnie Rowe
- Doug Bartlett
- Duncan McPhail
- Ken Loveland
- Marigay Wilkins
- Patricia Ann Corneil
- Taraesa Tellier
- Tim Sunderland
- Richard Leatham

Staff Present:

- Jill Belchamber-Glazier
- Magda Badura
- Dale Le Britton
- Mike Taylor
- Jana Nethercott

Regrets:

- Duncan McPhail
- Patricia Ann Corneil
- Taraesa Tellier

1. Call to Order

Chair B. Purcell called the meeting to order at 7:02 p.m.

2. Adoption of Agenda

Resolution No. 2020-01

Moved: Marigay Wilkins

Seconded: Angela Cammaert

That Tri-County Water Board agenda for January 28, 2020 be adopted as amended by adding 7.2 Pump 4 High Lift Re-build.

Disposition: Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Resolution No. 2020-02

Moved: Doug Bartlett

Seconded: Ken Loveland

That minutes of the Tri-County Water Board meeting on December 17, 2019 be adopted as circulated and printed.

Disposition: Carried

5. Business Arising from Minutes

5.1 Municipal Member Update - SWM and Newbury Agreement

Allan Mayhew stated that he regrets that they are still having difficulties coming to that agreement, due to the fact that Newbury wants more capacity which Southwest Middlesex doesn't feel that should be part of this agreement and their requested capacity is almost triple what they currently have. At this point we would be very lucky to reach an agreement in the next 48 hours. OCWA today has formulated a response and once Southwest Middlesex has a chance to review this it will be forwarded to Newbury. Negotiations are ongoing at this time, however Southwest Middlesex advises that there will be no more extensions to these negotiations. Southwest Middlesex Council has agreed to extend the negotiation deadline to January 31, 2020.

Chair Bob Purcell noted that any discussion regarding capacity can not be part of these negotiations as they are part of the Tri-County Agreement with individual Municipalities.

6. Financials

6.1 Financials as of December 31, 2020

Financials were presented by Magda Badura, CAO/Treasurer.

6.2 Capital Review

Resolution No. 2020-03

Moved: Bonnie Rowe

Seconded: Allan Mayhew

That the Tri-County Water Board accept the financial report as presented by Magda Badura.

Disposition: Carried

7. Staff Reports

7.1 **Mike Taylor, OCWA - 2019 Fourth Quarter Drinking Water System Operations Report**

Mike Taylor reported that there has been a health and safety issue at the plant in the low lift area due to third party company delivering to the plant, however this has been elevated corporately and being investigated. An update on this issue will be brought forward to the next meeting, with explanations.

Resolution No. 2020-04

Moved: Angela Cammaert

Seconded: Tim Sunderland

That Tri-County Water Board receives the report from Mike Taylor, Ontario Clean Water Agency regarding the 2019 Fourth Quarter Drinking Water System Operations Report.

Disposition: Carried

7. Staff Reports

7.2 **Pump 4 High Lift Re-build**

Pump 4 had the VFD installed in late summer and there were a number of issues discovered and OCWA rebuilt the motor and retested and still issues were discovered. The report indicates the bigger issues with pumps and the work has been completed and even upgraded with a coating to assist with friction protection and make it more efficient. The focus will be on using pump number four for the energy savings, while not allowing the other pumps to deteriorate from non use.

This year will be a year of data collecting for the potential to do this process to one of the other pumps in 2021.

7.3 Mike Taylor, OCWA - North Tank Inspection Report

The only immediate recommendation is for the fine screening mesh at the top of the tank is missing and needs to be replaced at a potential cost of \$5,000 to \$10,000 for external. Within the next 5 years a sealer needs to be applied to the interior structure of the tank to prevent corrosion, with an estimated cost of \$20,000 per tank and both tanks need to be done. In the next 5 years the nodes also need to be replaced, which could run approximately \$50,000. This company stated that a 40 year capital project projection should be completed and Mike believes he will request this in 2021.

8. New Business

Tim Sunderland requests a clean copy of the updated agreement.

9. Adjournment

Resolution No. 2020-05

Moved: Richard Leatham

Seconded: Ken Loveland

That the Tri-County Water Board adjourn at 7:53 p.m. to meet again on April 28, 2020 at 6:00 p.m. at the Tri-County Water Plant or at the call of the Chair.

Disposition: Carried

Bob Purcell, Chair

Jana Nethercott, Recording Secretary

**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, 17e étage
Toronto ON M7A 2J3
Tél.: 416 585-7000



234-2020-2680

July 8, 2020

Dear Head of Council:

The COVID-19 outbreak has touched everyone in the province, creating personal and financial hardship, and resulting in losses far greater than anyone could have imagined. We are making steady progress in the safe reopening of the province, and we acknowledge and celebrate those who went above and beyond through this crisis.

I am writing to inform you that on July 8, 2020, our government introduced the COVID-19 Economic Recovery Act, 2020, to help get Ontario back on track. Our proposed bill will address three critical needs Ontario faces: restarting jobs and development; strengthening communities; and creating opportunity for people.

Our government recognizes the key role that municipalities play in restarting the economy, and that their efficient functioning and economic sustainability is critical to Ontario's future success. We are also continuing to negotiate with our federal partners to ensure communities across Ontario receive the urgent financial support they need. We know that municipalities require fair and flexible investment to protect front line services and help restart the economy.

This bill includes proposals that will enable municipal councils and local boards to meet electronically on a permanent basis and allow municipal councils to decide if they wish to have proxy voting for their members. Our government also proposes to finalize the community benefits charges framework; enhance the Minister of Municipal Affairs and Housing's existing zoning order authority to provide more certainty when fast tracking the development of transit oriented communities; make it faster to update and harmonize the Building Code so that we can break down interprovincial trade barriers, and permanently establish the office of the Provincial Land and Development Facilitator to help solve complex land use issues. We are also working on optimizing provincial lands and other key provincial strategic development projects that will help facilitate economic recovery efforts.

My ministry will be hosting a technical information briefing on the proposed community benefits charges framework, including proposed changes to development charges and parkland dedication, so that municipal staff can gain a better understanding of the proposal. The technical briefing will take place in the near future and invitations from the Assistant Deputy Minister of Local Government and Planning Policy Division to municipal Chief Administrative Officers, Treasurers and Chief Planners will be forthcoming.

.../2

In addition to initiatives that I have outlined above from my ministry, there are several other proposals included in our proposed legislation that will support your communities. Changes proposed will modernize our outdated environmental assessment framework, provide more local say on future landfill sites, and ensure strong environmental oversight, while supporting faster build-out of vital transport and transit infrastructure projects to support our economy. Municipally-run courts will be able to use technology to deliver services remotely and we are also moving to fill justice of the peace vacancies faster and more transparently.

We will be extending the validity period of unused marriage licences and protecting the province's most vulnerable consumers who rely on payday loans, by proposing limits on related interest rates and fees.

Also proposed is the reduction of regulatory burdens on farming while preserving the environmental rules that will support this vital part of our economy. Businesses will be able to count on clear, focused and effective rules that do not compromise people's health, safety or the environment through our changes that continue to focus on cutting red tape. At the same time, our changes will allow health and safety standards to be updated more quickly to ensure worker safety in a changing economy.

As the province continues to reopen and the economy recovers, it's more critical than ever to position Ontario as a top-tier destination for investment, domestic growth, and job creation. A key measure to support this objective is the creation of a new investment attraction agency, Invest Ontario, that will promote the province as a key investment destination and work closely with regional partners to coordinate business development activities.

Our proposed changes will also help our communities respond in part to the challenges that this outbreak has brought to our education system. Changes proposed would allow school boards to select the best candidates for director of education for their respective communities. We will also reduce red tape that is preventing access to school for some First Nation students and by limiting unproductive suspensions for our very youngest students. Students with severe learning disabilities will have an opportunity to complete their studies in the upcoming school year and by broadening the mandates of TVO and TFO, our broadcasters will be able to support students' learning needs better during these challenging times.

Through this proposed legislation, we will take the first step towards a strong restart and recovery. More information on our proposals can be found on the Legislative Assembly of Ontario's [website](#).

Our greatest challenges lie ahead of us, and we know we cannot overcome them alone. It's time for everyone to play a role in rebuilding Ontario together. We will ensure no community or region is left behind. Every community must recover if all of Ontario is to grow and prosper again.

Head of Council
Page 3

Municipalities are encouraged to continue to review our Government's Emergency Information webpage at: Ontario.ca/alert. I thank you for your continued support and collaboration in these challenging times.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers
Municipal Clerks
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing
Brian Rosborough, Executive Director, Association of Municipalities of Ontario

Ontario Starting Down the Path to Growth, Renewal and Economic Recovery

July 8, 2020 2:15 P.M.

The COVID-19 outbreak has touched all Ontarians. It has created significant hardship for individuals, families and businesses and they need help to bounce back from the serious health and economic impacts.

In response, Ontario has introduced the *COVID-19 Economic Recovery Act, 2020*, part of a made-in-Ontario plan to help boost the province's economic recovery, create thousands of jobs, put more opportunities within reach of businesses, get infrastructure projects built faster, and improve the quality of life in every community across the province.

Restarting Jobs and Development

Building Code Act

The Ontario government is making it easier and faster to update the Building Code. The proposed changes will allow the Minister of Municipal Affairs and Housing to make regulations that will streamline the Building Code development process, align it with National Construction Codes and enable Ontario to respond faster to construction sector needs. This will reduce inter-provincial trade barriers, make Ontario more competitive and support economic growth.

Drainage Act

The Ontario government is working with the farm and food sector to reduce regulatory burden, while preserving the environmental rules that help to keep Ontarians safe and healthy. Streamlining administrative processes under the *Drainage Act* would encourage innovation in drainage practices, help to prevent flooding, and reduce costs for farmers, rural landowners and municipalities.

