



# **Municipality of West Elgin**

## **Agenda**

### **Council Meeting**

Date: **November 12 2020, 9:30 a.m.**  
Location: **Recreation Centre**  
**135 Queen Street**  
**Rodney**

Due to COVID-19 and physical distancing requirements this meeting is being held in an alternate location to allow the public to attend. 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](mailto: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. Request for Letter of Support**

**11**

Recommendation:

That the Mayor issue a letter to Tiny Tots Cooperative Nursery in support of their efforts to be the lead agency to administer and deliver EarlyON Child and Family Centre programs and services in western Elgin County.

## **5. Public Meeting - 9:30 a.m.**

The purpose of this Public Meeting of the Council of The Corporation of the Municipality of West Elgin is to review an application for proposed amendment to the West Elgin Comprehensive Zoning By-Law 2015-36. The proposed Zoning By-law Amendment would allow for the rezoning of lands municipally known as 24801 Pioneer Line, more legally described as Concession 9, Part of Lot 17, situated on the south side of Pioneer Line, in the former Township of Aldborough from Future Residential (FR) Zone to Residential First Density (R1) Zone.

Council will not make a decision on the application at this public meeting. Based on the recommendation and information received at this public meeting, an amending by-law will be presented for approval during the regular Council meeting.

There is a public registry located at the entrance to the meeting and if any member of the public would like to be notified in writing of the decision on this application, they are to provide their name and mailing address on the registry. A person or public body may appeal a decision if they have made an oral submission at this public meeting or a written submission to Council prior to the passing of the by-law.

Recommendation:

That West Elgin Council proceed into a Public Meeting pursuant to Section 34 of the *Planning Act* at \_\_\_\_\_ a.m.

### **5.1. Application to ReZone 24801 Pioneer Line**

#### **5.1.1. H. James, Planner - Zoning Report 24801 Pioneer Line**

12

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the application to amend the Zoning By-law for 24801 Pioneer Line, File No. D14 07-2020; and,

That West Elgin Council consider deferral of the by-law to amend the Zoning By-law until the current owner of the subject lands and the owners of 24793 Pioneer Line enter into a mutual agreement drain and have such agreement registered on title for both parties to provide a legal drainage outlet for 24793 Pioneer Line with a timeframe of one month for completion.

### **5.2. Public Comments**

### **5.3. Council Comments**

#### **5.4. Close of Public Meeting**

Recommendation:

That West Elgin Council hereby closes the public meeting at \_\_\_\_\_ a.m.  
and reconvenes in the Regular Meeting of Council.

#### **6. Delegations - 10 a.m.**

**6.1. Joe Machado and Christie Robinson - Utility Rate Increases for Multi Residential Properties** 18

**6.2. Debbie Hope - Backyard Chickens** 24

#### **7. Adoption of Minutes** 92

Recommendation:

That the Minutes of the Council meeting on October 22, 2020 and Court of Revision for the Arvai Drain on October 22, 2020, be adopted as circulated and printed.

#### **8. Business Arising from Minutes**

#### **9. Staff Reports**

##### **9.1. Water**

**9.1.1. S. Smith, OCWA - West Elgin Water Distribution System Third Quarter Operations Report** 106

Recommendation:

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Elgin Distribution System Third Quarter Operations Report, for information purposes.

##### **9.2. Wastewater**

**9.2.1. S. Smith, OCWA - West Lorne WWTP Third Quarter Operations Report** 115

Recommendation:

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Lorne Waste Water Treatment Plant Third Quarter Report, for information purposes.

<b>9.2.2.</b>	<b>S. Smith, OCWA - Rodney WWTP Third Quarter Operations Report</b>	<b>129</b>
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Recommendation:

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: Rodney Waste Water Treatment Plant Third Quarter Report, for information purposes.

### **9.3. Planning**

<b>9.3.1.</b>	<b>H. James, Planner - Holding Removal By-law 13371 Furnival Road</b>	<b>142</b>
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Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the removal of Holding (H-3) Symbol for Concession 6, Part of Lot 8, 13371 Furnival Road; and,

That West Elgin Council consider the by-law to remove the Holding (H-3) Symbol, subject to the conditions on the by-law, as presented in the by-law portion of the agenda.

### **9.4. Municipal Drains**

<b>9.4.1.</b>	<b>T. Mohan, Drainage Superintendent - Award Tender – Crabbe Drain Reconstruction</b>	<b>150</b>
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Recommendation:

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

Award Tender for the Crabbe Drain Reconstruction; and

That West Elgin Council hereby awards the tender to the lowest bidder GW Clarke Drainage in the amount of \$57,000 plus applicable taxes.

<b>9.4.2.</b>	<b>T. Mohan, Drainage Superintendent - Award Tender – Yauch Drain Reconstruction</b>	<b>152</b>
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Tom Mohan, Drainage Superintendent re:</p> <p>Award Tender for the Yauch Drain Reconstruction; and</p> <p>That West Elgin Council hereby awards the tender to the lowest bidder McNally Excavating Ltd. in the amount of \$222,886.96 plus applicable taxes.</p>	
<b>9.5.</b>	<b>Building</b>	
<b>9.5.1.</b>	<b>J. Morgan-Beunen, CBO - Pre-Budget Approval for Electronic Building Permit Application System</b>	<b>154</b>
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, Chief Building Official re: Pre-approval for Electronic Building Permit Application System; and</p> <p>That West Elgin Council pre-approve of \$6,000 for the Building Department 2021 operating budget for the implementation of an electronic building permit application submission system.</p>	
<b>9.5.2.</b>	<b>J. Morgan-Beunen, CBO - Building Activity Report October 2020</b>	<b>159</b>
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for October 2020 for information purposes.</p>	
<b>9.6.</b>	<b>Fire</b>	
<b>9.6.1.</b>	<b>J. McArthur, Fire Chief - Monthly Report – October</b>	<b>173</b>
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: October Monthly Report for information purposes.</p>	
<b>9.7.</b>	<b>Emergency Management</b>	
<b>9.7.1.</b>	<b>Emergency Control Group - October 28, 2020</b>	<b>175</b>

## **9.8. Operations & Community Services**

### **9.8.1. L. Gosnell, Manager of Operations & Community Services - October 2020 – Monthly Report 176**

Recommendation:

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

### **9.8.2. L. Gosnell, Manager of Operations & Community Services - Private Drain Connections 179**

Recommendation:

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

That West Elgin Council That Council chooses one of the following options on the installation of PDC's within the County's Rodney reconstruction project slated for 2021:

**Option A** - Mandatory PDC for all properties and cost allocated to the property owner through a local improvement charge on taxes.

**Option B** – Request only PDC and cost allocated to the property owner through a local improvement charge on taxes.

**Option C** – Mandatory PDC for all properties with cost funded by the Municipality.

## **9.9. Clerks**

### **9.9.1. J. Nethercott, Clerk - 2021 Council & Committee Meeting Dates 182**

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: 2021 Council Meeting Dates; and

That West Elgin Council hereby approves the Council and Committee meeting dates as presented.

**9.9.2. J. Nethercott, Clerk - Off Road Vehicle Enforcement – Information Request from Elgin County** 195

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Off Road Vehicle Enforcement – Information Request from Elgin County; and

That West Elgin Council direct staff to provide Elgin County the following answer: \_\_\_\_\_

**9.9.3. J. Nethercott, Clerk - Apportionment of Drainage Assessment for the Barrett Drain due to Severance of Land, Pursuant to Section 65 (2) of the Drainage Act, R.S.O. 1990** 203

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Apportionment of Drainage Assessment for the Barrett Drain due to Severance of Land, Pursuant to Section 65 (2) of the *Drainage Act, R.S.O. 1990*; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Barrett Municipal Drain, as part of severance E20/20 as presented.

**9.10. Finance/Administration**

**9.10.1. M. Badura, CAO/Treasurer - 2021 TODS** 206

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2021 TODS; and

That West Elgin Council hereby direct staff to \_\_\_\_\_

<b>9.10.2.</b>	<b>M. Badura, CAO/Treasurer - 2020-2021 Cyber Insurance</b>	<b>209</b>
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Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2020-2021 Cyber Insurance report for information; and

That West Elgin Council approves the purchase of Cyber Insurance from Ascent Underwriting for the remainder of 2020 and for 2021 as indicated in the attached quote for the liability insurance of:

a. \$1 million enhanced, or

b. \$2 million enhanced

## **10. Committee and Board Report**

<b>10.1.</b>	<b>West Elgin Community Centre Board of Management - October 27, 2020</b>	<b>216</b>
<b>10.2.</b>	<b>Tri-County Water Board - October 27, 2020</b>	<b>218</b>
<b>10.3.</b>	<b>Port Glasgow Trailer Park Committee - October 23, 2020</b>	<b>220</b>
<b>10.4.</b>	<b>Councillor Reports from Committees</b>	

## **11. Accounts**

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #11 amounting to \$736,742.69 in settlement of General, Road, Water and Arena Accounts (including EFT#3190-3258 Cheque# 25564-25595, online Payments# 542-560 and Payroll PP22-23).

## **12. Correspondence**

<b>12.1.</b>	<b>Township of Huron-Kinloss - Municipal Elections Act</b>	<b>222</b>
<b>12.2.</b>	<b>Enbridge Rate Notice</b>	<b>223</b>
<b>12.3.</b>	<b>City of Hamilton - Amending AGCO Process re Cannabis Locations</b>	<b>230</b>
<b>12.4.</b>	<b>County of Elgin - 2020 Highlights</b>	<b>233</b>
<b>12.5.</b>	<b>Rodney Aldborough Agricultural Society - Request for Letter of Support</b>	<b>236</b>

12.6.	<b>Township of Amaranth - Amendments to Elections Act</b>	237
13.	<b>Council Inquires/Announcements</b>	
13.1.	<b>Notice of Motion</b>	
13.2.	<b>Statements/Inquires by Councillors</b>	
13.3.	<b>Matters of Urgency</b>	
14.	<b>By-Laws</b>	
14.1.	<b>By-Law 2020-66 - Final Reading for Arvai Drain</b>	239
	Recommendation: That By-Law 2020-66, being a by-law to provide for the Arvai Drain in the Municipality of West Elgin, be read for a third and final time.	
14.2.	<b>By-Law 2020-77 - Adopt Human Resources Policies</b>	253
	Recommendation: That By-law 2020-77, being a by-law to adopt and maintain policies with respect to hiring of employees, compensation and probation periods, be read a first, second and third and final time.	
14.3.	<b>By-Law 2020-78 - Adopt Employee Code of Conduct</b>	261
	Recommendation: That By-law 2020-78, being a by-law to adopt and maintain policies with respect to employee code of conduct, be read a first, second and third and final time.	
14.4.	<b>By-Law 2020-79 - Extension Agreement with Independent Resolutions Inc.</b>	268
	Recommendation: That by-law 2020-79, being a by-law to authorize the execution of an extension agreement with Independent Resolutions Inc, Mark McDonald, for the services of Municipal Ombudsman, Closed Meeting Investigator and Integrity Commissioner for the period of January 1, 2021 to December 31, 2022, be read a first, second and third and final time.	

**14.5. By-Law 2020-80 - CEMC Pilot Project Agreement with Elgin County** 272

Recommendation:

That By-law 2020-80, being a by-law to authorize the execution of an agreement with the County of Elgin for the services of a Certified Emergency Management Coordinator for a one year pilot project, be read a first, second and third and final time.

**14.6. By-Law 2020-81 - Delegate Authority for Tax Arrears Extension Agreements** 284

Recommendation:

That By-law 2020-81, being a by-law to delegate authority to the municipal Treasurer to authorize the execution of tax arrears extension agreements pursuant to section 378 of the *Municipal Act*, be read a first, second and third and final time.

**14.7. By-Law 2020-83 - Remove Holding Provision for 13371 Furnival Road** 290

Recommendation:

That By-law 2020-83, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as 13371 Furnival Road, be read a first, second and third and final time.

**15. Confirming By-Law** 292

Recommendation:

That By-law 2020-84, being a By-law to confirm the proceedings of the Regular Meeting of Council held on November 12, 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 7:00 p.m. on November 23rd for Special Meeting of Council or at the call of the Chair.



## **Tiny Tots Co-operative Nursery School**

Box 539, Rodney, On, N0L 2C0

Phone: 519-785-2164

Email: [ttcns78@gmail.com](mailto:ttcns78@gmail.com)

Tuesday, October 27, 2020

Dear Municipality of West Elgin

I am sending you a request for a letter of support as Tiny Tots Co-operative Nursery School Inc. is applying through the RFP process to be the lead agency to administer and deliver EarlyOn Child and Family Centre programs and services in western Elgin County.

We want to retain and build our strong relationships with local community partners and colleagues to provide EarlyON programs and services to families that are inclusive, innovative, and high quality. Tiny Tots is asking for your letter, expressing how you may collaborate with and/or support our organization to help us reach our goals in delivering these programs.

We look forward to receiving your letter of support by November 10<sup>th</sup>. Thank you in advance.

Sincerely,

*Shelley Smith*

Supervisor, RECE,

Tiny Tots Co-op Nursery School of Aldborough Inc.



## Staff Report

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**Report To:** Council Meeting  
**From:** Heather James, Planner  
**Date:** 2020-11-12  
**Subject:** Zoning Report 24801 Pioneer Line

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### **Recommendation:**

That West Elgin Council hereby receives the report from Heather James regarding the application to amend the Zoning By-law for 24801 Pioneer Line, File No. D14 07-2020; and,

That West Elgin Council consider deferral of the by-law to amend the Zoning By-law until the current owner of the subject lands and the owners of 24793 Pioneer Line enter into a mutual agreement drain and have such agreement registered on title for both parties to provide a legal drainage outlet for 24793 Pioneer Line with a timeframe of one month for completion.

### **Purpose:**

The proposed Zoning By-law Amendment will rezone a portion of the lands, +/- 1.20 ha (2.97 ac.) in area with a frontage of 20.11 m (66.0 ft.) and an irregular depth from Future Residential (FR) Zone to Residential First Density (R1) Zone to permit the construction of a single unit dwelling. The application was submitted by the agent, Amy Dale, solicitor from Gunn & Associates on behalf of the owner Tony Santos.

The subject lands are situated on the south side of Pioneer Line, in the former Township of Aldborough. The lands are legally described as Concession 9, Part of Lot 17, in the geographic Township of Aldborough, and known municipally as 24801 Pioneer Line (as shown on the attached Key Map).

The subject lands were subject to a severance from a larger land holding, which has frontage on Catherine Road in 2018. Two residential parcels were also severed from the subject lands in 2018.

### **Background:**

The proposed Zoning By-law Amendment will rezone a portion of the lands, +/- 1.20 ha (2.97 ac.) in area with a frontage of 20.11 m (66.0 ft.) and an irregular depth from Future Residential (FR) Zone to Residential First Density (R1) Zone to permit the construction of a single unit dwelling (as shown on the attached Sketch). The lands will be serviced with municipal water and private septic system with driveway access to Pioneer Line. The balance of the lands, 6.96 ha (17.2 ac.) will remain zoned Future Residential (FR) and will continue to be used for non-livestock agricultural and woodlot and wetland uses. The Miller Municipal Drain runs through the subject lands.

The zoning by-law amendment application was circulated to municipal staff for comment. No comments of concern were received.

The application was also circulated to public agencies for comments. One comment was received from Lower Thames Valley Conservation Authority with the following comments:

*'Please be advised that this application has been reviewed by this office and we have no objections to the proposal as submitted. The Authority is responsible for addressing the Natural Hazard Section of the Provincial Policy Statement as well as O. Reg. 152/06, Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation under the Conservation Authorities Act, R.S.O. 1990, c. C.27. After reviewing our files and mapping, staff determined that the property in question is subject to the Authority's Development, Interference with Wetlands and Alterations to Watercourses portion of the regulations. The issue of concern in this area is the Provincially Significant Wetland known as the Buttinger Swamp PSW and its adjacent lands, the Miller Drain and its tributary, the McCallum Award Drain and erosion.'*

*An application from this office is required prior to any works/construction taking place within the regulated area. The lands are not subject to flooding of a general nature and as such structures are not required to be flood proofed. However, the flood proofing of structures for the purposes of prevention of flood damage from local groundwater and overland drainage waters is recommended. Setbacks from the waterways and the wetland will be required to any proposed structure(s) including farm tile drainage.'*

**Comment:** The agent has been provided the comments from Lower Thames Valley Conservation Authority and is aware of the requirement for a development permit.

One comment of concern was submitted by neighbouring property owner, Magda Badura who resides at 24793 Pioneer Line. Below are the submitted comments:

*'I have a few concerns regarding Zoning By-law Amendment File: D14 07-2020. There are several residential homes on Pioneer Line and Catherine St. that have natural drainage and drainage tile that either hook-up or flow into the Miller Drain and/or creek on proposed lands. If you look at the grade from both Pioneer Line and Catherine St. toward the lot/lands in question, you can clearly see the land slopes downward on said lot toward the proposed build site of home. Not to mention the field in its current state is always very wet with a year-round swamp like puddles in the field. Our concern is if building activity takes place on said land, how will that impact the drainage from the residential properties that currently perimeter said lot/lands in question?'*

*The said lot/land where home build is suggested are in a very low land/wet land type environment. Being that the lot/land in question is very low and wet. I am surprised the Lower Thames is approving the building of a home in said location. Our concern and the concern of the neighbors is mainly the drainage aspect and if developing the said property will impact the drainage of the surrounding properties.'*

*We built our home about a year ago and we had to raise our home out of the ground by 2.5 feet as the water table is very high in this area. We are concerned that any impacts to drainage will adversely affect the already high-water table in this area. Hence or concern about drainage of said lot/lands.'*

**Comment:** The comments from Ms. Badura were circulated to the Chief Building Official, Drainage Superintendent and Lower Thames Valley Conservation Authority for review. Below are the responses:

Chief Building Official

*'If the lots that have been developed to drain to the Miller Drain, perhaps there should be an easement or drainage plan that permits the residential lots to have their drainage connected to a drain that is not accessible by their own properties alone. A new dwelling on this property would have to provide a grading plan for the development as part of the building permit but unless there is a municipally owned drain tile from these other properties to the Miller drain, the new owner could disconnect any tile that is on their land that is not protected by a right of way or easement.'*

Drainage Superintendent

*'Talk to the new owner first, if they are ok with it something may have to be drawn up by a lawyer so it can be registered with the property in perpetuity.'*

**Comment:** Unfortunately it would be too difficult to require all owners who have lots in this area that drain on to this property enter into individual mutual drainage agreements with the owner of the subject lands as this should have been done when those lots were created. In speaking with Ms. Dale, she indicated that the new owners of the lots would be willing to enter into mutual agreement drain with the owners of 24793 Pioneer Line which would be registered on title with the lands. At this time, no other property owners have raised concerns about drainage. It would be advisable that the mutual drain agreement be entered into and registered on title with the current owner, Tony Santos and the owners of 24793 Pioneer Line.

Lot grading and lot drainage plans will be a requirement of development on the subject lands at the building permit stage.

Lower Thames Valley Conservation Authority

*'The natural flow of water through the lot will need to be a consideration when obtaining a building / CA regulation permit. The new homeowners will not want flows directed at their new structure. The residence's location can be shifted accordingly further to the NE if the ground is higher, or fill brought in to raise the ground around the structure to accommodate for overland flows.'*

*A review of the groundwater table may be a requirement of our permit process given the high groundwater in this area. That would result in any proposed structure having to be built above the highwater table with their footings / foundation having to be engineered. They would also be required to stay a set distance away from the municipal tile drain. You can check with your Drainage Superintendent to confirm that requirement / distance.'*

*You must keep in mind that our regulation is permissive. If a landowner can meet our requirements to build in certain areas that have restrictions, then we must provide a permit for the work so long as all the hazards have been addressed. There may be challenges with building on this lot in the area proposed, but they would not be insurmountable. Further back into the lot then the challenges would result in CA staff not being able to support an application due to the PSW and its impacts. A proponent would still have the opportunity to go before the Authority's Executive Committee for a hearing. The Committee would either approve, approve with conditions, or deny the permission.'*

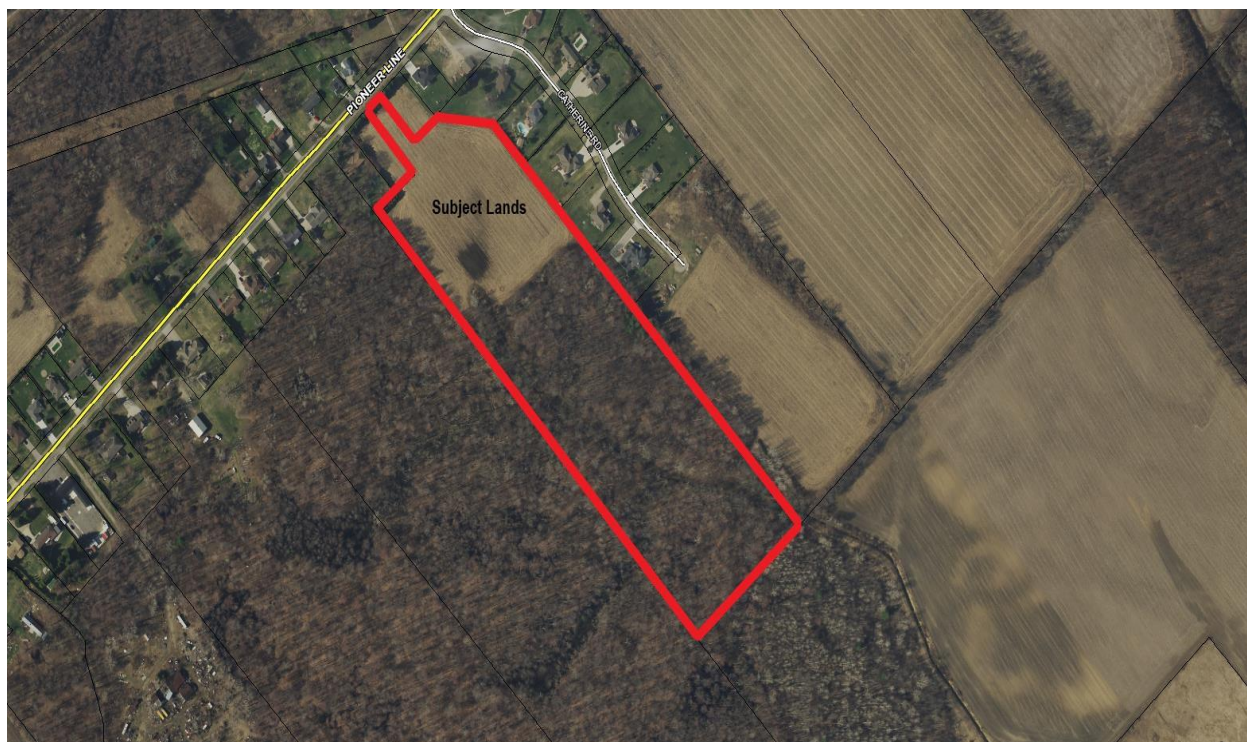
*I guess one question I had after the fact of sending my letter in is why is the back woodlot/wetland portion still designated as potential residential development and not revert it to agricultural or environmental protection?'*

**Comment:** Since the lands are within an urban settlement area, they cannot be zoned General Agricultural (A1) nor does the municipality have an Environmental Protection (EP) zone in the zoning by-law. For the balance of the lands, the new owners intend to use for agricultural purposes.

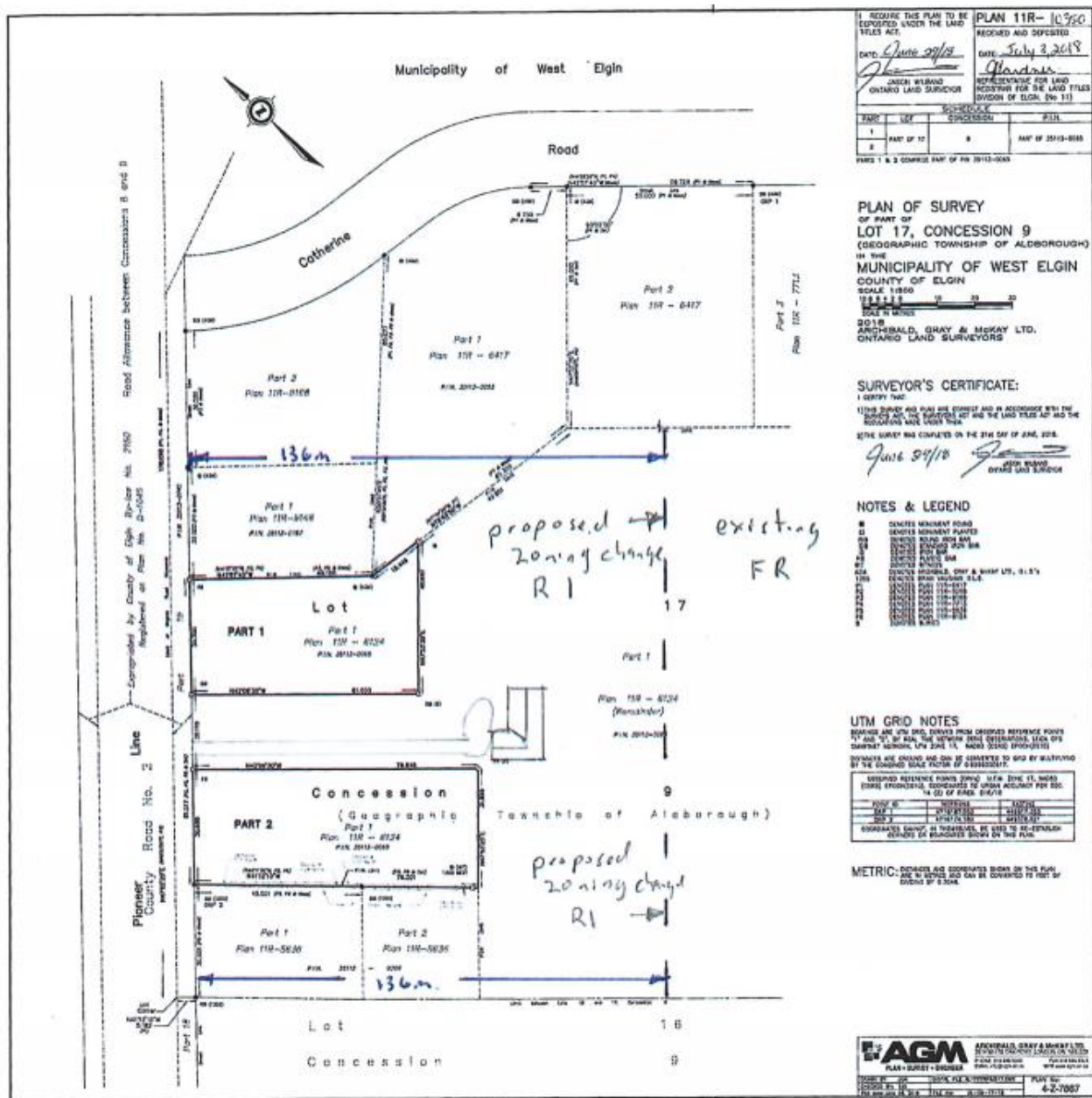
**Summary/Conclusion:**

There are concerns that have been raised by the adjacent property owners at 24793 Pioneer Line regarding private drainage on to the subject lands. Unfortunately, a mutual drainage agreement was not a condition of the severance for the two residential lots that were created in 2018. The owner of It is my professional planning opinion that the passage of the by-law for the zoning by-law amendment application be deferred until the current owner of the subject lands and the owners of 24793 Pioneer Line enter into a mutual agreement drain and have such agreement registered on title for both parties to provide a legal drainage outlet for 24793 Pioneer Line.

**Key Map**



## Sketch



**Report Approval Details**

Document Title:	Zoning Report 24801 Pioneer Line - 2020-30-Planning.docx
Attachments:	<ul style="list-style-type: none"><li>- 2020-xx - Zoning By-law Amendment - 24801 Pioneer Line.docx</li><li>- 24801 Pioneer Line.pdf</li></ul>
Final Approval Date:	Nov 10, 2020

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

Jana Nethercott

# Utility Rate Increases for Multi-Unit Residential in West Elgin

(Water / Sewer)

November 12, 2020 Council Meeting Notes

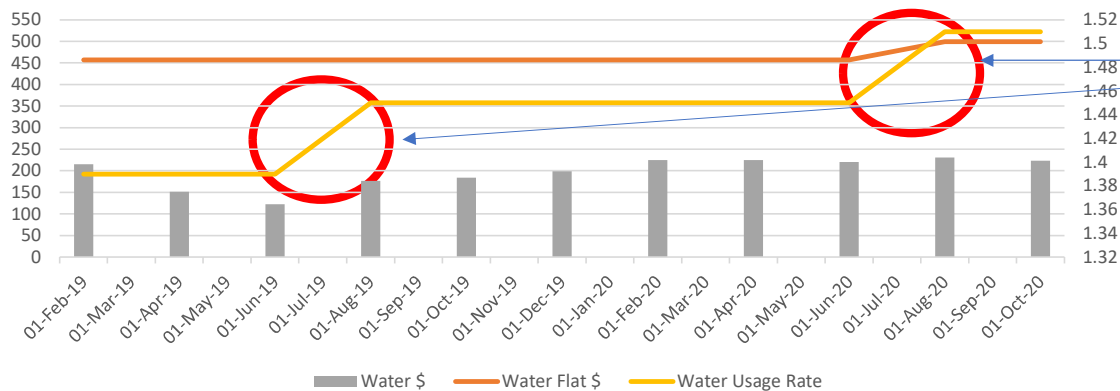
# Who are We?

- small business owners and residents of West Elgin
- own 1 multi unit residential property in Rodney (221 Jane Street)
- own 2 commercial / residential properties in West Lorne (237/239 Graham Road)
- provide economical housing options for seniors, small families, as well as those on subsidized living programs
- over the past 2 years invested considerable \$ in upgrades
  - 221 Jane Street – new roof, new patio doors, complete interior renovations on some units, installation of high efficiency appliances ongoing
  - 237/239 Graham Road – complete renovation of two commercial units which are now occupied and have begun the transformation / beautification for other commercial businesses / storefronts in town centre
  - 237/239 Graham Road – completion of 5 residential upper units prior to year end
  - Utilize local businesses and trades to complete work
  - Planning for future projects within West Elgin

# Why Are We Here?

- Substantial increases in water / sewer charges over the past 2 years

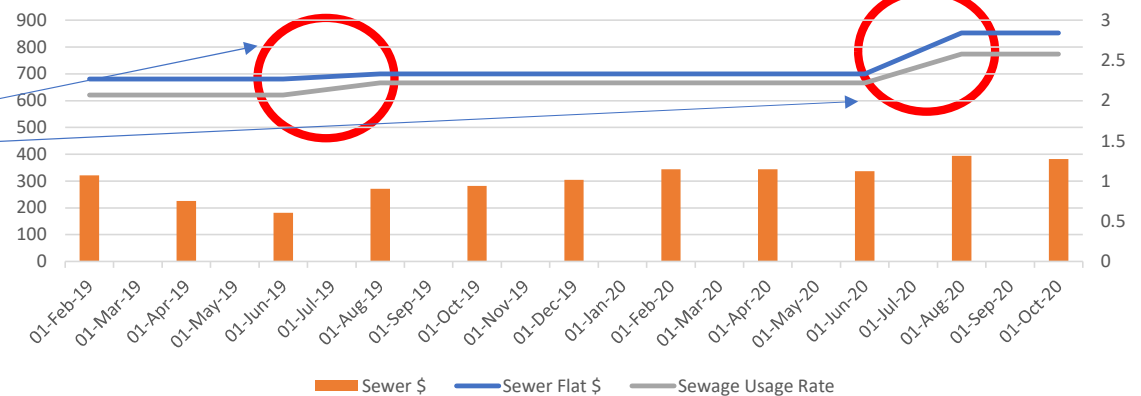
Utility Charges - Water 2019/2020



- 2 increases in water usage rates over 2 years (2019= $\sim 4.5\%$ /2020= $\sim 4.4\%$ )
- 1 increase in water flat rate =  $\sim 9\%$

- 2 increases in sewer usage rates over 2 years (2019= $\sim 7.5\%$ /2020= $\sim 22\%$ )
- 2 increase in sewer flat rate (2019= $\sim 2.6\%$ /2020= $\sim 16\%$ )

Utility Charges - Sewer 2019/2020



# Why Are We Here?

- Increases are being solely absorbed by building owners
  - (~4%-22% over 2 years)
- Rental rate increases are capped per year
  - (2.2% for 2019/2.2% for 2020)
- Legislation passed for rent freeze for 2021
- Substantial property tax increase already absorbed by owners
  - (~3.29% for Rodney)
- Our tenants rent ranges from \$613/month - \$850/month)
- We have the support of other owners in West Lorne / Rodney

# Our Request

- Notification of potential increases for future years for budgeting purposes
- Request for rebate equal to increases for both flat rate and usage rate for 2019 and 2020/2021 due to:
  - difficulty for owners to absorb increases / limited ability to recover increases
  - impact of coronavirus on tenant's ability to pay rent / absorb increases
  - inability for owners to pass increases on to tenants (even partially)
- Request for reconsideration of increases – can it be delayed or more gradual for future years (post 2021)

## Next Steps...?

- Council decision
- Further discussions
- Participation in planning

November 12, 2020

Members of West Elgin Municipal Council:

My name is Debbie Hope and I am the owner of Dixon's Feed Service Ltd., in West Lorne.

Following an encouraging visit and discussion with Mayor Duncan McPhail, I'd like to present an alternative proposal to facilitate West Elgin allowing for the keeping of backyard chickens.

I don't know if you are aware of the negative effect the recent flyer regarding the bylaw on keeping backyard chickens has had on this community.

Particularly affected are some of our senior residents who derive much pleasure in having their own chickens for eggs, and to give them something to care for and love.

I have had several seniors come to me at the store in tears not wanting to give up their precious chickens.

Further, the suggestion of having a complaint filed against them with the potential of a \$25,000.00 fine has these people (who are also mostly long-time taxpayers in West Elgin), feeling like they are harbouring dangerous criminals and not just a few harmless chickens.

This is heartbreaking for them, and for me. Most of these people are older and are very responsible and care deeply for their chickens and keep very small, well-managed flocks.

It is unfortunate that there are a few irresponsible people who ruin things for everybody else.

Rather than trying to start a petition as had been suggested, I thought it would be more effective to address you directly as a resident and local business owner in this community, with a reasonable proposal. This proposal, if embedded within municipal bylaws, would allow for the safe and discreet keeping of backyard chickens.

As such, I am requesting Council consider creating an amendment to the current bylaw allowing a limit of 4 to 6 chickens, which may be kept within a set of operating parameters that are reasonable for all residents.

I have done research on the by-laws other local municipalities have enacted to facilitate backyard chickens with success.

I have put together a program proposal for the care and maintenance of backyard hen chickens in West Elgin. This has been compiled as a result of my research of many municipality backyard chicken bylaws. A copy of this proposal is included in the package I have submitted.

Some of the highlights of this proposal include:

- Most Municipalities request residents have a copy of a Poultry Resource kit, included here for your review.

- This kit contains “Bio security recommendations for small flock poultry owners”. This has been developed by the Ontario Ministry of Agriculture and Rural Affairs. It contains some insights that residents might not be aware of and brings these to their attention.
- Also included is “ How to Prevent and Detect Disease in Backyard Flocks and Pet Birds”. This has been developed by the Canadian Food Inspection Agency. Other Municipalities have also recommend as part of this kit “ Keeping your Birds Healthy” also distributed by OMAFRA, however I have called about this document and found it is no longer in circulation. The other documents I previously mentioned can easily be found online. For anyone who does not have access to a computer I would be more than pleased to print these and have them available in my store in order that the person be compliant with the proposed bylaw.

I was thrilled when Brittany Webster, Clerk of Animal Services from The City of Brampton, returned my call. We went over some questions I had about their bylaws and what challenges they have had. Brittany said the biggest complaints are about residents having roosters. Other than that the next most frequent complaint was residents moving and wanting to surrender their chickens. They have had this bylaw in place for many years now. They do not accept anonymous complaints. She has emailed me Brampton’s Animal bylaws to review. I did not include it in this package as it is quite lengthy, but I can provide it if asked.

Joseph Paddock, from the Township of Clearview, also emailed me to say that over the last 3-4 years they have had no complaints about backyard chickens. They allow 4 backyard chickens in areas zoned residential.

The City of Caledon implemented an amendment to their backyard poultry bylaw last year. They have also had very few complaints and the few complaints they did receive were about Roosters.

Ashley Kassain, from the City of Guelph also responded to my email. She sent me Guelph's amended animal bylaw which allows up to 10 hens.

Ashley also sent me a great document on 'accessory structures'. She said they treat chicken coops as accessory structures similar to sheds. I've included this document as well.

Matt Smith from the Municipality of Meaford told me their bylaw for backyard chickens has been in effect since 2014. Quote: "the bylaw was brought forward along with a comprehensive zoning bylaw amendment and passed by council". "The Municipality's official plan had provisions to encourage urban agriculture where appropriate". End Quote. Matt said occasionally isolated cases of noise mostly pertaining to roosters are investigated.

I've also included a document called Backyard Hens for Hamilton , Ontario. This includes positive facts about backyard hens and Municipality Regulations for backyard hens in Brampton, Kingston, Niagara Falls, Caledon, Guelph, Toronto, and Newmarket.

I want to help my community to be “Progressive by Nature”. Especially this year, with all the challenges with Covid 19, it is more important than ever to empower our citizens to be self-sufficient. If I and Dixon’s can help in any way to further the success of this request and to see this proposal implemented, I would love to help, however I can.

Thank you for your attention to this matter.

Debbie Hope,  
Owner, Dixon’s Feed Service Ltd.  
West Lorne, Ontario

**Program Proposal  
for the  
Care and Maintenance of Backyard Hen Chickens  
in West Elgin**

**Definitions: :**

**Hen:** A female chicken of egg production age.

**Rooster:** A male chicken (and not permitted within this proposal).

**Hen Coop:** A fully enclosed, well-built structure, that will keep rodent and wildlife from under or within its walls. The coop will be a ventilated and waterproof building, allowing no less than 0.37m per hen as the minimum enclosed area allowed, but not exceeding 10m in total length, inclusive of the hen run. In compliance with the standards of the zoning bylaws.

A comfortable housing for hens that includes nest boxes, perches, containers for food and water.

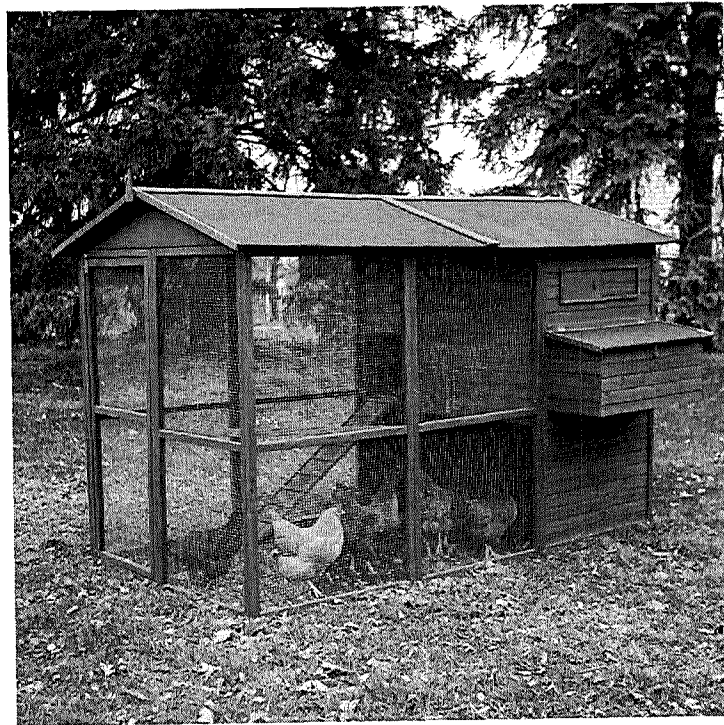
**Hen Run:** A totally enclosed area, attached to the hen coop, that allows hens access to outdoors.

**General Rules:**

- \* No more than 4 hen chickens allowed. Roosters are not permitted
- \* Neighbours must be notified in writing no less than 7 days prior to establishing a new flock
- \* Follow bio security recommendations as outlined by the Canadian Food Inspection Agency.
- \* Hens are to be kept in a well constructed hen coop totally enclosed at all times and continually being well maintained, including chickens being kept clean and dry, all soiled feed and manure removed promptly, area kept odour free.
- \* Hens to be kept in hen runs only – loose hens are not permitted.
- \* Hen coops and runs are to be kept 15m from any school and 7.5m from any church or business.
- \* Hen coops must be kept 3m away from all windows and doors of neighbouring properties.
- \* Hen coops are not permitted in front or side yards.
- \* Food must be kept in a tightly secured enclosure to prevent rodents and must be kept free of moisture that may cause mould and contaminated feed.
- \* Water must be available at all times, free of soiling and debris.
- \* Hens must be locked in from sunset to sunrise.
- \* Any sick, injured or animal needing euthanasia must have the attention of a veterinarian promptly.
- \* Tenants must obtain permission to keep hens on the property.
- \* Chicken owners must obtain and be able to supply a copy of the Resource Kit entitled “ How to Prevent and Detect Disease in backyard Flocks and Pet Birds” distributed by the Canadian Food Inspection Agency. Also “Bio security Recommendations for Small Flock Poultry Owners” by the Ontario Ministry of Agriculture and Rural Affairs (OMAFRA) both are available online.



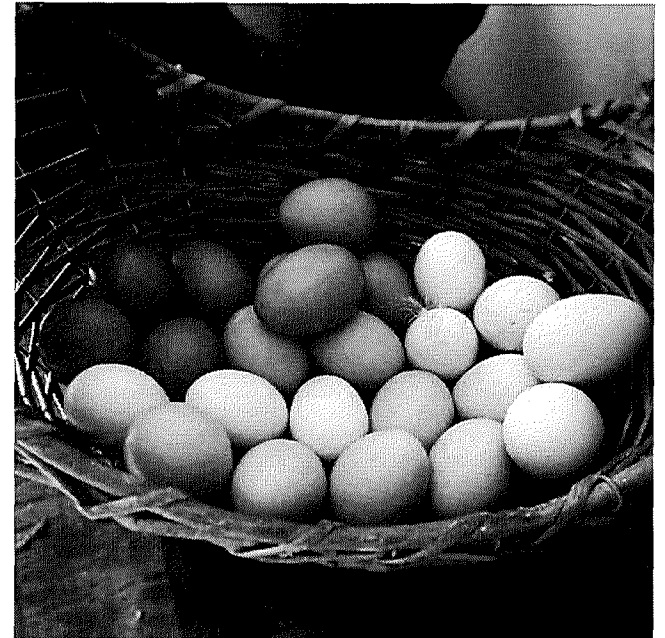
# Backyard Hens For Hamilton, Ontario



**March 2018**

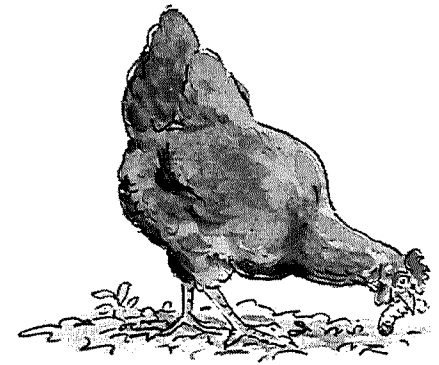
# EGGS

- On average, one hen lays one egg per day
- Provide food for low income families
- Teach children where food comes from
- Eggs from hens raised on pasture compared to factory farmed hens contain more of the good stuff and less of the bad stuff
  - 1/4 less saturated fat
  - 2/3 more vitamin A
  - 2 times more omega-3 fatty acids
  - 3 times more vitamin E
  - 7 times more beta carotene
  - 4 times more vitamin D



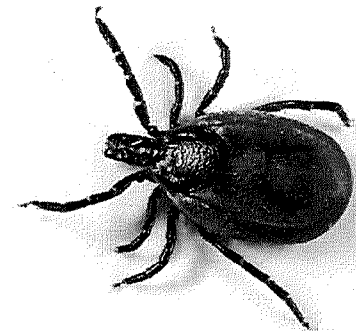
# PEST CONTROL

- Chickens love to eat insects
- Serve as an organic pest-cleanup crew in your garden
- Devour ticks on your property
- Eat many weeds
- When you feed your chickens kitchen scraps they poop out a nitrogen-rich fertilizer which you compost with yard waste, creating invaluable organic soil for your garden

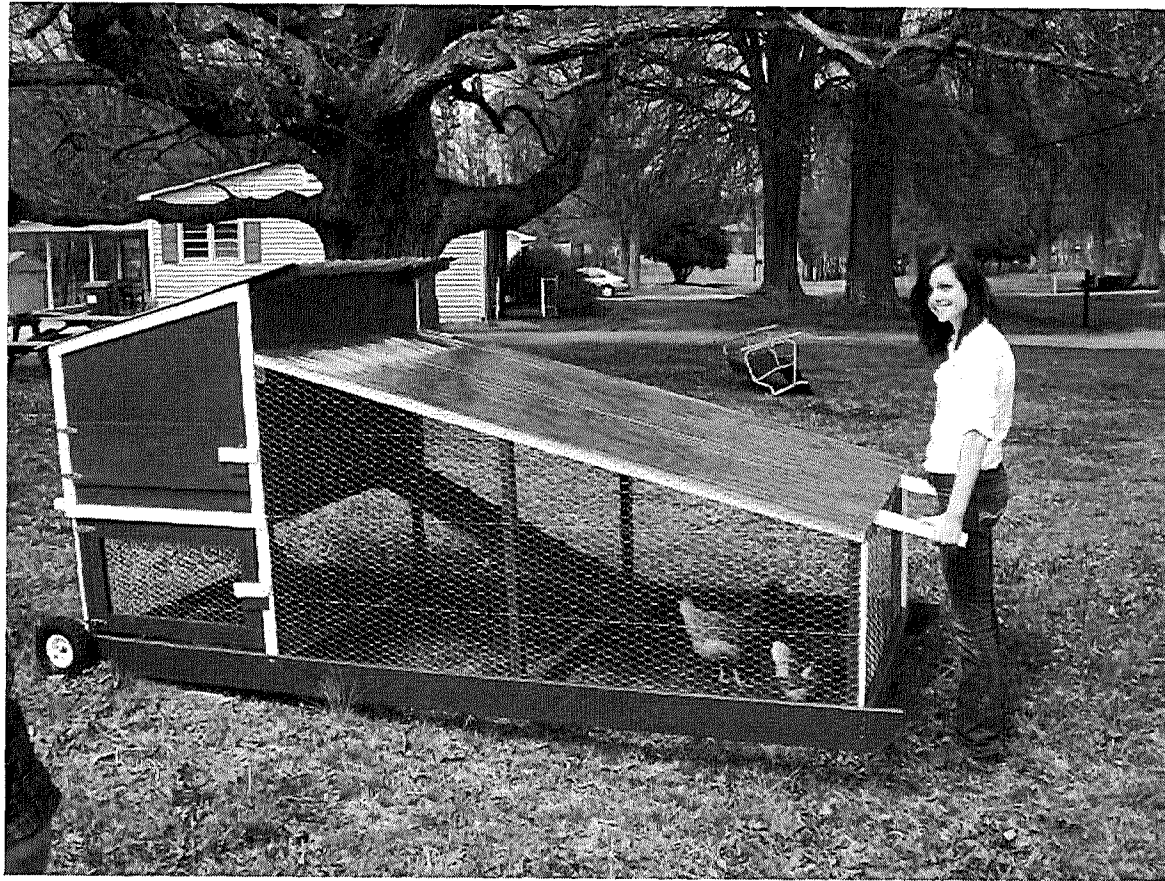


# City of Hamilton At Risk Area for Lyme Disease

- The Tick population in Hamilton is exploding
- Ticks = Lyme Disease = Higher Healthcare Costs
- Conservation Hamilton is working with Royal Botanical Gardens to come up with a solution. Chickens eat ticks and are a natural solution.
- A 1991 study showed that chickens who scavenged for 30 minutes among tick-infested cattle in Kenya ate an average of 81 ticks per chicken.



# Portable Chicken Coop



# KEEP FOOD AND YARD WASTE OUT OF LANDFILLS

- A single chicken can “bio-recycle” about seven pounds of food residuals in a month
- If just 2000 households raise hens, it could divert 252 tons of waste from landfills annually
- In Flanders, Belgium and Paris, France the city actually GIVES laying hens to homes in an effort to reduce landfill costs

# CHICKENS MAKE GREAT PETS

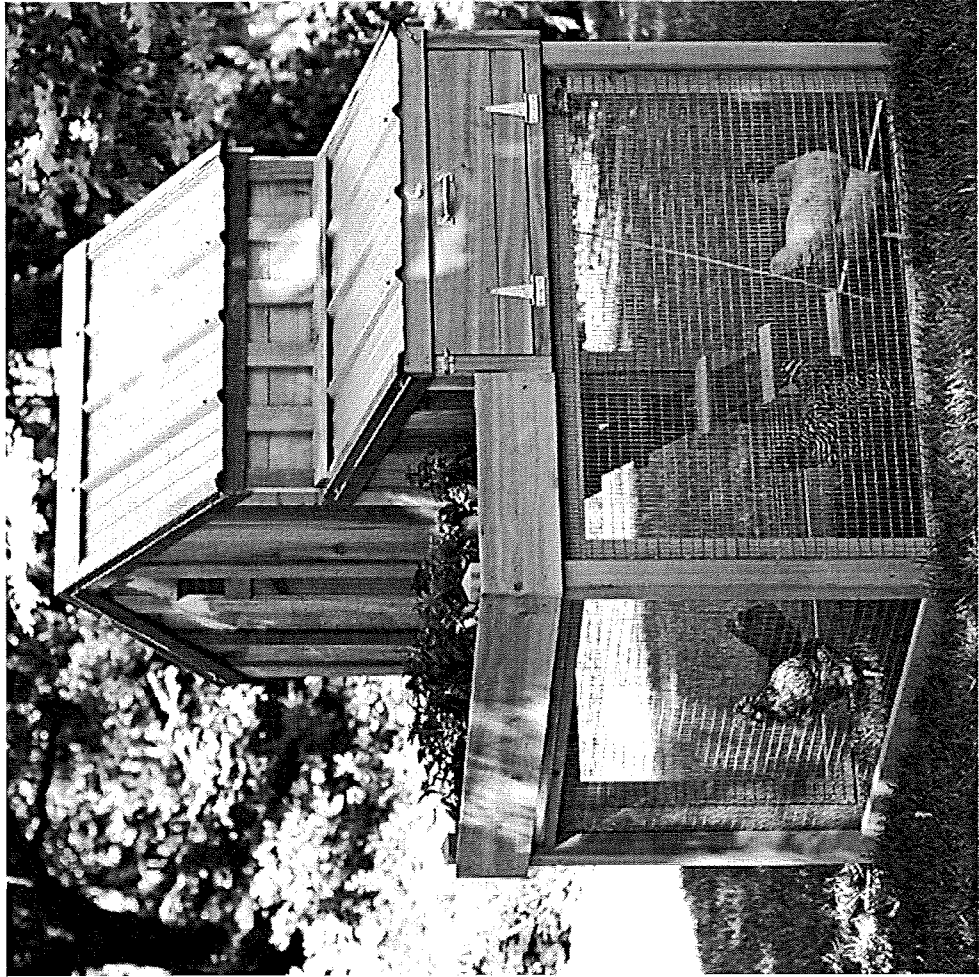
- Chickens are like any other pet
- You need to feed and water them daily, collect the eggs and clean the coop
- They are gentle and great with kids
- They provide great company



## IT'S BEEN PROVEN SUCCESSFUL

- All of Hamilton's surrounding municipalities allow for backyard hens and they have had great success!!
- Toronto, Guelph, Caledon, Brampton, Kingston, Niagara Falls, Newmarket etc all allow for backyard hens
- Hamilton can easily use these city's regulations as a template

**THANK YOU FOR YOUR SUPPORT!**



### **Feedback from Surrounding Municipalities that Allow Backyard Hens Regarding Complaints**

“We had many people send letters of support of how it teaches their children responsibility.” - David Wiedrick, Manager, Bylaw Compliance, Security and Licensing, Operations Department, City of Guelph in response to the positive feedback the City of Guelph has received since allowing backyard chickens.

“In Niagara Falls, where backyard chickens have been permitted for 20 years, there were 10 complaints to the city about the animals in 2016. In that same time period, there were 500 noise complaints about dogs.” – Source Councillor Justin DiCiano, Toronto

“We received 12 complaints of chickens in 2017 (this included chickens running at large, coops too close to property lines, and ensuring the condition of the coops for hygiene). Zero in 2018. Most people are good and communicate with their neighbours and share the eggs laid from the hens.” – Source David Wiedrick, Manager, Bylaw Compliance, Security and Licensing, Operations Department, City of Guelph – February 14, 2018

“In Guelph, there are about 40 chickens per 40,000 households and a handful of complaints from neighbours per year.” – Source CBC News, December 13, 2012

“The City of Kingston issued 23 backyard hen permits in 2017. The By-Law Enforcement Department has received only a couple of complaints over the past several years since the program was adopted. The City has received feedback from stakeholders which include the following benefits:

- Fosters responsibility within the family dynamics (creates potential growth, responsibility, teamwork and leadership from parents to children)
- Promotes community local food source sharing
- Sustainable initiative
- Health and wellness benefits which include an excellent source of protein and Vitamins A, D, E and Vitamin B12
- Education and awareness”

– Source Kevin Pickell, Licensing Agent, Licensing and Enforcement, Planning, Building, Licensing and Enforcement, Community Services, City of Kingston – February 16, 2018

## **Surrounding Municipalities Regulations for Backyard Hens**

- 1) Brampton's Bylaw regarding backyard hens, no license is required
- 2) Kingston's Regulations on backyard hens and their application form
- 4) Niagara Falls Bylaw regarding backyard hens, no license is required
- 5) Caledon, Committee of the Whole recommendation to allow backyard hens, approved in December 2017, no license is required
- 6) Guelph's Bylaw regarding backyard hens
- 7) Toronto's City Council Decision to allow backyard hens
- 8) Newmarket's Amendment to their bylaw, allowing backyard hens, no license is required

## **BRAMPTON BYLAW**

4.1 (340-2012) In addition to other requirements of this by-law and the Zoning By-law, the following are the rules for persons wishing to own more than two hens or rabbits: (340-2012)

(1) No person shall keep more than two hens or rabbits on a lot unless a licence is obtained from the Licence Issuer.

(2) For the purposes of this section:

a) The licensing period shall be for 12 months commencing on the day the licence is issued.

b) The applicant shall complete a licence application, file any information as may be required by the Licence Issuer and pay the required fee as set out in the User Fee By-law prior to a licence being issued.

c) The applicant shall provide notice to adjoining property owners that a licence for the keeping of hens and rabbits has been applied for. The notice shall include:

- i) information regarding the numbers and types of animals to be kept; and
- ii) information that the application may be objected to by sending an objection in writing to the Licence Issuer within 20 days of delivery of the notice.

d) notice under this section shall be deemed to be delivered: i) in the case of mailed documents, four days following the mailing, as determined from the postmark, ii) in the case of an emailed or faxed document, the day of emailing or faxing, unless the document is emailed or faxed after 4:30 p.m., in which case it will be deemed to have been delivered the following day, iii) in the case of a document that is delivered in person, the date of delivery, provided the document is delivered before 4:30 p.m. If the document is delivered after 4:30 p.m., it will be deemed to have been delivered the following day.  
Office Consolidation – Animal Control By-law – Page 7 of 11

e) The applicant shall provide the Licence Issuer with proof of delivery of the notice to adjoining property owners, in the form of a copy of the notice and affidavit that the notice has been delivered.

f) A licence shall not be issued for owners to keep more than two hens or rabbits on a lot of less than one acre in size.

g) A licence shall be issued to an owner whose application meets all the requirements of this By-law except if the Licence Issuer is of the opinion that:

i) the issuance or the holding of a licence would be contrary to the public interest in respect of:

- (1) the health and safety of any person or animal; or
- (2) a nuisance affecting any land or person in Brampton;

ii) any application or other document provided to the Licence Issuer by or on behalf of the applicant contains a false statement, or provides false information;

iii) the applicant does not meet all the requirements of this By-law or any other City By-law.

h) In making a decision under subsection 14.1(2)(g)(i)(2), the Licence Issuer shall consider any objection received from an adjoining property owner regarding the proposed issuance of a licence for the keeping of hens and rabbits.

i) Where the Licence Issuer has refused to issue a licence, the applicant may appeal to the Brampton Appeal Tribunal in accordance procedures established by the Licensing By-law 1-2002.

j) When it considers an appeal under this By-law, the Tribunal shall not make any decision or finding that impacts an application for a minor variance.

k) Any person holding a licence under this section shall produce the licence upon the request of the Licence Issuer or animal control officer.