Reducing Delays for Environmental Infrastructure Projects

The Ontario government is making environmental approvals for wastewater and stormwater infrastructure work better for communities. It is proposing improvements to its Environmental Compliance Approval process providing a single, consolidated approval process for low-impact municipal sewage collection and stormwater management projects. This proposed approach

would mean that simple, routine changes by municipalities — including alterations, extensions, enlargements or replacement projects — could be pre-authorized to begin construction without needing separate approvals for each project.

The new process would ensure municipalities would be able to build this critical infrastructure faster, eliminating costly construction delays while maintaining strong environmental protections.

Environmental Assessment Act

The Ontario government is updating the almost 50-year old environmental assessment program to build a modern, practical process that supports strong environmental oversight and a strong economy.

Building on our enhancements over the past year, the government is proposing changes to the Environmental Assessment Act that will improve the environmental assessment program. The changes would allow us to focus resources on projects that have the highest impact on the environment, reduce timelines by half from 6 to 3 years for the largest projects, and match the level of assessment requirements with the level of environmental impact so critical infrastructure projects can get off the ground without undue delay.

Farm Registration and Farm Organizations Funding Act

By introducing an appeal process under the Farm Business Registration Program, The Ontario government can deliver a less expensive, faster and less cumbersome appeal process for Ontario farmers. If passed, applicants could appeal a decision through the Agriculture, Food and Rural Affairs Appeal Tribunal, rather than through the courts. We are also clarifying the renewal process for eligibility for funding to provide greater consistency and fairness in the treatment of farm organizations.

Planning Act

Proposed updates will reduce red tape and speed up transit construction, the development of affordable housing and construction projects that are not in the Greenbelt. When making a zoning order, the proposed changes will give the Minister of Municipal Affairs and Housing additional authority to apply inclusionary zoning (so that new developments may include affordable housing) and address site plan matters, such as the exterior design of buildings, landscaping and pedestrian and vehicle access.

Ministry of Municipal Affairs and Housing Act

The Ontario government is proposing changes to permanently establish the Office of the Provincial Land and Development Facilitator and give the Minister of Municipal Affairs and Housing the authority to appoint the Facilitator. The Facilitator will continue to provide advice and make recommendations to the Minister on growth and land-use planning matters - helping to ensure that complicated and long-standing land-use planning disputes are resolved quickly across the province.

Occupational Health and Safety Act

As part of the government's commitment to keeping workers safe, an amendment to the *Occupational Health and Safety Act* will allow nationally and internationally recognized standards to be updated more regularly. These standards set workplace safety expectations for everything from protective clothing to equipment, and they are established by organizations such as Canadian Standards Association Group (CSA). Updating standards without requiring regulatory amendments will allow employers and workers access to more current information on workplace standards.

Invest Ontario

As the province continues to reopen and the economy recovers, it's more critical than ever to position Ontario as a top tier destination for investment, domestic growth, and job creation. A key measure to support this objective is the creation of a new investment attraction agency, *Invest Ontario*.

Invest Ontario will promote the province as a key investment destination, making Ontario more competitive while sending a strong signal to investors that the province is open for business. It will be a "one stop shop" for businesses and investors. It will move at the speed of business and drive greater economic growth, support strategic domestic firms and attract business from around the world to create good jobs in Ontario. It will initially focus on three important sectors for COVID-19 recovery where Ontario has a globally competitive advantage: advanced manufacturing, life sciences, and technology.

Invest Ontario will include greater business development and deal structuring expertise and build on the many benefits of investing in Ontario, including: a good quality of life, a highly skilled talent pool, a strong and growing innovation sector, and a pro-job creation jurisdiction that can help businesses thrive.

Reducing Regulatory Costs to Business Act, Burden Reduction Reporting Act and Modernizing Ontario for People and Businesses Act

The Ontario government is committed to business recovery and job creation, which is why it is taking urgent action to modernize how it operates. The province is proposing to merge the *Reducing Regulatory Costs for Business Act, 2017* with the *Burden Reduction Reporting Act* so that all burden reduction requirements would now be in a single law - the *Modernizing Ontario for People and Businesses Act*. This new act would enshrine the government's seven burden reduction principles into legislation, so that businesses can count on clear, focused and effective rules that maintain or enhance protections for people's health, safety, and the environment. These proposed changes will broaden the reach of burden reduction requirements to encompass legislation, regulation, policies and forms - and to include additional stakeholder groups like for-profit and not-for-profit businesses. This will ensure the government is doing everything it can to communicate clearly, ensure digital rather than paper pathways where possible, and deliver on the province's commitment to be a modern regulator.

Transit-Oriented Communities Act and Ministry of Infrastructure Act

The Ontario government is advancing the Transit-Oriented Communities (TOC) Program, which will help connect people to places by building communities that are centred around transit stations along the four priority subway projects. The TOC approach provides real opportunities to build complete, mixed-use communities that are connected to transit, building not only subway stations but vibrant communities. By partnering with third-parties, TOCs will make it easier and faster for commuters to get to the places that matter most - bringing housing, including affordable housing, and jobs closer to transit. Transit-Oriented Communities are part of the government's plan to build new, sustainable transit faster so people can get where they want to go, when they want to get there.

Public Transportation and Highway Improvement Act

Investment in infrastructure is a key component of economic recovery. Construction puts local people to work, and provides the province with assets that allow people and goods to move more efficiently. The Ontario government is looking at ways to accelerate key provincial highway construction projects by identifying and proposing changes that would remove potential "bottlenecks", allowing construction to start earlier and finish sooner.

Strengthening Communities

Environmental Assessment Act

The Ontario government is committed to giving local municipalities more say in landfill approvals, as committed to in our Made-in-Ontario Environment Plan. We are proposing a

change that will require new, large landfill applicants to ensure there is local support from host municipalities, and certain neighbouring adjacent municipalities within 3.5km that meet certain criteria as part of the approvals process.

This is a balanced approach that puts communities at the center of decision-making and provides more certainty for landfill applicants, while ensuring enough landfill capacity in the province.

Municipal Act and City of Toronto Act

The Ontario government is proposing changes that will enable municipalities and local boards to hold virtual meetings, at their discretion, and to allow municipal councils the option to permit their members to vote by proxy when absent.

Planning Act and Development Charges Act

The Ontario government has a housing shortage, which is driving up costs and making it unaffordable to rent or buy a home. Now, more than ever, builders need certainty about costs in order to build more housing and support economic recovery.

Based on consultations, Ontario is proposing changes that will give municipalities flexibility to fund community services for new developments through modified development charges and a new community benefits charge.

The modified development charges will allow municipalities to recover 100 per cent of the cost to build critical community services like long-term care, child care, public health facilities, playgrounds, libraries and affordable housing. A separate community benefits charge will enable municipalities to fund growth-related capital costs of services due to higher density developments that aren't funded by other tools. Municipalities will continue to fund parkland with the existing mechanisms and added accountability.

Development charges and the community benefits charge will work together to ensure municipalities can pay for the infrastructure and services growing communities need.

The proposed changes will increase the supply of housing, ensure growth pays for growth, support municipalities in building complete communities, and make municipal revenues and costs for builders clearer from the start.

Focusing on the Environment and Health

The Ontario government is committed to holding polluters accountable, while reducing the burden on responsible businesses. The province is reviewing the province's compliance policy to ensure it can quickly and effectively address noise and odour incidents with known or potential environmental and/or health impacts.

This review will allow the government to focus more of its resources on incidents and complaints that pose a higher risk to the environment and/or human health.

Creating Opportunity for People

Education Act

The Ontario government is proposing multiple amendments to the Education Act:

- Ontario is listening to parents, caregivers and students impacted by the closures of the province's demonstration schools due to the COVID-19 outbreak and proposing amendments that would provide the capacity for a second-year option for all first-year demonstration school students during the 2020-21 school year.
- The government is also proposing to broaden the qualification requirements for Director of Education positions that would allow school boards to select the best candidate for their respective communities. The requirement that only qualified teachers can be Directors of Education has not been updated since 1997, and this overdue amendment would allow school communities to choose from a wider pool of candidates with a wider skill set, and who are representative of Ontario's diverse population.
- The Ontario government is committed to supporting school boards in building and sustaining a positive school climate that is safe, equitable, inclusive, and accepting for all students to support their education and well-being. A proposed amendment would allow regulations to remove the discretionary powers of principals to suspend kindergarten to grade 3 students for minor infractions.
- The Reciprocal Education Approach (REA) is a successful initiative created in collaboration with First Nation partners, school board associations and the Ministry of Education. The government is proposing an amendment that reflects feedback collected through those collaborative partnerships and is responsive to the emerging considerations identified during REA's inaugural year.

Justices of the Peace Act

As part of the government's plan to press forward boldly towards a more accessible, responsive and resilient justice system, the province is proposing changes to fill justice of the peace vacancies faster. The current process to appoint justices of the peace is outdated and slow. This has created obstacles to filling vacancies, resulting in delays for people waiting for their day in court.

The proposed changes would ensure greater transparency and encourage more diversity throughout the recruitment and appointment process. They would require the committee to publish diversity statistics at every step of the process in their annual reports (the disclosure of

this information would be voluntary). Proposed changes will also change the composition of the committee to increase efficiency while ensuring the participation and representation of local representatives and non-lawyers.

Marriage Act

The Ontario government is taking decisive action to stop the spread of COVID-19 and some of the necessary measures have delayed some marriage and wedding plans. To ensure couples can use marriage licences purchased between December 1, 2019 and the last day of the province-wide emergency, the government is proposing legislative amendments to the *Marriage Act* that extend the validity period of most marriage licences that were not used due to the provincial emergency. If the proposed amendments to the Marriage Act receive Royal Assent, Ontario will waive the provincial fee for licences if a couple requires a new licence because critical information on the licence purchased during that timeframe is no longer accurate, or the original unused licence has been lost or destroyed.

Ontario Educational Communications Authority Act and Ontario French-language Communications Authority Act

To give secondary students more choice in high-quality online learning courses - no matter where they live or go to school - The Ontario government is proposing amendments that would broaden the mandates of both TVO and TFO to position them to provide centralized administration, coordination and support for teacher-led online learning in the English-language and French-language publicly-funded education systems.

Payday Loans Act

The Ontario government is taking necessary action to protect the province's most vulnerable consumers by proposing amendments that would limit the interest rate that may be charged on payday loans in default to 2.5 per cent per month (non-compounded). The government is also proposing to set \$25 as the maximum fee that payday lenders could charge for dishonoured payments.

These proposed changes would provide relief for payday loan borrowers who may be unable to repay their loans on time.

Provincial Offences Act

Provincial offences courts are the busiest courts in Ontario's justice system. Fifty-nine municipal partners administer court operations for *Provincial Offences Act* matters heard by the Ontario

Court of Justice. Due to COVID-19, provincial offences matters scheduled between March 16, 2020 and September 11, 2020 have been adjourned and rescheduled to a later date. As part of our commitment to keeping people safe and maintaining access to justice throughout the public health emergency, the Ontario government is amending the *Provincial Offences Act* so that municipally-run courts can make greater use of technology to deliver justice services remotely and reduce in-person court appearances.

Ivana Yelich Premier's Office
Ivana.Yelich@ontario.ca
Julie O'Driscoll Minister Clark's Office
Julie.O'Driscoll@ontario.ca
Conrad Spezowka Communications Branch
MMA.media@ontario.ca

[Available Online](#)
[Disponible en Français](#)



June 25, 2020

Dear Local Municipal Partners,

Re: WOWC Appeals for Equitable Broadband Funding for Southwestern Ontario

At the June 23rd County Council Meeting, Council resolved to join the Member Counties and Local Municipalities of the Western Ontario Wardens Caucus (WOWC) in advocating for the region's fair share of the CRTC's \$750M Broadband Fund. WOWC and its Member Counties and Local Municipalities will be advocating for 10% (or \$75M) of the funding as the region represents 10% of the population of Canada. WOWC will also advocate for the region's fair share of the Innovation, Science and Economic Development (ISED) \$1.7B Universal Broadband Fund. Applications are opening this year and WOWC will once again be advocating for 10% (or \$170M) for Southwestern Ontario based on population.

Advocacy will take the form of a letter writing campaign to the CEO of the CRTC and the Hon. Navdeep Bains, Minister of Innovation, Science and Industry. Please find attached the advocacy appeal from the WOWC and template letters of support for your consideration.

Yours very truly,

Julie Gonyou,
Chief Administrative Officer

Enclosure

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



WOWC Appeals to the CRTC for Equitable Broadband Funding for Southwestern Ontario

Currently more than half a million residents are lacking access to high-speed broadband across Southwestern Ontario.

In the past funding for broadband in Southwestern Ontario has been undervalued and overlooked.

To ensure fair and equitable funding is allocated to support broadband infrastructure projects in rural Southwestern Ontario, the Western Ontario Wardens' Caucus, has issued a letter to the Canadian Radio-television and Telecommunications Commission to advocate for the region's fair share of funding to support Southwestern Ontario broadband infrastructure projects.

Your advocacy efforts are greatly needed, and we would encourage you to write to Ian Scott, Chairperson and Chief Executive Officer, Canadian Radio-television and Telecommunications Commission, to ensure that the residents living in our underserved communities do not go unnoticed and that adequate and equitable funding for the region is required.

Attached is a template letter of support for your consideration.

Sincerely,

Jim Ginn
Chair
Western Ontario Wardens' Caucus

June 23, 2020

Ian Scott
Chairperson and Chief Executive Officer
Canadian Radio-television and Telecommunications Commission
ian.scott@crtc.gc.ca

Re: Fair and equitable funding to support broadband infrastructure projects in Southwestern Ontario

Dear Mr. Scott,

As the Warden of Elgin County, I am writing to you today to request the allocation of fair and equitable funding to support broadband infrastructure projects in rural Southwestern Ontario, including in underserved areas of Elgin County.

Southwestern Ontario broadband funding can not be undervalued. It has been estimated that it would cost approximately \$2.5 billion to provide a fibre-based solution to address all Southwestern Ontario's underserved areas, including in areas of Elgin County – wireless could help to reduce these costs in some areas. The region which is 90% rural and represents 10% of the Canadian population has been overlooked in the past for funding.

Connectivity is key to the social and economic success of our communities – we need to ensure that the residents living in our underserved communities do not go unnoticed. Adequate and equitable funding for the region is required to ensure that broadband, an essential utility, is accessible for all. The COVID-19 outbreak has laid bare the challenges our underserved communities in Elgin County and across Southwestern Ontario are facing.

In today's unprecedented times, where children are required to attend school remotely, online ordering is the new norm and virtual meetings are now a workplace requirement, broadband is not a luxury, it is essential.

On behalf of Elgin County, we are respectfully asking the Canadian Radio-television and Telecommunications Commission to support Southwestern Ontario broadband infrastructure projects.

Sincerely,

cc. The Honourable Steven Guilbeault
Minister of Canadian Heritage
Steven.Guilbeault@parl.gc.ca

The Honourable Navdeep Bains
Minister of Innovation, Science and Industry
Navdeep.Bains@parl.gc.ca

The Honourable Catherine McKenna
Minister of Infrastructure and Communities
Catherine.McKenna@parl.gc.ca

The Honourable Maryam Monsef
Minister of Rural Economic Development Minister for Women and Gender Equality
Maryam.Monsef@parl.gc.ca

Karen Vecchio
Member of Parliament for Elgin-Middlesex-London
karen.vecchio@parl.gc.ca

The Honourable Laurie Scott
Minister of Infrastructure, Ontario
laurie.scott@pc.ola.org

Heads of Municipal Council (Western Ontario)



WOWC Calls on Government for Increased Broadband Funding

The Western Ontario Wardens' Caucus today issued a letter to the federal government to seek immediate and increased funding to support the expansion of broadband infrastructure in our underserved communities across Southwestern Ontario.

The Caucus is urging the Canadian government to solve a fundamental issue and provide a basic need to all residents currently living without access to reliable high-speed internet.

Your support is greatly needed, and we would encourage you to write to The Honourable Navdeep Bains, Minister of Innovation, Science and Industry to urge that the government make a substantial investment to ensure that broadband, an essential utility, is accessible and available for all.

Attached is a template letter of support for your consideration.

Sincerely,

Jim Ginn
Chair
Western Ontario Wardens' Caucus

June 23, 2020

The Honourable Navdeep Bains
Minister of Innovation, Science and Industry
Navdeep.Bains@parl.gc.ca

The Honourable Catherine McKenna
Minister of Infrastructure and Communities
Catherine.McKenna@parl.gc.ca

The Honourable Maryam Monsef
Minister of Rural Economic Development
Minister for Women and Gender Equality
Maryam.Monsef@parl.gc.ca

Re: Urgent and immediate funding request to support the expansion of broadband infrastructure in Southwestern Ontario

Dear Ministers,

As the Warden of Elgin County, I am writing you today to seek urgent and immediate funding to support the expansion of critical broadband infrastructure across Southwestern Ontario, including in underserved areas of Elgin County.

Efforts at the local, federal and provincial level have been underway to provide all Ontarians, no matter where they live, with access to high-speed internet. This is not an overnight process; however, the COVID-19 outbreak has laid bare the challenges our underserved communities in Elgin County and across Southwestern Ontario are facing.

In today's unprecedented times, where children are required to attend school remotely, online ordering is the new norm and virtual meetings are now a workplace requirement, broadband is not a luxury, it is essential.

Connectivity is key to the social and economic success of our communities – we need to invest in the future of our communities. Increased funding is urgently needed to boost the pace and scale of broadband deployment efforts to address gaps in service and provide digital equality for all in Canada. It has been estimated that it would cost approximately \$2.5 billion to provide a fibre-based solution to address all Southwestern Ontario's underserved areas – wireless could help to reduce these costs in some areas. Adequate funding is required to ensure that broadband, an essential utility, is accessible for all.

The message to you is clear. **Southwestern Ontario broadband funding can not be undervalued.** The region represents 10% of the Canadian population and 25% of the

population of Ontario. Adequate and equitable funding for all underserved municipalities within the region is required to ensure that broadband, an essential utility, is accessible for all.

On behalf of Elgin County, we are urging the federal government to solve a fundamental issue and provide a basic need to all our residents currently living without access to reliable high-speed internet. The longer our communities are left without, the greater the people and businesses of Southwestern Ontario and County will suffer from social and economic inequalities. We are asking the Canadian government to take immediate action and make a substantial investment in high-speed connectivity.

Sincerely,

cc. The Honourable Laurie Scott
Minister of Infrastructure, Ontario
laurie.scott@pc.ola.org

Karen Vecchio
Member of Parliament for Elgin-Middlesex-London
karen.vecchio@parl.gc.ca

Heads of Municipal Council (Western Ontario)

Owner: Lighthouse Waterfronts Inc.
File No.: 34CD-WE1401
Municipality: West Elgin

Subject Lands: Part Lot 5, Concession 14,
Geographic Township of Aldborough
Municipality of West Elgin, County of Elgin

Date of Decision: July 11, 2017
Date of Revised Decision: July 6, 2020
Lapsing Date: July 11, 2017
Last Date of Appeal: July 27, 2020
Revised Lapsing Date: January 11, 2021

NOTICE OF DECISION

On Application for Approval of Draft Plan of Condominium Section 51 of the *Planning Act*

Approval of a Draft Plan of Condominium in respect of the subject lands noted above was given by the County of Elgin on July 11, 2017. A copy of the conditions for final approval is attached.

When and How to File an Appeal

Notice to appeal the decision to the Local Planning Appeal Tribunal must be filed with the County of Elgin no later than 20 days from the date of this notice as shown above as the last date of appeal.

The notice of appeal should be sent to the attention of the Manager of Planning, at the address shown below and it must,

- (1) set out the reasons for the appeal, and
- (2) be accompanied by the fee prescribed under the Local Planning Appeal Tribunal in the amount of \$300.00, payable by certified cheque to the Minister of Finance, Province of Ontario.