(3) No person shall be licensed to keep more than ten hens or ten rabbits or a total of ten hens and rabbits in any combination.

(4) Notwithstanding Sections 14.1(1) and 14.1(3), a veterinarian who is keeping hens or rabbits for treatment or other purposes directly related to his or her Office Consolidation – Animal Control By-law – Page 8 of 11 practice of veterinary medicine is not subject to licensing requirements or maximum numbers of hens and rabbits.

(5) All hens and rabbits must be kept in an animal quarter located, constructed and maintained in compliance with Section 13 of this by-law, the Zoning Bylaw and any other applicable legislation.

(6) In addition to the requirements in Section 13, animal quarters must be located at least eight (8) metres (25 feet) from the rear lot line and at least eight (8) metres (25 feet) from any side lot line of the lot on which the animal quarter is located.

(7) Every owner of hens and rabbits shall permit entry on the lot for the purpose of enforcing this or any other City by-law and it is an offence to obstruct any City employee in the execution of his or her duties under this by-law.

## **City of Kingston Rules and Regulations Pertaining to Backyard Hens**

### **Definitions:**

*"hen" means a domesticated female chicken that is at least four months old."*

*"hen run" means covered secure enclosure that allows hens' access to outdoors."*

*"coop" means a fully enclosed weatherproof building where hens are kept and which the interior of includes nest boxes for egg laying, perches for the hens to sleep on and food and water containers."*

*"owner" includes any person who possesses, harbours or keeps an animal or hen and, where an owner is a minor, includes the person who is responsible for the custody of the minor."*

*"at large" means, in the case of a dog being in a place other than a property owned or occupied by its owner and not under the control of its owner or another person acting on behalf of the owner and, in the case of a hen, means being outside a coop or run."*

### **Regulations for the keeping of backyard hens and coops:**

- The license fee for a hen coop is in accordance with By-Law 2005-10 which is renewable each calendar year (on or before December 31) with the Building and Licensing Department and registered in the identification system.
- A maximum of 6 hens are permitted on any residential property.
- All hens must be at least 4 months old.
- The keeping of roosters is prohibited.
- A tenant must obtain permission from the property owner to keep hens on the owner's property.
- The owner of the hens must reside on the property where the hens are kept.
- Applicants must advise their neighbours of their intention to obtain a hen coop permit prior to submitting application.
- Hens must be kept in their coops from 9:00 p.m. to 6:00 a.m.
- Hens must be kept in an enclosed hen run when not in their coop.
- Hen coops and runs shall be a distance of at least 1.2m from the rear lot line and at least 1.2m from any side lot line of the dwelling lot on which the hen coop is located.
- Hen coops and hen runs shall be located at least 15 m from any school.
- Hen coops and hen runs shall be located at least 7.5 metres from any church or business.
- Hen coops and hen runs shall be a minimum distance of 3 m from all windows and doors of dwellings that are located on an abutting property.
- Hen coops are not permitted in any front or side yard.
- Sales of eggs, manure and other products associated with the keeping of hens are prohibited.
- Hen coops and hen runs shall be maintained in a clean condition and the coop shall be kept free of obnoxious odours, substances and vermin.
- Stored manure shall be kept in an enclosed structure such as a compost bin in accordance with compost regulations, and no more than three cubic feet shall be stored at any one time.
- Manure shall be disposed of in accordance with Municipal by-laws. Hen waste must be solid and bagged.
- Home slaughter of hens is prohibited and any deceased hens shall be disposed of at a livestock disposal facility or through the services of a veterinarian.

Updated June 14, 2011



City Of Kingston  
216 Ontario Street  
Kingston, Ontario  
K7L 2Z3

## City of Kingston Application for Hen Coop Permit

Applicant Name: \_\_\_\_\_  
(Please Print Name)

Phone Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ Cell Number: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Permit Address (where backyard hens will be housed): \_\_\_\_\_

Postal Code: \_\_\_\_\_

Number of backyard hens to be kept at the permit address \_\_\_\_\_ (6 maximum);

The total area of all coops and runs are less than 108 square feet (10 square metres): ☐

The hen coop and hen run is one story high and less than 15 feet: ☐

Please include a site plan illustrating where the hen coop, and run will be located on your property.

### DECLARATION

#### IN THE MATTER OF AN APPLICATION FOR THE GRANT OF A MUNICIPAL PERMIT

#### TO WIT:

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ do solemnly declare:

1. That I am the applicant for the grant of a permit authorizing me to keep backyard hens pursuant to By-Law 2004-144 within the City of Kingston now and hereafter in force. I undertake to conform to the terms, conditions and regulations set out in By-Law 2004-144 and understand that I must comply with all applicable regulations and requirements of: 1) every by-law of the City of Kingston; and 2) every Provincial and Federal Act and regulation made under such an Act.
2. That I understand that any permit issued pursuant to the said application is subject to revocation.
3. I have served written notice to the abutting property owner(s) that I have made application for a hen coop and a hen run permit. These notices are attached to this application.
4. That the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME at the City of Kingston,

this \_\_\_\_\_ day of \_\_\_\_\_

Day Month Year Applicant,

A Commissioner, etc. \_\_\_\_\_

#### (FOR OFFICE USE ONLY)

PERMIT NO. ISSUED:

PERMIT APPLICATION

ISSUED BY:

NOTICE OF COLLECTION: Personal Information collected is pursuant to the Municipal Freedom of Information and Protection of Privacy Act (and all other applicable privacy provincial and federal legislation). Such legislation is reviewed and applied for the collection, use, disclosure and destruction of the information. The personal information collected as a result of this application may be used to assist in reporting information when requested. Questions regarding this collection should be forwarded to Kim Leonard, Manager of Licensing and Enforcement, 216 Ontario Street, Kingston, Ontario, K7L 2Z3 or by e-mailing kleonard@cityofkingston.ca

Updated June 14, 2011



City Of Kingston  
216 Ontario Street  
Kingston, Ontario  
K7L 2Z3

## NEIGHBOUR NOTIFICATION Backyard Hen Coop

**Applicant Name:**

---

**Name of Abutting Neighbour:**

---

**Address of Abutting Neighbour:**

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No permit shall be issued to a person, by the City of Kingston, and no hens shall be allowed to be kept unless the owner(s) of all residencially zoned abutting properties are made aware of the application for the permit in writing.

I, am the abutting property owner of the applicant and I, am aware of the application for a permit to keep backyard hens.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Niagara Falls

**SCHEDULE "C"**  
**CHICKENS**

1. In this Schedule:  
  
"being at large" means to be found in any place other than the property of the owner of the chicken and "be at large" has a corresponding meaning.
2. No owner shall allow or permit his or her chicken to be at large.
3. No person shall keep a rooster are not permitted within the Urban Boundary.
4. The total number of chickens permitted within the Urban Boundary shall be as follows;
  - (a) On and after July 15, 2002: maximum 20 chickens
  - (b) On and after July 15, 2005: maximum 10 chickens
5. All chicken coops shall be located only in the rear yard and must fully enclose the chickens and prevent them from escaping.
6. The chicken coop shall be designed and constructed to ensure proper ventilation and sufficient space for the chickens and maintained in accordance with good animal husbandry practices and shall keep all vermin out.
7. All dead chickens must be disposed of immediately and in any event, within 24 hours.
8. There must be hygienic storage of and prompt removal of chicken feces.
9. The chicken's food supply must be protected against vermin.
10. All lots housing chickens must have:
  - (1) detached dwellings on them;
  - (2) a frontage of at least 40 feet; and,
  - (3) a depth of at least 100 feet.
11.
  - (1) The chicken coop shall be located at least 25 feet from the rear lot line of the lot on which the chicken coop is located.
  - (2) The chicken coop shall be located at least 15 feet from any side lot line of the lot on which the chicken coop is located.

**Schedule A to Staff Report 2017-131  
Recommended Regulations for Residential Backyard Hens**

- (1) With the exception of multiple-residential properties, hens shall be permitted to be kept on lots which are zoned residential.
- (2) A maximum of four (4) hens shall be permitted to be kept per lot.
- (3) The hen owner shall reside on the property where the hens are kept.
- (4) The keeping of roosters is prohibited.
- (5) All hens shall be a minimum of four (4) months old.
- (6) All hens shall be kept in a coop or run at all times and shall not be free range.
- (7) Hens shall be kept in locked coops from 9:00 p.m. to 6:00 a.m.
- (8) When not required to be kept in a coop, hens shall at all times have access to a run.
- (9) Hens shall be provided with access to feed and clean water at all times.
- (10) Hens shall be kept in a clean and healthy condition free from disease.
- (11) Hens must be provided with appropriate space and environmental conditions conducive to good health, the opportunity to socialize and engage in fundamental behaviours such as scratching, roosting and dust bathing and, where necessary, shall be provided with veterinary care.
- (12) Owners shall ensure that hens are kept in a manner in order to not cause a nuisance to any adjacent neighbour.
- (13) The sale of eggs, manure or other products derived from the keeping of hens is prohibited.
- (14) The home slaughter or euthanasia of hens is prohibited and any deceased hens shall be disposed of at a livestock disposal facility or through the services of a veterinarian.
- (15) A maximum of one (1) hen coop and one (1) hen run shall be permitted per lot.
- (16) Coops and hen runs combined shall be less than ten (10) square metres.
- (17) All coops and hen runs shall be constructed to be completely enclosed to ensure that hens are contained within at all times.
- (18) Coops must be constructed and maintained to have adequate ventilation, provide protection from weather, to exclude rodents and include a lock to be secured against the entry of predators.

- (19) Coops must include at least one (1) nest box and one (1) roost providing twenty (20) centimetres of space per hen.
- (20) Food and water containers must be provided, cleaned regularly and disinfected.
- (21) Coops, including perches and nest boxes, shall be thoroughly cleaned and disinfected a minimum of two (2) times annually.
- (22) A minimum of 0.37 square meters per hen is required for the coop floor area, along with a minimum of 0.93 square meters ground area per hen for the outdoor hen run.
- (23) Hen coops and runs shall be a maximum of two (2) metres in height as measured from the highest point of the coop or run and the ground directly below such point.
- (24) Hen coops, runs and any associated feed or manure storage shall only be permitted in rear yards.
- (25) Hen coops, runs and any associated feed and manure storage shall be set back at least two (2) metres from any lot line.
- (26) A hen coop and run shall be required to comply with the provisions for an accessory structure under the Town's Zoning By-law, as amended.
- (27) Hen coops, runs and any associated feed and manure storage shall be at least fifteen (15) meters from any lot on which a church, business or school is located.
- (28) Hen coops, runs and any associated feed and manure storage shall be a minimum distance of three (3) meters from any dwelling on an adjacent property.
- (29) Hen runs must include a floor of any combination of vegetated or bare earth.
- (30) Hen coops and runs shall be maintained in good repair and in a clean and sanitary condition, being kept free of obnoxious odours or substances and vermin.
- (31) Feed must be stored in rodent proof containers and secured at all times to prevent rodents or other animals from accessing it and leftover feed must be removed in a timely manner.
- (32) Manure and droppings shall be removed in a timely manner and stored manure shall be kept in an enclosed structure that prevents any odour and no more than .085 cubic metres shall be stored at any time.

Guelph

4. The City may from time to time establish fees, procedures/timelines and charges in respect of Animal Licences.
5. The City may determine whether, and in what circumstances, Animal Licences will take the form of Animal Tags.
6. Every Animal Licence expires one year after its issuance.
7. No Animal Licence is transferable except with the approval of the City or the Pound Operator.
8. Every Animal Licence expires and becomes void upon the sale, transfer, death or disposal of the Animal in respect of which it was issued unless permitted as in section 7. Above.

#### **Animal Tags in General**

9. If an Animal Licence in the form of an Animal Tag has been issued to the Keeper of an Animal, the Keeper of the Animal shall keep that Animal Tag securely affixed on the Animal at all times.
10. No person shall use an Animal Tag upon any Animal other than the Animal for which the Animal Tag was issued. However, should the animal expire before the end of the licensing period, the license may be transferred to a new animal and a new tag issued.
11. If an Animal Tag is lost or destroyed before the expiry of the corresponding Licence, the Pound Operator may issue a replacement Animal Tag.

#### **Animal Registrations**

12. Any person who keeps domestic poultry shall register such keeping with the City or Pound Operator. No person shall keep a rooster within the City limits.
13. No person shall keep any domestic poultry unless it is kept at all times in a pen that:
  - (a) Has a solid floor that is kept free from standing water, and is cleaned and disinfected regularly; and
  - (b) Is located at least 15 metres (50 feet) from any school, church or residence building on any land other than the land owned or occupied by the Keeper.
14. Any person keeping reptiles for the purposes of breeding, as permitted under the Prohibited Animals Schedule, shall register such keeping with the City or Pound Operator.
15. The Pound Operator shall maintain a register listing Poultry, Reptiles, Sheep and Goats that have been Registered. The Register shall list the number of animals, the name and address of the Keeper, the date of Registration, the date and result of any inspection completed and the name of the Animal Protection Officer performing the inspection.

#### **Microchips**

16. Every Keeper of an Animal that contains a Microchip shall ensure that the Keeper's name and contact information, which is accessible from the code in the Microchip, is kept current.

#### **Dog Licence**

17. Every Keeper of a Dog over the age of four months, other than a Police Work Animal, shall register it with, and obtain an Animal Licence from the City or the Pound Operator.
18. Every Keeper of a Dog shall ensure that when applying for an Animal Licence in respect of a Dog, or at any time during the licensed period, the Dog has a current rabies immunization certificate, and upon demand, shall provide it to the City or the Pound Operator.



## Tracking Status

- City Council adopted this item on October 2, 2017 with amendments.
- City Council considered this item on July 4, 2017 and postponed its consideration to a later date. Consult the text of the decision for further information on the deferral.
- This item was considered by Licensing and Standards Committee on June 14, 2017 and was adopted with amendments. It will be considered by City Council on July 4, 2017.
- See also By-laws 1048-2017, 1109-2017

## City Council consideration on October 2, 2017

LS20.1	ACTION	Amended		Ward:All
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## Prohibited Animals Review

### City Council Decision

City Council on October 2, 3 and 4, 2017, adopted the following:

1. City Council amend Toronto Municipal Code Chapter 349, Animals, by:
  - a. adding the following birds to the Prohibited Animals list in Schedule A: Gruiformes (cranes, rails), Phoenicopteriformes (flamingos), and Shenisciformes (penguins);
  - b. delaying the come into force date for the deletion of the prohibited animals' exception for educational programs to January 1, 2018;
  - c. permitting Earth Rangers to continue to use their existing skunk, pine martin, armadillo and porcupine for educational purposes in the City of Toronto until January 1, 2021; and
  - d. deleting part D. of Chapter 349-4 Exceptions: "The premises of the Toronto Zoo" and inserting the following new part D:

349-4. D. Toronto Zoo Animals

2. City Council direct the Executive Director, Municipal Licensing and Standards to work with relevant City divisions, agencies, boards and external stakeholders to strengthen public educational efforts on animals permitted to be used for mobile live animal programs and best practices for public health and safety and animal care and welfare.
3. City Council direct the Executive Director, Municipal Licensing and Standards to follow the criteria listed below prior to reporting on whether an animal should be added or removed from the prohibited animals list and to help evaluate if certain animals should be added or deleted from the list:

- a. determining if animal is on federal or provincial protected, at-risk, endangered or prohibited list;
- b. determining if animal is venomous or poisonous;
- c. determining if animal will present an undue danger to human health or safety;
- d. determining if animal care and welfare needs can be reasonably met by owner;
- e. determining if animal presents an invasive to local animals or the environment;
- f. determining if animal will cause public nuisance problems (such as noise, odour or significant garbage/waste); and
- g. determining if there is substantial independent, impartial, scientific, peer-reviewed evidence showing that the animal is relatively easy and inexpensive to keep and capable of being housed and cared for with respect to its fundamental biological, behavioural, ecological and welfare needs. Each animal's nutritional, thermal, lighting and other environment needs and landscape, furnishing, shelter and privacy requirements must be known and can be comprehensively, inexpensively and easily met.

4. City Council request the Executive Director, Municipal Licensing and Standards to examine the advantages and merits of a positive list for the regulation of animals in the City of Toronto and to report back to the Licensing and Standards Committee in the first quarter of 2018.

5. Notwithstanding that chickens are currently on the List of Prohibited Animals in Toronto, City Council authorize the Executive Director, Municipal Licensing and Standards to develop and implement a pilot program as soon as possible and at least prior to the end of October, 2017 permitting backyard hens in Wards 5, 13, 21 and 32 for a period of up to three years from the date of implementation, with an interim review after 18 months, such pilot program is to include the following conditions:

- a. participants in the pilot program must register, as directed, with the City and must be the owner or lawful occupant of the property;
- b. only residential properties are permitted to be registered. Neither apartment buildings, condominium buildings, nor properties without sufficient outdoor space to house the hens, as determined by the Executive Director, Municipal, Licensing and Standards will be permitted;
- c. limit of four backyard hens per property;
- d. participants agree to permit City staff to attend and inspect the property as deemed necessary to fulfill the purposes of the pilot program, and compliance with applicable bylaws;
- e. participants shall agree to terms and conditions satisfactory to the Executive Director, Municipal Licensing and Standards prior to keeping hens on the owner's property;
- f. no roosters are permitted;

g. participants must comply with Chapter 349, Article III, Care of Animals and all other applicable laws;

h. hens must remain on the owner's property, and further, any hen found off the property of the owner will be considered at large in the City; and

i. the eggs produced are for personal consumption. The sale, or offering for sale, or any other type of distribution is prohibited.

6. City Council direct the Executive Director, Municipal Licensing and Standards to develop evaluation metrics to review and measure outcomes of the pilot program permitting backyard hens; such evaluation is to be done in cooperation with Toronto Public Health staff and the Toronto Food Policy Council and to include neighbourhood reaction, health impacts, and animal care.

7. City Council direct the Executive Director, Municipal Licensing and Standards to consider, create and require participants in the Backyard Hen Pilot Program to abide by terms and conditions on the following matters in a form and with content satisfactory to the Executive Director, Municipal Licensing and Standards:

a. side and rear yard setbacks for the locating of outdoor hen enclosures;

b. prescribed standards/guidelines for the outdoor enclosure structure and operating conditions, as appropriate, to ensure participants are taking appropriate measures to mitigate against attracting pests, vermin, or other wildlife;

c. conditions that participants are required to ensure that appropriate animal care and welfare needs are reasonably met;

d. prescribed standards to ensure that public health and safety concerns are mitigated; and

e. any other criteria as deemed necessary by the Executive Director, Municipal Licensing and Standards, to ensure community nuisance concerns are minimized.

8. City Council direct that all participants in the Backyard Hen Pilot Program be required to register with the City in a form as set out by the Executive Director, Municipal Licensing and Standards and enter into an agreement with the City requiring the participant to abide by the terms and conditions set by the Executive Director, Municipal Licensing and Standards in Part 7 above, and City Council authorize the Executive Director, Municipal Licensing and Standards to execute any agreement with participants of the Backyard Hen Pilot Program on behalf of the City.

9. City Council authorize the Executive Director, Municipal Licensing and Standards to suspend any registered participants from the Backyard Hen Pilot Program, who are believed to be jeopardizing public health, causing community disruption, or who are not adequately caring for the hens.

10. City Council direct the Executive Director, Municipal Licensing and Standards to report back to the Licensing and Standards Committee during the Backyard Hen Pilot Program, should significant public health, community nuisance or animal welfare issues arise.

11. City Council direct the Executive Director, Municipal Licensing and Standards to include in the report back to the Licensing and Standards Committee at the end of the Backyard Hen Pilot Program, details including:

- a. complaints received;
- b. actions taken;
- c. staffing and/or resource impacts; and
- d. financial impacts.

12. City Council amend Chapter 349, Animals as deemed necessary to give effect to the Backyard Hen Pilot Program.

#### *Public Notice Given*

#### **Background Information (Committee)**

(May 31, 2017) Report from the Executive Director, Municipal Licensing and Standards on Prohibited Animals Review

(<http://www.toronto.ca/legdocs/mmis/2017/ls/bgrd/backgroundfile-104538.pdf>)

Attachment 1 - Schedule A, Chapter 349 - List of Prohibited Animals

(<http://www.toronto.ca/legdocs/mmis/2017/ls/bgrd/backgroundfile-104621.pdf>)

Public Notice - Proposed Amendments to Toronto Municipal Code Chapter 349, Prohibited Animals

(<http://www.toronto.ca/legdocs/mmis/2017/ls/bgrd/backgroundfile-104747.pdf>)

#### **Communications (Committee)**

(June 8, 2017) E-mail from Nicole Corrado including a petition containing approximately 705 individuals (petition is on file in the City Clerk's Office) (LS.New.LS20.1.1)

(June 13, 2017) E-mail from Tamie Fulford (LS.New.LS20.1.2)

(June 13, 2017) E-mail from Linda Langero (LS.New.LS20.1.3)

(June 13, 2017) E-mail from Margo MacNaughton (LS.New.LS20.1.4)

(June 13, 2017) E-mail from Carol and Peter Tracey (LS.New.LS20.1.5)

(June 13, 2017) E-mail from Alison Darmon (LS.New.LS20.1.6)

(June 13, 2017) E-mail from Paul MacKenzie (LS.New.LS20.1.7)

(June 13, 2017) E-mail from Denise Abramovitz (LS.New.LS20.1.8)

(June 13, 2017) E-mail from Cindy Wasney (LS.New.LS20.1.9)

(June 13, 2017) E-mail from Roberta Mura (LS.New.LS20.1.10)

(June 13, 2017) E-mail from Rosemarie Morris (LS.New.LS20.1.11)

(June 13, 2017) E-mail from Mano Narayanan (LS.New.LS20.1.12)

(June 13, 2017) E-mail from Kathy Bosci (LS.New.LS20.1.13)

(June 13, 2017) E-mail from Donna Lee Milne (LS.New.LS20.1.14)

(June 13, 2017) E-mail from Jeff Shimizu (LS.New.LS20.1.15)

(June 13, 2017) E-mail from Kathy Bocsi (LS.New.LS20.1.16)

(June 13, 2017) E-mail from Diane Moore (LS.New.LS20.1.17)

(June 13, 2017) E-mail from Mir Bahmanyar (LS.New.LS20.1.18)



**Corporation of the Town of Newmarket**

**By-law Number 2017-34**

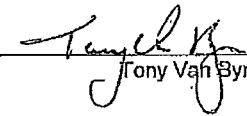
A By-law to amend By-law Number 2016-53 being a by-law for the regulation, licensing and control of animals in the Town of Newmarket.

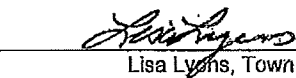
Whereas it is deemed necessary to amend Schedule "A" of By-law 2016-53.

Therefore be it enacted by the Municipal Council of the Corporation of the Town of Newmarket as follows:

1. That Schedule "A" be replaced with Schedule "A" attached hereto indicating that the Prohibited Galliformes – chickens be removed from the Prohibited Animals.

Enacted this 6<sup>th</sup> day of June, 2017.

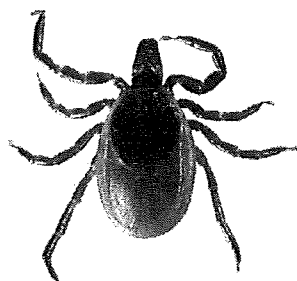
  
Tony Van Bynen, Mayor

  
Lisa Lyons, Town Clerk

## City of Hamilton at-risk area for Lyme disease

**Public health notes the chances of catching Lyme disease from the bacteria-carrying blacklegged ticks remains low**

NEWS Mar 20, 2018 by [Teviah Moro](#) Hamilton Spectator



Hamilton has been deemed an "estimated risk area" for Lyme disease after blacklegged ticks were found at Christie Lake Conservation Area in the spring and fall of 2016.

Hamilton is now on Ontario's Lyme disease map, a development local public health officials say shouldn't come as a surprise given the blacklegged tick's steady migration north.

The city qualifies as a "Lyme disease estimated risk area" after local tick catchers found three blacklegged ticks in the spring and three more in the fall at Christie Lake Conservation Area last year.

This means public health will encourage doctors to be more aware of Lyme disease as the city looks to increase tick warning signs around natural areas.

"Now that we're an estimated risk area we're certainly going to be looking at what extra information needs to be added," Susan Harding-Cruz, manager of the city's vector-borne disease program, told the board of health Monday.

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Public health still notes the chances of catching Lyme disease from the bacteria-carrying blacklegged ticks remains low.

That said, the city committee has been meeting for months on a "tick management plan" that explores how urban design in parks and trails can be used to reduce the risk of contracting the disease through bites.

Coun. Brenda Johnson said some Glanbrook residents whose neatly kept yards back onto an overgrown hydro corridor are concerned about blacklegged ticks hitching rides onto their properties.

"That's the part that's frustrating to me," Johnson said. "It's just a matter of hopping onto their family dog and away you go."

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Harding-Cruz suggested the committee could look at the issue, but later noted the urban design strategy aims to strike a balance, noting too much cutting of long grass could invite other pests to invade residential areas.

City staff have been working with the Royal Botanical Gardens and Conservation Hamilton on the tick management plan.

An influx of ticks in Ontario has been expected for some time with the onset of climate change and farmland turning into forested areas. The pests have also hitched rides north on migratory birds and humans.

"We're certainly in the zone of an expected tick abundance and of Lyme disease," Harding-Cruz said.

The disease caused by bacteria in blacklegged ticks can initially cause flu-like symptoms, such as fatigue, fever and headaches, but can progress to nerve damage, heart problems and arthritis.

The nearest estimated risk area to Hamilton is Wainfleet Bog in Niagara Region. Other hot spots are along Lake Erie and in eastern Ontario.

For an area to be labelled a provincial Lyme disease estimated risk area, blacklegged ticks must be found during "dragging" in spring and fall in the same area.

In Hamilton, that happened at Christie Lake Conservation Area, from which a 20-kilometre radius now maps out the estimated risk area. Seven blacklegged ticks were also found at Royal Botanical Gardens paths and Borer's Falls in Dundas, but not during spring and fall.

In 2016, dragging, which basically involves a stick and a net, yielded one blacklegged tick in Cootes Paradise in the fall. It tested negative for the bacteria that causes Lyme disease.

Last year, members of the public submitted 892 ticks to public health in Hamilton. Seventy-eight were blacklegged, of which eight tested positive for Lyme — with one test result pending. In 2016, public health received 297 ticks, 26 of which were blacklegged.

"One of the things that we need to do ... is kind of face the facts that the ticks are here," Harding-Cruz said. "Unfortunately, this disease needs to be prevented through personal measures."

That includes removing ticks from skin as soon as they're noticed, and taking preventative measures, such as wearing long pants and sleeves in shady, long-grass areas, where the critters are most common.

On Monday, the board of health backed Coun. Sam Merulla's suggestion to have staff explore the "pros and cons" of the city using tick pesticides to stamp them out in problematic parts of town.

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Such products are available to individual consumers for private use in Ontario, but can't be used in public areas.

"Under the circumstances and considering the public health issues of Lyme disease, there should be some sort of discussion of can cities be exempt if they're deemed to be in that problematic area," Merulla said after the meeting.

# **The Corporation of the City of Guelph**

## **By-law Number (2016)-20122 (Office Consolidation)**

A by-law to regulate the keeping, registration, licensing, control and welfare of certain classes of animals within the City of Guelph and to repeal by-laws (1979)-10081; (1985)-11952; (1991)-14008; and (2013)-19577. [Amended by By-law (2018)-20313]

**Whereas** the Municipal Act, 2001 permits a single-tier municipality to pass by-laws respecting animals and the protection of persons and property;

**And whereas** the Municipal Act, 2001 permits a by-law regulating or prohibiting with respect to the being at large or trespassing of animals to provide for the seizure, impounding and sale of such animals;

**And whereas** the Municipal Act, 2001 permits a municipality to provide for a system of licences with respect to animals;

**The council of the corporation of the city of Guelph enacts as follows:**

### **Definitions [Amended by By-Law (2018)-20313]**

1. In this By-law the following terms shall have the corresponding meanings:
  - a) "Agricultural Area" means any area designated by the City as being for agricultural, rural or livestock use, and where Animal excrement is permitted;
  - b) "Animal" means a specimen of any species of fauna other than human;
  - c) "Animal Licence" means a licence in respect of a specific Animal;
  - d) "Animal Protection Officer" means a person enforcing this By-law on behalf of the Pound Operator;
  - e) "Animal Tag" means a form of Animal Licence comprising a tag capable of being affixed to a collar which is affixed to an Animal;
  - f) "Built Outdoor Recreation Facility" includes, but is not limited to, a City owned or operated splash pad, wading pool, tennis courts, skateboard park, swimming pool, water feature, playground, basketball court, volleyball court, bowling green, but does not include an unfenced baseball diamond, cricket pitch, soccer field or football field in any park of the City,
  - g) "Cat" means a domestic cat;
  - h) "Cattery" means a place where, for profit or gain, four or more Cats are boarded, bred or Kept;
  - i) "City" means The Corporation of the City of Guelph;
  - j) "Dog" means a domestic dog;

- k) "Domestic Poultry" means Chickens, domestic Ducks, domestic Geese and Pigeons
- l) "Facility Licence" means a licence in respect of a Kennel or Cattery and may include a printed document of the licence which is large enough to be legible when posted on a wall, and a printed document of the licence which is small enough to be carried in a wallet;
- m) "Facility Operator" means the person who manages a Kennel or Cattery, and includes directors, officers, employees and agents of such person;
- n) "Keep" means have temporary or permanent ownership, possession or custody of an Animal;
- o) "Keeper" means a person who Keeps an Animal, or, if such person is a minor, the parent or guardian of such minor;
- p) "Kennel" means a place where, for profit or gain, four or more Dogs are boarded, bred or Kept;
- q) "Leash" means a leash, cord or chain, no greater than 1.8 metres (6 feet) in length;
- r) "Microchip" means a device, designed to an approved Canadian standard, implanted in an Animal, containing a unique code that permits or facilitates access by the Pound Operator to information such as the name and contact information of the Animal's Keeper;
- s) "Police Work Animal" means an Animal trained for and engaged in law enforcement by any Federal, Provincial or municipal government or government agency;
- t) "Pound Operator" means the person appointed by the City to manage a facility for the Keeping of seized, impounded and/or unclaimed Animals and to enforce animal-related requirements, including this By-law, and includes the directors, officers, employees and agents of such person;
- u) "Registration" means a record of ownership and of the keeping of animals, as required under this by-law. "Register" shall have a corresponding meaning.
- v) "Service Animal" means, as defined in the Accessibility for Ontarians with Disability Act, 2005, and animal for a person with a disability if:
  - w) It is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
  - x) The person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.
- y) "Wild Animal" is an animal that is, as a matter of common knowledge, naturally ferocious, unpredictable, dangerous, mischievous, or not by custom devoted to the service of mankind at the time and in the place in which it is kept.

## **Prohibited Animals [Amended by By-Law (2018)-20313]**

2. No person shall Keep any Animal of a kind indicated in Schedule "A" to this By-law, except:

- a) In accordance with:
    - i. An exception indicated in Schedule "A" to this By-law,
    - ii. A licence or loan agreement under Federal or Provincial wildlife legislation, or
    - iii. The City's Zoning By-law;
  - b) If the person is a Federal or Provincial animal officer or enforcement officer; or
  - c) At the site of:
    - i. A veterinary hospital under the care of a licensed veterinarian,
    - ii. A pound,
    - iii. The Guelph Humane Society,
    - iv. The University of Guelph,
    - v. Any premises registered under the Animals for Research Act as a research facility, or
    - vi. An animal education event, a special event, or other exemption as approved by the City.
  - d) If the Animal is a Service Animal and:
    - i. The Pound Operator approves the Keeping of the Animal throughout the Animal's Keep, and
    - ii. The Keeping of the Animal does not violate any other law.
3. Notwithstanding the foregoing, no person shall keep an Animal of a kind prohibited by or under any Federal or Provincial legislation.

## **Animal Licences in General**

- 4. The City may from time to time establish fees, procedures/timelines and charges in respect of Animal Licences.
- 5. The City may determine whether, and in what circumstances, Animal Licences will take the form of Animal Tags.
- 6. Every Animal Licence expires one year after its issuance.
- 7. No Animal Licence is transferable except with the approval of the City or the Pound Operator.
- 8. Every Animal Licence expires and becomes void upon the sale, transfer, death or disposal of the Animal in respect of which it was issued unless permitted as in section 7. Above.

## **Animal Tags in General**

- 9. If an Animal Licence in the form of an Animal Tag has been issued to the Keeper of an Animal, the Keeper of the Animal shall keep that Animal Tag securely affixed on the Animal at all times.
- 10. No person shall use an Animal Tag upon any Animal other than the Animal for which the Animal Tag was issued. However, should the animal expire before the end of the licensing period, the license may be transferred to a new animal and a new tag issued.

- 11.If an Animal Tag is lost or destroyed before the expiry of the corresponding Licence, the Pound Operator may issue a replacement Animal Tag.

## **Animal Registrations [Amended by By-Law (2018)-20313]**

- 12.Any person who keeps domestic poultry shall register such keeping with the City or Pound Operator. No person shall keep a rooster within the City limits.
- 13.No person shall Keep any more than ten Domestic Poultry hens unless they are kept at all times in a pen that:
- a) Has a coop with a solid floor that is lined with an appropriate material to absorb fecal matter and facilitate cleaning, and is disinfected regularly; and
  - b) Complies in all respects with the City's Zoning By-law.
- 14.Any person Keeping reptiles for the purposes of breeding, as permitted under the Prohibited Animals Schedule, shall register such Keeping with the City or Pound Operator.
- 15.The Pound Operator shall maintain a register listing Poultry, Reptiles, Sheep and Goats that have been registered. The Register shall list the number of animals, the name and address of the Keeper, the date of Registration, the date and result of any inspection completed and the name of the Animal Protection Officer performing the inspection.

## **Microchips**

- 16.Every Keeper of an Animal that contains a Microchip shall ensure that the Keeper's name and contact information, which is accessible from the code in the Microchip, is kept current.

## **Dog Licence**

- 17.Every Keeper of a Dog over the age of four months, other than a Police Work Animal, shall register it with, and obtain an Animal Licence from the City or the Pound Operator.
- 18.Every Keeper of a Dog shall ensure that when applying for an Animal Licence in respect of a Dog, or at any time during the licensed period, the Dog has a current rabies immunization certificate, and upon demand, shall provide it to the City or the Pound Operator.
- 19.Notwithstanding the other provisions of this By-law, if a Dog has been implanted with a Microchip and is being lawfully used for hunting, then the Dog Keeper may remove the Animal Tag during such hunting.

## **Cat Licence**

- 20.Every Keeper of a Cat over the age of four months shall register it with, and obtain an Animal Licence from, the City or the Pound Operator.
- 21.Every Keeper of a cat shall ensure that when applying for an Animal Licence in respect of a cat or at any time during the licensed period that the cat has a current Immunization Certificate and, upon demand, shall provide it to the City

or Pound Operator.

## **Facility Licences in General**

22. The City may from time to time establish fees and charges in respect of Facility Licences.
23. Every Facility Licence expires one year after its issuance.
24. No Facility Licence is transferable except with the approval of the City or the Pound Operator.
25. Every location which applies for a 'Facility License' shall meet the requirements of an annual inspection.
26. Every Facility Operator who holds a Facility Licence shall keep the poster-sized printed document of the Facility Licence posted at the facility and shall ensure that any individual, who, on behalf of the facility, accompanies any Animal of the facility, when outside the facility, carries a wallet-sized printed document of the Facility Licence.
27. Every Facility Operator who operates a Kennel or Cattery shall register it with, and obtain a Facility Licence from, the Pound Operator.
28. When applying for a Facility Licence in respect of a Kennel or a Cattery and at any time during the licensed period the Facility Operator shall provide to the Pound Operator a list of all Dogs or Cats over the age of four months Kept at the Kennel or Cattery, and, for each such Dog or Cat for which a current Dog Licence or Cat License has not been issued:
  - a) Its breed;
  - b) Its gender;
  - c) A current rabies immunization certificate; and
  - d) Particulars of any permanent identification, including any Microchip or tattoo.

## **Disposal of Dead Animals**

29. No person shall dispose of or bury a dead Animal on City land.

## **Control of Dogs**

30. No Keeper shall permit the Keeper's Dog, other than a Dog that is a Police Work Animal, to:
  - a) Be Leash-free except:
    - i. On land owned or occupied by the Keeper,
    - ii. On the land of a person other than the Keeper, with the permission of that other person, or
    - iii. In a leash-free area of a park of the City, as per Schedule B and
    - iv. In compliance with the requirements of that leash-free area;
  - b) Approach within 1.0 meter of any other person or any other person's Animal, except:

- i. On land owned or occupied by the Keeper, or
    - ii. On the land of a person other than the Keeper, with the permissions of the person whose land it is, and the person who
    - iii. is approached or whose Animal is approached;
  - c) Be on the land of a person other than the Keeper, except with the permission of such person; or
  - d) Enter any built outdoor recreation facility unless otherwise permitted by law.
  - e) To be leash-free on any City trail, park, sidewalk or other lands, unless permitted elsewhere in this by-law.
31. No Keeper shall permit the Keeper's Dog, other than a Dog that is a Police Work Animal, to be at large or trespass. A Dog is at large and/or trespassing if it is not under the control of any person and:
- a) Is Leash-free except:
    - i. On land owned or occupied by its Keeper,
    - ii. On the land of a person other than its Keeper, with the permission of that other person, or
    - iii. In a leash-free area of a park of the City, and in compliance with
    - iv. the requirements of that leash-free area;
  - b) Approaches within 1.0 metre of any other person or any other person's Animal, except:
    - i. On land owned or occupied by its Keeper, or
    - ii. On the land of a person other than its Keeper, with the permissions of the person whose land it is, and the person who is approached or whose Animal is approached;
  - c) Is on the land of a person other than its Keeper, except with the permission of such person; or
  - d) Enters any built outdoor recreation facility unless otherwise permitted by law.

## **Seizure and Impounding of Animals**

32. If an Animal is at large and/or trespassing, an Animal Protection Officer may seize and impound such Animal.
33. If an Animal has been seized and impounded by the Pound Operator, the Keeper of the Animal shall claim the Animal before the expiry of five full business days (excluding weekends and holidays) after such impounding. If the Keeper of the Animal fails to claim the Animal before the expiry of that period, the Pound Operator may sell, destroy or otherwise dispose of the Animal.
34. If the Keeper of an Animal impounded for being at large and/or trespassing wishes to claim the Animal, the Keeper shall:
- a) Pay any applicable fees and charges provided for in the City's user fee by-law, within the permitted timelines, including any applicable fees and charges based on the number of days (or parts thereof) during which the animal was impounded; and
  - b) Have the animal registered and licensed with the Pound Operator

## **Animal Welfare [Amended by By-Law (2018)-20313]**

35.No person shall create a situation where an Animal is likely to be in distress, as defined by the OSPCA, because of:

- i. Confinement by that person; or
  - ii. The number of Animals being kept by that person.
- a) No person may kill a domestic Animal on residential property, except by a licensed veterinarian or as otherwise authorized by the City.
- b) Every Keeper of Domestic Poultry shall store all food for the Domestic Poultry in an animal-proof secured container.

### **Removal of Excrement**

36.Except on land owned or occupied by an Animal's Keeper that is located in an Agricultural Area, every Keeper shall immediately remove and sanitarily dispose of all excrement of the Keeper's Animal.

### **Feeding of Wild Animals**

37.No person shall feed any Wild Animal, or leave outdoors any food that might attract a Wild Animal, except if the person:

- a) Is leaving bird food for songbirds on land owned or occupied by the person, and the person:
- i. Places the bird food in a bird feeding device which, by its construction or height above grade, is not accessible by Animals other than birds,
  - ii. Ensures that the bird food does not attract large flocks of homing birds, such as pigeons,
  - iii. Promptly removes any bird food spilled on the ground, and disposes of it in such a way as not to attract any Wild Animal,
  - iv. Removes any accumulation of bird feces, and
  - v. Ensures that the birds that are attracted to the bird food do not interfere with the normal use or enjoyment of other land; or
- b) Is authorized under this By-law or any other legislation to leave food as bait for Wild Animals.

### **Geographic Limits**

38.Unless otherwise specified in this By-law, all provisions of this By-law apply everywhere within the geographic limits of the City.

### **Offence and Enforcement**

39.Every person who contravenes any provision of this By-law is guilty of an offence, and on conviction is liable to a maximum fine of \$10,000 for each offence.

40.The provisions of this By-law may be enforced by an Animal Protection Officer.

### **Severability of Provisions**

41.If any provision of this By-law or the application thereof to any person or

circumstance is held to be invalid by a court of competent jurisdiction, then such invalidity does not affect other provisions or applications of this By-law which can be given effect without the invalid provision or application, and to this end, the provisions of this By-law are severable.

## **Repeals**

42. The following by-laws are hereby repealed:

- a) By-law Number (1979)-10081;
- b) By-law Number (1985)-11952;
- c) By-law Number (1991)-14008;
- d) By-law Number (2013)-19577.

## **In Force**

Passed this nineteenth day of **December**, 2016.

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Cam Guthrie – Mayor

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Stephen O'Brien – City Clerk

# Schedule 'A' Animal Control Licensing Bylaw

**Table 1, Prohibited Animals**

Class	Order	Examples (Including, not limited to)	Exceptions/Notes
Mammalia (Mammals)	<i>Afrosoricida</i>	Tenrecs, Golden Moles	
	<i>Artiodactyla</i>	Deer, Cattle, Pigs, Sheep, Goats, Giraffes, Hippos, Camels, Llamas	Except for pot- bellied pigs/mini pigs kept as pets And a maximum of 2 (total) sheep and goats per property for up to 12 properties, 2 per ward
	<i>Carnivora</i>	Felines (Tigers, Lions, Leopards, Serval), Feline Hybrids, Civets, Mongooses, Hyaenas, Canines (Coyotes, Wolves, Foxes), Canine Hybrids, Bears, Seals, Walrus, Pandas, Skunks, Weasels, Raccoons, Coatis	Except Domestic Dogs, Domestic Cats, and Domestic Ferrets
	<i>Cetacea</i>	Whales, Dolphins	
	<i>Chiroptera</i>	Bat, Flying Foxes	
	<i>Cingulata</i>	Armadillos	
	<i>Dasyuromorphia</i>	Tasmanian Devils	
	<i>Didelphimorphia</i>	Opossums	
	<i>Diprotodontia</i>	Koalas, Wombats, Kangaroos, Sugar Gliders	Except Sugar Gliders derived from self- sustaining captive populations
	<i>Erinaceomorpha</i>	Hedgehogs, Moonrats	Except domestic hedgehogs
	<i>Hyracoidea</i>	Hyrax, Dassies	

Class	Order	Examples (Including, not limited to)	Exceptions/Notes
	<i>Lagomorpha</i>	Pikas, Rabbits, Hares	Except Domestic Rabbits
	<i>Macroscelidea</i>	Elephant Shrews	
	<i>Microbiotheria</i>	Monito del Montes	
	<i>Monotremata</i>	Echidnas, Platypuses	
	<i>Notoryctemorphia</i>	Marsupial Moles	
	<i>Paucituberculata</i>	Shrew Opossums	
	<i>Peramelemorphia</i>	Bandicoots, Bilbies	
	<i>Perissodactyla</i>	Horses, Zebras, Donkeys, Tapirs, Rhinoceros	
	<i>Pholidota</i>	Pangolins, Scaly Anteater	
	<i>Pilosa</i>	Anteaters, Sloths	
	<i>Primates</i>	Lemurs, Bush Babies, Monkeys, Apes	
	<i>Proboscidea</i>	Elephants	
	<i>Rodentia</i>	Beavers, Squirrels, Mice, Porcupines, Capybaras, Rats	Except rodents which do not exceed 1,500 grams & derived from self- sustaining captive populations
	<i>Scandentia</i>	Treeshrews	
	<i>Sirenia</i>	Dugongs, Manatees	
	<i>Soricomorpha</i>	Moles, Shrews	
	<i>Tubulidentata</i>	Aardvarks	

Class	Order	Examples (Including, not limited to)	Exceptions/Notes
Aves (Birds)	<i>Anseriformes</i>	Ducks, geese, swans	Except Domestic Ducks and Geese as in Animal Registration Section
	<i>Apodiformes</i>	Hummingbirds, Swifts	
	<i>Bucerotiformes</i>	Hornbills	
	<i>Caprimulgiformes</i>	Nightjars	
	<i>Cathartiformes</i>	Vultures	
	<i>Charadriiformes</i>	Gulls, Auks, Plovers	
	<i>Ciconiiformes</i>	Storks	
	<i>Coliiformes</i>	Mousebirds	
	<i>Columbiformes</i>	Pigeons, Doves	Except Domestic Pigeons as noted in Animal Registration Section
	<i>Coraciiformes</i>	Kingfishers	
	<i>Craciformes</i>	Curassows, Guans	
	<i>Cuculiformes</i>	Cuckoos, Turacos	
	<i>Falconiformes</i>	Falcons, Eagles, Hawks	Except those owned by falconers licensed by the Ontario Ministry of Natural Resources
	<i>Galbuliformes</i>	Jacamars, Puffbirds	
	<i>Galliformes</i>	Pheasants, Quail	Except Domestic Poultry as noted in Animal Registration Section

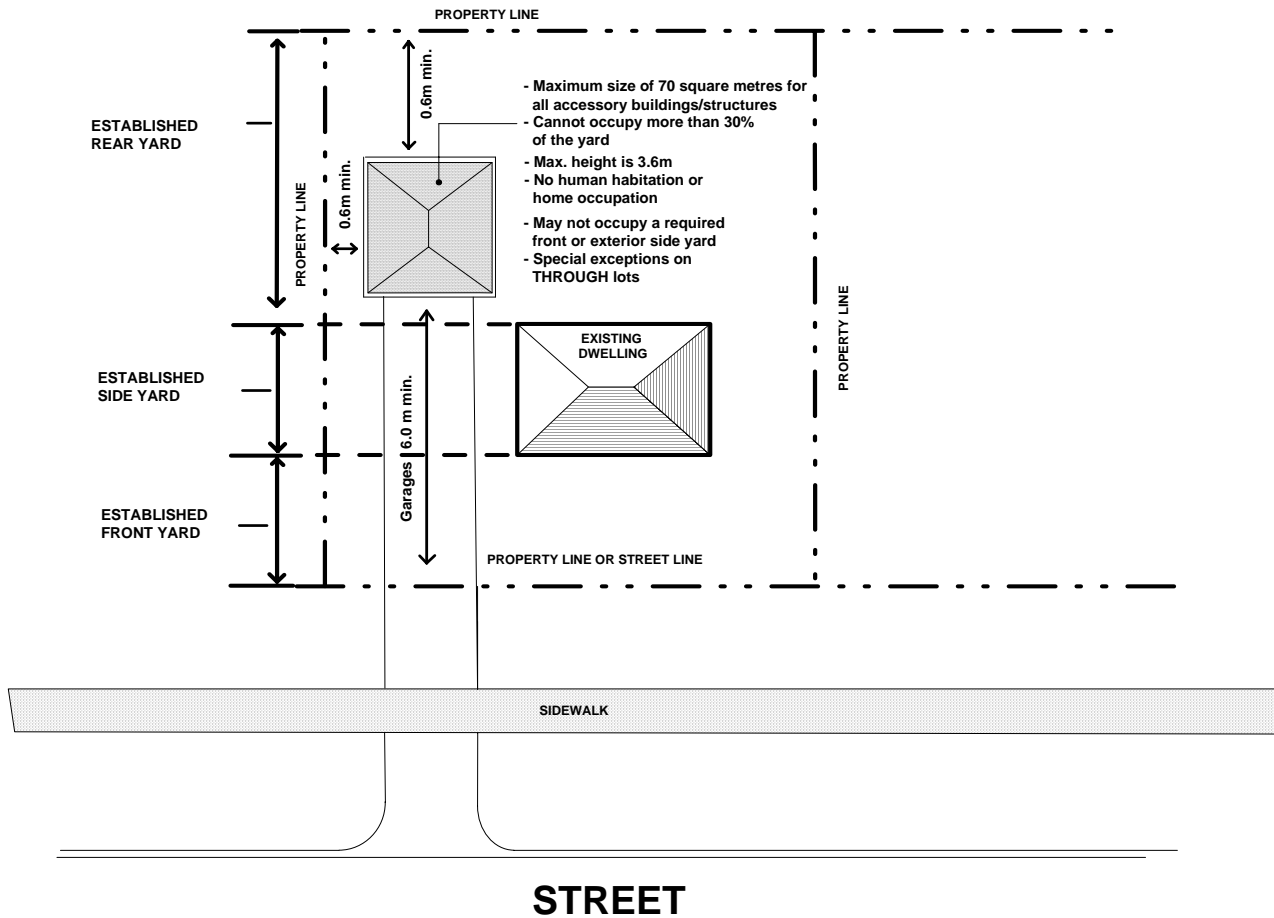
Class	Order	Examples (Including, not limited to)	Exceptions/Notes
	<i>Gaviiformes</i>	Loons	
	<i>Gruiformes</i>	Bustards, Cranes, Rails	
	<i>Musophagiformes</i>	Turacos	
	<i>Passeriformes</i>	Wrens, Swallows, Warblers,	
	<i>Pelecaniformes</i>	Pelicans	
	<i>Phaethontiformes</i>	Tropicbird	
	<i>Phoenicopteriformes</i>	Flamingos	
	<i>Piciformes</i>	Toucans, Woodpeckers	
	<i>Podicipediformes</i>	Grebes	
	<i>Procellariiformes</i>	Albatrosses, Petrels	
	<i>Pteroclidiformes</i>	Sandgrouse	
	<i>Strigiformes</i>	Owls	Except those owned by falconers licensed by the Ontario Ministry of Natural Resources
	<i>Struthioniformes</i>	Ostrichs, Emus, Kiwis	
	<i>Tinamiformes</i>	Tinamou	
	<i>Trogoniformes</i>	Trogons, Quetzals	
	<i>Upupiformes</i>	Hoopoes	

Reptilia (Reptiles)	All squamata purely or partially of the following species	<ul style="list-style-type: none"> <li>✓ the genus Eunectes [Anacondas]</li> <li>✓ Morelia amethystina [Amethystine and Scrub pythons]</li> <li>✓ Python molurus [Indian python, Indian rock python, Burmese python]</li> <li>✓ Python sebae [African rock python]</li> <li>✓ Python reticulatus [Reticulated python]</li> <li>✓ Varanus niloticus [Nile monitor]</li> <li>✓ Varanus salvadorii [Crocodile monitor]</li> <li>✓ Varanus salvator [Water monitor]</li> <li>✓ Varanus varius [Lace monitor]</li> <li>✓ Varanus giganteus [Perentie]</li> <li>✓ Varanus komodoensis [Komodo dragon]</li> <li>✓ the family Viperidae [True vipers, Fea's viper, Night adders, Rattlesnakes etc.]</li> <li>✓ the family Elapidae [Cobras, Mambas, Kraits, Coral snakes etc.]</li> <li>✓ the subfamily Hydrophiinae [Sea snakes, Coral reef snakes etc.]</li> <li>✓ the genus Dispholidus [Boomslang snakes]</li> <li>✓ the genus Thelotornis [Twig snakes]</li> <li>✓ the genus Rhabdophis</li> </ul>	
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Class	Order	Examples (Including, not limited to)	Exceptions/Notes
		<ul style="list-style-type: none"> <li>✓ [Keelbacks]</li> <li>✓ the genus <i>Atractaspis</i></li> <li>✓ [Burrowing vipers, Mole vipers]</li> <li>✓ <i>Philodryas viridissimus</i></li> <li>✓ [South American Green racer]</li> </ul> the family Helodermatidae [Gila monster, Beaded lizards]	
	<i>Crocodylia</i>	All species purely or partially of the order Crocodylia [Alligators, Crocodiles, Caymans, Gavials etc.]	
	All arachnids purely or partially of the following species:	<ul style="list-style-type: none"> <li>✓ the family Buthidae</li> <li>✓ [Fat tailed scorpions, Bark scorpions etc.]</li> <li>✓ the family Ctenidae</li> <li>✓ [Wandering spiders]</li> <li>✓ the genus <i>Latrodectus</i></li> <li>✓ [Black widow spiders]</li> <li>✓ the family Sicariidae</li> <li>✓ [Brown recluse spider, Assassin spider, etc.]</li> </ul> the family Hexathelidae [Australian Funnel web spiders]	
		All species purely or partially of the class Chilopoda [Centipedes]	
	<i>Rhynchocephalia</i>	Tuatara	
	<i>Testudines</i>	Sea turtles, Red-eared slider	
Amphibia Amphibians	<i>Anura</i>	Frogs, Toads	Except those derived from self-sustaining captive populations

Class	Order	Examples (Including, not limited to)	Exceptions/Notes
	<i>Caudata</i>	Salamanders, Newts	Except those derived from self-sustaining captive populations
	<i>Gymnophiona</i>	Caecilian	
Other		Any and all poisonous or venomous animals including insects, spiders, reptiles, amphibians, centipedes, fish	
		All Characidae fish (piranhas), and Gymnotidae (Electric eel)	

# GARAGES AND ACCESSORY BUILDINGS IN THE REAR YARD IN RESIDENTIAL ZONES



This information is based on City of Guelph Zoning By-law (1995)-14864

- Accessory structures over 107 square feet require a building permit.
- This information is provided as a general guide only to the regulations in effect at date of printing. Call the Zoning Office for possible regulations specific to your property.
- Refer to your survey for location of property lines.
- “Street line” means the property line adjacent to the street.