Who Can File an Appeal

Only individuals, corporations or public bodies may appeal the decision in respect of a proposed plan of subdivision to the Local Planning Appeal Tribunal. An appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

Right of Applicant or Public Body to Appeal Conditions

The applicant or any public body may, at any time before the final plan of subdivision is approved, appeal any of the conditions imposed by the County of Elgin by filing with the Manager of Planning a notice of appeal.

How to receive Notice of Changed Conditions

The conditions of an approval of draft plan of subdivision may be changed at any time before the final approval is given.

You will be entitled to receive notice of any changes to the conditions of approval of draft plan of

subdivision if you have either,

- (1) made a written request to be notified of the decision, or
- (2) made a written request to be notified of changes to the conditions of approval of the draft plan of subdivision.

Other Related Applications:

None

Getting Additional Information

Additional Information about the application is available for public inspection during regular office hours at the County of Elgin at the address noted below.

Mailing address for Filing a Notice of Appeal

County of Elgin
450 Sunset Drive, 3rd Floor
St. Thomas, ON N5R 5V1
Attention: Manager of Planning
Telephone: (519) 631-1460
Fax: (519) 633-7661
Email: npasato@elgin.ca

Owner: Lighthouse Waterfronts Inc.
File No.: 34CD-WE1401
Municipality: West Elgin

Subject Lands: Part Lot 5, Concession 14,
Geographic Township of Aldborough
Municipality of West Elgin, County of Elgin

Date of Decision: July 11, 2017
Date of Revised Decision: July 6, 2020
Lapsing Date: July 11, 2017
Last Date of Appeal: July 26, 2020
Revised Lapsing Date: January 11, 2021

The conditions to final plan of approval for registration of this Condominium as provided by the County of Elgin are as follows:

No. Conditions

1. That this approval shall apply to the draft plan of condominium, prepared by MTE/OLS Ltd. and certified by Trevor D.A. McNeil OLS, dated August 10, 2016, showing a total of 9 units for residential detached dwellings and common element areas containing a private, paved roadway, open space, conservation land and beach. The Plan is located within the Municipality of West Elgin and comprises Part of Lot 5, Concession 14, Geographic Township of Aldborough, Municipality of West Elgin, County of Elgin.
2. That the owner enters into a condominium agreement, pursuant to the authority of Section 51 (26) of the Planning Act R.S.O 1990, as amended, with the Municipality of West Elgin (Municipality) wherein the owner agrees to satisfy all the requirements, financial and otherwise, of the Municipality respecting the conditions of approval set out herein, and the laying out and development of the site, the installation of facilities and services including roads, on-site sewage collection systems, water distribution system, utilities, storm water management facilities and landscaping required for the development of the lands within the Plan.
3. That the agreement between the owner and the municipality be registered against the lands to which it applies once the declaration and description has been registered.
4. That the condominium declaration include the following provisions as approved by the Chief Administrative Officer of the Municipality of West Elgin:
 - i) That all common element roadways must be maintained in a snow free condition void of any obstructions 12 months of the year.
 - ii) That a private contractor will pick up and dispose of garbage refuse and recyclable materials from the development.
 - iii) That the owner is required to install individual Class 4 on-site sanitary sewage treatment systems utilizing a "whitewater" tertiary treatment system and shallow buried trench disposal bed in accordance with the Ontario Building Code 2012.
 - iv) That no building or other improvement be constructed or erected within or any grading or other interference be made to any area that has not been identified as stable top of bank by Golder and Associates in their report dated August 29, 2011 and addendum correspondence dated July 5, 2016 and the setback therefrom identified by Shoreplan Engineering Limited in their report dated June 16, 2014.
 - v) That a post construction monitoring program is required by a qualified ecological consultant to protect and enhance Natural Heritage resources in accordance with the EIS completed by Biologic in December, 2014 with July, 2015 addendum.
 - vi) That access shall be prohibited to all common areas containing steep slopes and

Owner: Lighthouse Waterfronts Inc.
File No.: 34CD-WE1401
Municipality: West Elgin

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Revised Lapsing Date: January 11, 2021

Subject Lands: Part Lot 5, Concession 14,
Geographic Township of Aldborough
Municipality of West Elgin, County of Elgin

protected vegetation, ensuring conservation.

5. That the street shall be named and new homes addressed to the satisfaction of the Municipality.
6. That the owner shall provide easements as may be required for utility, servicing, or drainage purposes in a form satisfactory to the Municipality or utility.
7. That the owner convey up to 5% of the land included in the plan to the municipality for park or other public recreation purposes. Alternatively, the Municipality may require cash-in-lieu of all or a portion of the conveyance.
8. That the Agreement between the Owner and Municipality shall contain provisions requiring:
 - i) All development and onsite services must be erected in accordance with and respecting the "Erosion Hazard" line as identified by the Shoreplan report dated June 16, 2014 plus 15 metres landwards as agreed to in principle by the Hearings and Personnel Committee of the Lower Thames Valley Conservation Authority, September 3, 2014.
 - ii) The development shall be serviced with a piped municipal water supply at the developer's expense.
 - iii) That the Owner obtain an Environmental Compliance Approval from the Ministry of the Environment and Climate Change for storm water management prior to any development requiring a building permit. The condominium agreement between the Owner and the Municipality shall contain provisions regarding the development, implementation, installation and maintenance of the storm water management facilities.
 - iv) Any unplugged oil or gas wells discovered during the development process must be plugged in accordance with the Oil, Gas and Salt Resources Act.
 - v) On-site archaeological monitoring must be provided at the developer's expense during any physical excavation of the subject lands in accordance with the recommendations of the Archaeological Assessment Stages 1-2 and 3 (AdHj-60) prepared by Detritus Consulting Ltd., July 2015.
9. That prior to final approval, the Approval Authority is to be advised by the Municipality that this proposed draft plan of condominium conforms to the Zoning By-Law as amended and the approved site plan.
10. That prior to final approval the Municipality shall confirm that there is uncommitted reserve water treatment capacity to service the development.

Owner: Lighthouse Waterfronts Inc.
File No.: 34CD-WE1401
Municipality: West Elgin

Subject Lands: Part Lot 5, Concession 14,
Geographic Township of Aldborough
Municipality of West Elgin, County of Elgin

Date of Decision: July 11, 2017
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11. That the Owner is required to prepare an erosion and sediment control plan to the satisfaction of the Municipality and the Lower Thames Valley Conservation Authority prior to commencement of any development including grading and /or site alteration works upon the subject lands.
 12. That the Owner shall be responsible for implementing and maintaining sediment and erosion controls on the subject lands until such time as the subject lands are fully developed.
 13. Prior to final approval and the registration of the declaration and description the owner shall ensure that the declaration being submitted for registration contains a statement mentioning the conditions of this draft approval. A copy of the draft declaration shall be provided to the Municipality for review prior to clearance of the final plan by the Municipality.
 14. That the condominium agreement between the owner and the Municipality contain provisions requiring the owner to implement the recommended mitigation measures of identified impacts as set out in Section 7 of the “Environmental Impact Study” prepared by BioLogic Inc. dated December 2014.
 15. That the owner is advised to contact Bell Canada, prior to commencing any work within the Plan, to confirm that sufficient wire line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/ telecommunication service to the proposed development. In the event that such infrastructure is not available, the developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).
 16. That prior to final approval the Owner shall ensure that the requirements of Canada Post as set out below are satisfied.
 - i) The owner shall:
 - a. include in all offers of purchase and sale, a statement that advises the prospective purchaser that mail will be delivered via a community mail box;
 - b. note the locations of the community mail box within the development; and
 - c. notify affected homeowners of any established easements granted to Canada Post to permit access to the community mail box.
 - ii) The owner further agrees to:
 - a. consult with Canada Post to determine suitable permanent locations for the community mail box, which locations shall be indicated by the developer on the appropriate servicing plans.
 - b. prior to offering any units for sale, display a map on a wall of the sales office

Owner: Lighthouse Waterfronts Inc.
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- in a place readily accessible to potential homeowners that indicates the location of the community mail box within the development, as approved by Canada Post.
- c. provide a suitable and safe temporary site for a community mail box until curbs, sidewalks and final grading are completed at the permanent community mail box location.
 - d. provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin.
 - e. provide the expected installation date for the community mail box pad; and
 - f. provide the following for the community mail box and to include these requirements on the appropriate servicing plans:
 - Any required walkway across the boulevard, per municipal standards;
 - Any required curb depressions for wheelchair access, with an opening of at least two metres (consult with Canada Post for detailed specifications); and
 - A community mailbox concrete base pad per Canada Post specifications.
17. That the Agreement between the Owner and the Municipality shall include a clause that the Owner agrees to inform all Purchasers of residential units by including a condition in all Purchase Agreements stating that the construction of additional public school accommodation is dependent upon funding approval from the Ontario Ministry of Education, therefore the subject community may be designated as a "Holding Zone" by the Thames Valley District School Board and pupils may be assigned to existing schools as deemed necessary by the Board.
18. That prior to final approval, arrangements shall be made to the satisfaction of the Municipality for the relocation of any utilities that may be required as a result of the development of the subject lands, such relocation shall be undertaken at the expense of the Owner.
19. That prior to final approval, the County of Elgin is to be advised in writing by the Municipality how conditions 1 through 15, 17, and 18 have been satisfied.
20. That prior to final approval the County of Elgin is to be advised in writing by Canada Post how condition 16 has been satisfied.

NOTES TO DRAFT APPROVAL

1. It is the applicant's responsibility to fulfill the conditions of draft approval.
2. It is suggested that the applicant be aware of:
 - a) subsection 144 (1) of The Land Titles Act, which requires all new plans be registered in a land titles system;

Owner: Lighthouse Waterfronts Inc.
File No.: 34CD-WE1401
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- b) subsection 144 (2) - allows certain exceptions.
3. Inauguration, or extension of a piped water supply, a communal sewage system or a storm water management system, is subject to the approval of the Ministry of Environment under Section 52 and Section 53 of the Ontario Water Resources Act.
 4. The Ministry of Environment must be advised immediately should waste materials or other contaminants be discovered during the development of this plan of condominium.
 5. It is the applicant's responsibility to obtain the necessary permits from the Lower Thames Valley Conservation Authority (LTVCA) in accordance with Ontario Regulation 152/06 made pursuant to Section 28 of the Conservation Authorities Act. Permits shall be obtained prior to any development and/or alterations upon proposed units 1 to 9 inclusive. In addition the applicant is responsible for implementing, maintaining and notifying (LTVCA) in writing, of all sediment and erosion controls and maintenance, on the subject lands.
 6. A copy of the condominium agreement and the declaration must be provided to the County of Elgin (Manager of Planning) prior to final plan approval.
 7. If the agency's condition concerns a condition in the condominium agreement, a copy of the agreement should be sent to them. This will expedite clearance of the final plan.
 8. Clearance is required from the following:
 - Magda Badura, CAO Treasurer
Municipality of West Elgin
22413 Hoskins Line
P.O. Box 490,
Rodney ON N0L 2C0
 - Delivery Services Officer
Delivery Planning
Canada Post Corporation
955 Highbury Ave.
London, ON N5Y 1A3
 9. All measurements on condominium final plans must be presented in metric units.
 10. The final plan must be submitted digitally in AutoCAD (DWG) and Portable Document Format (PDF) with the appropriate citation from the Planning Act used. The AutoCAD (DWG) file must be consistent with the following standards:
 - Georeferenced to the NAD83 UTM Zone 17N coordinate system.
 - All classes of features must be separated into different layers.
 - Each layer should be given a descriptive name so that the class of feature it contains is recognizable.

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Revised Lapsing Date: January 11, 2021

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11. The final plan approved by the County of Elgin must include the following paragraph on all copies (3 mylars and 4 paper) for signature purposes:

*“Approval Authority Certificate
Parts _____ & _____ approved and Part _____ exempted
under Section 9 of the Condominium Act and Section 51 of the Planning Act, on
this _____ day of _____, 20__ .*

Manager of Planning”

12. The approval of this draft plan of condominium File No. 34CD-WE1401 will lapse on January 11, 2021 pursuant to subsection 51 (32) of the Planning act, as amended. It is the responsibility of the owner to request an extension of the draft approval if one is needed. A request for extension should be made at least 60 days before the approval lapses since no extension can be given after the lapsing date. The request should include the reasons why an extension is needed and a resolution in support of the extension from the council of the Municipality.
13. The final plan approved by the County of Elgin must be registered within 30 days or the County may withdraw its approval under Subsection 51(59) of the Planning Act.

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File No.: 34CD-WE1401
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From: [Tracey Bradshaw](#)
To: [Megan Fletcher](#)
Cc: ttelier@westelgin.net
Subject: Yoga Rates at the Old Boys Dance Hall and Large Meeting Room
Date: July 13, 2020 8:48:00 PM

Dear West Elgin Municipality

Just before Covid I sent in a request to keep the rental fee of the Large Meeting Room at the Rec Centre at the rate of \$10. I am now also requesting the Old Boys Dance Hall remain at the rental fee of the previously agreed upon rate of \$10 as well.

I am aware and do understand your dilemmas with Covid and the costs. Anyone operating a small business is also aware of the financial challenges. I feel that in these times mental health and wellness of the community should be a priority and taken into consideration.

Yoga teachers will not only be taking a hit due to less students in the room....students will no longer be able to borrow my free equipment and will have the added expense of purchasing their own.

Many students at risk with compromised immune systems and seniors simply will not return.

Teaching yoga is not typically a huge money making career...more a labour of love. I have been able to keep my fees reasonable and pass along those savings to students thanks to you.

Yoga & meditation are scientifically proven to not only keep you strong and flexible but help reduce stress & anxiety...which the community could definitely benefit from at times like this.

I hope you will reconsider the fees for yoga.

Thank you very much for your time.

Sincerely,
Tracey Bradshaw



MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law No. 2020-48

A By-Law To Appoint A Fire Chief For The West Elgin Fire Department.

Whereas the *Municipal Act, 2001, S.O. 2001*, as amended, section 8 (1) provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

Whereas the *Municipal Act, 2001, S.O. 2001*, as amended, section 5 provides that a municipality's powers shall be exercised by by-law; and

Whereas Part II, Section 6 (1) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4* as amended, states that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department; and

Whereas Part II, Section 6 (2) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4* as amended, the council of a municipality or the councils of two or more municipalities may appoint one fire chief or two or more fire departments; and

Whereas Part II, Section 6 (3) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4* as amended, a fire chief is the person who is ultimately responsible to the Council of a municipality that appointed him or her for the delivery of fire protection services; and

Whereas Part II, Section 6 (5) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4* as amended, the fire chief may exercise all the powers assigned to him or her under this Act within the territorial limits of the municipality and with

any other area in which the municipality has agreed to provide fire protection services, subject to any conditions specified in the agreement; and

Whereas Part II, Section 6 (6) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4 as amended, a fire chief may delegate his or her powers or duties under sections 14, 19 and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation. 1997, c. 4, s. 6.; and

Whereas Part II, Section 7.1 (4) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4 as amended, a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section are being complied with. 2001, c. 25, s. 475 (3); and,

Whereas Part II, Section 7.1 (5) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4 as amended, the exercise of powers by an officer appointed under this section shall be carried out in accordance with Part XIV of the *Municipal Act, 2001*, other than clause 431 (a) of that Act or with Part XV of the *City of Toronto Act, 2006*, other than paragraph 4 of subsection 375 (1) of that Act, as the case may be. 2001, c. 25, s. 475 (3); 2006, c. 32, Sched. C, s. 20 (1).; and

Whereas the Council of the Corporation of the Municipality of West Elgin deems it expedient to appoint a Fire Chief; and

Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That the Corporation of the Municipality of West Elgin hereby appoints Jeff McArthur to the position of Fire Chief, effective July 1, 2020.
2. That by-law 2019-37- are repealed effective July 1, 2020.
3. That this by-law shall come into force and take effect on July 1, 2020.

Read a first, second, and third time and finally passed this 16th day of July, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law No. 2020-49

A By-Law To Appoint A Deputy Fire Chief For The West Elgin Fire Department.

Whereas the *Municipal Act, 2001, S.O. 2001*, as amended, section 8 (1) provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

Whereas the *Municipal Act, 2001, S.O. 2001*, as amended, section 5 provides that a municipality's powers shall be exercised by by-law; and

Whereas Part II, Section 6 (1) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4* as amended, states that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department; and

Whereas Part II, Section 6 (6) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4* as amended, a fire chief may delegate his or her powers or duties under sections 14, 19 and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation. 1997, c. 4, s. 6.; and

Whereas Part II, Section 7.1 (4) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4* as amended, a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section are being complied with. 2001, c. 25, s. 475 (3); and,

Whereas Part II, Section 7.1 (5) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 as amended, the exercise of powers by an officer appointed under this section shall be carried out in accordance with Part XIV of the *Municipal Act, 2001*, other than clause 431 (a) of that Act or with Part XV of the *City of Toronto Act, 2006*, other than paragraph 4 of subsection 375 (1) of that Act, as the case may be. 2001, c. 25, s. 475 (3); 2006, c. 32, Sched. C, s. 20 (1).; and

Whereas the Council of the Corporation of the Municipality of West Elgin deems it expedient to appoint a Deputy Fire Chief; and

Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That the Corporation of the Municipality of West Elgin hereby appoints Allan Beer to the position of Deputy Fire Chief, effective July 1, 2020.
2. That this by-law shall come into force and take effect on July 1, 2020.

Read a first, second, and third time and finally passed this 16th day of July, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2020-50

A By-law to Authorize the Execution of an Agreement between The Corporation of the Township of Southwold and The Corporation of the Municipality of West Elgin for the Services of Fire Chief

Whereas Section 9 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

Whereas it is deemed expedient that The Corporation of the Municipality of West Elgin enters into a Shared Services Agreement with the Corporation of the Township of Southwold for the purposes of sharing resources between the municipalities for Fire Chief Services; and

Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That the Corporation of the Municipality of West Elgin hereby authorizes the Shared Services Agreement with The Corporation of the Township of Southwold, identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on July 16, 2019.

Read a first, second, and third time and passed this 16th day of July, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

Fire Chief Shared Services Agreement

This agreement made this 22 day of June , 2020.

Between:

The Corporation of the Township of Southwold
(Hereinafter referred to as "Southwold")

Of the First Part

- and -

The Corporation of the Municipality of West Elgin
(Hereinafter referred to as "West Elgin")

Of the Second Part

Whereas the Councils of Township of Southwold and the Municipality of West Elgin wish to share resources between the municipalities for Fire Chief Services;

And Whereas Section 9 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

And Whereas Section 6(1) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4*, as amended, provides that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department;

And Whereas Section 6(2) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4*, as amended, provides that the council of a municipality or the councils of two or more municipalities may appoint one fire chief for two or more fire departments;

Now Therefore the parties hereto mutually agree as follows:

General

1. That the services of the Southwold Fire Chief will be shared with West Elgin to:
 - a. Provide administration and enforcement of the *Fire Protection and Prevention Act* and the *Fire Code*
 - b. Provide leadership to the Fire Department;

- c. Provide Fire Department Administration services, including overall management of the department, policy development, budget preparation, purchasing, human resources, training, supervision of fire prevention and education programs, reporting to Council;
 - d. Major incident command.
2. Schedule "A" attached hereto and forming part of this agreement is the Southwold Fire Chief Job Description, which sets out the main responsibilities and working conditions for the Fire Chief while performing duties for Southwold.
3. Schedule "B" attached hereto and forming part of this agreement is the West Elgin Fire Chief Job Description, which sets out the main responsibilities and working conditions for the Fire Chief while performing duties for West Elgin.
4. The Fire Chief shall be an employee of Southwold and shall be subject to the employment policies and procedures, as adopted and implemented, by Southwold.
5. The Fire Chief's immediate supervisor is the Southwold CAO.
6. While providing service to West Elgin, the Fire Chief shall comply with West Elgin operating policies and procedures. The West Elgin CAO shall be the Fire Chief's immediate supervisor for operational matters in West Elgin. Operational matters do not include the Fire Chief's employment terms, human resources or disciplinary matters. Any concerns or issues from West Elgin about Fire Chief employment matters shall be directed to the Southwold CAO.
7. The Fire Chief shall be appointed as Fire Chief for the Municipality of West Elgin.
8. The Fire Chief, Southwold CAO and West Elgin CAO shall be authorized to determine administrative and scheduling details to implement this agreement.