**Building Services**

T 519-837-5615  
F 519-822-4632  
E [building@guelph.ca](mailto:building@guelph.ca)

# REQUIREMENTS TO OBTAIN A BUILDING PERMIT FOR ACCESSORY STRUCTURES



(i.e.: DETACHED GARAGE/SHED)

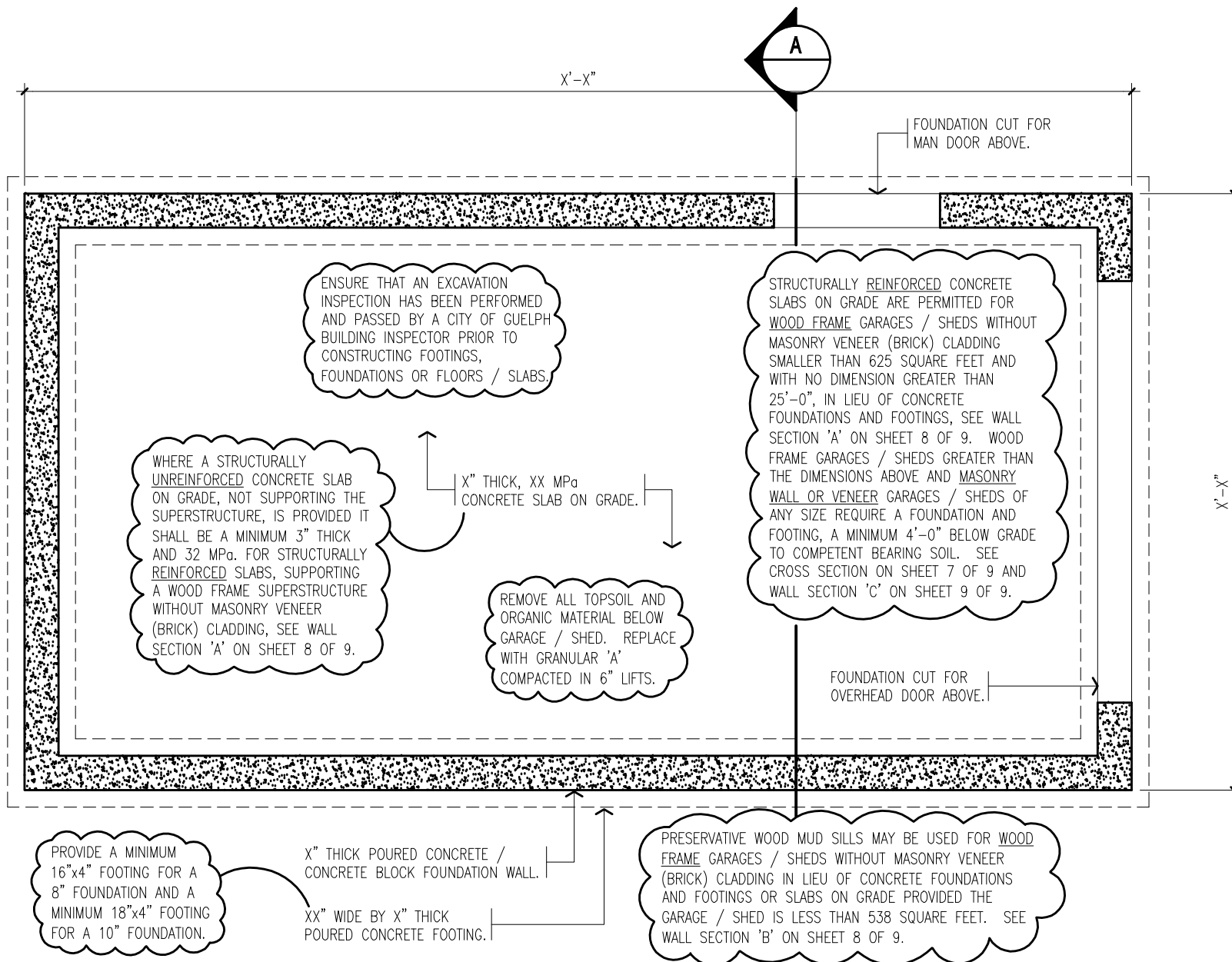
- Permit Application Form (complete and signed)
  - All applicable fees
  - A survey plan/site plan drawn to scale, illustrating the following:
    - o All existing buildings/structures
    - o Lot width and lot depth
    - o Proposed location of accessory structure(s) indicating setbacks to all property lines
    - o Size of accessory structure(s)
  - The following working drawings, drawn to scale:
    - o Foundation plan
    - o Floor plan
    - o All elevations
    - o Cross section
- (Refer to attached sample drawings)

## Notes:

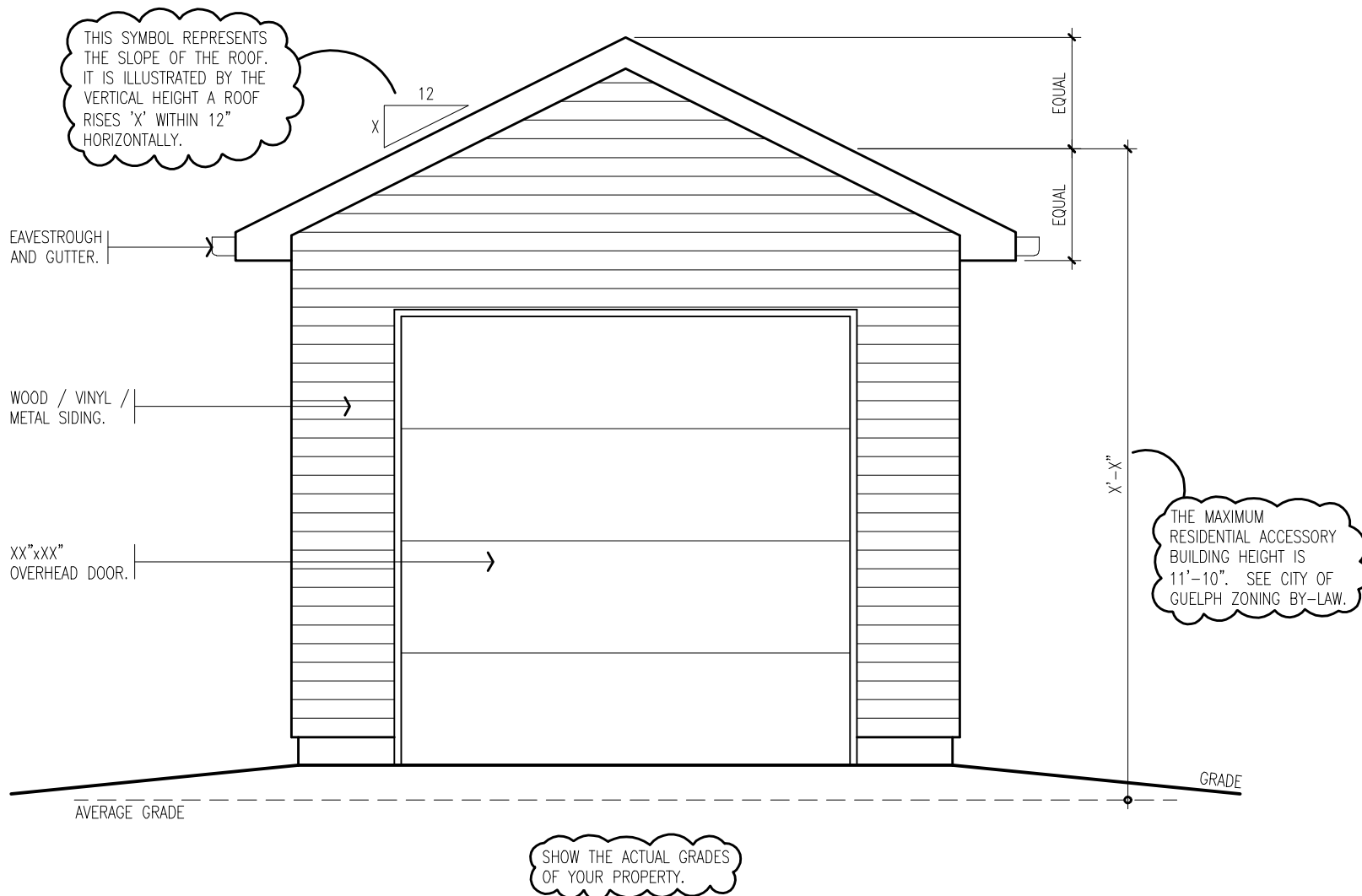
1. The attached drawings are **not** to be used for construction.
2. These drawings are for sample purposes only.
3. Do **not** submit these drawings as a part of your permit application.
4. **Drawings submitted for permit application shall be drawn to a recognizable scale (ie: 1/4"=1'-0")**
5. Refer to the Guelph Zoning By-Law for zoning requirements.

## Building Services

T 519-837-5615  
F 519-822-4632  
E [building@guelph.ca](mailto:building@guelph.ca)





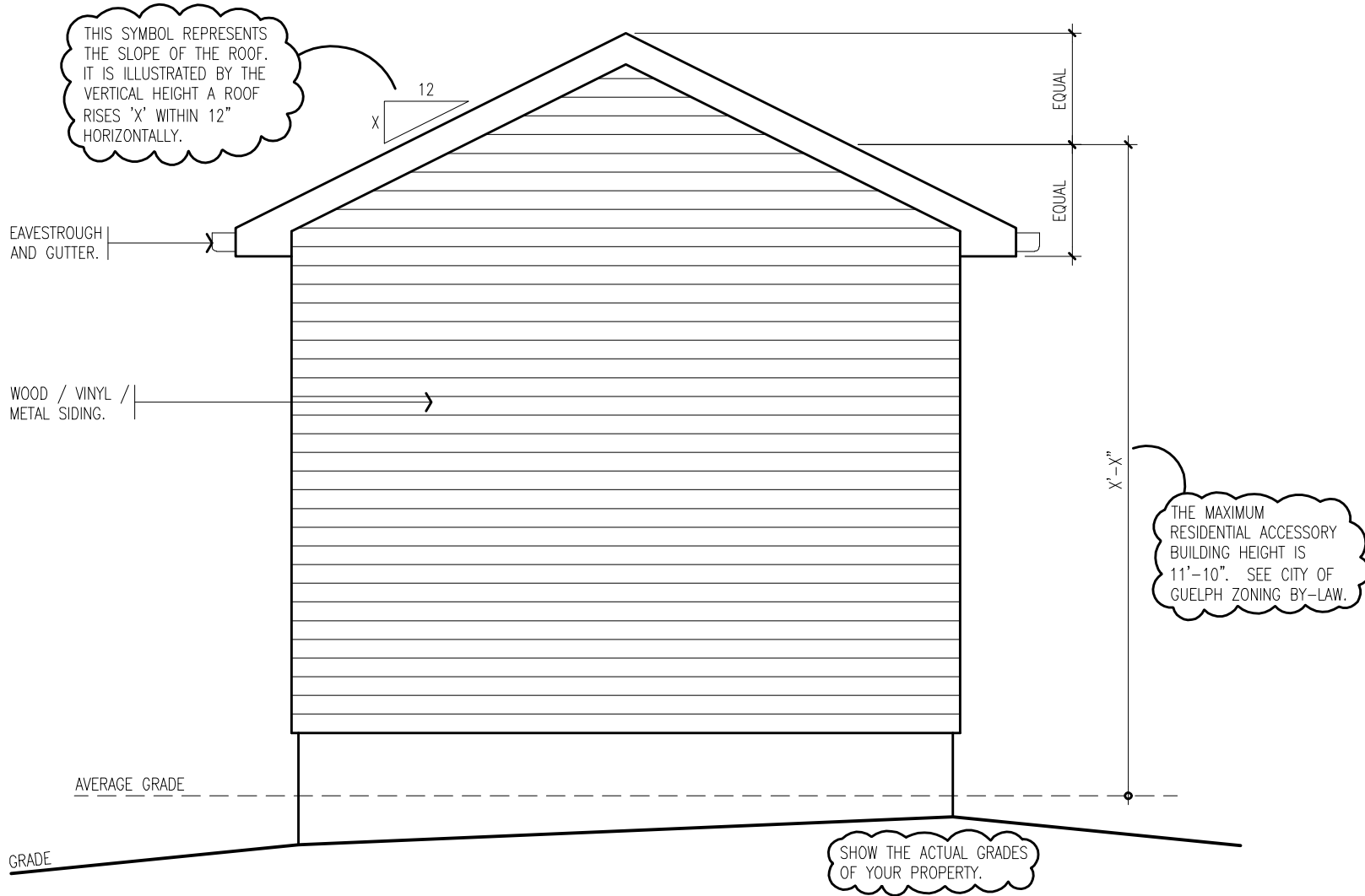


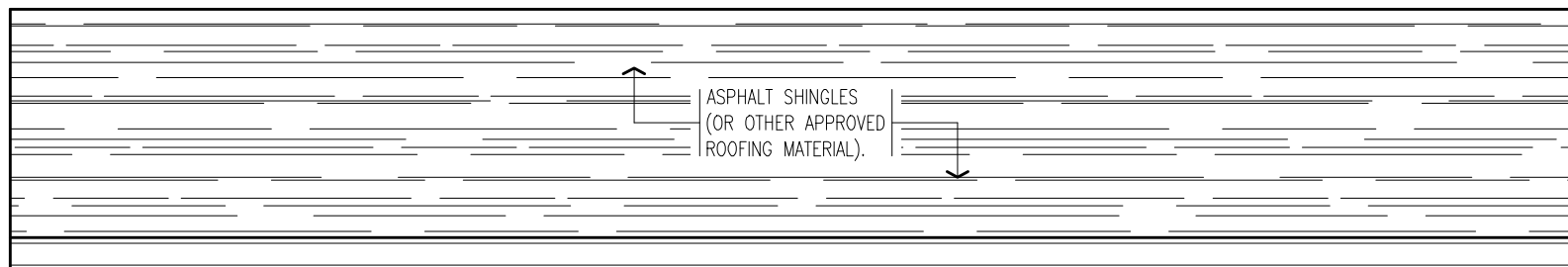
**CITY OF GUELPH**

**GARAGE / SHED - FRONT ELEVATION**

SCALE: 3/8"=1'-0"  
DATE: AUGUST, 2007

**3 OF 9**





ASPHALT SHINGLES  
(OR OTHER APPROVED  
ROOFING MATERIAL).

WOOD / VINYL /  
METAL SIDING.



AVERAGE GRADE

GRADE

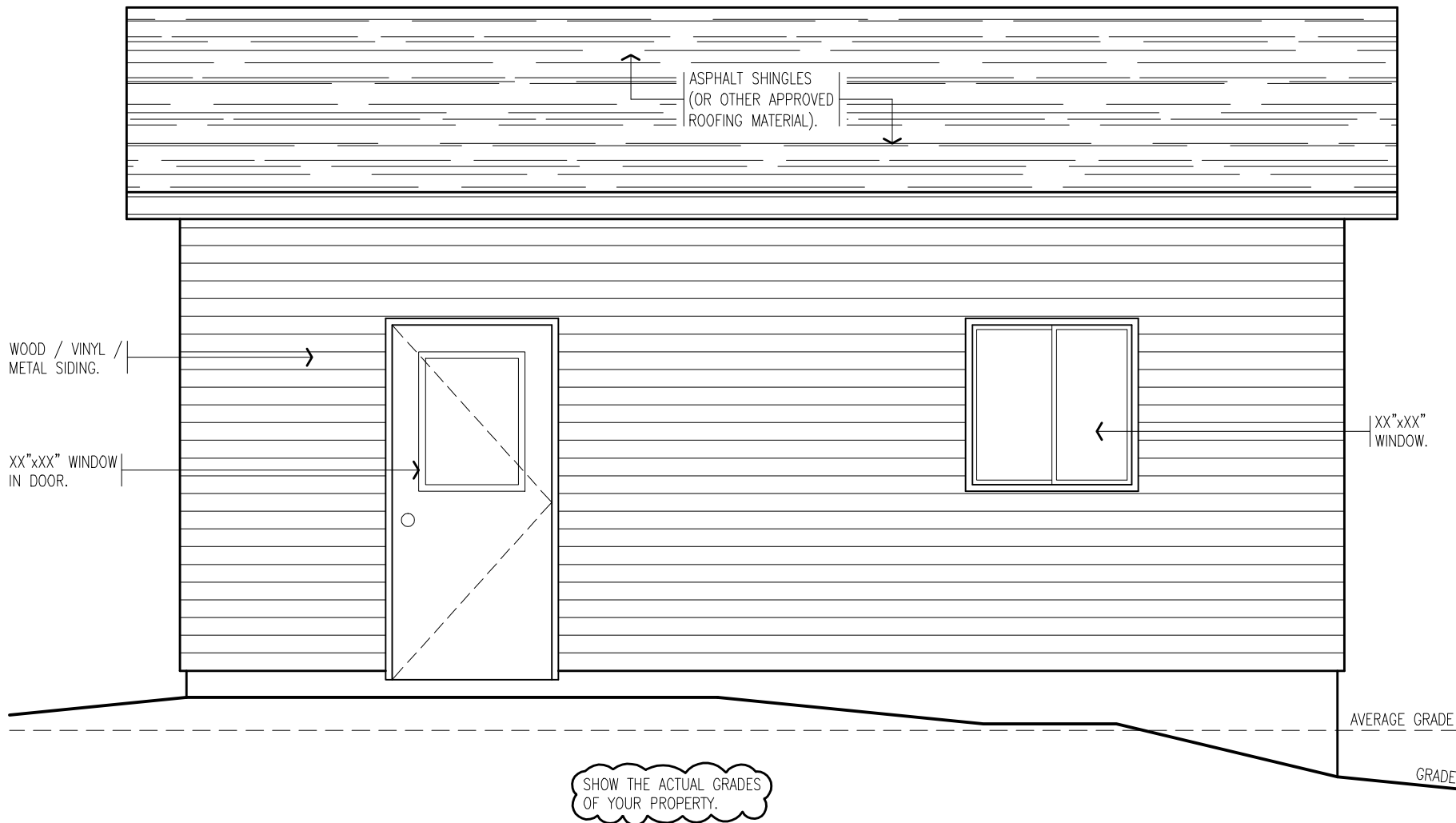
SHOW THE ACTUAL GRADES  
OF YOUR PROPERTY.

**CITY OF GUELPH**

**GARAGE / SHED - LEFT ELEVATION**

SCALE: 3/8"=1'-0"  
DATE: AUGUST, 2007

**5 OF 9**

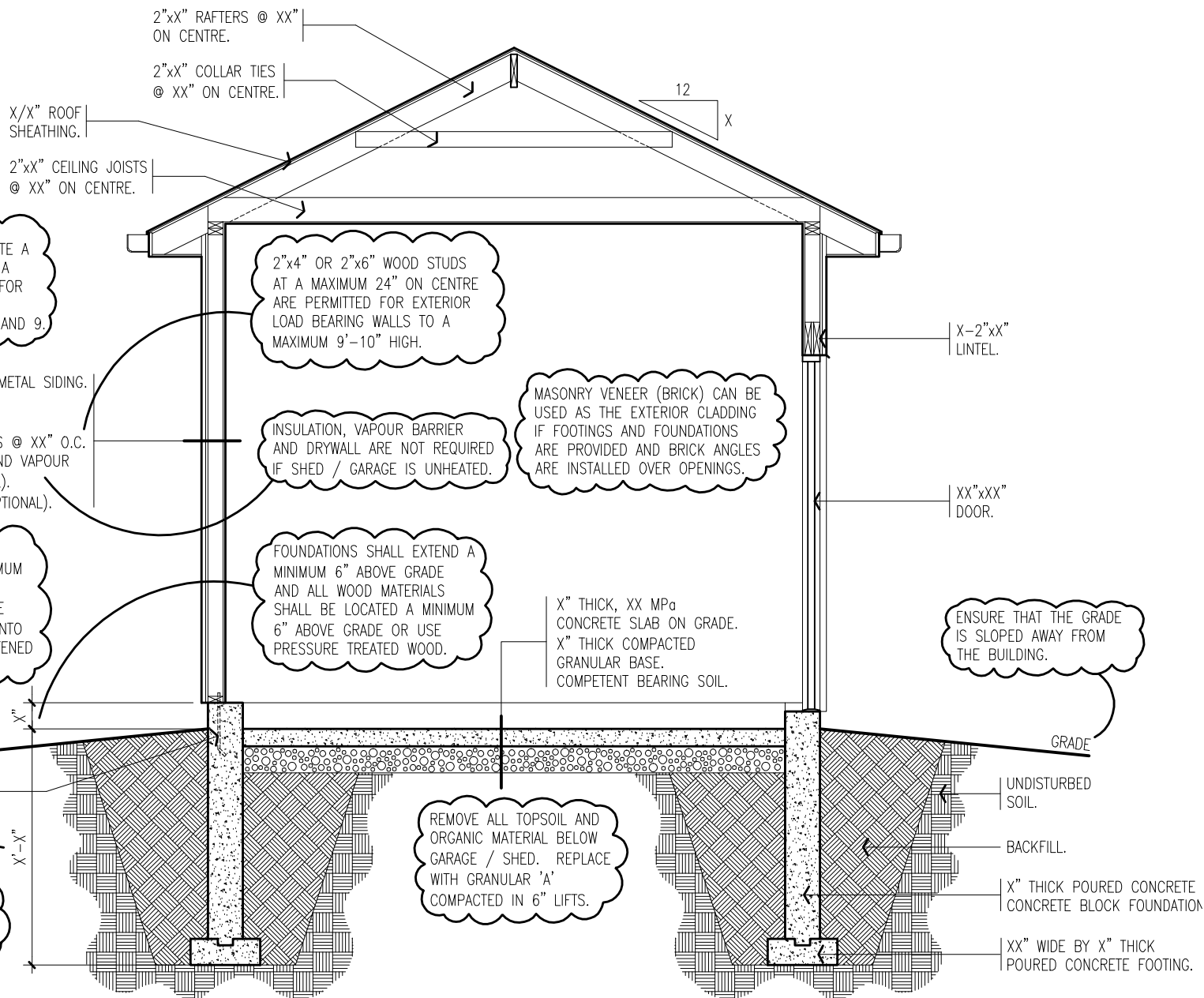


**CITY OF GUELPH**

**GARAGE / SHED - RIGHT ELEVATION**

SCALE: 3/8"=1'-0"  
DATE: AUGUST, 2007

**6 OF 9**

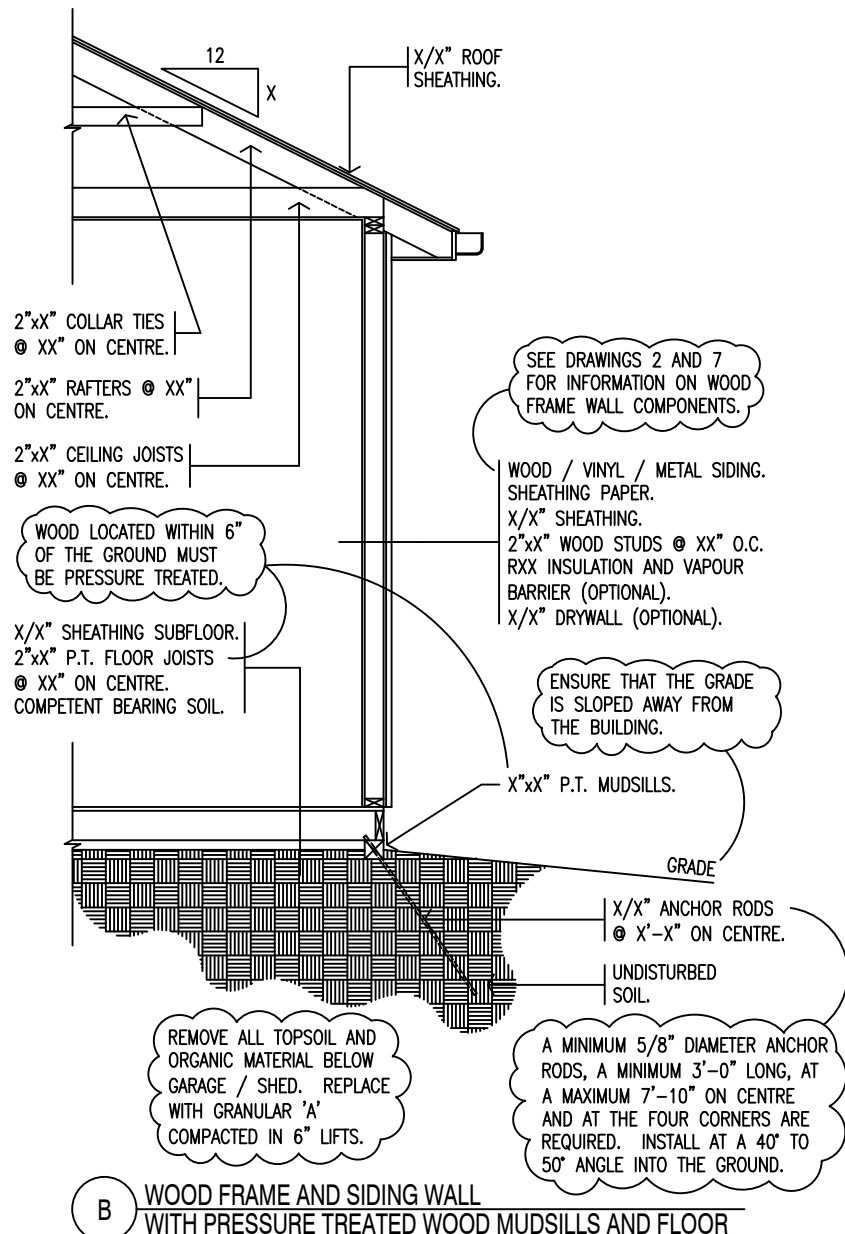
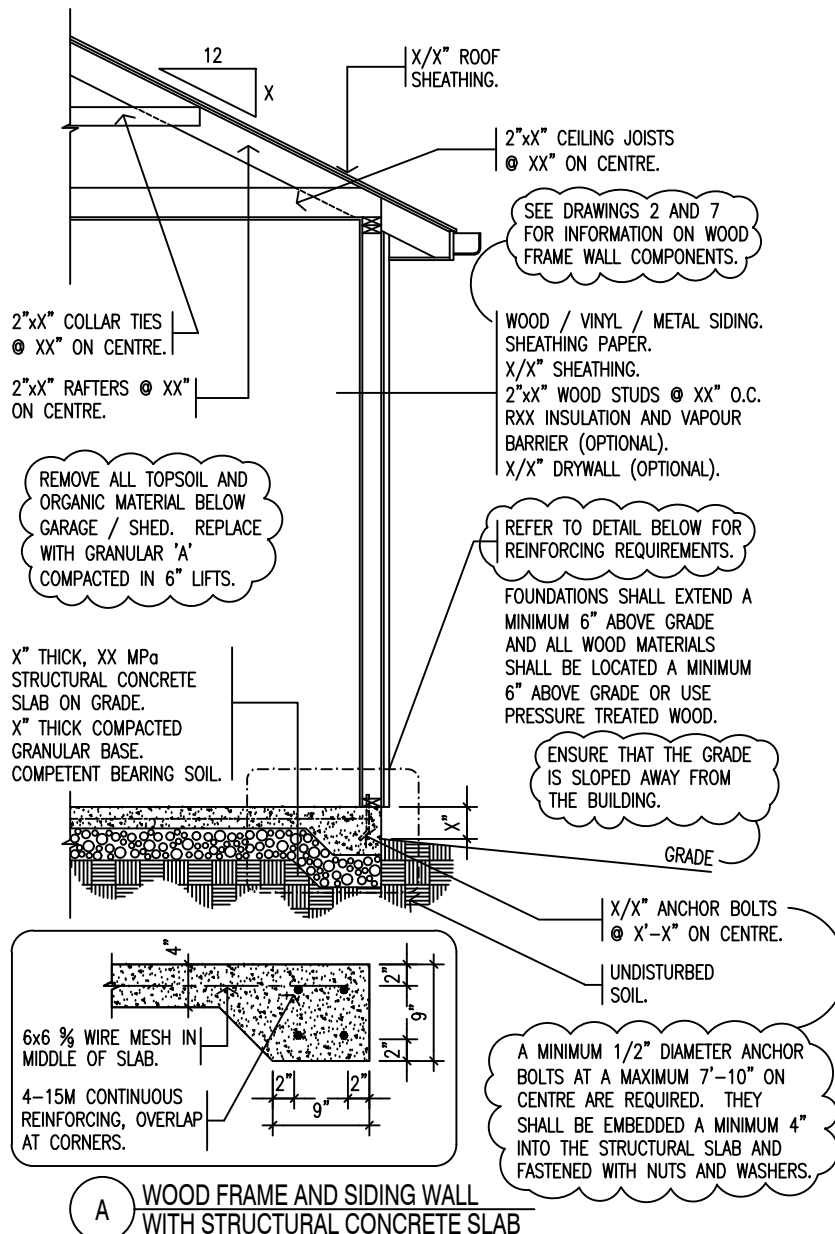


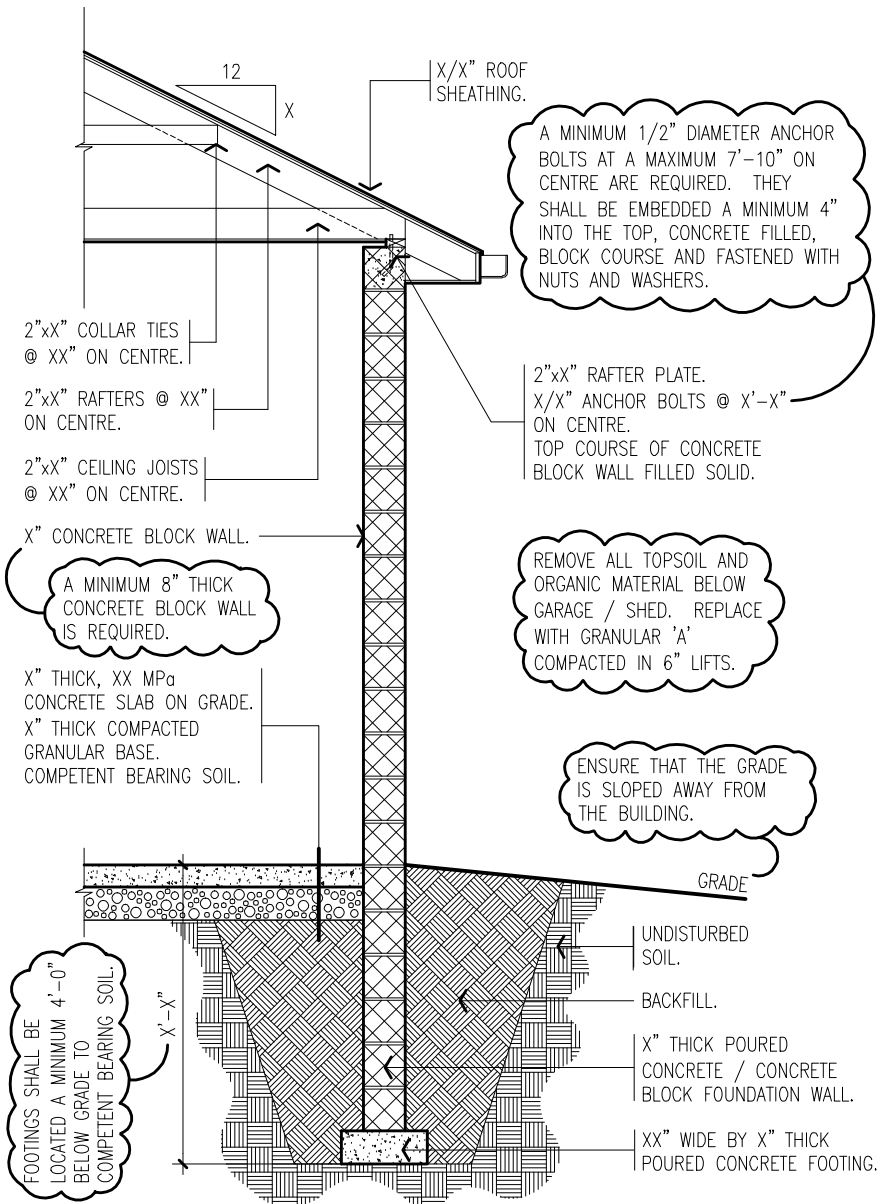
**CITY OF GUELPH**

**GARAGE / SHED - CROSS SECTION**

SCALE: 3/8"=1'-0"  
DATE: AUGUST, 2007

**7 OF 9**





C

## CONCRETE BLOCK WALL AND FOUNDATION WITH CONCRETE FOOTING

FLOOR JOIST SPRUCE-PINE-FIR #1 & #2	2"x6"			2"x8"			2"x10"		
	SPACING - ON CENTRE			SPACING - ON CENTRE			SPACING - ON CENTRE		
	12"	16"	24"	12"	16"	24"	12"	16"	24"
STRAPPING	9'-7"	8'-11"	8'-2"	11'-7"	11'-0"	10'-6"	13'-8"	13'-0"	12'-5"
BRIDGING	10'-4"	9'-5"	8'-2"	12'-6"	11'-9"	10'-9"	14'-7"	13'-8"	12'-11"
BRIDGING & STRAPPING	10'-4"	9'-5"	8'-2"	13'-2"	12'-3"	10'-9"	15'-2"	14'-2"	13'-2"

ROOF FRAMING SPRUCE-PINE-FIR #1 & #2	CEILING JOISTS			ROOF JOISTS			ROOF RAFTERS		
	SPACING - ON CENTRE			SPACING - ON CENTRE			SPACING - ON CENTRE		
NOMINAL JOIST SIZE	12"	16"	24"	12"	16"	24"	12"	16"	24"
2"x4"	10'-2"	9'-4"	8'-1"	7'-1"	6'-5"	5'-7"	8'-11"	8'-1"	7'-1"
2"x5"	13'-5"	11'-7"	10'-6"	9'-1"	8'-4"	7'-2"	11'-6"	10'-5"	9'-1"
2"x6"	16'-1"	14'-7"	12'-9"	11'-2"	10'-1"	8'-10"	14'-0"	12'-9"	11'-2"
2"x8"	21'-2"	19'-2"	16'-9"	14'-8"	13'-4"	11'-7"	18'-5"	16'-9"	14'-6"
2"x10"	27'-0"	24'-6"	21'-5"	18'-8"	17'-0"	14'-10"	23'-7"	21'-5"	17'-8"
2"x12"	32'-10"	29'-10"	26'-0"	22'-9"	20'-8"	18'-0"	28'-8"	25'-2"	20'-6"

RIDGE BEAM SPRUCE-PINE-FIR #1 & #2	2"x8"			2"x10"			2"x12"		
	NUMBER OF MEMBERS			NUMBER OF MEMBERS			NUMBER OF MEMBERS		
SUPPORTED JOIST LENGTH	3-PLY	4-PLY	5-PLY	3-PLY	4-PLY	5-PLY	3-PLY	4-PLY	5-PLY
8'-0"	10'-1"	11'-1"	11'-11"	12'-10"	14'-2"	15'-3"	15'-0"	17'-3"	18'-4"
10'-0"	9'-4"	10'-4"	11'-1"	11'-6"	13'-2"	14'-2"	13'-6"	15'-6"	17'-3"
12'-0"	8'-7"	9'-8"	10'-5"	10'-8"	12'-2"	13'-4"	12'-3"	14'-2"	15'-10"
14'-0"	8'-0"	9'-2"	9'-11"	9'-9"	11'-3"	12'-7"	11'-4"	13'-1"	14'-8"
16'-0"	7'-6"	8'-7"	9'-6"	9'-2"	10'-6"	11'-10"	10'-7"	12'-3"	13'-8"
18'-0"	7'-1"	8'-2"	9'-1"	8'-7"	9'-11"	11'-2"	10'-0"	11'-6"	12'-11"
20'-0"	6'-8"	7'-9"	8'-8"	8'-2"	9'-5"	10'-6"	9'-6"	11'-0"	12'-3"

LINTEL - SPRUCE-PINE-FIR #1 & #2		LINTEL - SPRUCE-PINE-FIR #1 & #2	
ROOF & CEILING LOAD ONLY	MAXIMUM SPAN FOR EXTERIOR WALL	ROOF & CEILING LOAD ONLY	MAXIMUM SPAN FOR EXTERIOR WALL
2'-2"x4"	3'-8"	3'-2"x10"	9'-11"
2'-2"x6"	5'-5"	4'-2"x10"	11'-6"
2'-2"x8"	6'-8"	5'-2"x10"	12'-10"
3'-2"x8"	8'-2"	2'-2"x12"	9'-5"
4'-2"x8"	9'-5"	3'-2"x12"	11'-7"
5'-2"x8"	10'-2"	4'-2"x12"	13'-4"
2'-2"x10"	8'-1"	5'-2"x12"	14'-10"

BRICK ANGLE	MAXIMUM SPAN FOR EXTERIOR WALL	BRICK ANGLE	MAXIMUM SPAN FOR EXTERIOR WALL
ANGLE SIZE FOR 4" BRICK		ANGLE SIZE FOR 4" BRICK	
L-3 1/2"x3 1/2"x1/4"	4'-0"	L-6"x3 1/2"x3/8"	11'-6"
L-3 1/2"x3 1/2"x5/16"	5'-0"	L-6"x4"x7/16"	13'-6"
L-4"x3 1/2"x1/3"	7'-0"	L-7"x4"x7/16"	14'-0"
L-6"x3 1/2"x1/3"	8'-0"	L-8"x4"x7/16"	16'-0"
L-5"x3 1/2"x3/8"	9'-0"		

IF THE GARAGE / SHED COMPONENTS EXCEED THE LIMITS IN THE SPAN TABLES ABOVE AN ORIGINAL ONTARIO STRUCTURAL ENGINEERS STAMP AND SIGNATURE ARE REQUIRED ON THE DRAWINGS AT TIME OF PERMIT APPLICATION.

# Biosecurity Recommendations for Small Flock Poultry Owners

People who raise "backyard flocks" - poultry or gamebirds for personal or limited commercial purposes - should be aware of the risk to their birds, and to commercial poultry, from diseases such as avian influenza virus. Preventive measures taken to minimize the introduction and spread of diseases and other hazards are referred to as "biosecurity." The following simple, inexpensive biosecurity recommendations can be very effective in preventing a serious disease outbreak.

## Restrict visitors and observe proper hygiene

Contaminated equipment and people can introduce many disease-causing agents, such as bacteria and viruses, to your flock. These microscopic organisms can be carried on boots, clothing and vehicles, even if they appear clean.

- Restrict contact with your birds to those people caring for them. If you allow visitors, provide them with clean coveralls and boots.
- Do not allow people who own their own birds, or who have recently been in contact with other birds (e.g., visiting another flock or attending a bird show) near your birds. To reduce the risk of introducing diseases to your flock, ensure that people caring for your birds (staff or volunteers) do not have birds of their own or attend events where birds are present.
- Wear separate clothing and footwear when dealing with your birds. Keep them at the entrance to the structure or enclosure.
- Wash and disinfect boots and any equipment that comes in contact with the birds or their droppings, such as shovels, scoops and brooms. Clean cages, food and water surfaces daily.
- Wash your hands thoroughly before and after dealing with your birds.

## Prevent contact with wild birds

Wild birds carry many diseases, including avian influenza. Minimizing contact with wild species and their droppings will help protect your birds from these diseases.

- Keep your birds in a screened-in area or preferably an enclosed structure where they do not have contact with wild birds. Screen all doors, windows and vents, and keep them in good repair.

- Do not use water that may be contaminated with wild bird droppings, such as pond water, for your birds. Test your water at least once a year and use appropriate water sanitation such as chlorine. Keep feed in a tightly sealed container, protected from wild birds.

## **Practice proper rodent control**

Rats and mice can spread disease to your birds, spoil feed, cause property damage and kill chicks, poults and other young birds. Mice can enter an enclosure through a hole the size of your little finger, and rats through a hole the size of your thumb.

- Monitor your enclosure regularly for signs of rodents, such as droppings or chewed equipment. Mice will live in buildings once they gain entry, while rats live outside and enter looking for food.
- Clean up all garbage and debris surrounding your birds' enclosure, and keep tall grass and weeds mowed.
- Store feed in tightly sealed containers that a rodent cannot chew through, such as a steel garbage can with a tight-fitting lid or an old freezer.
- Place bait stations around the exterior of your poultry house to help control rodent populations.

## **Don't bring disease home**

Mixing birds of different species and from different sources increases the risk of introducing disease to your flock. It is preferable to keep only birds of similar age and species together (all in/all out).

- If multiple ages and/or species are kept, minimize contact between groups by keeping them in separate locations.
- If new birds are added to your flock, make sure that you get their complete background information, including a history of any diseases and vaccinations. Some vaccines, including some of those used to control infectious laryngotracheitis (ILT), can cause disease in unvaccinated birds. Consult your veterinarian regarding proper vaccination procedures.
- Keep new or returning birds separate (quarantined) for at least 2-4 weeks after returning home, and monitor them for signs of illness. Clean and disinfect cages and equipment used for these birds. Use separate clothing, footwear and equipment for quarantined birds, and handle them last. If the same equipment and clothing must be used, clean and disinfect them before and after handling the birds.

- Avoid sharing equipment and supplies with other bird owners. If this cannot be avoided, clean and disinfect the equipment before and after each use.

## Recognize and report any illness

Early detection is critical to successfully dealing with a disease outbreak.

- If your birds show signs of disease, such as depression, abnormal egg production or feed consumption, sneezing, gasping, a discharge from the nose or eyes, diarrhea or sudden death, call your local veterinarian immediately.
- Dispose of dead birds quickly using an approved method, such as burial or composting. Consult your veterinarian first, as he or she may wish to collect samples for laboratory diagnosis. Proper disposal methods and options can be found on the [OMAFRA](#) website.

Raising poultry species, either for food or as a hobby, is part of Ontario's agricultural heritage. However, to minimize the risks this poses to food safety and to the commercial poultry industry, bird owners should recognize and follow good biosecurity practices.

## Resources

### OMAFRA Factsheets:

*Biosecurity: Health Protection and Sanitation Strategies for Cattle and General Guidelines for Other Livestock* (Order No. 09-079)

*Deadstock Disposal Options for On-Farm* (Order No. 09-025)

*Rodent Control in Livestock and Poultry Facilities* (Order No. 10-077)

This Factsheet was originally authored by Dr. Babak Sanei, Lead Veterinarian, Disease Prevention Poultry, [OMAFRA](#), Guelph, and Dr. Paul Innes, Lead Veterinarian, Provincial Biosecurity, [OMAFRA](#), Guelph. It was updated by Al Dam, Provincial Poultry Specialist, [OMAFRA](#), Guelph, and Laura Bowers, Poultry Specialist Assistant, [OMAFRA](#), Guelph.

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For more information:

Toll Free: 1-877-424-1300

E-mail: [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca)

## Biosecurity Protection from Wild Birds

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Avian influenza (AI) viruses are present in wild bird populations throughout the world. Typically, wild birds carry AI without being affected, but they can spread the viruses to domestic poultry. Specific AI viruses may cause serious and potentially fatal disease in domestic poultry.

AI viruses are transmitted through bird secretions or feces. The viruses may pass directly from bird-to-bird or indirectly through contaminated feed, water, equipment, boot or clothing.

Domestic poultry owners can implement several measures, collectively known as biosecurity, to protect their flocks from AI. Examples of ways to minimize the risk posed by wild birds include:

- keeping domestic poultry indoors and covering all openings, including vents, with screens to prevent contact between domestic poultry and wild birds;
- storing and using feed and water in an enclosed environment to prevent contamination;
- removing spills of feed and standing water as quickly as possible to avoid attracting wild birds; and
- cleaning potentially contaminated equipment with a commercial disinfectant or a solution of equal parts bleach and water.

The Canadian Food Inspection, in collaboration with a number of partners, monitors AI viruses in wild birds through an annual survey. All viruses detected through this activity are publicly reported.

### Cleaning and disinfection tips for small flock owners

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Cleaning and disinfection helps to prevent the transmission of disease agents from contaminated equipment, such as footwear, tools and cages. Proper cleaning and disinfection procedures are a vital component of any biosecurity program for small flocks.

Most disinfectants will not work properly if there is a presence of organic matter. Therefore, all organic material must be completely removed before applying a proper disinfectant to the items that are being cleaned.

The Canadian Food Inspection Agency (CFIA) recommends a simple, three-step cleaning and disinfection process. The following procedures should be completed outside or in a well-ventilated room, wearing protective eyewear and gloves.

1. Remove **all** organic material from footwear, tools and other equipment with a brush or sponge, using detergent and clean, hot water.
2. Scrub again, using a solution of 50 millilitres of household bleach (sodium hypochlorite, 5%-6%) and 4 litres of water. Let stand until the surface is dry.
3. Lastly, scrub with hot water and common household disinfectant following the label directions.

# How to Prevent and Detect Disease in Backyard Flocks and Pet Birds

Diseases such as highly pathogenic [avian influenza](#) and velogenic [Newcastle disease](#) can cause serious illness and death in many bird species. Fortunately, you can protect your birds and keep them healthy.

- [Poultry biosecurity](#)
  - [General Producer Guide - National Avian On-Farm Biosecurity Standard](#)
  - [National Avian On-Farm Biosecurity Standard](#)

Follow five basic rules in the day-to-day care of your birds to reduce the risks posed by harmful diseases.

## 1. Prevent contact with wild birds and other animals

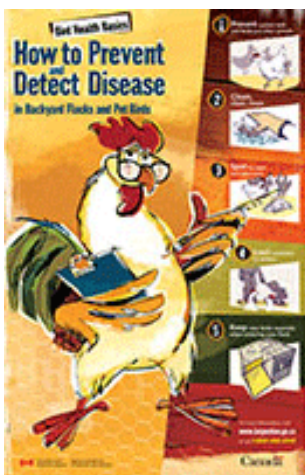
Wild birds and other animals such as mice can carry a range of disease-causing viruses, parasites and bacteria. Make sure that your birds and their food and water are kept away from wild animals. Promptly clean up spilled feed and litter, and keep feed in sealed containers to avoid attracting unwanted guests.

## 2. Clean, clean and clean

Viruses, parasites and bacteria can live in organic matter such as litter and soil. Eliminate the risk of disease spread by routinely and thoroughly cleaning barns, cages, egg trays, gardening tools, and water and feed containers. No equipment should be shared with or borrowed from other bird owners. Always clean your hands, clothing and footwear before and after handling birds. Promptly dispose of dead birds, litter and unused eggs.



[Watch the Video](#)



[Poster](#)

(PDF - 320 kb)

### 3. Spot the signs and report early

Bird owners are legally responsible to notify authorities of serious bird diseases such as avian influenza. Call a veterinarian or a [local office of the Canadian Food Inspection Agency](#) if you suspect your birds are sick.

**Signs to look for include:**

- **lack of energy, movement or appetite;**
- **decreased egg production;**
- **swelling around the head, neck and eyes;**
- **coughing, gasping for air or sneezing;**
- **nervous signs, tremors or lack of coordination;**
- **diarrhea; or**
- **sudden death.**

It is always better to be overcautious. Report any bird that you think may be sick. Early reporting can greatly limit the effect of a disease on the health of your birds.

- [What to expect if your animals may be infected](#)

### 4. Limit exposure to visitors

People can spread bird diseases, too. As a general rule, do not give visitors access to your birds. If someone must enter your property or handle your birds, make sure that their clothing, hands and footwear are clean and free of debris. Provide shoe or boot covers, or use a foot bath to prevent disease from entering or leaving your property. As well, the tires and wheel wells of any vehicles that have been around birds should be cleaned before entering your property.

### 5. Keep new birds separate when entering your flock

Avoid introducing disease to your birds. New birds should be segregated and monitored for at least 30 days before entering your existing flock. Make sure that new birds come from reputable suppliers that have strict disease controls in place. Birds returning from shows or exhibits should also be segregated for at least two weeks.



# Municipality of West Elgin

## Minutes

### Council Meeting

October 22, 2020, 9:00 a.m.

Recreation Centre

135 Queen Street

Rodney

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

**Staff Present:** M. Badura, CAO/ Treasurer  
J. Nethercott, Clerk  
L. Gosnell, Manager of Operations & Community Services  
H. James, Planner

**Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held in an alternate location.**

**1. Call to Order**

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

**2. Adoption of Agenda**

**Resolution No. 2020-338**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

That West Elgin Council hereby adopts the Agenda as presented.

**Carried**

**3. Closed Session**

**Resolution No. 2020-339**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

That West Elgin Council hereby proceeds into Closed Session at 9:01 a.m. under Section 239(2)(b) of the *Municipal Act*, consideration will be given to personal matters about identifiable individual(s) including a municipal or local board employee(s).

**Carried**

**4. Report from Closed Session**

**Resolution No. 2020-340**

**Moved: Councillor Cammaert**

**Seconded: Councillor Tellier**

Mayor McPhail reported at 9:43 a.m. that Council provided Staff Direction and consideration was given to personal matters about identifiable individual(s) including a municipal or local board employee(s).

**Carried**

**6. Public Meeting - to begin at 9:30 a.m.**

**Resolution No. 2020-341**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That Council adjourn and proceed into the Court of Revision pursuant to the *Drainage Act* at 9:45 a.m.

**Carried**

**7. Adoption of Minutes**

**Resolution No. 2020-342**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Rowe**

That the Minutes of the Council meeting on October 8, 2020 and the Courts of Revision for the Crabbe and Yauch Drains from September 24, 2020 be adopted as circulated and printed.

**Carried**

**8. Business Arising from Minutes**

None.

**9. Staff Reports**

**9.1 Planning**

**9.1.1 H. James, Planner - Seaside Waterfronts Inc. Public Meeting Update**

**Resolution No. 2020-343**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby receives the report from Heather James regarding the Seaside Waterfronts Inc. public meeting update; and,

That West Elgin Council hereby directs staff to proceed with scheduling the public meeting at the West Elgin Recreation Centre on November 23, 2020 at 7:00 p.m.

**Carried**

**9.2 Operations & Community Services**

**9.2.1 L. Gosnell, Manager of Operations & Community Services - W.L. Community Complex Meeting Room**

Mr. Gosnell reported that there is a municipal program through the insurance company Frank Cowan that allows municipalities to offer low cost insurance to renters of municipal facilities for low to medium risk activities. Administration of this program is not expensive; however it will affect the municipal insurance rates if there is a claim. Council requested staff return with a report on this insurance at the next Council meeting.

**Resolution No. 2020-344**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services regarding usage of the W.L. Community Complex Meeting Room; and

That West Elgin Council hereby approves the waiving of rental fees for all recognized organizations in West Elgin until December 31, 2021 for the West Elgin Recreation Centre, West Lorne Community Complex and both Miller Park and Port Glasgow Pavilions.

**Carried**

**9.2.1.1 L. Gosnell, Manager of Operations & Community Services - Bag Limits for Household Waste**

Councillor Tellier stated she would like to see an education campaign to educate residents on the benefits of recycling.

CAO/Treasurer M. Badura reported that the cost of garbage and the landfill is rising exponentially each year and reducing the bag limit will help keep the budget in check.

Councillor Rowe stated she believes most households can improve on recycling and already meet the three (3) bag limit as long as there is an amnesty day around Christmas for all the excess waste created then.

**Resolution No. 2020-345**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

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

That Council approve the lowering of West Elgin's bag limit for household waste from the current six (6)

bag limit down to three (3), beginning January 1, 2021.

**Carried**

### **9.3 Clerk's**

#### **9.3.1 J. Nethercott, Clerk - West Elgin Stock Photos**

West Elgin Council received the report regarding stock photos and directed staff to include a cost for obtaining these photos in the 2021 Draft Budget.

#### **9.3.2 J. Nethercott, Clerk - Costs of a Quarterly Newsletter**

That West Elgin Council received the report from J. Nethercott Clerk, re: Costs of a Quarterly Newsletter for information purposes.

#### **9.3.3 J. Nethercott, Clerk - Update on Blue Box Transition and Proposed Blue Box Regulation**

That West Elgin Council received the report from J. Nethercott, Clerk re: Update on Blue Box Transition and Proposed Blue Box Regulation for information purposes.

### **9.4 Finance/Administration**

#### **9.4.1 M. Badura, CAO/Treasurer - Operating and Capital Budget Review Report as of September 30, 2020**

That West Elgin Council received the report from M. Badura, CAO/Treasurer re: the operating report for the nine months ending September 30, 2020 along with a projected year end surplus position of \$240,000 for information.

#### **9.4.2 M. Badura, CAO/Treasurer - IT Security Assessment**

**Resolution No. 2020-346**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: IT Security Assessment, and

That West Elgin Council hereby approves spending of up to \$15,000 plus HST for the information technology security audit and

compliance assessment services; and that the funds be drawn out of the Efficiency Grant funding reserves.

**Carried**

**9.4.3 M. Badura, CAO/Treasurer - Human Resources Policy Revision**

**Resolution No. 2020-347**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Human Resources Policy Revisions for review and

That West Elgin Council hereby directs staff to bring forward adopting by-laws at the next Council.

**Carried**

**10. Committee and Board Report**

**10.1 Elgin County Council**

**10.1.1 Elgin County Council Highlights - October 13, 2020**

**10.2 West Lorne Heritage Homes**

**10.2.1 September 21, 2020 Minutes**

Councillor Tellier reported that municipal staff are working with the Heritage Homes Board on assisting with garbage collection.

**10.3 Councillor Reports from Committees**

Mayor McPhail reported that himself, Deputy Mayor Leatham and CAO/Treasurer M. Badura attended meeting with MP Vecchio and the Shadow Transportation Minister whom they briefed on the issues at the Port Glasgow Channel entrance. Deputy Mayor Leatham stated that the meeting went well.

**11. Accounts**

**Resolution No. 2020-348**

**Moved: Councillor Tellier**

**Seconded: Deputy Mayor Leatham**

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #10A amounting to \$523,318.16 in settlement of General, Road, Water and Arena Accounts (including EFT#3140-3189 Cheque# 25420-25563, online Payments# 534-541 and Payroll PP21).

**Carried**

## **12. Councillor Inquires/Announcements**

### **12.1 Notice of Motion**

None.

### **12.2 Statements/Inquires by Councillors**

Councillor Rowe reported that the Community Fund Committee held its first meeting and the members are Trish Corneil of Dutton Dunwich Council, Bill Denning, Jerry Galbraith and the committee is currently looking for one more member. They will be sending out an information brochure in the mail this fall.

Councillor Tellier inquired if there is going to be a community decorating contest in December again this year. Staff reported that it is on their radar but they are currently focusing on the Festival of Lights planning as this event had just received approval from Southwestern Public Health to be held on December 4 and 5.

Councillor Cammaert reported that the West Elgin Health Centre has inquired about partnering with the Festival of Lights for their toy drive. Staff stated that rules are constantly changing around accepting donations but have them contact staff.

### **12.3 Matters of Urgency**

#### **12.3.1 Mayor McPhail - West Elgin Community Health Centre and COVID-19 Testing**

Mayor McPhail reported on a meeting with the West Elgin Community Health Centre and the chairpersons of Heritage Homes regarding the location of a COVID-19 testing centre. The testing centre will no longer be housed in Heritage Homes and the West Elgin Community Health Centre is exploring options to house this testing. At the present time West Elgin Community Health Centre is not an accredited test centre and therefore has been performing tests without being funded by the Province. Mayor McPhail

reported that seed funding is need to assist with providing this valuable service to our community, while the accreditation process is taking place and to assist with the cost of PPE.

**Resolution No. 2020-349**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That West Elgin Council hereby approves the allocation of up to \$6,000 of the COVID-19 Funds be provided to West Elgin Community Health Centre to assist with the costs of community COVID-19 testing.

**Carried**

**13. Correspondence**

**13.1 Ontario Fire Marshall - Staffing Levels and Fire Safety**

**13.2 Loyalist Township - Community Groups & Service Clubs**

**13.3 Asphodel Norwood - Cannabis Production**

**Resolution No. 2020-350**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby support the resolution of Asphodel Norwood by requesting a governing body in cannabis production that:

1. Takes a unified approach to land use planning restrictions;
2. Enforces the regulations under the Cannabis Act on behalf of the licencing agency and ensures local authorities are in fact provided with notification of any licence issuance, amendment, suspension, reinstatement or revocation with the their region;
3. Communicates more readily with local governments; and
4. Provide local governments with more support

**Carried**

#### **13.4 Township of Blanford-Blenheim - Cannabis Grow Operations**

**Resolution No. 2020-351**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby supports the resolution of Blandford-Blenheim in urging the Federal Government to amend the legislation under which large scale grow operation facilities operate to ensure the safety and rights of local communities in which they are situated are respected.

**Carried**

#### **13.5 Township of North Glengarry - Safe Restart Funding**

#### **13.6 County of Wellington - Aggregate Resource Property Valuation**

### **14. By-Laws**

#### **14.1 By-Law 2020-59 - Final Reading of Crabbe Drain**

**Resolution No. 2020-352**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

That By-Law 2020-59, being a By-law to provide for the Crabbe Drain reconstruction be read for a third and final time.

**Carried**

#### **14.2 By-Law 2020-60 - Final Reading of Yauch Drain**

**Resolution No. 2020-353**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That By-Law 2020-60, being a By-law to provide for the Yauch Drain reconstruction and extension be read for a third and final time.

**Carried**

**14.3 By-Law 2020-74 - Animal Control By-law**

**Resolution No. 2020-354**

**Moved: Councillor Tellier**

**Seconded: Deputy Mayor Leatham**

That By-law 2020-74, being a by-law to put in place regulations associated with the control, licensing and regulations of animals within the Municipality of West Elgin, be read a first, second and third and final time.