Service Provision and Cost Sharing

9. The parties agree that Fire Chief Services provided under this agreement shall be provided equally to Southwold and West Elgin, based on a 40 hour work week.
10. The parties recognize that due to the nature of emergency services, attendance at emergencies, meetings, training and other non-routine events, there is not the expectation that time will be balanced over each day or week. Balancing of time dedicated to Southwold and West Elgin will be viewed over a longer period of time, such as month or quarter.

11. The following Fire Chief costs will be shared equally by Southwold and West Elgin:
 - a) Wages
 - b) Manulife Benefits
 - c) OMERS Pension Contributions
 - d) Communication Costs (Mobile Phone)
 - e) Small equipment used exclusively by the Fire Chief
 - f) Conference Attendance
 - g) Fire Chief Training applicable to both municipalities
 - h) Travel for common activities, including meetings, conferences, training at the current Southwold travel rate
 - i) Meals and accommodation for common activities
12. Should it be determined that there is a significant imbalance of time attributable to one of the municipalities, that portion greater than 60% will be treated as a surcharge or credit at year end, as applicable, based on the Wages, Benefit and OMERS portion of the costs only.
13. Southwold shall invoice West Elgin on a monthly basis for Fire Chief Services provided. The invoice provided shall include details on costs, hours worked and vehicle usage.
14. The Fire Chief will record information related to hours worked in each municipality, along with hours that are common Fire Chief duties attributable to both municipalities for payroll purposes. Southwold will provide reports on a regular basis to the Fire Chief to adjust hours to maintain overall balance and reports will be provided for the quarterly Fire Chief and CAO meetings, to inform possible future amendments to this agreement.
15. Vacation Time, Sick Leave and Statutory Holiday time taken by the Fire Chief shall be attributable to Southwold and West Elgin equally. The Fire Chief will be required to ensure actual time worked is adjusted accordingly to account for Vacation, Sick Leave and Statutory Holiday time actually taken.
16. The reporting location for the Fire Chief when attending West Elgin shall be 22413 Hoskins Line, Rodney ON N0L 2C0. It is understood by both parties that due to the nature of services being provided by the Fire Chief, service provided will not be exclusive to the municipality in which the Fire Chief is working from and services in common for both municipalities could be provided from either location.
17. Each municipality shall provide appropriate work space and support staff for time spent providing Fire Chief services, in accordance with approved service levels

and budget allocations.

18. The Township of Southwold will provide computer and communication equipment that can be utilized for both municipalities. Any service subscriptions and software requirements that are exclusive to one municipality, are the responsibility of that municipality.
19. Each municipality shall provide suitable transportation and equipment for the Fire Chief to carry out the Fire Chief duties within the municipality. Should the Fire Chief be required to immediately respond to an emergency incident in the other municipality and it is most practical to proceed with the other municipality's vehicle, the parties agree that such a response is permitted. The parties agree to monitor the frequency of such incidents and review them during the quarterly Fire Chief and CAO meetings.

Ongoing Review

20. The Fire Chief, West Elgin CAO and Southwold CAO shall meet quarterly to review operation of this agreement. The CAO's are authorized to make administrative and minor operational adjustments for efficient implementation of this agreement.
21. On an annual basis, the CAO of each municipality shall report to their respective Council on the operation of this agreement.

Agreement Term

22. This agreement shall commence on July 1, 2020 and shall continue until amended or terminated in accordance with the provisions set out in this agreement.

Agreement Amendment

23. This agreement may be amended at any time, subject to agreement by all parties. Any amendment shall be in writing and approved by the respective municipal Councils.

Agreement Termination

24. Either party may terminate this agreement by providing written notice to the other party.
25. Termination of the agreement will take place 6 months after notification has been provided in writing and acknowledged by the other party, or at another date, mutually agreed upon, in writing, by the parties.

Fire Chief Resignation, Termination, Inability to Fulfil Position

26. Should the Fire Chief be unable to fulfill the responsibilities and requirements set out in this agreement, Southwold shall:
- a) immediately notify West Elgin
 - b) work collaboratively with West Elgin to maintain the provision of Fire Chief services in the short-term, until the Fire Chief position is filled, or another course of action is determined
27. Notwithstanding Section 25, either party may immediately terminate this agreement if the Fire Chief is unable to fulfill the responsibilities and requirements set out in this agreement.
28. Southwold shall not be held liable for failure to provide service under this agreement should the Fire Chief be unable to fulfill the responsibilities and requirements contained in this agreement.

Fire Chief Recruitment

29. Should Southwold be required to recruit to fill the Fire Chief position, West Elgin shall be entitled to have up to two people from Council and/or Senior Management participate in the interview process and provide input to determine the preferred candidate. Southwold shall take into consideration input from West Elgin interviewers, but the final determination on the candidate to be selected and employment terms shall be determined by Southwold.

Written Notice

30. Where required under this agreement, written notice shall be provided as follows:

Township of Southwold
Attn: CAO/Clerk
35663 Fingal Line
Fingal ON N0L 1K0

Municipality of West Elgin
Attn: CAO
22413 Hoskins Line
Rodney ON N0L 2C0

Severability

31. The parties agree that in the event that any provision, clause, Article or attachment herein, or part thereof, which form part of the agreement, are deemed void, invalid or unenforceable by a court of competent jurisdiction, the remaining provisions, clauses, Articles, attachments or parts thereof, shall be and remain in full force and effect.

Governing Law

32. Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

Insurance and Liability

33. Southwold and West Elgin agree that they will each maintain insurance policies with the following provisions for the duration of this agreement:

- a. A Broad Form Property Policy insuring against loss or damage to any kind of owned, rented or leased equipment or property that is being used or could be used to provide Fire Chief Shared Services pursuant to this agreement in an amount not less than the full replacement cost.
- b. A General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of Ontario with a limit of not less than \$5,000,000. The policy shall be endorsed to include each party to the agreement as an additional insured with respect to the Fire Chief Shared Service Agreement. The policy shall further be endorsed to include cross-liability, contractual liability and personal injury.

Mutual Indemnification

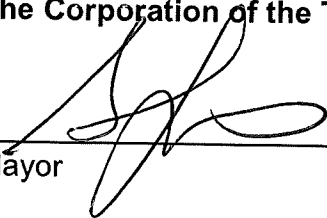
34. Southwold covenants and agrees that it shall indemnify, defend and save harmless West Elgin from any liability, cost, demands, damages, expenses, claims and suits arising out of or in any way related to the obligations of Southwold to carry out the work or otherwise meet the obligations provided for in this Agreement, including the failure to perform such work adequately or at all, except to the extent that same is caused by the negligence or willful misconduct of West Elgin. This indemnity shall survive the early termination or expiry of this Agreement.
35. West Elgin covenants and agrees that it shall indemnify, defend and save harmless the Southwold from any liability, cost, demands, damages, expenses, claims and suits arising out of or in any way related to the obligations of the West Elgin to carry out the work or otherwise meet the obligations provided for in this Agreement, including the failure to perform such work adequately or at all, except to the extent that same is caused by the negligence or willful misconduct of the Southwold. This indemnity shall survive the early termination or expiry of this Agreement.

Counterpart Signing

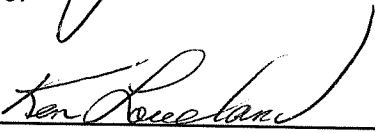
36. This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

IN WITNESS WHEREOF the said parties have duly executed this agreement by their proper authorized officers in that behalf and affixed their Corporate Seals.

The Corporation of the Township of Southwold



Mayor



Clerk

The Corporation of the Municipality of West Elgin

Mayor

Clerk



The Township of Southwold

POSITION DESCRIPTION

POSITION: Fire Chief

PURPOSE OF POSITION: The Fire Chief has responsibility for the overall operation of the department reporting to Council through the CAO/Clerk. He/she will prepare and administer the Fire Department budget, report to and assume command at major incidents, supervise fire prevention and education activities, supervise training programs and assist in the development of these programs, purchase all major equipment and confer with Council and the senior management team to ensure that the activities of the department are consistent with the goals and objectives of the municipality as established by Council.

MAJOR RESPONSIBILITIES:

1. Program/Service

- (a) Shall have charge of the conduct and general operation of the Fire Department consisting of 2 fire halls located at Shedden and Talbotville in accordance and compliance with the goals and objectives of the municipality as established by Council.
- (b) Prepares such general orders and departmental rules as may be necessary for the care and protection of the department and generally for the efficient operation of the department, provided that such general orders and rules do not conflict with the provisions of any by-laws or policies of the municipality.
- (c) Periodically reviews and drafts the policies and procedures of the department and may establish an Advisory Committee consisting of such officers as he/she may determine from time to time to assist him/her in these duties.

- (d) Responsible to take all property measures for the prevention, control and suppression of fires and for the protection of life and property and shall enforce all municipal by-laws respecting fire prevention and exercise the powers imposed on him/her by the Public Fire Safety and Prevention Act and other legislation.
- (e) Responsible for the enforcement of this by-law and the general orders and departmental rules.
- (f) Report all fires and incidents to the Fire Marshal as required by the Fire Prevention and Protection Act (FPPA) and regulations thereunder and other provincial laws for which the Fire Chief is an enforcing officer.
- (g) Inspects, on request, all manufacturing and retail establishments, churches, schools, institutions, public buildings and places of public assembly and residences for fire hazards. The Fire Chief may designate any officer or firefighter as fire prevention officer, to assist in such duties.
- (h) Maintains a record of the attendance of members of the department at fires, practices and other training sessions, the particulars of every fire call and every fire reported to the department and the apparatus, equipment and supplies used for each fire call, and any breakages, shortages, equipment and supplies, and any other information that may be required from time to time by the Council or the CAO/Clerk.
- (i) Submit an annual report and monthly report to the Council and CAO/Clerk, or more often if requested, outlining the activities of the department, the losses of life and property suffered by fire, the condition of existing equipment, the need for additional or replacement equipment and any other fire matters.
- (j) Responsible for all duties as assigned to the Fire Chief in the municipal Emergency Plan
- (k) Responsible for managing and filing, in compliance with the Township's Record's Management Policy, all Fire Department records, including training records, incident reports, personnel files, investigations, etc.
- (l) Performs such additional duties as assigned by Council and the CAO/Clerk.

2. Human Resources

- (a) Responsible for operations of two (2) fire departments consisting of approximately two (2) District Chiefs, two (2) Deputy District Chief, four (4) Captains and 45 volunteer firefighters.

- (b) The Chief shall maintain the proper decorum, discipline and efficiency of the fire department at fires, alarms and practices and in the discharge of all department duties in so far as they have a bearing on the efficiency of the department or the care of apparatus, equipment and supplies.
- (c) Ensures that all members of the department receive adequate training in firefighting techniques and in any other area required by by-law or statute.
- (d) Ensures the department's compliance with all health and safety regulations including the Occupational Health and Safety Act, WHMIS and W.S.I.B. regulations, and municipal policies.

3. Financial Resources

- (a) Participates in preparation of detailed operating and capital budget for the Fire Department and is accountable for the administration and monitoring of expenditures within his/her area of responsibility. Endeavors to ensure the municipality takes advantage of all available provincial, federal, and other funding sources.

4. Material Resources

- (a) Ensures the safety, maintenance and management of all equipment, vehicles, facilities and material resources utilized in the provision of services provided by the department to the ratepayers of the municipality.

SKILL AND EFFORT:

5. Knowledge

- (a) A graduate of the Ontario Fire College along with preferred post secondary education in Public or Business Administration.
- (b) Several years of experience as senior fire department officer requiring effective skills in strategic planning and team building.
- (c) Possesses knowledge and skill in the safe operation of all types of fire and emergency vehicles, equipment and safety and protective devices.

6. Physical Skill and Effort

- (a) The Fire Chief is required to perform inspections of all types of commercial, industrial, farm, residential and other buildings and is also required to be present at and inspect the sites of fires and other incidents. As a result, the individual requires physical skills, stamina

and effort as would be required to climb ladders, enter into restrictive or confined spaces and conduct other activities which may require substantial physical effort and may present some level of physical hazard to the health and safety of the individual.

7. Decision Making/Judgment

- (a) Work is performed under the direction of Council with access to the CAO/Clerk, co-coordinators and to officials of the appropriate ministries for assistance and information. Access is also available to policy and manuals as required. Assists Council in Policy development.

Judgment is exercised in:

- (i) Directing the operation of the fire department ensuring conformance to budget limitations, established standards and policies of the municipality.
- (ii) Developing departmental policy for Council approval and identifying and resolving problems for the departments as required.
- (iii) Evaluating the effectiveness and cost-efficiency of services and formulating appropriate recommendations for new or modified services provided by the fire department.
- (iv) Developing manpower strategies to maximize utilization of staff and to ensure effective training and development systems are in place.

8. Interpersonal Skills/Contacts

- (a) Interpersonal skills to provide effective leadership to the department and to ensure harmonious public relations at all times with the general public.
- (b) Serves as part of the senior management team of the municipality together with the CAO/Clerk, and Treasurer, Road Superintendent and Planner.

Internal

- o With Council: to provide advice and information and guidance on departmental matters.
- o With CAO/Clerk: to discuss departmental and corporate matters.

- With CAO/Clerk/CEMC for Emergency Management Training, exercises, actual event management.
- With all Co-coordinators and various staff members: for discussion of municipal business and the exchange of information.

External

- With various ministry officials for advice and information as required.
- With the Emergency Planning Co-coordinator for the County of Elgin on all emergency planning matters relating to the municipality and County.
- With peers in other municipalities to obtain and share information on various fire service and policy related issues.
- With the Elgin County Municipal Chiefs Group to share information and resources used in mutual aid.
- With the general public regarding Council meetings, to provide any exchange of information, to relay decisions, to advice of municipal policy with respect to the department, to respond to complaints, etc.
- With the municipal solicitor to obtain advice regarding legal documents, agreements, deeds, by-laws, etc.
- With the media as necessary in relation to Council decisions and meetings which relate to the fire department.
- With outside consultants and contractors to review their on-going work with the municipality.

WORKING CONDITIONS:

9. Environment

- (a) Works in a clean office environment and visits outside work sites on an "as required" basis. Is required to attend at and inspect all types of commercial, industrial, farm, residential and other buildings. The Fire Chief may be required to attend at fire sites and other locations under dirty and/or hazardous conditions.

10. Control over Work Schedule

- (a) Works in excess of normal hours to attend meetings or attend to emergency situations as required.
- (b) Is totally responsible for the scheduling of work to ensure that deadlines are met.
- (c) Work week
 - i. Southwold Only – No Shared Fire Chief Service Agreement in place – 25 hours / week
 - ii. West Elgin Shared Fire Chief Service Agreement in place – 40 hours / week

Schedule B to Shared Services Agreement for Fire Chief
Municipality of West Elgin

Job Description

Title: Part – Time Fire Chief

Reports To: CAO

Purpose of Position:

The Fire Chief has responsibility for the overall operation of the department reporting to Council through the CAO. As part of the senior management team, participates in the overall stewardship of the municipality. He/she will prepare and administer the Fire Department budget, report to and assume command at major incidents, supervise fire prevention and public education activities, supervise training programs and assist in the development of these programs, purchase all major equipment and confer with Council and the senior management team to ensure that the activities of the department are consistent with the goals and objectives of the municipality as established by Council.

Principal Responsibilities

1. Shall have charge of the conduct and general operation of the Fire Department consisting of two (2) fire halls located in Rodney and West Lorne in accordance with the goals and objectives of the municipality as established by Council.
2. Prepares such general orders and departmental rules as maybe necessary for the care and protection of the department and generally for the efficient operation of the department, provided that such general orders and rules do not conflict with the provisions of any by-laws or policies of the municipality.
3. Periodically reviews and drafts policies and procedures of the department and may establish an Advisory Committee consisting of such members as he/she may determine from time to time to assist him/her in these duties.
4. Responsible to take all proper measures for the prevention, control and suppression of fires and for the protection of life and property and shall enforce all municipal by-laws respecting fire prevention and exercise the powers imposed on him/her by the Fire Protection and Prevention Act and other legislation.
5. Responsible for the enforcement of general orders and departmental rules.
6. Report all fires and incidents to the Fire Marshal as required by the Fire Protection and Prevention Act (FPPA) and regulations thereunder and other provincial laws for which the Fire Chief is an enforcing officer.
7. Inspects, upon request, all manufacturing and retail establishments, churches, schools, institutions, public buildings and place of public assembly and

residences for fire hazards. The Fire Chief may designate any qualified officer or firefighter as fire prevention officer, to assist in such duties.

8. Maintains a record of the attendance of members of the department at all fires, scheduled practices and other training sessions, the particulars of every fire call and every fire reported to the department and the apparatus, equipment and supplies used for each fire call, and any breakages, shortages, equipment and supplies, and any other information that may be required from time to time by the Council or the CAO.
9. Submit an annual report and monthly reports to the Council and CAO, or more often if requested, outlining the activities of the department, the losses of life and property suffered by fire, the condition of existing equipment, the need for additional or replacement equipment and any other fire matters.
10. Responsible for all duties as assigned to the Fire Chief in the Municipal Emergency Plan.
11. Responsible for managing and filing, in compliance with Municipal Records Management Policy, all Fire Department records, including training records, incident reports, personnel files, investigations, etc.
12. Performs such additional duties as assigned by Council and the CAO.

Human Resources

1. Has a direct responsibility for the activities of two (2) fire stations consisting of approximately two (2) District Chiefs, Seven (7) Captains and forty (40) volunteer firefighters, as well as performance of external advisors and service providers.
2. The Chief shall maintain the proper decorum, discipline and efficiency of the fire department at fires, alarms and training and in the discharge of all department duties.
3. Ensures that all members of the department receive adequate training in firefighting techniques and in any other area required by by-law or statute.
4. Ensures the department's compliance with all relevant health and safety regulations including the Occupational Health and Safety Act, WHMIS and W.S.I.B. regulations and all municipal policies.

Financial Resources

Participates in preparation of detailed operating and capital budget for the Fire Department and is accountable for the administration and monitoring of expenditures within his/her area of responsibility. Endeavours to ensure the Municipality takes advantage of all available provincial, federal and other funding sources, if any.

Material Resources

Ensures the safety, maintenance and management of all equipment, vehicles, facilities and material resources utilized in the provision of services provided by the department to the ratepayers of the municipality.

Skill and Effort

Knowledge

1. A graduate of the Ontario Fire College courses as required for a Fire Chief, NFPA 1021 Level II minimum, Level IV preferred, along with post secondary education in Public or Business Administration.
2. Possesses knowledge and skill in the safe operation of all types of fire and emergency vehicles, equipment and safety and protective devices.

Experience

1. Minimum seven (7) years of progressive fire service experience and a minimum of three (3) years of experience in a supervisory or management level position.