**Carried**

**14.4 By-Law 2020-75 - Appoint CEMC**

**Resolution No. 2020-355**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That By-law 2020-75, being a by-law to appoint Community Emergency Management Coordinators (CEMC) for the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

**Carried**

**15. Confirming By-Law**

**Resolution No. 2020-356**

**Moved: Councillor Rowe**

**Seconded: Councillor Cammaert**

That By-law 2020-76 being a by-law to confirm the proceedings of the Regular Meeting of Council held on October 22, 2020, be read a first, second, third and final time.

**Carried**

**16. Adjournment**

**Resolution No. 2020-357**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That the Council of the Municipality of West Elgin hereby adjourn at 12:24 p.m. to meet again at 9:00 a.m. on November 12, 2020 or at the call of the Chair.

**Carried**

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Duncan McPhail, Mayor

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Jana Nethercott, Clerk



# **Municipality of West Elgin**

## **Minutes**

### **Court of Revision**

**October 22, 2020, 9:30 a.m.**

**Recreation Centre**

**135 Queen Street**

**Rodney**

**Present:** Angela Cammaert  
Bonnie Rowe  
Richard Leatham  
Taraesa Tellier  
Duncan McPhail

**Staff Present:** Jana Nethercott  
JM Spriet, PEng

**Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held in an alternate location.**

**1. Appoint Chair**

**Moved: Angela Cammaert**

**Seconded: Richard Leatham**

That Court of Revision for Arvai Drain hereby appoints D. McPhail chair.

**Carried**

**2. Call to Order**

Chair McPhail called the Court of Revision for the Arvai Drain to order at 9:45 a.m.

**3. Disclosure of Pecuniary Interest**

None

**4. Drain Appeals**

**4.2 Late Appeals**

Chair McPhail called for any appeals. No late appeals were brought forward.

**4.3 Comments Received from Lower Thames Conservation Authority**

None Received

**4.1 Written Appeals**

None Received

**4.4 Questions/Comments Raised by Members**

None.

**4.5 Questions/Comments Raised by Landowners**

No questions posed.

**5. Deliberations**

Court of Revision members stated they were ready for their decision.

**6. Decision**

**Moved: Bonnie Rowe**

**Seconded: Taraesa Tellier**

That the Court of Revision for the Arvai Drain hereby approves the Schedule of Assessments as outlined in the report prepared by Spriet & Associates Engineering Limited.

**Carried**

**7. Adjournment**

**Moved: Richard Leatham**

**Seconded: Taraesa Tellier**

That the Court of Revision for the Arvai Drain now closes at 9:58 a.m. and the Court of Revision adjourns to the Regular Meeting of West Elgin Council.


**Carried**

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Duncan McPhail, Chair

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Jana Nethercott, Clerk



# West Elgin Distribution System Operations Report Third Quarter 2020

Submitted by:  
Ontario Clean Water Agency  
Date: November 5, 2020

### Facility Description

**Facility Name:** West Elgin Distribution System

**Regional Manager:** Dale LeBritton (519) 476-5898

**Sr. Operations Manager:** Sam Smith (226) 377-1540

**Business Development Manager:** Susan Budden (519) 318-3271

**Facility Type:** Municipal

**Classification:** Class 1 Water Distribution

**Drinking Water System Category:** Large Municipal Residential

**Title Holder:** Municipality

### Service Information

**Area(s) Served:** The West Elgin Distribution System receives water from the Tri-County Drinking Water System and services the communities of West Lorne, Rodney, Eagle, New Glasgow and Rural areas within the municipality.

### Operational Description:

In addition to the watermains, valves, auto flushers, sample stations and fire hydrants, the West Elgin Distribution System has a water storage facility. The system is controlled at the Tri-County Water Treatment Plant by the SCADA system.

The Rodney Tower in conjunction with the West Lorne Standpipe (a part of the Tri-County Drinking Water System) provides water pressure to the distribution system. The highlift pumps at the Tri-County Water Treatment Plant start when the West Lorne Standpipe reaches the start set point and will continue to fill till the stop set point. Based on the elevations in the system, the Rodney Tower will only begin filling once the West Lorne Standpipe is full. There are four chambers located at Pioneer Line, Marsh Line, Silver Clay and Talbot Line West of Graham that control the flow to Rodney. These chambers contain automated valves so that when the Rodney Tower reaches the start set point the valves open up to allow water to be fed from the West Lorne distribution system. The highlift pumps stop set point of the West Lorne Standpipe will be overridden if the Rodney Tower has not reached its stop set point, and therefore will continue to run to fill up the Rodney Tower.

Key information on the Rodney Tower:

- Single fill/draw 300mm diameter pipe
- Constructed in 1994 by Landmark
- Volume of 1,200m<sup>3</sup>
- Base elevation: 210.8m; Storage elevations: 238.9m to 250.6m; therefore resulting water pressure 276-386kPa (40-56psi)
- Located at 192 Victoria Street in Rodney

Facility Name: West Elgin Distribution System  
ORG#: 1266

## **SECTION 1: COMPLIANCE SUMMARY**

### **FIRST QUARTER:**

There were no compliance or exceedance issues reported for the first quarter.

### **SECOND QUARTER:**

There were no compliance or exceedance issues reported for the second quarter.

### **THIRD QUARTER:**

There were no compliance or exceedance issues reported for the third quarter.

## **SECTION 2: INSPECTIONS**

### **FIRST QUARTER:**

On January 21<sup>st</sup>, 2020 a routine MECP inspection took place by Angela Stroyberg. A rating of 100 % was received with a few recommended actions.

- 1- A bylaw or policy in place limiting access to hydrants.
- 2- Replace the air vent on the drain at the tower.
- 3- Insure abnormal conditions are recorded in the logbook. (ie. Communication fault with water plant)

### **SECOND QUARTER:**

There were no compliance or exceedance issues reported for the second quarter.

### **THIRD QUARTER:**

There were no MOL or MECP inspections for the third quarter.

## **SECTION 3: QEMS UPDATE**

### **FIRST QUARTER:**

There have been no updates to QEMS at this time.

### **SECOND QUARTER:**

An internal audit was completed April 24<sup>th</sup> by Cindy Sigurdson. 1 non-conformance and 25 Opportunities for Improvement were found.

On June 4<sup>th</sup> the management review took place.

The operational plan was also updated as per the internal Audit.

### **THIRD QUARTER:**

The external systems audit scheduled for October and the reaccreditation audit scheduled for November.

#### SECTION 4: PERFORMANCE ASSESSMENT REPORT

All sampling and testing have met O. Reg. 170/03 requirements. The limit for Total Coliform and E. coli is zero, heterotrophic plate count (HPC) doesn't have a limit. This is an operational guide to initiate an action plan if results are continuously high in an area. Samples are taken at four different locations throughout the distribution system each week, see results below.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	16	0 - 0	0 - 0	8	<10 – 20
February	16	0 - 0	0 - 0	8	<10 – <10
March	20	0 - 0	0 - 0	10	<10 – <10
April	16	0 - 0	0 - 0	8	<10 – <10
May	16	0 - 0	0 - 0	8	<10 – <10
June	23	0 - 0	0 - 0	11	<10 – 30
July	16	0 - 0	0 - 0	8	<10 – <10
August	20	0 - 0	0 - 0	10	<10 – <10
September	16	0 - 0	0 - 0	8	<10 – <10
October					
November					
December					

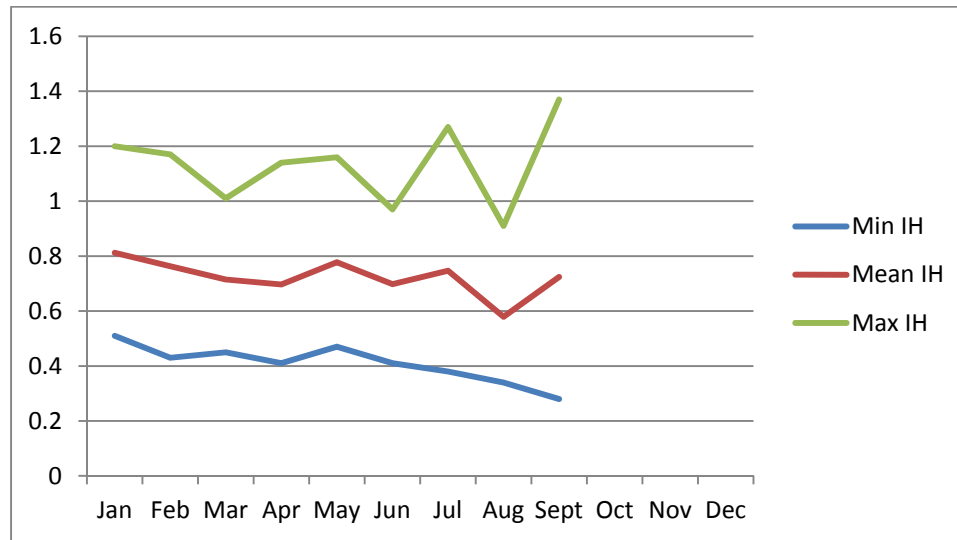
Trihalomethanes are sampled on a quarterly basis. The table below shows the current running average in 2020. The annual average in 2019 was 55 µg/L, therefore the current running average has decreased 3.18% when compared to the annual average in 2019.

	Limit (µg/L)	THM Result (µg/L)
January 2020	-	48
April 2020	-	40
July 2020	-	45
October 2019	-	80
Running Average	100	53.25

Haloacetic Acids (HAAs) are now required to be sampled on a quarterly basis in accordance with O. Reg. 170/03. The table below shows the running average so far in 2020. The annual average in 2019 was 24.78 µg/L, therefore the current running average has increased 3.8% when compared to the annual average in 2019.

	Limit (µg/L)	HAA Result (µg/L)
January 2020	-	23.9
April 2020	-	19.9
July 2020	-	27.3
October 2019	-	31.8
Running Average	80	25.73

The Rodney Tower continuously monitors the free chlorine residual of the water. The results fluctuate based on fill cycles. During the winter months the results are usually very good, however, once there is warmer weather the chlorine residuals dissipate. In spring of 2018 the Rodney tower installed a re-chlorination facility. Chlorine residuals are taken throughout the distribution system in accordance to O. Reg. 170/03 requirements. The graph below provides the minimum, maximum and average chlorine residuals throughout the distribution system in 2019.



## **SECTION 5: OCCUPATIONAL HEALTH & SAFETY**

### **FIRST QUARTER:**

Due to the COVID-19 pandemic, which has been brought to the attention of all OCWA staff; precautionary protection measures have been implemented at all facilities. In addition to the mandatory PPE worn by all operational staff, the following additional steps were taken to assure safety:

- Additional PPE and supplies were sourced as applicable.
- The frequency of facility and vehicle cleaning and surface disinfection was increased and documented
- Staff re-organization was implemented to meet social distancing requirements where applicable.
- Facility access to essential contractors and/or delivery personal are closely monitored.

There were no additional Health & Safety issues identified during the first quarter.

### **SECOND QUARTER:**

The Covid-19 precautions still continue to ensure the protection of all staff and the public.

### **THIRD QUARTER:**

The Covid-19 precaution's still continue to ensure the protection of all staff and the public.

## **SECTION 6: GENERAL MAINTENANCE**

### **FIRST QUARTER:**

#### **JANUARY:**

15: Calibrated AIT-2 at Rodney Tower

#### FEBRUARY:

- 03: New service line at 26661 Silver Clay line, flushed and took non reportable bacti sample
- 03: Suspected service leak at 7 Todd Place; unable to locate leak, backfilled with gravel as per Municipal Staff
- 05: Service repair at 7 Todd Place

#### MARCH:

- 03: Turned on service at 26496 Silver Clay
- 04: PVR placed on hydrant 11 at Dunborough and Highway 3 for the day in order for work to be performed at the Wallacetown tower.
- 09: Western Fire Equipment on site for fire flow testing in Rodney; hydrants 167 and 177 were used for the work
- 09: Chlorine injector at Rodney tower was cleaned
- 10: Service leak at 5 Todd Place in West Lorne. Replaced from curb stop to tapping saddle
- 11: Opened valve at corner of Forest Line and Colley Road to allow for water to be distributed down Forest Line to hydrant at 23454 Forest Line.
- 13: Leak on chlorine board at Rodney Tower fixed.
- 17: Pumped out chamber at Pioneer Line and Wellington.

#### SECOND QUARTER:

##### APRIL

- 08: On site at 29392 Pioneer Line for suspected water main break. Once dug up no leak was found but excessive water from drainage tile was leaking. It is suspected that the tile is plugged downstream.
- 20: Started spring hydrant flushing

##### MAY

- 12: Started valve turning

##### JUNE

- 01: On site at 9811 Graham Road; drilling company hit service line. Municipality pinched line and installed new curb stop. Everything was disinfected with 12% NaOCl. Line beside house was flushed for 15 minutes after repair.
- 11: Chamber inspections completed.
- 17: On site on Gray Line for main break; water main hit by drainage company. Repairs disinfected with 12%NaOCl, blow-off at 24067 Gray Line downstream. Line was flushed for approximately 25 minutes and bacti sample was collected.
- 18: Collected second bacti sample from water main break.
- 23: Collected bacti sample from hydrant #123; corner of Graham and Crinan as per Sam Smith.

#### THIRD QUARTER:

##### JULY

- 08: Tested super chlorination at 155 Clarke Street, Rodney. Temporary water main being installed to replace existing main. Contractor installed new back flow preventer and had it tested by plumber.
- 08: Test the super chlorination, used slug method, for 3-hour hold time. Zero chlorine drop. Flushed line and took first set of samples. Super chlorination was de-chlorinated by pucks and tested.
- 09: Flushed temporary main at 155 Clarke Street, Rodney and obtained second bacti sample.
- 14: Isolated old water main between hydrant 160 and Clarke Street, Rodney.

- 15: On site across from 157 Clarke Street in Rodney to turn off valve.
- 16: Operator on site in Rodney to close valve, discovered valve was off and the cause of the water was from an old fire well that had been drilled through.
- 20: Swabbed and pressure test new water main in Rodney from Clarke Street to hydrant 160.
- 21: Super chlorinate water main in Rodney using the 3 hour slug method. Collected first bacti sample.
- 24: Completed tie-ins for new water main in Rodney. Isolated valve at Moriah and back alley; isolated valves at Stinson and Clarke, valve south of Clarke on Furnival. Flushed water main from hydrant 159; new main now in service.
- 27: Completed a live tap in front of 155 Clarke Street.

#### AUGUST

- 10: 22034 Downie Line, West of Furnival Road; Live tap 4" ABS water main, trench across road. Curb stop is 1m North West of hydro pole.
- 18: Valve exercising in Rodney and rural West Elgin.
- 19: Valve exercising in rural West Elgin and West Lorne.
- 21: Valve exercising in West Lorne.
- 26: Valve exercising in rural West Elgin.

#### SEPTEMBER

- 11: On site at Eagle East chamber, trying to obtain isolation in chamber. Closed valve at southeast corner of highway 3 and graham road, closed 4 valves in chamber. Cannot isolate valve in chamber. Will have to investigate further. Opened valve at corner of Highway 3 and Graham and all 4 valves in chamber.
- 14-25: Fall hydrant flushing/maintenance.
- 16: Completed live tap at 9260 Graham rd. On high press con pipe. Mike Golding contracting completed task.
- 21: Backflow preventer installed on hydrant 60 at 187 Angelo Street. Titon Group Construction replaced ball valve on backflow preventer to pass test.
- 24: On site at corner of Angelo and Todd Place. Drilling company hit water main. Throttled valve at corner of Angelo and Marsh to maintain positive pressure. Repair made with clamp, 12% sodium hypo used to disinfect around break. Opened valve at corner of Angelo and Marsh to obtain full pressure. Flushed hydrant on Todd place for 5 minutes and obtained a residual of 1.92ppm.
- 29: Swabbing and super chlorinating temporary water main in the subdivision of Todd Place and Angelo Drive in West Lorne.
- 29: Testing temporary main after the holding time for the super chlorination, collected first set of bacti samples at 5 dead ends of the main.
- 30: Collected second set of bacti samples off the temporary water main in the subdivision of Todd Place and Angelo Drive in West Lorne. Contractor started to flush main.

### SECTION 7: ALARM SUMMARY

#### FIRST QUARTER:

##### JANUARY:

No alarms this month.

##### FEBRUARY:

No alarms this month.

#### MARCH:

- 07: Operator received call for water shutoff at 26492 Talbot Line. Upon arrival, the plumber was leaving residence and informed operator that the water had been shut off and back on and repairs to the house had been completed.
- 16: Operator received call for Rodney tower chlorine alarm. Arrived at the TC WTP at 00:10 and reviewed Rodney tower trends. Chlorine analyzer AIT-1 had chlorine levels above the high alarm (2.10ppm for 600 seconds) from 11:18 to 11:30, with a max spike of 2.95ppm. The chlorine level spike started after tower flow was reduced. Rodney tower chlorine stabilized around 1.0ppm.

#### **SECOND QUARTER:**

##### APRIL

- 04: Operator received call from Senior Operations Manager about leaking groundwater at 27392 Pioneer Line. Operator arrived at residence and spoke with Sam Smith about leak; decision was to fix on Monday.
- 12: Operator received call from spectrum for Rodney tower chlorine alarm. Logged onto SCADA and observed nothing in alarm; trended and found a spike to a max of 2.43ppm.

##### MAY

- 24: Operator received call from resident at 272 Chestnut Street about low water pressure from hot water; cold water pressure was normal. Operator informed resident the issue was probably due to a plumbing issue and to call a plumber for assistance.

##### JUNE

No alarms to report this month.

#### **THIRD QUARTER:**

##### JULY

- 15: Operator received a call from Sam Smith to open valve at 211 Furnival Road, Rodney. Arrived on site and called contractor who said the valve had already been opened by the municipality.

##### AUGUST

No alarms for the month

##### SEPTEMBER

No alarms this month

### **SECTION 8: COMMUNITY COMPLAINTS & CONCERNS**

#### **FIRST QUARTER:**

There were no complaints or concerns to report this quarter.

#### **SECOND QUARTER:**

##### MAY

- 24: Operator received call from resident at 272 Chestnut Street about low water pressure from hot water; cold water pressure was normal. Operator informed resident the issue was probably due to a plumbing issue and to call a plumber for assistance. (SAME AS ABOVE)

### **THIRD QUARTER:**

#### **AUGUST**

31: Received community complaint, 25399 Silver Clay Line regarding coloured water. Flushed hydrant 16 across the road and slightly east of residence; Clear water, free chlorine residual of 1.71mg/L. Flushed hydrant at 26046 Silver Clay; residual of 1.42mg/L. Flushed blow off at 26661 Silver Clay Line to chase any coloured water to dead end; Free chlorine residual of 0.66mg/L after 30 minutes of flushing.

#### **SEPTEMBER**

- 09: Responded to community complaint at 180 Furnival Road in regards to greenish/brown water for the past week. Took sample from outside tap, residual was 0.82ppm. Operator flushed the two hydrants to the north and south of her residence, but she then said her water was now crystal clear. Operator mentioned flushing will take place from September 14-25; she will contact municipality again if any more issues arise.
- 14: Responded to a community complaint at 171 Queen Street, Rodney. Resident had gray water in toilets. Concluded it had been the result of the home owner changing the salt in water softener the day before.



### **Facility Information:**

Facility Name: West Lorne Wastewater Treatment Plant & Collection System  
Facility Type: Municipal  
Classification: Class 2 Wastewater Collection, Class 2 Wastewater Treatment

### **Operational Description:**

The village of West Lorne is served by an extended aeration Wastewater Treatment Plant, comprised of aeration, clarification, filtration, disinfection and sludge disposal. Also included is the collection system with one pumping station and a sanitary sewer system. The operations are in accordance to ECA # 3-0442-90-938, which covers the entire plant including the pumping stations.

The collection system consists of sewers and one submersible pumping station. The treatment facility main elements are an extended aeration process designed for combined carbon removal and nitrification. The discharge of secondary clarifier: effluent is filtered and disinfected with ultraviolet light before being reaerated and discharged to the Zoller Drain and then Brocks Creek. The waste activated sludge is discharged to a lagoon for storage. Dual-point chemical addition alum: is used for phosphorus removal. Sodium hydroxide is added for control of alkalinity.

### **Service Information**

Areas Served: Village of West Lorne

### **Design Capacity:**

Total Design Capacity: 900 m<sup>3</sup>/day  
Total Annual Flow (2017 Data): 181,074 m<sup>3</sup>/year  
Average Day Flow (2017 Data): 496 m<sup>3</sup>/day  
Maximum Day Flow (2017 Data): 1,512 m<sup>3</sup>/day

### **Treatment Process Features:**

Effluent Receiver: Zoller Drain to Brocks Creek to Lake Erie  
Major Process: Extended aeration  
Phosphorus Removal: Continuous, Alum addition  
Additional Treatment: Effluent filtration  
Discharge Mode: Continuous discharge  
Effluent Disinfection Practice: UV Disinfection  
Sludge Stabilization: Lagoon storage

### **Contacts:**

Regional Manager: Dale LeBritton 519-476-5898  
Sr. Operations Manager: Sam Smith 226-377-1540  
Business Development Manager: Susan Budden 519-318-3271

## **SECTION 1: COMPLIANCE SUMMARY**

### **FIRST QUARTER:**

Monthly average TSS was exceeded in January. Due to high flows, daily sampling was needed as per the ECA. High TSS was experienced during high flows. When flows returned to normal the TSS was also within the ECA limit. The RV Anderson reviewed sand filter performance and adjustments were made.

### **SECOND QUARTER:**

There were no non-compliances reported for the second quarter.

### **THIRD QUARTER:**

There were no non-compliances reported for the third quarter.

## **SECTION 2: INSPECTIONS**

### **FIRST QUARTER:**

There were no MECP or MOL inspections during the first quarter.

### **SECOND QUARTER:**

There were no MECP or MOL inspections during the second quarter.

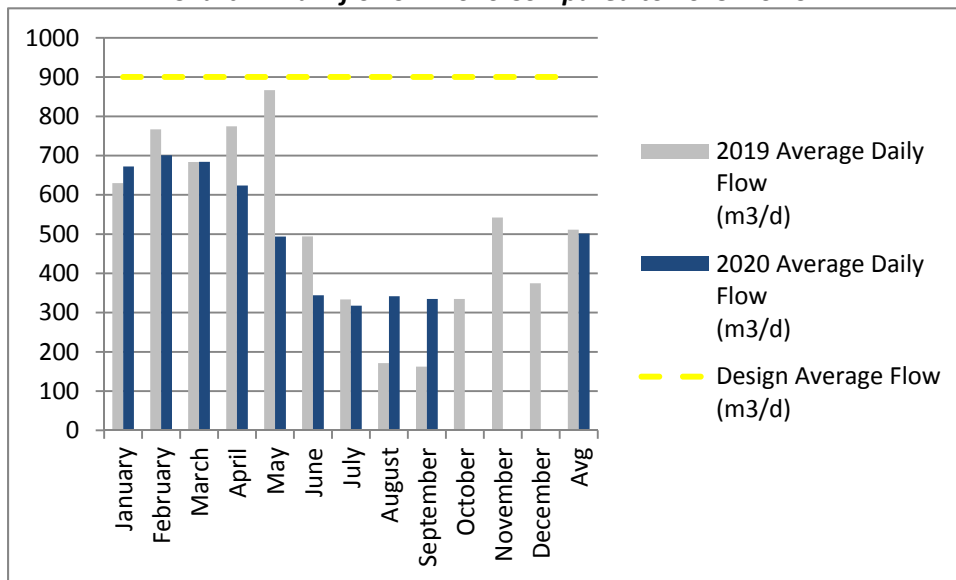
### **THIRD QUARTER:**

There were no MECP or MOL inspections during the third quarter.

## **SECTION 3: PERFORMANCE ASSESSMENT REPORT**

The average daily raw flow for the wastewater treatment plant in 2020 is 501.44 m<sup>3</sup>/d. The average daily flow in 2019 was 511.26 m<sup>3</sup>/d, therefore the flow for 2020 is down 1.9% when compared to 2019. The plant is currently at 56 % of its rated capacity of 900m<sup>3</sup>/d.

***Chart 1. Raw flows in 2020 Compared to 2019 Flows***



Raw samples are taken on a biweekly basis following the ECA requirements. The table below shows the raw sample results for 2020 so far.

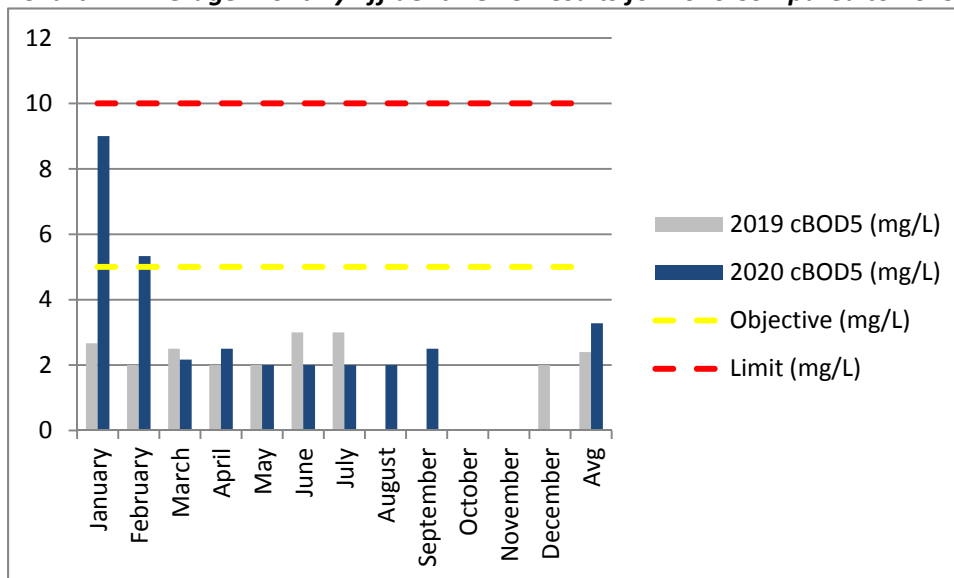
**Table 1. Raw Water Sample Results for 2020.**

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)	Alkalinity (mg/L)
January Results	82	21.35	2.015	83.5	183.5
February Results	45.5	14.7	1.5	54.5	252
March Results	54.5	17.55	1.465	65	290.75
April Results	70	19.9	1.885	79	255.6
May Results	22.5	7.35	0.65	29.5	267
June Results	130.5	41.25	3.815	143	243.75
July Results	130.3	44.77	4.653	118.3	326.4
August Results	132	36	4.485	125	290.5
September Results	168	63.1	5.225	243	310.4
October Results					
November Results					
December Results					
<b>Annual Average</b>	94.8	30.35	2.949	105.3	271.08

The effluent is sampled on a bi-weekly basis following the requirements of the ECA.

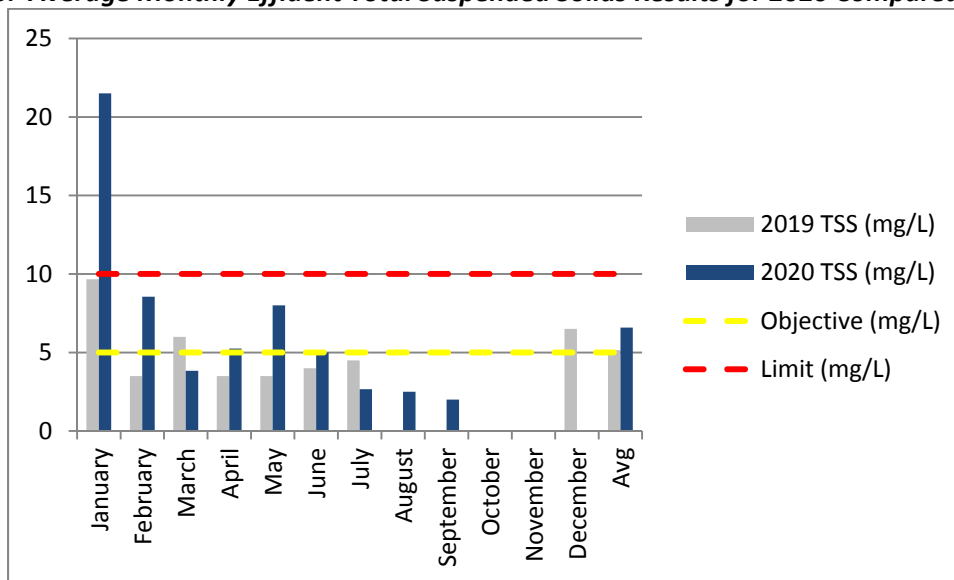
The average effluent cBOD5 for 2020 is 3.3 mg/L, meeting the limits identified in the ECA. The effluent objective was exceeded in January and February due to high flows and filter performance from the December commissioning. The annual average result for BOD5 in 2019 was 2.4mg/L, therefore the results for 2020 are up by 37% when compared to 2019 (refer to Chart 2).

**Chart 2. Average Monthly Effluent BOD5 Results for 2020 Compared to 2019**



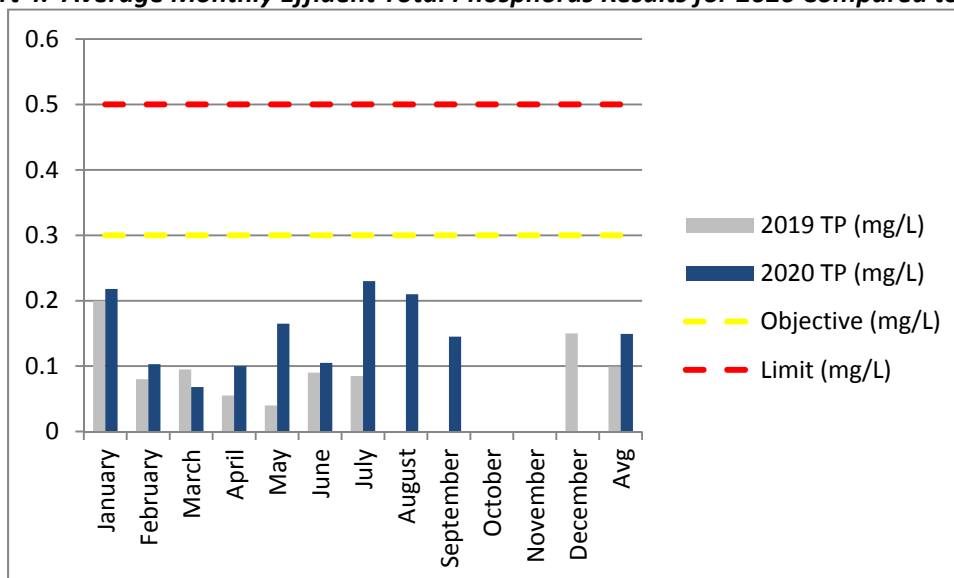
The average effluent TSS for 2020 is 6.6mg/L, exceeding effluent limits identified in the ECA in January as discussed in the compliance section, and exceeding the effluent objective in January and March due to high flows and filter performance. The annual average result for TSS in 2019 was 5.1mg/L; therefore the results for 2020 are up by 28% when compared to 2019 (refer to Chart 3).

**Chart 3. Average Monthly Effluent Total Suspended Solids Results for 2020 Compared to 2019**



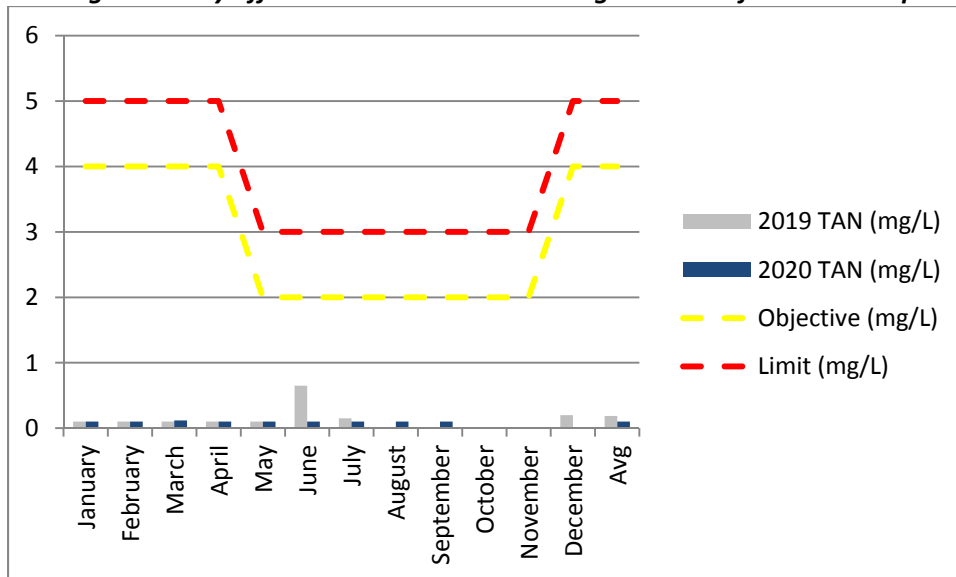
The average effluent TP for 2020 is 0.15 mg/L, meeting effluent limits and objectives identified in the ECA. The annual average result for TP in 2019 was 0.10mg/L, therefore the results for 2020 is up 50% when compared to 2019 (refer to Chart 4).

**Chart 4. Average Monthly Effluent Total Phosphorus Results for 2020 Compared to 2019**



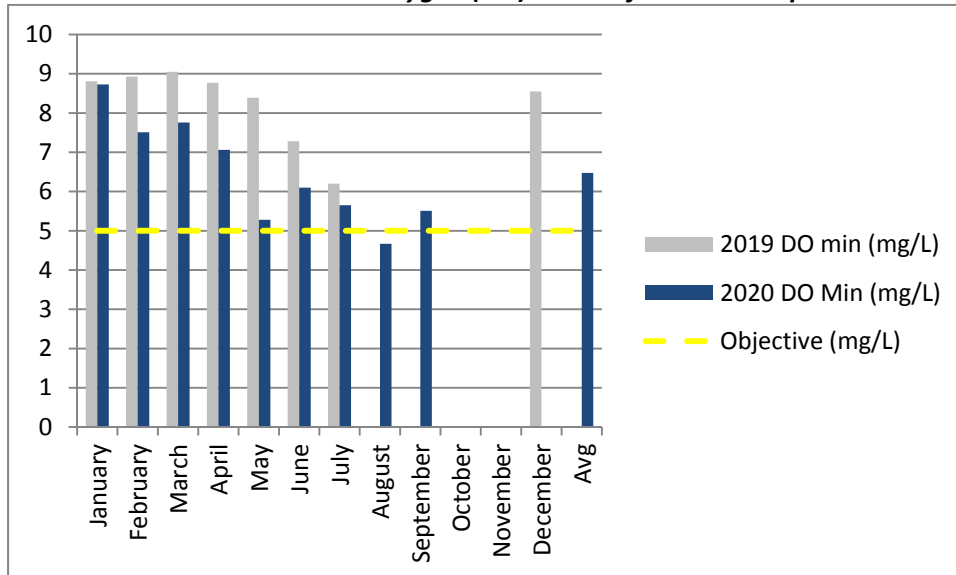
The average effluent TAN for 2020 is 0.10mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2019 was 0.19mg/L, therefore the results for 2020 are down 46% compared to 2019 (refer to Chart 5).

**Chart 5. Average Monthly Effluent Total Ammonia Nitrogen Results for 2020 Compared to 2019**



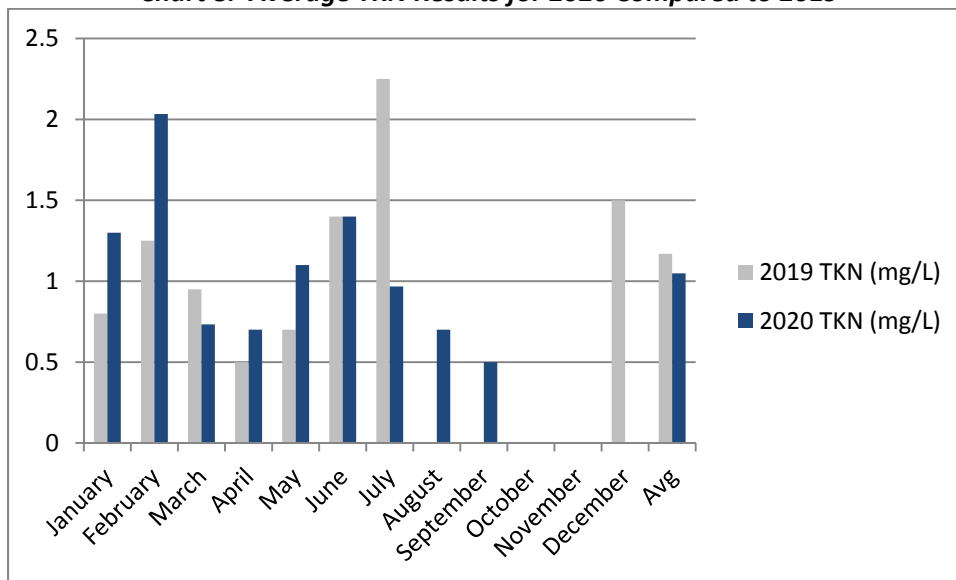
Dissolved oxygen (DO) of the effluent is tested on site at the plant, the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (chart 7) shows the minimum DO concentrations; there have been no objective exceedances with the exception of August.

**Chart 7. Minimum Dissolved Oxygen (DO) Results for 2020 Compared to 2019**



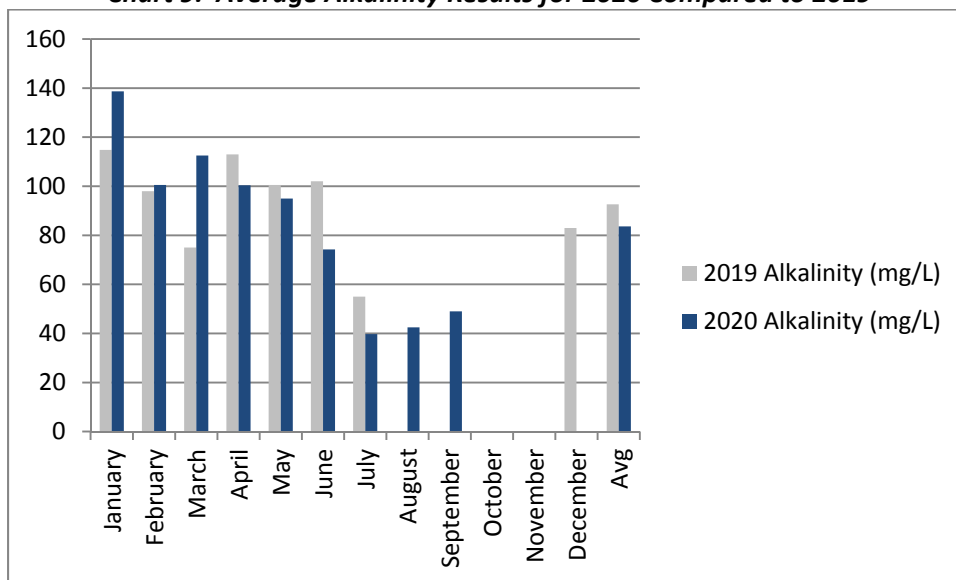
Total Kjeldahl Nitrogen (TKN) is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The average effluent TKN for 2020 is 1.05mg/L. The annual average result for TKN in 2019 was 1.17mg/L, therefore the results for 2020 are down by 10% when compared to 2019 (refer to Chart 8).

**Chart 8. Average TKN Results for 2020 Compared to 2019**



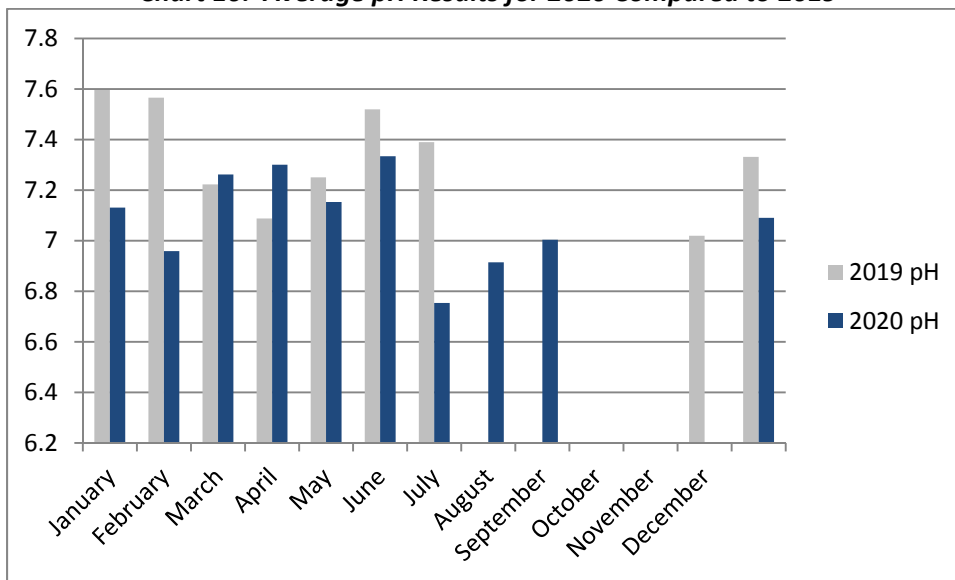
Alkalinity is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity for 2020 is 84mg/L. The annual average result for alkalinity in 2019 was 93mg/L, therefore the results for 2020 are down by 9.8% when compared to 2019 (refer to Chart 9).

**Chart 9. Average Alkalinity Results for 2020 Compared to 2019**



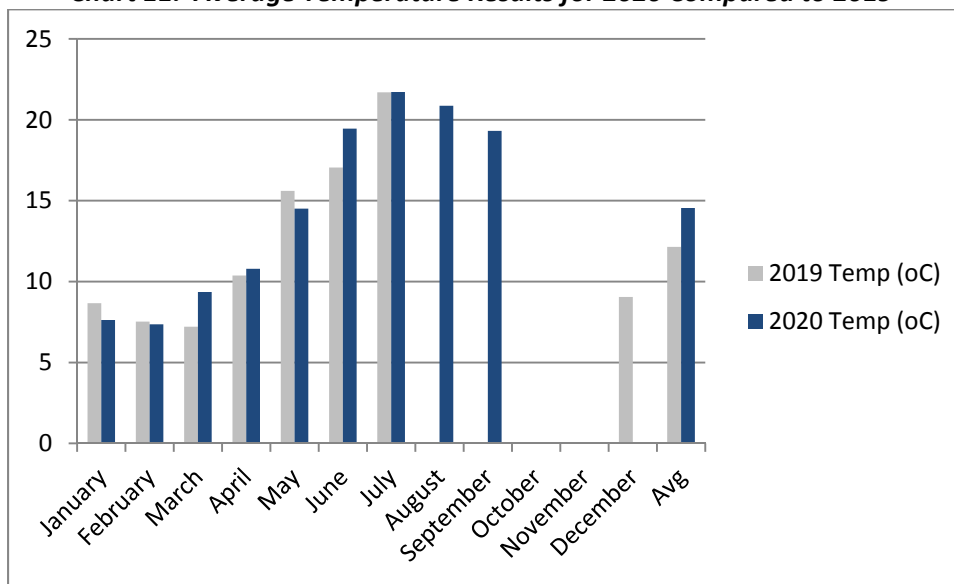
pH is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that the pH is in the range of 6.5-8.5. The average effluent pH for 2020 is 7.09. The annual average result for pH in 2019 was 7.33, therefore the results for 2020 are down by 3% when compared to 2019 (refer to Chart 10).

**Chart 10. Average pH Results for 2020 Compared to 2019**



Temperature is measured at least biweekly in accordance with ECA requirements; there are not any objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature for 2020 is 14.6°C. The annual average temperature in 2019 was 12.2°C, therefore the results for 2020 are up by 19.8% when compared to 2019 (refer to Chart 11).

**Chart 11. Average Temperature Results for 2020 Compared to 2019**



## **SECTION 4: OCCUPATIONAL HEALTH & SAFETY**

### **FIRST QUARTER:**

Due to the COVID-19 pandemic, which has been brought to the attention of all OCWA staff; precautionary protection measures have been implemented at all facilities. In addition to the mandatory PPE worn by all operational staff, the following additional steps were taken to assure safety:

- Additional PPE and supplies were sourced as applicable.
- The frequency of facility and vehicle cleaning and surface disinfection was increased and documented
- Staff re-organization was implemented to meet social distancing requirements where applicable.
- Facility accesses to essential contractors and/or delivery personal are closely monitored.

There were no additional Health & Safety issues identified during the first quarter.

### **SECOND QUARTER:**

The Covid-19 precaution's still continue to ensure the protection of all staff and the public.

### **THIRD QUARTER:**

The Covid-19 precaution's still continue to ensure the protection of all staff and the public.

## **SECTION 5: GENERAL MAINTENANCE**

### **FIRST QUARTER:**

#### **JANUARY:**

\* Facility upgrades still in progress.

08: Operators received training on new VFD drives from Rockwell.

08: Flow diverted to lagoon due to leak at plant. Operator initially thought it was raw sewage. MECP contacted for spill, but later discovered water pipe leak.

08: Gerber Electric on site at pump station testing amperage on P100; loose wiring tightened.

09: Pulled P100 at pump station; found it was clogged with rags. Pulled P102 at pump station; plugged with nylon rope.

10: Water leak at plant repaired; flow diverted from lagoon back to plant.

21: New sump pump installed in filter building.

27 to 31: High flow; additional sampling performed as per ECA.

#### **FEBRUARY:**

\*Facility upgrades still in progress.

03: High flow. Additional sampling performed as per ECA.

06: Pre and post filter samples shipped to contract lab for TSS analysis.

07: Pre and post filter samples shipped to contract lab for TSS analysis.

10: Pre and post filter samples shipped to contract lab for TSS analysis.

13: Kone Cranes on site to inspect lifting devices for annual inspection

14: Service tech from NCA Air Compressors on site to inspect filter building air compressor.

19: New backwash pumps installed in the filter building.

21: New backwash pumps commissioned.

21: Grit chamber valve troubleshooting performed by contractor (Glover Hill).

#### **MARCH:**

03: Completed generator run test

04: High flow samples taken for ECA

05: High flow samples taken for ECA

- 17: Flowmetrix on site for calibration
- 31: Replaced fuse on pump 3 that was burnt out, causing the issue from call out.

## **SECOND QUARTER:**

### **APRIL**

- 03: T&T power on site to rewire UV lights as the circuit was used temporarily for sump pump. UV system was started for the season
- 09: Filters and back wash pumps rotated.
- 20: Gerber Electric on site to replace GFCI plug for UV system.

### **MAY**

- 07: Hetek on site to calibrate gas monitors in grit room.
- 12: T&T Power on site for warranty work related to call out on May 9<sup>th</sup>.
- 13: T&T power on site; SCADA programmer able to make blower operational again.
- 15: New battery replaced in verbatim alarm dialer.
- 27: K&L on site to complete deficiency list. T&T power back on site to complete warranty work on blowers.
- 28: Bell Canada on site to fix phone line issue causing delayed alarm dialing. Phone lines were submerged in water. Bell to have third party contractor raise the PED box outside of the gates, as it is more than two feet two low to the ground.

### **JUNE**

- 01: High temperature in lime room caused by sand filter air compressor.
- 05: Blower 100 and fan was shut down due to issues with the fan faulting.
- 08: Decant turned off until effluent flow meter is commissioned.
- 08: T&T Power assessed blower 100 issue. It was concluded that the overload was tripping. Repair requires electrician to further investigate.
- 10: T&T power on site to further investigate Blower 100 fan issue. Ambient temperature in the room was high. Exhaust fan was rewired to allow cooling of the room.
- 12: Gerber Electric on site to assess filter building's air compressor. They concluded that the contactor melted and therefore, swapped it out with spare compressors contactor.
- 15: Gerber Electric on site to assess back wash filter pump; ordered new contactor as it was burnt out.
- 18: Gerber Electric installed new contactor and test pump. It was found that the pump was water logged from a basement flood. Gerber to provide a quote for replacement.
- 19: Albert's Generator on site for annual service.
- 25: CSI and T&T Power on site to commission effluent flow meter.

## **THIRD QUARTER:**

### **JULY**

- 02: Gerber Electric was on site to remove both filter reject pumps. Pumps to be sent away for rebuild. Flow still diverting to lagoon.
- 06: Gerber Electric on site to reinstall the filter reject pumps, but require some plumbing to be changed and an alignment.
- 07: Gerber Electric's plumber on site to align pump and fix plumbing unions. Operator returned proper flows to plant and stopped diverting to lagoon. UV was turned on.
- 08: T&T Power on site to assess why the SCADA keeps freezing. No reason for the freezing was found.
- 22: Operators arrived to site in morning to find no blowers running. After troubleshooting and unable to run blowers in auto, started a blower in hand and called T&T Power to come for warranty work. T&T arrived and found a program fault. They added an alarm for no blowers running after 5 minutes.

- 23: T&T Power on site to assess issue with gas detector alarms at head works.
- 24: SPD sales was on site to fix the head works gas detectors. He updated the system to reset the buzzer after the alarm has cleared.
- 30: Alum delivery of 5000L from Chemtrade.

#### AUGUST

- 05: West Lorne Pump Station pump 3 was found to have a 'fail to stop alarm'. Pump 1 remains out of service. Troubleshooting was performed on the pumps. The pump 3 fault was cleared and the pump worked as designed. Pump 1 would not operate likely due to a blockage.
- 06: West Lorne Pump Station pump 1 was pulled from the wet well. The pump was jammed with wire and rags which were removed. The pump was reinstalled and ran in hand mode. The pump flow was acceptable, and pump 1 was returned to service.
- 11: Rinsed down effluent channel and clarifier with effluent water.
- 12: Ran a test of the RAS/WAS cycle to investigate the alarm callout the previous night. The pinch valve decreased to the correct flow rate and the RAS/WAS valve transitioned from RAS to WAS and back without fault. The system operated correctly, no errors were found.
- 14: An unusual intermittent thud was coming from the bar screen auger. Troubleshooting was performed on the equipment and the auger was run alternating between forward and reverse until the objects cleared. The auger then ran normally.
- 17: Troubleshooting performed on the West clarifier scraper. The unit was reset and monitored, no faults were found. The bar screen auger had an unusual loud noise coming from it. Troubleshooting was performed and several nuts, bolts and plastic parts were removed from the auger.
- 21: The SCADA computer froze during the day shift and called out an alarm. The computer was reset then operated normally.
- 25: Reviewed and made corrections for new assets to be entered into Maximo software. Rinsed down the clarifiers and effluent channel.
- 26: Removed 4 large old bolts from the influent channel.
- 27: Pho Tech Environmental was on site to remove chemical waste and spent UV bulbs.

#### SEPTEMBER

- 02: Farmington mechanical on site to secure floor grating in bar screen area after near miss reported by an operator.
- 08: Operator assessed pump 3 at pump station as it has been faulting. Operator found that the pump will not operate at all. Operator scheduled Gerber's Electric to come and test wiring.
- 10: Operator completed a monthly check of the blowers and drained the water build up from the lines using the blow off ports at the aeration cells.
- 11: Operators receive UV light order from H2Flow
- 17: Hurricane Hydrovac on site at pump station to clean out rags and grease.
- 18: Gerber Electric on site at pump station. Tested pump 3 and found the pump to be shot; possibly faulty Windings in the motor.
- 22: K&L construction on site to grind out concrete and measure for new grating to be installed in bar screen area.

## **SECTION 6: ALARM SUMMARY**

### **FIRST QUARTER:**

#### **JANUARY:**

- 08: Pump fault at pump station; reset pump and monitored.
- 10: Alarm for Bar Screen high level. Operator cleaned temporary bar screen and ensured everything was operating normal.
- 11: Pump 2 fail; turned pump off until PLC upgrade.
- 13: Filter building high level, blower fault and bar screen fault; issues were resolved and monitored
- 18: Operator on site to check temporary operations at plant.
- 19: Operator on site to check temporary operations at plant.

#### **FEBRUARY:**

There were no alarms this month.

#### **MARCH:**

- 28: Pump station pump 3 failed to start. Operator switched pump off and left pump station running on 2 pumps.

### **SECOND QUARTER:**

#### **APRIL**

There were no alarms this month.

#### **MAY**

- 09: Blower 101 fan fault; operator unable to reset. Blower fan turned off as other blowers were able to work. Issue believed to be caused by a power flicker.
- 24: Odour complaint received; community complaint form was filled out and filed. Operator on site to investigate, but no odours were found.
- 26: Blower issues; operator unable to fix problem and put blower 102 into hand to allow it to work all night till next day.
- 28: Operator called out for an alarm that was delayed by several hours. Operator got plant back up and running, but was unable to get alarms working.

#### **JUNE**

- 04: Channel 1 Alarm; operator reset SCADA computer and plant resumed normal operation.
- 10: Power outage; operator ran generator until power was restored. Operator reset all alarms.
- 11: Power outage; operator ran generator, but outage had caused filter basement to flood. Operator diverted flow to the lagoon; could not start filter building air compressor.
- 12: Operator back on site to turn off generator.
- 13: Back wash pump fault; operator unable to start pump so flow was partially diverted to the lagoon.
- 19: Channel 1 alarm; SCADA computer frozen. Operator restarted the system and all operations returned to normal.
- 27: Channel 1 alarm; operator reset SCADA computer and found second filter back wash pump had faulted. Operator diverted all flow to lagoon and turned off UV system.

### **THIRD QUARTER:**

#### **JULY**

- 04: Operator received alarm for pump station loss of echo. Operator arrived on site and found system working as normal.

- 05: Operator received alarm for channel 3. Upon arrival, found SCADA frozen. Operator reset the computer and the system returned to normal operation.
- 10: Operator received call for power failure during a storm situation. Operator ran generator and stayed on site until power was restored.
- 15: Operator received call for channel 3. Upon arrival, found SCADA frozen. Operator reset the computer and the system returned to normal operation.
- 17: Operator received alarm at pump station for pump 1 fault. Operator arrived on site and set pump to off and left pump 2 and 3 in auto. Later that night operator received call from operations manager that there was a strange noise at plant. Operator arrived at plant to find head works gas detectors in alarm. Operator reset alarms.
- 25: Operator received call for high methane gas at head works. By the time operator arrived on site alarm had cleared and was back to normal.
- 26: Operator received call for high methane gas at head works. By the time operator arrived on site alarm had cleared and was back to normal.
- 29: Operator received alarm for channel 3, arrived on site and found SCADA frozen. Operator reset the computer and the system returned to normal operation.

#### AUGUST

- 01: Received an alarm call for a channel 2 alarm. Went to site and found blower fan 101 in fault. Reset the blower fan fault and returned the blower to service. A facility walkthrough was performed, the facility was operating normally.
- 12: Received a call from Spectrum for a channel 1 alarm 'now normal'. Arrived on site and found a cleared alarm for WAS valve stuck open. Observed RAS/WAS pumps cycling the duty (in-service) pump correctly. SCADA was reviewed, the facility was operating normally.
- 13: Received an alarm call from Spectrum at 19:40. Arrived on site and found the SCADA computer frozen. Reset the SCADA computer and performed a plant walk through, all systems were operating as designed.
- 15: Received an alarm call from Spectrum at 03:24. Arrived at the facility and found the filter backwash tank level hi-hi alarm had been active but was already cleared. Received another alarm call from Spectrum a few hours later. Arrived at the facility to find the filter backwash tank level hi-hi alarm had been active but was cleared. Investigated the filter backwash tank issue and performed a facility walkthrough. The filter air compressor was found off. Turned on the air compressor and monitored a couple of cycles of the filter backwash tank filling and emptying. The facility was the operating normally.
- 16: Received an alarm call from Spectrum. Arrived on site and found several alarms had been active but majority were now clear. The likely cause was a power flicker due to a thunderstorm in the area. The blower fans, RAS/WAS pumps, sludge scrapers and filter air compressor were reset. The scraper for clarifier 2 would not reset but could be left out of service until Monday morning. The facility was then operating normally.

#### SEPTEMBER

- 06: On-call operator received a page; channel 1 alarm. Upon arrival found the power was off due to a storm. Operator started generator and remained on site until power was restored. Operator completed plant walk through and ensured all operations were normal.
- 08: On-call operator received loss of echo alarm for pump station. Operator arrived on site and everything was normal. Operator reset dialer.
- 09: On-call operator received page for channel 2 alarm; loss of communication. Operator arrived on site and SCADA computer was frozen. Operator restarted computer and all systems returned to normal.
- 24: On-call operator received page for channel 2 loss of communication. Operator arrived on site and reset SCADA computer; all other systems operating normal.

## **SECTION 7: COMMUNITY COMPLAINTS & CONCERNS**

### **FIRST QUARTER:**

There were no complaints or concerns this quarter.

### **SECOND QUARTER:**

#### **MAY:**

24: Odour complaint received; community complaint form was filled out and filed. Operator on site to investigate, but no odours found. SAME AS ALARM ABOVE

### **THIRD QUARTER:**

There were no complaints or concerns this quarter.



# Rodney Wastewater Treatment Plant Operations Report Third Quarter 2020

Submitted by:  
Ontario Clean Water Agency  
Date: November 5, 2020

## **SECTION 1: COMPLIANCE SUMMARY**

### **FIRST QUARTER:**

There were no compliance issues to report for the first quarter.

### **SECOND QUARTER:**

There were no compliance issues to report for the second quarter.

### **THIRD QUARTER:**

There were no compliance issues to report for the third quarter.

## **SECTION 2: INSPECTIONS**

### **FIRST QUARTER:**

There were no MECP or MOL inspections during this quarter.

### **SECOND QUARTER:**

There were no MECP or MOL inspections during this quarter.

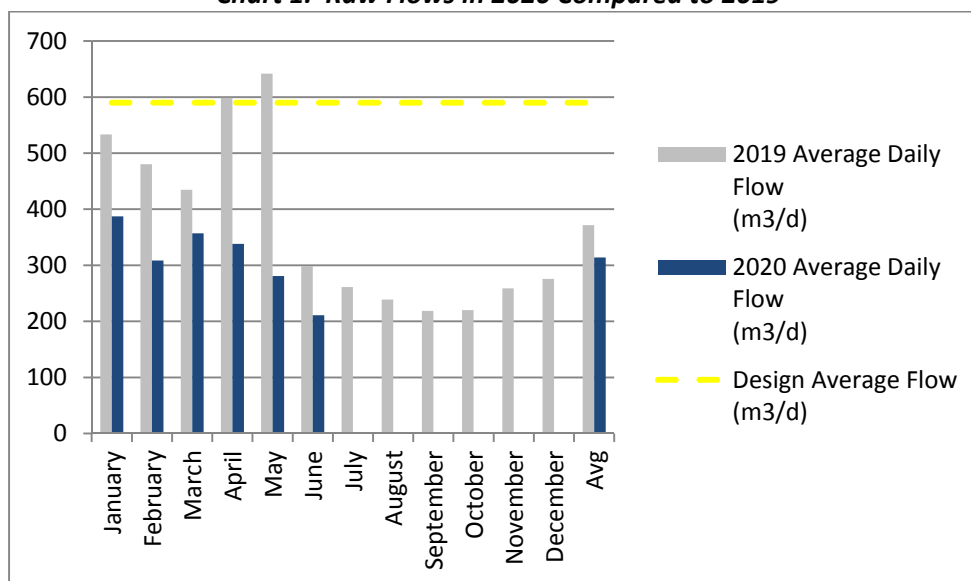
### **THIRD QUARTER:**

There were no MECP or MOL inspections during this quarter.

## **SECTION 3: PERFORMANCE ASSESSMENT REPORT**

The average daily flow for the wastewater treatment plant in 2020 is 319.87m<sup>3</sup>/d. The average daily flow in 2019 was 371.7 m<sup>3</sup>/d, therefore the flow for 2020 is down by 14% when compared to 2019. The plant is currently at 54% of its rated capacity of 590m<sup>3</sup>/d.

***Chart 1. Raw Flows in 2020 Compared to 2019***



Raw samples are taken on a biweekly basis following the ECA requirements. The table below shows the raw sample results for 2020.

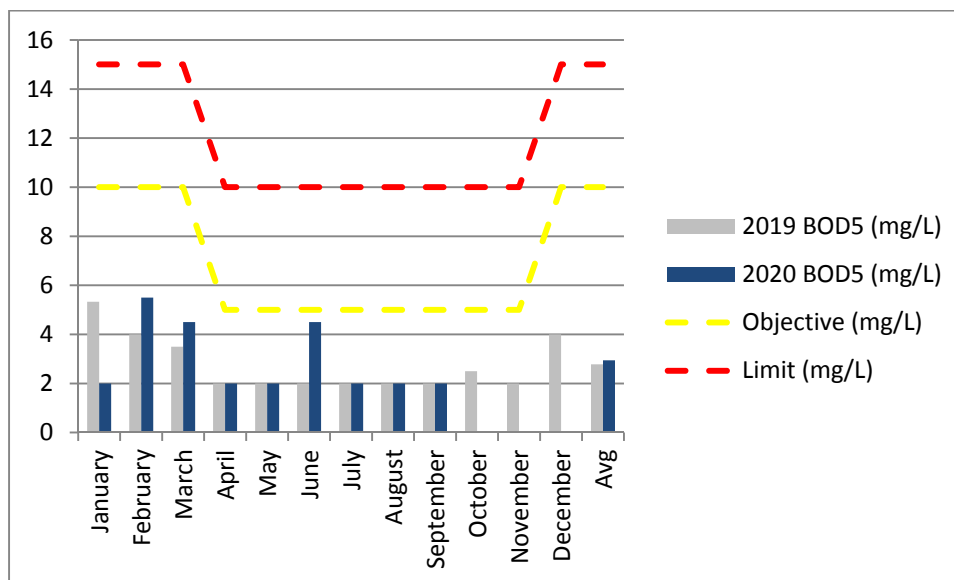
**Table 1. Raw water sample results for 2020..**

	BOD5 (mg/L)	TKN (mg/L)	TP(mg/L)	TSS (mg/L)
January Results	203.5	34.6	4.455	137.5
February Results	118.5	25.55	3.555	100.5
March Results	100	25.45	2.475	105
April Results	124	31.15	3.34	124.5
May Results	61.5	27.1	2.33	32.5
June Results	132.5	36.9	3.42	109.5
July Results	158.7	37.4	3.61	168.7
August Results	163.5	35	3.81	209
September Results	52.5	21.4	2.28	59.5
October Results				
November Results				
December Results				
<b>Annual Average</b>	125.7	30.87	3.27	119.05

The effluent is sampled on a bi weekly basis following the requirements of the ECA.

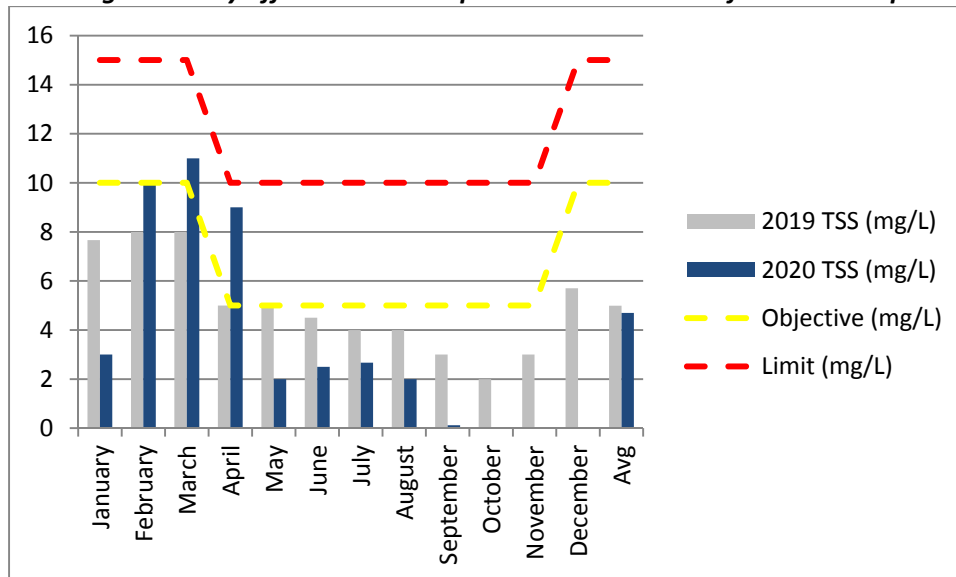
The average effluent BOD5 for 2020 is 2.9mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for BOD5 in 2019 was 2.78mg/L, therefore the results for 2020 so far are up by 6% when compared to 2019 (refer to Chart 2).

**Chart 2. Average Monthly Effluent BOD5 results for 2020 compared to 2019.**



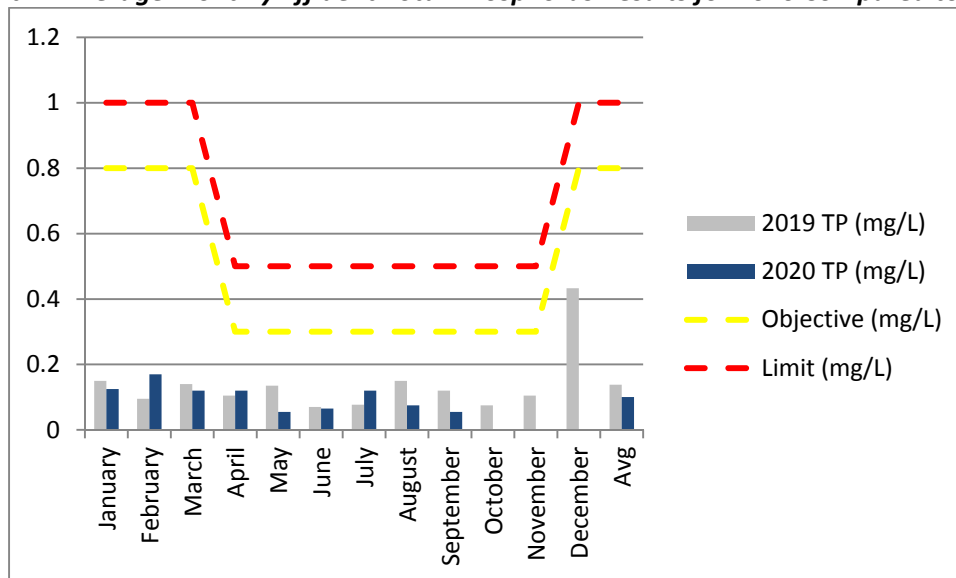
The average effluent TSS for 2020 is 4.7 mg/L, meeting the effluent limit identified in the ECA but exceeding the objective in March and April. The annual average result for TSS in 2019 was 5mg/L, therefore the results for 2020 are down by 6% when compared to 2019 (refer to Chart 3).

**Chart 3. Average Monthly Effluent Total Suspended Solids Results for 2020 Compared to 2019**



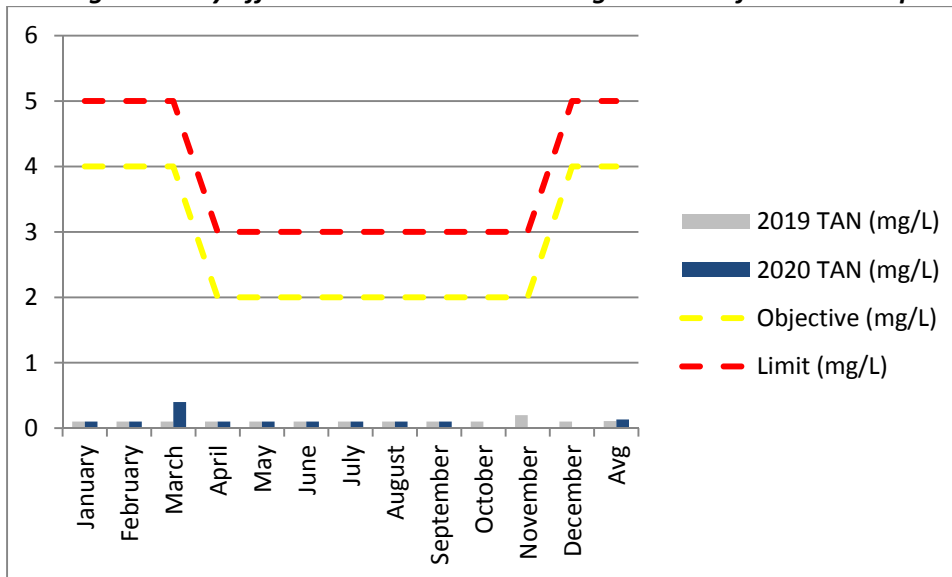
The average effluent TP for 2020 is 0.10 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TP in 2019 was 0.14mg/L, therefore the results for 2020 are down 27% when compared to 2019 (refer to Chart 4).

**Chart 4. Average Monthly Effluent Total Phosphorus Results for 2020 Compared to 2019**



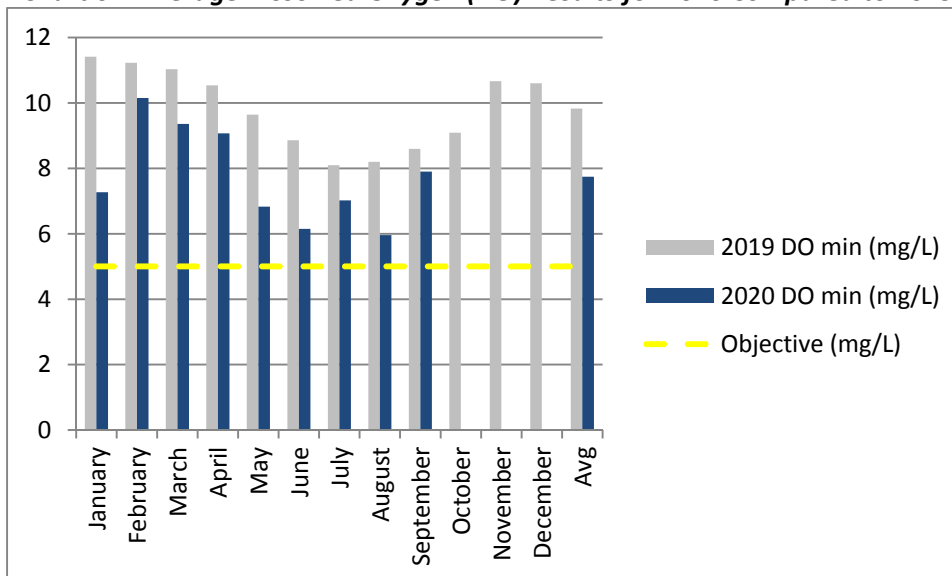
The average effluent TAN for 2020 is 0.13 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2019 was 0.11mg/L, therefore the results for 2020 so far are up by 23% when compared to 2019 (refer to Chart 5).

**Chart 5. Average monthly Effluent Total Ammonia Nitrogen Results for 2020 Compared to 2019**



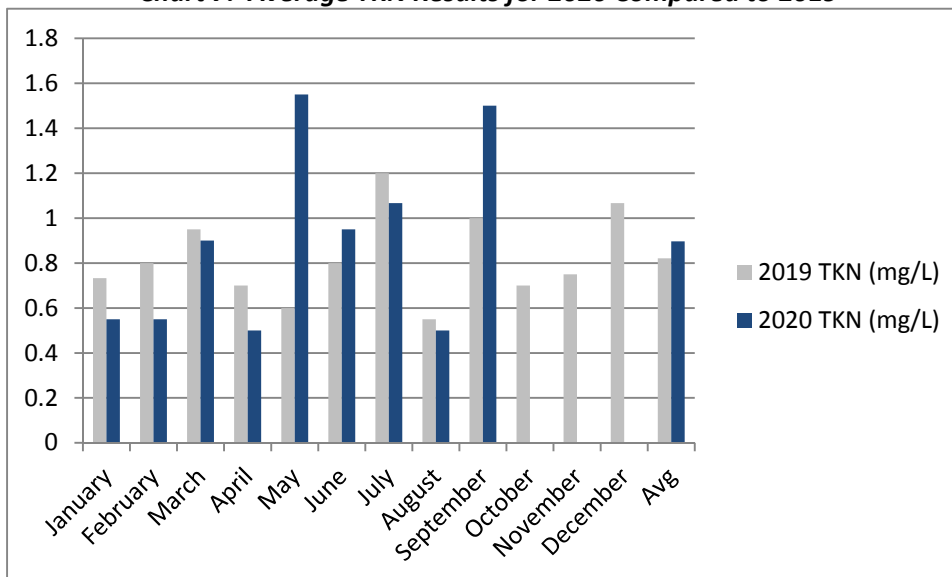
Dissolved oxygen (DO) of the effluent is tested on site at the plant; the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (Chart 6) shows the minimum DO concentrations, there have been no objective exceedances.

**Chart 6. Average Dissolved Oxygen (DO) Results for 2020 Compared to 2019**



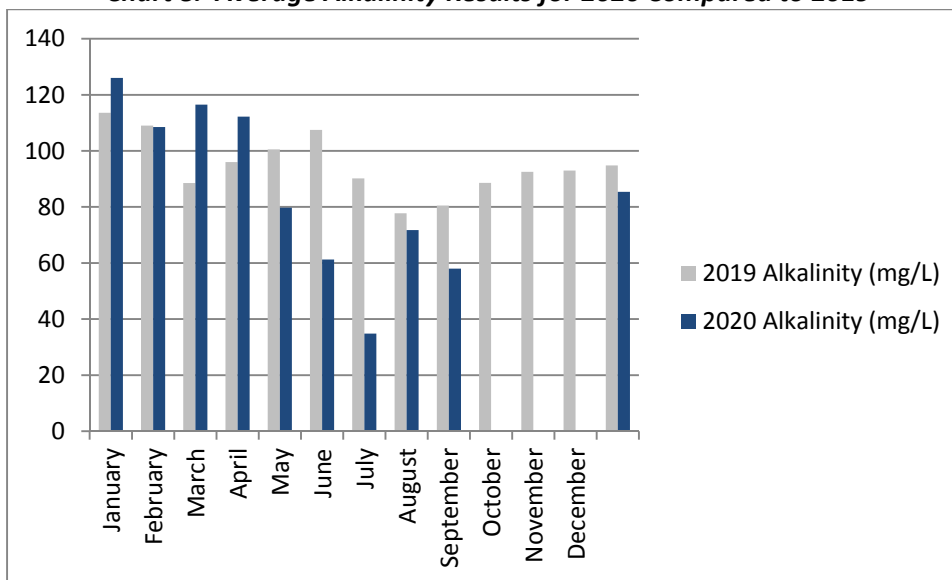
Total Kjeldahl Nitrogen (TKN) is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The average effluent TKN for 2020 is 0.90 mg/L. The annual average result for TKN in 2019 was 0.82mg/L; therefore the results for 2020 so far are up by 9% when compared to 2019 (refer to Chart 7).

**Chart 7. Average TKN Results for 2020 Compared to 2019**



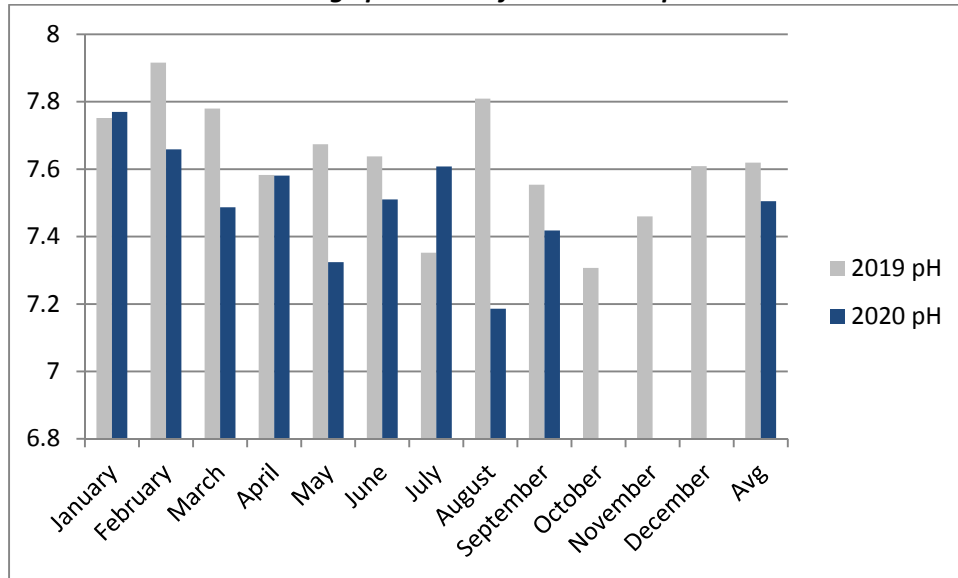
Alkalinity is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity for 2020 is 84mg/L. The annual average result for alkalinity in 2019 was 94.8mg/L, therefore the results for 2020 so far are down by 10% when compared to 2019 (refer to Chart 8).

**Chart 8. Average Alkalinity Results for 2020 Compared to 2019**



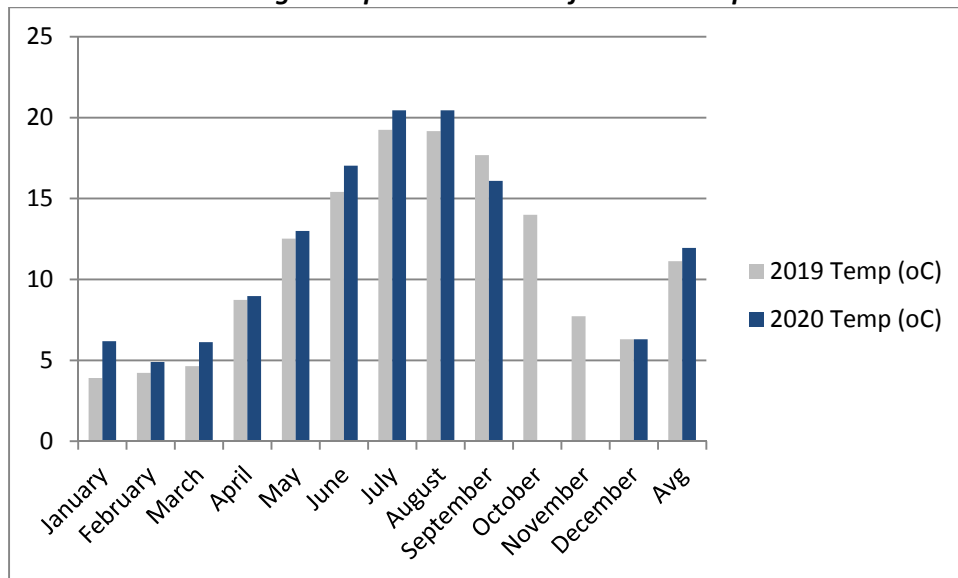
pH is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that the pH is in the range of 6.5-8.5. The average effluent pH for 2020 so far is 7.50. The annual average result for pH in 2019 was 7.62; therefore the results for 2020 is down by 1.5% when compared to 2019 (refer to Chart 10).

**Chart 9. Average pH Results for 2020 Compared to 2019**



Temperature is measured at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature for 2020 is 12°C. The annual average temperature in 2019 was 11.1°C, therefore the results for 2020 are up 7.4% when compared to 2019 (refer to Chart 11).

**Chart 10. Average Temperature Results for 2020 Compared to 2019**



## **SECTION 4: OCCUPATIONAL HEALTH & SAFETY**

### **FIRST QUARTER:**

Due to the COVID-19 pandemic, which has been brought to the attention of all OCWA staff; precautionary protection measures have been implemented at all facilities. In addition to the mandatory PPE worn by all operational staff, the following additional steps were taken to assure safety:

- Additional PPE and supplies were sourced as applicable.
- The frequency of facility and vehicle cleaning and surface disinfection was increased and documented
- Staff re-organization was implemented to meet social distancing requirements where applicable.
- Facility accesses to essential contractors and/or delivery personnel are closely monitored.

There were no additional Health & Safety issues identified during the first quarter.

### **SECOND QUARTER:**

The Covid-19 precaution's still continue to ensure the protection of all staff and the public.

### **THIRD QUARTER:**

The Covid-19 precaution's still continue to ensure the protection of all staff and the public.

## **SECTION 5: GENERAL MAINTENANCE**

### **FIRST QUARTER:**

#### **JANUARY:**

Contractors on site various days for PLC upgrade.

02: Alum system flushed due to airlocks.

15: Alum day tank topped up.

16: Pumped out scum chamber.

24: Flushed alum system with hot water to clear line blockages caused by cold weather.

26: Alum system flushed due to airlocks.

28: Flushed alum system with hot water to clear line blockages caused by cold weather; connected new alum day tank.

29: Alum system flushed due to airlocks.

31: Electricians fixed connection between pump station and sewage plant for alarm dialers.

#### **FEBRUARY:**

13: Kone Cranes on site to complete lifting device inspections

19: Monitored pump station due to phantom alarms previous night. Miltronics was jumping all over the place; cleaned the face of the transducer off as it was covered in black grime. Large chunk of grease found in pump station, but doesn't seem to be causing an issue. Untangled floats and got them back in the float rings. Alberts Generator was on site to service generator, as the generator had gone into a self-test mode. The self-test mode is was cleared, oil and filter changed and fuel filter changed. Monitored after all work complete and no alarms came out.

20: Municipality completed mowing of lagoon edges

21: Flowmetrix on site to scale new flowmeters to SCADA

24: Low Set tests; operator changed WAS cycle from 7 times per day to 5 times per day.

Man holes on Third Street and Stinson checked.

#### **MARCH:**

Contractors on site various days for PLC upgrade.

02: Alum system flushed due to airlocks.

- 03: Pumped out Rodney PS chamber.
- 04: Topped up alum day tank. Operator mounted new effluent water pump in the filter building.
- 05: Alum system flushed due to airlocks.
- 09: RAS Pump 1 faulted due to a clogged impellor. Operator disconnected pump, cleared out the impellor and returned RAS Pump 1 to service.
- 12: Alum system flushed with hot water to clear blockages. Operator found leak on Pump 1 cartridge. Replaced pump cartridge and returned Pump 1 to service.
- 18: Diverted flow from plant to lagoon. Operator pumped out the clarifier to inspect lower end of the scraper arm. Flowmetrix was on site to calibrate flowmeter.
- 20: Inspection of clarifier lower arm complete; no damage found. Wastewater flow returned to the plant instead of the lagoon.

## **SECOND QUARTER:**

### **APRIL**

- 01: UV installed for seasonal use.
- 17: Cleared foam and debris from the aeration v-notches. Operator attempted to clear the pipe from RAS containment pit using a plumbers 'snake'. T&T Power and RVA on site for walkthrough.
- 20: Gerber Electric performed annual maintenance on RAS/WAS pumps.

### **MAY**

- 06: Gerber electric replaced a GFCI.
- 11: Repaired RAS building sump pipe. Patched RAS building sump.
- 12: Gerber Electric on site to investigate clarifier scum pump not working in auto mode. Electrician repaired the switch; the scum pump now works in manual/hand mode. Gerber Electric also investigated the bar screen scraper float which was not activating the bar screen scraper. A faulty relay was found to be the cause. A new relay has been ordered and the bar screen scraper was left running in hand mode.
- 13: Performed troubleshooting of the WAS flow engineering units in SCADA with T&T technician.
- 15: Installed new 6V battery in the dialer.
- 20: Changed bulb on the UV.
- 26: Changed 2 bulbs on the UV and cleared the UV slot in the effluent channel of sand and debris.
- 28: Performed WAS flow meter/SCADA troubleshooting with Flowmetrix technician.

### **JUNE**

- 03: Added air to 'pipe pig' at the lagoon overflow.
- 04: Changed light bulbs on the aeration deck. Transferred alum from the large tank to the day tank. At the request of Flow Metrix for WAS flow meter troubleshooting the electronics of the meter was inspected, no signs of water corrosion or loose wires. Inspected and added grease to aeration mixers.
- 09: Performed trial of SCADA controlled WAS (waste active sludge) cycle. The trial was unsuccessful; the flow meter records faults, likely due to air siphoned from the return line, which makes the total waste volume inaccurate during the SCADA controlled cycle. WAS cycles will continue to be performed manually by the operators.
- 10: Removed old influent auto sampler and placed new auto sampler in cabinet.
- 15: Gerber Electric replaced faulty relay on the bar screen scraper. A UV light bulb burnt out and was replaced.
- 19: A UV light bulb burnt out and was replaced.
- 22: Gerber Electric was on site to investigate GFCI outlet in the influent auto sampler. A crossed wire in the new auto sampler was causing the GFCI to trip. Gerber's electrician corrected the issue.

- 23: Flowmetrix technician was on site to investigate the WAS flow meter faults. The technician collected more data on the flow meter; the WAS cycle will continue to be performed manually. Gerber Electric was on site to replace a faulty float to activate the bar screen scraper. Additionally, the counter arm used to control the bar screen scraper had rusted off and was replaced with a piece of plastic. The bar screen scraper will now operate correctly in auto mode. Gerber Electric replaced batteries for the emergency lights in Building B (RAS pump room) and the lime room. The new effluent auto sampler was installed in its permanent location.
- 24: Removed old effluent auto sampler.
- 25: Performed trials on new auto samplers; auto sampler operated correctly.
- 26: Configured the influent and effluent auto samplers with programs for 24hr sampling each day of the week.
- 29: Nevro technician was on site to evaluate and provide quotes for a replacement filter backwash pump, a mechanical seal rebuild on RAS pump 2 and repair on the aeration mixer 1 coupler.

### **THIRD QUARTER:**

#### **JULY**

- 06: The manhole at the dead end of Third Street had a small blockage at one of the residential drain lines. A 10L jug of water was poured down the manhole to clear the debris. With the blockage cleared flow was observed leaving the residential line; overall flow in the manhole was acceptable.
- 14: Flowmetrix technician was on site for WAS flow meter troubleshooting. The technician replaced a cable to the flow meter which was causing erratic readings. The meter performance has improved but active sludge wasting cannot be controlled through SCADA. The new meter is sensitive to air bubbles and with the current piping configuration, air is back siphoned through the return line when the wasting line is opened. Active sludge wasting will continue to be performed manually.
- 14: Flow was diverted after the clarifier to the lagoon to allow for work on the sand filters. Hurricane Hydrovac was on site and removed the old sand from the sand filter chambers.
- 15: Air lances installed in the sand filters in preparation for the addition of new sand to the filter chambers.
- 16: Continental Carbon Group was on site to install new sand into the sand filters.
- 17: Sand filters were returned to operation.
- 20: Diverted flow after the clarifier to the lagoon to allow for work on the sand filters. Hurricane Hydrovac on site to remove sand from the south filter, to remove sand from the effluent/UV channel, and to remove sand from a broken bag in front of the filter building. Flow was returned to the sand filters after work was complete.
- 21: Troubleshooting performed on the UV intensity meter. The meter was reading off-scale high. Trojan Technologies Inc. will be contacted.
- 23: Paramount Power has been contacted for warrantee work on the malfunctioning Rodney Pump Station generator automatic transfer switch. Trojan Technologies Inc. was contacted regarding the UV intensity meter. The tech support agent stated that the current intensity detector is obsolete, it is past its replacement age and will not provide accurate readings. As per Senior Operations Manager, current practices of UV bulb operation checks, regular UV bulb/effluent channel cleaning and monitoring the bi-weekly Bacti sample results will be used to ensure the UV is operating correctly.
- 27: Rinsed down the effluent channel. Called Bell Canada regarding Rodney pump station alarm line; a technician visit was scheduled for July 28th.
- 28: Bell Canada was contacted several times throughout the day, the technician did not show up to investigate the Rodney pump station alarm line. The Bell technician visit was re-scheduled for July 29th.
- 29: Bell Canada was contacted regarding the Rodney pump station alarm line. The technician was not available, the operator re-stated the importance of the phone line and re-escalated the service call. The service call was re-scheduled for July 30th.

- 30: Chemtrade was on site to deliver alum. Bell Canada was contacted regarding the service call. A Bell technician arrived on site at 14:18 but did not specialize in the equipment at the pump station and was unable to resolve the issue. A different Bell service technician will be sent to troubleshoot the pump station alarm line.
- 31: Bell Canada was contacted regarding the pump station alarm line. The technician was unavailable but the service call was escalated again. Drained water from the sand filter air compressor.

#### AUGUST

- 03: Bell technician on site to repair the communication between the Rodney Pump Station PLC and the Rodney Sewage Treatment Plant SCADA. The technician was unable to fix the issue but put in a referral to the business department.
- 04: Bell technician was on site and repaired wiring which fixed the communication error between the Rodney PS and the Rodney STP. Replaced and tested air valves for the sand filters.
- 10: Pumped down the clarifier scum chamber. Pumped down the RAS building sump. Rinsed down the effluent channel. Performed troubleshooting on sand filter air compressor air pressure. An air leak was found at the petcock valve, the valve will be replaced. New pressure gauges were installed on the effluent water line before and after the pressure tank.
- 11: RAS pump backwashed into the RAS building pit to clear debris from the pump and restore flow rate. RAS building rinsed down and the RAS building sump pumped down.
- 13: Ronnie's Generator on site to perform a repair under warranty of the automatic transfer switch (ATS) for the Rodney Pump Station generator. The ATS controller was replaced.
- 17: Performed troubleshooting on the sand filters. The backwash weir height was adjusted and an air lance was used to blow out and unclog sand filter lines. 10L jug of water was poured down the manhole at the dead end of Third Street to clear debris from one of the residential lines. Water was observed flowing from the residential line after the debris was cleared.
- 18: Installed new auto dump valve on the sand filter compressor to replace the leaking petcock valve. Used an air lance to unclog the sand filter lines.
- 20: Contacted Dynasand for assistance with the sand filters. The repair technician provided information on troubleshooting and improving filter performance. Rinsed down the aeration deck.
- 21: Replaced the oil separator filter on the sand filter compressor which increased filter backpressure to normal levels. Removed the south east sand filter air lance to unplug it and found that holes had been worn through the shaft which will cause air to escape at the bottom rather than the top. The air lance will need to be repaired.
- 27: Performed manhole inspections in Rodney.

#### SEPTEMBER

- 02: Operators completed maintenance on sand filters to allow proper operation and consistent flows.
- 03: Nevro on site to pick up backwash pump from filter building. Pump was quoted in August and manager gave approval to get work completed.
- 08: Removed pump #2 in RAS building as the coupler had sheered apart. Operator found the pump seized, removed impeller assembly from volute for pick up by Nevro.
- 09: Nevro on site to pick up pump#2 for quoting and air lance from SE corner of sand filter as it had a hole worn through.
- 16: Hurricane Hydrovac on site at pump stations to clean out well.
- 18: Gerber Electric on site to install new exterior lights on administration building, RAS building and filter building.

## **SECTION 6: ALARM SUMMARY**

### **FIRST QUARTER:**

#### **JANUARY:**

No alarms to report this month.

#### **FEBRUARY:**

No alarms to report this month.

#### **MARCH:**

07: WAS/RAS pump fault. Operator was unable to resolve issues via SCADA. Senior Operations Manager, Sam Smith, repaired later on the following day.

29: Power outage caused alum pumps to fault.

### **SECOND QUARTER:**

#### **APRIL**

17: Suspected voltage drop or phase drop caused aeration mixers to turn very slowly and fault. Hydro one was called and tested voltages but did not discover an issue. After Hydro One tested the voltage, the aeration mixers worked normally.

26: Alarm for Rodney Pump Station; Alarm cleared before operator arrived on site.

28: Alarm for Rodney Pump Station; Alarm cleared before operator arrived onsite.

#### **MAY**

09: Alarm callout for power outage. Operator on site, reset the main breaker, alum pumps and RAS pumps and performed facility walkthrough to ensure the plant was operating correctly.

#### **JUNE**

10: Received alarm at 19:50 that main power was out. This occurred during a severe thunderstorm. Operator arrived on site, reset main breaker and re-started alum pump and RAS pump 1.

25: Power outage occurred at 14:57. Operator diverted flow to the lagoon at 16:37. Power returned at 18:21; restored plant to normal operating condition, restored flow to the plant and stopped diverting to the lagoon.

### **THIRD QUARTER:**

#### **JULY**

10: Received an alarm call from Spectrum at 19:01 for Rodney STP channel 7. Alarms for both high clarifier flow and UV general fault were active. The UV was operating normally, all bulbs were operational and UV intensity was normal. The alarm may have been caused by a power flicker. The high clarifier flow was caused by heavy rainfall. Another alarm call was received from Spectrum for Rodney STP at 20:52. The alarm for UV general fault was active. All UV bulbs were on but the intensity was blinking 1.6 and 3.0. The panel was reset and the alarm cleared. The alarm may have been caused by high flows from heavy rain. Partially diverted flow after the clarifier to the lagoon to reduce the flow going to the UV and disabled the UV alarm. The on call operator arrived on site on Sunday July 12<sup>th</sup> at 09:00 to check on the UV. Three UV alarms and three high flow alarms were recorded Saturday; all alarms had cleared when checked Sunday morning. The effluent channel and installed UV bulb racks were rinsed down. The UV was operating normally with all bulbs on and normal UV intensity, the operator then left the site.

18: Alarm occurred at 19:44. Rodney Pump Station alarm was active. On-call operator arrived at the pump station and found the generator running without a power failure. It was determined that the automatic transfer switch for the generator had malfunctioned. Gerber electric was contacted and provided

instructions to the on call operator on manually returning the generator to normal power and turning the generator off.

- 26: Received alarm call from Spectrum, Rodney pumps station alarm was active. There is no PLC interface at the Rodney pump station to identify the cause of the alarm. The on-call operator determined that the alarm was likely due to phone line issues. The alarm for the pump station was disabled; Bell Canada will be contacted on Monday July 27<sup>th</sup>.

#### AUGUST

- 01: Received an alarm at Rodney STP for high effluent flow caused by a large amount of rain during a storm.
- 16: Received an alarm at Rodney STP. Arrived on site and found the power was off. Reset main breaker, alum pump and RAS pump. Performed plant walkthrough; facility was operating as designed. Went to Rodney PS; alarm had cleared and facility was operating normally. Power outage and high flows were likely caused by a thunderstorm.
- 22: Received an alarm at Rodney STP. Arrived on site and found the alarm was for the Rodney PS. The alarm was for high level. Pumped the wet well down in hand mode then returned pumps to auto control. The pump station operation was monitored. Both pumps operated correctly under auto control.

#### SEPTEMBER

- 04: Operator received page for high level at pump station. Operator pumped down and cleared alarm.
- 05: Operator received page for high level at pump station. Operator pumped down and observed large debris in wet well, and notified OPS manager.
- 06: Operator received page for power flicker. Operator attended site and reset main breaker switch and started systems back up.

### **SECTION 7: COMMUNITY COMPLAINTS & CONCERNS**

#### **FIRST QUARTER:**

No complaints or concerns to report this quarter.

#### **SECOND QUARTER:**

No complaints or concerns to report this quarter.

#### **THIRD QUARTER:**

There were no complaints or concerns this quarter.



## Staff Report

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**Report To:** Council Meeting  
**From:** Heather James, Planner  
**Date:** 2020-11-12  
**Subject:** Holding Removal By-law 13371 Furnival Road

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### **Recommendation:**

That West Elgin Council hereby receives the report from Heather James regarding the removal of Holding (H-3) Symbol for Concession 6, Part of Lot 8, 13371 Furnival Road; and,

That West Elgin Council consider the by-law to remove the Holding (H-3) Symbol, subject to the conditions on the by-law, as presented in the by-law portion of the agenda.

### **Purpose:**

The purpose of the by-law is to remove the Holding (H-3) Symbol that applies to lands legally described as Concession 6, Part of Lot 8, 13371 Furnival Road in order to permit the construction of a storage/warehouse building for an existing home manufacturing business and boat haulage, service and repairs business.

### **Background:**

The subject lands have an area of 6.28 ha (15.52 ac.), a frontage of 364.0 m (1,194.23 ft.) along the west side of Furnival Road and an irregular depth. The subject lands contain an existing office building with private water well and private septic system and will continue to be used for industrial use (see Sketch).

The subject lands are zoned Site-Specific General Industrial with Holding (M1-3-H-3) in the Municipality of West Elgin Comprehensive Zoning By-law 2015-36. Site-specific zoning by-law amendment was passed in 2013 to permit two businesses: 1) home construction; and, 2) boat haulage with service and repairs. The H-3 Other Zones applies to parcels of undeveloped lands where a site plan agreement is considered necessary to ensure orderly and appropriate development. Removal of the H-3 symbol is contingent upon the owner entering into a site plan agreement with the Municipality in accordance with the provisions of the *Planning Act*.

The owner intends to construct a storage/warehouse building for the two businesses. No other buildings, structures or alterations to the lands are proposed.

### **Financial Implications:**

None.

### **Policies/Legislation:**

**Municipality of West Elgin Official Plan**

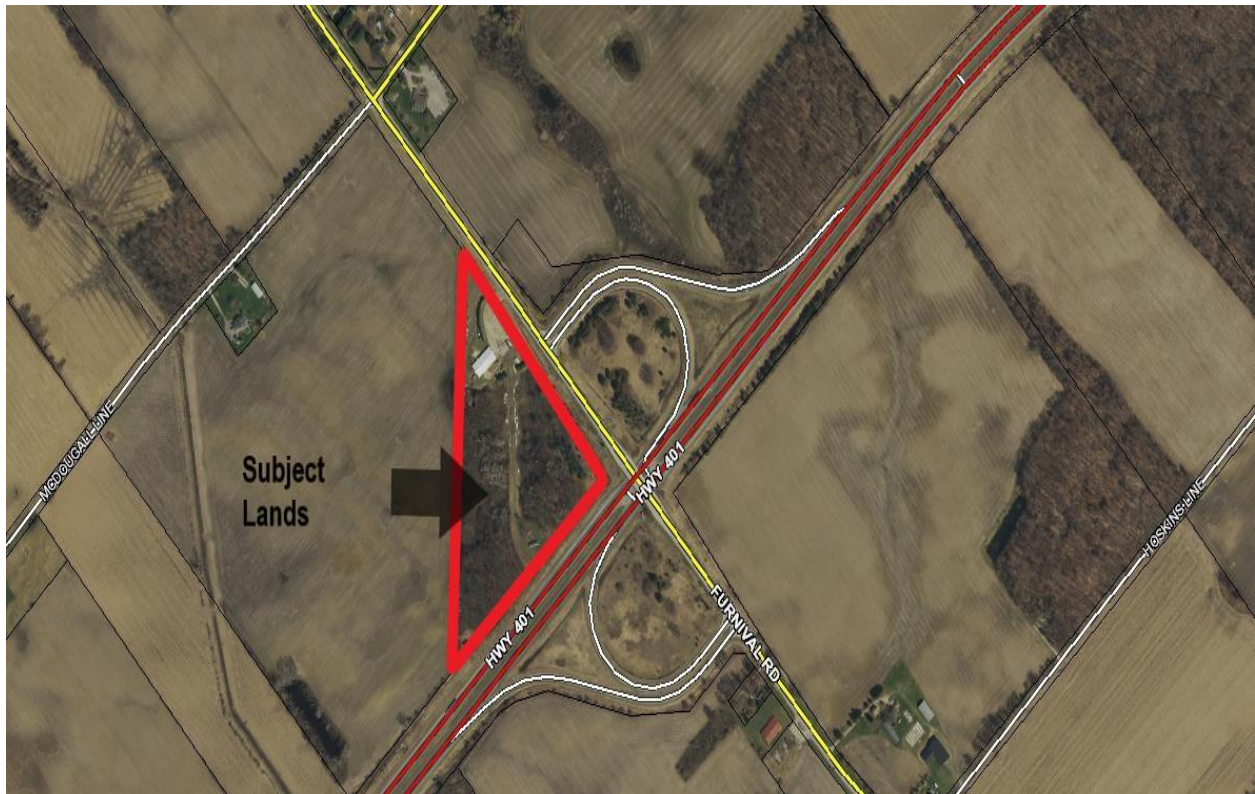
The subject lands are currently designated Commercial/Industrial, as shown on Schedule 'E' Rural Area Land Use & Transportation Plan in the Municipality of West Elgin Official Plan. Section 10.5.6 Holding Provisions states the use of a holding symbol ('H') may be applied in conjunction with any land use zone of the Zoning By-law.

The purpose of the 'H' symbol is to generally prevent or limit the use of land in order to achieve orderly development and to ensure that the servicing and other requirements of this Plan have been satisfied. Removal of the 'H' symbol shall not take place until the following conditions have been met:

- a) a specific proposal has been submitted to the Municipality,
- b) the relevant policies of this Plan are satisfied with respect to the use or development being proposed,
- c) services and utilities have been demonstrated to have sufficient capacity and are available to service the proposed development,
- d) a plan of subdivision, where appropriate, has been submitted and has received draft plan approval, and,
- e) a satisfactory agreement, where deemed necessary, has been entered into between the Municipality and the developer/owner.

**Comment:** The owner has submitted building plans to construct a storage/warehouse building for the existing two businesses on the lands. No other buildings, structures or site alterations such as access, parking, lighting, landscaping and outdoor storage are proposed. There are no concerns regarding servicing. A letter requesting the removal of the H-Holding Symbol as well as building plans were submitted to municipal staff for review. In consultation with Chief Building Official, we are in agreement that a site plan approval agreement is not required at this time. Lastly, the Commercial/Industrial designation requires a site plan agreement for site design, retention of natural amenities and features (if any), on-site landscaping, buffering of parking areas and adjoining lands, external lighting and signage. Should further development be proposed that would add additional buildings or significant alterations to the lands, the Chief Building Official would require site plan approval.

## Key Map







**Report Approval Details**

Document Title:	Holding Removal By-law 13371 Furnival Road - 2020-31-Planning.docx
Attachments:	<ul style="list-style-type: none"><li>- 2020-xx - Holding Removal By-law 13371 Furnival Road (Recovered).docx</li><li>- 13371 Furnival Road.pdf</li></ul>
Final Approval Date:	Nov 10, 2020

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

Jana Nethercott



# MUNICIPALITY OF **West Elgin**

## **The Corporation of the Municipality of West Elgin**

### **By-Law No. 2020-xx**

**Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as 13371 Furnival Road.**

**Whereas** the Owner of the lands does not require to enter into a site plan agreement with the Municipality with respect to the use and development of the lands in order to construct a warehouse/storage building;

**Whereas** the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin to remove the Holding Symbol (H-3) from the lands;

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

1. That Schedule "A" Map 27 to By-law No. 2015-36, is hereby amended by removing **Holding Symbol (H-3)** from those lands outlined in heavy solid lines on Schedule "A" attached hereto and forming part of this By-law, being Concession 6, Part of Lot 8, in the geographic Township of Aldborough, now in the Municipality of West Elgin, in the County of Elgin.
2. This By-law comes into force upon the day it is passed hereof.

Read a first, second, and third time and finally passed this 12<sup>th</sup> day of November 2020.

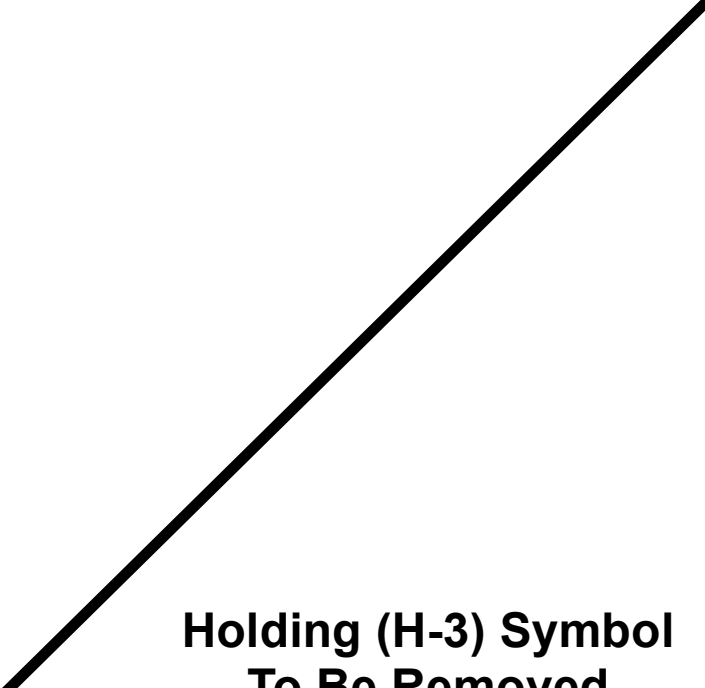
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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

A map showing a triangular area outlined in black. Inside the triangle, the text "Holding (H-3) Symbol To Be Removed" is written. The triangle is situated between a vertical line labeled "FURNIVAL RD" and a horizontal line labeled "HWY 401". The map also shows some irregular land parcels and a road intersection.



**Holding (H-3) Symbol  
To Be Removed**

**HWY 401**

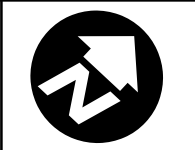
This is Schedule "A" to By-law No. 2020-  
passed on the 12th day of November, 2020

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**MAYOR** **CLERK**

**CLERK**

MUNICIPALITY OF WEST ELGIN  
Comprehensive Zoning By-Law 2015-36  
SCHEDULE 'A' MAP 27



A horizontal scale bar with a black line. Above the line are the numbers 0, 50, and 100. Below the line is the word "Meters".





## Staff Report

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**Report To: Council**

**From: Tom Mohan, Drainage Superintendent**

**Date: 2020-11-12**

**Subject: Award Tender – Crabbe Drain Reconstruction**

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### **Recommendation:**

That West Elgin Council hereby receives the report from Tom Mohan, Drainage Superintendent re: Award Tender for the Crabbe Drain Reconstruction; and

That West Elgin Council hereby awards the tender to the lowest bidder GW Clarke Drainage in the amount of \$57,000 plus applicable taxes.

### **Purpose:**

The purpose of this report to Council is to award the drain tender for reconstruction of the Crabbe Drain.

### **Background:**

The attached Tender Summary sheet details the tenders received for the above noted drain. All tenders were reviewed by Drainage Superintendent to verify their accuracy

Crabbe Drain TENDER

DATE: 11/5/2020  
TIME: 1:00 PM  
PLACE: West Elgin Council Chambers  
PRESENT: Tom Mohan & Jana Nethercott

	Applicant	Price	Certified chq rec'd	WSIB Cert Rec'd	CERTIFICATE OF INSURANCE	Taxes	Total	Start Date	Completion Date	Certified chq returned	Chq Return Date	NAME	SIGNATURE
	GW Clarke Drainage	\$57,000.00	Bond	yes	yes	\$ 7,410.00	\$ 64,410.00	5-Apr-21	28-May-21				
	McNally Excavating Ltd	\$59,374.50	yes	x	x	\$ 7,718.68	\$ 67,093.18	Dec-20	Jul-21				
	AG Hayter Contracting Ltd	\$66,019.00	yes	x	x	\$ 8,582.47	\$ 74,601.47	1-May-21	31-Jul-21				
						\$ -	\$ -						

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Jana Nethercott, ClerkTom Mohan, Drainage Superintendent



## Staff Report

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**Report To: Council**

**From: Tom Mohan, Drainage Superintendent**

**Date: 2020-11-12**

**Subject: Award Tender – Yauch Drain Reconstruction**

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### **Recommendation:**

That West Elgin Council hereby receives the report from Tom Mohan, Drainage Superintendent re: Award Tender for the Yauch Drain Reconstruction; and

That West Elgin Council hereby awards the tender to the lowest bidder McNally Excavating Ltd. in the amount of \$222,886.96 plus applicable taxes.

### **Purpose:**

The purpose of this report to Council is to award the drain tender for reconstruction of the Yauch Drain.

### **Background:**

The attached Tender Summary sheet details the tenders received for the above noted drain. All tenders were reviewed by Drainage Superintendent to verify their accuracy

Yauch Drain TENDER

DATE:

TIME:

PLACE:

PRESENT:

11/5/2020

1:00 PM

West Elgin Council Chambers

Tom Mohan & Jana Nethercott

	Applicant	Price	Certified chq rec'd	WSIB Cert Rec'd	CERTIFICATE OF INSURANCE	Taxes	Total	Start Date	Completion Date	Certified chq returned	Chq Return Date	NAME	SIGNATURE
	GW Clarke Drainage	\$268,000.00	Bond	yes	yes	\$ 34,840.00	\$ 302,840.00	5-Apr-21	28-May-21				
	McNally Excavating Ltd	\$222,886.96	yes	x	x	\$ 28,975.30	\$ 251,862.26	Dec-20	Jul-21				
	AG Hayter Contracting Ltd	\$261,530.00	yes	x	x	\$ 33,998.90	\$ 295,528.90	1-May-21	31-Jul-21				
						\$ -	\$ -						

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Jana Nethercott, Clerk

Tom Mohan, Drainage Superintendent



## Staff Report

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**Report To: Council Meeting**

**From: Jackie Morgan-Beunen, Chief Building Official**

**Date: 2020-11-12**

**Subject: Pre-Budget Approval for Electronic Building Permit Application System**

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### **Recommendation:**

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, Chief Building Official re: Pre-approval for Electronic Building Permit Application System; and

That West Elgin Council pre-approve of \$6,000 for the Building Department 2021 operating budget for the implementation of an electronic building permit application submission system.

### **Purpose:**

To request that council support the building department by single-sourcing software through 2021 pre-budget approval so that the municipality can leverage a cost-effective and industry leading software application that will assist the building department's goal of delivering a cost-effective, accessible and customer friendly online application tool.

### **Background:**

Cloudpermit is a cloud-based end-to-end e-permitting solution that allows municipal building departments and their customers to complete the entire building permit lifecycle in one digital workspace. A number of municipalities have made electronic applications a reality, but it has come at a significant cost of staff time and computer software/hardware. Generally, these processes take from several months to more than a year to implement. They involve installation of complex software that require frequent updates and come at a cost only large municipalities with building permit activity that far exceeds West Elgin and Dutton Dunwich's.

Cloudpermit is a cloud-based e-permitting software which is hosted, updated and maintained by a service provider over the internet using industry leading best practices. The system will be set up so that we can run both departments from the same 'control panel' but be able to track permits in either municipality such that we can still run reports as necessary. This will make things very seamless and keep everything clear and organized from an administrative perspective. The estimated implementation period for this system is 3 weeks.

The application process will proceed as follows;

- Originating from a link on our website, the applicant creates a project and uploads the required application, forms and drawings using a user-friendly step by step process. The applicant can also authorize designers to upload drawings directly to their project. When the applicant believes the application is complete, they direct the system to advise the municipality of an application.

- Upon notification of a complete application, the municipality logs into the website to view and download the information.
- The municipality proceeds to conduct a plans review electronically. Once satisfied, the approved plans are uploaded back to the applicant's project with a building permit.

For the building industry, benefits of this cloud-based system include:

- Zero printing costs for applications to submit (this includes building plans, truss/heating drawings, site plans, etc...)
- Travel time and expense to/from the municipal office to drop off/pick up applications/permits is eliminated
- Ability to track several permits at one time
- Inspection scheduling/results electronically
- Allows for quicker application process given that designers can submit plans/drawings directly to their project online.
- Permit holders will log onto the website and request an inspection for their project with their suggested time of morning or afternoon.
- The Building Official will receive the notification and confirm if the requested time can be met.

Other benefits of this system include:

- Applicant's ability to monitor the progress of an application
- Improved process around building inspections as we will be able to conduct inspections and issue reports in the field, rather than having to come back into the office to retype notes and input into Keystone
- Ensures only complete applications may be submitted
- Saves time on duplication of tasks
- Shorter lead times on permit issuance due to complete applications being submitted
- Availability of plans on-line at all times
- In line with West Elgin's strategic priorities which supports speeding up the development process.

After being introduced to the electronic applications process by Cloudpermit and having some past experience with other software platforms that offer electronic application systems, I have determined that Cloudpermit is ideally suited for both the Municipality of West Elgin and the Municipality of Dutton Dunwich as Cloudpermit specializes in working with small-mid sized municipalities. In Canada, the City of Windsor was its first client and they have since enrolled over 30 municipalities including Southwold and Middlesex Centre.

Keystone does not have established processes in Ontario which support a similar process for electronic building permit applications. Based on the cost of this item and the limited number of complete options, a single source procurement is proposed.

Cloudpermit has offered to provide the software at a reduced price given that the base price for system for a single similarly sized Municipality is \$12,000/year each. Cloud permit has agreed to charge \$12,000/year for both, or \$6000.00/municipality annually. Based on an expected 100 permits per year for each municipality, the cost per permit is \$60.00.