Physical Skill and Effort

1. Able to walk long distances, wear personal protective equipment (including but not limited to SCBA and/or respirator) and climb ladders/scaffolding while conducting inspections in difficult environments, including post fire.
2. May be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically demanding situations.
3. The Fire Chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings. The Fire Chief may be exposed to life-threatening hazards, hazardous substances and chemicals, including fire and smoke, extreme weather conditions, heights, confined spaces, and/or loud noises. The use of personal protective equipment will be required.

Decision Making/Judgment

1. Work is performed under the direction of Council with access to the CAO, coordinators and the officials of the appropriate ministries for assistance and information. Access is also available to policy and manuals as required. Assists Council in Policy development.

2. Judgement is exercised in:
 - a. Directing the operation of the fire department ensuring conformance to By-law 2016-08, budget limitations, established standards and policies of the municipality.
 - b. Developing department policy for Council approval and identifying and resolving problems for the department, as required.
 - c. Evaluating the effectiveness and cost-efficiency of services and formulating appropriate recommendations for new or modified services to be provided by the fire department.
 - d. Developing manpower strategies to maximize utilization of staff and to ensure effective training and development systems are in place.

Interpersonal Skills/Contacts

1. Interpersonal skills to provide effective leadership to the department and to ensure harmonious public relations at all times with the general public.
2. Serves as part of the senior management team of the municipality together with the CAO, Treasurer, Public Works Superintendent, Building Inspector, By-Law Officer and Planner.

Internal

- a. With Council: to provide advice and information and guidance on departmental matters.
- b. With CAO: to discuss departmental and corporate matters.
- c. With CAO/CEMC for Emergency Management Training, exercises, actual event management.
- d. With all Co-ordinators and various staff members for discussion of municipal business and the exchange of information.

External

- a. With various ministry officials for advice and information as required.
- b. With the CEMC (Community Emergency Management Coordinator) for the County of Elgin on all emergency planning matters relating to the municipality and County.
- c. With peers in other municipalities to obtain and share information and resources used in the mutual aid system.

- d. With the general public regarding Council meetings, to provide any exchange of information, to relay decisions, to advice of municipal policy with respect to the department, to respond to complaints, etc.
- e. With municipal solicitor to obtain advice regarding legal documents, agreements deeds, by-laws, etc.
- f. With the media as necessary in relation to Council decisions and meetings which relate to the fire department.
- g. With outside consultants and contractors to review their on-going work with the municipality.
- h. Promote a positive, professional image of the Municipality of West Elgin at all times while providing consistent high-quality customer service.
- i. Provide timely and professional response to questions, complaints and concerns from internal and external customers.
- j. Respect client and staff confidentiality.

Working Conditions

Environment

Works in a clean office environment and visits outside work sites on an “as required” basis. Is required to attend at and inspect all types of commercial, industrial, farm, residential and other buildings. The Fire Chief may be required to attend at fire sites and other locations under dirty and/or hazardous conditions. May attend fire calls and/or emergency scenes.

Control over Work Schedule

- a. Works in excess of normal hours to attend meetings or attend to emergency situations as required.
- b. Is responsible for the scheduling of work to ensure that deadlines are met
- c. Work approximately 10 to 15 hours per week.



MUNICIPALITY OF West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2020-51

A By-law to Authorize the Execution of an Agreement between The Corporation of the County of Elgin and The Corporation of the Municipality of West Elgin Release and Indemnification Agreement.

Whereas Section 9 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

Whereas it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with the County of Elgin to release and indemnify the County of Elgin and The Corporation of the Municipality of West Elgin with regards to shared participation in the Request for Tender for microsurfacing and surface treatment of Highways;

Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That the Corporation of the Municipality of West Elgin hereby authorizes the Agreement with The County of Elgin, identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Mayor and CAO/Treasurer are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on July 16, 2019.

Read a first, second, and third time and passed this 16th day of July, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

This Agreement made in triplicate this day of , 2020.

Between

Corporation of the County of Elgin
(hereinafter "County")

Of The First Part

And

The Corporation of the Municipality of West Elgin
(hereinafter "Municipality")

Of The Second Part

WHEREAS, by statutory definition, the County is an upper tier municipality and, further thereto and again by statutory definition, the Municipality is a lower tier municipality, the latter being associated with the former;

AND WHEREAS, in hopes of securing favourable pricing and in particular to the benefit of the Municipality, among others, the County invited the Municipality to participate in its Request for Tender No. 2020-T16 (hereinafter "RFT") for Microsurfacing (Type 3) and surface treatment of highways;

AND WHEREAS the Municipality has submitted to the County and the County has included in its RFT the details and specifications for such work upon local highways owned by or under the jurisdiction of the Municipality;

AND WHEREAS the RFT contemplates a Contract to be executed between the successful bidder and the County for such work upon highways owned by or under the jurisdiction of the County but only the potential for a Contract to be executed between the successful bidder and the Municipality for such work upon highways owned by or under the jurisdiction of the Municipality , in which circumstances the Contracts between the County and the successful bidder and between the Municipality and the successful bidder are intended to be separate and distinct and without overlapping risk or liability amongst the parties thereto in respect of performance in relation to such Contracts;

AND WHEREAS, on the advice of legal counsel and out of an abundance of caution, the County and the Municipality have reached consensus regarding issues of potential risk and/or liability arising from the separate Contracts, and performance thereunder, as contemplated by and/or arising from the RFT and wish to reduce the terms of such consensus to writing to clearly state an intention to insulate both the County and the Municipality from any such risk and liability as arising from performance, or the lack thereof, under the Contract involving the other such municipal corporation with the successful bidder under the RFT;

NOW THEREFORE, in consideration of payment of the sum of ONE DOLLAR (\$1.00) now by the County and the Municipality each to the other and other good and valuable consideration, including but not limited to the shared participation in the RFT, the sufficiency and receipt of which consideration is hereby irrevocably acknowledged, the County and the Municipality, as the Parties hereto, hereby agree, acknowledge, and/or covenant as follows:

1. The Term of this Agreement shall commence on the date of issuance of the Request for Tender No. 2020-T16 (hereinafter "RFT") for Microsurfacing (Type 3) and Surface Treatment and end upon the later of the completion of all Works contemplated under any Contracts between the County and the successful bidder under such RFT and the

Municipality and the successful bidder under such RFT, whichever is later, and the disposition of any and all claims arising from either or both of such Contracts, including but not limited to disposition by settlement, mediation, arbitration, or trial.

2. The Municipality hereby releases and forever discharges the County, including its Warden, Councilors, elected officials, Committee Members, officers, administration, staff, servants, employees, and agents, including their respective heirs, executors, successors, and assigns, as the case may be (hereinafter collectively referred to as "Releasees"), of and from all manners of actions, actions, causes of action, suits, dues, claims, and demands (hereinafter collectively referred to as "Claims") which the Municipality had, now has, or hereinafter may have as arising from the preparation, issuance, and/or administration of the RFT by the County, including but not limited to details of Works to be undertaken on highways owned by or under the jurisdiction of the Municipality as included therein, evaluation of bids, and/or selection of a successful bidder.
3. The Municipality hereby agrees and undertakes to protect, hold harmless, and indemnify the County, including its Warden, Councilors, elected officials, Committee Members, officers, administration, staff, servants, employees, and agents, including their respective heirs, executors, successors, and assigns, as the case may be (hereinafter collectively referred to as the "Indemnified Parties"), against all losses, damages, claims, demands, and actions, including costs and expenses thereof (assessed upon the scale of as between a solicitor and a client) arising directly or indirectly and in any manner whatsoever in connection with the performance of work contemplated by the RFT upon highways owned by or under the jurisdiction of the Municipality and/or any Contract for the performance of such work between the Municipality and the successful bidder selected under the RFT.
4. The County hereby agrees and undertakes to protect, hold harmless, and indemnify the Municipality, including its Mayor, Councilors, elected officials, Committee Members, officers, administration, staff, servants, employees, and agents, including their respective heirs, executors, successors, and assigns, as the case may be (hereinafter collectively referred to as the "Indemnified Parties"), against all losses, damages, claims, demands, and actions, including costs and expenses thereof (assessed upon the scale of as between a solicitor and a client) arising directly or indirectly and in any manner whatsoever in connection with the performance of work contemplated by the RFT upon highways owned by or under the jurisdiction of the County and/or any Contract for the performance of such work between the County and the successful bidder selected under the RFT.
5. The County and the Municipality agree each with the other that, in the event that either the County or the Municipality makes claim or seeks relief under any performance or labour and material bond as contemplated by or issued and delivered pursuant to either the RFT or any Contract based thereon in circumstances in which the claiming municipal corporation requires and seeks the assistance of the other municipal corporation hereto, then that other municipal corporation, whether the County or the Municipality, will render reasonable assistance to such other municipal corporation to facilitate such claim or relief as sought under that bond.

(Balance of Page Left Blank Intentionally)

6. The within Agreement is binding upon the Parties hereto and their respective heirs, executors, administrators, successors, and assigns.

Dated at Central Elgin, Ontario this _____ day of _____, 2020.

Corporation of the County of Elgin

Per: _____

Name: David Mennill

Position: Warden

Per: _____

Name: Julie Gonyou

Position: Chief Administrative Officer

We have authority to bind the Corporation.

Dated at _____, Ontario this _____ day of _____, 2020.

The Corporation of the Municipality of West Elgin

Per: _____

Name: Duncan McPhail

Position: Mayor

Per: _____

Name: Magda Badura

Position: Chief Administrative Officer/Treasurer

We have authority to bind the Corporation.

Date: , 2020

CORPORATION OF THE COUNTY
OF ELGIN

and

THE CORPORATION OF THE MUNICIPALITY
OF WEST ELGIN

Release/Indemnity Agreement

Stephen H. Gibson
450 Sunset Drive
St. Thomas, ON N5R 5V1

County Solicitor



MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law No. 2020-52

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on July 16, 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 July 16, 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 16th day of July, 2020.

Duncan McPhail
Mayor

Jana Nethercott
Clerk