**Financial Implications:**

\$6,000.00 from the Building Department's operating budget which is funded by building permit applications. This would have no impact on the tax levy. Additional hardware for plans review – 32" monitor \$250 - \$300 and a tablet for onsite inspections and mobile plans access - \$350 - \$500 (to be shared by both municipalities).

**Policies/Legislation:**

West Elgin Purchasing Policy and Procedure

**Related Documents:**

Cloudpermit Comparative V1

**Report Approval Details**

Document Title:	Pre-Budget Approval for Electronic Building Permit Application System - 2020-10-Building.docx
Attachments:	- Cloudpermit Comparative V1.pdf
Final Approval Date:	Nov 2, 2020

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

Jana Nethercott

## CloudPermit: Cost and Functional comparisons with common Building Software

	<b>CloudPermit</b>	Keystone	CityView	Amanda	Marmak
Online Permit Application Submission	√			√	
Online Inspection Booking	√			√	
Online Payments	√			√	
Online Application Tracking	√		√	√	
Mobile Building Inspections	√		√	√	
Automated MPAC Reporting	√				
GIS Integration	√	√	√		√
Permit Review and Issuance Tools	√	√	√	√	√
Automated email reminders/notifications	√				
Outlook Integration	√		√	√	
No-Code Configuration	√				
API for Integration with other Municipal Systems	√		√	√	
Online Support Portal for Applicants	√				
Reporting Tools	√	√	√	√	√
Cloud/SaaS Option	√		√		
Average Implementation Time for a city of 10,000 Population	3 Weeks	1 Month	6 Months	12 Months	1 Month
Average Annual Cost for a City of 10,000 Population	\$12,000.00	\$9,000	\$24,000.00	\$24,000.00	\$10,000





## Staff Report

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**Report To:** Council Meeting  
**From:** Jackie Morgan-Beunen, CBO  
**Date:** 2020-11-12  
**Subject:** Building Activity Report October 2020

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### **Recommendation:**

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

### **Purpose:**

The purpose of this report is to provide Council with information regarding the type of permits issued between October 1<sup>st</sup> to 31<sup>st</sup>, 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 month of October: 7
- Total Number of those being Demolition Permits issued: 2
- Number of New Residence Building Permits within: 0

### **Summary of Permits issued Year-To-Date:**

- 2020: Number of Permits Issued to end of October: 88
- 2019: Number of Permits Issued to end of October: 79
- 2020: Total Construction Value to end of October: \$6,077,206.45
- 2019: Total Construction Value to end of October: \$6,058,050.08
- 2020: Total Permit Fees to end of October: \$55,781.60
- 2019: Total Permit Fees to end of October: \$43,155.44

### **Financial Implications:**

There are no financial implications associated with this report.

**Report Approval Details**

Document Title:	Building Activity Report November 2020 - 2020-09-Building.docx
Attachments:	<ul style="list-style-type: none"><li>- Oct 2020 Permit Summary.PDF</li><li>- Oct 2020 Permit List.PDF</li><li>- Jan - Oct 2020 Permit summary.PDF</li><li>- Oct 2019 Permit summary.PDF</li><li>- Jan - Oct 2019 Permit summary.PDF</li></ul>
Final Approval Date:	Nov 2, 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: OCT 1,2020 and OCT 31,2020

Grouped by Structure Type

Structure Type:	Cabin	Value	\$10,000.00	
Code:	118	Fees	\$200.00	
		Septic Fees	\$200.00	
		Number	1	
		Gross Area:	632.00	Sq. Feet
Structure Type:	Mini Storage Warehouse	Value	\$65,000.00	
Code:	528	Fees	\$650.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Office Walk-up	Value	\$16,800.00	
Code:	472	Fees	\$150.00	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	3,350.00	Sq. Feet
Structure Type:	Shed Type 1 Wood Type 2 Metal	Value	\$2,500.00	
Code:	102	Fees	\$100.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	192.00	Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$35,000.00	
Code:	399	Fees	\$397.20	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	928.00	Sq. Feet
		Total Value	\$129,300.00	
		Total Fees	\$1,497.20	
		Total Number	7	
		Total Area:	5,102.00	Sq. Fee

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## Permit List

Permits By Issued Date - Between: OCT 1,2020 and OCT 31,2020

<b>Permit Number</b>	<b>2020-0084</b>	<b>Date Applied</b>	01/10/2020	<b>Date Issued</b>	01/10/2020	<b>Date Completed</b>	
<b>Type</b>	COMERCIAL CONSTRUCTION PERMITS	<b>Date Expires</b>	/ /	<b>Location</b>	22381 HOSKINS LINE		
<b>Action</b>	Erect	<b>Legal Description</b>	CON GORE W D PT LOT 6 RP				
<b>Status</b>	ISSUED	<b>Roll Number</b>	34-34-000-020-09606-0000				
<b>MPAC Structure Code</b>	528 Mini Storage Warehouse	<b>Value</b>	\$65,000.00	<b>Fee</b>	\$650.00		
<b>Stats Can Struct Code</b>	460 Storage Bldg - Warehouse, Indu	<b>Gross Area</b>	0				
<b>Stats Can Work Code</b>	01 New Construction	<b>Permit Area</b>	0	<b>Sq. Feet</b>	/		
		<b>Dwelling Units Created/Lost:</b>	0	0			
		<input type="checkbox"/> Applicant Is Owner	Occupancy Date				
<b>Address</b>	22381 HOSKINS LINE RR 1 RODNEY, ON N0L 2C0						
<b>Project Desc</b>	CONSTRUCTION OF 28 NEW SELF STORAGE UNITS.						
<b>Permit Number</b>	<b>2020-0085</b>	<b>Date Applied</b>	07/10/2020	<b>Date Issued</b>	07/10/2020	<b>Date Completed</b>	29/10/2020
<b>Type</b>	RESIDENTIAL RENOVATIONS	<b>Date Expires</b>	/ /	<b>Location</b>	21661 TALBOT LINE		
<b>Action</b>	Replace	<b>Legal Description</b>	CON 13 NW 1/4 LOT 4				
<b>Status</b>	ISSUED	<b>Roll Number</b>	34-34-000-040-10800-0000				
<b>MPAC Structure Code</b>	118 Cabin	<b>Value</b>	\$10,000.00	<b>Fee</b>	\$200.00		
<b>Stats Can Struct Code</b>	150 Seasonal Dwelling - cottage,su	<b>Gross Area</b>	632				
<b>Stats Can Work Code</b>	04 Foundation	<b>Permit Area</b>	632	<b>Sq. Feet</b>	/		
		<b>Dwelling Units Created/Lost:</b>	0	0			
		<input type="checkbox"/> Applicant Is Owner	Occupancy Date	29/10/2020			
<b>Address</b>							
<b>Project Desc</b>	POUR NEW FOOTING AND LAY 3 ROWS OF CONCRETE BLOCK TO SUPPORT EXISTING						
<b>Permit Number</b>	<b>2020-0086</b>	<b>Date Applied</b>	07/10/2020	<b>Date Issued</b>	07/10/2020	<b>Date Completed</b>	
<b>Type</b>	DEMOLITION PERMIT	<b>Date Expires</b>	/ /	<b>Location</b>	239 FURNIVAL RD		
<b>Action</b>	Demolish	<b>Legal Description</b>	PLAN 105 PT LOT 11 PLAN 202				
<b>Status</b>	ISSUED	<b>Roll Number</b>	34-34-000-092-05600-0000				
<b>MPAC Structure Code</b>	472 Office Walk-up	<b>Value</b>	\$7,800.00	<b>Fee</b>	\$75.00		
<b>Stats Can Struct Code</b>	520 Office Bldg, Consultant,Doctor	<b>Gross Area</b>	1,200				
<b>Stats Can Work Code</b>	00 Demolition	<b>Permit Area</b>	1,200	<b>Sq. Feet</b>	/		
		<b>Dwelling Units Created/Lost:</b>	0	0			
		<input type="checkbox"/> Applicant Is Owner	Occupancy Date				
<b>Address</b>							
<b>Project Desc</b>	DEMOLISH PORTION OF BUILDING. CONTRACTOR/OWNER TO EXERCISE CARE NOT TO						
<b>Permit Number</b>	<b>2020-0064</b>	<b>Date Applied</b>	05/10/2020	<b>Date Issued</b>	14/10/2020	<b>Date Completed</b>	
<b>Type</b>	RESIDENTIAL ADDITION	<b>Date Expires</b>	/ /	<b>Location</b>	21661 TALBOT LINE		
<b>Action</b>	Extend	<b>Legal Description</b>	CON 13 NW 1/4 LOT 4				
<b>Status</b>	ISSUED	<b>Roll Number</b>	34-34-000-040-10800-0000				
<b>MPAC Structure Code</b>	399 Unspecified Residential Structure	<b>Value</b>	\$28,000.00	<b>Fee</b>	\$280.00		
<b>Stats Can Struct Code</b>	150 Seasonal Dwelling - cottage,su	<b>Gross Area</b>	592				
<b>Stats Can Work Code</b>	02 Addition to Existing Bldg - Non Residential	<b>Permit Area</b>	592	<b>Sq. Feet</b>	/		
		<b>Dwelling Units Created/Lost:</b>	0	0			
		<input type="checkbox"/> Applicant Is Owner	Occupancy Date				
<b>Address</b>							
<b>Project Desc</b>	ADDITION TO SEASONAL CABIN AT UNIT 3 EBENEZER ST. RENOVATE EXISTING.						

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## Permit List

Permits By Issued Date - Between: OCT 1,2020 and OCT 31,2020

Permit Number	2020-0087	Date Applied	14/10/2020	Date Issued	14/10/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL PORCHES, DECKS			Location	21661 TALBOT LINE		
Action	Erect			Legal Description	CON 13 NW 1/4 LOT 4		
Status	ISSUED			Roll Number	34-34-000-040-10800-0000		
MPAC Structure Code	399	Unspecified Residential Structure		Value	\$7,000.00	Fee	\$117.20
Stats Can Struct Code	150	Seasonal Dwelling - cottage,su		Gross Area	336		
Stats Can Work Code	02	Addition to Existing Bldg - Non Residential		Permit Area	336	Sq. Feet	/
				Dwelling Units Created/Lost:		0	0
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	CONSTRUCT 24'X 14' COVERED DECK ROOF AT 12 ELM						

Permit Number	2020-0088	Date Applied	20/10/2020	Date Issued	20/10/2020	Date Completed	
				Date Expires	/ /		
Type	DEMOLITION PERMIT			Location	1191 JANE ST		
Action	Demolish			Legal Description	ALDBOROUGH CON 8 PT LOTS		
Status	ISSUED			Roll Number	34-34-036-001-30000-0000		
MPAC Structure Code	472	Office Walk-up		Value	\$9,000.00	Fee	\$75.00
Stats Can Struct Code	520	Office Bldg, Consultant,Doctor		Gross Area	2,150		
Stats Can Work Code	00	Demolition		Permit Area	2,150	Sq. Feet	/
				Dwelling Units Created/Lost:		0	0
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address	,						
Project Desc	DEMOLITION & REMOVAL OF OLD OFFICE BUILDING. APPLICANT AWARE OF REQ'T						

Permit Number	2020-0089	Date Applied	22/10/2020	Date Issued	27/10/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL ACCESSORY BUILDING			Location	24633 PIONEER LINE		
Action	Erect			Legal Description	CON 9 PT LOT 16 RP 11R8167		
Status	ISSUED			Roll Number	34-34-000-060-07512-0000		
MPAC Structure Code	102	Shed Type 1 Wood Type 2 Metal		Value	\$2,500.00	Fee	\$100.00
Stats Can Struct Code	450	Maint Bldg - Hangar, Repair Sh		Gross Area	192		
Stats Can Work Code	01	New Construction		Permit Area	192	Sq. Feet	/
				Dwelling Units Created/Lost:		0	0
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address	24633 PIONEER LINEWEST LORNE, ON N0L 2P0						
Project Desc	CONSTRUCT 12'X 16' DETACHED SHED						

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## Permit List

Permits By Issued Date - Between: OCT 1,2020 and OCT 31,2020

### Report Summary

Permit Type	Permit Value	Permit Fee	Permit Count
COMERCIAL CONSTRUCTION PERMITS	65,000.00	650.00	1
DEMOLITION PERMIT	16,800.00	150.00	2
RESIDENTIAL ACCESSORY BUILDING	2,500.00	100.00	1
RESIDENTIAL ADDITION	28,000.00	280.00	1
RESIDENTIAL PORCHES, DECKS	7,000.00	117.20	1
RESIDENTIAL RENOVATIONS	10,000.00	200.00	1

Total Value	\$129,300.00
Total Fees	\$1,497.20
Total Permits	7
Total Area	5,102 Sq. Ft. 0 Sq. Meters



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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and OCT 31,2020

Grouped by Structure Type

Structure Type:	Cabin	Value	\$10,000.00	
Code:	118	Fees	\$200.00	
		Septic Fees	\$200.00	
		Number	1	
		Gross Area:	632.00	Sq. Feet
Structure Type:	Campground Ancillary Building	Value	\$616,200.00	
Code:	461	Fees	\$6,162.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Carport	Value	\$15,500.00	
Code:	117	Fees	\$752.40	
		Septic Fees	\$200.00	
		Number	4	
		Gross Area:	1,854.00	Sq. Feet
Structure Type:	Detached Garage Types 1-5	Value	\$97,950.00	
Code:	101	Fees	\$1,176.00	
		Septic Fees	\$0.00	
		Number	7	
		Gross Area:	3,524.00	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:	Mini Storage Warehouse	Value	\$65,000.00	
Code:	528	Fees	\$650.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Miscellaneous Shed	Value	\$10,000.00	
Code:	275	Fees	\$260.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	1,000.00	Sq. Feet
Structure Type:	Office Walk-up	Value	\$71,800.00	
Code:	472	Fees	\$1,000.00	
		Septic Fees	\$500.00	
		Number	4	
		Gross Area:	4,050.00	Sq. Feet

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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and OCT 31,2020

Grouped by Structure Type

Structure Type:	Other Secondary Structure	Value	\$26,600.00	
Code:	199	Fees	\$707.53	
		Septic Fees	\$0.00	
		Number	5	
		Gross Area:	2.628.00	Sq. Feet
Structure Type:	Retail Store	Value	\$170,000.00	
Code:	433	Fees	\$2,100.00	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	9.034.00	Sq. Feet
Structure Type:	Service Garage	Value	\$3,000.00	
Code:	423	Fees	\$200.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	185.00	Sq. Feet
Structure Type:	Shed Type 1 Wood Type 2 Metal	Value	\$228,206.45	
Code:	102	Fees	\$1,002.80	
		Septic Fees	\$0.00	
		Number	6	
		Gross Area:	4.620.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$2,586,200.00	
Code:	301	Fees	\$22,662.04	
		Septic Fees	\$11,427.00	
		Number	33	
		Gross Area:	27.510.00	Sq. Feet
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:	Steel Grain Bin	Value	\$192,900.00	
Code:	230	Fees	\$615.97	
		Septic Fees	\$0.00	
		Number	3	
		Gross Area:	5.689.00	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

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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and OCT 31,2020

Grouped by Structure Type

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	\$62,000.00	
Code:	399	Fees	\$1,100.40	
		Septic Fees	\$500.00	
		Number	5	
		Gross Area:	1,444.00	Sq. Feet
Structure Type:	Unspecified Special Purpose Structure	Value	\$350.00	
Code:	799	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	800.00	Sq. Feet
		Total Value	\$6,077,206.45	
		Total Fees	\$55,781.60	
		Total Number	88	
		Total Area:	110,563.00	Sq. Fee

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## Permit Summary Report

Permits By Issued Date - Between: OCT 1,2019 and OCT 31,2019

Grouped by Structure Type

Structure Type:	Detached Garage Types 1-5	Value	\$22,000.00	
Code:	101	Fees	\$444.80	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	1.248.00	Sq. Feet
Structure Type:	Manufactured Homes (includes Modular)	Value	\$80,000.00	
Code:	311	Fees	\$317.20	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	488.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$165,770.00	
Code:	301	Fees	\$2,003.50	
		Septic Fees	\$900.00	
		Number	8	
		Gross Area:	5.779.00	Sq. Feet
Structure Type:	Swimming Pool Enclosure	Value	\$2,500.00	
Code:	107	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Type I Barn	Value	\$600.00	
Code:	201	Fees	\$150.00	
		Septic Fees	\$150.00	
		Number	1	
		Gross Area:	29.00	Sq. Feet
Structure Type:	Type III Uninsulated Barn	Value	\$54,000.00	
Code:	203	Fees	\$318.68	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	3.456.00	Sq. Feet
		Total Value	\$324,870.00	
		Total Fees	\$3,309.18	
		Total Number	14	
		Total Area:	11.000.00	Sq. Fee

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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2019 and OCT 31,2019

Grouped by Structure Type

Structure Type:	1, 2 and 3 Storey Broiler Barn	Value	\$892,180.00	
Code:	216	Fees	\$6,085.50	
		Septic Fees	\$500.00	
		Number	4	
		Gross Area:	47.260.00	Sq. Feet
Structure Type:	Detached Garage Types 1-5	Value	\$164,000.00	
Code:	101	Fees	\$1,440.00	
		Septic Fees	\$0.00	
		Number	6	
		Gross Area:	5.072.00	Sq. Feet
Structure Type:	General Purpose Industrial (GT 5,000 sq ft)	Value	\$450,000.00	
Code:	522	Fees	\$4,500.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	11.101.00	Sq. Feet
Structure Type:	Grandstand/Stadium	Value	\$36,861.73	
Code:	780	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2.800.00	Sq. Feet
Structure Type:	High-rise Caged Layers	Value	\$1,256,000.00	
Code:	217	Fees	\$8,412.50	
		Septic Fees	\$500.00	
		Number	2	
		Gross Area:	16.036.00	Sq. Feet
Structure Type:	Manufactured Homes (includes Modular)	Value	\$166,439.35	
Code:	311	Fees	\$417.20	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	1.008.00	Sq. Feet
Structure Type:	Multi-use Multi Storey Building	Value	\$100,000.00	
Code:	401	Fees	\$1,000.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2.649.00	Sq. Feet
Structure Type:	N/A	Value	\$20,000.00	
Code:		Fees	\$575.00	
		Septic Fees	\$500.00	
		Number	2	
		Gross Area:		Sq. Feet
Structure Type:	Other Secondary Structure	Value	\$37,500.00	
Code:	199	Fees	\$362.50	
		Septic Fees	\$0.00	
		Number	3	
		Gross Area:	1.064.00	Sq. Feet

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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2019 and OCT 31,2019

Grouped by Structure Type

Structure Type:	Retail Store	Value	\$10,000.00	
Code:	433	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2.000.00	Sq. Feet
Structure Type:	Shed Type 1 Wood Type 2 Metal	Value	\$77,700.00	
Code:	102	Fees	\$803.40	
		Septic Fees	\$0.00	
		Number	5	
		Gross Area:	6.087.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$2,299,569.00	
Code:	301	Fees	\$15,442.42	
		Septic Fees	\$5,566.02	
		Number	34	
		Gross Area:	32.639.00	Sq. Feet
Structure Type:	Steel Grain Bin	Value	\$243,400.00	
Code:	230	Fees	\$1,021.32	
		Septic Fees	\$0.00	
		Number	4	
		Gross Area:	4.677.00	Sq. Feet
Structure Type:	Swimming Pool Enclosure	Value	\$2,500.00	
Code:	107	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Traditional Church	Value	\$85,000.00	
Code:	730	Fees	\$850.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	110.00	Sq. Feet
Structure Type:	Type I Barn	Value	\$600.00	
Code:	201	Fees	\$150.00	
		Septic Fees	\$150.00	
		Number	1	
		Gross Area:	29.00	Sq. Feet
Structure Type:	Type III Uninsulated Barn	Value	\$183,000.00	
Code:	203	Fees	\$1,206.68	
		Septic Fees	\$0.00	
		Number	5	
		Gross Area:	16.195.00	Sq. Feet
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

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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2019 and OCT 31,2019

Grouped by Structure Type

Structure Type:	Unspecified Residential Structure	Value	\$29,300.00	
Code:	399	Fees	\$563.92	
		Septic Fees	\$0.00	
		Number	4	
		Gross Area:	1.292.00	Sq. Feet
		Total Value	\$6,058,050.08	
		Total Fees	\$43,155.44	
		Total Number	79	
		Total Area:	153.539.00	Sq. Fee



## Staff Report

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**Report To:** Council Meeting  
**From:** Jeff McArthur, Fire Chief  
**Date:** 2020-11-12  
**Report:** 2020-08  
**Subject:** Monthly Report – October

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: October Monthly Report, for information purposes.

### **Purpose:**

To provide Council with an update of fire department activities in the month of October 2020.

### **Background:**

#### ***Emergency Responses***

Motor Vehicle Collision (MVCs)	2	1 on Hwy 401
Fire	6	3 Structure, 2 Grass, 1 Vehicle
Alarms Sounding	2	Carbon Monoxide, Fire Alarm
Other	3	Assist EMS, Industrial Rescue, Mutual Aid
TOTAL	13	

#### ***Training & Meetings***

Training topics included newly implemented document review, auto extrication. Firefighters are currently enrolled in online courses through the Ontario Fire College and one firefighter is attending an NFPA 1021 Fire Officer Level 1 course in Oxford County.

A Station #1 Rodney officers meeting was held on October 20<sup>th</sup>. Various topics were discussed including budget, firefighter recruitment and departmental operating guidelines.

Participation in the 2021 NFPA 1001 Firefighter Recruit Course in Oxford County is planned for new recruits and a few existing members with a January 2021 start date.

#### ***Other Activities/Information***

A fall firefighter recruitment is underway with a closing date of Friday, November 13<sup>th</sup>. Interviews planned for mid-November.

### **Financial Implications:**

There are no financial implications associated with this report.

**Report Approval Details**

Document Title:	Monthly Activity Report - October - 2020-08-Fire.docx
Attachments:	
Final Approval Date:	Nov 10, 2020

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

Jana Nethercott



**Municipality of West Elgin**  
**Emergency Control Group**  
**Agenda**  
**October 28, 2020, 9 a.m.**  
**Fire Hall Training Room**

1. Magda – Introduction of Jeff Smith, CEMC
2. June 5, 2020 Minutes
3. Business Arising from Minutes
4. Round Table on Operations
  - a. Magda – Office Updates
  - b. Jana – Council and Committee Meetings
  - c. Bill – Enforcement Update
  - d. Jeff M – Fire Department
  - e. Mike – Utilities
  - f. Lee – Facilities & Recreation
5. Update from Southwestern Public Health Calls – Magda
  - a. Mandatory Masking
6. Discussion on Decision Tree for Illness' for Staff
  - Updated student guide from SWPH
7. Action plan for upcoming period
8. Needs and Emerging Issues
9. Next Meeting



## Staff Report

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**Report To:** Council Meeting

**From:** Lee Gosnell, Manager of Operations & Community Services

**Date:** 2020-11-12

**Subject:** October 2020 – 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 West Elgin Council with an update on operations carried out during the month of October.

### **Background:**

Parks and Recreation – The main focus for staff last month was the arena. Ice making was completed on time and the facility was ready for its first skaters, the West Lorne Skating Club, on October 3. Mold remediation work and a fresh coat of paint have left the building clean and bright, with many people complimenting arena staff on the improvements. COVID – 19 guidelines have changed the way operations are handled, but every effort has been taken to minimize the impact to users. Screening protocols, social distancing requirements, occupancy limits and additional cleaning time has made scheduling quite a challenge. User groups have been very supportive of the new rules and understand that following these guidelines will help us remain open during these uncertain times. As of months end, usage has almost returned to pre-COVID levels, with a mix of long time users and new groups. Now that staff have become more comfortable with the new scheduling and COVID requirements, additional programing such as public and adult skates will start to be implemented.

Staff balanced arena responsibilities with normal fall work in the parks. Grass was cut, leaves were mulched and tables put away. Finishing touches were put on the new playground equipment at Miller Park with the addition of sidewalks and benches. Playcheck Services of London was also on site in late October to complete a detailed inspection of existing playground structures located at Miller Park, Rodney Park and the Port Glasgow Trailer Park. The recommendations contained in these reports will be used to assist in 2021 budget preparation.

Finally, parks & recreation operator Dave Clements will be leaving West Elgin at the end of October to start his new career as a full-time firefighter. We would like to thank Dave for his contribution to West Elgin and wish him well in all future endeavors. The recruitment process is currently underway to fill this operator's position within the Parks and Recreation Department.

Public Works – Operators were busy in October completing projects before the winter weather sets in. A variety of work was undertaken which includes, but is not limited to, the following;

- Roadside mowing wrapped up for the season and mowers were cleaned/stored for the winter
- Two ditching projects along Talbot Trail were completed
- Culvert replacement on Kintyre Line and McMurchy Line
- Excavation and hydro-vac services for water line repair and new service installation
- Patching potholes
- Sweeping gravel from rural intersections and aprons
- Site prep for sidewalk work at Miller Park, downtown West Lorne, West Elgin Pool and various other minor locations within Rodney and West Lorne.
- First round of leaf and yard waste pickup in the rural area October 26
- Picked up sand for the lawn bowling greens in Arkona and delivered
- Attended multiple calls for deer strikes in various locations throughout the municipality

Staff also began preparing for the winter season by receiving salt and sending plow trucks for their annual inspection. In addition, Greg Pfaff was on hand October 29 and 30 to provide chainsaw & chipper recertification training to all municipal operators. This is required every three years and for any new hire before they are able to operate saws or brush chippers.

Utilities – The Todd Place water main project has been going well. Weather conditions have been favorable, and even with the early delays, the project is on schedule to be completed in early November. Staff were kept busy handling locate requests, which should start to taper off once winter weather sets in. Utilities staff coordinated with public works for water line repair and new service installations. They also assisted on the McMurchy Line culvert replacement project, as the water line had to be secured using a hydro pole so crews could excavate beneath it.

**Report Approval Details**

Document Title:	October 2020 - Monthly Report - 2020-20-Operations Community Services.docx
Attachments:	
Final Approval Date:	Nov 10, 2020

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

Jana Nethercott



## Staff Report

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**Report To:** Council Meeting

**From:** Lee Gosnell, Manager of Operations & Community Services

**Date:** 2020-11-12

**Subject:** Private Drain Connections

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### **Recommendation:**

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

That West Elgin Council That Council chooses one of the following options on the installation of PDC's within the County's Rodney reconstruction project slated for 2021:

**Option A** - Mandatory PDC for all properties and cost allocated to the property owner through a local improvement charge on taxes.

**Option B** – Request only PDC and cost allocated to the property owner through a local improvement charge on taxes.

**Option C** – Mandatory PDC for all properties with cost funded by the Municipality.

### **Purpose:**

The purpose of this report is to gain Council's feedback on private drain connections for properties affected by the County's reconstruction of Furnival Road and Queens Line.

### **Background:**

The County of Elgin will be installing new storm sewers along Furnival Road and Queens Line as part of next years' construction project. A private drain connection (PDC) is the smaller drain, which runs from the storm sewer to the property line. From there it can be accessed by the property owner for discharge of water from eaves troughs, sump pumps, ponding water, etc...

As part of the initial engineering process, the existing storm sewers were flushed and a camera was used to try to identify existing PDC's. Due to poor condition and obstructions, the engineers were unable to determine the exact number of existing PDC's within the project scope. Utilizing municipal drainage mapping, we believe approx. half the affected properties have a PDC, but condition of these drains is unknown. This would leave the balance of properties with no outlet to the storm sewer.

During construction, the engineers will assess each PDC as they are found. If it is in good condition, it will be reconnected with the new storm sewer. If the condition is poor, it will be replaced to a point beyond the curb line, so future repair will not affect the new road surface. Any such replacement costs will not be covered by the county, and will fall solely under the municipal portion of this project.

As well, the County is seeking clarification on whether new PDC's will be supplied to properties which are currently without one. This can be done in one of two ways. A storm water sign back form can be circulated to all affected property owners, explaining the importance of PDC's and

allowing them to request one for their property. Alternatively, it can be viewed as a local improvement and the municipality can automatically supply a PDC to each property, whether the current owner has requested it or not. From the road authority's eyes, this would be the preferred method as it eliminates the possibility of someone requesting a connection to the storm sewer after the new road is complete. It also drastically reduces the cost if done in conjunction with the construction vs. having to connect later.

This raises questions to which staff are seeking direction;

1. During capital reconstruction, does Council support mandatory PDC's for all properties or should this be done by request only?
2. How should the costs associated with PDC upgrades or new installation be funded, as these drains are for the sole benefit of the property owner?

Many municipalities do install a PDC to all properties (and potential properties) when completing major storm sewer works. This is done to eliminate future need to cut into the road unnecessarily.

At this point, the County is looking for direction on where PDC's will be installed so tender documents can be completed and sent out. A public information session on the project is slated for early December, but the tender process should start now in order to secure optimal pricing, which will benefit all parties involved.

### **Financial Implications:**

Current estimates place PDC costs for the entire project at approx. \$250,000.00. This would provide a sound connection to the storm sewer for every property. This number could be lower if existing PDC's are found to be in acceptable condition. There are also ways of reducing this cost such as 'request only' connections or reducing PDC length to curb line vs. property line. This amount is currently included in the number being used for 2021 capital budget preparation.

### **Policies/Legislation:**

The Municipality of West Elgin does not currently have a policy, which pertains to Private Drain Connections. Consideration should be given to creating/adopting a policy on PDC's that can be used on future projects.

**Report Approval Details**

Document Title:	Private Drain Connections - 2020-21-Operations Community Services.docx
Attachments:	
Final Approval Date:	Nov 10, 2020

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

Jana Nethercott



## Staff Report

---

**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2020-11-12  
**Subject:** 2021 Council & Committee Meeting Dates

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: 2021 Council Meeting Dates; and  
That West Elgin Council hereby approves the Council and Committee meeting dates as presented.

### **Purpose:**

The purpose of this report is to set dates for Council and some committee meetings for the 2021 calendar year.

### **Background:**

Staff have compiled a calendar for 2021 for the Regular Meetings of Council, Committee of the Whole meetings for Budget as well as statutory holidays and conferences.

There are some complications this year to follow the traditional dates of the second and fourth Thursdays and the third Thursday in July and second Thursday in August.

In 2021 Canada Day falls on a Thursday and therefore if Council's regular meeting was held on the third and the August meeting on the second Thursday it gives 4 weeks between the meeting in July and August and then another 4 weeks until the first meeting in September and staff believe this could cause issues. Therefore, staff are purposing the July meeting be on fourth Thursday, which makes the longest break between meetings during a period that is traditionally the slowest period. The August meeting has been scheduled on the third Thursday, which will give a two-week break between meetings heading into the busier time of September. Staff believe this schedule allows for Council and staff vacations but ensures that the business of Council can proceed in a timely manner.

In 2021 Remembrance Day falls on a Thursday which would traditionally be a Council day and as Staff have proposed a Committee of the Whole to deal with Fees and Charges for the first Thursday, we are proposing one Council meeting in November on the Third Thursday and two meetings in December, along with a Committee of the Whole for Budget, to make up for this. The break allows staff more time for the budget process and accommodates the holiday closure.

January 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day	2
3	4	5	6	7 Committee of the Whole Budget	8	9
10	11	12 Agenda	13	14 Council	15	16
17	18	19	20	21	22	23
24	25 ROMA- Virtual	26 Agenda ROMA - Virtual	27	28 Council	29	30
31	Notes:					

February 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Committee of the Whole Budget	5	6
7	8	9 Agenda	10	11 Council	12	13
14	15 Family Day Stat	16	17	18 Committee of the Whole Budget (If necessary)	19	20
21	22 Good Roads Virtual	23 Agenda Good Roads Virtual	24 Good Roads Virtual	25 Council Good Roads Virtual	26	27
28	Notes:					

March 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 Agenda	10	11 Council	12	13
14	15	16	17	18	19	20
21	22	23 Agenda	24	25 Council	26	27
28	29	30	31	Notes:		

April 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Good Friday	3
4	5 Easter Monday	6 Agenda	7	8 Council	9	10
11	12	13	14	15	16	17
18	19	20 Agenda	21	22 Council	23	24
25	26	27	28	29	30	Notes:

May 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 Agenda	12	13 Council	14	15
16	17	18	19	20	21	22
23	24 Victoria Day	25 Agenda	26	27 Council	28	29
30	31	Notes:				

June 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 Agenda	9	10 Council	11	12
13	14	15	16	17	18	19
20	21	22 Agenda	23	24 Council	25	26
27	28	29	30	Notes:		

July 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Canada Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Agenda	21	22 Council	23	24
25	26	27	28	29	30	31

August 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Civic Holiday Stat	3	4	5	6	7
8	9	10	11	12	13	14
15	16 AMO Conference	17 Agenda AMO Conference	18 AMO Conference	19 Council	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			

# September 2021 Blank Calendar

Downloaded from [WinCalendar.com](https://www.wincalendar.com)

September 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labour Day	7 Agenda	8	9 Council	10	11
12	13	14	15	16	17	18
19	20	21 Agenda	22	23 Council	24	25
26	27	28	29	30	Notes:	

October 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Thanksgiving	12 Agenda	13	14 Council	15	16
17	18	19	20	21	22	23
24	25	26 Agenda	27	28 Council	29	30
31	Notes:					

November 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Committee of the Whole - Fees & Charges	5	6
7	8	9	10	11 Remeberance Day	12	13
14	15	16 Agenda	17	18 Council	19	20
21	22	23	24	25	26	27
28	29	30 Agenda	Notes:			

December 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Council	3	4
5	6	7	8	9 Committee of the Whole Budget Presentation	10	11
12	13	14 Agenda	15	16 Council	17	18
19	20	21	22	23	24 Office Closed at 12 noon	25
26	27 Christmas Stat Day Observed	28 Boxing Day Stat Observed	29 Office Closed	30 Office Closed	31 Office Closed	Notes:



## Staff Report

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**Report To:** Council Meeting

**From:** Jana Nethercott, Clerk

**Date:** 2020-11-12

**Subject:** Off Road Vehicle Enforcement – Information Request from Elgin County

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### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Off Road Vehicle Enforcement – Information Request from Elgin County; and

That West Elgin Council direct staff to provide Elgin County the following answer: \_\_\_\_\_

### **Purpose:**

The purpose of this report is for staff to present Council with the request from Brian Lima, Director of Engineering Services to provide Elgin County Council with West Elgin's capacity to enforce a by-law preventing Off-Road Vehicles on County Roads and if West Elgin plans on adopting a by-law to ban Off-Road Vehicles on Municipal Roads.

### **Background:**

West Elgin Council has had two reports from the Clerk regarding the upcoming changes to the Highway Traffic Act with regards to Off-Road Vehicles, one on January 23, 2020 and one on July 16, 2020. West Elgin Council had chosen to follow the staff recommendation that no municipal by-law be brought forward banning or restricting the use of Off-Road Vehicles on municipal roads due to the anticipated challenges of enforcement of such a by-law.

At the Elgin County Council meeting on September 22, 2020 the attached staff report was presented to County Council. As a result of this report the following resolution was passed:

***RESOLVED THAT the matter be deferred until the Director of Engineering Services has solicited feedback from the local municipalities, the Elgin Group Police Services Board, and the Ontario Federation of Agriculture regarding the use of Off-Road Vehicles on Elgin County roads, and;***

***THAT the Director of Engineering Services report back to Council with an overview of alternative options and a draft by-law, which incorporates stakeholder feedback.***

According to the email sent, of particular concern is the Municipality's capacity to enforce such a by-law.



## REPORT TO COUNTY COUNCIL

**FROM:** Brian Lima, Director of Engineering Services

Peter Dutchak, Deputy Director of Engineering Services

**DATE:** September 15, 2020

**SUBJECT:** Legislative Amendments to the Highway Traffic Act - Off Road Vehicle Use on Public Roads

### RECOMMENDATION:

THAT the appropriate by-law be prepared to prohibit the use of “Off Road Vehicles” as defined by the Highway Traffic Act on Elgin County roads, and;

THAT a copy of the report be provided to Elgin’s local municipal partners and the Elgin Group Police Services Board.

### INTRODUCTION:

Effective July 1, 2020 the Ministry of Transportation has made legislative amendments to the Highway Traffic Act (HTA) to add additional types of off-road vehicles (ORVs) to the existing list of ORVs permitted on public roads. Municipalities must create new permissive by-laws to enable their use on public roads under the municipality’s jurisdiction if so desired.

Effective January 1, 2021, for municipalities listed in Regulation 8/03, all ORV types, including the new vehicle types, will automatically be permitted to use municipal roads unless a municipality passes a by-law restricting or prohibiting their use. The list of municipalities provided in Regulation 8/03 includes all of Elgin’s local municipal partners with the exception of the Town of Aylmer and does not include the County of Elgin.

Staff reports regarding the use of ORVs on County roads have been tabled before County Council on two previous occasions; in March 2004 and September 2015 respectively (reports attached). In both instances County Council supported the following resolution; “THAT the County of Elgin does not agree to allow use of County Roads by “Off Road Vehicles” as defined under the Highway Traffic Act, Section 191.8.”

## DISCUSSION:

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Recent legislative amendments have increased the ORV types permitted on municipal roads and allow municipalities to create new by-laws prohibiting their use.


Proposed for January 1, 2021, in local municipalities listed in Regulation 8/03, all types of ORVs will automatically be permitted to use municipal roads. Municipalities must create a by-law to restrict or prohibit their use. Regulation 8/03 lists all of Elgin's local municipal partners with the exception of the Town of Aylmer and does not include the County of Elgin.

Staff consulted the OPP, the County Solicitor and the County's Insurer for their comments as it relates to ORV use on County roads. Received comments are summarized below.

**OPP** – Does not support ORV use on County roads for numerous reasons. Speed variation between cars and trucks with ORVs could be catastrophic. Size and speed variation of vehicles is a great causal factor in motor vehicles collisions. Enforcement related to ORVs has proven to be difficult as there seems to be a large number of riders who fail to stop for police which can prove to be dangerous to the operator and public. There are certainly responsible riders and owners who comply with the laws and regulation laid out for ORVs. However, the added complexity of slower moving vehicles on County Roads may have dire consequences.

**County Solicitor** – The expansion and permission of use of ORVs on County highways will attract a significant risk of liability for personal injury/death and property claims to Elgin County as owner/municipal authority with applicable jurisdiction over such highways in respect of inevitable accident/collision incidents thereon. In my opinion, it is both short-sighted and naïve to simply take the position that extended permission for ORV on County highways is acceptable simply because the Province of Ontario has moved to allow such use. In a province as vast as Ontario, there are practical realities, including but not limited to the nature and volume, which should be accounted for in determining whether such extended permission should be granted. The result of such differing realities is that the extension for use of ORVs in southwestern Ontario will and should be different from that in, for example, remote areas in northwestern Ontario. I strongly recommend that use of ORV on Elgin County highways be prohibited, and out of an abundance of caution, Elgin County enact a by-law prohibiting such use on Elgin County highways.

**County Insurer and Consultant** - I don't believe ORVs have a place on public roads. Bodily injury is greater and essentially, I see more liability policy claims from accident victims. It would be prudent for the County of Elgin to continue in



the same direction as they have in the past...with continued restriction for ORV use on County Roads by by-law. Furthermore, many ORVs are generally not recommended for use on paved surfaces by ORV manufacturers. Municipalities already have numerous areas of potential risk exposure. As such, it would make sense to not introduce another risk exposure, especially one from an inherently high-risk activity.

County staff share similar opinions to the comments received from the OPP, County Solicitor and County Insurer. Staff are also cognizant of roadway design fundamentals that have not explicitly incorporated ORVs as vehicle types using County roads into road design. In addition, staff would anticipate an increased road maintenance demand on road shoulder sections that experience high ORV usage.

Acknowledging County Council's previous position regarding ORV use on County roads, and considering comments received from the OPP, the County Solicitor and the County's Insurer, staff continues to recommend the prohibition of ORV use on County roads.

Anticipated legislation amendments on January 1, 2021 will automatically permit ORV use upon the municipal roads under the jurisdiction of local municipalities listed in Regulation 8/03. Although the County of Elgin is not listed within Regulation 8/03, it is prudent for the purposes of public clarity to pass a by-law prohibiting such use. The County Solicitor has also recommended to enact a by-law prohibiting the use of ORVs on County roads.

#### **FINANCIAL IMPLICATIONS:**

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None.

## ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need.  <input type="checkbox"/> Exploring different ways of addressing community need.  <input type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth.  <input type="checkbox"/> Fostering a healthy environment.  <input type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future.  <input type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

## LOCAL MUNICIPAL PARTNER IMPACT:

Proposed legislation amendments to the Highway Traffic Act will automatically permit ORV use on local municipal roads throughout Elgin County (with the exception of the City of St. Thomas and the Town of Aylmer which are not included in Regulation 03/08) beginning January 1, 2021. Depending on the action of Elgin's local municipal partners, signage may be necessary to inform road users as to which roads ORVs are permitted to use.


## COMMUNICATION REQUIREMENTS:

It is recommended that a copy of this report be circulated to the Elgin Group Police Services Board. It is also recommended that the notice of ORV prohibition on Elgin County Roads be posted on the County of Elgin's website to increase public awareness.

## CONCLUSION:

Effective January 1, 2021, for municipalities listed in Regulation 8/03, all ORV types, will automatically be permitted to use municipal roads unless a municipality passes a by-law restricting or prohibiting their use. The list of municipalities provided in Regulation 8/03 includes all of Elgin's local municipal partners with the exception of the Town of Aylmer and does not include the County of Elgin.

Staff solicited comments from the OPP, County Solicitor and the County's Insurer with respect to ORV use on Elgin County Roads. All parties endorsed the prohibition of



ORV use on County roads based upon their experience and professional fields of expertise.

County Council has previously supported the prohibition of ORV use on County roads by resolution in 2004 and in 2015. As recommended by the County Solicitor, a by-law should be enacted prohibiting ORV use on County Roads out of an abundance of caution.

All of which is Respectfully Submitted

Approved for Submission

Brian Lima  
Director of Engineering Services

Julie Gonyou  
Chief Administrative Officer

Peter Dutchak  
Deputy Director of Engineering Services

**From:** [Magda Badura](#)  
**To:** [Jana Nethercott](#)  
**Subject:** FW: Regulation 8/03 - Use of Off-Road Vehicles on Municipality Roads  
**Date:** October 23, 2020 2:58:11 PM  
**Attachments:** [image004.png](#)  
[image006.png](#)  
[image008.png](#)  
[Legislative Amendments to the HTA-ORVs 22September2020 - Letter from the Ministry of Transportation Attachment 2.pdf](#)  
[Legislative Amendments to the Highway Traffic Act - Off Road Vehicle Use on Public Roads 22September2020.pdf](#)

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Magda Badura  
CAO/Treasurer

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**From:** Brian Lima <blima@ELGIN.ca>  
**Sent:** October 22, 2020 2:52 PM  
**To:** Magda Badura <mbadura@westelgin.net>  
**Subject:** Regulation 8/03 - Use of Off-Road Vehicles on Municipality Roads

Good Afternoon Magda,

Effective January 1, 2021, for municipalities listed in Regulation 8/03, all Off-Road Vehicle (ORV) types, will automatically be permitted to use municipal roads unless a municipality passes a by-law restricting or prohibiting their use. At its meeting held on September 22, 2020, Elgin County Council considered the attached staff report and passing of a by-law to prohibit ORVs on Elgin County Roads. After considerable discussion, Council passed the following resolution:

***RESOLVED THAT the matter be deferred until the Director of Engineering Services has solicited feedback from the local municipalities, the Elgin Group Police Services Board, and the Ontario Federation of Agriculture regarding the use of Off-Road Vehicles on Elgin County roads, and;***

***THAT the Director of Engineering Services report back to Council with an overview of alternative options and a draft by-law, which incorporates stakeholder feedback.***

Of particular concern for Council, was the Municipality's capacity to enforce such a by-law were it to be enacted. Council are requesting further information from each of Elgin County's LMPs regarding the use of Off-Road Vehicles to cross Elgin County roads, and if your municipality will be permitting use of Off-Road Vehicles on municipal roads.

Thank you for your consideration and I look forward to hearing from you.

**Brian Lima, P.Eng.**  
*Director of Engineering Services*



450 Sunset Drive  
St. Thomas, ON. N5R 5V1  
(519) 631-1460 ext. 117  
[blima@elgin.ca](mailto:blima@elgin.ca)  
[www.elgincounty.ca](http://www.elgincounty.ca)  


**Notice:** A number of Elgin County services are unavailable at this time due to the evolving health situation (COVID-19). Please visit [www.elgincounty.ca](http://www.elgincounty.ca) for daily updates.



## Staff Report

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**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2020-11-12  
**Subject:** Apportionment of Drainage Assessment for the Barrett Drain due to Severance of Land, Pursuant to Section 65 (2) of the Drainage Act, R.S.O. 1990

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Apportionment of Drainage Assessment for the Barrett Drain due to Severance of Land, Pursuant to Section 65 (2) of the *Drainage Act, R.S.O. 1990*; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Barrett Municipal Drain, as part of severance E20/20 as presented.

### **Purpose:**

The purpose of this report is to confirm Council's approval of the drainage assessment apportionment due to severance of lands in the Barrett Municipal Drain system, copy attached.

### **Background:**

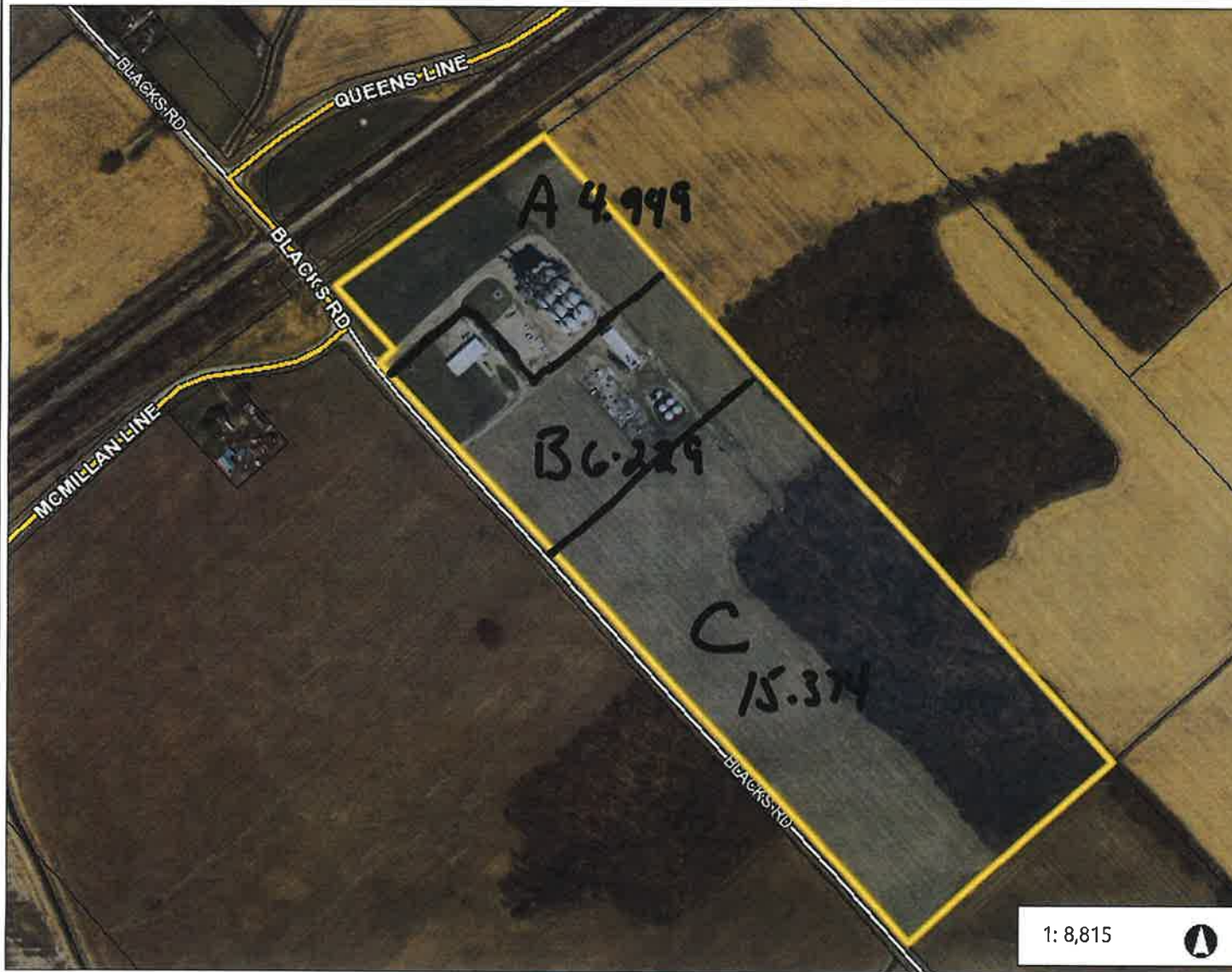
The Drainage Act, R.S.O. 1990, section 65 (2) requires that if the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1).

### **Financial Implications:**

There are no financial implications associated with this report.

### **Policies/Legislation:**

*Drainage Act, R.S.O. 1990*



Legend

- Parcels
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

Notes

1: 8,815

0.4 0 0.22 0.4 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Latitude Geographics Group Ltd.

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THIS MAP IS NOT TO BE USED FOR NAVIGATION



# MUNICIPALITY OF West Elgin

## Apportionment of Drainage Assessment due to Severance of Land Application. Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Barrett Drain Watershed or System.

Latest Engineer's Report prepared by Sprint Associates  
under the date of May 23, 1997

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**Original Assessment Information as per Last Report**

Roll # 343400003001001 Owner: The Andersons Canada Ltd  
 Concession # 8 Lot: Part Lot 1  
 Original Assessment: \$8900.00 Benefit: \$8900.00 Outlet: \$16,800.00 \* note 1  
 Area: 11.78 ha  
 Total Drainage Assessment: \$35,500.00 Benefit: \$35,500.00 Outlet: \$39,600.00 Spec. \$23,900.00

---

**Proposed New Assessment of Lands - Split 1 Parcel A**

Roll # 8 Owner: Pt Lot 1  
 Concession # 8 Lot: Pt Lot 1  
 Original Assessment: \$3940.43 Benefit: \$3940.43 Outlet: \$5224.39 \* note 2  
 Area: 4.949 ha  
 Total Drainage Assessment:  Benefit:  Outlet:

---

**Proposed New Assessment of Lands - Split 2 Parcel B**

Roll # 8 Owner: Part Lot 1  
 Concession # 8 Lot: Part Lot 1  
 Original Assessment: \$4959.57 Benefit: \$4959.57 Outlet: \$6575.61 \* note 3  
 Area: 6.229  
 Total Drainage Assessment:  Benefit:  Outlet:

---

**Proposed New Assessment of Lands - Split 3 Parcel C**

Roll # 8 Owner: Part Lot 1  
 Concession # 8 Lot: Part Lot 1  
 Original Assessment: 0 Benefit: 0 Outlet: 0 \* note 4  
 Area: 0  
 Total Drainage Assessment:  Benefit:  Outlet:

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

David Wallington, CFO David Wallington Nov 3, 2020  
 Name (Print) The Andersons Canada Limited Signature Date  
 Name (Print) \_\_\_\_\_ Signature Date  
 Name (Print) \_\_\_\_\_ Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # \_\_\_\_\_ on \_\_\_\_\_

Municipal Clerk

Date

### \* Notes

- 1 - maintenance 1997 tile 24.15%  
Original 1970 tile 11.5%
- 2 - Parcel A maint 1997 tile 10.69%  
1970 tile 5.09%
- 3 - Parcel B maint 1997 tile 13.46%  
1970 tile 6.41%

205

4 - Parcel C is not assessed into the watershed area of the Barrett Drain.  
Parcel C has an assessment into the Willsie Drain. Willsie Drain does not affect A and B



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2020-11-12  
**Subject:** 2021 TODS

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2021 TODS; and  
That West Elgin Council hereby direct staff to \_\_\_\_\_

### **Purpose:**

To request Council direction on the Tourism-Oriented Directional Signs (TODS) for the Port Glasgow Marina and Port Glasgow Trailer Park.

### **Background:**

The Municipality has been paying the annual subscription for the TODS signs for the Port Glasgow Marina and Port Glasgow Trailer Park since they were installed. The annual cost for these signs has increased substantially since 2018, as shown below (cost is per sign):

Year	Cost
2018	\$305.25
2019	\$610.56
2020	\$1526.40
2021	\$1526.40

In 2020, the annual subscription was paid as an annual cost and there was some concern raised by Council regarding the rising cost of these signs and their value, therefore staff wish to have Council's opinion before these invoices are paid.

### **Financial Implications:**

Cost for 2021 \$3,052.80 plus applicable taxes.



120 Whitmore Rd., Unit 8 Suite 200  
Woodbridge, ON L4L 6A3  
(905) 851-1322 Local (888) 263-9333 Toll-Free

## Tourism-Oriented Directional Signing (TODS) Program

Billing Address:

### Invoice

Invoice Date: October 15, 2020

Territory: 1

Contract Number: 3107346

Invoice Number: 111849136

Account Number: 51524-1

Municipality of West Elgin  
Magdo Badura  
P.O. Box 490  
Rodney, ON N0L 2C0

Thank you for your continued participation in the Tourism-Oriented Directional Signing (TODS) Program. These are the blue signs on the roadway displaying your Port Glasgow Trailer Park plaque(s) and directing motorists to your location.

This invoice is confirmation of our intent to renew your contract for an additional one (1) year term from January 1, 2021 through December 31, 2021. If you do not intend to renew your contract, you must notify us in writing by December 1, 2020.

Please return full payment and a copy of this invoice promptly to ensure your continued participation and position on the TODS panel(s).

**Billing Period: January 1, 2021 through December 31, 2021**

HST # 8920 684 38 RT

Intersection	County	Sign Type	Panel Number	Annual Fee
401 CR 3/Furnival Road Exit 129 E	Elgin	FR-R/3	90682	\$750.00
401 CR 3/Furnival Road Exit 129 W	Elgin	FR-R/3	90692	\$750.00
401 CR 3/Furnival Road Exit 129 E	Elgin	Ramp NC	1774	\$0.00
401 CR 3/Furnival Road Exit 129 W	Elgin	Ramp NC	34151	\$0.00

**Physical Address:**

Port Glasgow Trailer Park

C/o Municipality of West Elgin, PO Box 490

Rodney, ON N0L 2C0

**Invoice Amount:** \$1,500.00

**HST:** \$195.00

**Credits:** \$0.00

**Terms: Due on or before December 31, 2020**

**Balance Due:** \$1,695.00

----- Please return a copy of this invoice or the stub below with your payment -----

Please confirm the information below is correct or  
make any changes necessary.

**Customer:** Municipality of West Elgin

**Participant:** Port Glasgow Trailer Park

**Store Number:**

**Contact:** Magdo Badura

**Phone:** 5197850560

**Email:** mbadura@westelgin.net

**Website:**

**Ownership:** Corporate Franchise Individual  
(Please choose one)

Please complete the survey below in order for our company  
to better assess the service you received.

	Excellent	Very Good	Good	Fair	Poor
1. Service Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 - Timely Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 - Appearance of TODS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 - Effectiveness of TODS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 - Courtesy of Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 - Expertise of Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Make cheques payable to:**

**Canadian TODS Limited**

120 Whitmore Rd., Unit 8 Suite 200

Woodbridge, ON L4L 6A3

(905) 851-1322 Local (888) 263-9333 Toll-Free

**Contract Number:** 3107346

**To pay online, visit [www.ontario.interstatelogos.com](http://www.ontario.interstatelogos.com)**

**Online Account Number: 51524**

**Invoice Number: 111849136**



120 Whitmore Rd., Unit 8 Suite 200  
Woodbridge, ON L4L 6A3  
(905) 851-1322 Local (888) 263-9333 Toll-Free

## Tourism-Oriented Directional Signing (TODS) Program

Billing Address:

### Invoice

Invoice Date: October 15, 2020

Municipality of West Elgin  
Magdo Badura  
P.O. Box 490  
Rodney, ON N0L 2C0

Territory: 1  
Contract Number: 3107344  
Invoice Number: 111835263  
Account Number: 247964-1

Thank you for your continued participation in the Tourism-Oriented Directional Signing (TODS) Program. These are the blue signs on the roadway displaying your Port Glasgow Marina & Beach plaque(s) and directing motorists to your location.

This invoice is confirmation of our intent to renew your contract for an additional one (1) year term from January 1, 2021 through December 31, 2021. If you do not intend to renew your contract, you must notify us in writing by December 1, 2020.

Please return full payment and a copy of this invoice promptly to ensure your continued participation and position on the TODS panel(s).

**Billing Period: January 1, 2021 through December 31, 2021**

HST # 8920 684 38 RT

Intersection	County	Sign Type	Panel Number	Annual Fee
401 CR 3/Furnival Road Exit 129 E	Elgin	FR-R/3	90681	\$750.00
401 CR 3/Furnival Road Exit 129 W	Elgin	FR-R/3	90691	\$750.00
401 CR 3/Furnival Road Exit 129 E	Elgin	Ramp NC	1743	\$0.00
401 CR 3/Furnival Road Exit 129 W	Elgin	Ramp NC	34152	\$0.00

**Physical Address:**

Port Glasgow Marina & Beach  
C/o Municipality of West Elgin, PO Box 490  
Rodney, ON N0L 2C0

**Invoice Amount:** \$1,500.00

**HST:** \$195.00

**Credits:** \$0.00

**Terms: Due on or before December 31, 2020**

**Balance Due:** \$1,695.00

----- Please return a copy of this invoice or the stub below with your payment -----

Please confirm the information below is correct or  
make any changes necessary.

**Customer:** Municipality of West Elgin  
**Participant:** Port Glasgow Marina & Beach  
**Store Number:**  
**Contact:** Magdo Badura  
**Phone:** 5197850560  
**Email:** mbadura@westelgin.net  
**Website:** <http://www.elgintourist.com/Tourism/Port-Glasgow>  
**Ownership:** Corporate Franchise Individual  
(Please choose one)

Please complete the survey below in order for our company  
to better assess the service you received.

	Excellent	Very Good	Good	Fair	Poor
1. Service Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 - Timely Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 - Appearance of TODS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 - Effectiveness of TODS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 - Courtesy of Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 - Expertise of Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Make cheques payable to:**

**Canadian TODS Limited**

120 Whitmore Rd., Unit 8 Suite 200  
Woodbridge, ON L4L 6A3  
(905) 851-1322 Local (888) 263-9333 Toll-Free

**Contract Number:** 3107344

To pay online, visit [www.ontario.interstatelogos.com](http://www.ontario.interstatelogos.com)  
**Online Account Number:** 247964  
**Invoice Number:** 111835263



## Staff Report

---

**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2020-11-12  
**Subject:** 2020-2021 Cyber Insurance

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2020-2021 Cyber Insurance report for information; and

That West Elgin Council approves the purchase of Cyber Insurance from Ascent Underwriting for the remainder of 2020 and for 2021 as indicated in the attached quote for the liability insurance of:

- a. \$1 million enhanced, or
- b. \$2 million enhanced

### **Purpose:**

To obtain a cyber insurance policy, also referred to as cyber risk insurance, designed to help mitigate risk exposure by offsetting costs involved with recovery after a cyber-related security breach.

### **Background:**

Cyber insurance is generally designed to help businesses address any expense that might occur as the result of a data breach, including forensic investigations, business losses and notification expenses, as well as addressing lawsuits and extortion attempts.

Cyber insurance is a newer type of insurance. Municipalities store information on computer systems. In some cases, this information are scans from originals that still exist that may have taken a lot of time and money to digitize and in other cases the information was either created electronically or has been digitized from originals that have been destroyed. In addition, computer systems are the modern method of conducting the business of the municipality and impact all areas of the organization.

All types and sizes of municipalities and corporations experience attacks on their networks all the time. Ransomware has occurred recently in Simcoe County as criminals consider it a reliable method of gaining money. The risk with paying a ransom is that you have no assurance that you will get the decryption key after the payment has been made.

Cyber insurance generally covers business liability for a data breach involving sensitive customer information and associated legal liability. It will provide coverage for the costs of verifying or mitigating public relations damage following a network event as well as it provides coverage for loss of money or assets arising from phishing or other electronic scams.

The best line of defense for a computer network is at the user level. West Elgin initiated IT Audit that is in process of being scheduled for the month of December as well as Information Access and Privacy (MFIPPA) training for all its users and anticipates that the first level training will be completed by all users before the end of 2020. Additional training will be ongoing.

In addition, the insurance policy gives access to a highly skilled cybersecurity team that can evaluate a system at request. This service is included with the insurance policy.

The recommendation requests Council to determine how much insurance West Elgin should purchase. It is recommended that Council purchase the enhanced coverage, Option 2, which can be reviewed and changed for the next renewal. The cost would be included in the Administration budget as it affects the entire organization.

Estimated Annual Premiums:

Option 1 - \$1 million: basic coverage	\$2,020 plus tax
Option 2 - \$1 million: enhanced	\$2,415 plus tax
Option 3 - \$2 million: basic coverage	\$2,700 plus tax
Option 4 - \$2 million: enhanced coverage	\$3,290 plus tax

**Financial Implications:**

Premium for the remainder of 2020 is expected to be minor and can be absorbed into the current budget. The ongoing cost of the insurance will be included in future budgets.

**Report Approval Details**

Document Title:	2020-2021 Cyber Insurance - 2020-17-Administration Finance.docx
Attachments:	<ul style="list-style-type: none"><li>- Quote Sheet for West Elgin 2021.docx</li><li>- FCC Cyber Insurance Coverage Highlights - Final.docx</li></ul>
Final Approval Date:	Nov 9, 2020

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

Jana Nethercott

**INDICATION OF TERMS – QUOTE OPEN FOR 60 DAYS**

Quote Date: November 5, 2020

<b>INSURED</b>	Corporation of the Municipality of West Elgin	<b>COUNTRY/STATE</b>	CA/ON
<b>PERIOD OF INSURANCE</b>	12 months at 12.01 a.m. LST from a date to be agreed	<b>CURRENCY</b>	CAD

**LIMITS – ANY ONE CLAIM AND IN THE AGGREGATE (INCLUDING CLAIMS EXPENSES WHERE APPLICABLE)**

INSURING MODULES	OPTION 1	OPTION 2	OPTION 3	OPTION 4
Aggregate Policy Limit	1,000,000	1,000,000	2,000,000	2,000,000
Security & Privacy Liability	1,000,000	1,000,000	2,000,000	2,000,000
Multimedia & Intellectual Property Liability	1,000,000	1,000,000	2,000,000	2,000,000
Technology Services	N/A	N/A	N/A	N/A
Miscellaneous Professional Services	N/A	N/A	N/A	N/A
Network Interruption and Recovery	1,000,000	1,000,000	2,000,000	2,000,000
Physical Damage, Physical Loss & Debris Removal	N/A	N/A	N/A	N/A
Event Support Expenses	1,000,000	1,000,000	2,000,000	2,000,000
Privacy Regulatory Defense & Penalties	1,000,000	1,000,000	2,000,000	2,000,000
Network Extortion	1,000,000	1,000,000	2,000,000	2,000,000
Electronic Theft, Computer Fraud & Telecommunications Fraud	N/A	100,000	N/A	100,000
Social Engineering Fraud	N/A	100,000	N/A	100,000
Reputational Damage	N/A	1,000,000	N/A	2,000,000

**ENDORSED COVERAGES**

PCI Fines	N/A	1,000,000	N/A	2,000,000
Dependent Network Interruption & Recovery	N/A	250,000	N/A	250,000
Bricking	N/A	250,000	N/A	250,000
Invoice Manipulation	N/A	100,000	N/A	100,000

**DEDUCTIBLE - EACH AND EVERY CLAIM (INCLUDING CLAIMS EXPENSES WHERE APPLICABLE)**

INSURING MODULES	OPTION 1	OPTION 2	OPTION 3	OPTION 4
Security & Privacy Liability	5,000	5,000	5,000	5,000
Multimedia & Intellectual Property Liability	5,000	5,000	5,000	5,000
Technology Services	N/A	N/A	N/A	N/A
Miscellaneous Professional Services	N/A	N/A	N/A	N/A
Network Interruption and Recovery	5,000 8 hours	5,000 8 hours	5,000 8 hours	5,000 8 hours
Physical Damage, Physical Loss & Debris Removal	N/A	N/A	N/A	N/A
Event Support Expenses	5,000	5,000	5,000	5,000
Privacy Regulatory Defense & Penalties	5,000	5,000	5,000	5,000
Network Extortion	5,000	5,000	5,000	5,000
Electronic Theft, Computer Fraud & Telecommunications Fraud	N/A	5,000	N/A	5,000
Social Engineering Fraud	N/A	5,000	N/A	5,000
Reputational Damage	N/A	5,000	N/A	5,000

**ENDORSED COVERAGES**

PCI Fines	N/A	5,000	N/A	5,000
Dependent Network Interruption & Recovery	N/A	5,000	N/A	5,000

<b>Bricking</b>	N/A	5,000	N/A	5,000
<b>Invoice Manipulation</b>	N/A	5,000	N/A	5,000

#### PREMIUMS

	OPTION 1	OPTION 2	OPTION 3	OPTION 4
<b>Total Premium</b>	<b>1,970.00</b>	<b>2,365.00</b>	<b>2,700.00</b>	<b>3,240.00</b>
<b>Ascent Policy Fee (fully earned on inception)</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>
<b>Total Payable</b>	<b>2,020.00</b>	<b>2,415.00</b>	<b>2,750.00</b>	<b>3,290.00</b>
<b>Ascent Underwriting Participation</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

<b>NOTICE OF CLAIM</b>	In respect of: A circumstance, claim or an event which may entitle you to an indemnity for costs or expenses under your policy contact: Ascent/CyberClan Hotline +1 (0) 800 528 6170 or email <a href="mailto:ascentresponse@cyberclan.com">ascentresponse@cyberclan.com</a>
<b>SERVICE OF SUIT</b>	Attorney in Fact in Canada for Lloyd's Underwriters, Toronto Office, 200 Bay Street, Suite 2930 PO Box 51, Toronto, Ontario M5J 2J2
<b>CHOICE OF LAW</b>	Canada
<b>TERRITORIAL LIMITS</b>	Worldwide
<b>JURISDICTION</b>	Worldwide

#### TERMS ARE SUBJECT TO THE FOLLOWING CONDITIONS

- Terms and conditions based off Revenue Split by Location as specified below
- Retroactive Date – Full Prior Acts
- LSW1549C Lloyd's Standard Outline Policy for Canada Including Declarations
- NMA1978A Nuclear Incident Exclusion Clause (Canada)
- NMA464 War and Civil War Exclusion Clause
- LSW1001 Several Liability Notice (Insurance)
- LSW3000 Premium Payment Clause 45 Days
- LSW1543D Notice Concerning Personal Information
- **Cyber Terrorism**
- **Payment Card Industry Fines and Assessments**
- **Dependent Network Interruption and Recovery**
- **Bricking**
- **Invoice Manipulation**
- **Cryptojacking and Botnetting Extension**
- **Voluntary Shutdown Extension**

#### NATURE OF MISCELLANEOUS PROFESSIONAL SERVICES COVERED

N/a

#### RISK MANAGEMENT SERVICES

This policy offers Insureds free access to a designated password protected risk management portal powered by CyberClan, offering a range of services including pro-active privacy educational resources, 24/7 breach management services and a response hotline.

**SUBJECTIVITIES TO BE SETTLED AND AGREED PRIOR TO BINDING (UNLESS OTHERWISE AGREED)**  
**UNDERWRITERS RESERVE THE RIGHT TO AMEND, ALTER OR WITHDRAW TERMS SHOULD THE RESPONSES TO SUBJECTIVITIES BE DEEMED UNSATISFACTORY**

- Application form to be signed and dated (within 30 days of binding coverage).

**SECURITY**

100% with certain Underwriters at Lloyd's of London and/or Lloyd's Insurance Company S.A.

**RISK INFORMATION**

<b>REVENUE</b>	CAD 10,000,000
<b>BUSINESS</b>	Governmental & Public Authorities - Municipality/Township/Local Authority
<b>CLAIMS</b>	None
<b>NO OF PIIS</b>	4,995 (0 - 50,000)
<b>NO OF EMPLOYEES</b>	TBA

**REVENUE SPLIT BY LOCATION**

Canada : Ontario	100%
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**Ascent Underwriting to issue certificate and all related policy documentation upon binding in respect of all placements where Ascent are providing 100% security.**

# CYBER RISK INSURANCE COVERAGE HIGHLIGHTS

## OVERVIEW

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Cyber, network and data exposures impact all companies. We offer comprehensive Cyber Risk Insurance Coverage to protect an Insured against the cost of data breaches, fines, penalties and costs involved in restoring the organization's reputation.

Our product provides all-inclusive limits available up to \$1,000,000 for our standard coverages, with higher limits and optional coverage available.

## COVERAGE

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### Security and Privacy Liability

- Provides Coverage for an Insured failure to protect private or confidential information and associated legal liability

### Multimedia and Intellectual Property Liability

- Provides coverage for an insured's liability arising from and advertising and intellectual property risk

### Technology Services

- Covers any actual or alleged breach of duty, error or omission in the rendering of technology services

### Network Interruption and Recovery

- Provides coverage for a company's own losses and rectification costs from network interruption or following a security breach.

### Event Support Expenses

- Provides coverage for the costs of averting or mitigating public relations damage following a network event, including notification and the offering of a credit monitoring service to individuals whose personal information may have been compromised

### Privacy and Regulator Defense and Penalties

- Provides coverage for an organization defending itself in the event of a regulatory action following a privacy breach or breach of privacy regulations.

### Network Extortion

- Provides coverage to pay for an extortion threat against the insureds network.

### Electronic Theft, Computer Fraud & Telecommunications Fraud

- Provides coverage for loss of an insureds money or asset arising from network security breach following a security breach.

### Social Engineering Fraud

- Provides coverage for loss of money or asset arising from phishing or other electronic scams

### Reputational Damage

- Provides coverage for business income loss arising from loss of a services contract or reduction in brand value following a network event.

## LIMITS AND DEDUCTIBLES

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### Limits

- The size and scope of your operation impacts the limit you select. Options range from \$100,000 to \$5,000,000
- Pays up to the Limit of Insurance for each coverage specified, subject to an Aggregate Limit.

### Retention

- This policy uses a retention limit which may apply to each coverage.
- The default retention for Business Interruption is 8 hours.

## CLAIMS SERVICE

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We have partnered with a broad range of expert firms to provide our policyholders both proactive and post-breach services to help minimize the occurrence of a data breach and provide expert assistance if one occurs.

The moment you become aware of a cyber incident that may give rise to a claim or potential claim you have access to a Incident Hotline which is available 24/7.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage



# **Municipality of West Elgin**

## **Agenda**

### **West Elgin Community Centre Board of Management**

**October 27, 2020, 9:30 a.m.**  
**West Elgin Community Centre**

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](mailto:jnethercott@westelgin.net).

**1. Call to Order**

**2. Adoption of Agenda**

Recommendation:

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

**3. Disclosure of Pecuniary Interest**

**4. Minutes**

Recommendation:

That West Elgin Community Centre Board of Management Committee adopt the minutes of September 9, 2020 as circulated and printed.

**5. Business Arising from Minutes**

**6. Staff Reports**

**6.1. Operational Update**

**6.2. Fees and Charges**

## **7. Adjournment**

Recommendation:

That the West Elgin Community Centre Board of Management hereby adjourn at 10:52 a.m. to meet again on November 17, 2020.

# Tri-County Water Board of Management

## Agenda

October 27, 2020, 7:00 p.m.  
Electronic Participation Meeting via Zoom

Due to the COVID-19 Pandemic 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](mailto:clerk@westelgin.net).

**1. Call to Order**

**2. Adoption of Agenda**

Recommendation:

That Tri-County Water Board hereby adopts the Agenda for October 27, 2020 as presented.

**3. Disclosure of Pecuniary Interest**

**4. Minutes**

Recommendation:

That minutes of the Tri-County Water Board meeting on September 2, 2020 be adopted as circulated and printed.

**5. Business Arising from Minutes**

**6. Staff Reports**

**6.1. OCWA - Tri-County Drinking Water System Second Quarter Operations Report**

Recommendation:

That the Tri-County Water Board receives the Second Quarter Operations Report from Ontario Clean Water Agency.

**6.2. M. Taylor, OCWA - Building Condition Assessment & Capital Reserve Fund**

Recommendation:

That Tri-County Water Board receives the Building Condition Assessment and Capital Reserve Fun Report from Mike Taylor, OCWA.

**6.3. Financials**

Recommendation:

That Tri-County Water Board receives the Financial and Capital Statements as of September 30, 2020 from Magda Badura.

**6.3.1. Financial Statement as of September 30, 2020**

**6.3.2. Capital as of September 30, 2020**

**7. Closed Session**

Recommendation:

That Tri-County Water Board hereby proceeds into Closed Session at 7:33 p.m., under Section 239(2)(f) of the *Municipal Act*, consideration will be given to advice that is subject to solicitor-client privilege, including communications.

**8. Report from Closed Session**

Recommendation:

That Tri-County Water Board provide direction to staff to make amendments to a draft of the Tri-County Water Board Master Agreement.

**9. Adjournment**

Recommendation:

That the Tri-County Water Board hereby adjourn at 8:51 p.m. to reconvene on December 15, 2020 at 7:00 p.m. electronically or at the Call of the Chair.



# Port Glasgow Trailer Park Committee Agenda

October 23, 2020, 1:00 p.m.

Recreation Centre

135 Queen Street

Rodney

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](mailto:jnethercott@westelgin.net).

**1. Call to Order**

**2. Adoption of Agenda**

Recommendation:

That Port Glasgow Trailer Park Committee hereby adopt the agenda as presented.

**3. Disclosure of Pecuniary Interest**

**4. Adoption of Minutes**

Recommendation:

That Port Glasgow Trailer Park Committee hereby approves the minutes of the meeting on July 31, 2020 as circulated and printed.

**5. Business Arising from the Minutes**

**6. Staff Reports**

**6.1. Update on Capital Projects**

**7. New Business**

**7.1. 100 Anniversary of Port Glasgow Dance Hall**

## 8. Adjournment

Recommendation:

That Port Glasgow Trailer Park Committee hereby adjourn the meeting at \_\_\_\_ p.m.



**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)

Website: <http://www.huronkinloss.com>

Honourable Doug Ford, Premier of Ontario,  
Queen's Park Legislative Building  
1 Queen's Park, Room 281  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

October 28, 2020

Dear Honourable Doug Ford;

Please be advised the Council of the Township of Huron-Kinloss at its regular meeting held on October 19, 2020 passed the following resolution;

Re: Copy of Resolution #641

Motion No. 641

Moved by: Jeff Elliott    Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss hereby supports Wollaston Township in requesting that the Minister of Municipal Affairs and Housing review the Municipal Elections to play schemes in rural communities where non-residential electors are permitted to participate in elections and provide more clear guidelines to assist Municipal Clerks in defining the voters' list and to ensure there is a clear way to report election fraud and FURTHER directs staff to forward a copy of this resolution to the Right Honourable Doug Ford, Premier of Ontario, the Minister of Municipal Affairs and Housing , the Honourable Steve Clark and all Ontario Municipalities.

Carried

Sincerely,

Kelly Lush  
Deputy Clerk

c.c Minister of Municipal Affairs and Housing , the Honourable Steve Clark and all Ontario Municipalities.

ONTARIO ENERGY BOARD NOTICE  
TO CUSTOMERS OF ENBRIDGE GAS INC.

Enbridge Gas Inc. has applied to raise it natural gas rates effective  
January 1, 2021

Learn more. Have your say.

Enbridge Gas Inc. has applied to the Ontario Energy Board for approval to recover the costs related to three capital projects. If the request is approved, a typical residential customer in the EGD Rate Zone and in the Union Rate Zones (former customers of Enbridge Gas Distribution Inc. and Union Gas Limited, respectively) would see the following changes:

Rate Zones	Residential Annual Bill Increase
Enbridge Gas Distribution	\$ 0.11
Union South	\$ 2.71
Union North (East & West)	\$ 0.00

Other customers may also be affected. It is important to review the application carefully to determine whether you will be affected by the changes.

This application is the second phase of an earlier application (EB-2020-0095) in which Enbridge Gas requested approval for rate increases effective January 1, 2021, based on a rate-setting framework that is tied to inflation and other factors.

THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas Inc. We will question Enbridge Gas Inc. on the case. We will also hear questions and arguments from individual customers and from groups that represent the customers of Enbridge Gas Inc. At the end of this hearing, the OEB will decide whether the rate increase requested in the application will be approved.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Enbridge Gas Inc. on the OEB’s website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **November 20, 2020** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB’s decision and its reasons on our website.

LEARN MORE

Our file number for this case is **EB-2020-0181**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number **EB-2020-0181** on the OEB website: [www.oeb.ca/participate](http://www.oeb.ca/participate). You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **November 20, 2020**.

PRIVACY

*If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.*

*This hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).*



## ONTARIO ENERGY BOARD

**IN THE MATTER OF** the Ontario Energy Board  
Act, 1998, S.O. 1998, c.15 (Sched. B);

**AND IN THE MATTER OF** an Application by  
Enbridge Gas Inc., pursuant to section 36(1) of  
the *Ontario Energy Board Act, 1998*, for an  
order or orders approving or fixing just and  
reasonable rates and other charges for the sale,  
distribution, transmission and storage of gas as  
of January 1, 2021.

### APPLICATION

1. The Applicant, Enbridge Gas Inc. (“Enbridge Gas”, or “EGI”) is an Ontario corporation with its head office in the City of Toronto. It carries on the business of selling, distributing, transmitting, and storing natural gas within Ontario. Enbridge Gas was formed effective January 1, 2019, upon the amalgamation of Enbridge Gas Distribution Inc. (“EGD”) and Union Gas Limited (“Union”).
2. Enbridge Gas hereby applies to the Ontario Energy Board (the “OEB” or the “Board”), pursuant to section 36 of the *Ontario Energy Board Act, 1998*, as amended (the “Act”) for interim and final Orders approving or fixing just and reasonable rates for the sale, distribution, transmission, and storage of gas commencing January 1, 2021. Specifically, as set out herein, Enbridge Gas applies for approval of unit rates related to its 2021 Incremental Capital Module (“ICM”) requests.

3. On August 30, 2018, in the MAADs Decision<sup>1</sup>, the Board approved a rate setting mechanism (Price Cap IR) for Enbridge Gas, which sets out a multi-year incentive rate-setting mechanism (“IRM”) for the calendar year term of 2019 to 2023 (the “five year term” or the “deferred rebasing period”). The MAADs Decision confirmed that during the five year term, distribution rates will be set separately for the EGD and Union rate zones. The MAADs Decision also approved the specific treatment of various elements in the IRM including the availability of an ICM during the five year term.
4. The 2021 Rate Application (EB-2020-0095) is the third annual rate adjustment application under the IRM approved in the MAADs Decision. In its 2021 Rate Application, Enbridge Gas proposed to continue with a bifurcated approach, similar to the 2020 Rate Application, where distribution rates relating to the IRM adjustments would be processed and adjudicated first (as “Phase 1”) and matters related to ICM funding would be addressed in “Phase 2” of the EB-2020-0095 proceeding.
5. On June 30, 2020, Enbridge Gas filed supporting evidence for “Phase 1” of its 2021 Rate Application (EB-2020-0095) to address the IRM related elements which included the annual rate escalation, pass-through costs, capital pass-through adjustment and Parkway Delivery Obligation rate adjustment. On October 8, 2020, Enbridge Gas and all interested parties filed a Settlement Proposal that resolved all matters in “Phase 1” of the 2021 Rate Application, and includes draft Interim Rate Orders for updated 2021 rates to be effective January 1, 2021.
6. In its letter dated July 14, 2020 in EB-2020-0095, the OEB determined that it will process the “Phase 1” and “Phase 2” filings for the 2021 Rate Application as

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<sup>1</sup> EB-2017-0306/0307.

separate applications, rather than as discrete “phases” within a single application. The OEB has assigned a separate docket number (EB-2020-0181) for “Phase 2” of the 2021 Rate Application.

7. Enbridge Gas is therefore filing this separate Application for its 2021 ICM requests. With this Application, Enbridge Gas is seeking Board approval for ICM funding for three projects in 2021 – the St Laurent NPS 12 Replacement in the EGD rate zone, and the London Line Replacement Project and the Sarnia Industrial Reinforcement Project in Union rate zones. Collectively, these projects are referred to as the “2021 ICM Projects”. The ICM evidence including the appendices are filed as Exhibit B, Tab 2, Schedule 1.<sup>2</sup>
8. Also, in accordance with the Board’s directive in the MAADs Decision<sup>3</sup>, Enbridge Gas is filing a consolidated Utility System Plan (including an Asset Management Plan and a Customer Engagement Study) for the ICM requests with this Application. The Utility System Plan is filed as Exhibit C, Tab 1, Schedule 1. The Asset Management Plan and the Customer Engagement study are filed as Exhibit C, Tab 2, Schedule 1 and Exhibit C, Tab 3, Schedule 1 respectively.

## **APPROVAL REQUESTS**

9. The specific approvals sought in this Application are as follows:
  - The requests for ICM funding for the 2021 ICM Projects, including the ICM unit rates beginning in 2021 for the duration of the deferred rebasing period to recover the total revenue requirement of the 2021 ICM Projects from 2021 to 2023;

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<sup>2</sup> In order to maintain consistency with prior applications related to ICM requests during the five year term, Enbridge Gas has labeled the ICM request evidence as Exhibit B-2-1 (meaning that there are no B-1-1 exhibits in this filing).

<sup>3</sup> EB-2017-0306/EB-2017-0307, Decision and Order, August 30, 2018, pp.32-34.

- Final rates for the year commencing January 1, 2021, including the full-year impact of all items included in the “Phase 1” of the 2021 Rate Application in EB-2020-0095 and the ICM requests in this Application; and
  - The determination of all other issues that bear upon the Board’s approval or fixing of just and reasonable rates for the sale, distribution, transmission, and storage of gas by Enbridge Gas for the year commencing January 1, 2021.
10. Enbridge Gas further applies to the Board pursuant to the provisions of the Act and the Board’s Rules of Practice and Procedure for such final, interim or other Orders and directions as may be appropriate in relation to the Application and the proper conduct of this proceeding.
11. This Application is supported by written evidence and may be amended from time to time as circumstances require.
12. The persons affected by this Application are the customers resident or located in the municipalities, police villages and First Nations reserves served by Enbridge Gas, together with those to whom Enbridge Gas sells gas, or on whose behalf Enbridge Gas distributes, transmits or stores natural gas.
13. Approval of the 2021 ICM funding set out in this Application will result in the following bill impacts:
- The bill impact associated with the 2021 ICM funding request for a typical Rate 1 residential customer consuming 2,400 m<sup>3</sup> annually in the EGD rate zone is an increase of \$0.11.

- The bill impact associated with the 2021 ICM funding request for a typical Rate M1 residential customer consuming 2,200 m<sup>3</sup> annually in the Union South rate zone is an increase of \$2.71.
- There is no bill impact associated with the 2021 ICM funding request for a typical Rate 01 residential customer in the Union North rate zone as there is no ICM project applicable to this rate zone.

14. The address of service for Enbridge Gas is:

Enbridge Gas Inc.

500 Consumers Road  
Willowdale, Ontario  
M2J 1P8

Attention: Mark Kitchen  
Director, Regulatory Affairs  
Telephone: (519) 436-5275  
Fax: (519) 436-4641  
Email: [EGIRegulatoryProceedings@enbridge.com](mailto:EGIRegulatoryProceedings@enbridge.com)  
[mark.kitchen@enbridge.com](mailto:mark.kitchen@enbridge.com)

- and -

Aird & Berlis LLP

Brookfield Place, P.O Box 754  
Suite 1800, 181 Bay Street  
Toronto, Ontario  
M5J 2T9

Attention: David Stevens  
Telephone: (416) 863-1500  
Fax: (416) 863-1515  
Email: [dstevens@airdberlis.com](mailto:dstevens@airdberlis.com)

DATED October 15, 2020, at Toronto, Ontario

ENBRIDGE GAS INC.

(Original Digitally Signed)

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Rakesh Torul  
Technical Manager,  
Regulatory Applications



OFFICE OF THE MAYOR  
CITY OF HAMILTON

September 8, 2020

Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Honourable Doug Downey  
Attorney General  
Ministry of the Attorney General  
McMurtry-Scott Building  
720 Bay Street, 11th Floor  
Toronto, ON M7A 2S9

Subject: **Amending the AGCO Licensing and Application Process for Cannabis Retail Stores to Consider Radial Separation from Other Cannabis Locations**

Dear Premier & Attorney General,

Hamilton City Council, at its meeting held on August 21, 2020, approved a motion, Item 6.1, which reads as follows:

WHEREAS in late 2019 the Province of Ontario announced that the AGCO had been given regulatory authority to open the market for retail cannabis stores beginning in January 2020, without the need for a lottery;

WHEREAS the AGCO has continued to send Cannabis Retail Store applications to the City of Hamilton for the required 15-day comment period,

WHEREAS the City has reviewed 61 Cannabis Retail Store applications for comment since January 2020;

WHEREAS the AGCO does not take into consideration radial separation for Cannabis Retail Stores.

**THEREFORE, BE IT RESOLVED:**

.../3

- (a) That the Mayor contact the Premier of Ontario, Ministry of Attorney General, and local Members of Parliament to ask that the Province consider amending its licensing and application process for Cannabis Retail Stores to consider radial separation from other cannabis locations.
- (b) That the request be sent to other municipalities in Ontario, including the Association of Municipalities of Ontario for their endorsement.
- (c) That Staff be requested to submit heat maps outlining the location of all proposed AGCO Cannabis Retail Store in the City on all AGCO Cannabis Retail Store applications.

As per the above, we write to request, on behalf of the City of Hamilton, that the appropriate legislative and regulatory changes be made and implemented to the AGCO licensing and application process to take into consideration radial separation for Cannabis Retail Stores as a condition of approval for a license.

Currently the City of Hamilton has reviewed 61 cannabis retail location applications since January 2020. Approximately 12 of these potential locations are within 50m (or less) of each other.

The City of Hamilton appreciates that the AGCO conducts a background search prior to approving any licenses, however the lack of separation between locations poses a community safety issue, as the over saturation in specific area(s)/wards, can negatively impact the surrounding community with increased traffic flow, and an overall "clustering" of stores within a small dense area.

The City of Hamilton is confident that radial separations from cannabis retail locations will have a significant positive impact on the community and allow for its residents to continue to enjoy a safe and healthy community lifestyle.

Sincerely,

A handwritten signature in black ink, appearing to read 'Fred Eisenberger', with a stylized, flowing script.

Fred Eisenberger  
Mayor

C: Hon. Donna Skelly, MPP, Flamborough-Glanbrook

Hon. Andrea Horwath, Leader of the Official Opposition, MPP, Hamilton Centre

Hon. Paul Miller, MPP, Hamilton East-Stoney Creek

Hon. Monique Taylor, MPP, Hamilton Mountain

Hon. Sandy Shaw, MPP, Hamilton West-Ancaster-Dundas



## *2020 Highlights*

### **COVID-19 Response**

The County has worked closely with its municipal partners and Southwestern Public Health to find solutions and stop the spread of COVID-19 in our community.

### **Service Delivery Review**

The County undertook a comprehensive Service Delivery Review. The review assessed service levels and identified actions that will result in more efficient and effective service delivery, organizational and operational arrangements and associated savings.

### **Community Safety and Well-Being Plan**

The County of Elgin, the City of St. Thomas, and the Town of Aylmer began working together to develop a joint Community Safety and Well-Being Plan. We are confident that through this work we can achieve a sustainable community where everyone is safe and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

### **Strategic Plan**

Council developed a Strategic Plan and Action Plan for 2020-2022 to serve as a roadmap that will align efforts and resources in a way that supports Elgin County to be the best County it can be.

### **Community Grant Program**

The Rural Initiatives and Planning Advisory Committee developed a new Community Grant Program which will invest in both established and emerging community programs that meet identified community need, build capacity and support Elgin County's Strategic Plan 2020-2022.

### **Connectivity Committee and Environmental Committee**

County Council established two (2) new Committees to support their priority of "Growing Elgin: to be the place where people want to live, work and play." The Environmental Committee will help develop an annual plan that identifies ways to reduce the County's environmental footprint. The Connectivity Committee will support Council as they work to ensure wider access to reliable, affordable internet.



## *2020 Highlights*

### **Port Bruce Bridge Replacement**

Following the collapse of the Imperial Road bridge over Catfish Creek in the village of Port Bruce in 2018, K. Smart Associates Limited Consulting Engineers and Planners was awarded the engineering services for the replacement of the bridge.

Ongoing delays associated with material delivery resulting from the COVID-19 pandemic has delayed the project. Despite these delays and weather dependent, bridge construction should be substantially completed and reopened to the public by year's end. Final restoration including top coat asphalt may however need to be deferred and completed in the spring of 2021.

### **Terrace Lodge Redevelopment**

Despite delays related to the COVID-19 pandemic, meaningful progress continues to be made towards the redevelopment of Terrace Lodge. The Terrace Lodge Redevelopment Committee is working tirelessly with Council and staff to ensure that the Home's design will be both safe and comfortable for current and future residents

At the onset of the COVID-19 pandemic, the Province of Ontario announced additional funding for the construction of Long-Term Care Homes including an additional \$4.3M for the Terrace Lodge Redevelopment Project.

Considering lessons learned from the pandemic and best practices at other Long-Term Care Homes, County Council approved additional infection prevention and control measures as they relate to the safety of staff and residents during a pandemic or outbreak situation, including additional funds for oxygen storage, negative pressure rooms, modifications to the staff locker room, a replacement of the aging Nurse Call System, and additional cleaning and safety measures during construction.

Council also approved expanded dining areas that will allow for a more pleasurable dining experience for residents, more efficient use of staffing resources and space for physical distancing during future pandemics or outbreaks.



## *Warden Dave Mennill*

It has been an unprecedented year for those serving in elected office. The COVID-19 global pandemic has resulted in the cancellation of numerous events across the County and Province. Just as past Councils and Wardens have had to adjust to difficult circumstances, County Council and I have had to adjust our roles to meet the needs of our residents during this emergency. Out of respect for the health and safety of Elgin County residents and due to Provincial restrictions on public gatherings, I have made the difficult decision to cancel the Warden's Banquet this year.

As a member of County Council, I have always looked forward to this event, and I am disappointed that we can't all get together to catch up this year. Despite the many challenges we have faced, Council, staff and community members have worked together to overcome obstacles and move forward to implement solutions for our residents. Looking back over the past year, we should be proud of our achievements in 2020.

If there is one good thing that has come out of this challenging and unprecedented time, it has been that our incredible community has worked together in ways that I have never witnessed before. Thank you for your continued support, and I look forward to seeing you at next year's banquet.

**Stay safe and healthy until we can see each other in person again.**

**Warden Dave Mennill**

**COUNTY OF  
ELGIN**

450 Sunset Drive  
St. Thomas, ON  
N5R 5V1

November 09, 2020

Municipality of West Elgin

To the Council:

We are requesting that we receive a letter from Council to present to the County of Elgin as part of the Festival and Event application.

They require a letter of support from the relevant municipal department if the initiative is linked to municipality owned land and/or facility.

So, we would appreciate such a letter to show that we have the support and use of the recreation centre and fairgrounds during fair week. In 2021 the fair will be September 17. 18.19. We would need access from September 13-20 for setup, actual fair and take down.

Of course, we realize this is all depending on the status of the Coronavirus and limits and restrictions going into 2021.

If you could email me the letter when it is approved and written at this address, I would appreciate it then I can forward it onto the County of Elgin for the application.

Thanks

Janet Johnston

Treasurer/Director

Rodney Aldborough Agricultural Society

Email: [d.j.johnston.farms@hotmail.com](mailto:d.j.johnston.farms@hotmail.com)

Phone:519-695-2930



374028 6TH LINE • AMARANTH ON • L9W 0M6

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Honourable Doug Ford, Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, Ontario M7A 1A1

Honourable Premier Ford,

**Re: Bill 218**

At the regular meeting of Council held November 4, 2020, the following resolution was carried:

Council discussed the Ontario Bill 128, Supporting Recovery and Municipal Elections Act 2020. Provincial Bill 218 was recently introduced to the legislature as Supporting Ontario's Recovery and Municipal Elections Act 2020. As part of this bill, it was proposed to remove the framework for conducting ranked ballot municipal elections for the 2022 election, citing cost as the reason for the change.

This proposed change results in further erosion of local decision-making by repealing the ranked ballot voting system utilized very effectively by London, Ontario in the last municipal election. This is a system that could and perhaps should be adopted by other municipalities around Ontario. It is felt that the system encourages more candidates and improved participation of voters.

Bill 218 also proposed shortening the nomination period of the 2022 municipal election to approximately six weeks.

**Resolution #11**

**Moved by: G. Little – Seconded by: H. Foster**  
**BE IT RESOLVED THAT:**

The Township of Amaranth request the Provincial Government of Ontario rescind the proposed changes regarding ranked ballot voting and the nomination period included as part of bill 218.

Further resolved that a letter regarding this resolution be forwarded to Doug Ford, Premier of Ontario, Sylvia Jones, MPP Dufferin-Peel and Steve Clark,

Minister of Municipal Affairs and Housing. Letter to be copied to AMO and all Ontario Municipalities.

**CARRIED.**

<b>Recorded Vote</b>	<b>Yea</b>	<b>Nay</b>	<b>Absent</b>
<b>Deputy Mayor Chris Gerrits</b>	<b>X</b>		
<b>Councillor Heather Foster</b>	<b>X</b>		
<b>Councillor Gail Little</b>	<b>X</b>		
<b>Mayor Bob Currie</b>	<b>X</b>		

Respectfully submitted,

*Nicole Martin*

Nicole Martin, Dipl. M.A.  
Acting CAO/Clerk

C: Sylvia Jones, MPP Dufferin-Peel  
Steve Clark, Minister of Municipal Affairs and Housing  
A.M.O.  
Ontario Municipalities



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of the Municipality Of West Elgin**

### **By-Law No. 2020-66**

#### **Being A By-Law to provide for the Arvai Drain in the Municipality of West Elgin.**

**Whereas** the Council of the Municipality of West Elgin has procured a report under Section 4 of the *Drainage Act, R.S.O. 1990*, as amended, for the construction of the Arvai Drain; and

**Whereas** the reported dated August 10, 2020 has been authored by J.M Spriet of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

**Whereas** the estimated total cost of the drainage work is \$55,000.00; and

**Whereas** \$55,000.00 is the estimated amount to be contributed by the Municipality of West Elgin for the drainage works; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin is of the opinion that the drainage of the area is desirable;

**Now Therefore** be it resolved that the Council of The Corporation of the Municipality of West Elgin pursuant to the *Drainage Act, R.S.O. 1990*, as amended, enacts as follows:

1. That the report dated August 10, 2020 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That The Corporation of the Municipality of West Elgin may borrow on the credit of the Corporation the amount of \$55,000.00, being the amount necessary for the construction of the drainage works. This project may be debentured.
3. The Corporation may issue debenture(s) for the amount borrowed less the total amount of:
  - a) grants received under Section 85 of the *Drainage Act*;
  - b) monies paid as allowances;
  - c) commuted payments made in respect of lands and roads assessed with the municipality;
  - d) money paid under subsection 61(3) of the *Drainage Act*; and

- e) money assessed in and payable by another municipality.
4. Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of the sale of such debenture(s).
  5. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) and shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this By-Law.
  6. All assessments of \$1,000.00 or less are payable in the first year in which assessments are imposed.
  7. That this By-Law comes into force and effect upon the final reading thereof.

Read a first and second time and provisionally adopted this 24<sup>th</sup> day of September, 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

Read for a third and final time this 12<sup>th</sup> day of November, 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

**ARVAI DRAIN**  
**Municipality of West Elgin**



**SPRIET  
ASSOCIATES**  
**ENGINEERS & ARCHITECTS**

155 York Street  
London, Ontario N6A 1A8  
Tel. (519) 672-4100  
Fax (519) 433-9351  
E-mail MAIL@SPRIET.ON.CA

Our Job No. 219204

August 10, 2020

## **ARVAI DRAIN**

### **Municipality of West Elgin**

To the Mayor and Council of  
the Municipality of West Elgin

Mayor and Council:

We are pleased to present our report on the reconstruction of the Arvai Municipal Drain serving parts of Lot 18, Concession 9 in the Municipality of West Elgin.

### **AUTHORIZATION**

This report was prepared pursuant to Section 4 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a petition signed by the affected landowners.

### **DRAINAGE AREA**

The total watershed area as described above contains approximately 1.85 hectares. The area requiring drainage for the Arvai Drain is described as the lands located within Lot 18, Concession 9, bounded by Ridge Street to the east and the existing residential lands located within the village of West Lorne, located south of Elm Street.

### **HISTORY**

The Arvai Drain is a new municipal drain and, as such, has no history. It is located within the Wilton Drain which was originally constructed pursuant to a report submitted by G.A. McCubbin, P. Eng. dated July 6, 1914 and consisted of the installation of 1,700 lineal feet of 600mm diameter sewer pipe as well as 2,400 lineal feet of open ditch cleanout to provide a sufficient outlet to the new closed drain. The closed drain commenced at the west edge of Graham Street and ran westerly parallel to Chestnut Street through the residential lots to the Wilton Drain open ditch. The drain was constructed to alleviate flooding along Graham Street from its connection point to the north end of the limits of the village. This drain essentially served as the outlet to the village.

### **EXISTING DRAINAGE CONDITIONS**

A site meeting held with respect to the project and through later discussions, the owners reported the following:

- that the requesting landowner, Arvai Developments (Roll No. 1-295), indicated their intention to develop their lands and required a legal outlet to do so



## EXISTING DRAINAGE CONDITIONS

- that the landowner, J. & L. Fischer (Roll No. 1-077), indicated that any drainage works constructed on their lands should not interfere with the development potential along the current residential lands fronting King Street

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the lands are tributary to the Wilton Open Drain located in Lot 15, Concession 9 and has sufficient depth to provide an outlet
- that the lands could be serviced by a drain outletting into the existing Wilton Drain – Open Portion
- that an investigation in using the existing Wilton Drain – Closed Portion was undertaken and determined not to be feasible as its condition could not be properly assessed. Furthermore, the watershed area draining to this drain is not easily determined as it appears to be cross connected with the Graham Street Drain which services a large portion of West Lorne

Preliminary design, cost estimates and assessments were prepared, and informal conversations were held to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates. Based on the proposed design it was decided to proceed with the report.

## DESIGN CONSIDERATIONS

The proposed drain was designed, with respect to capacity, using the storm sewer design methods with a design storm based with a return period of 2 years.

We would like to point out that there have been indications of sandy soil conditions, but no formal soil investigation has been made.

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

## RECOMMENDATIONS

We are therefore recommending the following:

- that a drain be constructed, to be referred to as the Arvai Drain, commencing at the Main Drain, running north through the lands of J. & L. Fischer (Roll No. 1-077) and Hydro One Networks Inc. (Roll No. 2-560) to its head just within the lands of Arvai Developments Inc. (Roll No. 1-295) for a total length of 306 lineal meters
- that the drains be constructed using sealed HDPE pipe to prevent the inclusion of tree roots and provide a more economical solution than concrete sewer pipe



## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

There are no significant wetlands or sensitive areas within the affected watershed area or along the route of the drains. The proposed construction of the Arvai Drain includes quarry stone outlet protection and surface inlets which greatly help reduce the overland surface flows and any subsequent erosion. A temporary flow check of silt fencing is to be installed in the ditch downstream of the tile outlet for the duration of the construction.

## SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 306 lineal meters of 375mm (15") diameter HDPE sewer pipe including related appurtenances.

## SCHEDULES

Four schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, Schedule 'C' - Assessment for Construction, and Schedule 'D' - Assessment for Maintenance.

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 55,000.00. This estimate includes engineering and administrative costs associated with this project.

Schedule 'C' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Schedule 'D' - Assessment for Maintenance. In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of, or the entire drainage works.

Drawing No. 1, Job No. 219204, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

## ALLOWANCES

**DAMAGES:** Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$3,613.00/ha. for closed drain installed with wheel machine. This base rate is multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

**RIGHT-OF-WAY** Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.



## ALLOWANCES (cont'd)

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amounts granted are based on \$6,670.00/ha. through cropped lands. This value is multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths.

## ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These liabilities are known as benefit, outlet liability and special benefit liability as set out under Sections 22, 23, 24 and 26 of the Act.

**BENEFIT** as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

**OUTLET** liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

## ASSESSMENT

A modified "Todgham Method" was used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route. Special Assessments were then extracted from each section.

The remainder is then separated into Benefit and Outlet costs. The Benefit cost is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet Costs are distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands have been assessed for outlet at lower rates than cleared lands. Also, roads and residential properties have been assessed for outlet at higher rates than cleared farmlands. It should be noted that the cost of agricultural design was assessed to all lands within the watershed area with increased costs to obtain a 2-year design standard to the developable lands and roadway.



## ASSESSMENT (cont'd)

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet and for special assessments as shown in detail below and on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

## SPECIAL ASSESSMENT

If any additional work is required to the drainage works due to the existence of buried utilities such as gas pipe lines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

## GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Assessments to agricultural lands are based on an agricultural 38.1mm design. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments.

## MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

After completion, the Arvai Drain, including the existing drain, shall be maintained by the Municipality of West Elgin at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

JMS:bv



J.M. Spriet, P.Eng.



**SPRIET ASSOCIATES**  
246  
Engineers & architects

## SCHEDULE 'A' - ALLOWANCES

## ARVAI DRAIN

## Municipality of West Elgin

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
<b>MAIN DRAIN</b>					
4	Pt. 18	1-077 (J. & L. Fischer)	\$ 1,850.00	\$ 1,500.00	\$ 3,350.00
4	Pt. 18	1-295 (Arvai Developments Inc)	40.00	30.00	70.00
Total Allowances			\$ 1,890.00	\$ 1,530.00	\$ 3,420.00
<b>TOTAL ALLOWANCES ON THE MAIN DRAIN</b>			<b>\$ 3,420.00</b>		

**ARVAI DRAIN****Municipality of West Elgin**

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

**MAIN DRAIN**

6 meters of 375mm dia., H.D.P.E. plastic sewer pipe including rodent gate,  
quarry stone rip-rap protection around pipe and end of ditch  
(Approximately 6m<sup>3</sup> quarry stone req'd)

Supply	\$	400.00
Installation	\$	800.00

Installation of the following HDPE sewer pipe, including granular bedding  
300 meters of 375mm dia. HDPE sewer pipe

\$ 13,500.00

Supply of the above listed pipe

\$ 15,000.00

Strip, stockpile and relevel topsoil from tile trench and adjacent working area  
(4m wide) specified on drawings (approx. 306m)

\$ 1,800.00

Supply and install one 600mm x 600mm ditch inlet catchbasin online  
complete with berm, grate and ditching

\$ 1,800.00

Exposing and locating existing tile drains and utilities

\$ 500.00

Tile connections and contingencies

\$ 1,200.00

Allowances under Sections 29 & 30 of the Drainage Act

\$ 3,420.00

**ADMINISTRATION**

Interest and Net Harmonized Sales Tax

\$ 1,230.00

Survey, Plan and Final Report

\$ 12,500.00

Expenses

\$ 1,090.00

Supervision and Final Inspection

\$ 1,760.00

**TOTAL ESTIMATED COST**

\$ 55,000.00

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

## ARVAI DRAIN

## Municipality of West Elgin

Job No. 219204

August 10, 2020

\* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>MAIN DRAIN</b>						
4	Pt. 18	0.25	1-077 (J. & L. Fischer)	9,490.00	382.00	9,872.00
* 4	Pt. 18	0.06	1-095 (N. & M. McColl)		352.00	352.00
* 4	Pt. 18	0.06	1-095-02 (J. & K. Kelly)		323.00	323.00
* 4	Pt. 18	0.05	1-095-03 (J. & J. Prince)		294.00	294.00
* 4	Pt. 18	0.04	1-095-04 (L. & N. Labadie)		235.00	235.00
* 4	Pt. 18	0.05	1-095-05 (J. & M. Da Mota)		294.00	294.00
* 4	Pt. 18	0.05	1-119 (D. Kekys)		294.00	294.00
* 4	Pt. 18	0.05	1-296 (J. Dias & D. Oliveira)		176.00	176.00
* 4	Pt. 18	0.02	1-081 (R. Boodram)		60.00	60.00
* 4	Pt. 18	0.67	1-295 (Arvai Developments Inc)	17,310.00	16,439.00	33,749.00
* 4	Pt. 18	0.45	2-560 (Hydro One Networks Inc)	3,060.00	1,997.00	5,057.00
TOTAL ASSESSMENT ON LANDS				\$ 29,860.00	\$ 20,846.00	\$ 50,706.00
* Ridge Street		0.10	Municipality of West Elgin	\$	\$ 4,294.00	\$ 4,294.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 4,294.00	\$ 4,294.00
TOTAL ASSESSMENT ON THE MAIN DRAIN						<u>\$ 55,000.00</u>

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

## ARVAI DRAIN

## Municipality of West Elgin

Job No. 219204

August 10, 2020

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>MAIN DRAIN</b>				
4	Pt. 18	0.25	1-077 (J. & L. Fischer)	12.8 %
4	Pt. 18	0.06	1-095 (N. & M. McColl)	0.9
4	Pt. 18	0.06	1-095-02 (J. & K. Kelly)	0.8
4	Pt. 18	0.05	1-095-03 (J. & J. Prince)	0.7
4	Pt. 18	0.04	1-095-04 (L. & N. Labadie)	0.6
4	Pt. 18	0.05	1-095-05 (J. & M. Da Mota)	0.7
4	Pt. 18	0.05	1-119 (D. Kekys)	0.7
4	Pt. 18	0.05	1-296 (J. Dias & D. Oliveira)	0.4
4	Pt. 18	0.02	1-081 (R. Boodram)	0.1
4	Pt. 18	0.67	1-295 (Arvai Developments Inc)	62.6
4	Pt. 18	0.45	2-560 (Hydro One Networks Inc)	8.8
				=====
TOTAL ASSESSMENT ON LANDS				89.1 %
				=====
Ridge Street		0.10	Municipality of West Elgin	10.9 %
				=====
TOTAL ASSESSMENT ON ROADS				10.9 %
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE OF THE MAIN DRAIN</b>				<b><u>100.0 %</u></b>

# SCHEDULE OF NET ASSESSMENT

## ARVAI DRAIN

### Municipality of West Elgin

(FOR INFORMATION PURPOSES ONLY)

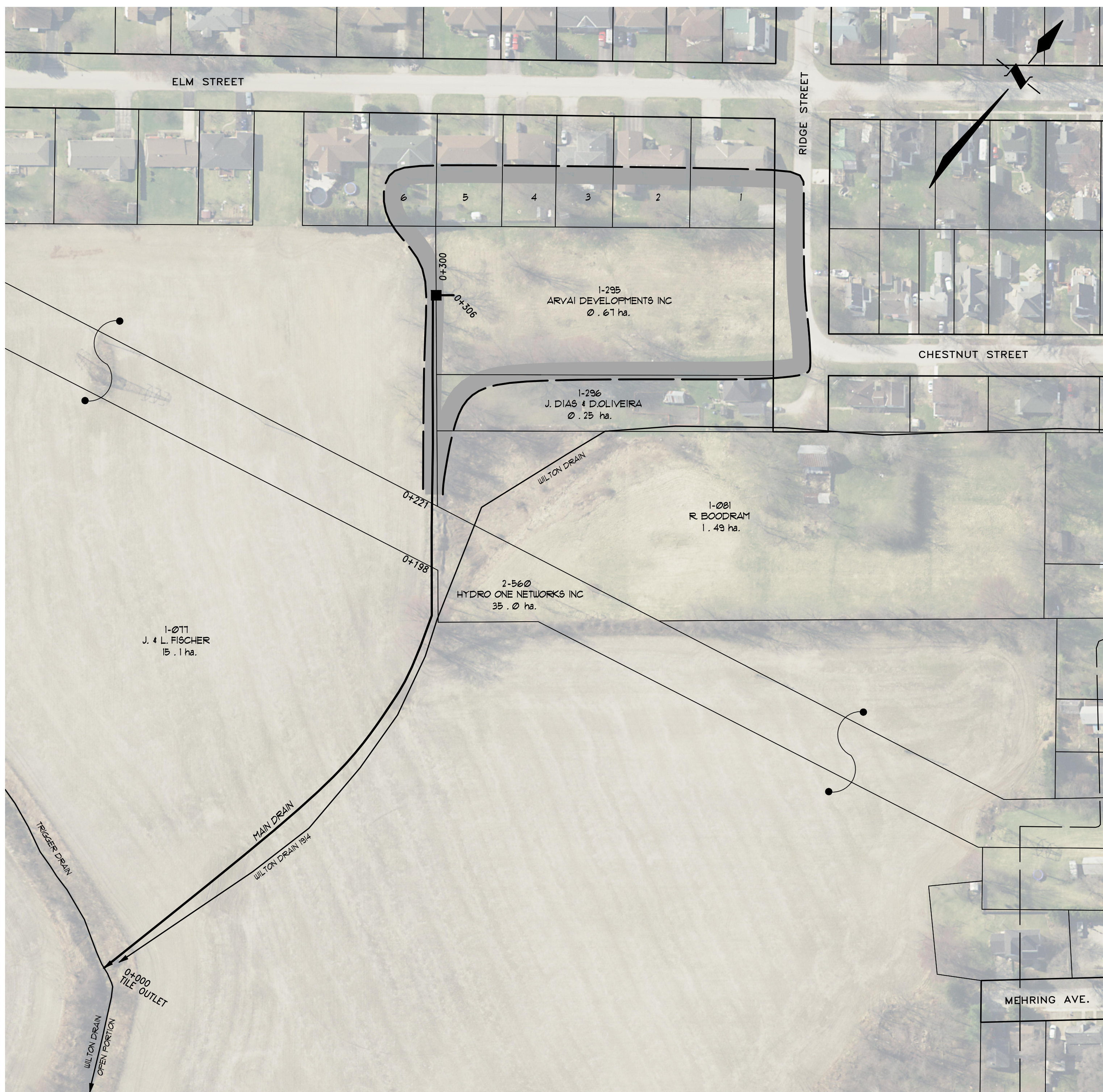
Job No. 219204

August 10, 2020

\* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
1-077 (J. & L. Fischer)	\$ 9,872.00	\$ 3,291.00	\$ 3,350.00	\$ 3,231.00
* 1-095 (N. & M. McColl)	352.00			352.00
* 1-095-02 (J. & K. Kelly)	323.00			323.00
* 1-095-03 (J. & J. Prince)	294.00			294.00
* 1-095-04 (L. & N. Labadie)	235.00			235.00
* 1-095-05 (J. & M. Da Mota)	294.00			294.00
* 1-119 (D. Kekys)	294.00			294.00
* 1-296 (J. Dias & D. Oliveira)	176.00			176.00
* 1-081 (R. Boodram)	60.00			60.00
* 1-295 (Arvai Developments Inc)	33,749.00		70.00	33,679.00
* 2-560 (Hydro One Networks Inc)	5,057.00			5,057.00
* Ridge Street	\$ 4,294.00	\$	\$	\$ 4,294.00
<b>TOTALS</b>	<b>\$ 55,000.00</b>	<b>\$ 3,291.00</b>	<b>\$ 3,420.00</b>	<b>\$ 48,289.00</b>

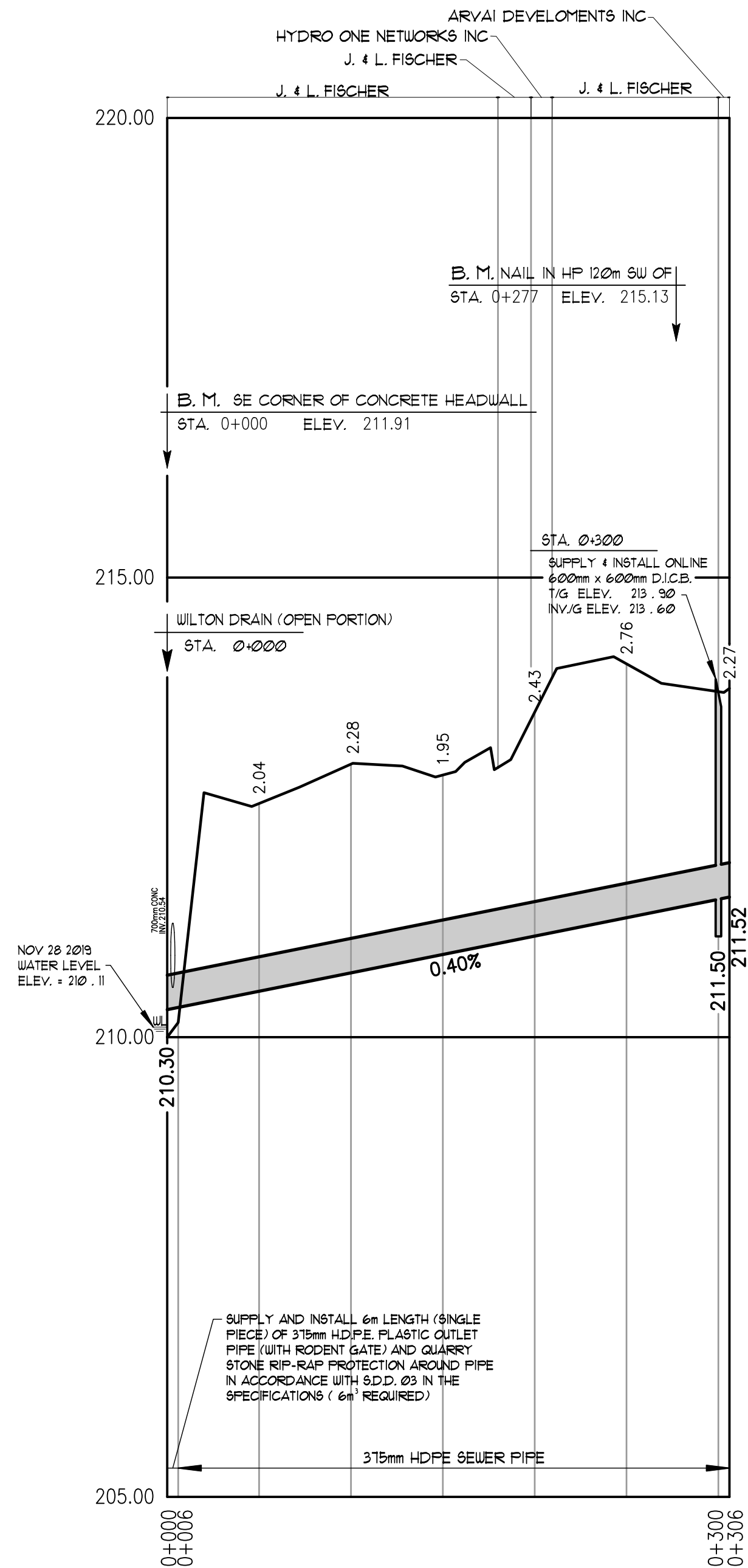
LOT 18



PLAN SCALE 1 : 1,000

LOT LEGEND		
ROLL No.	OWNERSHIP	HECTARES OWNED
1) 1-095	N. & M. MCCOLL	0.12
2) 1-095-02	J. & K. KELLY	0.11
3) 1-095-03	J. & J. PRINCE	0.08
4) 1-095-04	L. & N. LABADIE	0.08
5) 1-095-05	J. & M. DA MOTA	0.10
6) 1-119	D. KEKYS	0.10

PLAN LEGEND	
	LIMIT OF WATERSHED AREA
	PROPOSED DRAINAGE WORKS
	EXTERIOR OR INTERIOR WATERSHED
	TO BE INCLUDED FOR FUTURE MAINTENANCE
	EXIST. MUNICIPAL DRAIN
	PRIVATE TILE OR SURFACE WATER RUN
	EXIST. WATERCOURSE OR PRIVATE DITCH
10 - 023 J. 84TH 40.9 ha. HECTARES OWNED	



MAIN DRAIN

SCALE : HOR 1 : 2,500  
VERT. 1 : 50

GENERAL NOTES

- 1/ OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
  - 2/ THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:  
CLOSED PORTIONS : 15 meters  
THE WORKING WIDTH FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE 10m.
  - 3/ ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
  - 4/ a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.  
b) CONTRACTOR TO NOTIFY ALL UTILITIES 12 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.  
c) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE ITEM ON THE EXTENT OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR, EXCEPT IF ROAD RESTORATION IS REQUIRED.
  - 5/ ALL TREES, SCRUB, BRUSH, ETC. TO BE CLEARED AND GRUBBED IN ACCORDANCE WITH 'SECTION B.3 AND C.4' SPECIFICATIONS.
  - 6/ RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH 'SECTION A.12' IN THE SPECIFICATIONS.
  - 7/ TURF REINFORCEMENT MAT SHALL BE 'NORTH AMERICAN GREEN C 350' OR APPROVED EQUAL. MAT SHALL BE INSTALLED ON SEDED BANK IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS WITH THE FOLLOWING EXCEPTIONS:  
a) STAPLES TO BE 200mm LONG AND SHALL BE INSTALLED TO MANUFACTURER'S 'D' PATTERN  
b) MAT TO BE KEYED 300mm BELOW DITCH BOTTOM, 200mm INTO BANK SLOPE AT UPSTREAM LIMIT AND SHALL BE STAPLED 200mm BELOW TOE OF BANK.
  - 8/ CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.
- CLOSED PORTIONS
- 9/ ALL CONCRETE AND PLASTIC TILE AND PIPE TO CONFORM TO 'SECTION C.1' IN THE SPECIFICATIONS.  
a) SEWER PIPE TO BE H.D.P.E. PLASTIC 320 KPA (BELL & SPIGOT WITH RUBBER GASKETS, CONFORMING TO CSA 1026-08), PVC ULTRA RIB OR PVC SDR 35
  - 10/ ALL CATCHBASINS SHALL BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH 'SECTION C.16' IN THE SPECIFICATIONS, EXCEPT AS FOLLOWS:
  - 11/ EXACT LOCATION OF NEW DRAIN TO BE DETERMINED AT TIME OF CONSTRUCTION BY DRAINAGE SUPERINTENDENT OR ENGINEER.
  - 12/ SILT FENCE TO BE PLACED ACROSS DITCH BOTTOM AT STA. 0+000 DURING CONSTRUCTION TO PREVENT SILT FROM FLUSHING DOWNSTREAM, AND ARE TO BE MAINTAINED AS NECESSARY DURING CONSTRUCTION. SILT FENCE AND SILT TO BE REMOVED AND DISPOSED OF AFTER CONSTRUCTION.

**Municipality of West Elgin**

**ARVAI DRAIN**

Drainage Superintendent: <b>TOM MOHAN</b> 519-785-0560	No.	REVISIONS	DATE

Drawn By: NW	Field Book	JOB No.	Drawing No.
Date: AUG. 10, 2020	G.F.S.	219204	1 of 1

**PLAN, PROFILE, & DETAIL**

**SPRIET ASSOCIATES LIMITED**  
LONDON CONSULTING ENGINEERS  
155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2020-77**

#### **A By-law to adopt and maintain policies with respect to Hiring of Employees, Compensation and Probation Periods**

**Whereas** Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by By-Law; and

**Whereas** Section 270 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality shall adopt and maintain policies with respect to the hiring of employees; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to adopt policies with respect to Compensation and Probation Periods;

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

1. That the Policy regarding Hiring of Employees, identified as Schedule 'A' attached hereto is authorized and approved.
2. That the Policy regarding Compensation, identified as Schedule 'B' attached hereto is authorized and approved.
3. That the Policy regarding Probation Periods, identified as Schedule 'C' attached hereto is authorized and approved.
4. That this by-law shall come into force and effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 12<sup>th</sup> day of November, 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2020-77**

#### **Policy HR-3.7 Hiring of Employees Policy**

**Effective Date: November 12, 2020**

Review Date:

#### **Policy Statement**

The Municipality of West Elgin is committed to ensuring that all matters related to recruitment and employment are carried out in a fair and unbiased manner, and that all applicants will have an equal opportunity for employment in compliance with all legislation.

#### **Scope**

This policy applies to individuals, including employees of the Municipality of West Elgin, who are applying for positions within the Municipality and employees involved in the recruitment and selection process.

#### **Policy**

As an employer, the Municipality of West Elgin (Municipality) is committed to workplace diversity and inclusion to allow our organization to be more flexible, creative and responsive. The Municipality is committed to building a supportive and diverse workplace, representative of our community.

The Municipality recognizes that every applicant has a right to equal treatment with respect to recruitment and employment without discrimination because of race, ancestry, place of origin, religion, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

The Municipality is committed to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for people identifying as having a disability.

Every bona fide application will be considered in the recruitment process.

Applicants having close relatives already employed by the Municipality shall not be excluded from consideration of employment by the Municipality. Prospective new hires or candidates for promotion must declare during the recruitment and selection process any family relationships with individuals who directly or indirectly have a reporting

connection to the position being applied for. Additionally, existing employees must declare and not participate or influence any part of the recruitment and selection process where another family member is an internal or external applicant for a position.

It is the expectation that hiring practices and decision making will be centered on transparency, integrity, equal opportunity and will be free from any undue influence.

### **Legislative and Administrative Authorities**

Section 270 of the *Municipal Act*

# **Municipality of West Elgin**

## **Schedule “B” to By-Law #2020-77**

### **Policy HR-3.6 Compensation Policy**

**Effective Date: November 12, 2020**

Review Date:

#### **1 Policy Statement**

To outline the financial compensation program applicable to all employees.

#### **2 Policy**

A schedule of salaried and hourly rates for all employees shall be set and administered according to scales established annually by Council, upon recommendation of the Chief Administrative Officer (CAO).

##### **2.01 Anniversary Date**

The anniversary date is a date established for each employee to which compensation changes are tied. It may be an employee’s hire date, the employee’s start date in a new position, or another change date, as determined by Department Head and approved by the CAO.

##### **2.02 Merit Increases**

Merit Increases will be considered following successful completion of the probationary period (See HR-3.4).

Annual merit increases of no more than one step within a pay grade may be granted to a salaried or hourly employee who, in the opinion of the Department Head, is performing satisfactorily. Merit increases are not to be considered automatic. If an increase is denied, the Department Head will advise the employee of the reason for denial.

Hourly and salaried employees’ compensation grid consists of five (5) Steps. All positions have four (4) increases at twelve (12) month intervals or Full Time Equivalent (FTE) hours to a maximum of forty-eight (48) months or FTE hours for maximum rate of pay.

To be eligible for an increase, the employee must have received a performance review since their last merit increase.

Merit increase must be approved by the Department Head and the CAO.

## 2.03 Deferment of Merit Increase for Reason of Performance

Pay level step progression may be deferred where an employee fails to perform to the required standards of the position. Such deferral requires the approval of the Department Head and CAO.

In such cases, the employee shall be advised of the planned deferral and of the reasons for same. The employee shall be notified sufficiently in advance of the merit increase date to provide the employee with reasonable opportunity to improve.

If the employee's performance has not improved by the merit increase date, an increase may be deferred for a period of up to six (6) months during which time the employee's performance should be reviewed at least monthly. If no satisfactory improvement is noted, the increase may be deferred up to an additional six (6) months. In such circumstances, dismissal may also be considered.

Where an employee has been denied a merit increase due to unsatisfactory performance and the performance improves during the deferment period to warrant a merit increase, the merit increase may be paid retroactively or delayed until the next merit increase date, at the discretion of the Department Head and with approval of the CAO.

## 2.04 Promotion

An employee who is promoted shall receive the rate of pay in the pay scale of the new position which is next higher to one's present rate of pay except that:

- i) Where such change results in an increase of less than four (4) percent, the employee shall receive the next higher step progression in the pay scale; and
- ii) An employee's new rate of pay shall not exceed the maximum pay rate of the new pay scale.

In all cases, a new anniversary date is established which is based on the effective date of promotion.

## 2.05 Demotion

A demotion occurs when an employee is assigned to a position with a lower hourly or salaried rate of pay. This may occur due to a change in duties due to re-organization; re-assessment of the position; cessation of a market adjustment; position elimination with no available and suitable vacancy at same level; or a voluntary demotion at employee request to an available and vacant position.

In such cases, remuneration shall be treated as follows:

- i) Where an employee's rate of pay is equal to or greater than the maximum rate of pay of the new position, the employee shall receive the maximum pay rate of the new position;
- ii) Where an employee's rate of pay is within the pay scale of the new position, the employee shall be red-circled until such time as the next step progression in the pay scale of the new position catches up to or exceeds the employee's red-circled rate of pay;

In all cases, a new anniversary date is established which is based on the effective date of the demotion.

## 2.06 Lateral Appointment

When an employee is appointed to a different position at the same pay scale as the position which the employee previously held, there will be no change in the hourly or salaried rate of pay. Similarly, the anniversary date will remain unchanged.

## 2.07 Acting Appointment

An acting appointment may occur in a number of circumstances. This includes when there is a new vacancy due to resignation, termination, re-classification, the creation of a new position, an approved leave of absence, and an absence due to illness or injury (occupational or non-occupational).

An appointment is deemed acting when an employee is made specifically accountable for the duties of a position in a higher pay scale. An acting appointment shall normally not exceed twelve (12) months. For continuation beyond that period, a determination will be made regarding the status of the position. If the position is deemed permanent, it shall be posted consistent with policy (see HR-3.1).

An acting appointment requires an employee be appointed by Council or the CAO and Department Head to perform the duties of a higher classification for a period of thirty (30) calendar days or more.

Such employees shall be appointed at the pay level of the position they are acting in, and shall receive the rate in the pay level of the new classification which is next higher to their present rate. Where such change results in an increase of less than four (4) percent, the employee shall receive the next higher step in the pay level of the new classification. An employee's acting rate shall never exceed the maximum of the acting position's pay level range (the "job rate").

Acting pay commences when the employee commences the acting assignment. If the duration is unknown, acting pay shall commence after thirty (30) calendar days and paid retroactively to the start of the acting appointment.

Employees on acting assignment in excess of one (1) calendar year will be considered for a pay level step increment in their acting pay level.

An employee returning from an acting appointment to their former position will return to their pay level and step position they would have received had the acting appointment not occurred.

## 2.08 Employee Redeployment

Redeployment of an employee to an alternate position/work assignment or hours of work/shift within any department of the municipality may only occur in exceptional circumstances, such as:

- i) A shortage of work for a position in a current work location and/or department;
- ii) A need for additional work in a position in a different location and/or department;
- iii) Assistance required in an emergency situation.

Employee redeployment may consider the skills and abilities for a redeployed position and the transfer will be made at the discretion of the CAO and Department Head. The selection and scheduling of employees for redeployment will be based on management's assessment of suitability and availability of any such position.

The municipality may implement flexible and/or innovative scheduling arrangements. This may include shift work, work from home arrangements, and scheduling redeployed employees to work in alternative municipal facilities or locations.

A redeployed employee will be paid the higher rate of either their regular pay or the rate of the redeployed position.

## **Municipality of West Elgin**

### **Schedule “C” to By-Law #2020-77**

#### **Policy HR-3.4 Probationary Period Policy**

**Effective Date: November 12, 2020**

Review Date:

#### **Policy Statement**

1.01 To outline the probationary period applicable to all employees.

#### **Policy**

- 2.01 A probationary period of one (1) year shall apply to the Chief Administrative (CAO) Officer. A period of six (6) months shall apply to Department Heads, all other salaried employees and all other full-time hourly employees. Permanent Part-Time, Casual, and seasonal employees shall serve a probationary period equivalent to the Full Time Equivalent (FTE) service of three months.
- 2.02 All employees shall receive a performance review prior to the end of their probationary period.
- 2.03 At least thirty (days) prior to the end of the probationary period, the Supervisor shall recommend to the Department Head and the Chief Administrative Officer:
- (a) whether full-status shall be granted to the probationary employee; or
  - (b) whether the probationary period be extended for a further period; or
  - (c) arrangements be made to terminate the probationary employee.
- 2.04 The CAO shall report to Council when full-time status is recommended for the positions of Clerk, Department Heads and Supervisors. Such recommendations shall require Council’s authorization by resolution.
- 2.05 Upon successful completion of the probationary period, an employee shall be eligible for benefits in accordance with the terms and conditions of the group Benefits Plan, which is subject to change from time to time.
- 2.06 Part-time employees who become full-time employees: If a part-time employee has worked for a continuous period immediately prior to becoming full-time then this time be considered towards the probationary period required under Clause 2.01.



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2020-78**

#### **A By-law to adopt and maintain policies with respect to Employee Code of Conduct**

**Whereas** Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by By-Law; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to adopt policies with respect to Employee Code of Conduct;

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

1. That the Policy regarding Employee Code of Conduct, identified as Schedule 'A' attached hereto is authorized and approved.
2. That this by-law shall come into force and effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 12<sup>th</sup> day of November, 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2020-78**

#### **Policy HR-3.8 Employee Code of Conduct**

**Effective Date: November 12, 2020**

Review Date:

### **Policy Statement**

This Code of Conduct (“Code”) for employees is intended to both promote professionalism and to ensure that the relationship of trust exists between staff and the public. West Elgin residents expect a form of local government that is open, transparent, and accountable. All employees must observe the highest standards of conduct in the performance of their duties, regardless of their personal considerations.

### **Purpose**

The purpose of this Code is to foster an understanding of the fundamental rights, privileges and obligations of a municipal public employee. This policy recognizes that a municipal public servant has a responsibility to uphold the basic principles of integrity, honesty, confidentiality, impartiality and common sense as an integral part of their employment relationship with the Municipality of West Elgin. Moreover, employees must support and promote the goals and interests of the Municipality at all times and avoid placing themselves in situations where their personal or other interests actually or potentially conflict with the interests of the Municipality. In instances where conflict between personal/other and public interest arise, West Elgin employees must forfeit any perceived right to protect a personal interest in favour of that which is of most benefit to the public they serve.

The Code is intended for municipal employees as a guide to proper conduct. It is not intended to be exhaustive or to address every conceivable situation, which may arise. Therefore, if you have questions about the application of the Code to a particular situation, please contact the Chief Administrative Officer (“CAO”) for clarification. As well, if you are unsure whether a course of action conflicts with the Code, you contact the CAO for guidance prior to commencing that course of action. You should also contact the Chief Administrative Officer if you believe that your situation warrants special consideration. The Chief Administrative Officer can refer your situation to West Elgin Council for consideration. Any variation from the standards of conduct set out in this Code must have prior written authorization from West Elgin Council.

All employees must comply with the Code. This Code shall also apply to volunteers, including volunteer firefighters. Failure to do so will expose an employee or volunteer to disciplinary action up to and including termination and/or legal action through the courts.

## **Personal Conduct**

Employees shall conduct themselves in a manner that represents the Municipality in a positive manner and promotes and supports public confidence in the organization. Employees shall conduct themselves in a courteous and professional manner and recognize the dignity and worth of every person they serve and with whom they work. All employees shall remain neutral in their service to all Members of Council.

Employees are expected to treat the public and other employees honestly and fairly, respecting their rights, duties and obligations, and to act responsibly in the performance of their duties.

Where employees exercise discretionary authority in the performance of their duties, they shall use such authority in an objective and impartial manner considering all relevant facts and matters. Equality of treatment shall be afforded to all persons, groups, and organizations seeking service from the Municipality.

## **Gifts, Favours and Services**

Employees shall not accept gifts, favours or services from any individual or organization in the course of the performance of their duties other than:

- normal hospitality of nominal value among persons doing business;
- token exchanges as a part of protocol; or
- normal presentations made to persons participating in public functions. However, the recipients should not allow themselves to reach a position whereby they might be or might reasonably be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality.

Employees shall not use the name “Municipality of West Elgin” to obtain discounts for privately purchased goods or services and goods and services may not be purchased through any municipal purchasing agency.

Employees shall not demand or receive a preferential treatment in the use of municipal facilities or services unless doing so is a requirement of the employee's job duties.

## **Conflict of Interest**

It is important for the integrity of municipal operations that employees not use their position with West Elgin to further their own personal interests or to act in such a way that the public would perceive the employee was using their position to further a personal interest. Employees shall ensure that no direct or indirect private interests or personal considerations or other professional activities may affect employees' judgement to act in the best interests of the Municipality.

In general terms, employees shall not accept employment or engage in any business, dealing, or transaction, or have a financial or other personal or private interest which is

in conflict with the discharge of one's duties or where one receives an advantage from being an employee of the Municipality or where it is likely to influence or alter one's job performance.

Should matters arise that place an employee in actual, potential, or reasonably perceived conflict, an employee is required to disclose the existence and nature of such conflict to the CAO. Following such disclosure, the CAO may disqualify the employee from participating in any related deliberations and direct the employee not to discuss the matter with any other employee, interested party, or member of the public in order to minimize the potential for conflict of interest for the employee and Municipality.

### **Municipal Information**

An employee must not use information gained through their employment to further, or seek to further their private interests, those of their family, or to seek to improperly further another person's private interests. Similarly, an employee must hold in strict confidence all information of a confidential or sensitive nature acquired in the course of their employment with the Municipality.

This includes confidential or sensitive information about internal policies and processes as well as municipal residents, employees, or the Municipality of West Elgin. Information may not be disclosed except where previously authorized by the employee's department head, CAO, or Municipal Council.

Confidential or sensitive information can include information that is not part of the public domain and information designated by Municipal Council as confidential or sensitive, such as personal information, internal policies and procedures for performing activities at the Municipality, internal reports for use by the Municipality not released to the public to include matters under legal proceedings, as well as any other matter deemed by Municipal Council to be confidential or sensitive.

Municipal Freedom of Information legislation applies to the release of information gathered by municipal employees in the course of their duties. Information must be safeguarded or released in accordance with such legislation.

### **Use of Municipal Property**

Employees will not use Municipal property or equipment for activities or purposes not associated with the discharge of duties. It is important that employees not use their positions for personal gain or act in a manner such that the public would perceive the employee had done so.

Every employee shall take reasonable precautions to prevent loss, damage, or excessive wear and tear to Municipal property.

### **Social Media**

All employees are to be aware that outside of normal working hours, they implicitly represent the Municipality and should conduct themselves accordingly. In all forms of social media usage, employees should assume the same representative standards as in other public meetings. Social media content such as offensive, objectionable, or unwelcome images or posts that could adversely affect public confidence in the Municipality or detrimentally affect its reputation will not be tolerated.

## **Outside Activity**

Outside activities are generally permitted, subject to the following conditions:

- the outside activity must not occur during regular or scheduled work hours and there must be no conflict with the employee's job duties;
- no part of the outside activity will be done at the workplace; and
- The outside activities must not restrict the ability to be on call, or to work irregular hours if irregular hours are a requirement of the position.

Additionally, if the outside activity involves paid employment, please refer to information contained in the "Conflict of Interest" and "Procedures" sections of this policy.

## **Self-Governing Professions**

Employees that are members of self-governing professions may also have a duty to comply with those Codes of Conduct. Such Codes shall be considered part of the Municipal Code of Conduct and as such, a breach of the profession's Code shall represent a breach of West Elgin's Code. In the event the profession's Code imposes a higher standard of conduct than West Elgin's Code, the more rigorous requirements will govern.

## **Procedures**

Employees are expected to comply with the Code at all times. Supervisors are responsible for ensuring that the Code is distributed to all employees under their supervision, including new employees, as they are hired.

Employees who have reason to believe that a breach of the Code has taken place should report the matter to their immediate supervisor or, where necessary, directly to the department head or CAO.

Employees have a responsibility to request an interpretation of the Code from their department head or CAO if they are unsure whether particular circumstances, their actions or interests, or the actions or interests of others, contravene the Code. Employees will disclose in writing to their department head any business, commercial or financial interest where such interest may be construed as being in actual or potential conflict with this Code of Conduct.

The department head shall refer the disclosure and any additional comments, where appropriate, to the CAO. The CAO is responsible for the application of the Code in respect of all employees and shall determine an appropriate and timely course of action to address the actual or potential breach of the Code.

Actual or potential breach of the Code involving the CAO shall be the responsibility of Municipal Council.

### **Discipline and Discharge**

Where an employee breaches the Code or refuses to comply with a method of resolving a conflict with the Code, disciplinary action shall be taken by the CAO that is appropriate in the circumstances, up to and including employee discharge.

### **Severability**

The provisions of the Code shall be severable and if any provision, section, or word is determined to be invalid or unlawful, such determination shall have no affect or impair any of the remaining provisions, sections, or words contained in the Code.

Attachment: Employee Acknowledgement



MUNICIPALITY OF  
**West Elgin**

**Subject: Employee Code of Conduct**

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### **Staff Acknowledgement**

The Employee Code of Conduct has been explained to me and I have received, read, and understood the Employee Code of Conduct for the Corporation of the Municipality of West Elgin.

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Staff Member Name (Please Print)

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Staff Signature

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Date



# MUNICIPALITY OF **West Elgin**

## **The Corporation of the Municipality of West Elgin**

### **By-Law No. 2020-79**

**A By-law to Authorize the Execution of an Extension Agreement with Independent Resolutions Inc., Mark McDonald, for the Services of Municipal Ombudsman, Closed Meeting Investigator and Integrity Commissioner for the Period of January 1, 2021 to December 31, 2022**

**Whereas** Section 223.13(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, authorizes municipalities to appoint an Ombudsman who reports to Council and whose function it is to investigate in an independent manner any decision or recommendation made or act done or omitted in the course of administration of the appointing municipality, its local boards and specified municipally controlled corporations ; and

**Whereas** Section 239.2(1) 223.13(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, authorizes a municipality to appoint an investigator who has the function of investigating in an independent manner upon a complaint made to him or her by any person, whether a municipality or local board has complied with Section 239 of the Act or a procedure by-law under subsection 238(2) of the Act in respect to a meeting or part of a meeting that was closed to the public, and to report on such investigation; and

**Whereas** Section 223.3(1) 223.13(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, authorizes a municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner functions assigned by the municipality with respect to any application of the code of conduct for members of council, its local boards and/or their committees;

**Whereas** the municipality wishes to retain the services of Independent Resolutions Inc. in accordance with the provisions of the ag

**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 Extension Agreement with Independent Resolutions Inc. 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 November 12, 2020.

Read a first, second, and third time and passed this 12<sup>th</sup> day of November, 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

## **EXTENSION AGREEMENT**

**THIS AGREEMENT** effective the 12<sup>th</sup> day of November, 2020

**BETWEEN**

**INDEPENDENT RESOLUTIONS INC.**

(the "Municipal Ombudsman, Closed Meeting Investigator and Integrity Commissioner")

OF THE FIRST PART

- And -

**THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**

(the "Municipality")

OF THE SECOND PART

Hereinafter collectively referred to as the "Parties"

### **WHEREAS:**

- A. The Parties entered into a Municipal Ombudsman, Closed Meeting Investigator and Integrity Commissioner Agreement dates January 1, 2018 (hereinafter, the "2018 Agreement") which is attached hereto as Schedule "A" and forms part of this Extension Agreement;
- B. The Municipal Ombudsman, Closed Meeting Investigator and Integrity Commissioner provides professional services to the Municipality, pursuant to the 2018 Agreement;
- C. The County of Elgin has deemed it desirable to extend the 2018 Agreement with Independent Resolutions Inc.
- D. The parties have discussed renewal terms, as set out in section 5.2 of the 2018 Agreement and are agreeable to extend the term of the 2018 Agreement for a period of two (2) years;
- E. In accordance with section 3.11 of the Municipality's Purchasing Policy and Procedure, Co-operative Purchasing, West Elgin Council recognizes this Extension Agreement as being an exemption form otherwise applicable purchasing methods.

**NOW THEREFORE THIS AGREEMENT WITNESSTH** that in consideration of the sum of One Dollar (\$1.00) now paid by each of the parties to the other and covenants and agreements herein contained (the receipt and sufficiency of all of which is acknowledged), the Parties hereto agree as follows:

### **Recitals**

- 1. The above recitals are true and are hereby incorporated into this Extension Agreement by reference.

**Incorporation of the 2018 Agreement *mutatis mutandis***

2. Subject to the terms herein, the Parties agree that the provisions of the 2018 Agreement are incorporated *mutatis mutandis* into this Extension Agreement.

### **Term**

3. Clause 5.1 of the 2018 Agreement is hereby amended by deleting the words reading “December 31, 2020” and inserting “December 31, 2022”.

### **Counterparts**

4. This Agreement may be executed and delivered by the Parties in one or more counterparts, each of which will be an original, and each of which may be delivered by facsimile, email or other functionally equivalent electronic means of transmission, and those counterparts will together constitute one and the same instrument.

**IN WITNESS WHEREOF** this Extension Agreement has been executed by the Parties hereto on the date(s) set out below and the Parties agree that this Agreement shall be effective on the date set out at the top of page one (1) of this Agreement.

#### **INDEPENDENT RESOLUTIONS INC.**

Date: November \_\_\_\_, 2020

Per: \_\_\_\_\_  
Mark McDonald  
President

*I have the authority to bind the Corporation*

Address for Service: 17 Hummingbird Lane, St Thomas ON N6A 2P1

#### **THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**

Date: November 12, 2020

Per: \_\_\_\_\_  
Duncan McPhail  
Mayor

Per: \_\_\_\_\_  
Jana Nethercott  
Clerk

*We have the authority to bind the Corporation*

Address for Service: 22413 Hoskins Line, Rodney ON N0L 2C0



# MUNICIPALITY OF **West Elgin**

## **The Corporation of the Municipality of West Elgin**

### **By-Law No. 2020-80**

#### **A By-law to Authorize the Execution of an Agreement with County of Elgin for the Services of a Certified Emergency Management Coordinator for a One Year Pilot Project**

**Whereas** the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chap. E.9*, as amended (the "Act"), requires every municipality within the Province of Ontario to develop and implement an emergency management program and the council of each such municipality to by by-law adopt that emergency management program ; and

**Whereas** the Act also contemplates that the council of a county, as an upper-tier municipality, may, with the consent of council situated within the County, co-ordinate and assist in the formulation of emergency plans by such lower tier municipalities; and

**Whereas** West Elgin, as a lower tier municipality situated within the territorial limits of Elgin County, has indicated a desire to utilize the services of the Fire Training Officer/Community Emergency Management Co-ordinator (the "Officer") appointed by Elgin County, to develop and implement an emergency management program with its own municipality and as co-ordinated with the emergency management program of Elgin; and

**Whereas** Elgin County is prepared to make the services of the Officer available to the Municipality of West Elgin for such purposes and on a one (1) year pilot project basis; 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** the municipality wishes to retain the services of the Officer for Community Emergency Management Co-ordination on a one (1) year pilot project basis;

**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 Extension 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 November 12, 2020.

Read a first, second, and third time and passed this 12<sup>th</sup> day of November, 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

This Agreement made effective this 1st day of October, 2020.

BETWEEN:

CORPORATION OF THE COUNTY OF ELGIN  
(hereinafter “Elgin”)

Of The First Part

AND:

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD  
(hereinafter “Southwold”)

Of the Second Part

AND:

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN  
(hereinafter “West Elgin”)

Of the Third Part

WHEREAS the Emergency Management and Civil Protection Act, R.S.O. 1990, Chap. E. 9., as amended (the “Act”), requires every municipality within the Province of Ontario to develop and implement an emergency management program and the council of each such municipality to by by-law adopt that emergency management program.

AND WHEREAS any such emergency management program includes, amongst other elements, an emergency management plan, training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and necessary activities, and public education on risks to public safety and on public preparedness for emergencies;

AND WHEREAS the Act further contemplates both that every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan formulated, developed and implemented by the municipality and that the municipality shall review and, if necessary, revise its emergency plan every year;

AND WHEREAS the Act also contemplates that the council of a county, as an upper-tier municipality, may, with the consent of the council(s) situated within the County, co-ordinate and assist in the formulation of emergency plans by such lower tier municipalities, in satisfaction of the statutory obligation referenced above;

AND WHEREAS Elgin has employed and appointed a Fire Training Officer/Community Emergency Management Co-Ordinator (hereinafter “Officer”) to not only develop and implement an emergency management program for Elgin but also to serve as a resource person qualified and able, among other things, to assist in the development and implementation and co-ordination of an emergency management program for lower tier municipalities situated within the territorial limits of Elgin County;

AND WHEREAS Southwold and West Elgin, as lower tier municipalities situated within the territorial limits of Elgin County, have indicated a desire to utilize the services of the Officer to develop and implement an emergency management program with its own municipality and as co-ordinated with the emergency management program of Elgin;

AND WHEREAS Elgin is prepared to make the services of the Officer available to Southwold and West Elgin for such purposes and on a one (1) year pilot project basis;

AND WHEREAS the Municipal Act, 2001, S.O. 2001, Chap. 25, as amended, contemplates and provides for agreements between municipalities for the provision of services which each involved municipality is required to deliver and provide within its own territorial limits;

AND WHEREAS Elgin, Southwold, and West Elgin have reached consensus and agreement as to the terms and conditions by which the Officer shall provide assistance to each such lower tier municipality in the development, implementation, and co-ordination of an emergency management program within its own territorial limits;

AND WHEREAS Elgin, Southwold, and West Elgin wish to reduce the said terms and conditions of such consensus and agreement to writing,

NOW THEREFORE, in consideration of payment of the sum of ONE DOLLAR (\$1.00) now paid by the Parties hereto each to the other and the mutual promises and covenants hereinafter contained, the receipt and/or sufficiency of which is hereby acknowledged, the Parties hereto agree and covenant as follows:

#### 1.0 Definitions

1.1 “Emergency Management Program” means a program developed pursuant to and for the purposes contemplated by the Emergency Management and Civil Protection Act, R.S.O. 1990, Chap. E. 9, as amended (the “Act”).

1.2 “Officer” means the Fire Training Officer/Community Emergency Management Co-ordinator employed by Elgin and thereafter utilized from time to time by the local municipalities identified above through provision of assistance in the development, implementation, co-ordination, of a local emergency management program.

1.3 “Southwold” means The Corporation of the Township of Southwold.

1.4 “West Elgin” means The Corporation of the Municipality of West Elgin.

1.5 “Contracting local municipalities” means, collectively, the Parties to this Agreement other than Elgin and, as individually named, Southwold and West Elgin.

#### 2.0 Term

2.1 This Agreement shall commence and be deemed effective on the 1<sup>st</sup> day of \_\_\_\_\_, 2020, and, unless otherwise terminated early in accordance with the terms and conditions hereof, shall expire and end on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 (hereinafter “Term”).

#### 3.0 Appointment and General Statement of Services

3.1 During the Term that this Agreement is in effect, but at all times in its unfettered discretion, Elgin will employ and appoint the Officer, whose express duties shall include, as generally stated and amongst others, rendering assistance to the contracting local municipalities in the development, implementation, and co-ordination of an emergency management program within the territorial limits of such contracting local municipalities.

3.2 During the Term of this Agreement, each contracting local municipalities shall appoint the Officer as and maintain the appointment of the Officer as the Community Emergency Management Co-Ordinator for such municipality, such appointment to be made by by-law, and the Officer shall thereafter have the rights, privileges, and obligations of such Officer within each such local municipality.

#### 4.0 Services

- 4.1 For purposes of this Agreement, the Officer, as the local Community Emergency Management Co-Ordinator, shall provide the services set forth in Schedule "A" hereto to each such contracting local municipality.

#### 5.0 Limitation on Service Hours

- 5.1 Subject to contrary direction from the Chief Administrative Officer for Elgin for reason of, among other things, statutory holidays, authorized vacation, and/or competing service priorities, the Officer shall be available to provide services to the contracting local municipalities for up to twenty (20) hours per week, between the hours of 8:30 AM and 4:30 PM, daily.

#### 6.0 Monitoring of and Reporting by the Officer

- 6.1 Subject to that set forth in section 6.2 below, the Parties hereto specifically acknowledge and agree that, as an employee of Elgin, the primary reporting function and supervision requirement for the Officer is to the Chief Administrative Officer for Elgin.
- 6.2 Notwithstanding that set forth in section 6.1 above, the Parties hereto specifically agree that, for purposes of this Agreement and the provision of services as contemplated hereunder, the relevant activities of the Officer shall be monitored by the Chief Administrative Officer of the local municipality or, if none, the Clerk of such local municipality.

#### 7.0 Records

- 7.1 The Officer shall create and maintain records detailing his or her activities as contemplated by this Agreement, including but not limited to those required by the Act or any other statute, regulation, or by-law and/or as otherwise detailing the hours of work devoted to the benefit of, or on behalf of, each contracting local municipality during any specific workday.
- 7.2 The records referred to in section 7.1 above shall be maintained by Elgin in accordance with its retention policies and protocols and, furthermore and upon reasonable notice, each of the contracting local municipalities hereto shall have access to such records upon demand and during normal business hours of Elgin and, further thereto, each such contracting local municipality shall be permitted to photocopy any such record relating to the services rendered by the Officer to such municipality.
- 7.3 In addition to the creation and maintenance of records by the Officer and Elgin as set forth in sections 7.1 and 7.2 above, the contracting local municipalities, through its Chief Administrative Officer/Clerk, may maintain its own records of services delivered by the Officer as local Community Emergency Management Co-Ordinator, including but not limited to the results of training and education programs and any certification achieved or earned by any individual employee of the municipality.

#### 8.0 Payment for Services Through Levy to Local Municipalities

- 8.1 The Parties hereto acknowledge and agree that all costs and expenses associated with employment of the Officer for purposes of delivery of services as contemplated by this Agreement shall be borne, in the first instance, by Elgin.
- 8.2 The Parties hereto further acknowledge, agree, and understand that the said costs and expenses associated with employment of the Officer for purposes of delivery of services as contemplated by this Agreement shall be absorbed by Elgin as part of the annual levy process, without additional cost or charge to the contracting local municipalities hereto;

provided that it is understood and agreed that Elgin is not bound to that same arrangement in any subsequent Agreement for the provision of the same or similar services to the contracting local municipalities herein or any other lower tier municipality within the territorial limits of the County of Elgin.

8.3 The Parties hereto further agree that Elgin shall not charge the contracting local municipalities for delivery of services as contemplated by this Agreement by the Officer; provided at all times that Elgin shall be entitled to charge and shall invoice any contracting local municipality, or combination thereof, for any external cost or expense incurred by Elgin, through the Officer, as associated with the delivery of a service or services to any contracting local municipality or municipalities, as the case may be, including but not limited to any cost or expense incurred for an outside consultant or service provider, but at all times which cost or expense had been authorized by the involved contracting local municipality before such cost or expense has been incurred by Elgin through the Officer.

8.4 In the event that Elgin shall incur an external cost or expense as set forth in section 8.3 above,

- (i) Elgin shall deliver an invoice to each involved contracting local municipality, which invoice shall include a photocopy of any documentation supporting the nature and amount of such external cost or expense, and each such local municipality shall pay the amount of such invoice to Elgin within thirty (30) days of its delivery; and,
- (ii) In the event that the external cost or expense invoiced by Elgin is associated with delivery of a service to more than one contracting local municipality, then the amount of such external cost or expense shall be shared proportionally based upon participation by each of the involved local municipalities and the principal amount of any invoice issued by Elgin shall be in the amount of such proportional share.

#### 9.0 Termination/Suspension

9.1 Elgin shall be at liberty to terminate this Agreement at any time and without notice to any other Party hereto in the event that it no longer employs the Officer, which such termination shall be without compensation payable by or liability against Elgin, save and except for credit for any unused share of the municipal levy paid by any other Party hereto in accordance with section 8.0 above as based upon number of days of any calendar year during which the Officer was no longer employed by Elgin.

9.2 Any Party hereto, other than Elgin, shall have no right to terminate or withdraw from this Agreement.

9.3 In addition to that set forth above and without compensation payable to or liability against Elgin, Elgin shall be at liberty to suspend the availability of the Officer to provide services as contemplated herein to any other one or combination of contracting local municipalities hereto if Elgin, in its unfettered discretion, determines that the Officer has been the victim of harassment, unfair treatment, discrimination, or conduct constituting a violation of any term of employment or employment policy applicable to the Officer's employment by Elgin by any such one or combination of local municipalities, which suspension shall be continued and/or terminated only in the discretion of Elgin.

9.4 Notwithstanding the rights and terms of termination and/or suspension as set forth in sections 9.1 and 9.3 above, Elgin agrees and commits to use reasonable effort to provide prior notification of its decision to terminate and/or suspend the within Agreement to any involved local municipality or municipalities adversely affected by such decision.

## 10.0 Insurance/Save Harmless

10.1 Throughout the Term that the within Agreement is in effect, Elgin shall ensure that the activities of the Officer as contemplated herein shall be insured in accordance with its practices for insuring its employees, including but not limited to liability coverage to a limit of not less than \$5,000,000.00 per occurrence.

10.2 Throughout the Term that the within Agreement is in effect and without prejudice to the obligations of insurance as set forth in section 10.1 above, Elgin agrees to hold harmless and indemnify each of the other Parties hereto, as a contracting local municipality and including but not limited to their respective Mayors, Councillors, administration, staff, employees, consultants, servants, agents, and contractors and further including those persons' heirs, executors, successors, and assigns, against and in respect of any and all claims, causes of action, demands, suits, debts, dues, and/or costs, including legal costs, suffered or incurred by any such person or entity, or combination thereof, as arising from or in any way connected with or related to any activity of the Officer as taken in bad faith or otherwise not in accordance with the provisions of this Agreement.

10.3 Throughout the Term that the within Agreement is in effect and in relation to the activities of the Officer as contemplated herein, each contracting local municipality as a Party hereto, namely Southwold and West Elgin, shall, at its own expense, obtain and maintain insurance coverages, including but not limited to liability insurance coverage, in accordance with its insuring practices for its own employees, servants, agents, consultants, and contractors but at no time to a limit of less than \$5,000,000.00 per occurrence, including but not limited as to perils covered, policy limits, deductibles, and exclusions, at all times providing that both Elgin and the individual Officer shall be named as additional insureds under the terms of such policy or policies.

10.4 Throughout the Term that the within Agreement is in effect and without prejudice to the obligations of insurance as set forth in section 10.3 above, each local municipality as a Party hereto, namely Southwold and West Elgin, also agrees to hold harmless and indemnify Elgin, including but not limited to its Warden, Councillors, administration, staff, employees, consultants, agents, contractors and servants, and the individual Officer acting as the Elgin and local Community Emergency Management Co-ordinator and further including their respective heirs, executors, administrators, successors, and assigns, as the case may be, against and in respect of all claims, causes of action, demands, suits, debts, dues, and/or costs, including legal costs, suffered or incurred by any such entity or person or combination thereof as arising from or in any way connected with or related to any activity by the Officer while performing services as contemplated by and in accordance with this Agreement, providing at all times that the Officer was performing those services in good faith and in accordance with his or her abilities, experience, and education.

## 11.0 Release

11.1 Each contracting local municipality, as a Party hereto, namely Southwold and West Elgin, hereby releases and forever discharges Elgin, including but not limited to its Warden, Councillors, administration, staff, employees, consultants, agents, contractors, and servants and further including their respective heirs, executors, administrators, successors, and assigns, against and in respect of all claims, causes of action, demands, suits, debts, dues, and/or costs, including legal costs, suffered or incurred by any such entity or individual or any combination thereof as arising from or in any way connected with or related to any activity by the Officer while performing services as contemplated by this Agreement, providing at all times that the Officer was performing those services in good faith, in accordance with his or her abilities, experience, and education, and in accordance with the provisions of this Agreement.

11.2 Each contracting local municipality, as a Party hereto, namely, Southwold and West Elgin, hereby releases and forever discharges the Officer, including his or her heirs, executors,

administrators, successors, and assigns, as the case may be, against and in respect of all claims, causes of action, demands, suits, debts, dues, and/or costs, including legal costs, suffered or incurred by any such person or persons or combination thereof as arising from or in any way connected with or related to any activity by the said Officer while performing services as contemplated by this Agreement, providing at all times that the Officer was performing those services in good faith, in accordance with his or her abilities, experience, and education, and in accordance with the provisions of this Agreement.

12.0 Miscellaneous

12.1 If any notice is required to be given pursuant to this Agreement, such notice shall be delivered by mail, hand, or facsimile transmission to the following addresses:

To Elgin at: 450 Sunset Drive,  
St. Thomas, Ontario, N5R 5V1  
Fax (519)-633-7661

To Southwold at: 35663 Fingal Line  
Fingal, Ontario, N0L 1K0  
Fax (519)769-2837

To West Elgin at: 22413 Hoskins Line  
Rodney, Ontario N0L 2C0  
Fax (519)785-0644

12.2 Nothing in this Agreement shall relieve the Parties from compliance with all applicable municipal by-laws, laws, and/or regulations having jurisdiction over any matter relevant to this Agreement.

12.3 This Agreement, including any Schedule annexed hereto and forming a part hereof, sets forth all the covenants, promises, agreements, conditions, and understandings between the Parties hereto and there are no other covenants, promises, agreements, conditions, or understandings, either oral or in writing, between them with respect to the matters herein addressed other than as set forth herein. Except as herein otherwise provided, no subsequent alteration, amendment, change, or addition to this Agreement shall be binding upon the Parties hereto unless reduced to writing and signed by all of them. It is further understood and agreed that all of the agreements and provisions contained in this Agreement are to be construed as covenants on the part of all Parties hereto.

12.4 The failure of any Party at any time to require performance by another Party in respect of any matter addressed in this Agreement shall in no way affect its right thereafter to enforce that or any other obligation nor shall the waiver by any Party for the performance of any obligation hereunder by any Party hereto be taken or be held to be a waiver of the performance of the same or any other obligation hereunder at a later time. All Parties hereto retain their respective rights at law to enforce this Agreement.

12.5 Time shall be of the essence of this Agreement. Any time limit specified in this Agreement may be extended with the consent in writing of all Parties, but no such extension of time shall operate or be deemed to operate as an extension of any other time limit, and the time shall be determined to remain of the essence of this Agreement notwithstanding any extension of any time limit.

12.6 This Agreement shall be interpreted under and be governed by the laws of the Province of Ontario.

12.7 The headings, subheadings, and section, subsection, clause and paragraph numbers are inserted for convenience and reference only and shall not affect the construction or interpretation of this Agreement.



) **The Corporation of the Municipality of**  
) **West Elgin**  
)  
)  
) per: \_\_\_\_\_  
)     Name: Duncan McPhail  
)     Position:     Mayor  
)  
)  
)  
) per: \_\_\_\_\_  
)     Name: Magda Badura  
)     Position:     CAO/Treasurer  
)  
) We have authority to bind the Corporation

**SCHEDULE "A"**  
**Scope of Services**

- Advise Municipal Council, through the Chief Administrative Officer/Clerk, on matters related to emergency management, including but not limited to design, preparation, and implementation of emergency management program
- Prepare and supervise public education programs relating to risks to public safety and public preparedness for emergencies
- Prepare and supervise training programs and exercises for employees of the municipality and other associated persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities
- If necessary, design and prepare an Emergency Response Plan for the municipality and/or otherwise conduct an annual review of the existing local Emergency Response Plan and recommend any necessary revisions thereto
- Support and participate in meetings of the Emergency Management Program Committee for the municipality
- Assist the municipality to achieve compliance with obligations pursuant to the Emergency Management and Civil Protection Act (Ontario), including but not limited to:
  - creation/maintenance of Hazard Identifications and Risk Assessment List
  - creation/maintenance of Critical Infrastructure List
  - preparation and submission of compliance documentation to Emergency Management Ontario
- Subject to any recognized and declared conflict of interest with role as Community Emergency Management Co-Ordinator for Elgin County and in the event of activation of Emergency Operations Centre,
  - attend at Emergency Operations Centre as local Community Emergency Management Co-Ordinator
  - perform functions as local Community Emergency Management Co-Ordinator as detailed in the Emergency Response Plan
  - as necessary and/or required, provide support to any municipal emergency response.

Date: October 1, 2020

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Corporation of the County  
of Elgin

- and -

The Corporation of the  
Township of Southwold

- and -

The Corporation of the  
Municipality of West Elgin

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Community Emergency  
Management Coordinator  
Agreement

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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. 2020-81**

#### **A By-law to delegate the authority to the municipal Treasurer to authorize the execution of tax arrears extension agreements pursuant to Section 378 of the *Municipal Act, 2001***

**Whereas** Section 23.1 and 23.2 of the *Municipal Act, 2001*, permits a municipality to delegate certain powers and duties to a person; 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

**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 designates the municipal Treasurer the authority to negotiate and execute tax extension agreements on behalf of the Corporation of the Municipality of West Elgin. The authority is subject to the following limitations:
  - a. The tax extension agreement must be requested by and entered into with any owner of the land, the spouse of any owner of land, any mortgagee, any tenant in occupation of the land or any person the treasurer is satisfied has an interest in the land, in accordance with Section 378 of the *Municipal Act, 2001*; and
  - b. The tax extension agreement must be compliant with the requirements of Section 378 of the *Municipal Act, 2001* and substantially in the form of Schedule A attached, as negotiated by the Treasurer; and
  - c. The tax extension agreement can only be entered into after a tax arrears certificate has been registered, and before the expiry of the one-year period.
2. This by-law shall come into force and effect on November 12, 2020.

Read a first, second, and third time and passed this 12<sup>th</sup> day of November, 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

Note to Municipality: Edit underlined text as applicable

## EXTENSION AGREEMENT

THIS AGREEMENT made in triplicate this \_\_\_\_ day of \_\_\_\_\_, 2019.

BETWEEN:

THE CORPORATION OF THE \_\_\_\_\_  
(Hereinafter called the "Corporation")

OF THE FIRST PART;

- and -

Hereinafter called the "Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land"

OF THE SECOND PART;

WHEREAS ► insert the name of person(s) of the second part is the/a ► pick one of the underlined parties: Owner(s)/Spouse/Mortgagee/Tenant/person Treasurer is satisfied has an interest in the land of the land in the ► insert name of Municipality described in Schedule "A" attached hereto and forming part of this Agreement;

AND WHEREAS the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land is in arrears of taxes on the \_\_\_\_ day of \_\_\_\_\_, 2019 in the amount of \$\_\_\_\_\_ and a tax arrears certificate was registered in the Land Registry or Land Titles Office on the \_\_\_\_ day of \_\_\_\_\_, 2019 in respect of the Owner(s)/Spouse/ Mortgagee/ Tenant/ person the Treasurer is satisfied has an interest in the land;

AND WHEREAS Section 378 of the *Municipal Act, 2001* provides that after the registration of a tax arrears certificate and before the expiry of one (1) year following the date of the registration of the tax arrears certificate, a Municipality or Board may authorize an extension agreement with the Owner(s) of the land, the spouse of the owner, a mortgagee or a tenant in occupation of such land, or a person the Treasurer is satisfied has an interest

in the land to extend the period of time in which the cancellation price in respect to Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land is to be paid;

AND WHEREAS the period during which there is a subsisting extension agreement shall not be counted by the Treasurer in calculating the periods mentioned in sub-section 379(1) of the *Municipal Act, 2001*;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants and obligations hereinafter contained, it is hereby agreed as follows:

1. The Corporation will extend to (final date of extension) \_\_\_\_\_ the payment period for the cancellation price payable in respect of the land.
2. The Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land will make payments to the Corporation in accordance with Schedule "B" attached hereto.
3. In addition to paying the amounts provided for in paragraph 2, the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land agrees to pay:
  - a. all further taxes levied on the land as they become due and payable during the term of this Agreement; and
  - b. not later than \_\_\_\_\_ days following the due date of the last payment under paragraph 2, such additional amount, if any, as is necessary to bring the total amount paid under this Agreement up to the amount of the cancellation price payable in respect of the land.
4. Notwithstanding any of the provisions of this Agreement, the *Municipal Act, 2001*, as amended, shall continue to apply to the collection and enforcement of all tax arrears and all taxes except that the Treasurer and the Tax Collector of the Corporation, without waiving the statutory rights and powers of the municipality or of the Treasurer, shall not enforce collections of such tax payments, except as set out in paragraph 2 and 3, during the time this Agreement is in force so long as the Owner(s)/ Spouse/ Mortgagee/ Tenant/ person the Treasurer is satisfied has an interest in the land is not in default hereunder.

5. In the event the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land defaults in any payments required by this Agreement and upon notice being given to the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land by the Corporation, this Agreement shall be terminated and the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land shall be placed in the position he or she was before this Agreement was entered into. In the event of a default, this Agreement shall cease to be considered a subsisting agreement on the day that the notice of termination is sent to the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land.
6. Immediately upon the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land or any other person making all the payments required under paragraphs 2 and 3, this Agreement shall be terminated and, the Treasurer shall forthwith register a tax arrears cancellation certificate in respect of the said lands.
7. Notwithstanding the provisions of paragraphs 2 and 3, the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land and any other person may at any time pay the balance of the cancellation price and upon receipt of the aforesaid payment by the Corporation, this Agreement shall terminate and the Treasurer shall forthwith register a tax arrears cancellation certificate.
8. This Agreement shall cease to be considered a subsisting Agreement upon the date of the sale or other disposition of the land.
9. If any paragraph or part of paragraphs in this Agreement is determined by a court or tribunal of competent jurisdiction to be illegal or unenforceable, it or they shall be considered separate and severable from the Agreement and the remaining provisions of the Agreement shall remain in force and effect and shall be binding upon the Parties hereto as though the said paragraph or paragraphs or part or parts of paragraphs had never been included.

10. Any notice required to be given to the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land hereunder shall be sufficiently given if sent by registered mail to the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land at the following address:

\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF the Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land has hereunto set his/her hand and seal and the Corporation has caused its corporate seal to be hereunto affixed and attested to by its proper signing officers in that behalf.

THE CORPORATION OF THE

\_\_\_\_\_

\_\_\_\_\_  
TREASURER

\_\_\_\_\_

Signed at the \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2019.  
(municipality)

\_\_\_\_\_  
witness

\_\_\_\_\_  
witness

\_\_\_\_\_  
Signature of  
Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land

\_\_\_\_\_  
Signature of  
Owner(s)/Spouse/Mortgagee/Tenant/person the Treasurer is satisfied has an interest in the land

**SCHEDULE "A"**  
**TO EXTENSION AGREEMENT**

**DESCRIPTION OF THE LAND:**

(insert description of land)

**SCHEDULE "B"**  
**TO EXTENSION AGREEMENT**

**PAYMENTS REQUIRED UNDER EXTENSION AGREEMENT:**



# MUNICIPALITY OF **West Elgin**

## **The Corporation of the Municipality of West Elgin**

### **By-Law No. 2020-83**

#### **Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as 13371 Furnival Road**

**Whereas** the Owner of the lands does not require to enter into a site plan agreement with the Municipality with respect to the use and development of the lands in order to construct a warehouse/storage building;

**Whereas** the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin to remove the Holding Symbol (H-3) from the lands;

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

1. That Schedule "A" Map 27 to By-law No. 2015-36, is hereby amended by removing **Holding Symbol (H-3)** from those lands outlined in heavy solid lines on Schedule "A" attached hereto and forming part of this By-law, being Concession 6, Part of Lot 8, in the geographic Township of Aldborough, now in the Municipality of West Elgin, in the County of Elgin.
2. This By-law comes into force upon the day it is passed hereof.

Read a first, second, and third time and finally passed this 12<sup>th</sup> day of November 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

FURNIVAL RD

Holding (H-3) Symbol  
To Be Removed

HWY 401  
HWY 401

This is Schedule "A" to By-law No. 2020-83 passed on  
the 12th day of November, 2020

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**MAYOR**

\_\_\_\_\_  
**CLERK**

MUNICIPALITY OF WEST ELGIN  
Comprehensive Zoning By-Law 2015-36  
SCHEDULE 'A' MAP 27



0      50      100  
Meters





# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2020-84**

**Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on November 12, 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 November 12, 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 12<sup>th</sup> day of November, 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk